



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR – 721 302, INDIA

Tender No. IITKGP/MET/ENQ/TRIBO/2018-19; Date: 12.10.2018

Sub: Procurement of “MULTIFUNCTIONAL TRIBOMETER”

Indian Institute of Technology, Kharagpur, an Institute of National Importance invites sealed bids from reputed manufacturer or their authorised Distributor/Dealer (foreign firms or their Indian Representative company) who have adequate credential for supply/installation of “**MULTIFUNCTIONAL TRIBOMETER**” as per Annexure – I for the **Department of Metallurgical & Materials Engineering, Indian Institute of Technology, Kharagpur, India.**

Interested parties may submit their sealed bids under Two-Bids 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 format given at **Annexure V**. A **Checklist and Compliance statement** against each item of Annexure I-III thereon severally and individually shall also be submitted. Kindly refer to the Institute website **www.iitkgp.ac.in** [link: Tenders] for complete tender details.

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 superscripted with Tender Notice No. IITKGP/MET/ENQ/TRIBO/2018-19, Date: 12.10.2018, to the **Head of the Dept, Department of Metallurgical & Materials Engineering, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721302, West Bengal, India** on or before **09.11.2018 by 1.00 pm.**

For any query pertaining to this bid document, communication be address to the **Head of the Dept, Department of Metallurgical & Materials Engineering, Indian Institute of Technology Kharagpur-721302 [Ph: 913222-282280].**

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.

The Technical bids will be opened on **09.11.2018 at 4.00 pm** in Office of the **Department of Metallurgical & Materials Engineering, Indian Institute of Technology Kharagpur-721302.**

Head, Dept. of Metallurgical & materials Engineering
FOR DIRECTOR IIT, KHARAGPUR

Copy to: 1. Institute website, 2. CPP Portal

TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES

Enquiry No	IITKGP/MET/ENQ/TRIBO/2018-19; Date: 12-10-2018
Last date for submission of sealed tenders/quotations	09.11.2018 up to 1pm.
Pre -qualification & Technical Bid opening date/time	09.11.2018 at 4.00 pm.
Two Bid System	Two bids – (i)Technical and (ii) Price bid in two separate envelope- placed & sealed in one envelope
Submission of bids (by speed post) (Addressed to)	Head of the Dept., Department of Metallurgical & Materials Engineering, Indian Institute of Technology Kharagpur, Kharagpur, WB, India - 721302
Name and technical specifications of the item to be procured	Annexure- I
Terms and Conditions and various documents to be submitted	Annexure-II to VI

TECHNICAL SPECIFICATION OF MULTIFUNCTIONAL TRIBOMETER

Offers are invited from the reputed vendor for the procurement of Tribometer System, which is capable of operating both pin on disk and ball on disk in both linear reciprocating and rotating mode.

DETAILED TECHNICAL SPECIFICATION:

S/N	TECHNICAL SPECIFICATIONS
<u>The Instrument should have these below mentioned features:</u>	
1	Continuous real time data acquisition of friction signal during measurement
2	Independent normal load application and friction force measurement design
3	Friction force measurement: Highly linear and precise elastic arm or direct load Cell setup in the main shaft
4	Double friction force sensors (LVDT or equivalent Sensor) to minimize thermal drift error on friction measurement
5	Adjustable data acquisition rate up to 400 Hz for recording frictional phenomena with high fidelity
6	Hertzian stress modeling software for better tribological testing parameter selection
7	Fully conform to ASTM G99, ASTM G133 and DIN 50324 standards
8	Tool Kit for calibration of friction force
9	Top cover (Plexiglas or similar material) providing enclosed testing environment and acoustic noise reduction
Specifications for Instrument	
10	Maximum Load (N): 60N or higher
11	Min. Load (mN): 250 or Lower
12	Loading Type: By Dead Weight
13	Friction force range (N): 20 or Higher
14	Friction force resolution: 0.06 mN or better
15	Maximum torque: (mN.m): 600 or lower
16	Maximum disk dimensions (mm): 60 or lower
17	Maximum disk thickness (mm): up to 15
18	Adjustable Wear track diameter (mm): 1 to 40
19	Radius resolution: 0.05 mm or better
20	Pin Holder Diameter: 3,6, 10 mm
21	Ball Holder Diameter: 3,6, 10 mm
22	Dead Weights: 1,2,2,5,10,20,30 N weight
23	Balls: 1. Alumina (3,6, 10 mm): 30 each size 2. Tungsten carbide (3,6, 10 mm): 20 each size 3. 100Cr6/Steel (3,6, 10 mm): 50 each size 4. UHMEPE (3,6, 10 mm): 30 each size

