



भारतीय प्रौद्योगिकी संस्थान, खड़गपुर
Indian Institute of Technology, Kharagpur
Kharagpur - 721302

Tender No: IIT/PHY/18-19/T.ENQ./041/ADHAR/01

Date: 01.11.2018

NOTICE INVITING TENDER

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from principal manufacturers or their authorized distributors (foreign firms or their Indian representative companies), who have adequate credential for the Procurement of "Micro-Probe Station under Controlled Atmosphere" at the Department of Physics, IIT Kharagpur.

Interested parties may submit their sealed bids under Two-Bids system as per **Technical Specifications** given at **Annexure I** and **General Terms & Conditions and other formats** given at **Annexure II to V**. Two covers (Technical Bid and Price Bid) are to be sealed and placed in one large Cover superscribed with tender reference number **Tender No: (IIT/PHY/18-19/T.ENQ./041/ADHAR/01 Date: 29.10.2018)** and submitted to "**Prof. Achintya Dhar, Department of Physics, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before 26.11.2018 at 5.00PM**". Technical Bids will be opened on **28.11.2018** at 4.00PM in Head's Office.

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. Date for opening price bids 30.11.2018.

Kindly refer to the Institute website **www.iitkgp.ac.in** [link: Tenders] for complete tender details. The same is also available in the CPP Portal [<https://eprocure.gov.in/eprocure/app>]. If there is any corrigendum/addendum, it shall only be published on Institute's Website and Central Public Procurement Portal.

Indenter /Prof. In Charge,

Name : Achintya Dhar

Head
Dept. of Physics
IIT Kharagpur

To

1. Institute Website
2. CPP Portal
3. Department Notice Board

TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES

| | |
|--|---|
| Enquiry No | IIT/PHY/18-19/T.ENQ./041/ADHAR/01 Date: 01.11.2018 |
| Tender Fee (Non refundable) | Nil |
| Last date for submission of sealed tenders/quotations | 26.11.2018 at 05.00PM |
| Pre -qualification & Technical Bid opening date/time and place | 28.11.2018 at 04.00 PM in Physics Department Head's Office |
| Two Bid System | Two bids – (i) Technical and (ii) Price bid in two separate envelope- placed & sealed in one envelope |
| EMD | Rs 20000.00 (By way of Demand draft from any Nationalized Bank /Commercial Bank and paid in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur) |
| Submission of bids (by speed post) (Addressed to) | Name :-Prof. Achintya Dhar Department of Physics, IIT Kharagpur KHARAGPUR-721302, W.B |
| Name of the item for procurement and technical specifications | Annexure- I |
| General Terms and Conditions | Annexure-II to V |

TECHNICAL SPECIFICATIONS

Procurement of Micro-Probe Station under Controlled Atmosphere.

| SNo | Name of the item & Specifications | Unit | Quantity |
|----------|--|----------|----------|
| 1 | <p>Box type high vacuum chamber: Vacuum Chamber should be a 12x12x12 inch box type vacuum chamber made out of SS304 stainless steel which can withstand up to 1×10^{-8} mbar pressure. A fully opening hinged door should provide for easy loading and unloading the samples. A 6 inch view port should be provided for viewing the process inside the chamber. Chamber should have the provision for attaching Solar Simulator from top side of the chamber in future, so one 6 inch quartz glass should fitted with the chamber top side and also provision for attaching Turbo Pump in future with DN100 fittings from back side of the chamber. Also provide the necessary items, like vacuum port, Gas inlet port, air admittance port, electrical feed throughs, necessary valves, pipelines etc. Chamber should be mounted on a MS powder coated frame and all the electrical wiring, vacuum lines, gas lines be inside the frame. Electrical panel and all Gauge and meter should well arrangement on this frame.</p> | 1 | 1 |
| 2 | <p>Magnetic base micro-positioner with micro tips: Linear X-Y-Z Travel 12mm-12mm-12mm 40 Thread/inch.(Res 1.7 Micron/deg) Magnetic Base. 4 Coaxial Tip-holder Screw locked Coaxial cable 1.5 Meter long terminated with coaxial male with a 10 Tungsten Tips of 10 Micron Dia.</p> | 1 | 4 |
| 3 | <p>Vacuum pump: Direct drive rotary pump with inbuilt solenoid valve. Capacity: 250 LPM. , Ultimate Vacuum: 5×10^{-3} mbar or better, Vacuum connection: KF25 , Pump Rotation: 1440 RPM , Motor: 0.5 HP or better.</p> | 1 | 2 |
| 4 | <p>Vacuum Gauge: Stabilized digital Pirani gauge with two gauge head should provided for measuring the vacuum inside the chamber and in the line.</p> | 1 | 1 |
| 5 | <p>Mass Flow Controllers: 0 to 100 sccm MFC with digital display for Argon</p> | 1 | 2 |

| | | | |
|--|---|--|----------|
| | Gas | | |
| 6 | Substrate holder: 4" dia substrate holder made out of SS 304 with embedded heater and LN2 supply lines. Ceramic disc (Al ₂ O ₃) as insulation between the substrate and the substrate holder. Thermocouple for sensing the temperature of the sample from 77K to 500K. | 1 | 1 |
| Guarantee/Warranty of above items | | 03 year after successful installation and demonstration | |

GENERAL TERMS AND CONDITIONS

1. **Last Date of Submission of Sealed Bids (both technical and price bids, separately in two covers and placed, sealed in one envelope):** 26.11.2018 up to 5.00 P.M.
2. **Payment Terms :**

100% payment shall be made through electronic transfer after receipt of store in good order & condition and successful installation & commissioning duly certified by the concerned Head of the Department.

