INVITATION FOR TENDER

Sealed tender offers are invited in two separate sealed covers (Technical and Commercial offers) from eligible manufacturers/suppliers for the following works.

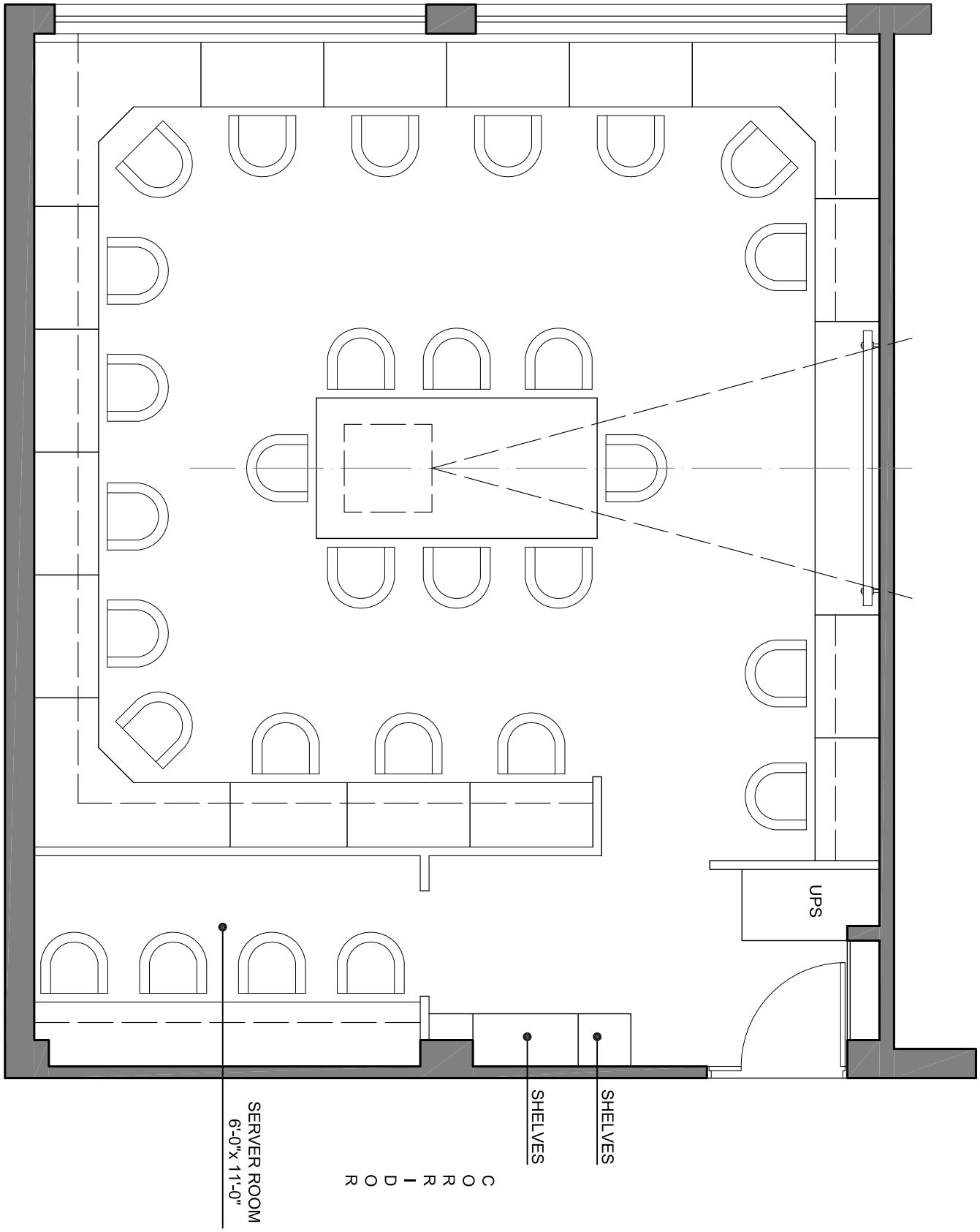
E-Business Centre of Excellence Laboratory Renovation (Civil, Electrical and Furniture)

Please send offers, ALONG WITH DESCRIPTIVE CATALOGUE/ BROCHURE. The validity of the bid should be at least four months (120 days) or more from the date of the opening of this tender. Please ensure that your quotation reaches not later than **10.07.2017 at 15:00 Hrs** at the following address:

Dr. Mamata Jenamani
Associate Professor, Industrial and Systems Engineering,
Indian Institute of Technology Kharagpur – 721 302, West Bengal, India

Earnest money of **Rs. 20,000/-** is to be deposited in the form of Account payee Demand Draft in favour of IIT Kharagpur, payable at Kharagpur, India. Any bid which is not accompanied with an EMD shall be summarily rejected. Earnest money deposited will be forfeited if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. No interest will be paid on the earnest money of the unsuccessful bidders.

