Sub: Procurement of Portable Roller Oven

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from principal manufacturers or their authorized Distributors/ Dealers (foreign firms or their Indian representative company) who have adequate credential for supply/ installation of Portable Roller Oven, technically specified as per the Annexure- 1 for the DEYSARKAR CENTRE OF EXCELLENCE IN PETROLEUM ENGINEERING, INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, KHARAGPUR, INDIA. This instrument (standalone complete setups) is required for dedicated use in laboratory courses and research works. Interested parties may submit their sealed bids under two-cover system as per the guidelines mentioned below.

<table>
<thead>
<tr>
<th>Tender Reference No</th>
<th>HIT/DSCEPE/SK/2020-21/T-01, Dated: 22/07/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Fee</td>
<td>Rs. 500/-</td>
</tr>
<tr>
<td>Earnest Money Deposit</td>
<td>Rs. 15,000/-</td>
</tr>
<tr>
<td>Last Date and Time for submitting the tender document</td>
<td>20th August 2020, up to 04:30 PM</td>
</tr>
<tr>
<td>Time and Date of Opening of Technical Bids</td>
<td>31st August 2020, at 3:00 PM</td>
</tr>
<tr>
<td>Place of Opening Tender</td>
<td>Deysarkar Centre of Excellence in Petroleum Engineering</td>
</tr>
<tr>
<td></td>
<td>Indian Institute of Technology</td>
</tr>
<tr>
<td></td>
<td>Kharagpur, West Bengal, INDIA, PIN- 721302</td>
</tr>
<tr>
<td>Address of Communication</td>
<td>As stated above</td>
</tr>
<tr>
<td>Contact Telephone Number</td>
<td>03222-282201</td>
</tr>
</tbody>
</table>

[Signature]
Head of the Centre
Deysarkar Centre of Excellence in Petroleum Engineering

Copy to:
1. Head, Institute Information Cell, with a request to kindly upload the tender document in institute website, as well as in CPP Portal.
2. Deputy Registrar (Store & Purchase)
3. Notice Board
4. Guard File
##### Technical Specifications of Portable Roller Oven

<table>
<thead>
<tr>
<th>Technical Specifications of Portable Roller Oven</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roller Oven Type</td>
</tr>
<tr>
<td>No. of Rollers</td>
</tr>
<tr>
<td>Heater</td>
</tr>
<tr>
<td>Temperature Controller</td>
</tr>
<tr>
<td>Speed</td>
</tr>
<tr>
<td>Motor Speed</td>
</tr>
<tr>
<td>Cells Capacity</td>
</tr>
<tr>
<td>Size</td>
</tr>
<tr>
<td>Weight</td>
</tr>
<tr>
<td>Temperature Range</td>
</tr>
<tr>
<td>Components</td>
</tr>
<tr>
<td>· Switch Plate; Qty: 2</td>
</tr>
<tr>
<td>· E – Ring for Base Cap; Qty: 6</td>
</tr>
<tr>
<td>· Small Clip</td>
</tr>
<tr>
<td>· 230V Power Receptacle &amp; Power Cable</td>
</tr>
<tr>
<td>· Type ‘J’ Thermocouple 1/8” x 6”</td>
</tr>
<tr>
<td>· Red &amp; Clear Neon Lamp</td>
</tr>
<tr>
<td>· Thermostat</td>
</tr>
<tr>
<td>· 3/4” Rubber Foot; Qty: 4</td>
</tr>
<tr>
<td>· Chain; Foot; Qty: 6</td>
</tr>
<tr>
<td>· Sprocket; Qty: 6</td>
</tr>
<tr>
<td>· Connecting Link for Chain; Qty: 3</td>
</tr>
<tr>
<td>· 2 – Amp Fuse for 230V; Qty: Box of 5</td>
</tr>
<tr>
<td>· Bearing for Roller Shaft; Qty: 6</td>
</tr>
<tr>
<td>· Fuse Light Holder; Qty: 2</td>
</tr>
<tr>
<td>· On/Off Toggle Switch; Qty: 2</td>
</tr>
<tr>
<td>· Solid State Relay; 240 Volt – 25 Amp</td>
</tr>
<tr>
<td>· ElectronicController</td>
</tr>
<tr>
<td>· Motor, Motor Controller, Motor Bracket</td>
</tr>
<tr>
<td>· 115/230 Voltage Convertor Switch</td>
</tr>
<tr>
<td>· Mounting Plate for 115/230 Voltage Convertor Switch</td>
</tr>
<tr>
<td>· 10 – Place Terminal Strip</td>
</tr>
<tr>
<td>Specifications</td>
</tr>
<tr>
<td>Warranty</td>
</tr>
<tr>
<td>Service and Repair</td>
</tr>
</tbody>
</table>
Annexure II

GENERAL TERMS AND CONDITIONS

1. Last Date of Submission of Sealed Bids: 20.08.2020 up to 04:30 PM.
   The Technical bids will be opened on 31.08.2020 at 03:00 PM in the, Deysarkar Centre of
   Excellence in Petroleum Engineering, IIT Kharagpur.

