



**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302, INDIA**

TENDER NOTICE NO.11/2011-12 DATED 03.01.2012

Sealed Tenders are invited (two cover system – technical and commercial) from principal manufacturers or their authorized distributors (foreign firms or their Indian representative companies), who have adequate credential for the supply, installation and commissioning of **Nano-tribo Indenter** for academic and research institutions.

Tender documents and details be kindly seen and downloaded from the Institute website www.iitkgp.ac.in [link: Tenders and Quotations]

Last date of submission of the sealed bids, complete in all respect is **21.02.2012 by 2.30 p.m.** in the Stores & Purchase Section, IIT Kharagpur.

Deputy Registrar (S&P)
For Director, IIT Kharagpur

No. IIT/S&P/ENQ/NWP/Nano-tribo/2011-12
Date : 03.01.2012



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology
Kharagpur
India

No. IIT/S&P/ENQ/NWP/Nano-tribo/2011-12

Date : 03.01.2012

Sub : Nano-tribo Indenter for Central Research Facility- reg.

Tender Notice No. : 11/2011-12, Dated : 03.01.2012

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from principal manufacturers or their authorized distributors (foreign firms or their Indian representative companies), who have adequate credential the supply, installation and commissioning of **Nano-tribo Indenter** for Central Research Facility, IIT Kharagpur.

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 **Checklist** and **Compliance statement** against each item of Annexure I & III thereon severally & individually shall also be submitted. Kindly refer to the Institute website www.iitkgp.ac.in [link : tenders and 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 is 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 superscribed with **Tender Notice No. 11/2011-12 dated 03.01.2012**, to the **Office of the Deputy Registrar (Stores & Purchase)**, IIT Kharagpur, P.O.- Kharagpur Technology, Pin: **721 302, India** *on or before 21.02.2012 upto 02.30 p.m.*

For any query pertaining to this bid document, communication be addressed to Chairman, Central Research Facility, Indian Institute of Technology, Kharagpur – 721302 , India [Ph.: 03222-282481, Fax: 03222-282700, 255303]

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

The Technical bids will be opened on 21.02.1012 at 03.30 p.m.. in the Office of the Chairman, Central Research Facility, IIT Kharagpur.

Copy to :

1. Institute website
2. Notice Board
3. Indian Embassies, USA/UK/Germany/France/Switzerland

Deputy Registrar (S&P)
for Director, IIT Kharagpur

REQUIRED TECHNICAL SPECIFICATIONS

Items	Requirements
1. Basic Requirements	
1.1. Mechanical Property Assessment Tests	<ul style="list-style-type: none"> i. Nanoindentation (both quasi-static and dynamic mode) <ul style="list-style-type: none"> a. Hardness and Elastic modulus (with depth profiling facility) b. Stress-strain behaviour and strain rate sensitivity c. Indentation creep properties d. Fracture toughness e. Bending of micro-beams and cantilevers f. Fatigue of micro-beams and cantilever g. Pull-out and push-through forces (for composites) h. Dynamic measurement of contact stiffness, damping, storage modulus, loss modulus, phase as function of frequency and load ii. Nano-scratch and wear iii. Modulus mapping
1.2. Low Load Head	<ul style="list-style-type: none"> i. Load range: 5 μN to 300 mN ii. Load resolution: \leq 50 nN iii. Loading rate: Up to 50 mN/sec with three orders of variation or more iv. Force noise floor: \leq 100 nN v. Compliance of loading frame: 0.1 μm/mN or better
1.3. Displacement	<ul style="list-style-type: none"> i. Indentation depth: up to 100 μm or more ii. Resolution: \leq 0.1 nm iii. Displacement noise Floor: \leq 0.3 nm
1.4. Force and displacement feedback control	<ul style="list-style-type: none"> i. Feedback loop rate: Up to 50 kHz and better ii. Data acquisition rate: Up to 10 kHz and better
1.5. Sample stage specifications	<ul style="list-style-type: none"> i. X, Y and Z Cartesian axes staging system ii. Usable sample area in XY plane: \geq 100 mm x 100 mm iii. Z direction travel: 50 mm or more iv. Positioning accuracy: 1 μm or less

