

**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721302**

Enquiry No. IIT/CE/ENQ/TRE/UPS/17-18/464

Date: 01.01.2018

LAST DATE FOR SUBMISSION OF QUOTATION: 22.01.2018 15.00 hrs.

We intend to purchase the commodities specified below and invite quotations (**two bid system**) in accordance with the terms and conditions of the Institute. If you are interested, kindly send your offer to the **Chairman, Departmental Purchase Committee, Civil Engineering Department, IIT Kharagpur-721 302, W.B** with precise and complete terms within the date and time mentioned above.

Single Phase Online UPS-10KVA: quantity: 01 (one)

Parameter	Specifications
Phase and Capacity	Single Phase- In & Single phase -Out , 10 KVA
Input Voltage Range	160V to 270V AC
Output Voltage Range	230 V AC Single Phase $\pm 1\%$
Output Wave form	Pure Sine Wave/True Sine wave
Output frequency	46 to 54 Hz
Noise level	≤ 50 dB
Overload Capability	125% of rated load for 1min, 150% of rated load for 30 sec
Overall Efficiency	$\geq 90\%$
Crest factor	3:1
Operating Temperature	0-45° C
Warranty	2 years(minimum)
Display	LED for UPS status and LCD for Voltage, current and Frequency
Communication Interface	RS232

Interested vendor may visit the site before submission of the tender. In that case, vendor may contact the *Professor in Charge, Transportation Engineering Laboratory, Civil Engineering Department, IIT Kharagpur-721 302.*

Guarantee/Warranty: The above Equipment should be guarantee/warranty for two year after successful installation.

Chairman,
Departmental Purchase Committee
Civil Engineering Department, IIT Kharagpur-721 302

To

1. Institute Website
2. Department Notice Board

GENERAL TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES
(Ref: Enquiry No: IIT/CE/ENQ/TRE/UPS/17-18/464 dated 01.01.2018)

1. (a) **Rate :** The **rate quoted must be inclusive of installation and all admissible taxes.** All the charges like Installation charges, Excise Duty, Packing & Forwarding, Sales Tax/GST, Freight, Insurance, Handling charges, etc., as applicable must be shown separately. The stores are required to be dispatched on F.O.R. IIT Kharagpur. The risk of damage or loss in transit if any will be that of the suppliers.

- **Technical leaflet or catalogue (original/ attested along with company seal) should invariably be submitted.**

(b) (i) **Excise Duty :** It may please be noted that Institute is exempted from the payment of Excise Duty for scientific instrument/ equipments for which necessary certificate shall be provided by the Institute, on request.

(ii) **Sales Tax / VAT/ GST :** Inclusive

(i) **Way Bill :** This may be issued only against Consignment Note and copy of Invoice. Institute does not issue any C or D form.

2. a) **Consignee:** All stores are to be consigned in the name of Director, Indian Institute of Technology Kharagpur-721 302, West Bengal.

b) **Disposal of Despatch Documents:** The Railway Receipt/Public Way Bill/ Consignment Note along with relevant bill and priced challan in triplicate should be despatched to the Deputy Registrar (S&P), IIT Kharagpur immediately on completion of despatch. If these documents donot reach to Deputy Registrar(S&P) in time all wharf age/ demurrage incurred, if any, will be recoverable from the suppliers.

3. **Delivery Period:** The stores are required to be delivered/dispatched within the delivery period mentioned in the purchase order. All offers of delivery should be made ex-stock and a clear note should be inserted in case ex-stock delivery is not possible. **No mobilization advance is payable against the Purchase Order.**

3. **Quality & Specification of Stores:** The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the National/International specification. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.