Tender Reference	**IIT/SRIC/ISE /ECO/MJ/ 2017-18/EQ-1, Dated: 19.06.2017**
Price of Tender Document	**NIL**
Last Date and Time for submitting the tender document	**10.07.2017 at 15:00 Hrs (Indian time)**
Time and Date of Opening of Technical Bids	**10.07.2017 at 16:00 Hrs (Indian time)**
Place of Opening Tender	**Industrial & Systems Engineering, Indian Institute of Technology Kharagpur – 721 302, West Bengal, India**
Address of Communication	**As stated above**
Contact Telephone Numbers	**+91- 3222 - 283740**
E-mail	**mj@iem.iitkgp.ernet.in**



LAYOUT PLAN	PROPOSED e- BUSINESS CENTRE OF EXCELLENCE FOR DEPARTMENT OF ISE *AT IIT KHARAGPUR*
SCALE : 1"=4'-0" SHEET NO: 01	
DATE: 01/10/16 REV. 1	

DETAILED TECHNICAL SPECIFICATIONS FOR
E-Business Centre of Excellence Laboratory Repaire and Renovation

Civil Works

Sl No	Description	Qty	Unit Price	Amount
1.	**Dismantling** I. Existing false ceiling II. Low height partition, wall cabinet paneling etc III. Existing flooring dismantling and rubbish removing	 678 SFT LS 730 SFT		
2.	**Flooring** Vitrified tiles	 730 SFT		
3.	**False ceiling** 6'x4' Gypsum Board	 735 SFT		
4.	**Painting** Wall & Ceiling	 1200 SFT		
5.	**Vertical Blinds**	200 SFT		
6.	Dismantling of old panel and wiring as required and deposit the dismantle to side store	1		

Furniture work

Sl No	Description	Qty	Unit Price	Amount
1.	**Wooden Partition** For server Room	 200 SFT		
2.	**Main Door** Re-modification	 1 No		
3.	**Research Scholars Table** As per drawing	 17 Nos		
4.	**Discussion Table** Size 8'.0x5'.0	 1 No		
5.	**Overhead Cabinet** Size 4'-8"x2'-6"	 120 SFT		
6.	**Server Room Table** Size 6'x 2'x 2'- 6"	1 No		

Continued

DETAILED TECHNICAL SPECIFICATIONS FOR
E-Business Centre of Excellence Laboratory Repaire and Renovation

Electrical Works

Sl No	Description	Qty	Unit Price	Amount
1.	Wiring for light point/fan point/ exhaust fan point/ call bell point with 1.5 sq.mm FRLS PVC insulated copper conductor single core cable in surface/recessed medium class PVC conduit, with modular switch, modular plate, suitable GI box & 3 pin ceiling rose and earting the point with 1.5 sq.mm FRLS PVC insulated copper conductor single core cable etc as required.	20 Points		
2.	Wiring for circuit/sub main wiring along with earth wire with following size of FRLS PVC insulated copper conductor, single core cable in surface/recessed medium class PVC conduit as required. a) 2 x 4.0 sq.mm + 1 x 4.0 sq.mm earth wire b) 4 x 6 sq.mm + 2 x 6 sq.mm earth wire c) 2 x 2.5 sq.mm + 1 x 2.5 sq.mm earth wire	 90 Mtr 10 Mtr 40 Mtr		
3.	Supply and fixing suitable size GI box with modular plate and cover in front of surface or in recess, including providing and fixing 3 pin 5/6, 15/16 amps modular socket outlet and 15/16 amps modular switch, connection, painting, etc, as required. Make: Crabtree	24 Each		
4.	Supply and fixing of following size of PVC conduit along with the accessories in surface/recess including painting in case of surface conduit, or cutting the wall and making good the same in case of recessed conduct as required. 20 mm dia	60 Mtrs		
5.	1 x 34 W LED 6 K with diffuser equiv to Havels: Pluto flat panel cat no. LHEEBP7CUL1W034/ Plilips/Bajaj or equivalent.	12 Nos		
6.	Supplying and fixing of modular plate type 11-18A motor starter unit complete with 25A DP MCB and 25A plug socket flushed in wall with earthing attachment for split/Window Air Conditioner.	4 Nos		
7.	Supplying and fixing following way, three pole and neutral, sheet steel, MCB distribution board, 415 volts, on surface/recess, complete with tinned copper bus bar, natural bus bar, earth bar, din bar, detechable gland plate, interconnections, phosphatizer and powder painted including earthing etc. as required 6 way (4+18) double door horizontal type a) 10-32A, SP, 10KA, MCB- 18 No b) 32A, 3P, 415 V, MCB- 1 No Make: Legrand	1 Nos		

