TENDER DOCUMENT

(Tender Notice no. IIT/PHY/TENDER/20-21/Lab/002 dated: 06.01.2021)

FOR

(He-Ne Laser source.)

OF

(Department of Physics)

IIT KHARAGPUR

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR – 721302
WEST BENGAL
**Table of Contents**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notice Inviting Tender</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Time events of various Tender related activities</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Technical Specifications – Annexure I</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>General Terms and Conditions – Annexure II</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>Instructions &amp; Special conditions – Annexure III</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Eligibility Criteria / Technical Bid – Annexure IV</td>
<td>11</td>
</tr>
<tr>
<td>7</td>
<td>Declaration – Annexure V</td>
<td>12</td>
</tr>
<tr>
<td>8</td>
<td>Bid Security Declaration – Annexure VI</td>
<td>13</td>
</tr>
<tr>
<td>9</td>
<td>Financial Bid Format – Annexure VII</td>
<td>14</td>
</tr>
</tbody>
</table>
NOTICE INVITING TENDER

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites sealed bids from all Indian Manufacturers/Service providers or their authorized vendors, having registered office in India who fulfil the criteria mentioned in the Tender document and have adequate credential, for the Procurement of “He-Ne Laser Source” 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 VII. Two covers (Technical Bid and Price Bid) are to be sealed and placed in one large Cover superscribed with tender reference number and submitted to “Head, Department of Physics, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN: 721302 on or before 29/01/2021 at 3.00 PM. Technical Bids will be opened on 29/01/2021 at 4.00PM.

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.

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.

Signature of Indenter/Professor-in-Charge, Department of Physics
IIT Kharagpur

Signature of Head Department of Physics
IIT Kharagpur

To
1. Institute Website
2. CPP Portal
3. Department Notice Board
**TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES**

<table>
<thead>
<tr>
<th>Enquiry No</th>
<th>IIT/PHY/TENDER/20-21/Lab/002 Dt. 06.01.2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Document fee (Non refundable)</td>
<td>Rs. 500/- (By way of Demand draft from any Nationalized Bank /Commercial Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur)</td>
</tr>
<tr>
<td>Last date for submission of sealed tenders/quotations</td>
<td>29/01/2021 at 03.00 PM</td>
</tr>
<tr>
<td>Pre-qualification &amp; Technical Bid opening date/time</td>
<td>29/01/2021 at 04.00 PM</td>
</tr>
<tr>
<td>Two Bid System</td>
<td>Two bids – (i) Technical and (ii) Price bid in two separate envelope- placed &amp; sealed in one envelope</td>
</tr>
<tr>
<td>EMD</td>
<td>Nil (Bidders should submit the Bid Security Declaration as per Annexure VI)</td>
</tr>
<tr>
<td>Submission of bids (by speed post) (Addressed to)</td>
<td>Head, Department of Physics, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN: 721302, W.B.</td>
</tr>
</tbody>
</table>

**Note:-**
1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.
2. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
3. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
4. The Director, IIT Kharagpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.
5. The addendum/ corrigendum if any shall only be published on Institute’s website and CPP Portal.
# TECHNICAL SPECIFICATIONS

## Procurement of He-Ne Laser Source

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the item &amp; Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quotation is asked for the procurement of He-Ne Laser source with the following minimum specifications:</td>
</tr>
<tr>
<td></td>
<td>• Wavelength 632.8 nm ± 0.2 nm</td>
</tr>
<tr>
<td></td>
<td>• Optical output power 1.0 mW</td>
</tr>
<tr>
<td></td>
<td>• Beam diameter 0.5 mm</td>
</tr>
<tr>
<td></td>
<td>• Beam divergence &lt; 2 mrad</td>
</tr>
<tr>
<td></td>
<td>• Minimum polarisation 500:1</td>
</tr>
<tr>
<td></td>
<td>• Max drift over 8 hours ± 2.5%</td>
</tr>
<tr>
<td></td>
<td>• Oscillating mode TEM00</td>
</tr>
<tr>
<td></td>
<td>• Lifetime &gt; 18000 h</td>
</tr>
<tr>
<td></td>
<td>• Connecting voltage 230 V, 50/60 Hz</td>
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<tr>
<td></td>
<td>• Rectangular housing consisting of laser tube and electronics with Screw on the bottom surface for mounting in the experimental set-up. (For cylindrical lasers, appropriate holders and posts must be provided so that the laser along with the holder can be mounted in the set-up with the help of post.)</td>
</tr>
</tbody>
</table>

**Quantity Required**: 06 Nos.

**Warranty**: 2 years from the date of installation

**Note**: Vendors/Suppliers may be asked for a demonstration of the quoted equipment/item before placing a purchase order.
GENERAL TERMS AND CONDITIONS

1. **Payment Terms & Performance Bank Guarantee (PBG):** 100% payment will be made after receipt of stores in good order and condition, successful installation and demonstration thereafter certification by the Department.

2. **Liquidated Damages:** 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. **Bid Security Declaration:** No EMD shall be deposited; however the bidder should submit the Bid Security Declaration as per Annexure – VI with the Technical bid, without which the bid shall be straightway rejected. If a successful bidder fails to act on the offer made by the Institute and/or the bidder withdraws/amends his bids after opening of the tender, the bidder shall be suspended from being eligible for bidding in any contract with IIT Kharagpur for a period equal to the duration of the contract for tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of Goods’ from the date of notification of the Tender document.

4. **Tender Fee:** Rs. 500/- (By way of demand draft from any Nationalized Bank/Commercial Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur).
   
