TENDER DOCUMENT
(Tender Notice no. IIT/SRIC/EF/PWT/SC/20-20/EQ-2, Dated: 06/01/2021)

FOR

SEMI-MICRO ANALYTICAL BALANCE

OF

SCHOOL OF ENVIRONMENTAL SCIENCE AND ENGINEERING

IIT Kharagpur

INDIAN INSTITUTE OF TECHNOLOGY Kharagpur
Kharagpur 721 302
WEST BENGAL
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NOTICE INVITING TENDER

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites sealed bids from all Indian Manufacturers/Service providers or their authorized vendors, having registered office in India who fulfil the criteria mentioned in the Tender document and have adequate credential, for the Procurement of “SEMI-MICRO ANALYTICAL BALANCE” at the School of Environmental Science and Engineering (SoEnvSE), IIT Kharagpur.

Interested parties may submit their sealed bids under Two-Bids system as per Technical Specifications given at Annexure I and General Terms & Conditions and other formats given at Annexure II to VII. Two covers (Technical Bid and Price Bid) are to be sealed and placed in one large Cover superscribed with tender reference number (Tender No. __________ Dated: ___) and submitted to “Chairman, Departmental Purchase Committee, School of Environmental Science and Engineering, Sir J. C. Bose Laboratory Complex, Indian Institute of Technology Kharagpur, West Bengal 721 302 on or before 28.01.2021 at 5.00 PM. Technical Bids will be opened on 29.01.2021 at 11.00 AM.

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

Kindly refer to the Institute website www.iitkgp.ac.in [link: Tenders] for complete tender details. The same is also available in the CPP Portal [https://eprocure.gov.in/eprocure/app]. If there is any corrigendum/addendum, it shall only be published on Institute’s Website and Central Public Procurement Portal.

Signature of Indenter/Professor-in-Charge,
SoEnvSE
IIT Kharagpur

Dr. Shamik Chowdhury
Assistant Professor
School of Environmental Science and Engineering
IIT Kharagpur, India

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

Signature of Head
SoEnvSE
IIT Kharagpur

[Signature]

[Signature and seal of Bidder]
## TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES

<table>
<thead>
<tr>
<th>Enquiry No</th>
<th>IIT/SRIC/EF/PWT/SC/20-20/EQ-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated cost</td>
<td>Rs. 2 Lakhs</td>
</tr>
<tr>
<td>Bid Document fee</td>
<td>Nil</td>
</tr>
<tr>
<td>Pre -bid Meeting</td>
<td>NA</td>
</tr>
<tr>
<td>Last date for submission of sealed tenders/quotations</td>
<td>28.01.2021 at 05.00 PM</td>
</tr>
<tr>
<td>Pre -qualification &amp; Technical Bid opening date/time</td>
<td>29.01.2021 at 11.00 AM</td>
</tr>
<tr>
<td>Two Bid System</td>
<td>Two bids – (i) Technical and (ii) Price bid in two separate envelope- placed &amp; sealed in one envelope</td>
</tr>
<tr>
<td>EMD</td>
<td>Nil (Bidders should submit the Bid Security Declaration as per Annexure VI)</td>
</tr>
</tbody>
</table>
| Submission of bids (by speed post) (Addressed to) | Chairman  
Departmental Purchase Committee  
School of Environmental Science & Eng.  
Sir J. C. Bose Laboratory Complex (Level 2)  
Indian Institute of Technology Kharagpur  
Kharagpur, West Bengal 721 302 |

**Note:**

1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.
2. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
3. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
4. The Director, IIT Kharagpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.
5. The addendum/ corrigendum if any shall only be published on Institute’s website and CPP Portal.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Parameter</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pan size</td>
<td>Ø 80 – 90 mm</td>
</tr>
<tr>
<td>2</td>
<td>Weighing capacity</td>
<td>Minimum: 30 mg (or less), Maximum: 30 g</td>
</tr>
<tr>
<td>3</td>
<td>Readability</td>
<td>0.01 mg</td>
</tr>
<tr>
<td>4</td>
<td>Repeatability</td>
<td>0.03 mg</td>
</tr>
<tr>
<td>5</td>
<td>Linearity</td>
<td>± 0.1 mg</td>
</tr>
<tr>
<td>6</td>
<td>Response time (typical)</td>
<td>6 s</td>
</tr>
<tr>
<td>7</td>
<td>Calibration</td>
<td>▪ isoCAL – fully automatic, temperature and time-controlled internal adjustment</td>
</tr>
<tr>
<td>8</td>
<td>Weighing cell</td>
<td>▪ Mounted on heavy-duty die cast plate made of aluminium alloy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Stable and repeatable weighing results with minimum dependence on temperature</td>
</tr>
<tr>
<td>9</td>
<td>Interface</td>
<td>▪ Direct data transfer to Microsoft Windows programs without any additional software</td>
</tr>
<tr>
<td>10</td>
<td>Draft shield and housing</td>
<td>▪ Easy to operate draft shield with interior chamber featuring spill-proof design</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Chemically resistant and easy to clean housing</td>
</tr>
<tr>
<td>11</td>
<td>Supervisor lock</td>
<td>▪ Menu lock for protection against unintentional changes</td>
</tr>
<tr>
<td>12</td>
<td>Below-balance weighing</td>
<td>▪ Standard, built-in feature</td>
</tr>
<tr>
<td>13</td>
<td><strong>Guarantee/Warranty</strong></td>
<td>▪ 3 years after successful installation and demonstration</td>
</tr>
</tbody>
</table>
1. **Last Date of Submission of Sealed Bids (both technical and price bids, separately in two covers and placed, sealed in one envelope):** 28.01.2021 up to 5.00 P.M.

