TENDER INVITATION FOR
SUPPLY, UNLOADING, INSTALLATION, COMMISSIONING, & TRAINING
of
EQUIPMENT FOR MATERIAL HANDLING AND STORAGE
(SOLUTION ON TURNKEY BASIS)

Sealed envelope enclosing two separate sealed envelopes (Technical and Commercial offers) are invited from eligible manufacturers/suppliers or their direct Indian agents for the supply of the following equipment:

Equipment for Material Handling and Storage (Solution on turnkey basis)

Please send offers, ALONG WITH DESCRIPTIVE CATALOGUE/ BROCHURE. The validity of the bid should be at least five months (150 days) or more from the date of the opening of this tender. Please ensure that your quotation reaches not later than 31/05/2019 (Friday) by 10:00 Hrs. (IST) at the following address:

Professor-in-Charge,
DHI Centre of Excellence on Advanced Manufacturing Technology,
(Inside Steel Technology Centre),
Indian Institute of Technology Kharagpur,
721 302, West Bengal, India

Earnest money of Rs. 30,000/- is to be deposited in the form of Account Payee Demand Draft in favour of IIT Kharagpur, payable at Kharagpur, India. Any bid which is not accompanied with an EMD, and tender fee shall be summarily rejected. Earnest money deposited will be forfeited if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. No interest will be paid on the earnest money of the unsuccessful bidders.

<table>
<thead>
<tr>
<th>Tender Reference</th>
<th>IIT/OTG/CoE_AMT/DHI/2019/MHD, dated 09/05/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Fee</td>
<td>Rs. 2,500/- (Account payee Demand Draft in favour of IIT Kharagpur, payable at Kharagpur, India) Non-Refundable.</td>
</tr>
<tr>
<td>Last Date and Time for submitting the tender document</td>
<td>31.05.2019 (Friday) at 10:00 Hrs. (IST)</td>
</tr>
<tr>
<td>Time and Date of Opening of Technical Bids</td>
<td>31.05.2019 (Friday) at 11:00 Hrs. (IST)</td>
</tr>
<tr>
<td>Place of Opening Tender</td>
<td>SRIC Conference Room, Indian Institute of Technology Kharagpur, 721 302, West Bengal, India</td>
</tr>
<tr>
<td>Address of Communication</td>
<td>Office of Professor-in-Charge, DHI Centre of Excellence in Advanced Manufacturing Technology, (Inside Steel Technology Centre), Indian Institute of Technology Kharagpur, 721 302, West Bengal, India</td>
</tr>
<tr>
<td>Contact Telephone Numbers</td>
<td>+91- 3222 - 281576</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:coeamt@iitkgp.ac.in">coeamt@iitkgp.ac.in</a></td>
</tr>
</tbody>
</table>
Basic information about the requirement

The requirement will consist of several material handling and storage devices such as double scissor lift table truck, heavy duty skates, motorized stair climbing trolley, aerial work platform, and tool holder and cabinets.

Important points:

The following points must be strictly followed while submitting the technical bid for the facilities:

- The bidder must provide a technical compliance statement with comprehensive information of each and every component, supported by documentary (catalogues/brochures from the OEMs) evidence.
- In case, the bidder fails to attach required catalogues/brochures from the OEM to support their claim for the product components listed and required for this facility, IIT Kharagpur has the authority to disqualify the bidder without any further communication. Technical comparative study will be made purely based on the documents submitted by the bidder at the time of tender submission.
- All the pages of this tender document (14 in total) must be duly be signed by the bidder and a copy has to be submitted along with their bids.
- The price bid must strictly adhere to the format given. It lies in the interest of IIT Kharagpur to purchase/discard any of the items of this facility.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item description</th>
<th>Cost in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Double Scissor Lift Table Truck</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Heavy Duty Skates</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Motorized Stair Climbing Trolley</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Aerial work platform</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Tool Holder and Cabinets</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sub Total Cost</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>GST @ 5% for Equipment</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>&amp; GST @ 18% for Services</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Cost (TC)</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note: The vendor has to quote in FCA basis if the purchase is under foreign terms.
Since it is a turnkey solution, the bidder MUST quote for all the items, as mentioned in the above table. Total cost (TC) will only be considered for the price-bid comparison.