   **IIT Kharagpur** will give exemption for submission of tender fee who are registered with MSME, NSIC or start-ups as recognised by DIPP. However proper and valid document in this regard must be submitted by the bidders in support of their claim.

5. **Delivery of Stores:** The store items are to be supplied within 45 days from the date of receipt of the Purchase Order.

6. **Price:**
   a. The Price should be quoted in INR only.
   b. 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. The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
   e. Discount, if any, should be indicated separately/prominently.
   f. Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.
7. **Bid**: Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. **Tender Fee, if any should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.**

8. **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.

9. The addendum/corrigendum if any shall be published on Institute’s **Website i.e. www.iitkgp.ac.in and on CPP Portal.**

10. **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.

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

12. **Service**: Response to ensure quality of services, the deputed Engineer from the OEM/Vendor shall have a minimum of 2 years of experience in the relevant field and must be in the payroll of the OEM/Vendor.

13. **Installation and Commissioning**: Free of cost at 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.

14. **Period of Validity**: Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.

15. 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.

16. Past Performance of the Vendors will be judged at the time of Technical Evaluation.

17. 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.

18. Bidders should enclose the following documents:
   - a. Purchase order to be placed on: Should be mentioned in the quotation with full address, email address, phone number.
   - b. Proforma Price Bid (without mentioning the price rate) may be attached with technical bids.
c. 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 (if applicable).

19. All tenders are to be handed over in a sealed box in the Office of Department of Physics, IIT Kharagpur-721302. 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. For speed post, the Postal Address is “

Head, Department of Physics,
Indian Institute of Technology, Kharagpur,
P.O. Kharagpur Technology, PIN: 721302, W.B.

20. 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 by email.

21. 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

Dr. Debraj Chaudhury
Department of Physics
Indian Institute of Technology Kharagpur- 721302,
West Bengal (State)
[Ph:+91-03222-283818] Email: -
debraj@phy.iitkgp.ac.in/akhilesh@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.
ANNEXURE-III

INSTRUCTIONS & SPECIAL CONDITIONS

1. **General**: Indian Manufacturers/Service provider or their authorized vendors, having registered office in India are invited to quote.

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. **TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER**: (i) Complete address and tele links for contact persons of manufacturers/service providers/authorized vendors offices dealing with this purchase. (ii) Name and full address of the manufacturers/service providers/authorized vendors (iii) **Country of origin** is to be provided for each item. (iv) Purchase order to be placed on: Should be mentioned in the quotation with full address.

4. **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.

5. **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.

6. **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.
<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>Submitted (Yes / No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration Certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PAN and GST Certificates</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Status of the Tenderer (attach documents, if registered company/partnership/propriety ship)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Manufacturer (OEM certificate) or Service Provider/Dealer (Authorization and OEM certificate from manufactures)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Details of key top official/authorized official with e-mail id and contact number</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Income Tax Returns of latest last three years</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Current list and address of clients where <strong>Two similar material/products has been supplied</strong> (attach PO copies).</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>ISO Certification, if any</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Technical Compliance Statement</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Other documents like literature, catalogues etc., (if any)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Tender fee, if any (should be kept in one envelop cover and place technical bid)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Declaration as per <strong>Annexure - V</strong></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Bid Security Declaration as per <strong>Annexure - VI</strong></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Price Bid (As per the format given at <strong>Annexure - VII</strong>)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

1. **Attach all relevant documents in the same serial order as above, properly indexed, duly signed.**

2. **This is to be submitted in a separate sealed envelope** super scribng "TECHNICAL BID", Notice inviting Tender Reference no. and name of the bidder.

3. 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
ANNEXURE - V

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: -------------
ANNEXURE - VI

BID SECURITY DECLARATION

1. I, ---------------------------------------------------Son /Daughter of Shri --------------------------
   ------------------------------------------Proprietor/Partner/CEO/MD/Director/Authorized
   Signatory of M/s.-----------------------------------am competent
   to sign this Bid Security Declaration and execute this tender document and hereby
   declare that;

2. I understand that, according to your conditions, bid must be supported by a Bid
   Securing Declaration.

3. I accept that I will automatically be suspended from being eligible for bidding in any
   contract with IIT Kharagpur for a period equal to the duration of the contract for
   tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of Goods’
   from the date of notification, if I am in a breach of any obligation(s) under the bid
   conditions, because I;
   a. have withdrawn/modified/amended, impairs or derogates from the tender
      during the period of bid validity specified in the bid document, or
   b. having been notified of the acceptance of our Bid by IIT Kharagpur during
      the period of bid validity, (i) fail or refuse to execute the contract, if required,
      or (ii) fail or refuse to furnish the Performance Security, in accordance with
      the General terms and conditions & Instructions to Bidders.

4. I understand this Bid Securing Declaration shall cease to be valid if I am not the
   successful Bidder, upon the earlier of (i) the receipt of your notification of the name
   of the successful Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of
   my Bid.

Signature of the Authorized Person

Date: -----------------------------

Full Name: -----------------------------

Place: -----------------------------

Company Seal: -----------------------------
ANNEXURE – VII

(ON THE OFFICIAL LETTERHEAD OF THE FIRM)

PRICE/FINANCIAL BID FORMAT

Tender ref no: ____________________________ dt: ____________

Tender for Supply, Installation, Testing and Commissioning of ________________

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price without taxes (in Rs.)</th>
<th>Taxes Rs</th>
<th>Unit Price with Taxes (in Rs.)</th>
<th>Total Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Equipment/Item Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[ \text{In words : Rupees } \text{______________________________} \]

1. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.
2. 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.

Signature of the bidder along with seal