GENERAL TERMS & CONDITIONS

PLEASE SPECIFICALLY INDICATE THE FOLLOWING POINTS IN YOUR QUOTATIONS AND COMPLY THE TERMS AS MENTIONED HEREUNDER:-

1. TENDER ARE INVITED COMPLYING THE REQUIREMENT FOR TENDER AS DETAILED IN THE TENDER SPECIFICATION TO BE SUBMITTED IN THE COMPANY'S / FIRM'S LETTERHEAD NEATLY PRINTED / TYPED DULY SIGNED BY AUTHORIZED PERSON WITH THE SEAL OF THE BIDDERS. ALL ENVELOPS CONTAINING THE TENDER SHOULD BE PROPERLY SEALED. SEPARATE ENVELOPS SHOULD BE USED FOR TECHNICAL AND PRICE BID AND INDICATION TO THEIR EFFECT MAY PLEASE BE SUPERSCRIBED ON THE ENVELOP.

THE FOLLOWING DOCUMENTS ARE REQUIRED FROM THE INDIAN AGENTS OF FOREIGN FIRMS:

1.1 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.

1.2 COPY OF THE AGENCY AGREEMENT WITH THE FOREIGN PRINCIPAL INDICATING THE NATURE OF AFTER SALES SERVICES, PRECISE RELATIONSHIP BETWEEN THEM AND THEIR MUTUAL INTEREST IN THE BUSINESS.

1.3 PLEASE ENCLOSE THE DOCUMENT(S) RELATED TO THE ENLISTMENT OF THE INDIAN AGENT WITH DIRECTOR GENERAL OF SUPPLIES & DISPOSALS (DGS & R) UNDER THE COMPULSORY REGISTRATION SCHEME OF MINISTRY OF FINANCE.

2. TECHNICAL CATALOGUE/LEAFLET SHOULD BE ENCLOSED WITHOUT FAIL. PROVIDE COMPLIANCE STATEMENT WITH RESPECT TO THE TECHNICAL SPECIFICATIONS MENTIONED ABOVE.

3. PLEASE CONFIRM WHETHER YOU ARE AUTHORISED TO QUOTE ON BEHALF OF YOUR PRINCIPALS AND IF SO, PLEASE ENCLOSE A COPY OF SUCH AUTHORISATION WITH YOUR QUOTATION.

4. **PRICE BIDS FOR FOREIGN FIRMS**: PRICES ARE TO BE QUOTED ON '**EX-WORKS**' DULY PACKED OR ON **"FCA/FOB"** INTERNATIONAL PORT" BASIS AND ALSO INCLUDING AGENCY COMMISSION PAYABLE TO YOUR INDIAN AGENTS, IF ANY SHOWING CLEARLY THE FOLLOWING BREAK UP:-

   I) EX-WORKS PRICE
   II) PACKING & FORWARDING
   III) FREIGHT
   IV) ANY OTHER RELEVANT EXPENSES.
   V) TAXES PAYABLE BY THE INSTITUTE

   INSURANCE WILL BE PAID BY OUR INSTITUTE SEPARATELY AND SHOULD NOT FORM PART OF THE QUOTED PRICE.

   PRICE BIDS FOR INDIAN FIRMS: PRICES ARE TO BE QUOTED ON F.O.R., IIT KHARAGPUR, ON DOOR DELIVERY BASIS CLEARLY SHOWING THE BREAK UP.