Rotating module (Pin On Disc/Ball On Disc):	
24	Rotating center calibration kit
25	Rotational speed : 0.2 to 2000 rpm or higher
26	Track radius : 0.1 mm to 40 mm (pin-on-disk) or better
27	Track radius resolution : 0.05 mm (pin-on-disk) or better
Linear Reciprocating Module (Pin On Disc/Ball On Disc):	
28	Maximum torque: 450 mN.m or better
29	Frequency: from 0.01 to 10 Hz or better
30	Linear speed range: 0.3 to 350 mm/sec or better
31	Stroke range: up to 60 mm or better
32	Sliding time up to 7 days with acquisition rate of 10 Hz or better
Continuous wear depth measurement:	
33	Depth Measurement by RVDT or equivalent quality sensor
34	Depth range : up to 4 mm
35	Depth resolution : 0.006 μ m or better
36	Track depth measurement: up to 1.2 mm
Liquid cup for linear movement:	
37	Liquid cup with top cover for linear reciprocating module
38	Linear speed is between 1 to 5 [cm/s] or better
39	Max sample dimension: 60x45x10 mm or higher
Acquisition system	
40	- One Branded Compatible latest computer with original Windows & UPS for the above system - Preconfigured hardware & software
Tribometer Software	
41	Full software package for data acquisition and analysis. Any up gradation should be inclusive for next three years.
42	Real time display of friction force according to time, number of laps and distance during acquisition
43	Adjustable frequency of acquisition for the friction force
44	Calculation of Hertzian pressure, contact radius and contact area
45	Integrated calibration procedure for friction force, rotation speed and radius sensor
46	Homing feature: each test can be started at the same position of the circle
47	Automatic calculation of wear rate of sample and static partner, according to estimated wear volume and worn cap diameter
48	Filtering of raw data of friction coefficient for better analysis
49	Automatic measurement report generator
50	Data export in ASCII format
Optional items	
1	Counter substrate for pin on disk test: Alumina (20mm x 20 mm): 10 Tungsten carbide (20mm x 20 mm): 10 100Cr6/Steel (20mm x 20 mm): 20 UHMEPE (20mm x 20 mm): 30

ADDITIONAL DETAILS:

- Vendor should provide us detail list of installation (preferably in last 5 years) in India with all contact details and model details so that IIT Kharagpur can approach the contact person for any feedback.
- The supplier of the instrument must confirm in writing that the spares for the entire instrument will be available for a period of at least 7 years after the installation of the instrument.
- Free of charge training in equipment operation and maintenance by the certified company engineers at IIT Kharagpur.
- ***Minimum three years warranty (not including the down time). Warranty would start from date of installation completion.***
- The supplier should provide calibration/traceability certificate of the equipment as per National institute of Standards & Technology (NIST) / National Physical Laboratory (NPL) UK / United Kingdom Accreditation System (UKAS), wherever applicable.
- The firm must ensure that the date of manufacturing of the equipments and components must be later than the date of receiving the purchase order.

COMPLIANCE STATEMENT

- The supplier must submit a table indicating the compliance of the features of the model of the equipment being quoted with those given in the indent.
- Features not matching – must be clearly indicated.
- Additional features and features in the quoted equipment which are better than those in the tender – may be clearly explained.
- The supplier must submit technical brochures and proper application notes adequately explaining and confirming the availability of the features in the model of the equipment being quoted.
- Compliance statement needs to be provided by vendors clearly specifying COMPLY/DO NOT COMPLY for all items with REMARKS.

NOTE TO THE BIDDERS REGARDING TECHNICAL BID:

- Price related information to be given only in price bid cover, not in the technical bid cover.
- If any feature not mentioned/left over in the technical bid by the bidder, the same will be presumed to be absent without any further references to the bidder/vendor. No further discussion with the bidder can be entertained.
- All the quoted technical features must be demonstrated after installation with quoted precision. Otherwise, the equipment must be returned to factory with suppliers cost and the money paid, if any, for the equipment by IITKGP should be paid back.
- Mention clearly the service, installation and personnel training. Provide sufficient information about your after-sale service capabilities/man power and a list of customers possessing similar equipment, preferably in south India.
- Equipment Model and make to be mentioned; brochures must be provided along with the technical bid.
- All technical features must be equal to the given IITKGP specification or higher and better than the given specifications. IITKGP specification committee decision will be final for technical specifications.

