TENDER DOCUMENT
(Tender Notice no. IIT/PHY/TENDER/20-21/SD/03 dated: 06.01.2021)

FOR

(TI: SAPPHIRE LASER SYSTEM)

OF

(DEPARTMENT OF PHYSICS)

IIT Kharagpur

INDIAN INSTITUTE OF TECHNOLOGY Kharagpur
Kharagpur – 721302
WEST BENGAL
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NOTICE INVITING TENDER

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites sealed bids from all Indian Manufacturers/Service providers having registered office in India who fulfil the criteria mentioned in the Tender document and have adequate credential, for the Procurement of “Ti:Sapphire Laser System” 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 (Tender No. _____________ DT:______) and submitted to “Dr. Sajal Dhara, Department of Physics, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 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,  
Dr. Sajal Dhara, 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

| Enquiry No | Tender No: IIT/PHY/TENDER/20-21/SD/03  
| Date: 06/01/2021 |
|------------|--------------------------------------|
| Bid Document 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) |
| Last date for submission of sealed tenders/quotations | 29.01.2021 at 03.00PM |
| Pre -qualification & Technical Bid opening date/time | 29.01.2021 at 04.00 PM |
| Two Bid System | Two bids – (i)Technical and (ii) Price bid in two separate envelope- placed & sealed in one envelope |
| EMD | Nil  
(Bidders should submit the Bid Security Declaration as per Annexure VI) |
| Submission of bids (Addressed to) | Dr. Sajal Dhara, Department of Physics, IIT Kharagpur, Kharagpur-721302, W.B |

**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 Ti:Sapphire laser system

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the item &amp; specification</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Name of the item: Ti:Sapphire laser system</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><em>The Ti:Sapphire Laser System must include (but not limited to) the following features:</em></td>
<td></td>
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<tr>
<td></td>
<td><strong>Specifications:</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Wavelength tuning range: 700-980nm</td>
<td></td>
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<tr>
<td></td>
<td>• Operating modes: Femtosecond, Picosecond &amp; Continuous Wave (CW) mode and corresponding cavities should be available in the system.</td>
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<tr>
<td></td>
<td>• Pulse width: ≤120fs in femto mode &amp; ≤2ps in Pico mode</td>
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<td></td>
<td>• Average Power: ≥1W @ 800nm</td>
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<tr>
<td></td>
<td>• Repetition rate: ≥76MHz</td>
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<td></td>
<td>• Noise (rms): ≤0.1%</td>
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<td></td>
<td>• Power stability: ≤4%</td>
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<tr>
<td></td>
<td>• Beam diameter: &lt;1mm</td>
<td></td>
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<tr>
<td></td>
<td>• Spatial mode: TEM(_{00})</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Polarization: Linearly polarized</td>
<td></td>
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<td></td>
<td><strong>Specification for pump laser system:</strong></td>
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<tr>
<td></td>
<td>• Wavelength: 532nm</td>
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<tr>
<td></td>
<td>• Power: ≥8W</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Power stability: ±1%</td>
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<td></td>
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<tr>
<td></td>
<td>• M(^2): &lt;1.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Spatial mode: TEM(_{00})</td>
<td></td>
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<tr>
<td></td>
<td>• Noise (rms): ≤0.02%</td>
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<tr>
<td></td>
<td>• Suitable chiller (if required) must be included</td>
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<td></td>
<td>• Suitable mirror with mounts set to route the beam into Ti: Sapphire laser must be included</td>
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<td></td>
<td><strong>Additional requirement:</strong></td>
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<td></td>
<td>• The laser must have femtosecond, Picosecond &amp; Continuous wave mode of operation. The quoted model datasheet must reflect all 3 modes of operations.</td>
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<tr>
<td></td>
<td>• The system must include optics and components for both fs, ps and CW operation inside the laser. Conversion between</td>
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</tbody>
</table>
fs, ps, and CW operation should be simple and effortless.

- The prism which controls pulse width during fs operation must be externally adjustable during purging operation.

- The system must include mechanism to ensure the expected spectrum of the output beam either by providing with a spectrum analyzer, or spectrometer, or some reliable and robust calibration mechanism.

- System must also provide a diagnostic mechanism for detecting and eliminating any CW breakthrough.

- The laser shall have diagnostic system to facilitate user friendly operation which includes:
  1. A power monitor detector to facilitate alignment and optimization,
  2. A fast photodiode to display the modelocked pulse train and allow the triggering of external devices,
  3. A CW detector to detect any CW breakthrough during modelock operation,
  4. The system must include component or mechanism to view IR beam inside the laser box.
  5. A humidity sensor to monitor water vapor to insure easy adjustment of the nitrogen flow rate to the required level. A detail diagram of this configuration must be provided.