2. Payment Terms: Payment will be made on successful installation and commissioning, duly certified
   by the indenter and as well as the Head of the Centre and after submission of warranty certificate.
   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: Minimum one year onsite comprehensive OEM
   warranty (one year from the date of successful installation and commissioning) covering repair and
   replacement for all the hardware (other than the consumables). All spares and accessories are to be
   replaced under warranty must be imported (if required) by the vendor at their own cost (including every
   possible expense). IIT Kharagpur will not take any responsibility for the import of any replacement
   under Warranty. The OEMs / Authorized Distributors and Dealers must attach certificate about them
   after sales and service facilities, escalation support for on-call service or station engineer etc.

4. Delivery of Stores: The store items should be supplied within 90 days from the date of receipt of the
   Purchase Order.

5. Tender Fee: An amount of Rs. 500.00 (Rupees Five Hundred only) as tender fee (nonrefundable) is
   to be paid. The payment shall be made by Demand Draft from any Nationalized Bank /Commercial
   Bank and paid in favor 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 super scribing Tender fee.

6. Earnest Money Deposit (EMD): An amount of Rs. 15,000.00 (Rupees Fifteen Thousand only) in
   the form of Bank Guarantee as per format Annexure – V. EMD should be enclosed separately in
   an envelope and stapled with the Technical Bid document super scribing EMD. The validity of
   the EMD should be 6 (six) months from the date of issue. Any bid without EMD will be summarily
rejected. No interest is payable on EMD. EMD will be refunded to the unsuccessful bidders, after issuing of purchase order.
The EMD of vendor awarded with the contract will be kept as Security deposit which will be returned after successful installation and commissioning duly certified by the Head of the Centre and warranty certificate is produced. Security Deposit shall be forfeited if the selected vendor after award of contract fails to execute the same.

7. **Price:** Tenders should be quoted in Indian currency and payment should be accepted 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). Custom Duty Exemption Certificate (in terms of Notification No. 51/96 - Customs dt: 23.07.1996) and GST exemption certificate i.e GST 5% (in terms of Notification no. 47/2017 - Integrated Tax (Rate) dt. 14.11.2017 and Notification No. 45/2017 - Central Tax (Rate) dt: 14.11.2017) will be issued only in favor 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 valid 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 priced 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 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 must be provided.

12. **Service:** Response to ensure quality of services, the deputed Engineer from the OEM/Vendor shall have a minimum qualified 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 supplier must ensure timely installation of Portable Roller Oven with necessary support to the indenters (indententer), as per details and lists to be made available by the Stores & Purchase Section or the indenting Centers.
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 150 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:
   a. Certificate of Registration / Trade License.
   b. Attested copy of PAN card, GST registration papers.
   c. Audited statement of accounts and IT returns for the last three years.
   d. Authorized Distributors/Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.
   e. Name and address of past satisfactory supplies or minimum three clients to whom such items/stores have been supplied should be mentioned clearly in the technical bid.
   f. 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.
   g. Copy of product literature, for which the prices have been quoted.
h. A manual 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 center in India and their plan to address issues about services, maintaining minimum service inventory etc.

i. Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.

23. All tenders are to be submitted in a sealed envelope, mentioning the Tender number, at the Office, Deysarkar Centre of Excellence in Petroleum Engineering, IIT Kharagpur, Kharagpur, P.O.-Kharagpur Technology, Pin: 721 302, West Bengal, India. 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 Officer /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 and the same will be opened before the technically qualified vendor(s).

   The date for opening of price bids will be notified separately.

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. Parties who are not enlisted with the Institute are also required to submit Form R1 along with the tender and they must do the needful to be registered and have a vendor code from IIT Kharagpur.

28. Bidders are required to submit their Details in the format given at Annexure III along with their technical bids. They are also required to submit a signed Declaration in the format given at Annexure IV. A Check list and Compliance statement against each item of Annexure I & III thereon severally & individually shall also be submitted.

