INVITATION FOR TENDER FOR SUPPLY OF INTEGRATED COGNITIVE ERGONOMICS KIT - EEG, EYE TRACKER AND INTEGRATION SOFTWARE.

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 the supply / installation of Integrated Cognitive Ergonomics Kit - EEG, Eye Tracker and Integration Software as per the Annexure-I for the Department of Industrial and Systems Engineering, IIT 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 special instructions 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 for complete tender details.

The tender be sent in a sealed packet, containing two separate sealed envelopes (Technical Bid and Price Bid) along with prescribed EMD duly superscribed with Tender Notice No. , dated , to the office of the Head, Department of Industrial and Systems Engineering, Indian Institute of Technology Kharagpur, P.O. Kharagpur, PIN : 721 302, West Bengal, India on or before 17th August 2020 by 3.00PM. The tender will be opened on 17th August 2020 by 4.00PM in the Head of ISE Department room.

For any query pertaining to this bid document, communication be address to Head, Department of Industrial and Systems Engineering, Indian Institute of Technology Kharagpur, Kharagpur, PIN : 721 302 [Ph. : 913222-282272].

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.

Copy to:
1. Institute Website
2. CPP Portal
3. Department Notice Board

Head, Dept. Of Industrial & Systems Engineering
For Director, IIT Kharagpur
## Annexure I

**Technical Specifications for Integrated Cognitive Ergonomics Kit - EEG, Eye Tracker and Integration Software**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name of the item &amp; Specifications</th>
<th>Quantity</th>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Integrated Cognitive Ergonomics Kit – EEG</strong></td>
<td><strong>01</strong></td>
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<tr>
<td></td>
<td>1. Standard 20 wireless EEG with minimum data transmission range of 8 m</td>
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<td></td>
<td>2. 24 channels with sampling rate ≥ 256 Hz</td>
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<td>3. Li-ion battery capacity &gt; 600mAh</td>
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<td>4. Headset should come with variety sizing options and should be easily adjustable</td>
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<td>5. System should synchronize with eye tracking machine</td>
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<td>6. Should be compatible with operating systems such as windows 7 &amp; above.</td>
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<td>7. Should have module for data integration within MATLAB, E E G LAB and C++ etc.</td>
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<td>8. Facility to edit, save and print summary report, EEG page and brain map page, JPEG etc.</td>
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<td>9. Output file should be saved in industry standard formats</td>
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<td></td>
<td>10. Software should provide real time various validated metrics such as Cognitive workload, cognitive state metrics, stress</td>
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<td>11. Real time automatic decontamination of raw EEG</td>
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<td>12. Real-time GUI display EEG spectrograms</td>
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<td>13. Consumables required for recordings</td>
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<td><strong>2</strong></td>
<td><strong>Wearable eye tracker</strong></td>
<td><strong>01</strong></td>
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<td>1. System should be light weight and robust easy to handle in various conditions, in the lab or in the field.</td>
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<td>2. Eye tracker with detachable scene camera</td>
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<td>3. System should collect gaze data at minimum 50 Hz, and world video at minimum 30 Hz</td>
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<td>4. Eye tracker should have scene camera at least 30 Hz, Binocular eye camera at least 200 Hz, IMU Gyroscope and accelerometer minimum @ 200 Hz and Microphone.</td>
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<td>5. Eye tracker should have capability to record the data on mobile device.</td>
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6. Eye tracker should be ready to use without Calibration and setup  
7. Validation- Live validation of gaze tracking quality  
8. Device should have option to upload the recording cloud  
9. Field of View - 70° X 70°  
10. Scene camera Resolution: 1088 X 1080  
11. Scene camera field of view: 70° X 70  
12. Should have facility to stream Video and stream data wirelessly.  

<table>
<thead>
<tr>
<th>Integration Software &amp; Mobile package</th>
<th>01</th>
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<tbody>
<tr>
<td>1. Integration software for real time synchronization of eye tracking and EEG recording</td>
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<tr>
<td>2. Should generate statistics, heat maps, graphs, etc.</td>
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<td>3. Software license to be perpetual or lifetime ownership based on license key.</td>
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<td>4. Software should have flexible filters.</td>
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<td>5. Compatible both with remote and ‘‘Glasses-like’’ eye trackers</td>
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<td>6. Manual mapping capability for analyzing gaze overlay across dynamic contents on websites, including banners</td>
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<td>7. All raw data can be visualized along the timeline in playback and exported in .csv format : no black box</td>
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<td>8. Wireless receiver and dongle.</td>
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<td>10. Wireless GSR sensor with wrist strap.</td>
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<tr>
<th>Warranty and Training</th>
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<tbody>
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<td>1. Two licenses .</td>
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<tr>
<td>2. Two years warranty for the entire unit including hardware.</td>
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<td>3. Two training sessions three hours each .</td>
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Annexure II

GENERAL TERMS AND CONDITIONS

1. Earnest Money Deposit (EMD): An amount of Rs. 90000/- (Rupees Ninety thousand) in the form of Demand Draft be enclosed along with the bid. The E.M.D. shall be from any Nationalized Bank and to be drawn in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. Any bid without EMD will not be considered. This will be refunded to the unsuccessful vendors once the process of technical and price bid opening is complete. The EMD of vendor getting the purchase order will be retained and returned six months after successful completion of the work. No interest is payable on refunds. EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same. E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document.

