TENDER DOCUMENT
Tender Notice no. IIT/ SWR/NOQ/PSG/2020-21/ 1 dated: 12/01/2021

FOR

High Performance Liquid Chromatography

OF

School of Water Resources
IIT KHARAGPUR

INDIAN INSTITUTE OF TECHNOLOGY KHRAGPUR
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 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 “High Performance Liquid Chromatography” at the Department of School of Water Resource, 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. IIT/ SWR/NOQ/PSG/2020-21/ 1 dated: 12/01/2021 and submitted to “Chairman, Departmental Purchase Committee, School of Water Resource, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before 03/02/2021 at 3.00 PM . Technical Bids will be opened on 04/02/2021 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 Professor-in-Charge, School of Water Resource
IIT Kharagpur

Signature of Chairman, Departmental Purchase Committee
School of Water Resource
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/ SWR/NOQ/PSG/2020-21/ 1 dated: 12/01/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated cost</td>
<td>Rs.25 Lakhs</td>
</tr>
<tr>
<td>Bid Document fee (Non refundable)</td>
<td>Nil</td>
</tr>
<tr>
<td>Pre -bid Meeting</td>
<td>NA</td>
</tr>
<tr>
<td>Last date for submission of sealed tenders/quotations</td>
<td>03/02/2021 at 03.00PM</td>
</tr>
<tr>
<td>Pre -qualification &amp; Technical Bid opening date/time</td>
<td>04/02/2021 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>P.I School of Water Resources, IIT Kharagpur Kharagpur-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.
ANNEXURE-I

TECHNICAL SPECIFICATIONS

Procurement of High Performance Liquid Chromatography
(Tender No.: IIT/ SWR/NOQ/PSG/2020-21/ 1 dated: 12/01/2021)

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Name of the item &amp; Specifications</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>High Performance Liquid Chromatography</td>
<td>Each</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Parameters</th>
<th>Specification</th>
</tr>
</thead>
</table>
| 1.    | General : | • The system should be controlled by Workstation/Network based Chromatography software.  
• HPLC system should also work in UHPLC mode w/o changing any part.  
• System should be upgradable for hyphenation with LC-MS/MS or HRMS from the same manufacturer. |
| 2.    | Quaternary Pump: | • The pump should support a pressure of minimum **700 bar (10,000 psi)** in the flow range of 0.001/min to 10 mL/min or better.  
• The Pump should be low pressure Quaternary Pump with serial dual piston mechanism of pumping.  
• The pump must have variable/adjustable Gradient delay volume to support different applications.  
• The pulsation must be below **0.1%** or better  
• The pump must have independent compressibility irrespective of mobile phase composition without any pulse damper mode.  
• The flow accuracy must be ± **0.1%** or better  
• The flow precision must be below <0.06% RSD or better  
• System should be upgradable to feature of monitoring solvent/buffer monitoring facilities.  
• pH Range compatibility 1-12 chloride concentration up to 0.1mol/L or better.  |
| 3.    | Autosampler: | • The Sampler should support a min pressure of 700 bar (10,000 psi). or better  
• Sample Compartment Temperature Range must be from 4-40°C or better  
• pH Range of the system must be from 1-12 including components like Loop, Injector Valve and injection wetted parts.  
• Carryover of the Auto sampler must be <0.0004% with Caffeine solution. Or better  
• The sample capacity is 200 numbers of vials.  
• Injection cycle time should be less than 10 sec or better |
<p>| | | |</p>
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</table>
| 4. | **Column Oven**: | 4. The column compartment should have both; Still air for highest efficiency and forced air for easiest method transfer facility. Or any better technology.  
4. Column compartment must have a temperature range from 10°C to 80°C or better  
4. The column compartment must support columns at least 300 mm length  
4. The column oven should have passive pre-heating facility.  
4. Basic instrument control of the column compartment should be achieved by a keypad  
4. The column compartment must provide a software-supported predictive performance function for scheduling maintenance procedures.  
4. The Column Oven must have built in safety features like Leak detection and safe leak handling, excess pressure monitoring |
|   |   |   |
| 5. | **Photo Diode Array Detector**: | • The detector must typically provide a linear range up to 2.5 AU or better  
5. The wavelength range 190 to 800 nm or better  
5. Multiple Photodiodes for better spectral resolutions bringing 0.7 nm spectral Band width or better  
5. The detector must provide a data collection rate of up to 120 Hz or better.  
5. Standard analytical flow cell should be of 10mm path length  
5. The detector must provide a software-supported predictive performance function for scheduling maintenance procedures.  
5. The Detector must have built in safety features like Leak detection and safe leak handling, excess pressure monitoring. |
|   | **Chromatography Software**: | 6. License version of Chromatography data system software. The software should |
be a original licensed copy software with specific part number mentioned in the offer
- Chromatography data system software for control, acquisition, processing, & reporting.
- Software should have capability to control third party HPLC and GC Hardware.
- It must record instrument event such as injection, complete instrument settings, changes & conditions in real time.