In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.
3. **Warranty/Guarantee & On-site skill support:** Three years (03) onsite comprehensive OEM warranty from the date of successful installation and commissioning.
4. **Earnest Money Deposit (EMD):** An amount of **Rs.20000.00 (Rupees Twenty Thousand only)** in the form of Demand Draft drawn in favour of “Indian Institute of Technology Kharagpur”, **payable at Kharagpur**. E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document superscribing EMD. The validity of the EMD should be 3 (three) 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 bidder, finalization of the tender process. **The EMD of vendor awarded with the contract to be treated as part of security deposit. 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.
5. **Tender Fee: No tender fees.**
6. **IIT Kharagpur** will give exemption for submission of tender fee and EMD who are registered with MSME, NSIC or start-ups as recognised by DIPP as per revised rule

170 of GFR – 2017 only. However proper and valid document in this regard must be submitted by the bidders in support of their claim.

7. Tender fee and EMD should be kept in separate covers and place in technical bid cover.

8. **Delivery of Stores:** The store items are to be supplied within 60 days from the date of receipt of the Purchase Order.

9. **Price:**

- a. PRICE may be quoted either in INR or in foreign currency.
- b. Where tenderer intends to quote in Indian Rupees (INR), the price should be quoted "FOR IIT Kharagpur " basis. The price should be all inclusive.
- 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. Where tenderer intends to quote in foreign currency FCA/FOB source port price by Air/Sea to be quoted.
- e. 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.
- f. Foreign bidders to disclose the name and address of agent and representative in India.
- g. 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.
- h. 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.
- i. The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
- j. Discount, if any, should be indicated separately/prominently.
- k. Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.

10. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. **EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.**

- 11. 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.
- 12.** The addendum/corrigendum if any shall be published on Institute's **Website i.e. www.iitkgp.ac.in and on CPP Portal.**
- 13. 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.
- 14. Compliance List:** The proposal should be properly indexed and a compliance list against the technical specifications should be provided.
- 15. Installation and Commissioning:** Free of cost at Microsciece lab laboratory of Department of Physics, IIT, Kharagpur. The supplier must ensure timely installation of Experimental test setup 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.
- 16. Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.
- 17.** 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.
- 18.** Past Performance of the Vendors will be judged at the time of Technical Evaluation.
- 19.** 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.
- 20.** Bidders should enclose the following documents:
 - a. Certificate of Registration / Trade License
 - b. Proforma Price Bid (without mentioning the price rate) may be attached with technical bids
 - c. Port or place of Shipment(for foreign firm): Should be mentioned in the quotation.
 - d. Purchase order to be placed on: Should be mentioned in the quotation with full address, email address, phone number.
- 21.** 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.
- 22. 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 bid is 30.11.2018. 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.

IMPORTANT

- I. 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.
- II. 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. Date for opening price bids will be intimated later.
- III. 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.
- IV. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
- V. For any query pertaining to this bid document, correspondence is to be addressed to the End user

Prof. Achintya Dhar,
Department of Physics,
Indian Institute of Technology Kharagpur- 721302, West Bengal,
India
[Ph:+91-03222-283830] Email: - adhar@phy.iitkgp.ac.in
- VI. 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.
- VII. The Bidders are requested to submit the bids after issue of clarifications only considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, in their bid.

INSTRUCTIONS & SPECIAL CONDITIONS

1. **GENERAL:** Tenderer, who is 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. **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.
3. **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.
4. **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.

Eligibility Criteria / TECHNICAL BID

| S. No | Description | Submitted (Yes / No) |
|--------------|---|----------------------------------|
| 1 | Registration Certificate | |
| 2 | PAN and GST Certificates | |
| 3 | Status of the Tenderer (attach documents, if registered company/ partnership /proprietorship) | |
| 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 latest last three years | |
| 7 | Current list and address of clients (with email-ids) where Three similar material/ products has been supplied. | |
| 8 | Other documents like literature, catalogues etc.,(if any) | |

NOTE:

- 1. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and to be submitted in the TECHNICAL BID.**
- 2. This is to be 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.**

Signature and seal of the Bidder

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. Tender ref no: _____ dt:_____ . 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.
6. I/we hereby confirm and declare that I/we am/are not blacklisted /De-registered /
debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or
any other agency for which we have Executed/ Undertaken the works/ Services.

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----

