Sub: Procurement of 3D Laser scanner

Indian Institute of Technology, an Institute of National Importance, invites sealed bids from reputed manufacturer or their authorised Distributor / Dealer (foreign firms or their Indian Representative company) who have adequate credential for supply/ installation of 3D Laser Scanner as per Annexure – I for the Department of Industrial and Systems Engineering, Indian Institute of Technology, Kharagpur, India. 3D Laser Scanner is required for dedicated use in relevant UG and PG laboratory courses and research purposes.

Interested parties may submit their sealed bids under Two-cover system as per Technical Specifications given at Annexure I, and General Terms & Conditions and Special instructions given at Annexure II and Annexure III. Bidders are required to submit their Details in the format given at Annexure IV along with their technical bids. They are also required to submit a signed Declaration in format given at Annexure V. A Checklist and Compliance statement against each item of Annexure I-III thereon severally and individually shall also be submitted. Kindly refer to the Institute website www.iitkgp.ac.in [link:Tenders] for complete tender details.

The tender be sent in a sealed packet, containing two separate sealed envelopes (one each for Technical Bid and Price Bid) along with prescribed tender fee and Earnest Money Deposit (EMD) duly superscripted with Tender Notice No. ISE/IIT/ 3D LASER SCANNER/2015/03/SA-R1, dated 12-03-2015, to the Office of the Prof. J. Maiti, Department of Industrial and Systems Engineering, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN 721302, West Bengal, India on or before 23-04-2015 by 3:30 pm.

For any query pertaining to this bid document, communication be address to Prof. J. Maiti, Department of Industrial and Systems Engineering, Indian Institute of Technology Kharagpur-721302 [Ph: 913222-283750].

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.

The Technical bids will be opened on 23-04-2015 at 4.00 pm in Office of Prof. J. Maiti, Department of Industrial and Systems Engineering, Indian Institute of Technology Kharagpur-721302.

Copy to: 1. Institute website, 2. Notice Board, 3. News paper
Annexure-I

Technical Specifications of 3D Laser Scanner

**Description:** Requirement for a 3D point cloud data sensor that can scan the environment and give a dense point cloud data output with 360 degree scan. The sensor should be compact and be accompanied by all the necessary accessories, spares/tools, warranty certificate and well documented and structured operating manual with safety precautions.

**Quantity:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Bill of materials</th>
<th>Quantity per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Basic unit; including transport box</td>
<td>1</td>
</tr>
<tr>
<td>b)</td>
<td>Target kit</td>
<td>1</td>
</tr>
<tr>
<td>c)</td>
<td>Mounting unit (tripod)</td>
<td>1</td>
</tr>
<tr>
<td>d)</td>
<td>Power supply and back-up kit including connecting cable, 4 batteries, basic charger, adapter for basic charger, chain cable, car adapter cable, charging cradle, etc.</td>
<td>1</td>
</tr>
<tr>
<td>e)</td>
<td>Data cable</td>
<td>1</td>
</tr>
<tr>
<td>f)</td>
<td>Data processing software with license</td>
<td>1</td>
</tr>
<tr>
<td>g)</td>
<td>Tribach and tribach adapter</td>
<td>1</td>
</tr>
<tr>
<td>i)</td>
<td>User and field manual</td>
<td>1</td>
</tr>
</tbody>
</table>

**Specifications:**

<table>
<thead>
<tr>
<th>Specification</th>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>Scanning range</td>
<td>0.7 m to 110 m or better</td>
</tr>
<tr>
<td>Data acquisition speed</td>
<td>Minimum of 9,00,000 pts/s</td>
</tr>
<tr>
<td>Field of view for measurement</td>
<td>360 deg horizontal &amp; better than 270 deg vertical</td>
</tr>
<tr>
<td>Beam divergence</td>
<td>0.22 mrad (milliradian) or better</td>
</tr>
<tr>
<td>Step size</td>
<td>0.01 deg or better in both horizontal &amp; vertical (preferred)</td>
</tr>
<tr>
<td>Distance ranging error/accuracy</td>
<td>+/- 3mm at 50 m or better</td>
</tr>
<tr>
<td>Compensator</td>
<td>Dual axis (minimum)</td>
</tr>
<tr>
<td>Compensator range</td>
<td>+/- 5 deg or better (preferred)</td>
</tr>
<tr>
<td>Compensator accuracy</td>
<td>0.025 deg or better</td>
</tr>
<tr>
<td>Range noise (at 10 m)</td>
<td>Better than 1.3 mm (at 10% reflectivity) and better than 1.0 mm (at 90% reflectivity)</td>
</tr>
<tr>
<td>Display &amp; keyboard</td>
<td>Required (touch screen preferred)</td>
</tr>
<tr>
<td>Data storage</td>
<td>Internal storage needed, additionally provisions for external storage preferred.</td>
</tr>
<tr>
<td>Communication</td>
<td>Ethernet / WiFi with provisions of data download</td>
</tr>
<tr>
<td>Digital compass</td>
<td>Inbuilt desirable</td>
</tr>
<tr>
<td>Weight</td>
<td>Range 5 to 14 kg for ease of portability</td>
</tr>
<tr>
<td>Battery backup</td>
<td>4 hours or more</td>
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</table>
Operating software

<table>
<thead>
<tr>
<th>Data acquisition &amp; transfer</th>
<th>Automatic data registration &amp; merging. Point cloud visualization in 2D &amp; 3D. Colorization of the scan. Data output into various point cloud and widely used standard CAD formats.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data processing, analysis &amp; visualization</td>
<td>Extract targets from scanned data. Perform fully automatic registration. Inspect as-built data, comparing it to the actual design. Generate and visualize inspection, detecting any variation. Obtain 2D &amp; 3D graphic visualizations of gaps and deformations for easy analysis. Import profiles and geometric primitives from a CAD design file in widely used standard formats and export graphic files in widely used standard formats. Volume calculation including cut and fill volume figures. Ortho projection tool to project a point cloud or (textured) mesh onto a plane and export (in widely used standard formats). Software should efficiently integrate data from GNSS receivers, total station and 3D scanners.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Integrated colour camera</th>
<th>Up to 75 mega pixel for better visualization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laser class</td>
<td>Class 1 required (for eye safety)</td>
</tr>
<tr>
<td>Multi-sensor</td>
<td>Inbuilt for GPS, height sensor, compass, dual axis compensator &amp; if any other sensor possible is preferred.</td>
</tr>
</tbody>
</table>

**Terms and Conditions:**

1. Firm has to guarantee support for the system and spares for a minimum period of 3 years.
2. Firm must have proven knowledge and expertise in standard system installation commissioning and providing training. Supporting documents evidencing the above must be enclosed.
3. Compliance of all listed specifications terms and conditions should be indicated on a separate sheet.
4. Maintenance and service requests must be attained within 7 working days.
ANNEXURE- II

GENERAL TERMS and CONDITIONS

1) Price may be quoted in foreign currency for imported items. Manufacturer/Indian Agents of OEM should submit two-parts bid, Technical and Commercial bid in separate sealed envelopes. The technical bid should have a copy of commercial bid with prices masked. Modules to be supplied by the Indian Agent from Indigenous sources must be with ISO 9001 or equivalent certification and unit prices of such modules must be given in Rupees. The main equipment as well as the modules should have warranty of three years.

2) Only those manufacturers/their Indian Agents are eligible to quote who have supplied and installed at least three such equipment in India during the past two years. The bids must accompany copies of authentic users certificates on successful installations in India. IIT Kharagpur reserves the right to verify confidentially the information in this regard from the users and
   (a) Provide the name of the Indian Agent who will be responsible for maintaining the equipment during the entire period under warranty and CMC
   (b) Provide names of service engineer who are posted in India; the service engineers should have been trained at Original Equipment Manufacturer’s (OEM’s) own unit.

3) While submitting the technical bid, the company must undertake to ensure continued availability of adequate number of technically qualified Service Engineers for the Equipment during the period of supply, installation and throughout the warranty period.

4) Period of validity: Bids shall remain valid for acceptance for a period of Four months (120 days) from the date of opening of Price Bids.

5) Conditional offer will not be accepted.

6) Late Tenders:- Tender received after the due date and time of submission as mentioned below shall not be accepted.

7) Indian Agents of Bidders or Indian Agents who are bidding on behalf of their principals are to enclose the following documents:
   (a) Current Sales Tax clearance certificates and PAN No.
   (b) Banker’s Solvency Certificate.
   (c) 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>April to June</th>
<th>July to Sept.</th>
<th>Oct. to Dec.</th>
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<tbody>
<tr>
<td>Gross Revenue</td>
<td></td>
<td></td>
<td></td>
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<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>
8) (a) Name and Address, phone and e-mail address of minimum five clients, out of which at least one should be in India to whom such/similar equipment have been supplied during the past two years should be mentioned.
   (b) Customer satisfaction certificate from one such organization is to be attached with the technical bid.

9) All Tenders (unless otherwise specified) are to be submitted/handed over to Prof. J. Maiti, Department of Industrial and Systems Engineering, IIT Kharagpur-721302 and acknowledgement to be obtained.

10) The person attending the bid opening session should be delegated with appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Officer of the Company to sign such documents. Only two persons on behalf of each Company will be allowed to participate/attend the Bid opening session.

11) Bid once submitted shall be the property of IIT Kharagpur and shall not be returned to the vendor at any time.

12) A bid submitted with false information will not only be rejected but the vendor may also be debarred from participation in future tendering process.

13) The vendor may be required to give presentation. Demonstration on the systems offered where vendor has installed and integrated similar solution may need to be arranged by the vendor at their own cost.

14) The Company must be able to provide an all-inclusive Comprehensive Annual Maintenance Contract for the equipment beyond the Warranty Period. The Institute would like to enter into Comprehensive Maintenance Contract beyond initial warranty Period with the manufacturer. No advance payment towards CMC without submission of Bank Guarantee is admissible.

15) The installation must be completed within 15 days from the date of receipt by this institute. The presence of Service Engineer from the principal at the time of installation is essential.

16) The Company must ensure the Institute about the 95% uptime during the operational period at the Institute with suitable spares and consumable at IIT Kharagpur. However, IIT Kharagpur may allow maximum time of 48 hours for the consumable available in India and for other items maximum of 05 working days from the date of lodging of report. A penalty of Rs. 5000/- (five thousand rupees only) per day shall be imposed for delay beyond 5 days. Similar penalty will be applicable for installation delay beyond 15 days from the receipt of the instrument at site.

17) Change of Indian Agent: Prior intimation is required for this change. The new Agent should undertake to submit fresh performance guarantee first.

18) Documents to be furnished by the concerned Indian Agents:
   (a) 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.
   (b) Copy of the agency agreement with the foreign principal and the precise relationship between them and their mutual interest in the business.
   (c) The enlistment of the Indian agent with Director General of Supplies and Disposals under the Compulsory Registration Scheme of Ministry of Finance.
**INSTRUCTIONS & SPECIAL CONDITIONS**
(To be returned by Tenderer along with the Tender duly signed)

1. GENERAL:
   Tenderer(s), who are Indian Agents of OEMs should furnish a clear declaration as follows: We declare that I am/we are Accredited Agents of the suppliers aboard;

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. PRICE:
   For imported items both F.O.B Kolkata price by Air to be quoted. The price should be without Customs Duty and Excise Duty since IIT Kharagpur is exempted from the payment of Customs & Excise Duties. The Institute if required will provide certificates for Import Items: The order acknowledgement should be issued by Fax within 3 days, and the item should be airlifted within 30 days from the date of receipt of the Letter of Credit copy / copy of DD, as the case may be.
   (i) Agency Commission, if any will be paid to the Indian agents in Rupees on receipt of the equipment and after satisfactory installation. Agency Commission will not be paid in foreign currency under any circumstances.
   (ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
   (iii) Prices quoted should be for supply, installation and commissioning at I.I.T. Kharagpur.
   (iv) Discount, if any, should be indicated separately / prominently.
   (v) Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.
   (vi) Where tenderer intends to quote in Indian Rupees, for imported items, the price should be quoted “FOR Destination” basis. Offer should be on “High Sea Sales” basis. No sales tax can be charged. Customs Duty applicable against Declaration in Terms of Government of India Notification No.51/96-Customs dated 23.07.96 will be paid. Vendor will arrange payment of customs duty during clearance and the same will be reimbursed at actual against proper documents. Way Bill will be issued on request. Seller has to undertake the responsibilities of customs clearance. All necessary supporting documents will be provided by the IIT Kharagpur. An agreement can be made in this regard, if the seller wishes, before customs clearance.

4. TRANSIT INSURANCE:
   The Purchaser will not pay separately for Transit Insurance.

5. PAYMENT:
   (i) Payment for indigenous items and also imported items quoted in Indian Rupees will be made only after completion of supply, installation and commissioning of the Systems to the entire satisfaction of the Purchaser. No Advance Payment will be made for Indigenous Purchase.
   (ii) Where items are imported and the payment is desired to be made to their foreign Principals directly, the same will be made against Irrevocable Letter of Credit only.
6. TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER:
   (i) Complete address and tele links for contact persons in principals and Indian agent
       offices dealing with this purchase.
   (ii) Name and full address of the OEM’s Banker and their swift code.
   (iii) Proof of having ISO 9001 or other equivalent certification given by appropriate
         authorities.

7. EARNEST MONEY DEPOSIT: TENDERER MUST SUBMIT AN EMD OF Rs.1,00,000/-
of the estimated price (REFUNDABLE) IN THE FORM OF BANK
   DRAFT/BANK GUARANTEE IN FAVOUR OF “INDIAN INSTITUTE
   OF TECHNOLOGY, KHARAGPUR”. It should be placed in the cover containing of
   Technical Bid.

8. TENDER FEE: TENDER FEE OF TOTAL Rs. 5,000/- of the estimated price [NON-
   REFUNDABLE] IN THE FORM OF BANK DRAFT MUST ACCOMPANY THE
   TENDER. It should be placed in the cover containing the Technical Bid.

9. PERFORMANCE BANK GUARANTEE:
   On behalf of the Principal Indian Agent must be able to provide Performance Bank Guarantee of
   the amount equivalent to the 10% of the cost of equipment 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 sixty days beyond the expiry of the Warranty Period.

10. 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.

11. 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.

12. 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.

13. Interested vendors must be able to supply adequate spares and consumable during three
    year warranty. Vendor should also ensure trouble free service and performance for another two
    years beyond three years Comprehensive Warranty Period with adequate spares and accessories.

SIGNATURE OF TENDERER
ALONG WITH SEAL OF THE
COMPANY WITH DATE

NOTE: ONE AGENT CANNOT REPRESENT TWO SUPPLIERS OR QUOTE ON THEIR
BEHALF AT ONE TIME. In case of import all the particulars required for opening Letter of Credit
(L/C) should be furnished in clear terms. After opening of L/C, based on our tender, no more requests
for amendment of L/C will be entertained. Total price including supply, installation and
commissioning at I.I.T., Kharagpur, should be quoted. The cost of items that may be supplied from indigenous resources and also installation part if installation is done by Indian Agents should be stated in Indian Rupees.

1. In case of Import, bidders are requested to quote FOB price mentioning Freight & Insurance charges separately. No Ex-Works pricing is considered.
2. Warranty should be valid for three years for all items including third party items.
3. Quotations should be submitted in Separate Sealed Cover (with Sealing Wax). The quotation should be in typed format. No manual entries are allowed and any manual entry will entail rejection at the opening stage itself.
4. Before submitting vendor should ensure that they have submitted the following in the technical bid the documents as mentioned hereunder: Technical Literature, Specification documents, **Point-by-point Compliance Statement**, General Terms & Conditions, Acceptance of Kolkata High Court Jurisdiction, Name and address of 5 organizations of which 1 must be India where the OEM has installed 1 such equipment in the last 2 years and a copy of Price bid with prices masked.

*The Commercial bid shall have all the commercial documents, agreements and Price bid. Prices should be given component wise to enable the Institute to decide the final configuration.*

Important:

1. 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. In case of any dispute, the decision of the Registrar of this Institute shall be final and binding on the Bidders.
3. For any query pertaining to this Bid document correspondence may be addressed to :-

   Prof. J. Maiti,
   Department of Industrial and Systems Engineering,
   Indian Institute of Technology Kharagpur- 721302,
   West Bengal, India
   [Ph:03222-283750, Fax:03222-282272; 03222-255303]

N.B.: 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.
TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE MANUFACTURERS/ INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/ REPRESENTING DEALERS/ REGIONAL AGENCIES, SUBMITTING TENDER FOR SUPPLY OF 3D LASER SCANNER FOR IIT KHARAGPUR (DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING)

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. Name and address of Vendor's bankers and attach a Solvency Certificate from the Bank for a minimum amount of Rs. 20.00 Lakh. : 

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

12. Details of EMD/Bank Draft No., issuing branch and date: 

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

Dated signature & seal of the Authorized person of OEM/Vendor

NOTE: This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”. Notice inviting Tender No. ISE/IIT/ 3D LASER SCANNER/2015/03/SA-R1, dated: 12-03-2015 and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. 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.
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. 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.

__________________________________________
Signature of the Authorized Person

Date: __________________________ Full Name: ________________________________

Place: __________________________ Company Seal: __________________________