5. **PERIOD OF VALIDITY**: BIDS SHALL REMAIN VALID FOR ACCEPTANCE FOR A PERIOD OF 120 DAYS FROM THE DATE OF OPENING.

6. INDIAN AGENTS ADDRESS AND PERCENTAGE OF AGENCY COMMISSION INCLUDED IN ABOVE F.O.B./EX-WORKS PRICE. (THIS WILL BE PAID TO THE INDIAN AGENTS IN INDIAN RUPEES ONLY AND NOT IN **FE).** PLEASE ENCLOSE COPY OF AGENCY AGREEMENT ENTERED INTO WITH YOUR

PRINCIPALS INDICATING THE NATURE OF AFTER SALES SERVICES OF INDIAN AGENTS, PRECISE RELATIONSHIP & MUTUAL INTEREST IN THE BUSINESS.

7. **MEASUREMENTS/WEIGHT:** NETT/GROSS OF THE CONSIGNMENT. IN CASE OF AN ORDER, YOU SHALL USE AIR WORTHY PACKAGE (AS APPLICABLE) DULY CERTIFIED WITH DOCUMENTS – PLYTO – SANITARY CERTIFICATE (AS PER QUARANTINE ORDER 2003).

8. **SCOPE OF SUPPLY**: SHOULD INCLUDE FREE INSTALLATION AND COMMISSIONING

9. **PAYMENT TERMS** FOR FOREIGN FIRMS

   A) 90% PAYMENT THROUGH SIGHTDRAFT/FORIGN DEMAND DRAFT/LC (EXCEPTIONAL CASES)/SWIFT TELE TRANSFER AFTER RECEIPT OF STORE IN GOOD ORDER AND CONDITION AND 10% AFTER SUCCESSFUL INSTALLATION & COMMISSIONING.

   B) BANK CHARGES ON LC/SD (WITHIN INDIA APPLICANT ACCOUNT AND OUTSIDE INDIA TO BENEFICIARY ACCOUNT).

   PAYMENT TERMS FOR INDIAN FIRMS

   A) 90% PAYMENT THROUGH CROSSED ACCOUNT PAYEE CHEQUE / ELECTRONIC TRANSFER AFTER RECEIPT OF STORE IN GOOD ORDER AND CONDITION AND 10% AFTER SUCCESSFUL INSTALLATION & COMMISSIONING.

   B) ENSURE MENTIONING

   i) BANK DETAILS OF THE BENEFICIARY, VAT NO., SERVICE TAX NO. AND PAN NUMBER

   ii) FULL NAME AND ADDRESS OF THE BENEFICIARY ON WHOM ORDER HAS TO BE PLACED

10. WHETHER ANY EXPORT LICENCE IS REQUIRED FROM YOUR GOVERNMENT, IF SO, PLEASE CONFIRM WITH DETAILS.

11. COUNTRY OF ORIGIN OF THE GOODS IS TO BE MENTIONED.

12. THE INSTITUTE SHALL PROVIDE THE CONCESSIONAL CUSTOMS DUTY AND EXCISE DUTY EXEMPTION CERTIFICATE AS PER GOVT. NOTIFICATION NO. 51/96 CUSTOMS DATED: 23.07.1996 AND CENTRAL EXCISE DUTY EXCEMPTION IN TERMS OF GOVT. NOTOFICATION NO. 10/97 – CENTRAL EXCISE DATED: 01.03.1997 AS AMENDED FROM TIME TO TIME.

13. **LIQUIDATED DAMAGES**: THE STORES SHOULD BE DELIVERED / DISPATCHED TO DESTINATION AND READY FOR OPERATION NOT LATER THAN THE DELIVERY DATE SPECIFIED. IT THE SUPPLIER FAILS TO DELIVER ANY OR ALL THE STORES OR PERFORM THE SERVICE BY THE SPECIFIED DATE, LIQUIDATED DAMAGES AT 1% PER MONTH OR PART THEREOF IN RESPECT OF THE VALUE OF STORES WILL BE DEDUCTED FROM THE CONTRACT PRICE SUBJECT TO A MAXIMUM OF 5%. ALTERNATIVELY, THE ORDER WILL BE CANCELLED AND THE UNDELIVERED STORES PURCHASED FROM ELSEWHERE AT THE RISK AND EXPENSE OF SUPPLIER.