2. No Advance payment will be paid by IIT Kharagpur. The 90% of total payment will be paid after complete successful installation of the total set up and remaining 10% of payment will be paid after a successful use of the system of six months after installation. Balance 10% may be released against submission of Performance Bank Guarantee to the tune of 10% of the total purchase order value. The Performance Bank Guarantee shall be issued from any Nationalized Bank, validity of which shall be five (05) years plus ninety (90) days drawn on any commercial bank.

3. 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 ISO 9001 or equivalent certification and unit prices of such modules must be given in Rupees. The main equipment as well as the modules should have warranty of two years.

4. Only those manufacturers/their Indian Agents are eligible to quote who have supplied and installed at least 3 such equipment in India during the past 5 years. IIT Kharagpur reserves the right to verify confidentially the information in this regard from the users.
   (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 Manufacturers (OEM’s) own unit.

5. 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.

6. 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.

7. Conditional offer will not be accepted. Price bid should preferably be in INR to prevent price escalation due to currency fluctuation OR if quoted in Foreign Currency the INR value on the date of Price bid opening would be fixed and price in foreign currency should be adjusted to fit that value in case of fluctuation.

8. Late Tenders:- Tender received after the due date and time of submission as mentioned below shall not be accepted.

9. Indian Agents of Bidders or Indian Agents who are bidding on behalf of their principals are to enclose the following documents: Current GST certificates and PAN No must be enclosed.

10. Name and Address, phone and e-mail address of minimum five clients, out of which at least One should be in India to whom such/similar equipment have been supplied during the past five years should be mentioned.
(11) All Tenders (unless otherwise specified) are to be submitted/handed over to Head, Department of Industrial and Systems Engineering, IIT Kharagpur-721 302.

(12) 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.

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

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

(15) 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.

(16) 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.

(17) 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.

(18) The Company must be able to provide an all-inclusive Comprehensive Annual Maintenance Contract for the equipment beyond the Warranty Period. The Institute would like to enter into Comprehensive Maintenance Contract beyond initial warranty Period with the manufacturer.

(19) 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.

(20) 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.

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

Annexure III

INSTRUCTIONS & SPECIAL CONDITIONS
(To be returned by the 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 / F.O.R IIT Kharagpur 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 IIT Kharagpur.

(iv) Discount, if any, should be indicated separately/prominently.

(v) Offers should be 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. The IIT Kharagpur will provide all necessary supporting documents. An agreement can be made in this regard, if the seller wishes, before customs clearance.

4. **TRANSIT INSURANCE:**
The Purchase will not pay separately for Transit Insurance.

5. **PAYMENT:**
(i) Payment for indigenous items and also imported 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.

(ii) 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:**
i) Complete address and tele links for contact persons in principals and Indian agent offices dealing with this purchase.

ii) Name and full address of the OEM’s Banker and their swift code.

iii) Proof of having ISO 9001 or other equivalent certification given by appropriate authorities.

7. **EARNEST MONEY DEPOSIT:** TENDERER MUST SUBMIT AN EMD OF Rs. 90000/- (REFUNDABLE) IN THE FORM OF BANK DRAFT/BANK GUARANTEE IN FAVOUR OF “INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR”. It should be placed in the cover containing of Technical Bid.

8. **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.

9. 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.

10. 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.

11. Interested vendors must be able to supply adequate spares and consumable during two years warranty. Vendor should also ensure trouble free service and performance for another two years beyond one year Comprehensive Warranty Period with adequate spares and accessories.

12. DELIVERY:
    The delivery of the tendered item should be delivered within three(3) weeks and installed within five(5) weeks from the date of issuance of the purchase order.
    All charges and logistics related to the delivery and unloading of the material at the site should be managed by the vendor.

SIGNATURE OF THE 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 two years for all items including third party items.
3. Quotations should be submitted in Separate Sealed Cover (with Sealing Wax). 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,
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 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. 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:-

   The Head, Department of Industrial and Systems Engineering,
   Indian Institute of Technology, Kharagpur
   Kharagpur-721302
   [Ph.: 91-3222-282272]

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.
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 FOR 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. Name of the vendor's three largest clients, to whom : 
   similar products and services were extended & amount of transaction/annual bills to such clients : 

8. Current list/address of clients where similar material has been supplied and successfully working 8. : 

9. Income Tax Permanent A/c No. (attach copy) : 

10. 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.

-----------------------------------------
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/ISE/HOD/20-21/EQP-01 dated 24.06.2020 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 -------------------------
----------------------------------------------- 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 : --------------------------