2. **The Technical bids** will be opened on 29.01.2021 at 11.00 A.M. in the School of Environmental Science and Engineering, I.I.T. Kharagpur, West Bengal.

3. **Payment Terms & Performance Bank Guarantee (PBG):** 100% payment will be made after receipt of stores in good order and condition, successful installation and demonstration, and thereafter certification by the School.

4. **Liquidated Damages:** In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

5. **Warranty/Guarantee & On-site skill support:** 3 years onsite comprehensive OEM warranty from the date of successful installation and commissioning.

6. **Bid Security Declaration:** No EMD shall be deposited, however the bidder should submit the Bid Security Declaration as per **Annexure – VI** with the Technical bid, without which the bid shall be straightway rejected. If a successful bidder fails to act on the offer made by the Institute and/or the bidder withdraws/amends his bids after opening of the tender, the bidder shall be suspended from being eligible for bidding in any contract with IIT Kharagpur for a period equal to the duration of the contract for tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of Goods’ from the date of notification of the Tender document.

7. **Tender Fee:** NIL

8. **Delivery of Stores:** The store items are to be supplied within 60 days from the date of receipt of the Purchase Order.

9. **Price:**

   a. The Price should be quoted in INR only.
   b. The price should be quoted “FOR IIT Kharagpur” basis. The price should be all inclusive.
   c. Indian institute of Technology Kharagpur is a public Funded Academic & Research institute under the Ministry of Education and is eligible for GST @5% vide Notification No.47/2017 dated: 14.11.2017 and 10/2018-Integrated Tax (Rate) dated: 25.01.2018 by the Ministry of Finance, Department of Revenue. Necessary certificate in this regard will be issued as per requirement and on request of the successful bidder.
d. The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
e. Discount, if any, should be indicated separately/prominently.
f. Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.

10. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. **Tender Fee, if any should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.**

11. **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.

12. 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.

13. **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.

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

15. **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.

16. **Installation and Commissioning:** Free of cost at School of Environmental Science and Engineering, 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.

17. **Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.

18. 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.

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

20. 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.

21. Bidders should enclose the following documents:
a. Purchase order to be placed on: Should be mentioned in the quotation with full address, email address, phone number.

b. Proforma Price Bid (without mentioning the price rate) may be attached with technical bids.

c. 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 (if applicable).

22. All tenders are to be handed over in a sealed box in the Office of School of Environmental Science and Engineering, IIT Kharagpur. 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
School of Environmental Science and Engineering
Sir J. C. Bose Laboratory Complex (Level 2)
Indian Institute of Technology Kharagpur
West Bengal 721 302

23. **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.

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

III. 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.

IV. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
V. For any query pertaining to this bid document, correspondence is to be addressed to the End user

Dr. Shamik Chowdhury  
School of Environmental Science and Engineering  
Indian Institute of Technology Kharagpur  
West Bengal 721 302  
Ph: +91-03222-260525, Email: - shamikc@iitkgp.ac.in

VI. 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.

VII. 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.
ANNEXURE-III

INSTRUCTIONS & SPECIAL CONDITIONS

1. **General**: Indian Manufacturers/Service provider or their authorized vendors, having registered office in India are invited to quote.

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 manufacturers/service providers/authorized vendors offices dealing with the purchase. (ii) Name and full address of the manufacturers/service providers/authorized vendors. (iii) **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. **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.

5. **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.

6. **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.