1.6. Thermal Drift	$\leq 0.05 \text{ nm/s/}^{\circ}\text{C}$
1.7. Optical microscope specifications	<ul style="list-style-type: none"> i. Optical magnification: 10X, 20X, 50X and 100X or more ii. Digital mag.: 25X of the objective magnification or better iii. Digital camera resolution: 8 Megapixel or better
1.8. Quantitative topographical imaging via scanning probe microscopy	<ul style="list-style-type: none"> i. Automatic positioning of the indenter for image construction ii. <i>In situ</i> scanning probe microscopy preferred iii. Image analysis should include 2D&3D visualizations and surface profiling iv. Observation and quantification of material deformation (e.g. pile-up, wear volume, crack length and scratch morphology) incurred during testing v. X-Y Cartesian direction scan range: at least $40 \mu\text{m} \times 40 \mu\text{m}$ vi. Z direction: at least $4 \mu\text{m}$ vii. Resolution in X, Y and Z direction: less than 2 nm viii. Imaging contact force: 100 nN or less
1.9. Scratch and wear test module (lower lateral force mode)	<ul style="list-style-type: none"> i. Lateral force: up to 300 mN ii. Lateral resolution: $< 2 \mu\text{N}$ iii. Max scratch length: at least 5 mm possible iv. Scratch speed: 100 nm/s to 2 mm/s v. Maximum contact force for scanning: $\leq 0.1 \text{ mN}$
1.10. Continuous stiffness measurement	<ul style="list-style-type: none"> i. Force oscillation: at least 10 mN or less ii. Force oscillation frequency: 1 Hz to 200 Hz

2. Optional Facilities

The nanoindentation system must have the provision to add these optional facilities except Item No. 2.3 (Impact test) as additional modules.

2.1. Higher load mode	<ul style="list-style-type: none"> i. Force range: 300 mN to 10N ii. Load resolution: $\leq 0.1\text{mN}$ iii. Maximum indentation depth $\geq 500\mu\text{m}$ iv. Displacement resolution: 0.01 nm or better
2.2. Scratch and wear test module (higher lateral force mode)	<ul style="list-style-type: none"> i. Lateral force: 0.3 mN to 10 N ii. Lateral resolution: $< 2 \mu\text{N}$ iii. Max scratch distance: at least 10 mm possible iv. Scratch speed: up to 5 mm/sec
2.3. Impact test	Impact test at nano scale

2.4. Tests in fluid	Carrying out indentation and scratch tests in fluid, e.g. for testing biological samples at <i>in vivo</i> condition
2.5. Temperature	<ul style="list-style-type: none"> i. Range: Room temperature to 350°C ii. Temp resolution: $\leq \pm 0.1^\circ\text{C}$ iii. Inspectable area: 10 mm x 10 mm
2.6. Humidity control system	<p>Constant temperature humidity control system giving control between 15% and 85% Relative Humidity. It should include:</p> <ul style="list-style-type: none"> - Humidifier/Dehumidifier - Capacitive humidity sensors with programmable control unit

3. Indenter:

3.1. The Nano indentation system should be capable of doing indentation and scratch testing with different indenters having varied geometries. Especially, Indentation with Berkovich indenter, cube indenter, spherical indenter, conical indenter, Vickers Indenter and flat punch indenter should be possible and the necessary option should be included in the control software.

3.2. The following indenters should be supplied with the nanoindentation system.

Indenter	Low load indentation	Low load scratch testing	Higher load indentation	Higher load scratch testing	Elevated temperature	Tests in fluid
	Basic items		Optional items			
Berkovich indenter	2 nos.	Nil	1 no.	1 no.	1 no.	1 no.
Conical Indenter	1 no (for softer materials)	2 nos.	Nil	2 nos.	Nil	Nil
Vickers indenter	1 no.	Nil				
Spherical Indenter	1 no.					

3.3. *Different indenters should be quoted separately under consumables/spares for choosing them as per the requirement.*

3.4. All the indenters should be supplied with a certificate, having details of indenter material, geometry and area function details of the indenters.

4. Scratch Testing:

4.1. Scratch testing must be possible in both constant load mode and in ramp up load mode by the nanoindentation system, irrespective of the specimen surface irregularities.

4.2. Scratch capability must be in both forward and backward motion in both X and Y Cartesian directions.

4.3. Suitable imaging options should be provided to cover the entire scratch lengths obtained during scratch testing.

4.4. Post-scan and pre-scan options for topography scanning should be available with the scratch testing mode.

4.5. The control software should have necessary options to obtain and to plot variation in Lateral force Co-efficient of friction with respect to scratch length during scratch testing.

5. Instrumentation:

- 5.1. The power supply conditions of input voltage for the nanoindentation system must be 220-230 V AC, single phase, frequency-50Hz.
- 5.2. The Nanoindentation system must be supplied with environmental isolation chamber and damping system (frequency range from 1.0 to 200 Hz or better) for minimizing the temperature variation, vibrations, ambient acoustic noise and air currents. Vibration isolation system should exhibit no low frequency resonance.
- 5.3. The required specifications can be met through a single integrated system or through a combination of accessories and both are acceptable.