4. **Liquidated Damages:** In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

5. **Submission of Quotation:** Bidder should submit quotation in a sealed cover consisting of **two separate envelopes (i) Envelope –I (Technical bid)** consist of all technical specifications of the equipment/spare/ item and corresponding Technical leaflet (preferably original) or photocopy of Technical leaflet with authorized signature & company seal **(ii) Envelope-II (Price bid)** consist of details of price of equipment/spare/and items as per tender along with all other cost (tax/GST, packing & forwarding etc) applicable. **Bidder should clearly write contents of each envelop on the front portion of the envelope.** The reference to the Enquiry No. and the last date of submission must clearly be superscripted on the sealed envelope

All quotations (**technical and price bids along with relevant documents**) must be forwarded in sealed cover addressed to the **Chairman, Departmental Purchase Committee, Civil Engineering Department, IIT Kharagpur-721 302, W.B** so as to reach within **22.01.2018 at 15.00 hrs**

Submission of both technical and financial bids in one envelope will not be considered and such tender will be rejected.

6. **Bids Opening Process** Technical bid shall be opened on **22.01.2018 at 16.15 hours** in the Civil Engineering Department, IIT Kharagpur. Financial bids of the tenders who are technically qualified shall be opened on a later date in the Civil Engineering Department, IIT Kharagpur, Date and time of price bid opening will be informed to all technically qualified bidders by email.

Bidders, who wish to participate in the both bid opening processes, may present during above mentioned date and timings at the said venue.

7. **Period of Validity:** A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening of tender

8. **Income Tax & Sales Tax Clearance Certificate:** Current Income tax and sales Tax Clearance certificates must be submitted to Stores & Purchase Section, IIT Kharagpur before submission of final bill for payment, if not supplied earlier.

9. **Payment:** Payment will be normally made within 30 days from the date of receipt of bill or of the stores in good order and condition and installation whichever is later. Payments since April 1, 2009 is being done electronically by e- transfer through our banker (SBI Khargapur) for which the supplier must provide their bank account number, name of the bank, bank address, branch code and IFSC code etc. This shall be submitted now if not submitted earlier, to pen your account code against vendor enlistment.

10. **Guarantee/Warranty:** *The Equipment /spares supplied should be guarantee/warranty for two years after the successful installation.*

11. **Rejection of Offers:** The Institute reserves the right to ignores or reject any offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.

12. **Dispute:** In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.

13. All Tenders (unless otherwise specified) are to be submitted / handed over to **Chairman, Departmental Purchase Committee, Civil Engineering Department, Indian Institute of Technology, Kharagpur - 721 302** and acknowledgement to be obtained.

IMPORTANT

1. IIT KHARAGPUR authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The institute at its discretion may change the quantity / upgrade the criteria / drop any item or part thereof at any time before placing the purchase order.

2. Promptly make arrangements for repair and / or replacement of any damaged item (s) irrespective of settlement of claim.

3. Submission of **both technical and price bids in one envelope will not be considered** and such tender will be rejected.

4. For any query pertaining to this bid document correspondence may be addressed to **Chairman, Department Purchase Committee, Civil Engineering Department, IIT Kharagpur** at the address mentioned above. Last date for submission of sealed quotations: **22.01.2018 at 1500 hrs**

5. Please note that the institute remains closed during Saturdays & Sundays and all specified government holidays.

6. Fax, E-Mail tender will not be accepted.

7. The general terms and conditions as stated above relate to supply of stores / equipment /assets etc. and for specific service other terms and conditions of the institute will apply.

Note:

1. Delivery and Installation: **Free at site i.e** Transportation Engineering Laboratory, Civil Engineering Department, IIT, Kharagpur-721302.

2. Quantity mentioned is only indicative. The same may vary at the time of actual purchase.

3. No part supply shall be accepted or part payment/advance payment shall be made. Payment shall be made on receipt of complete supply duly certified by the Head of the Department, Civil Engineering, IIT Kharagpur. Please note all payments are made by e-payment mode by this Institute.

4. Vender shall submit the following details along with the tender: (i) Name of the Vendor with address, (ii) PAN (with photocopy copy) (iii) Name of the Bank with address (Photocopy of the Pass Book, if any), (iv) CBS Bank Account No. of the Vendor, (v) IFSC Code of the Bank, (vi) Contact No.