



**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302**

No. IIT/SES&E/SP/Plan/EQ/PBM/2016-17

Date: **07.02.2017**

Tender Notice No. IIT/SES&E/SP/Plan/EQ/PBM/2016-17, Dated **07.02.2017
Sub: Procurement of Planetary Ball Mill for High Energy Milling**

Indian Institute of Technology, Kharagpur, an Institute of National Importance, invites sealed two part bids from reputed principal manufacturers or their authorized certificate Holder or their authorized distributors (foreign firms or their Indian representative companies) who have adequate credential for supply/Installation **Procurement of “Planetary Ball Mill for High Energy Milling”** as per Annexure - I for the **School of Energy Science & Engineering, IIT Kharagpur, India** is required for dedicated use in relevant UG and PG courses and research purposes.

Interested vendors are requested to send their sealed bids as per **Technical Specifications (Annexure-I)** and **General Terms & Conditions (Annexure-II)**, along with details in the **Technical Bid Format (Annexure-III)** and signed **Declaration (Annexure-IV)** **u n d e r a Two-bid S y s t e m** . A **Checklist** and **Compliance statement** against each item of Annexure I & III thereon severally & individually shall also be submitted. **If the table for compliance statement (Annexure-I) is not completed and sequentially filled up, technical bid will be considered as invalid.** Kindly refer to the Institute website www.iitkgp.ac.in [link: tenders] for complete tender details. Parties who are not enlisted with the Institute are also required to submit Form R1 along with the tender.

The tender be sent in a sealed packet, containing two separate sealed envelopes (one each for Technical Bid and Price Bid) along with prescribed tender fee and Earnest Money Deposit (EMD), duly superscribed with Tender Notice No. **IIT/SES&E/SP/Plan/EQ/PBM/2016-17, Dated **07.02.2017****, to the **Office of the Head, School of Energy Science & Engineering, IIT Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before **07.03.2017 by 12:30 p.m.****

For any query pertaining to this bid document, communication be addressed to Dr. Sreeraj Puravankara, Assistant Professor, School of Energy Science and Engineering, Indian Institute of Technology, Kharagpur – 721302 , India [Ph.: 03222 - 260801]

The **Technical bids will be opened on **07.03.2017 at 4.30 p.m.**** at the **Office of Head, School of Energy Science & Engineering Department, Indian Institute of Technology, Kharagpur.** 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/short listed, after evaluation of their technical bids.

The Director, IIT Kharagpur reserves the right to accept or reject the bids/tender or take any decision as deemed fit.

Head of the School
School of Energy Science & Engineering
For Director, IIT Kharagpur

Copy to:

1. PIC, IIC – with the request to upload the tender document in the Institute Website.
2. Notice Board

Tender Specification for Planetary Ball Mill for High Energy Milling

Technical Specification:

High energy planetary ball mill for synthesis, homogenization of reaction mixtures and reducing the particle size of the as synthesized materials. Dry milling and wet milling (both aqueous and non-aqueous solvents can be used) can be carried out to obtain the optimum results.

- Maximum feed particle size - upto 5 mm
- Final finess < 0.1 μm
- Minimum Sample Quantity: 0.5 ml
- Maximum Sample Quantity: 70 ml
- No. of bowls - 2 bowls of 45/80 ml volume
- Grinding Balls: 1, 5, and 10mm diameter balls. Appropriate sieves allowing for separation of grinding balls for both wet and dry grinding should be provided.
- Bowls and balls of Zirconium dioxide ZrO_2
- Simple cleaning of grinding elements
- Rotational Speed of Main disk up to 1100 rpm
- Maximum speed of grinding bowls should be 2200 rpm
- High energy milling up to 95 g.
- Dry and wet grinding should be possible with small milling times.
- Bench top model with high grinding performance
- No-Loss grinding, even in suspension
- Possibility to add additional lock-system and/or special lid for grinding in inert atmosphere
- The mill should have facility of continually monitoring and recording the data of gas pressure and temperature during the grinding process.
- The Mill should have integration through integrated USB inter face – logging results should be easier.
- Compensation of unbalance of all grinding bowls using a compensation mechanism which is easy to operate.
- Grinding chamber cooled by built-in to permit longer grinding times
- Programmable interval and break times and rotation direction (clock wise & anti clock wise)
- Absolutely reproducible grinding parameters with use synchronous belts for transmission.
- Transmission ratio should be 1: -2
- 3 years comprehensive warranty must be provided.
- Efficient service facilities with trained engineers should be provided whenever necessary.
- Compliance statement for all the above points to be provided with relevant technical support of company brochure in the technical quote.
- User list with customer certification to be provided in the technical quote.

Contact person for enquiry: *Dr. Sreeraj Puravankara, Assistant Professor*
School of energy Science & Engineering
Indian Institute of Technology Kharagpur,
Kharagpur - 721302, India.
Phone: +91- 3222 - 260801
email id: sreeraj@iitkgp.ac.in

GENERAL TERMS AND CONDITIONS

- (1) **Last Date of Submission of Sealed Bids (Technical & Price Bid): 07.03.2017 by 12.30 p.m.**

The Technical bids will be opened on 07.03.2017 at 4.30 p.m. in the Office of School of Energy Science & Engineering, IIT Kharagpur.