GENERAL TERMS AND CONDITIONS

(1) **Last Date of Submission of Sealed Bids** (both technical and price bids, separately): 09.11.2018 up to 1 pm.

(2) **The Technical bids will be opened** on 09.11.2018 at 4.00 pm in the Office of the Department of Metallurgical & Materials Engineering, I.I.T. Kharagpur, India.

(3) **Payment Terms & Performance Guarantee:** 90% payment will be made on submission of shipping documents and balance 10% payment will be made on installation, commissioning and submission of PBG for performance period if the payment is made by LC, otherwise 90% will be made after successful installation and commissioning duly certified by the concerned Head of Department. Balance 10% may be released against submission of Performance Bank Guarantee to the tune of 10% of the total purchase order value. PBG shall be issued from any nationalized bank/ commercial bank, validity which shall be warranty period plus 60 days drawn. 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.

(4) **Price:**

- a) PRICE may be quoted either in INR or in foreign currency.
- b) The price should be quoted "**FOR IIT Kharagpur – Door delivery**" basis, in Indian Rupees (INR) or other foreign currencies. The price should be all inclusive. FOB/FCA price may also be mentioned for comparison purpose.
- c) Indian institute of Technology Kharagpur is a public Funded Academic & Research institute under the minister of Human Resource Development 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) Tenderer, 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. DGS&D enlistment certificate needs to be attached (applicable only for the Indian Agents).
- e) Foreign bidders to disclose the name and address of agent and representative in India.
- f) IIT Kharagpur is registered DSIR, Govt. of India and eligible for exemption for payment of Customs Duties in Terms of Government of India Notification No.51/96-Customs dated 23.07.96. Necessary certificate in this regard will be issued as per requirement and on request of the successful bidder.
- g) 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.
- h) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
- i) Discount, if any, should be indicated separately/prominently.
- j) Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.

(5) **Warranty/guarantee & On-site skill support:** Minimum **three years** onsite comprehensive OEM warranty from the date of successful installation and commissioning. The firm has to guarantee supply of spares for a minimum period of 7 years. 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. In excess, AMC for 2 to 5 years to be quoted separately.

(6) **Delivery of Stores:** The store items be supplied within 45 days from the date of receipt of the Letter of Credit/copy of DD or from opening of LC whichever is later.

(7) **Tender Fee:** An amount of INR 1,000/- (One 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.

(8) **Earnest Money Deposit (EMD):** An amount of INR 1,00,000/- in the form of Demand Draft drawn in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur or Banker's Cheque or Bank Guarantee to be obtained from the Bidders. E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document superscribing EMD. The bid security (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.

(9) **Bid Submission:** 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 Country/Regional/State Distributors /Dealers/Vendors, to quote authorized with valid authorization certificate, capability to sale and service of the products. Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.

(10) **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.

(11) **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.

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

(13) **Service:** Response to ensure quality of services, the deputed Engineer from the OEM/Vendor shall have a minimum of 5 years of experience in the relevant field and must be in the payroll of the OEM/Vendor.

(14) **Installation and Commissioning:** Free of cost at IIT, Kharagpur. The OEM must ensure timely installation of " MULTIFUNCTIONAL TRIBOMETER " 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.

(15) **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

(16) The OEM should be an ISO-9000 and ISO-14001 certified company with due credits to energy conservation and green earth compliance.

(17) 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.

(18) **Conditional Offer** will not be accepted.

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

(20) **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.

(21) **Past Performance of the Vendors** will be judged at the time of Technical Evaluation.

(22) **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.

