INDIAN INSTITUTE OF TECHNOLOGY
KHERAGPUR – 721 302

No. IIT/CY/PLAN/ISIRD/EQ-48/2020-21
Date : 16th July 2020

TENDER NOTICE

Sub: Procurement of an Analytical Weighing Balance.

Indian Institute of Technology Kharagpur, an Institute of National Importance, invite Sealed bids from reputed Original Manufacturers (OEM) or their Authorized Distributors/Dealers or any Institute registered vendor or any registered vendor, for supply and installation works of Procurement of an Analytical Weighing Balance for Department of Chemistry, IIT Kharagpur.

Interested parties may submit their sealed bids under Two-cover system (Technical & Price Bid) as per the Technical Specification given in Annexure-I and General Terms & Conditions given in Annexure-II. The tender needs to be sent in a sealed packet, containing two separate sealed envelopes (one each for Technical Bid and Price Bid) along with Earnest Money Deposit for amount of Rs. 2,000/- (Two thousand) only, duly super scribed with tender Notice No. IIT/CY/PLAN/ISIRD/EQ-48/2020-21 DTD 13-07-2020 to the office of the Department of Chemistry, IIT Kharagpur.

The last date for submission of tender is 17th August, 2020 by 3.00 p.m. and NO tender will be received after the specified period.

The bids will be opened and evaluated on 18th August, 2020 at 3:30 pm in the Department of Chemistry, Indian Institute of Technology Kharagpur.

All tenders may either be dropped in a sealed box in the office of the Head, Department of Chemistry, IIT Kharagpur in person or may be sent by Speed Post addressed to Head, Department of Chemistry, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721302, West Bengal. The bids once submitted shall be the property of the Institute and shall not be returned to the vendor in future. Any bid reached after the last date of submission shall NOT be received and considered.

During opening and evaluation of the bids, attendance of the Bidder or one representative with proper authorization letter on behalf of the bidder is a MUST. 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.

Copy to:
1. Prof. in Charge, Inst. Inf. Cell – with a request to kindly display the same in the Institute website & CPPP.
2. The Dy. Registrar (S&P), IIT Kharagpur
3. Notice Board, Chemistry Department, IIT Kharagpur.
### Technical Specifications of Analytical Weighing Balance

<table>
<thead>
<tr>
<th>Specification</th>
<th>Value</th>
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<tbody>
<tr>
<td>Weighing capacity</td>
<td>220 g</td>
</tr>
<tr>
<td>Readability</td>
<td>0.1 mg</td>
</tr>
<tr>
<td>Repeatability</td>
<td>0.1 mg</td>
</tr>
<tr>
<td>Linearity</td>
<td>± 0.2 mg</td>
</tr>
<tr>
<td>Typical response time</td>
<td>3 s</td>
</tr>
<tr>
<td>Pan Size</td>
<td>90 mm Dia</td>
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<tr>
<td>Height of Weighing chamber</td>
<td>205 mm</td>
</tr>
<tr>
<td>Dimensions (D x W x H)</td>
<td>360 x 216 x 320 mm</td>
</tr>
</tbody>
</table>

### Features:

- **Draft Shields & Housing**
  - Analytical draft shield chamber with doors that open smoothly for fatigue-free weighing
  - Interior chamber featuring spill-proof design, exceptionally easy to clean
  - All panes can be individually cleaned or exchanged
  - Chemically resistant finish of the housing for the easiest cleaning ever.

- **Weighing Cell**
  - Sartorius weigh cell Mounted on a heavy-duty die cast plate made of a special aluminum alloy
  - Stable and repeatable weighing results guaranteed, along with minimum dependence on temperature.

- **Calibration**
  - isoCAL, fully automatic, temperature and time-controlled internal adjustment

- **Interface (mini USB)**
  - Direct data transfer to Microsoft® Windows programs without any additional software
  - Programmable interval for data output
  - Choice of SIBI, XBRI, table format or CSV text format data transfer protocols.

- **Supervisor Lock**
  - Menu lock for protection against unintentional changes

- **Anti-theft device**
  - Kensington lock and lug for attaching a chain or a cable.

- **Built-in application programs**
  - Special lab applications such as Mixing, Components, Statistics and Conversion. Plus standard lab applications such as: Weighing, Density, Percentage, Check weighing, Peak Hold, Counting and Unstable Conditions.

- **Below-balance weighing**
  - Standard, built-in feature
  - ISO 9001/14001 Quality certificate.

- **Warranty:** 02 Years

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**Annexure I**

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Signature: [Signature]

Date: 13/7

Department of Chemistry

[Stamp] IT Kharagpur
GENERAL TERMS AND CONDITIONS

(1) Last Date of Submission of Sealed Bids 17th August, 2020 up to 3:00 pm.

The bids will be opened on 18th August, 2020 at 3:30 pm in the Head room, Department of Chemistry, Indian Institute of Technology Kharagpur.

(2) Payment Terms: As per existing rules of the Institute. No advance/mobilization support, is payable against supply of stores.

(3) Earnest Money Deposit (EMD): An amount of Rs. 2,000/- (Rupees Two thousand only) is to be paid. The payment shall have to be made by Demand Draft ONLY drawn in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. The validity of the EMD should be 3 (three) months from the date of issue. EMD will be refunded to the unsuccessful bidder, after finalization of the tender process. The EMD of the bidder awarded with the order shall be treated as part of security deposit towards Performance Guarantee. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected bidder after award of order fails to execute the same.

(4) Price Bid: The price should be quoted in Indian Rupee ONLY on Free at site basis clearly mentioning the installation charges, and applicable taxes etc. and any other expenses, if to be charged extra. Price is to be offered on the prescribed format with the tender notice, also the Price Bid must be submitted in a sealed envelope separately.

(5) Bid Submission: The bids (Technical & Financial) MUST be submitted in a sealed envelope separately with the following:

a) A profile of the bidder in the enclosed format (Annexure – III) and the EMD amount by Demand Draft.

b) Self attested copy of the Trade Licence, PAN Card, ITR for at least last two years and certificate of Registration for applicable taxes, if any.

c) Past Performance of the Vendors will be judged at the time of Evaluation. Any document in support of the same should be attached with the bid.

d) A declaration on the letter head of the firm that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.

e) One copy of the entire tender document with signature and official seal of the Bidder on each page of it.

f) Price Offer as per the format enclosed.

(6) Acceptance of Tender: The Competent authority of the Institute 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.

(7) Conditional Offer: will not be accepted.
(8) **Bid Validity:** Bids **MUST** remain valid for acceptance for a period of **120 days** from the date of opening of the bid.

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

(10) **MOST IMPORTANT**

- The Competent authority of the Institute 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.
- A bid submitted with false information will not only be rejected but also the vendor will be debarred from participation in future tendering process.
- In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.

[Signature]

Head, Department of Chemistry

[Signature]

IT Kharagpur
PROFILE OF THE BIDDER
(The duly filled in Profile of the Bidder is to be kept on top of the Bid document)

Name of Company:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Name and Address of the Applicant</td>
</tr>
<tr>
<td>2.</td>
<td>Mobile Number &amp; E-mail ID of the Applicant</td>
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<tr>
<td></td>
<td>Mob.No.</td>
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<tr>
<td></td>
<td>E-mail ID</td>
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<tr>
<td>3.</td>
<td>Legal Status of the Firm</td>
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<td>(please tick whichever is applicable)</td>
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<td></td>
<td>Individual / Proprietary / Partnership / Limited Company</td>
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<td>4.</td>
<td>Registration Number (Trade)</td>
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<tr>
<td>5.</td>
<td>Name and contact numbers of the person who will be directly concerned with this work</td>
</tr>
<tr>
<td>6.</td>
<td>State where such supply has been made</td>
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<tr>
<td></td>
<td>(Attach document in support of the clause).</td>
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<tr>
<td>7.</td>
<td>Details of EMD for Rs. 2,000/-</td>
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<tr>
<td></td>
<td>DD No.</td>
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<tr>
<td></td>
<td>Dated:</td>
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<td></td>
<td>On</td>
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<td></td>
<td>Bank</td>
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<td>7.</td>
<td>Any other information considered necessary but not included above.</td>
</tr>
</tbody>
</table>

I/We declare that all the above information is true/correct to the best of my/our knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature with date & seal of the Bidder

(to be typed on the letter head of the Bidder)