6. Software:

- 6.1. The vendor should supply a latest version, user friendly software that works on windows operating system (XP and above) for controlling the instrument, calibration, data acquisition, and post processing of the measured data with 3 additional licenses.
- 6.2. The required number of industrial processing unit for controlling the Nano indentation System should be provided with the nanoindentation system with minimum requirements as specified below :
- 6.3. 4GB RAM Memory, Core i3 processor, 500GB HDD, DVD RW, 20" LCD Monitor
- 6.4. Laser color printer (dpi resolution color minimum 600x600, A4 Size paper)
- 6.5. UPS to run all kinds of nanoindentation experiments and analysis for 1 hour back up (*optional item*)
- 6.6. Instrument compliance and thermal drift corrections, automatic tip calibration should be possible by the control software supplied with the nanoindentation system.
- 6.7. The software should be capable of multiple file analysis with export of calculated data to text and excel file.
- 6.8. Automatic comparison of estimated mechanical properties with respect to depth from multiple samples should be possible.

7. Reference samples and accessories:

- 7.1. All the necessary accessories required for high temperature testing (*optional item*) should be supplied with nanoindentation system. Any consumable, if required for high temperature testing should be quoted separately under Consumables/Spares.
- 7.2. The vendor has to supply the required standard reference samples, at least two different materials, with certificates, along with the nanoindentation system. Reference samples required for scratch testing should also be supplied along with certificate.
- 7.3. Any special fixture or chucks required for sample holding should be supplied.
- 7.4. Required adapters, fasters, cables peripherals, attachments, spares, etc for the successful installation and maintenance of Nano indentation system has to be provided by the vendor.
- 7.5. Any sample preparation equipment, if required, should be supplied with the nanoindentation system. It should be quoted separately in the technical and commercial bid under *optional items*.
- 7.6. The manuals pertaining to Nano indentation system, i.e. maintenance and user manuals to be provided along with the Nano indentation system.

8. General technical terms and condition

- 8.1. A minimum of **two year** warranty period for all the hardware and software (other than the consumables) of the nanoindentation system is mandatory from the vendor. Along with this, the cost of additional **three years** extended warranty for all the hardware and software (other than the consumables) of the nanoindentation system has to be included in the price quotation.
- 8.2. The vendor should be agreeable to enter into Comprehensive Annual Maintenance Contract with IIT Kharagpur at a reasonable price, for maintaining the equipment in proper working conditions, after the warranty period is completed.
- 8.3. The nanoindentation system provider vendor must have service center in India.
- 8.4. The vendor has to provide certificate of compliance for all the above mentioned technical specifications item wise and provide comments/clarifications in case of non compliance against any particular specification.
- 8.5. The vendor has to install the nanoindentation system at IIT Kharagpur, and the tools and tackles required for the installation of the system is the responsibility of the vendor.
- 8.6. The vendor has to provide hands on training on the nanoindentation system after installation & commissioning of the nanoindentation system.
- 8.7. The vendor has to submit pre-installation site requirements/guidelines for the nanoindentation system along with the technical bid.
- 8.8. The vendors should provide the details of the previous customers (preferably in India) for nanoindentation system with same kind of specification and facilities along with their certificate of references (three).
- 8.9. Appointment of a trained operator for running the equipment for duration of **five years** from the period of installation is preferred. The compensation for the operator may be quoted.

GENERAL TERMS AND CONDITIONS

- (1) **Last Date of Submission of Sealed Bids: 21.02.2012 upto 02.30 p.m.**
The Technical bids will be opened on 21.02.2012 at 03.30 p.m. in the Office of the Chairman, Central Research Facility, IIT Kharagpur.
- (2) **Payment Terms & Performance Guarantee:** 90% payment will be made on successful installation and commissioning duly certified by the concerned Head of the Department/Centre/School/Unit. A sum of 10% of the invoice value shall be retained as **Security Deposit** towards **Performance Guarantee**. The security deposit so retained may be refunded on submission of Bank Guarantee towards Performance Guarantee for the equivalent value of security Deposit valid for **two years warranty period plus sixty days** drawn on any commercial bank.
- 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 & On-site skill support : Two** years onsite comprehensive OEM warranty from the date of successful installation and commissioning. The OEMs/Authorized Distributors and Dealers must attach certificate about their after sales and service facilities, escalation support for on-call service or station engineer etc.
- (4) **Delivery of Stores:** The store items be supplied within 30 days from the date of receipt of the Purchase Order.
- (5) **Tender Fee:** An amount of ₹ 2,500.00 (Rupees two thousand five hundred only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank /Commercial Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. **Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document superscribing Tender fee.**
- (6) **Earnest Money Deposit (EMD):** An amount of ₹ 4,00,000.00 (Rupees four lakhs only) in the form of Demand Draft drawn in favour of “**Indian Institute of Technology Kharagpur**”, payable at Kharagpur or Fixed Deposit Receipt or Banker’s Cheque or Bank Guarantee as per format at **Annexure V. E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document superscribing EMD.** The validity of the EMD should be 6 (six) months from the date of issue. **Any bid without EMD will summarily rejected. No interest is payable on EMD.** EMD will be refunded to the unsuccessful bidder, finalization of the tender process. The EMD of vendor awarded with the contract to be treated as part of security deposit towards Performance Guarantee. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected vendor after award of contract, fails to execute the same.
- (7) **Price:** Domestic tenders are to quote and accept their payment in Indian currency; Indian agents of

