RE-TENDER NOTICE

Sub: Procurement of Centrifuge

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from reputed manufacturers or their authorized Distributors/Dealers, for procurement of a “Micro Centrifuge” for the Department of Chemistry.

Interested parties may submit their sealed bids under Two-cover system as per Technical Specifications given at Annexure I, and General Terms & Conditions given at Annexure II. Bidders are required to submit their Details in the format given at Annexure III along with their technical bids. They are also required to submit a signed Declaration in the format given at Annexure IV. A Check list and Compliance statement against each item of Annexure I & III thereon severally & individually shall also be submitted. Kindly refer to the Institute website [link: tenders & quotations] for complete tender details. Parties who are not enlisted with the Institute are also required to submit Form R1 along with the tender.

The tender be sent in a sealed packet, containing two separate sealed envelopes (one each for Technical Bid and Price Bid) duly superscripted with Enquiry no. IIT/CY/PLAN/EQ-137/2014-2015, to the office of the Head, Department of Chemistry, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721302, West Bengal on or before 06.04.2015 by 3.00 p.m.

The technical bid will be evaluated first and price bids will be opened only in respect of those OEM/Vendors, who are found technically qualified after evaluation of Technical bids.

The Technical and Price bids will be opened on 07.04.2015 at 11.00 a.m. in the Department of Chemistry, Indian Institute of Technology Kharagpur. Vendors are requested to provide a valid email address.

The bidders or their representative with proper authorization may present during opening of technical and price bid.

The institute authority has the discretion to cancel/amend the tendering process at any time without assigning any reason whatsoever.

Head
Department of Chemistry
IIT Kharagpur

Copy to:
1. Prof. in Charge, Inst. Inf. Cell –
   with a request to kindly display the same in the Institute website
2. Notice Board
Specification for Centrifuge

The centrifuge should have the following specifications.

1. The centrifuge should have RPM $\geq 15000$ with a capacity of $\geq 24 \times 2$ mL.
2. The timer (pulsed) should be continuous with 0-90 min or more.
3. The centrifuge should have the facility of program memory ($\geq 10$).
4. The noise level of the centrifuge should $\leq 65$ DB.
5. LCD display.
6. It should have the acceleration and deceleration in steps ($\geq 5$)
7. It should have the automatic door opening facility after centrifugation.
8. It should have safety lid lock and protection system for lid drop.
9. One additional set of centrifuge tube of suitable capacity should be provided along with the centrifuge.

All the technical specification should be supported by the manufacturer’s catalogue.
ANNEXURE - II

GENERAL TERMS AND CONDITIONS

(1) Last Date of Submission of Sealed Bids: 06.04.2015 by 3.00 p.m.

The Technical & Price bids will be opened on 07.04.2015 at 11.00 a.m. in the Department of Chemistry, Indian Institute of Technology Kharagpur.

(2) Payment Terms: As per rules of the institute.

No advance/mobilization support, is payable against supply of stores.

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: 01 (one) year comprehensive on-site warranty from the date of installation of the system.

(4) Delivery of Stores: The store items are supplied within 150 days from the date of receipt of the Letter of Credit.

(5) Price: The price shall be quoted in Indian Rupee/ Foreign Currency, FCA/CIP/CIF/FOB. This shall be inclusive of all taxes, and summary cost of total implementation be indicated. Inter-state transit Way Bill (Form-50) will be issued only in favor of the bidder and address as mentioned in the Purchase Order.

(6) Bid: Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. The OEMs may either participate in the bid directly or authorize their Country/Regional/State Distributors/Dealers/Vendors, to quote with valid authorization certificate, capability to sale and service of the products.

(7) Acceptance of Tender: The Competent authority of the Institute 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. The authority may also decide to empanel more than one OEM or their certified authorized distributors/dealers and fix a price band for the product specifications offered by different companies/brands, compliant to minimum specifications asked in the tender.

(8) Extra Features: If the bidder provides any other extra features which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.

(9) Compliance List: The proposal be properly indexed and a compliance list against the technical specifications should be provided.

(10) Conditional Offer will not be accepted.

(11) Bid Validity: Bids MUST remain valid for acceptance for a period of 120 days from the
date of opening of the price bid.

(12) 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.

(13) Past Performance of the Vendors will be judged at the time of Technical Evaluation.

(14) 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.

(15) Bidders should enclose the following documents with the Technical Bid:

   a) **Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.**
   b) Certificate of Registration / Trade License
   c) Enlistment form (R1), complete in all respect
   d) Attested copy of PAN card, Service Tax, CST/VAT registration papers
   e) Profile of the bidders duly filled in at Annexure-III (to be kept on top of T B document)
   f) Audited statement of accounts and IT returns for the last three years
   g) Authorized Distributors/Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.
   h) Name and address of past satisfactory supplies or minimum three clients to whom such items/stores have been supplied should be mentioned in the technical bid.
   i) Copy of product literature, for which the prices have been quoted.
   j) In case the Bidder is Indian Agent, the documents in support of compliance with the condition laid down at para-16 (ii) and 16(iii) below failing which the bidder will be technically **DISQUALIFIED.**

(16) The following documents are required from the Indian agents of Foreign Firms in line with the rule 143 of GFR 2005 and CVC instruction and one circular dated 17.09.2009 of DG S & D, New Delhi:

   (i) Foreign Principal's Proforma Invoice indicating the commission payable to the Indian Agent, nature of after sales service to be rendered by the Indian Agent.