- (2) **Payment Terms & Performance Guarantee:** 90% payment will be made after successful installation and commissioning duly certified by concerned Head of Department. And balance 10% may be released against submission of PBG (Performance Bank Guarantee) to the tune of 10% of P.O. value. The PBG shall be issued from any nationalized Bank validity of which shall be for 90 days beyond the warranty period.

For imported items both FCA/FOB and CIF Kolkata and also CIP IIT Kharagpur price by Air/Sea to be quoted. 90% payment will be made by Irrevocable Letter of Credit on submission of shipping documents or by Demand Draft/Sight Draft/Wire Transfer after receipt of stores. And balance 10% payment will be released on installation, commissioning and submission of PBG for 90 days beyond the performance/warranty period.

No advance/mobilization support, is payable against supply of stores.

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.

- (3) **Warranty/Guarantee & On-site skill support:** **THREE** years onsite comprehensive OEM warranty from the date of successful installation and commissioning. The OEMs/Authorized Distributors and Dealers must attach certificate about their after sales and service facilities, escalation support for on-call service or station engineer etc.
- (4) **Delivery of Stores:** The store items be supplied within 90 days from the date of receipt of the Purchase Order or from the date of opening of LC.
- (5) **Tender Fee:** An amount of Rs. 1000.00 (Rupees two thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank /Commercial Bank and paid in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur. **Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document superscribing Tender fee.**

- (6) **Earnest Money Deposit (EMD):** An amount of INR 15,000.00 (Rupees Nine thousand only) in the form of Demand Draft drawn in favour of “**Indian Institute of Technology Kharagpur**”, payable at Kharagpur or Fixed Deposit Receipt or Banker’s Cheque is to be paid. **E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document superscribing EMD.** The validity of the EMD is normally to remain valid for a period of 45 days beyond the final bid validity period. **Any bid without EMD will summarily be rejected. No interest is payable on EMD.** EMD will be refunded to the unsuccessful bidder on finalization of the tender process. The EMD of vendor awarded with the contract to be treated as part of security deposit towards Performance Guarantee and will be refunded back on submission of performance security. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected vendor after award of contract fails to execute the same.
- (7) **Price:** Domestic tenders are to quote and accept their payment in Indian currency, Indian agents of foreign suppliers are to receive their agency commission in Indian currency. Cost of imported goods, which are directly imported against the contract, may quote in foreign currency (currencies) and will be accordingly in that currency and the portion of the allied work and services, which are to be undertaken in India (like installation & commissioning of equipment) are to be quoted and will be paid in Indian currency. The price shall be quoted with cost break-up indicating the applicable prices for each component (custom duty, import duty, landing and clearing charges and commission to Indian agents). Excise Duty Exemption/Custom Duty Exemption Certificate and Inter-state transit Way Bill (Form-50) will be issued only in favour of the bidder and address as mentioned in the Purchase Order.
- (8) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs may either bid directly or authorize their Country/Regional/State Distributors /Dealers/Vendors, to quote with bid authorization certificate, capability to sale and service of the products.
- (9) **Acceptance of Tender:** The Authority of IIT Kharagpur does not bind itself to accept the lowest price bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
- (10) **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.
- (11) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- (12) **Service:** Response to ensure quality of services, the deputed Engineer from the OEM/Vendor shall have a minimum of 3 years of experience in the relevant field and must be in the payroll of the OEM/Vendor.

- (13) **Installation and Commissioning:** Free of cost at IIT, Kharagpur. The OEM must ensure timely installation of the **Planetary Ball Mill for High Energy Milling** with necessary support to the indenters, as per details and lists to be made available by the Stores & Purchase Section or the indenting Departments/Centers/Schools.
- (14) **Validity of licenses:** Software's licensing price or policy (if any) shall be clearly mentioned.
(a) All licenses should be perpetual.
(b) All the accessories shall be from the same OEM.
- (15) The OEM should be an ISO-9000 and ISO-14001 certified company with due credits to energy conservation and green earth compliance.
- (16) **Relevant documents of the OEM shall be enclosed, along with the Technical Bid. Any explanation on this account shall be supported with documentary evidence from the principals.**
- (17) **Conditional Offer** will not be accepted.
- (18) **Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.
- (19) 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.
- (20) **Past Performance of the Vendors will be judged at the time of Technical Evaluation.**
- (21) **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.
- (22) **Bidders should** enclose the following documents: -
- (i) Certificate of Registration / Trade License
 - (ii) Enlistment form (R1), complete in all respect
 - (iii) Attested copy of PAN card, Service Tax, CST/VAT registration papers
 - (iv) Banker's Solvency Certificate.
 - (v) Audited statement of accounts and IT returns for the last three years
 - (vi) Authorized Distributors/Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.
 - (vii) Name and address of past satisfactory supplies and minimum three clients **(Indian academic institute or Indian Industry)** to whom these items/stores have been supplied should be mentioned in the technical bid.
 - (viii) 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.
 - (ix) Copy of product literature, for which the prices have been quoted.
 - (x) A write up on service and maintenance capability, mitigation of risks or

break down and replacement capability, with the escalation support matrix suggested for the Institute. Vendors must indicate their sales and support service center in India and their plan to address issues about services, maintaining minimum service inventory etc.