7. Interested vendors must be able to supply adequate spares and consumable during three years of comprehensive warranty.
## ELIGIBILITY CRITERIA / TECHNICAL BID

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>Submitted (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration Certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PAN and GST Certificates</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Status of the Tenderer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(attach documents, if registered company/ partnership /proprietaryship)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Manufacturer (OEM certificate) or Service Provider /Dealer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Authorization and OEM certificate from Manufactures)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Details of key top official/authorized official with e-mail id and contact number</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Income Tax Returns of last three years</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Average turnover of company in last three years</td>
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</tr>
<tr>
<td>8</td>
<td>Current list and address of clients where three similar material/products have been supplied</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(attach PO copies) and satisfactory certificates from the users.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Technical Compliance Statement</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Other documents like literature, catalogues etc.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

1. Attach all relevant documents in the same serial order as above, properly indexed, duly signed.

2. This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting Tender Reference no. and name of the bidder.

3. 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.

Signature and seal of the Bidder
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. Tender ref no: _________________________ dated: _________. 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.

6. I/we hereby confirm and declare that I/we am/are not blacklisted /De-registered /
debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or
any other agency for which we have Executed/ Undertaken the works/ Services.

Signature of the Authorized Person

Date: -----------------------------

Full Name: ----------------------------

Place: ----------------------------

Company Seal: --------------
ANNEXURE - VI

BID SECURITY DECLARATION

1. I, ---------------------------------------------------Son /Daughter of Shri --------------------------
   -----------------------------------------------------------------Proprietor/Partner/CEO/MD/Director/Authorized
   Signatory of M/s.--------------------------------------------------am competent
to sign this Bid Security Declaration and execute this tender document and hereby
declare that;

2. I understand that, according to your conditions, bid must be supported by a Bid
Securing Declaration.

3. I accept that I will automatically be suspended from being eligible for bidding in any
contract with IIT Kharagpur for a period equal to the duration of the contract for
tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of Goods’
from the date of notification, if I am in a breach of any obligation(s) under the bid
conditions, because I;
   a. have withdrawn/modified/amended, impairs or derogates from the tender
during the period of bid validity specified in the bid document, or
   b. having been notified of the acceptance of our Bid by IIT Kharagpur during
   the period of bid validity, (i) fail or refuse to execute the contract, if required,
or (ii) fail or refuse to furnish the Performance Security, in accordance with
   the General terms and conditions & Instructions to Bidders.

4. I understand this Bid Securing Declaration shall cease to be valid if I am not the
successful Bidder, upon the earlier of (i) the receipt of your notification of the name
of the successful Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of
my Bid.

Signature of the Authorized Person

Date: -----------------------------

Full Name: ------------------------------

Place: -----------------------------

Company Seal: --------------
**ANNEXURE – VII**

(On the official Letterhead of the firm)

**FINANCIAL BID FORMAT**

Tender ref no: ____________________ dated: __________

Tender for Supply, Installation, Testing and Commissioning of SEMI-MICRO ANALYTICAL BALANCE with 3 years of warranty.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price without taxes (₹)</th>
<th>Taxes (₹)</th>
<th>Unit Price with Taxes (₹)</th>
<th>Total Amount (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supply and Installation, Testing and Commissioning of SEMI-MICRO ANALYTICAL BALANCE Equipment with 3 years of warranty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[
E = (A*D)
\]

**TOTAL**

In words: Rupees _________________________________________________________

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 Education and is eligible for GST @5% vide Notification No.47/2017 dated:14.11.2017 and 10/2018- Integrated Tax (Rate) dated:25.01.2018 by the Ministry of Finance, Department of Revenue.

Signature of the bidder along with seal
# Checklist for Enclosures

*(Bidder Should fill up YES or NO and page no. without fail)*

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/ No</th>
<th>Pg. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Technical Bid (Envelope – A)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Registration Certificate</td>
<td></td>
<td></td>
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<td>PAN and GST Certificates</td>
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<td>Status of the Tenderer (attach documents, if registered company/ partnership/ propriety ship)</td>
<td></td>
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<td>Manufacturer (OEM certificate) or Service Provider/Dealer (Authorization and OEM certificate from Manufacturer)</td>
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<td>Income Tax Returns of latest last three years</td>
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<td></td>
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<td>Technical Compliance Statement</td>
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<tr>
<td>11</td>
<td>Other documents like literature, catalogues etc. (if any)</td>
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</tr>
<tr>
<td>13</td>
<td>Declaration as per <strong>Annexure – V</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Bid Security Declaration as per <strong>Annexure - VI</strong></td>
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<tr>
<td></td>
<td><strong>Financial Bid (Envelope – B)</strong></td>
<td></td>
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<tr>
<td>1</td>
<td>Price Bid (As per the format given at <strong>Annexure – VII</strong></td>
<td></td>
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</tbody>
</table>

Note: All pages of the bid documents must be serially numbered and signed.