<table>
<thead>
<tr>
<th>No.</th>
<th>Column</th>
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</table>
| 7   | • Suitable C 18 Column with Guard Column  
• Suitable C 8 Column with Guard Column |

<table>
<thead>
<tr>
<th>No.</th>
<th>8. Other Accessories :</th>
</tr>
</thead>
</table>
|     | A] PC Configuration :  
• Processor Intel Core i3 8TH Generation Chipset OEM  
• Memory 8GB DDR3 SDRAM  
• Hard Disk Drive 1TB SATA HDD  
• Graphics On-board; Sound On-board; HP 18.5” TFT Colour Monitor  
• Note: The latest version supplied at the time of delivery.  
• Suitable LaserJet printer |
|     | B] Suitable Online UPS :  
• Suitable UPS 3 KVA UPS of 30 min. |
|     | C] Suitable sample/Solvent filtration Kit :  
• With for extraction and analysis of (THM’s, HAA’s etc.) pharmaceutically active compounds. PAH compounds etc.  
• SPE Vacuum Manifold.  
• Suitable oil -free vacuum pump. |

<table>
<thead>
<tr>
<th>No.</th>
<th>9. Warranty :</th>
</tr>
</thead>
</table>
|     | • Three Years comprehensive warranty.  
• AMC for five years should be offered. |

<table>
<thead>
<tr>
<th>No.</th>
<th>10. Other Condition :</th>
</tr>
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</table>
|     | • Submitted model should have international CE and ISO certificates.  
• The instrument must be capable to measure disinfection by products (THMs, HAAs etc.), pharmaceutically active compounds, polycyclic aromatic compounds etc. in addition to other compounds with the installation/accessories to be
provided.

- Vendor should have proven track record and should provide at least 15 installation details (Specifically from eastern Region) in various IIT’s, IISER’s, NIT’s any Reputed Govt Institute/Universities.
- Vendor/Bidder should have Official Service support facility near IIT KGP Campus.
- Vendor should submit at least three performance certificate from existing user.
- The specification of the submitted model should be available on the bidders official website.
- The technical committee has the right to seek any respective information from the bidder’s submitted user list and can take suitable decision based on the feedback.
ANNEXURE-II

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): 03/02/2021 up to 3.00 P.M.

2. The Technical bids will be opened on 04/02/2021 at 4.00 P.M. in the Seminar Hall, School of Water Resources, I.I.T. Kharagpur, West Bengal.

3. 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 or on completion of warranty period. 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.

4. 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.

5. Warranty/Guarantee & On-site skill support: 3 years onsite comprehensive OEM warranty from the date of successful installation and commissioning. The firm has to guarantee supply of spares for a minimum period of 10 years.

6. 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.

7. Tender Fee: No tender fees

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.

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

9. 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.

10. **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.**

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. **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.

16. **Installation and Commissioning:** Free of cost at Water Quality Lab / School of Water Resources, 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.

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

18. 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.

19. Past Performance of the Vendors will be judged at the time of Technical Evaluation.
20. 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.

21. 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).

22. All tenders are to be handed over in a sealed box in the Office of School of Water Resources, 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 “

Professor in Charge
School of Water Resources,
IIT Kharagpur-721302, West Bengal (State)

23. 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.

24. 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

Partha Sarathi Ghosal
Professor in Charge
School of Water Resources
Indian Institute of Technology Kharagpur- 721302,
West Bengal (State)

[Ph:+91- 3222 – 281882] Email: psghosal@swr.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.

3. **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.

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.

7. 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.
## ANNEXURE - IV

### 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>
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<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>Average turnover of company in last three years should be of Rs. 12.5 lakhs</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Current list and address of clients where <strong>15 similar material/products has been supplied</strong> (attach PO copies) and satisfactory certificates from the users.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>ISO Certification</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Technical Compliance Statement</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Other documents like literature, catalogues etc. Online published literature for technical specifications.</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
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: __________________________
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: ________________
(on the official Letterhead of the firm)

FINANCIAL BID FORMAT

Tender ref no: IIT/ SWR/NOQ/PSG/2020-21/ 1 dated: 12/01/2021

Tender for Supply, Installation, Testing and Commissioning of High Performance Liquid Chromatography equipment with three years of warranty.

<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>Supply and Installation, Testing and Commissioning of High Performance Liquid Chromatography equipment with three years of warranty</td>
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</table>

\[ A \times B = C \quad \text{D} = (B + C) \quad \text{E} = (A \times D) \]

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

Signature and seal of Bidder
# 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>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PAN and GST Certificates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Status of the Tenderer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(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</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Authorization and OEM certificate from Manufactures)</td>
<td></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>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Income Tax Returns of latest last three years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Minimum turnover of company of last three years should be of Rs.12.5 lakhs</td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>Current list and address of clients where 15 similar material/ products has been supplied</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(attach PO Copies) and satisfactory certificates from the users.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>ISO Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Technical Compliance Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Other documents like literature, catalogues Online published literature for technical specifications etc.,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Tender fee, if any NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(should be kept in one envelop cover and place technical bid)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Declaration as per Annexure - V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Bid Security Declaration as per Annexure - VI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial Bid (Envelope – B)**

| 1    | Price Bid (As per the format given at Annexure – VII)                         |        |         |

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