- (xi) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.*
- (xii) DGS&D enlistment certificate needs to be attached (applicable only for Indian Agents who directly quote in favour of their Principals)*
- (23) All tenders are to** be dropped in a sealed box in the office of the Head, School of Energy Science & 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.
- (24) The person/officer signing** the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.
- (25) Opening of Price Bids:** The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened.
- (26)** 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.
- (27) IMPORTANT**
- 1. 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.*
 - 2. 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.*
 - 3. The OEMs/Vendors need to submit a certificate during opening of technical bids 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.*
 - 4. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.*
 - 5. For any query pertaining to this bid document, correspondence be addressed to:*
Dr. Sreeraj Puravankara, Assistant Professor
School of Energy Science & Engineering
Indian Institute of Technology Kharagpur,

*Kharagpur - 721302, India.
Phone: +91- 3222 - 260801
email id: sreeraj@iitkgp.ac.in*

- 6. 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.*

*Head of the School of Energy Science & Engineering,
For Director, IIT Kharagpur*

ANNEXURE – III

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 PROCUREMENT OF “PLANETARY BALL MILL FOR HIGH ENERGY MILLING”, SCHOOL OF ENERGY SCIENCE & ENGINEERING, IIT KHARAGPUR

1. Name of the Tenderer :
2. Status of the Tenderer :
(attach documents, if registered company/partnership/proprietorship)
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. 20.00
Lakh. :
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.

Signature & seal of the Authorized person

*Dated:
OEM/Vendor*

of

NOTE : This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”, Notice inviting Tender No. ___/2016-17 dated ... and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelop. 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.**

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 : -----

To

The Deputy Registrar
Stores & Purchase Section
Indian Institute of Technology
Kharagpur – 721 302 (WB)

Passport size
Photograph
of the Proprietor/
Partner/Authorise
d signatory.

SUB : ENLISTMENT AS A VENDOR OF THE INSTITUTE

Sir,

Details of particulars, as per your format are given below for your consideration and necessary action for **enlistment** with your Institute, as approved vendor.

1. Name of the Firm :
2. Status of the firm & Date of establishment :
(Proprietorship/Partnership/Joint Stock Company/ Private Limited Company/Public Limited Company/
Sole Distributor/Stockist/Dealer/Agent/ Reg. Society or NGO)
3. Name of the Proprietor/ Managing Partner :
Authorised Signatory/Chief Executive
4. Present Address (Head Office/ Registered Office) :
Phone /Fax /E-mail/ website/ Mobile contact)
5. Permanent address of the firm :
6. Do you have an office in Kolkata :
(if yes, give address and contact details)
7. Nature of stores being dealt with :
(range of product or category or group of items
proposed to be enlisted - enclose item catalogue)
8. Are you registered with DGS&D, NCCF, NSIC, :
Kendriya Bhandar or any Govt./State Agency
9. Are you already registered with IIT Kharagpur :
(if yes, give details, Sr. No./date/year etc.)
10. Name and address of Banker / CBS Account :
 - (a) Name of the Bank
 - (b) Name/address/code of the Branch
 - (c) Account Number
 - (d) IFSC Code
 - (e) Enclose solvency certificate from Bank
 - (f) Does your Bank stands guarantee to your business

11. (a) *Financial Capability (in rupees)* :
(b) *Annual turn over (last three years)*
(c) *Audited balance sheet (last three years)*
(d) *IT returns filed (last three years)*
(e) *TIN / VAT / ST Reg. No's.*
12. *Registration/Trade License Number and date* :
(*attested copy to be enclosed*)
13. *Drug licence number (if you deal with medicine :
chemicals, alcohol, sprit, lab reagents etc.)*
14. *Experience, with credentials* :
(*documents if any, to be enclosed*)
15. *Whether it is a Production Unit* :
(*if yes, please specify location and area,
number of skilled, semi-skilled & unskilled
employees, number of qualified Engineer and
list of machinery and facilities available,
whether in EPZ, availing any tax benefit etc.*)
16. *Whether having a Permanent Account Number :*
(*if yes, mention the ward number, circle and
Commissioner of Income Tax under which
you are registered, enclose copy of PAN card*)
17. *Specimen Signature of the Proprietor/* :
Authorized Partner/Chief Executive/Signatory

DECLARATION

I do hereby declare that all particulars furnished by me are true and correct to the best of my information, knowledge and belief. I understand that IIT Kharagpur can adopt any pre-qualification to identify suitable vendor(s) for a particular quotation/tender invitation and items, and conduct visit to our premises for verification. Mere submission of this registration form doesn't entitle us for any enquiry or award of work and I promise to be in the lookout for details in your website [www.iitkgp.ernet.in (link : tenders)]. I also undertake to inform you at the earliest any change in details mentioned above.

Encl:

Rubber Seal :

*Name and signature of the Vendor/
Proprietor/Authorized Partner/CEO*