



**CIVIL ENGINEERING DEPARTMENT**  
**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR – 721302, W.B**

Enquiry No. IIT/CE/ENQ/High Speed Camera/STR/2018-19/25

Date :11/09/2018

**LAST DATE FOR SUBMISSION: 9/10/2018 at 3.00 PM**

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions of the Institute (Annexure I to VII- attached) . 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.

ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1.	<b>Name of the equipment</b> High Speed Digital Colour Camera  <b>Specifications:</b> <ul style="list-style-type: none"><li>• CMOS sensor</li><li>• Dimensions: 3840mm (H) x 2160 mm (V)</li><li>• Recording at full HD resolution (1920*1080) up to 200 fps</li><li>• Min shutter speed 1/10000 sec</li><li>• Removable SD card up to 64 GB</li><li>• Tripod stand and all other necessary accessories kit.</li></ul>	01 (One)	01 (One)
	Please mention the Make and Model No. of the high speed digital colour camera. The price quoted should include standard complete installation in the Structural Engineering lab, Civil Engineering Department, IIT Kharagpur		

Interested vendor may submit the final quotation for consideration in **a sealed packet containing three separate envelopes** ((a) Technical Bid (b) Price Bid -) duly super scribed with reference Number (Enquiry No. IIT/CE/ENQ/High Speed Camera/STR/2018-19/25 dated 11/09/2018) to **Chairman, Department Purchase committee, Civil Engineering Department, IIT Kharagpur-721 302, W.B. on or before 09/10/18 at 3.00 PM**

Price bid: (i) Base price of high speed digital colour camera (ii) GST- 5% (iii) Packing & forwarding and (iv) Any other should be quoted separately **Guarantee/Warranty: The above equipment should have guarantee/warranty for three years after installation.**

Signature of Indenter  
Prof. In Charge, Structural Engineering Lab

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

To

1. Institute Website
2. Department Notice Board
3. CPP Portal

**GENERAL TERMS AND CONDITIONS**

( Enquiry No: IIT/CE/ENQ/High Speed Camera/STR/2018-19/25 dated 11/9/18)

**1) Last Date of Submission of Sealed Bids (both technical and price bids, separately):** 09.10.2018 up to 3.00 P.M.

The Technical bids will be opened on 09.10.2018 at 4.15 P.M. in the Conference room, Department of Civil Engineering, I.I.T. Kharagpur, India.

**2) Payment Terms**

i) 100 % Payment for indigenous items quoted in Indian Rupees will be made only after completion of supply, installation and commissioning of the Systems to the entire satisfaction of the Purchaser. No Advance Payment will be made for Indigenous Purchase.

ii) Where items are imported and the payment is desired to be made to their foreign Principals directly, the same will be made against Irrevocable Letter of Credit only.

**3) Warranty/Guarantee & On-site skill support:** Three years (03) onsite comprehensive OEM warranty from the date of successful installation and commissioning. The firm has to guarantee supply of spares for a minimum period of 10 years.

**4) Tender Fee:** No tender fees.

**5) Delivery of Stores:** The store items are to be supplied within 90 days from the date of receipt of the Purchase Order.

**6) Price:**

**PRICE may be quoted either in INR or in foreign currency.** Where tenderer intends to quote in Indian Rupees (INR), the price should be quoted "FOR IIT Kharagpur "basis. The price should be all inclusive including GST. IIT Kharagpur is registered DSIR, Govt. of India. GST rate for scientific goods is 5% as per the Notification No. 47/2017-Integrated Tax (Rate) dated 14th November, 2017. Necessary certificate in this regard will be issued as per requirement and on request of the successful bidder.

- (i) Prices quoted should be for supply, installation and commissioning at I.I.T. Kharagpur.
- (ii) Discount, if any, should be indicated separately/prominently.
- (iii) Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.

7) Payments will be made as per rules after completion of the job and installation at IIT Kharagpur satisfactorily. Part payments and Advance payments are not possible. Please note that any delay in delivery schedule may lead to a penalty @0.5% per week (max 5%) on total cost.

8) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.

9) **Acceptance of Tender:** The Authority of IIT Kharagpur does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

10) The addendum/corrigendum if any shall be published on Institute's Website i.e. [www.iitkgp.ac.in](http://www.iitkgp.ac.in) and on CPP Portal.

11) The Bidders are requested to submit the bids after issue of clarifications only considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, in their bid.

12) **Extra Features:** If the bidder provides any other extra features on the Hardware or Software which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.

13) **Compliance List:** The proposal should be properly indexed and a compliance list against the technical specifications should be provided.

14) **Service:** Response to ensure quality of services, the deputed Engineer from the OEM/Vendor shall have a minimum of 2 years of experience in the relevant field and must be in the payroll of the OEM/Vendor.

15) **Installation and Commissioning:** Free of cost at Structural Engineering laboratory of Civil Engineering Department , IIT, Kharagpur. The supplier must ensure timely installation of Experimental test setup with necessary support to the indenters, as per details and lists to be made available by the Stores & Purchase Section or the indenting Departments/Centres/Schools.