   (ii) Copy of the agency agreement with the foreign principal and the precise relationship between them and their mutual interest in the business.

   (iii) **The enlistment of the Indian Agent with the Director General of Supplies & Disposals under the Compulsory Registration Scheme of Ministry of Finance.**

(17) **All tenders may either** be dropped in a sealed box in the office of the Head, Department of Chemistry, IIT Kharagpur in person or may be sent by Speed Post addressed to Head, Department of Chemistry, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721302, West Bengal. 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. Any bid reached after the last date of submission shall **NOT** be received and considered.

(18) The person/officer signing the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.
(19) **Opening of Price Bids:** The Price Bid(s) of only those vendors who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s).

(20) 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.

(21) **IMPORTANT**

1. The Competent authority of the Institute 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.

2. 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.

3. The OEMs/Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.

4. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.

5. 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.

Head, Department of Chemistry  
IIT Kharagpur
PROFILE OF THE BIDDER

1. Name of the Tenderer : 

2. Status of the Tenderer : 
   (attach documents, if registered company/partnership/proprietorship)

3. Whether OEM/representing foreign principle : 
   (attach copy of certificate/authorization)

4. Details of key top official/authorized official : 
   (attach details)

5. Details of tie-ups for supply/services, if any : 
   (attach details, agreements, escalation matrix)

6. Income Tax and Service Tax returns of previous three assessment year (copy) : 

7. Financial status of bidder and/or his associates including Annual Report & Balance Sheet/Statement of Account of past three years with Registration of Companies (ROC) receipts duly authenticated by Chartered Accountant : 

8. Current list/address of clients where similar material has been supplied and successfully working : 

9. Name of the vendor’s three largest clients, to whom similar products and services were extended & amount of transaction/annual bills to such clients : 

10. Income Tax Permanent A/c No. (attach copy) : 

Certified that all above information are correct to the best of my/our information, knowledge and belief.

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Dated signature & seal of the Authorized person of OEM/Vendor
ANNEXURE - IV

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. 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.

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Signature of the Authorized Person

Date : -----------------------------                            Full Name : -------------------------------
Place : -----------------------------                            Company Seal : -------------------------
To
The Deputy Registrar
Stores & Purchase Section
Indian Institute of
Technology Kharagpur –
721 302 (WB)

FORM – R1

SUB : ENLISTMENT AS A VENDOR OF THE
INSTITUTE

Sir,

Details of particulars, as per your format are given below for your consideration and necessary action for enlistment with your Institute, as approved vendor.

1. Name of the Firm : 
2. Status of the firm & Date of establishment :
   (Proprietorship/Partnership/Joint Stock Company/
   Private Limited Company/Public Limited Company/
   Sole Distributor/Stockist/Dealer/Agent/ Reg. Society or NGO)
3. Name of the Proprietor/ Managing Partner :
   Authorised Signatory/Chief Executive
4. Present Address (Head Office/ Registered Office) :
   Phone /Fax /E-mail/ website/ Mobile contact)
5. Permanent address of the firm :
6. Do you have an office in Kolkata :
   (if yes, give address and contact details)
7. Nature of stores being dealt with :
   (range of product or category or group of items
   proposed to be enlisted - enclose item catalogue)
8. Are you registered with DGS&D, NCCF, NSIC, :
   KendriyaBhandar or any Govt./State Agency
9. Are you already registered with IIT Kharagpur :
   (if yes, give details, Sr. No./date/year etc.)
10. Name and address of Banker / CBS Account :
    (a) Name of the Bank
    (b) Name/address/code of the Branch
    (c) Account Number
    (d) IFSC Code
    (e) Enclose solvency certificate from Bank
    (f) Does your Bank stands guarantee to your business
11. (a) Financial Capability (in rupees) : 
(b) Annual turn over (last three years) 
(c) Audited balance sheet (last three years) 
(d) IT returns filed (last three years) 
(e) TIN / VAT / ST Reg. No’s.

12. Registration/Trade License Number and date: 
   (attested copy to be enclosed)

13. Drug licence number (if you deal with medicine: 
   chemicals, alcohol, sprit, lab reagents etc.)

14. Experience, with credentials: 
   (documents if any, to be enclosed)

15. Whether it is a Production Unit: 
   (if yes, please specify location and area, 
   number of skilled, semi-skilled & unskilled 
   employees, number of qualified Engineer and 
   list of machinery and facilities available, 
   whether in EPZ, availing any tax benefit etc.)

16. Whether having a Permanent Account Number: 
   (if yes, mention the ward number, circle and 
   Commissioner of Income Tax under which you 
   are registered, enclose copy of PAN card)

17. Specimen Signature of the Proprietor/ 
   Authorized Partner/Chief Executive/Signatory

DECLARATION

I do hereby declare that all particulars furnished by me are true and correct to the best of my 
information, knowledge and belief. I understand that IIT Kharagpur can adopt any pre- 
qualification to identify suitable vendor(s) for a particular quotation/tender invitation and 
items, and conduct visit to our premises for verification. Mere submission of this registration 
form doesn’t entitle us for any enquiry or award of work and I promise to be in the lookout for 
details in your website [www.iitkgp.ernet.in (link: tenders and quotations)]. I also undertake 
to inform you at the earliest any change in details mentioned above.

Encl: 
Rubber Seal : Name and signature of the Vendor/ 
Proprietor/Authorized Partner/CEO