- The system should include a starter mechanism which actively and reproducibly initiates modelocked operation and shuts off once the system is started. The system shall include a sensor to monitor the modelock operation and automatically restart the system when modelocked operation be interrupted.

- The entire tuning range (700-980nm) shall be accessible with a single, broadband optics set.

- Vender should have supplied 3 such systems in India. User list must be included.

**Optional Accessories:**

1. Laser Power meter
   - Suitable laser power sensor & display unit should be quoted
   - Power range: 10mW to 10W
   - Wavelength range: 250nm to 1100nm

2. Autocorrelator
• Pulse width range: 50fs to 3ps
• Wavelength range: 700nm-1100nm
• Sensitivity: 1W²
• Delay Resolution: 0.001% of the total scanning range
• Input aperture: >5mm

| Guarantee/Warranty of above items | One years after successful installation and demonstration |
1. Payment Terms & Performance Bank Guarantee (PBG): 90% payment will be made after receipt of stores in good order and condition, successful installation and demonstration thereafter certification by the Department. Balance 10% may be released against submission of Performance Bank Guarantee to the tune of 3% of the total Contract value. PBG shall be issued from any nationalized bank/commercial bank, which shall be valid for the period of warranty plus 60 days. No advance/mobilization support, is payable against supply of stores.

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. Warranty/Guarantee & On-site skill support: One year onsite comprehensive OEM warranty from the date of successful installation and commissioning.

4. 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.

5. 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.
   
   Tender fee should be kept in separate covers and place in technical bid cover.

6. Delivery of Stores: The store items are to be supplied within 45 days from the date of receipt of the Purchase Order.
7. **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.

8. **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.**

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

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 should 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 2 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 Nanoscale Optoelectronics Lab, 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.
15. **Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.

16. 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.

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

18. 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.

19. 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).

20. All tenders are to be handed over in a sealed box in the Office 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 “

   **Dr. Sajal Dhara, Department of Physics,  
   IIT Kharagpur, Kharagpur-721302, W.B**

21. **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.

22. 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**

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.

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

   **Sajal Dhara**
   Department of Physics
   Indian Institute of Technology Kharagpur- 721302,
   West Bengal (State)
   [Ph:+91-03222-284856] Email: - [sajaldhara@iitkgp.ac.in](mailto:sajaldhara@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**: Indian Manufacturers/Service providers 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 provider offices dealing with this purchase. (ii) Name and full address of the manufacturers/service providers (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. **Performance Bank Guarantee**: The bidders to provide Performance Bank Guarantee of the amount equivalent to the 3% of the cost of contract value from any Nationalized Bank The Performance Bank Guarantee is required for the entire period of Warranty. Performance Bank Guarantee must remain valid for a period 60 (sixty) days beyond the expiry of the Warranty Period.

5. **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.

6. **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.

7. **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.

8. Interested vendors must be able to supply adequate spares and consumable during three years of comprehensive warranty. Vendor should also ensure trouble free service and performance for another seven years beyond three years Comprehensive Warranty Period with adequate spares and accessories.
### ELIGIBILITY CRITERIA / TECHNICAL BID

<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>ISO Certification, if any</td>
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</tr>
<tr>
<td>8</td>
<td>Technical Compliance Statement</td>
<td></td>
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<tr>
<td>9</td>
<td>Other documents like literature, catalogues etc.,(if any)</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 scribing "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**
宣言

1. 我，--------------------------------------------------------------------儿子/女儿, 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)
FINANCIAL BID FORMAT

Tender ref no: ____________________________ dt: ____________

<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>A</td>
<td></td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

1. Details of the item/equipment

TOTAL

In words: Rupees _________________________________________________________

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
# Checklist for Enclosures

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

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/No</th>
<th>Pg. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical Bid (Envelope – A)</strong> contains the following documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Registration Certificate</td>
<td></td>
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<td>3</td>
<td>Status of the Tenderer (attach documents, if registered company/ partnership /propriety ship)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Manufacturer (OEM certificate) or Service Provider /Dealer (Authorization and OEM certificate from Manufactures)</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td>Details of key top official/authorized official with email id and contact number</td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>Income Tax Returns of latest last three years</td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>ISO Certification, if any</td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>Technical Compliance Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Other documents like literature, catalogues etc.,(if any)</td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Tender fee, if any (should be kept in one envelop cover and place technical bid)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Declaration as per Annexure - V</td>
<td></td>
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<tr>
<td>12</td>
<td>Bid Security Declaration as per Annexure - VI</td>
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**Financial Bid (Envelope – B)**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/No</th>
<th>Pg. No.</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>Price Bid (As per the format given at Annexure – VII)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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