NOTICE INVITING QUOTATIONS

Dated: <9.4.14>

Tender No: <___________>

Subject: Purchase of Digital Polarimeter

Invitation for Tender Offers

Indian Institute of Technology Delhi invites sealed tender offers in two bid format (Technical bid and Commercial bid) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for supply, installation & integration of Digital Polarimeter with three years on site comprehensive warranty from the date of receipt of the material as per terms & conditions specified in the tender document.

The quotation should reach to Dr. M.N. Gupta, Dept. of Biochemical Engineering and Biotechnology IIT Delhi, HauzKhas, New Delhi – 110016 latest by 5:00 P.M. on 02.05.2014

TECHNICAL SPECIFICATION:

Measurement Mode: Optical Rotation, Specific Rotation, Concentration,
Measurement Angular Scale: ±85 deg minimum
Accuracy: ± 0.002°
Minimum Resolution: 0.001°
Prism: Life time guarantee should be available
Temp Probe Range: 10 to 100°C
Temp Probe Accuracy: ±0.1°C
Light Source: Tungsten Halogen Lamp for all wavelength
Wavelength: Minimum two fixed wavelengths (including 589 nm) with an option to upgrade to other wavelengths
Temperature Control: Automatic Electric heating & cooling 15° to 40° with an accuracy ±0.2° C with an inbuilt peltier
Sample cell: 100mm Temperature controlled cell of 2ml volume, Stainless steel sample cell of 0.05ml volume & 0.25ml Volume
Temperature validation cell: NIST Traceable Temperature Validation cell
Calibration Standard: NIST Standards with NIST traceable Certificate
Inbuilt computer: Preferred - System with built computer with dedicated storage space (>5 GB)

Calibration: Automatic Calibration preferably via Touch Screen

Communication interface: Minimum 3 USB ports, Ethernet port for Network Connection and any additional Features

Installation & training: Installation, commissioning & training by trained service engineer should be offered free of cost.

After sale service: Should be provided within 24 -48 hours when required by trained service engineer

UPS: Minimum 500 Va UPS should be provided with the system

Warranty: 3 Year warranty after installation

Optionals:

Sample cell: Glass cells of Volume 6 mL (Qty 1)
Glass cells of Volume 2 mL (Qty 1)

A complete set of tender documents* may be purchased by prospective bidder upon payment of requisite fees by demand draft / bankers Cheque in favour of Registrar, IIT Delhi payable at New Delhi.

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<tbody>
<tr>
<td>1.</td>
<td>Price of Tender Document</td>
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<td>2.</td>
<td>EMD Amount</td>
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<td>3.</td>
<td>Issue of Tender Document</td>
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<td>4.</td>
<td>Last date for receipt of queries</td>
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<td>5.</td>
<td>Date of pre bid meeting</td>
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<td>6.</td>
<td>Last Date and Time for receipts of Bids</td>
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<td>7.</td>
<td>Opening of Technical Bid</td>
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<td>8.</td>
<td>Place of Submission &amp; Opening of Bids</td>
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</table>
|   | Address of Communication | Dept. of Biochemical Engineering and Biotechnology  
|   |   | Indian Institute of Technology, HauzKhas, New Delhi - 110016  
| 11. | Contact Phone Numbers | (+91)-11-2659 1503  
| 12. | Fax Number | -  
| 13. | E-mail Address | munishwar48@yahoo.co.uk  

*Tender document can also be downloaded (from 9.4.14 to 2.5.14) from IIT Delhi Website (www.iitd.ac.in/tenders).
FINANCIAL:

i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.__NIl___/- (Rupees _______ only) in the form of Demand Draft/ Bankers Cheque in favour of "Registrar, IIT Delhi payable at New Delhi" failing which the tender shall be rejected out rightly.

ii. The EMD in respect of the Agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second stage) shall be returned to them possible without any interest. Further, if the recommended/assigned Agency fails to initiate the assigned task against the initial requirement within __N/A__ days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

iii. The Agency shall raise the bill, in triplicate after providing the desired goods/services to <Dept. of Biochemical Engineering and Biotechnology> IIT Delhi, HauzKhas, New Delhi-110002 for sanction and payment.

iv. Successful agency will have to enter into an agreement with the Department. Only aftersigning the agreement, work order will be given to the agency.

v. The successful agency can be asked for security deposit if the Department considered it unnecessary at any stage of the bidding process.