14. **PATENT RIGHTS**: THE SUPPLIER SHALL INDEMNIFY THE PURCHASE AGAINST ALL THIRD PARTY CLAIMS OF INFRINGEMENT OF PATENT, TRADEMARK OR INDUSTRIAL DESIGN RIGHTS ARISING FROM USE OF THE GOODS OR ANY PART THEREOF IN INDIA.

15. ONLY THOSE BIDDERS WHO'S BIDS HAVE BEEN TECHNICALLY FOUND ACCEPTABLE WILL ONLY BE INVITED FOR PARTICIPATION IN THE PRICE BID.

16. THOSE BIDDERS WHO DO NOT RECEIVE ANY COMMUNICATION FOR PARTICIPATION IN PRICE BID OPENING MEETING MAY PRESUME THAT THEIR BID HAS NOT BEEN ACCEPTED BY THE INSTITUTE.
17. CONDITIONAL OFFER WILL NOT BE ACCEPTED.

18. LATE TENDERS I.E. TENDER RECEIVED AFTER THE DUE DATE AND TIME OF SUBMISSION AS MENTIONED ABOVE SHALL NOT BE ACCEPTED.

19. BIDDERS TO ENCLOSE THE FOLLOWING DOCUMENTS:-

A) CURRENT INCOME TAX AND SALES TAX CLEARANCE CERTIFICATES (VAT No.), SERVICE TAX NO. AND PAN NO.

B) BANKER'S SOLVENCY CERTIFICATE

C) SUMMARY OF AUDITED STATEMENT OF ACCOUNTS FOR THE LAST THREE YEARS TO BE ENCLOSED AND FINANCIAL HIGHLIGHTS AND THE KEY PERFORMANCE DURING THE LAST THREE QUARTERS TO BE ENCLOSED AS PER FORMAT:-

COMPANY'S KEY PERFORMANCE

DESCRIPTION	JAN. TO MARCH	APRIL TO JUNE	JULY TO SEPT.
GROSS REVENUE			
PROFIT BEFORE TAX			
PROFIT AFTER TAX			
RETURN ON INVESTED			
CAPITAL (ROIC)			

D) CUSTOMER SATISFACTION CERTIFICATE FROM ONE SUCH ORGANIZATION IS TO BE ATTACHED WITH THE TECHNICAL BID AND PRICE BID.

E) NAME AND ADDRESS OF MINIMUM THREE CLIENTS TO WHOM SUCH EQUIPMENT HAVE BEEN SUPPLIED SHOULD BE MENTIONED.

20. **WARRANTY / GUARANTEE**: THIS COMPREHENSIVE WARRANTY / **GUARANTEE SHALL REMAIN VALID FOR 60 MONTHS FOR FURNITURE, CIVIL AND ELECTRICAL WORKS GUARANTEE SHALL REMAIN VALID FOR 12 MONTHS.** AFTER THE GOODS (OR ANY PORTION THEREOF AS THE CASE MAY BE) HAVE BEEN DELIVERED AND COMMISSIONED TO THE FINAL DESTINATION.

21. THE INSTITUTE DOES NOT BIND ITSELF TO OFFER ANY EXPLANATION TO THOSE BIDDERS WHO'S TECHNICAL BID HAS NOT BEEN FOUND ACCEPTABLE BY THE EVALUATION COMMITTEE OF THE INSTITUTE.

22. ALL TENDERS (UNLESS OTHERWISE SPECIFIED) ARE TO BE SUBMITTED / HANDED OVER TO **DR. MAMATA JENAMANI, INDUSTRIAL & SYSTEMS ENGINEERING, INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR - 721 302** AND ACKNOWLEDGEMENT TO BE OBTAINED.

IMPORTANT

1. IIT Kharagpur authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself 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. Promptly make arrangements for repair and / or replacement of any damaged item (s) irrespective of settlement of claim.

3. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.

4. For any query pertaining to this bid document correspondence may be addressed to Dr. Mamata Jenamani, at the address mentioned above.

LAST DATE FOR SUBMISSION OF SEALED BIDS: 10.07.2017

1) Please Note that the Institute remains closed during Saturdays & Sundays and all specified government holidays.

2) Fax, e-mail Tender will not be accepted.

3) The General Terms and Conditions as stated above relate to supply of stores / equipment /assets etc. and for specific service other terms and conditions of the Institute will apply.