INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR – 721 302, INDIA

No.IIT/CE/ENQ/STR/18-19/NDT/4 Date: 31.07.2018

Sub: Procurement of Rebound Hammer & Ultrasonic Pulse Velocity Instrument

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from reputed manufacturers or their authorized Distributors / Dealers, (foreign firms or their Indian Representative company) who have adequate credential for supply/installation of 03(three) items as per the Annexure –I for the Department of Civil Engineering , Indian Institute of Technology, Kharagpur, India. All these strain gauges are required for dedicated use in PG and Research work.

Interested parties may submit their sealed bids under Two-cover system as per **Technical Specifications** given at **Annexure I**, and **General Terms & Conditions** and **Instruction & Special condition** given at **Annexure II and Annexure III**. Bidders are required to submit their **Details** in the format given at **Annexure IV** along with their technical bids. They are also required to submit a signed **Declaration** in the format given at **Annexure V**. A **Checklist** and **Compliance statement** against each item of Annexure I - III thereon severally & individually shall also be submitted. Kindly refer to the Institute website www.iitkgp.ac.in/topfiles/tenders.php. for complete tender details.

The tender be sent in a sealed packet, containing two separate sealed envelopes one each for **Technical Bid and Price Bid duly superscripted with** (**Tender Enquiry No. and date)** to the Office **of the Head, Department of Civil Engineering, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721 302, West Bengal, India on or before 31.08.18 by 4:00 PM.**

For any query pertaining to this bid document, communication be address to Head, Department of , Indian Institute of Technology, Kharagpur-721302

The technical bid will be evaluated first and price bids will be opened only in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids.

The **Technical bids will be opened on 31.08.18 at 4:00 p.m.**in the Office of Head, Department of Civil Engineering, Indian Institute of Technology Kharagpur.

Chairman
Department Purchase Committee

Head
Department of Civil Engineering

Copy to:

1. Institute website
2. Notice Board

Annexure-I

Sl No	Description	Unit	Quantity
1.	**Concrete Test Hammer:** To asses concrete quality & strength characteristics. The instrument enables to measure the strength of existing concrete structures in situ to control concrete quality and to detect weak spot, instrument as per EN12504-2 & ASTM C 805. Measuring Range 10 to 100 N/mm^2 Impact Energy: Not less than 2.2 Nm Supply complete with test hammer, Indicating device, USB adapter, data transfer cable, Software, grinding stone and carrying case.	No.	01 (one)
2.	**Ultrasonic Pulse velocity meter:** Ultrasonic pulse velocity method is used to determine material strength and quality based on the relationship to material density and elasticity. To assess uniformity of concrete and to locate cracks, voids, cavities and detects to fire and frost. Resolution: 0.1µs Voltage Pulse: 1KV Pulse rate: 3/sec or less Measuring Range: 15 µs to 6500 µs Transducer: 54 KHz Supply complete with indicating device, adapter to USB, two nos. 54 KHz transducer with 1.5 m BNC cable, calibration rod, coupling paste and carrying case.	No.	01 (one)

Annexure-II

GENERAL TERMS and CONDITIONS

(1) Price may be quoted in foreign currency for imported items. Manufacturer/Indian Agents of OEM should submit *two*-parts bid, Technical and Commercial bid in separate sealed envelopes. The technical bid should have a copy of commercial bid with prices masked. Modules to be supplied by the Indian Agent from Indigenous sources must be with ISO 9001 or equivalent certification and unit prices of such modules must be given in Rupees.

Only those manufacturers/their Indian Agents are eligible to quote who have supplied and installed at least ten such equipment in India during the past two years. The bids must accompany copies of authentic users certificates on successful installations in India. IIT Kharagpur reserves the right to verify confidentially the information in this regard from the users) and

(a) Provide the name of the Indian Agent who will be responsible for maintaining the equipment during the entire period under warranty and CMC
(b) Provide names of service engineer who are posted in India; the service engineers should have been trained at Original Equipment Manufacturers (OEM's) own unit.

(2) While submitting the technical bid, the company must undertake to ensure continued availability of adequate number of technically qualified Service Engineers for the Equipment during the period of supply, installation and throughout the warranty period.

(3) Period of validity: Bids shall remain valid for acceptance for a period of *Four months*(**120 days**) from the date of opening of Price Bids.

(4) Conditional offer will not be accepted.

(5) Late Tenders:- Tender received after the due date and time of submission as mentioned below shall not be accepted.

(6) Indian Agents of Bidders or Indian Agents who are bidding on behalf of their principals are to enclose the following documents:

(a) Current Sales Tax clearance certificates and PAN No.
(b) GST registration number
(c) Banker's Solvency Certificate.
(d) Summary of Audited statement of Accounts for the last three years to be enclosed and financial highlights and the key performance during the last three quarters to be enclosed as per format:

Company's Key Performance

Description.	April to June	July to Sept.	Oct. to Dec.
Gross Revenue			
Profit Before Tax			
Profit After Tax			
Return on Invested Capital (ROIC)			

(7) (a) Name and Address, phone and e-mail address of minimum five clients, out of which at least One should be in India to whom such/similar equipment have been supplied during the past two years should be mentioned.

(b) Customer satisfaction certificate from one such organization is to be attached with the technical bid.

(9) All Tenders (unless otherwise specified) are to be submitted/handed over to ***The Head, Department of Civil Engineering, IIT Kharagpur-721 302*** and acknowledgement to be obtained**.**

(10) The person attending the bid opening session should be delegated with appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Officer of the Company to sign such documents. Only two persons on behalf of each Company will be allowed to participate/attend the Bid opening session.

(11) Bid once submitted shall be the property of IIT Kharagpur and shall not be returned to the vendor at any time.

(12) A bid submitted with false information will not only be rejected but the vendor may also be debarred from participation in future tendering process.

(13) Canvassing in any form not only invites disqualification in this tender but may also result in debarring the vendor from participation in the future tendering process.

(14) The vendor may be required to give presentation. Demonstration on the systems offered where vendor has installed and integrated similar solution may need to be arranged by the vendor at their own cost.

(15) Change of Indian Agent: Prior intimation is required for this change. The new Agent should undertake to submit fresh performance guarantee first.

(16) Documents to be furnished by the concerned Indian Agents:

(a) Foreign Principal's proforma invoice indicating the commission payable to the Indian agent and nature of after sales service to be rendered by the Indian agent.

(b) Copy of the agency agreement with the foreign principal and the precise relationship between them and their mutual interest in the business.

(c) The enlistment of the Indian agent with Director General of Supplies and Disposals under the Compulsory Registration Scheme of Ministry of Finance.

ANNEXURE – III

INSTRUCTIONS & SPECIAL CONDITIONS
(To be returned by Tenderer along with the Tender duly signed)

1. GENERAL:
Tenderer(s), 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;

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. PRICE:
For imported items both F.O.B. & C.I.F. Kolkata price by Air to be quoted. The Institute if required will provide certificates for Import Items: The order acknowledgement should be issued by Fax within 3 days, and the item should be airlifted within 30 days from the date of receipt of the Letter of Credit copy / copy of DD, as the case may be.

(i) Agency Commission, if any will be paid to the Indian agents in Rupees on receipt of the equipment and after satisfactory installation. Agency Commission will not be paid in foreign currency under any circumstances.
(ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
(iii) Prices quoted should be for supply, installation and commissioning at I.I.T. Kharagpur.
(iv) Discount, if any, should be indicated separately / prominently.
(v) Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.
(vi) Where tenderer intends to quote in Indian Rupees, for imported items, the price should be quoted “FOR Destination” basis. Offer should be on “High Sea Sales” basis. No sales tax can be charged. Customs Duty applicable against **Declaration in Terms of Government of India Notification No.51/96-Customs dated 23.07.96 will be paid. Vendor will arrange payment of customs duty during clearance and the same will be reimbursed at actual against proper documents. Way Bill will be issued on request.** Seller has to undertake the responsibilities of customs clearance. All necessary supporting documents will be provided by the IIT Kharagpur. An agreement can be made in this regard, if the seller wishes, before customs clearance.