Other Terms & Conditions

1. IIT Delhi is exempted from paying custom duty under notification No.51/96 (partially or fully) and necessary “Custom Duty Exemption Certificate” can be issued after providing following information.
   a. Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists)
   b. Forwarder details i.e. Name, Contact No., etc.

   Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute and Bills of Entry should be submitted to IIT Delhi later on.

2. Either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

3. If the bidder is an authorized dealer of any manufacturer, the authorized Indian dealership certificate from the principles should be enclosed. Similarly, proprietary certificate for proprietary items should be provided.

4. IIT Delhi is exempted from paying Excise Duty and necessary Excise Duty Exemption Certificate will be provided for which following information are required-
a. Quotation with details of Basic Price, Rate & Amount on which ED is applicable.

5. Please quote prices of imported items at FOB (Freight on Board) IIT Delhi inclusive of all taxes, freight, delivery, installation and onsite training charges. The quotation should provide the total price of the system including all taxes and transportation charges.

6. In case IIT Delhi is imposed with demurrage charge due to import on CIF, the entire demurrage charge has to be borne by the Indian Agent of foreign supplier.

7. Three years comprehensive warranty be provided and AMC price beyond 3 years should be mentioned separately.

8. Payment Options (any one to be chosen by the Department/center)
   - Letter of Credit: 90% payment against shipping documents & balance 10% after satisfactory installation. For large purchase i.e. costing over Rs. 1 crore, 100% payment be made through LC.
   - Sight Draft: Payment against documents through bank.
   - Against Delivery: Payment by wire transfer after receipt of material.
   - Advance payment: pre-payment by wire transfer (for orders less than Rs. 5 lakh)

9. Delivery period: within 1 month from the issue of supply order.

10. The quotations must have validity of at least three months.

11. The products will be used for educational purposes. Any applicable academic institution discounts should be offered and stated clearly.

12. Authority of IIT Delhi reserves the right to reject any or all quotations without assigning any reasons.
**Sub.: Compliance Report against supply of Digital Polarimeter**

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<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
<th>Yes / No</th>
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<tbody>
<tr>
<td>1.</td>
<td>We have gone through the terms &amp; conditions of the tender document</td>
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<td>2.</td>
<td>Tender fees of Rs. …/- through DD in favour of Registrar, IIT Delhi is attached (if applicable)</td>
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<td>3.</td>
<td>EMD of Rs. ___ through D in favour of Registrar, IIT Delhi is attached (if applicable)</td>
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<td>4.</td>
<td>Our organization or any of its subsidiaries have not been blacklisted by any Govt. / Autonomous bodies / Universities / Govt. Institutes.</td>
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<td>5.</td>
<td>The quoted price is valid for 6 months from the last date of submission</td>
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<td>6.</td>
<td>Income Tax Certificate attached*</td>
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<td>7.</td>
<td>VAT &amp; TIN number copy attached*</td>
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<td>8.</td>
<td>Service Tax &amp; Sales Tax Registration Certificate attached*</td>
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<td>9.</td>
<td>The Balance sheet and P&amp;L statement showing a minimum annual turnover of Rs._______ for the past two consecutive fiscal years is attached.*</td>
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<td>10.</td>
<td>A detailed list showing number of items supplied by our company in last six months to various Government Organizations/ Institutions/ IITs / NITs with their full address, name of the contact person, fax number, mobile number, telephone Nos. and E-mail identity is attached.*</td>
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<tr>
<td>11.</td>
<td>A point to point compliance sheet against the specifications should be provided. This should also be documented.</td>
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Faculty members may consider to include or drop these paras as per requirement.

(Signature of authorized person)
Name: ___________________________

Seal of the company
Date: ______________
ANNEXURE-II

DECLARATION

1. I,

hereby certify, that all the information and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

2. I, further certify, that I am the duly authorized representative of the under mentioned tenderer.

3. I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.

4. I, further specifically certify, that my company has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

| Name of Tendering Company/ Firm/ Agency (Attach certificates of registration) |
| Name of proprietor/Director of Company/Firm/Agency |
| Full Address of Office with Telephone No. and FAX |
| E-Mail |
| PAN No. (Attach attested copy) |
| Service Tax & Sales Tax Registration No. (Attach attested copy) |
| Contact Person Name |
| Mobile Number |

(Signature of authorized person)

Name: ___________________________
Seal of the company

Date: ________________