(23) **Bidders should** enclose the following documents:

- i. Certificate of Registration / Trade License
- ii. Attested copy of PAN and GST
- iii. Banker's Solvency Certificate
- iv. Audited statement of accounts and IT returns for the last three years
- v. Authorized Distributors/Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.
- vi. Name and address of past satisfactory supplies or minimum three clients to whom such items/stores have been supplied should be mentioned in the technical bid.
- vii. 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.
- viii. Copy of product literature, for which the prices have been quoted.
- ix. A write up on service and maintenance capability, mitigation of risks or breakdown and replacement capability, with the escalation support matrix suggested for the Institute. Vendors must indicate their sales and support service centre in India and their plan to address issues about services, maintaining minimum service inventory etc.
- x. Signed copy of the tender document (in all pages), with company seal, agreeing to the terms & conditions and declaration should be provided.
- xi. DGS&D enlistment certificate needs to be attached (applicable only for Indian Agents)

(24) **All tenders are to** be handed over in a sealed box in the office of the Department of Metallurgical & Materials 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.

(25) **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.

(26) **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.

(27) 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.

(28) **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 :
End user

Department of Metallurgical & Materials Engineering,
Indian Institute of Technology Kharagpur- 721302,
West Bengal, India
[Ph:03222-282280]

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.

INSTRUCTIONS & SPECIAL CONDITIONS

(To be returned by 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. DGS&D enlistment certificate needs to be attached (applicable only for the Indian Agents)

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:** 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 45 days from the date of receipt of the Letter of Credit/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 I.I.T. Kharagpur.

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

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

(vii) IIT Kharagpur is a public funded academic & research institute under the minister of Human Resource Development 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, Dept of Revenue. Necessary certificate in this regard will be issued as per requirement and on request of the successful bidder.

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

6. **TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER:**

(i) Complete address and tele links for contact persons of 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.

(iv) If payment is made through LC, then LC opening charges inside and outside India, who will have to bear to be clearly mentioned

(v) Country of origin is to be provided for each item.

11. **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.

12. **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.*

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

SIGNATURE OF 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 requests 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.

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.

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 “MULTIFUNCTIONAL TRIBOMETER” FOR IIT KHARAGPUR (DEPARTMENT OF METALLURGICAL & MATERIALS ENGINEERING)

1. Name of the Tenderer / Firm:
2. Status of the Tenderer/ Firm: (attach documents, if registered company/partnership/proprietorship)
3. PAN and GST certificates:
4. Registration certificate:
5. Whether OEM/representing foreign principle:
(attach copy of certificate/authorization)
6. Details of key top official/authorized official:
(attach details)
7. Income Tax Return of previous three assessment year (copy):
8. Current list and address of clients where five no. of similar product have been supplied in last 5 years (attach Pos) and satisfactory certificates from the users:
9. Name and address of Vendor's bankers and attach a Solvency Certificate from the Bank for a minimum amount of INR 100 Lakhs:
10. Tender fee details (of INR **1000/-**, should be kept in one envelop cover and place in technical bid cover)
11. EMD details (of Rs. **1,00,000/-**, should be kept in one envelop cover and place in technical bid cover :
12. Other documents (e.g. literature, catalogue etc.), if any:

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. IITKGP/MET/ENQ/TRIBO/2018-19 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.**

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: -----

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas(thereinafter called the “tenderer”) has submitted their offer dated for the supply of (hereinafter called the “tender”) against the purchaser’s tender Notice No.
KNOW ALL MEN by these presents that WE of having our registered office at are bound unto(hereinafter called the “Purchaser”) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank thisDay of 20

THE CONDITIONS OF THIS OBLIGATION ARE

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
 - (a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - (b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer
Seal, name & address of the Bank and address of the Branch

Checklist for Enclosures

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

S.No	Bid Enclosures	Yes/ No	Pg. No.
	Technical Bid (Envelope – A) contains the following documents		
1	Status of the Tenderer (attach documents, if registered company/ partnership /proprietysip)		
2	PAN and GST certificates		
3	Registration certificate		
4	Whether OEM/representing foreign principle (attach copy of certificate/authorization)		
5	Details of key top official/authorized official with e-mail id and contact number		
6	Income Tax Returns of previous three assessment year (copy)		
7	Current list and address of clients where similar product have been supplied in last 5 years (attach Pos)		
8	Name and address of Vendor's bankers and attach a Solvency Certificate from the Bank (for a minimum amount of INR 100 Lakhs)		
9	Tender fee (should be kept in one envelop cover and place technical bid) of INR 1,000/-		
10	EMD (Should be kept in one envelop cover and place in technical bid cover) of INR 1,00,000/-		
11	Other documents (e.g. literature, catalogue etc.), if any		
	Financial Bid (Envelope – B)		
1	Price Bid		

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