29. Minimum Eligibility Criteria
   a. Bidder should have supplied one upstream oil and gas equipment to any Government Organization or public sector company in India in last 3 years.
   b. Compliance statement of Technical specifications of all the equipment of Portable Roller Oven.
   c. Current list/address of clients where one upstream oil and gas equipment has been supplied and successfully working.
   d. Latest Income Tax and Tax returns of previous three assessment years.
e. Other certificates
   i. Registration certificate
   ii. GST Registration No
   iii. PAN
   iv. Whether OEM/representing foreign principle (attach copy of certificate/authorization)

30. **IMPORTANT**
   a. Authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind 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.
   b. 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.
   c. 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.
   d. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
   e. For any query pertaining to this bid document, correspondence be addressed to: Phone: 03222-282201.
   f. 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.
   g. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for **incorporating/complying the changes/amendments** issued if any in their bid.
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 PORTABLE ROLLER OVEN” for Deysarkar Centre of Excellence in Petroleum Engineering at IIT Kharagpur.

1. Name of the Tenderer : 
2. Status of the Tenderer :
   (attach documents, if registered company/ Partnership/propriety ship)
3. Whether OEM/representing foreign principle :
   (attach copy of certificate/authorization)
4. Details of key top official/authorized official
   (attach details) Name :
   Official E-Mail: 
   Mobile No :
   Alternate No:
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. Current list/address of clients where similar material has been supplied and successfully working:
8. Name of the vendor's three largest clients, to whom Similar products and services were extended and amount of transaction/annual bills to such clients:
9. Income Tax Permanent A/c No. (attach copy) :
10. GST Registration No :
11. Details of EMD/Bank Draft No :
12. Issuing Branch and date :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Date:

______________________________________________
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/DSCEPE/SK/2020-21/T-01/ Date: 22/07/2020 and 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 IV

DECLARATION

1. I, ________________________________, Son / Daughter of Shri ________________________________, 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

Full Name: ________________________________

Designation: ________________________________

Date: ________________________________

Place: ________________________________

Company Seal
Annexure V

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas......................................................... (hereinafter 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 this ............... Day 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

10
Annexure VI

FORMAT FOR PRICE BID

Format to be filled up by the Agency

Tender No.  

Date:

1. Name of Tender:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the articles</th>
<th>Quantity (Q)</th>
<th>Basic Unit Price (Rs.) (A)</th>
<th>Amount of GST (Rs.) (B)</th>
<th>Total Unit Price with GST (Rs.) (C, where C = A+B)</th>
<th>Total (Rs.) (T, where T=C×Q)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Portable Roller Oven</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total

2. Name of Firm/Bidder:

3. Address:

4. Phone/ Fax/ Mobile/ Email:

Note: -

1. 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% (in terms of Notification no. 47/2017 - Integrated Tax (Rate) dt. 14.11.2017 and Notification No. 45/2017- Central Tax (Rate) dt: 14.11.2017)

Date:

Place:

Signature of the bidder along with seal
Checklist for Enclosures  
(Bidder should fill up YES or NO without fail)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Bid Enclosures</th>
<th>Yes or No</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender document, duly signed and stamped in token of accepted all the terms and conditions of the tender schedule.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Tender Document Fee of Rs.500/- in the form of DD.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EMD of Rs.15,000/- (BG) drawn from a Scheduled Bank in a format as per Annexure - V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Whether Technical Bid (Envelope – A) contains the following documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Technical bid document at Annexure-III &amp; Declaration as per as per Annexure- IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Compliance Statement of Technical Specification of equipment/product at Annexure – I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Latest Income Tax and Tax returns of previous three assessment years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>List of present clients with contact address &amp; telephone numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Whether Tender processing Fee &amp; EMD put in the Envelope A (if your firm is eligible for exemption submit the certificates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.6</td>
<td>Registration Certificate (firm registration)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.7</td>
<td>Copy of PAN card, GST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.8</td>
<td>Original Manufacturer Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.9</td>
<td>Latest Income Tax and Tax returns of previous three assessment years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.10</td>
<td>If any other Documents related to Technical Bid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.11</td>
<td>ISO 9000 &amp; ISO 14001 Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Whether Price-Bid (Envelope – B) contains the following</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Duly filled Price Bid as per format available in Annexure VI</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Which is signed and stamped by Authorized Signatory put inside the Envelope – B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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