16) **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.

17) The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to IIT Kharagpur by the selected OEM/vendor.

18) Past Performance of the Vendors will be judged at the time of Technical Evaluation.

19) The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.

20) Bidders should enclose the following documents:

- a. Certificate of Registration / Trade License
- b. Attested copy of PAN card and GST registration papers
- c. Name and address of past satisfactory supplies or minimum three clients to whom such items/stores have been supplied should be mentioned in the technical bid.
- d. Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories.
- e. Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration should be provided.
- f. Proforma Price Bid (without mentioning the price rate) may be attached with technical bids
- g. Port or place of Shipment: Should be mentioned in the quotation.
- h. Purchase order to be placed on: Should be mentioned in the quotation with full address, email addresss, phone number.

21) All tenders are to be handed over in a sealed box in the Office of Department of Civil Engineering, IIT Kharagpur-721302. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future. For speed post, the Postal Address is “

**Chairman, Departmental Purchase Committee,  
Department of Civil Engineering,  
IIT Kharagpur-721302, West Bengal (state)**

22) **Opening of Price Bids:** The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). The date for opening of price bids will be notified separately by email.

23) Tenderer or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

**IMPORTANT**

- I. Director may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself 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.
- II. A bid submitted with false information will not only be rejected but also the OEM/ vendor will be debarred from participation in future tendering process.
- III. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
- IV. For any query pertaining to this bid document, correspondence is to be addressed to the End user

Arghya Deb,  
Department of Civil Engineering,  
Indian Institute of Technology Kharagpur- 721302, West Bengal, India  
[Ph:+91-03222-283412 Email: - [arghya@civil.iitkgp.ac.in](mailto:arghya@civil.iitkgp.ac.in)]

- V. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.

**INSTRUCTIONS & SPECIAL CONDITIONS**

*(To be returned by Tenderer along with the Tender duly signed)*

1. **GENERAL:** Tenderer, who are Indian Agents of OEMs, should furnish a clear declaration as follows: We declare that I am/we are Accredited Agents of the suppliers aboard. DGS&D enlistment certificate needs to be attached (applicable only for the Indian Agents)

2. **DEVIATION FROM SPECIFICATIONS:** It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements. Otherwise, your tender will not be considered at all. 3. **TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER:** (i) Complete address and tele links for contact persons of principals and Indian agent offices dealing with this purchase. (ii) Name and full address of the OEM's Banker and their swift code. (iii) Port of shipment and Country of origin is to be provided for each item. (iv) Purchase order to be placed on: Should be mentioned in the quotation with full address

4. **PERFORMANCE BANK GUARANTEE:** On behalf of the Principal, Indian Agent must be able to provide Performance Bank Guarantee of the amount equivalent to the 10% of the cost of equipment from any Nationalized Bank. The Performance Bank Guarantee is required for the entire period of Warranty. Performance Bank Guarantee must remain valid for a period sixty days beyond the expiry of the Warranty Period. Bid security will be refunded back on submission of performance Security.

5. **GUARANTEE:** The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications.

6. **JURISDICTION:** All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e. Jurisdiction of KOLKATA HIGH COURT. Acceptance to this effect is also necessary at the time of opening of Technical Bid.

7. **ACKNOWLEDGMENT:** It is hereby acknowledged that we have gone through all the points listed under "Instructions & Special Conditions" outlined above, and those in the accompanying note on "Important Conditions", and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

8. Interested vendors must be able to supply adequate spares and consumable during three years of comprehensive warranty. Vendor should also ensure trouble free service and performance for another seven years beyond three years Comprehensive Warranty Period with adequate spares and accessories.

**TECHNICAL BID DOCUMENT FORMAT TO BE FILLED BY THE MANUFACTURERS/ INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPALS) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/ REPRESENTING DEALERS/ REGIONAL AGENCIES, SUBMITTING TENDER FOR “High speed digital colour camera.” FOR IIT KHARAGPUR (DEPARTMENT OF CIVIL ENGINEERING)**

1. Name of the Tenderer :
2. Status of the Tenderer: (attach documents, if registered company/partnership/proprietorship)
3. Whether OEM/representing foreign principle : (attach copy of certificate/authorization)
4. Details of key top official/authorized official: (attach details)
5. Details of tie-ups for supply/services, if any: (Attach details, agreements, escalation matrix)
6. Income Tax returns of previous three assessment year (copy) :
7. Current list/address of clients where similar material has been supplied and successfully working:
8. Name of the vendor's three largest clients, to whom similar products and services were extended & amount of transaction/annual bills to such clients :
9. Income Tax Permanent A/c No.(attach copy) :
10. GST registration No.(attach copy) :
11. Details of EMD :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

-----Dated

**Signature & Seal of the Authorized person of OEM/Vendor**

NOTE: This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”, Notice inviting Tender No. IIT/CE/ENQ/High Speed Camera/STR/2018-19/25 dated 11/9/2018 and name of the bidder. *All technical documents like literature, catalogues, etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do technically qualify, for further consideration.* **Attach all relevant documents in the same serial order as above, properly indexed, duly signed and seal**

**DECLARATION**

1. I, -----Son /Daughter of Shri -----  
-----Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s.-----  
-----am competent to sign this declaration and execute this tender document.
2. IIT/CE/ENQ/TRE/DSR/2018-19/11 . I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/we am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted. -----

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----



**MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas .....(thereinafter called the “tenderer”) has submitted their offer dated ..... for the supply of ..... (hereinafter called the “tender”) against the purchaser’s tender Notice No. ....

KNOW ALL MEN by these presents that WE ..... of ..... having our registered office at ..... are bound unto .....(hereinafter called the “Purchaser”) in the sum of ..... for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this .....Day of ..... 20 .....

**THE CONDITIONS OF THIS OBLIGATION ARE**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
  - (a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - (b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

**(Signature of the authorized officer of the Bank)**

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

**Note: Parties who are not enlisted are also to submit form –R1)**

*Annexure- VI*

To  
The Deputy Registrar  
Stores & Purchase Section  
Indian Institute of Technology  
**Kharagpur – 721 302 (WB)**

*Passport size  
Photograph  
of the Proprietor/  
Partner/Authorised  
signatory.*

**SUB : ENLISTMENT AS A VENDOR OF THE INSTITUTE**

Sir,

Details of particulars, as per your format are given below for your consideration and necessary action for **enlistment** with your Institute, as approved vendor.

1. Name of the Firm :
2. Status of the firm & Date of establishment :  
(Proprietorship/Partnership/Joint Stock Company/ Private Limited Company/Public Limited Company/  
Sole Distributor/Stockist/Dealer/Agent/ Reg. Society or NGO)
3. Name of the Proprietor/ Managing Partner :  
Authorised Signatory/Chief Executive
4. Present Address (Head Office/ Registered Office) :  
Phone /Fax /E-mail/ website/ Mobile contact)
5. Permanent address of the firm :
6. Do you have an office in Kolkata :  
(if yes, give address and contact details)
7. Nature of stores being dealt with :  
(range of product or category or group of items  
proposed to be enlisted - enclose item catalogue)
8. Are you registered with DGS&D, NCCF, NSIC, :  
Kendriya Bhandar or any Govt./State.

9. Are you already registered with IIT Kharagpur  
( If yes, give details, Sr No/date/year etc)

10. Name and address of banker /CBS Account

- a) name of the Bank
- b) Name/Address/Code of the Branch
- c) Account Number
- d) IFSC Code
- e) Enclose solvency certificate from Bank
- f) Does your bank stands guarantee to your business

11) a) Financial Capability (in rupees) :

- (b) Annual turn over (last three years)
- (c) Audited balance sheet (last three years)
- (d) IT returns filed (last three years)
- (e) GST Reg. No :

12. Registration/Trade License Number and date :  
(attested copy to be enclosed)

13. Experience, with credentials :  
(documents if any, to be enclosed)

14. Whether it is a Production Unit :

(if yes, please specify location and area, number of skilled, semi-skilled & unskilled employees, number of qualified Engineer and list of machinery and facilities available, whether in EPZ, availing any tax benefit etc.)

15. Whether having a Permanent Account Number : ( mention the ward number, circle and Commissioner of Income Tax under which you are registered, enclose copy of PAN card)

16. Specimen Signature of the Proprietor/ :

**Authorized Partner/Chief Executive/Signatory**

#### **DECLARATION**

I do hereby declare that all particulars furnished by me are true and correct to the best of my information, knowledge and belief. I understand that IIT Kharagpur can adopt any pre-qualification to identify suitable vendor(s) for a particular quotation/tender invitation and items, and conduct visit to our premises for verification. Mere submission of this registration form doesn't entitle us for any enquiry or award of work and I promise to be in the lookout for details in your website [www.iitkgp.ernet.in (link : tenders and quotations)]. I also undertake to inform you at the earliest any change in details mentioned above.

Encl  
**Rubber Seal**

**Name and signature of the vendor/ Proprietor/ CEO/Authorised  
Partner**

**(on the official Letterhead of the firm)  
FINANCIAL BID**

**Supply and Installation, Testing and Commissioning of “High Speed Digital Colour Camera” with 3 Years of warranty.**

**The Bidder shall fill all the required columns of Financial Bid:**

No .	Description	Qty	Unit Price without taxes (in Rs.)	Taxes Rs	Unit Price with Taxes (in Rs.)	Total Amount (in Rs.)
		A	B	C	D=(B+C)	E =(A * D)
<b>1</b>	Supply and Installation, Testing and Commissioning of “High speed digital colour camera.” with 3 years warranty					

In words Rupees: \_\_\_\_\_

Note:-

1. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
2. Indian Institute of Technology Kharagpur is a Public Funded Academic & Research Institute under the Ministry of Human Resource Development and is eligible for GST @5% vide Notification No: 47/017 dated 14/11/2017 by the Ministry of Finance, Department of Revenue.

**Signature of the bidder along with seal**