foreign suppliers are to receive their agency commission in Indian currency; cost of imported goods, which are directly imported against the contract, may quote in foreign currency (currencies) and will be accordingly in that currency; and the portion of the allied work and services, which are to be undertaken in India (like installation & commissioning of equipment) are to be quoted and will be paid in Indian currency. The price shall be quoted with cost break-up indicating the applicable prices for each component (custom duty, import duty, landing and clearing charges and commission to Indian agents). Excise Duty Exemption/Custom Duty Exemption Certificate and Inter-state transit Way Bill (Form-50) will be issued only in favour of the bidder and address as mentioned in the Purchase Order.

- (8) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs may either 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.
- (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) **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.
- (11) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- (12) **Service:** Response To ensure quality of services, the deputed Engineer from the OEM/Vendor shall have a minimum of 3 years of experience in the relevant field and must be in the payroll of the OEM/Vendor.
- (13) **Installation and Commissioning:** Free of cost at IIT, Kharagpur. The OEM must ensure timely installation of the Nano-tribo indenter with necessary support to the indenters, as per details and lists to be made available by the Stores & Purchase Section or the indenting Departments/Centers/Schools.
- (14) **Validity of licenses:** Software's licensing price or policy (if any) shall be clearly mentioned.
 - (a) All licenses should be perpetual.
 - (b) All the accessories shall be from the same OEM.
- (15) The OEM should be an ISO-9000 and ISO-14001 certified company with due credits to energy conservation and green earth compliance.
- (16) **Relevant documents of the OEM shall be enclosed, along with the Technical Bid. Any explanation on this account shall be supported with documentary evidence from the principals.**

- (17) **Conditional Offer** will not be accepted.
- (18) **Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.
- (19) 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.
- (20) **Past Performance of the Vendors will be judged at the time of Technical Evaluation.**
- (21) **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.
- (22) **Bidders should** enclose the following documents: (i) Certificate of Registration / Trade License
- (ii) Enlistment form (R1), complete in all respect
 - (ii) Attested copy of PAN card, Service Tax, CST/VAT registration papers
 - (iii) Banker's Solvency Certificate.
 - (iv) Audited statement of accounts and IT returns for the last three years
 - (v) Authorized Distributors/Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.
 - (v) 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.
 - (vii) 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.
 - (viii) Copy of product literature, for which the prices have been quoted.
 - (ix) A write up on service and maintenance capability, mitigation of risks or breakdown and replacement capability, with the escalation support matrix suggested for the Institute. Vendors must indicate their sales and support service centre in India and their plan to address issues about services, maintaining minimum service inventory etc.
 - (x) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.
- (23) **All tenders are to** be dropped in a sealed box in the office of the Deputy Registrar (Stores & Purchase), IIT Kharagpur. 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.
- (24) **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.
- (25) **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.**
- (26) 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.

(27) **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.
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. For any query pertaining to this bid document, correspondence be addressed to :

The Chairman, Central Research Facility,
Indian Institute of Technology, Kharagpur-721 302
India
[Ph. : 03222-282481, 282916; Fax : 03222-282700, 255303]

6. 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.

Deputy Registrar (S&P)
for Director, IIT Kharagpur

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 & INSTALLATION OF NANO-TRIBO INDENTER AT CENBTRAL RESEARCH FACILITY, IIT KHARAGPUR

1. Name of the Tenderer :
2. Status of the Tenderer :
(attach documents, if registered
company/partnership/proprietyship)
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. 11/2011-12 dated 03.01.2012 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.**

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 : -----

To
The Deputy Registrar
Stores & Purchase Section
Indian Institute of Technology
Kharagpur – 721 302 (WB)

*Passport size
Photograph
of the Proprietor/
Partner/Authorise
d signatory.*

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, :
Kendriya Bhandar 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

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas(thereinafter called the "tenderer") has submitted their offer dated for the supply of (hereinafter called the "tender") against the purchaser's tender Notice No.

KNOW ALL MEN by these presents that WE of having our registered office at are bound unto (hereinafter called the "Purchaser") in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this Day of 20

THE CONDITIONS OF THIS OBLIGATION ARE

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
 - (a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - (b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch