INDIAN INSTITUTE OF TECHNOLOGY- KHARAGPUR
KHARAGPUR – 721 302, INDIA

No. IIT/CHE/MC/ISIRD/2020-21/08 **Dated: 03/07/2020**

Sub: Procurement of "Long working distance upright reflection transmission microscope with bright field, DIC and upgradable to fluorescence"

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 **"Long working distance upright reflection transmission microscope with bright field, DIC and upgradable to fluorescence"** for the items as per the Annexure – I for the **Department of Chemical Engineering**, **Indian Institute of Technology, Kharagpur, India**. All these experimental units (standalone complete setups) are required for dedicated use in UG and PG laboratory courses.

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 to be sent in a sealed packet, containing sealed envelopes with duly superscripted with **Tender Notice No. IIT/CHE/MC/ISIRD/2020-21/08, dated 03/07/2020**, to the Office of the **Head, Department of Chemical Engineering, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN- 721 302, West Bengal, India on or before 04.08.2020 by 10.00 AM.**

For any query pertaining to this bid document, communication be address to **Head, Department of Chemical Engineering, 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 open on **04.08.2020 at 11:30 AM** and **Price Bid** will be open **12.08.2020 at 11:30 AM** on in the Office of Head, Department of Chemical Engineering, Indian Institute of Technology Kharagpur. For any query please contact: at **+91 3222-283932**

Previously the tender for purchasing the above mention item was placed online (tender No. IIT/CHE/MC/ISIRD/2019-20/35 Dated: 13/03/2020). However, in the light of nationwide lockdown on account of the COVID-19 pandemic, the institute was under complete lockdown during that period and no tender document was received.

Copy to:

1. Institute website
2. CPP Portal
3. Head, Department of Chemical engineering

Head, Dept. of Chemical Engineering

Annexure - I

Technical Specifications of the Equipment

Optical System: Infinity Corrected.

Microscope Stand Type: Upright for reflected and transmitted light

Observation Technique (Reflected Light): Bright Field (BF) & DIC with upgradability to Fluorescence

Trinocular Photo Tube:
3-Way Beam splitter (100:00/80:20 & 50:50/0:100) compatible with 22 mm or more FOV. Suitable C-mount should be quoted along with the systems.

Eyepiece:
Magnification–10X, Field of View (FOV) – minimum 22 mm and Focusable. At least one eyepiece should be with reticule cross – hair. Anti-glare protection for viewers with or without eye glasses. Must have Eye piece guard.

Illumination System: LED with Light Pre-set Switch and LED Voltage Indicator.

Focussing System: Manual Focus with Coarse and Fine Focus adjustment.

Nosepiece: Five Position Revolving Nosepiece or Better.

Objective Lens:
Semi Apochromat or better objectives with magnification 5X, 10x, 20x, 50x and 100X. All objectives should be dry base and compatible with minimum 22 mm FOV. 20x objective, with minimum working distances of 25 mm, 50x objective, with minimum working distances of 18mm and 100X objective with minimum working distances of 7 mm or better should be provided.

Stage: Manual/Automated control stage with right hand control and glass stage plate holder

DIC Slider: Suitable DIC slider for the system should be supplied with the system.

Other Accessories:
Dust Cover

Camera:
Digital color CMOS Photomicrography system with 15 megapixel or better resolution.

Single Bandpass Filters:
A green filter: A green single bandpass filter with the holder should be provided. The filter should have mean wavelength around 510-550 nm with not more than 15 nm bandwidth.

A blue filter: A blue single bandpass filter with the holder should be provided. The filter should have mean wavelength around 469-490 nm with not more than 15 nm bandwidth.

Image Analysis Software: (Software should have below mentioned features)
Basic image acquisition including HDR and auto-calibration of magnification.
Scale bar, cross hair, info stamp display, and image filters.
Basic tool windows (Image history, properties, navigator, gallery view tool window).
Basic interactive measurement (distance, angles, rectangles, circles, ellipses, polygons, circle-to-circle distance, angle ruler, and line ruler) and data export to MS-Excel.
Movie acquisition.

PC for should be provide: A PC that can efficiently control the microscope camera and do all the image analysis without any lag should be provided with the microscope.

The Microscope, Software and the camera should be from the same manufacturer for Better co-ordination and Lag free operation.

The system offered should be available and clearly mentioned in the Company/ Principal Companies website.

Warranty: Minimum THREE (3) years from the date of installation

Optional:

Optical Table: An optical table with adequate dimension is desirable for vibration free measurements.

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 unit prices of such modules must be given in Rupees. The main equipment as well as the modules should have warranty of THREE year.
(2) 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 Manufacturer's (OEM's) own unit.
(3) 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.
(4) 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.
(5) Conditional offer will not be accepted.
(6) Late Tenders:- Tender received after the due date and time of submission as mentioned below shall not be accepted.
(7) Indian Agents of Bidders or Indian Agents who are bidding on behalf of their principals are to enclose the following documents:
    (c) Current Sales Tax clearance certificates and PAN No.

(8) All Tenders (unless otherwise specified) are to be submitted/handed over to office of ***The Head, Department of Chemical Engineering, IIT Kharagpur-721302*** and acknowledgement to be obtained.

(9) 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.

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

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

(12) 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.

(13) 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.

(14) Materials such as pipe, bricks, sand, stone-chips, cement, paint etc. if required for the installation of the above item and other fixation work will have to be supplied by vendor free of cost.

(15) The installation must be completed within 15 days from the date of receipt by this institute. The presence of Service Engineer from the principal at the time of installation is essential.

(16) The Company must ensure the Institute about the 95% uptime during the operational period at the Institute with suitable spares and consumable at IIT Kharagpur. However, IIT Kharagpur may allow maximum time of 48 hours for the consumable available in India and for other items maximum of 05 working days from the date of lodging of report. A penalty of Rs. 5000/- (five thousand rupees only) per day shall be imposed for delay beyond 5 days. Similar penalty will be applicable for installation delay beyond 15 days from the receipt of the instrument at site.

(17) See Notification No. 47/2017-Integrated Tax (Rate) Dated: 14th November, 2017

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

(19) 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 price should be without Customs Duty and Excise Duty since IIT Kharagpur is exempted from the payment of Customs & Excise Duties. 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 INSURANCE:
The Purchaser will not pay separately for Transit Insurance.

5. PAYMENT:
a. 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.**
b. 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:
a. Complete address and tele-links for contact persons in principals and Indian agent offices dealing with this purchase.
b. Name and full address of the OEM’s Banker and their swift code.

7. EARNEST MONEY DEPOSIT: Nil

8. TENDER FEE: Nil.

9. 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.

10. 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.

11. 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.

12. Interested vendors must be able to supply adequate spares and consumable during three years warranty. Vendor should also ensure trouble free service and performance for another two years beyond three years 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 W ax). 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 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 :-

   Department of Chemical Engineering ,
   Indian Institute of Technology,
   Kharagpur-721302 [Ph.: 91-3222-82250]

N.B.: **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.**

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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 OF "**LONG WORKING DISTANCE UPRIGHT REFLECTION TRANSMISSION MICROSCOPE WITH BRIGHT FIELD, DIC AND UPGRADABLE TO FLUORESCENCE**" FOR IIT KHARAGPUR (DEPARTMENT OF CHEMICAL ENGINEERING)

1. Name of the Tenderer :
2. Status of the Tenderer
   (attach documents, if registered company/partnership/propriety ship)
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 Permanent A/c No. (attach copy) **:**

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/CHE/MC/ISIRD/2020-21/08** dated 03.07.2020 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: ----------