4. TRANSIT NSURANCE:
The Purchaser will not pay separately for Transit Insurance.

5. PAYMENT:

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.

6. TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER:

i) Complete address and tele links for contact persons in principals and Indian agent offices dealing with this purchase.
ii) Name and full address of the OEM’s Banker and their swift code.
iii) Proof of having ISO 9001 or other equivalent certification given by appropriate authorities.

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7. 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.

8. 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.

9. ACKNOWLEDMENT:
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.

10. Interested vendors must be able to supply adequate spares and consumable during one year warranty. Vendor should also ensure trouble free service and performance for another two years beyond one year Comprehensive Warranty Period with adequate spares and accessories.

SIGNATURE OF TENDERER
ALONG WITH SEAL OF THE
COMPANY WITH DATE

NOTE: ONE AGENT CANNOT REPRESENT TWO SUPPLIERS OR QUOTE ON THEIR BEHALF AT ONE TIME. In case of import all the particulars required for opening Letter of Credit (L/C) should be furnished in clear terms. After opening of L/C, based on our tender, no more request for amendment of L/C will be entertained. Total price including supply, installation and commissioning at I.I.T., Kharagpur, should be quoted. The cost of items that may be supplied from indigenous resources and also installation part if installation is done by Indian Agents should be stated in Indian Rupees.

1. In case of Import, bidders are requested to quote FOB price mentioning Freight & Insurance charges separately. No Ex-Works pricing is considered.
2. Warranty should be valid for one year for all items including third party items.
3. Quotations should be submitted in Separate Sealed Cover (with Sealing Wax). The quotation should be in typed format. No manual entries are allowed and any manual entry will entail rejection at the opening stage itself.
4. Before submitting vendor should ensure that they have submitted the following in the technical bid the documents as mentioned hereunder: Technical Literature, Specification documents, **Point-by-point Compliance Statement,** General Terms & Conditions, Acceptance of Kolkata High Court Jurisdiction, Name and address of 5 organizations of which 1 must be India where the OEM has installed 1 such equipment in the last 2 years and a copy of Price bid with prices masked.

The Commercial bid shall have all the commercial documents, agreements and Price bid. Prices should be given component-wise to enable the Institute to decide on the final configuration.

Important :

1. The institute may accept or reject any or all the bids in part or in full without assigning any reason and does not bind him 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. In case of any dispute, the decision of the Registrar of this Institute shall be final and binding on the Bidders.
3. For any query pertaining to this Bid document correspondence may be addressed to :-

   The Head, Department of ,
   Indian Institute of Technology, Kharagpur-
   721302 [Ph.: 91-3222-]

N.B.: 1) 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.

2) The Institute may rejects the tender without GST registration of the OEM/Indian Agent/Vender.

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ANNEXURE – IV

TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE MANUFACTURERS / INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/ REPRESENTING DEALERS/ REGIONAL AGENCIES, SUBMITTING TENDER FOR SUPPLY FOR IIT KHARAGPUR

1. Name of the Tenderer :

2. Status of the Tenderer :
   (attach documents, if registered company/partnership/proprietyship)

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 and Service Tax returns of previous three assessment year (copy) :

7. Financial status of bidder and/or his associates including Annual Report & Balance Sheet/Statement of Account of past three years with Registration of Companies (ROC) receipts duly authenticated by Chartered Accountant :

8. Current list/address of clients where similar material has been supplied and successfully working :

9. Name of the vendor's three largest clients, to whom similar products and services were extended & amount of transaction/annual bills to such clients :

10. Name and address of Vendor's bankers and attach a Solvency Certificate from the Bank for a minimum amount of Rs. :

11. Income Tax Permanent A/c No. (attach copy) :

12. **Details of EMD/Bank Draft No., issuing branch and date:**

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. dated 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 sealed**.

Annexure V

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. 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 : ----------