



**TENDER ENQUIRY FORM
INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302**

Enquiry No.: IIT/CRF/XRD/JD-(2)/2018
Last date of Submission: 27 April 2018 at 3.00 pm.
Date of Opening: 27 April 2018 at 4.00 pm.
- Notice board
- Website (www.iitkgp.ac.in)

Date : 6th April 2018

Dear Sir,

We intend to procure the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the attached sheet(s). If you are interested, kindly send your offer with precise and complete terms within the time mentioned above.

Yours faithfully,

Dr. Jayanta Das
Prof.-in-charge of HRXRD Laboratory
Central Research Facility, IIT Kharagpur

Equipment

Item No.	Description of Item	Unit	Qty
1	Analytical/Semi-microbalance Required specifications: Weight capacity: Minimum 120 g Readability: 0.01 mg (up to 40 g or higher) & 0.1 mg for high range Repeatability: $\pm \leq 0.03$ mg/ ≤ 0.08 mg or better Linearity: ≤ 0.15 mg or better (up to 40 g) within ≤ 4 sec Microprocessor based tare range: Minimum 120 g - Self calibration including temperature controlled calibration - Operating temperature range: 10 to 40 °C or above - Diagnostics check up for reproducible measurements - Weighing pan size: < 82 mm diameter - Weighing cell: 2 Nos of built-in weights for constant accuracy over entire weighing range - The balance should include good quality glass draft shield with easy door access -Connectivity: Built-in RS232 and USB -Power: 230 \pm 10V /50 Hz AC - Comprehensive warranty for 3 years from the date of successful installation - <i>List of minimum 50 installations at IIT Kharagpur and 800 installations in EAST</i>	each	1

PS: Kindly enclose PAC in case the above item is proprietary in nature

N.B.- Sealed Quotation should be submitted to:

**Dr. Jayanta Das, Associate Professor, Department of Metallurgical and Materials Engineering,
PIC HRXRD Laboratory, Central Research Facility (CRF)
Indian Institute of Technology Kharagpur; Kharagpur– 721 302, West Bengal**

TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

- 1.(a) **Rate** : The rate quoted must be exclusive of Excise Duty, Packing & Forwarding charges, Sales Tax, Freight charges and Insurance charges. **All the charges like Excise Duty, Sales Tax, Freight, Insurance, Handling charges etc. as applicable must be shown separately.** The stores are required to be dispatched by passenger train F.O.R. Kharagpur or by Road Transport or delivered at this Institute under the Suppliers' own arrangement, free of additional charges. The risk of damage or loss in transit if any will be that of the suppliers. Manufacturer's price list, Technical leaflet, samples, catalogue whenever applicable, 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/GST**: Extra as applicable
- (iii) **Way Bill** : This is issued against Consignment Note in and a copy of Invoice. Institute does not issue any C or D Form.
- (iv) **EMD** : Nil
2. [a] **Consignee** : All stores are to be consigned in the name of Director, Indian Institute of Technology, Kharagpur-2 (West Bengal, Pin : 721302).
- [b] **Disposal of Dispatch Documents** : The Railway Receipt/PWB/Consignment Note along with the relevant bill and three priced challan each in triplicate, should be dispatched to the Deputy Registrar (S&P), I.I.T Kharagpur immediately on completion of dispatch. If these documents do not reach the Deputy Registrar (S&P) in time all wharfage/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 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.
4. **Quality & Specification of Stores** : The stores offered should be of the 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.
5. **Liquidated Damages** : If a firm accepts an order and fails to execute the same, in full or part, as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the un-delivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm which accepted and then failed to execute the order according to stipulation agreed upon.
6. **Submission of Quotation** : All quotations must be forwarded in sealed cover addressed to the person concerned so as to reach within the specified period. The reference to the Enquiry No. and the last date of submission must clearly be superscribed on the sealed envelope. If no counter offer is made in the quotation, it will be taken for granted the offer is strictly in accordance with the specification and terms and conditions laid down in the tender notice.
7. **Opening of the Quotation** : Every quotation will be opened at the concerned Department/Centre/School/Section of this Institute at the time and on the date indicated on the tender form. Unless otherwise specified, quotation will not be opened in Public or in presence of representative of bidders.
8. **Period of Validity** : A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.
9. **Income Tax Clearance** : Current Income Tax and Sales Tax clearance certificates or returns must be submitted to the Stores & Purchase Section, IIT, Kharagpur, as per existing guidelines in vogue, before submission of final bill for payment, if not supplied earlier. Submission of PAN and Xerox copy of the PAN card is must.
10. **Payment** : Payment will be made after successful supply by a crossed a/c payee cheque on the S.B.I., Kharagpur, normally within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later. Payments since April 1, 2009 will however be made electronically by e-transfer, for which the supplier must provide their **bank account number, bank address/branch details/branch code and IFSC code.**
11. **Rejection of Offer** : 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.