✓ In addition, an index (contents) page must be provided for the various documents submitted by the bidder, with the respective page numbers.

Note

All the items of this facility must be from very reputed make. The supplier must mention the make and model of each listed item.

Detailed required technical specifications

Please refer to the following annexures for the detailed technical specifications of each item of the required facility:

<table>
<thead>
<tr>
<th>Annexure-1</th>
<th>Double Scissor Lift Table Truck</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annexure-2</td>
<td>Heavy Duty Skates</td>
</tr>
<tr>
<td>Annexure-3</td>
<td>Motorized Stair Climbing Trolley</td>
</tr>
<tr>
<td>Annexure-4</td>
<td>Aerial Work Platform</td>
</tr>
<tr>
<td>Annexure-5</td>
<td>Tool Holder and Cabinets</td>
</tr>
</tbody>
</table>
Annexure-1

Double Scissor Lift Table Truck

Specifications for double scissor lift table truck with roller support:
(Quantity: one (1) number)

Basic features
1) The item will be used for lifting, transporting, positioning, assembling, stacking, and un-stacking operations.
2) It must have a steel roller platform with chrome plated handle.
3) It also must have foot pedal operated hydraulic lifting facility.
4) The brake unit must be easy to operate.

Technical features

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Load capacity</td>
<td>350 kg or more</td>
</tr>
<tr>
<td>2.</td>
<td>Maximum height</td>
<td>1500 mm or more</td>
</tr>
<tr>
<td>3.</td>
<td>Table dimensions</td>
<td>850 mm x 450 mm x 50 mm or more</td>
</tr>
<tr>
<td>4.</td>
<td>Table type</td>
<td>Roller platform</td>
</tr>
<tr>
<td>5.</td>
<td>Type of wheel</td>
<td>Polyurethane (PU) wheels or equivalent</td>
</tr>
</tbody>
</table>
Annexure-2

Heavy Duty Skates

Specifications for heavy duty skates:
(Quantity: One (1) number)

**Basic features**

1) *The item must be robust in construction, compact in size, and have higher load carrying capacity.*
2) *The skates must be turnable, and can be joined together to increase the load carrying capacity.*
3) *The item must also have PU rollers with ball bearings to protect the floor surface.*

**Technical feature**

<table>
<thead>
<tr>
<th>Sl. no.</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Capacity (Ton)</td>
<td>4</td>
</tr>
</tbody>
</table>
Annexure-3
Motorized Stair Climbing Trolley

Specifications for motorized stair climbing trolley:
(Quantity: one (1) number)

**Basic features**

1) This item will be used for transporting heavy & large objects.
2) The material of stair climber hand truck must be made of high-strength aluminum alloy.
3) It must have extra wide sliding system for safer and easier transfer.
4) Three position lift bar must be there to help any operator in moving the hand pallet truck on the stair.

**Technical features**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Load limit (kg)</td>
<td>200 or more</td>
</tr>
<tr>
<td>2.</td>
<td>Battery voltage (V)</td>
<td>Up to 24</td>
</tr>
</tbody>
</table>
Annexure-4
Aerial Work Platform

Specifications for Aerial Work Platform:
(Quantity: One (1) number)

Single-mast, Self-propelled electric aerial work platform (aluminum make), with moving and turning functions. The unit must have all necessary safety features such as emergency stop button, limit switch etc.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lift capacity</td>
<td>150 Kg or more</td>
</tr>
<tr>
<td>2.</td>
<td>Platform raised height</td>
<td>Approximately 25 feet</td>
</tr>
<tr>
<td>3.</td>
<td>Platform size</td>
<td>More than 2’x2’</td>
</tr>
</tbody>
</table>
Annexure-5
Tool Holder and Cabinets

Specifications for tool holder and cabinets
(Quantity: Four (4) numbers)

**Basic features**

1) The item must have locks for all the drawers.
2) The item should have multiple drawers (different sizes) with flexible storage options.
3) It must also have ball bearing slides for smooth operations.
4) Very high quality material and good surface quality

**Technical features**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Type</td>
<td>Roller cabinet</td>
</tr>
<tr>
<td>2.</td>
<td>No. of drawers</td>
<td>7 or more</td>
</tr>
<tr>
<td>4.</td>
<td>Individual drawer load capacity</td>
<td>20 kg or higher</td>
</tr>
</tbody>
</table>
GENERAL TERMS & CONDITIONS

PLEASE SPECIFICALLY INDICATE THE FOLLOWING POINTS IN YOUR QUOTATIONS AND COMPLY THE TERMS AS MENTIONED HEREUNDER:

1. TENDERS ARE INVITED COMPLYING THE REQUIREMENT FOR TENDER AS DETAILED IN THE TENDER SPECIFICATION TO BE SUBMITTED IN THE COMPANY’S / FIRM’S LETTERHEAD NEATLY PRINTED / TYPED DULY SIGNED BY AUTHORIZED PERSON WITH THE SEAL OF THE BIDDERS. ALL ENVELOPES CONTAINING THE TENDER SHOULD BE PROPERLY SEALED. SEPARATE ENVELOPS SHOULD BE USED FOR TECHNICAL AND PRICE BID AND INDICATION TO THEIR EFFECT MAY PLEASE BE SUPERSCRIBED ON THE ENVELOPE.

THE FOLLOWING DOCUMENTS ARE REQUIRED FROM THE INDIAN AGENTS OF FOREIGN FIRMS:

1.1 FOREIGN PRINCIPAL’S PROFORMA INVOICE INDICATING THE COMMISSION PAYABLE TO THE INDIAN AGENT AND NATURE OF AFTER SALES SERVICE TO BE RENDERED BY THE INDIAN AGENT.

1.2 COPY OF THE AGENCY AGREEMENT WITH THE FOREIGN PRINCIPAL INDICATING THE NATURE OF AFTER SALES SERVICES, PRECISE RELATIONSHIP BETWEEN THEM AND THEIR MUTUAL INTEREST IN THE BUSINESS.

2. TECHNICAL CATALOGUE/LEAFLET SHOULD BE ENCLOSED WITHOUT FAIL. PROVIDE COMPLIANCE STATEMENT WITH RESPECT TO THE TECHNICAL SPECIFICATIONS MENTIONED ABOVE.

3. PLEASE CONFIRM WHETHER YOU ARE AUTHORISED TO QUOTE ON BEHALF OF YOUR PRINCIPALS AND IF SO, PLEASE ENCLOSE A COPY OF SUCH AUTHORISATION WITH YOUR QUOTATION.

4. PRICE BIDS FOR FOREIGN FIRMS: PRICES ARE TO BE QUOTED ON ‘EX-WORKS’ DULY PACKED OR ON “FCA/FOB” INTERNATIONAL PORT” BASIS AND ALSO INCLUDING AGENCY COMMISSION PAYABLE TO YOUR INDIAN AGENTS, IF ANY, SHOWING CLEARLY THE FOLLOWING BREAK UP:-

I) EX-WORKS PRICE  
II) PACKING & FORWARDING  
III) FREIGHT  
IV) ANY OTHER RELEVANT EXPENSES.  
V) TAXES PAYABLE BY THE INSTITUTE

INSURANCE WILL BE PAID BY OUR INSTITUTE SEPARATELY AND SHOULD NOT FORM PART OF THE QUOTED PRICE.

PRICE BIDS FOR INDIAN FIRMS: PRICES ARE TO BE QUOTED ON F.O.R., IIT KHARAGPUR, ON DOOR DELIVERY BASIS CLEARLY SHOWING THE BREAK UP.
5. **PERIOD OF VALIDITY**: BIDS SHALL REMAIN VALID FOR ACCEPTANCE FOR A PERIOD OF 150 DAYS FROM THE DATE OF OPENING.

6. INDIAN AGENTS ADDRESS AND PERCENTAGE OF AGENCY COMMISSION INCLUDED IN ABOVE F.O.B./EX-WORKS PRICE. (THIS WILL BE PAID TO THE INDIAN AGENTS IN INDIAN RUPEES ONLY AND NOT IN FE). PLEASE ENCLOSE COPY OF AGENCY AGREEMENT ENTERED INTO WITH YOUR PRINCIPALS INDICATING THE NATURE OF AFTER SALES SERVICES OF INDIAN AGENTS, PRECISE RELATIONSHIP & MUTUAL INTEREST IN THE BUSINESS.


8. **SCOPE OF SUPPLY**: SHOULD INCLUDE FREE UNLOADING, INSTALLATION AND COMMISSIONING

9. **PAYMENT TERMS** FOR FOREIGN FIRMS

   The offer will be made on a single currency and only one PO will be issued for the entire scope of the supply.

   A) 90% PAYMENT THROUGH SIGHTDRAFT/FOREIGN DEMAND DRAFT/LC (EXCEPTIONAL CASES)/SWIFT TELE TRANSFER AFTER RECEIPT OF STORE IN GOOD ORDER AND CONDITION AND 10% AFTER SUCCESSFUL INSTALLATION & COMMISSIONING.

   B) BANK CHARGES ON LC/SD (WITHIN INDIA APPLICANT ACCOUNT AND OUTSIDE INDIA TO BENEFICIARY ACCOUNT).

**PAYMENT TERMS** FOR INDIAN FIRMS

A) 90% PAYMENT SHALL BE MADE AFTER RECEIPT OF STORE IN GOOD ORDER & CONDITIONS, SUCCESSFUL INSTALLATION, COMMISSIONING AND TRAINING. THE BALANCE 10% MAY BE RELEASED AGAINST SUBMISSION OF PERFORMANCE BANK GUARANTEE TO THE TUNE OF 10% OF THE TOTAL PURCHASE ORDER VALUE. THE PERFORMANCE BANK GUARANTEE SHALL BE ISSUED BY ANY NATIONALIZED BANK, VALID FOR A PERIOD OF 60 DAYS BEYOND THE EXPIRY DATE OF WARRANTY PERIOD OF THREE YEARS.

B) ENSURE MENTIONING

i) BANK DETAILS OF THE BENEFICIARY, GST NO. AND PAN NUMBER

ii) FULL NAME AND ADDRESS OF THE BENEFICIARY ON WHOM ORDER HAS TO BE PLACED
10. WHETHER ANY EXPORT LICENCE IS REQUIRED FROM YOUR GOVERNMENT, IF SO, PLEASE CONFIRM WITH DETAILS.

11. COUNTRY OF ORIGIN OF THE GOODS IS TO BE MENTIONED.


13. LIQUIDATED DAMAGES: THE STORES SHOULD BE DELIVERED/ DISPATCHED TO DESTINATION AND READY FOR OPERATION NOT LATER THAN THE DELIVERY DATE SPECIFIED. IF THE SUPPLIER FAILS TO DELIVER ANY OR ALL THE STORES OR PERFORM THE SERVICE BY THE SPECIFIED DATE, LIQUIDATED DAMAGES AT 1% PER MONTH OR PART THEREOF IN RESPECT OF THE VALUE OF STORES WILL BE DEDUCTED FROM THE CONTRACT PRICE SUBJECT TO A MAXIMUM OF 5%. ALTERNATIVELY, THE ORDER WILL BE CANCELLED AND THE UNDELIVERED STORES PURCHASED FROM ELSEWHERE AT THE RISK AND EXPENSE OF SUPPLIER.

14. PATENT RIGHTS: THE SUPPLIER SHALL INDEMNIFY THE PURCHASE AGAINST ALL THIRD PARTY CLAIMS OF INFRINGEMENT OF PATENT, TRADEMARK OR INDUSTRIAL DESIGN RIGHTS ARISING FROM USE OF THE GOODS OR ANY PART THEREOF IN INDIA.

15. ONLY THOSE BIDDERS WHO’S BIDS HAVE BEEN TECHNICALLY FOUND ACCEPTABLE WILL ONLY BE INVITED FOR PARTICIPATION IN THE PRICE BID.

16. THOSE BIDDERS WHO DO NOT RECEIVE ANY COMMUNICATION FOR PARTICIPATION IN PRICE BID OPENING MEETING MAY PRESUME THAT THEIR BID HAS NOT BEEN ACCEPTED BY THE INSTITUTE.

17. CONDITIONAL OFFER WILL NOT BE ACCEPTED.

18. LATE TENDERS I.E. TENDER RECEIVED AFTER THE DUE DATE AND TIME OF SUBMISSION AS MENTIONED ABOVE SHALL NOT BE ACCEPTED.

19. BIDDERS TO ENCLOSE THE FOLLOWING DOCUMENTS:-

   A) INCOME TAX RETURN (3 YRS) AND LATEST SALES TAX RETURN (GST No.), AND PAN NO.

   B) SUMMARY OF AUDITED STATEMENT OF ACCOUNTS FOR THE LAST THREE YEARS TO BE ENCLOSED AND FINANCIAL HIGHLIGHTS AND THE KEY PERFORMANCE DURING THE LAST THREE QUARTERS TO BE ENCLOSED AS PER FORMAT:-
**COMPANY’S KEY PERFORMANCE**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>JAN. TO MARCH</th>
<th>APRIL TO JUNE</th>
<th>JULY TO SEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROSS REVENUE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROFIT BEFORE TAX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROFIT AFTER TAX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RETURN ON INVESTED CAPITAL (ROIC)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C) **CUSTOMER SATISFACTION CERTIFICATE FROM ONE SUCH ORGANIZATION IS TO BE ATTACHED WITH THE TECHNICAL BID AND PRICE BID.**

D) **NAME AND ADDRESS OF MINIMUM THREE CLIENTS TO WHOM SUCH EQUIPMENT HAVE BEEN SUPPLIED SHOULD BE MENTIONED.**

20. **WARRANTY/ GUARANTEE:** THIS COMPREHENSIVE WARRANTY/ GUARANTEE SHALL REMAIN VALID FOR **12 MONTHS** AFTER THE GOODS (OR ANY PORTION THEREOF AS THE CASE MAY BE) HAVE BEEN DELIVERED AND COMMISSIONED TO THE FINAL DESTINATION.

21. **THE INSTITUTE DOES NOT BIND ITSELF TO OFFER ANY EXPLANATION TO THOSE BIDDERS WHO’S TECHNICAL BID HAS NOT BEEN FOUND ACCEPTABLE BY THE EVALUATION COMMITTEE OF THE INSTITUTE.**

22. **ALL TENDERS (UNLESS OTHERWISE SPECIFIED) ARE TO BE SUBMITTED / HANDED OVER TO :**

   **Office of Professor-in-Charge,**
   **DHI Centre of Excellence on Advanced Manufacturing Technology,**
   **(Inside Steel Technology Centre),**
   **Indian Institute of Technology Kharagpur,**
   **721 302, West Bengal, India**

   **AND ACKNOWLEDGEMENT TO BE OBTAINED.**
IMPORTANT

1. IIT Kharagpur authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The Institute at its discretion may change the quantity/ upgrade the criteria/ drop any item or part thereof at any time before placing the Purchase Order.

2. Promptly make arrangements for repair and/ or replacement of any damaged item (s) irrespective of settlement of claim.

3. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.

4. For any query pertaining to this bid document correspondence may be addressed to

   Professor-in-Charge,
   DHI Centre of Excellence on Advanced Manufacturing Technology,
   (Inside Steel Technology Centre),
   Indian Institute of Technology Kharagpur 721 302,
   West Bengal, India
   E-mail: coeamt@iitkgp.ac.in

1) Please Note that the Institute remains closed during Saturdays & Sundays and all specified government holidays.

2) Fax, e-mail Tender will not be accepted.

3) The General Terms and Conditions as stated above relate to supply of stores/ equipment/ assets etc. and for specific service other terms and conditions of the Institute will apply.