

Department of Mechanical Engineering, IIT Delhi

Notice Inviting Quotations

Item: Telephoto lens

Date: 02 September 2014

1. Sealed quotations are invited from experienced manufacturers or their authorized representatives for supply of one (01) branded telephoto lens conforming to technical specifications and prescribed terms and conditions as given hereunder. Interested parties are required to submit the TECHNICAL and FINANCIAL bids in separate sealed envelopes; these should be marked clearly as "Technical Bid" and "Financial Bid", respectively. Both the sealed envelopes should be sent in a single sealed envelope clearly marked as "Quotation for telephoto lens". The Quotations should be addressed to: Prof. S R Kale and submitted in the Office of the Department of Mechanical Engineering, IIT Delhi, Hauz Khas, New Delhi 110016 **latest by 5:00 PM on 17 September 2014.**

2. Technical specifications of telephoto lens

No.	Lens type	Super telephoto lens
1.	Quantity required	One (01) required
2.	Focal length	600 millimeters
3.	Focus	Internal focus lens with autofocus (AF) and manual focus (MF)
4.	Maximum aperture	f/4
5.	Minimum aperture	f/22
6.	Angle of view	4°10' (2°40' with DX-format camera)
7.	Closest focusing distance	5.0 m (AF), 4.8 m (MF)
8.	Others	Vibration reduction required
9.	Accessories	Lens hood, heavy duty case and dedicated filter holder to be supplied
10.	Compatibility	To be compatible with Nikon D4s or similar DSLR camera
11.	Warranty	Comprehensive on-site warranty for three (03) years required

3. Information to be provided with the technical bid

- (a) Compliance table indicating adherence to each item of the technical specification (see Annexure A for format).
- (b) List of customers to whom similar equipment/models have been supplied in the past five years. Please provide separate lists for supplies in India and abroad. Copies of purchase order may also be attached. Please attach copies of similar orders in the last few years.
- (c) Authorization certificate from OEM in respect of Bidder. List of certified service centre(s) for the quoted model(s) in India with supporting authorization letter.
- (d) Relevant product brochure/leaflet for the model quoted. Details of other hardware (if any) that are integral part of the system should be provided.
- (e) In case the bidder is quoting separate models, these should be submitted in separate sealed covers (each containing the separate Technical and Financial Bid covers), clearly stating the model/make on the cover.
- (f) Details of testing and certification processes, including process for compliance to international standards.
- (g) In case the items are proprietary products of the company, a proprietary certificate stating the same should be provided.
- (i) All information regarding items in section 4 below that are marked with '★'.

4. Terms and Conditions

- (a) The validity of the quotation should be at least six (06) months from the last date for submission of quotations. A statement to this effect should be submitted. ★
- (b) The delivery schedule should be submitted. ★
- (c) Authorized agent/agency certificate if bidder is other than the manufacturer. ★
- (d) Each bidder must submit the NEFT mandate form for registering as a vendor at IIT Delhi.
- (e) Imported items should be quoted on FOB basis (Freight on Board) and FOB price should be provided.
- (f) Prices quoted shall be firm for the bid validity period. ★
- (g) The price for options, if any, should be stated separately in the Financial Bid.
- (h) Special discount/rebate, wherever admissible keeping in view that the supplies are being made for educational purpose in respect of public institution of national importance, should be offered and stated clearly.
- (i) All applicable taxes should be clearly mentioned separately.
- (j) The institute/committee reserves the right to accept or reject any or all bid/quotations without assigning any reasons.
- (k) 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:

1. Shipping details, i.e. Master Airway Bill No. and House Airway No. (if exists)

2. 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.

- (l) 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.
- (m) IIT Delhi is exempted from paying Excise Duty and necessary Excise Duty Exemption Certificate will be provided for which quotation with details of basic price, rate & amount on which ED is applicable are required.
- (n) Three years comprehensive warranty from the date of delivery is to be provided and AMC price beyond 3 years should be mentioned separately, if any. ★
- (o) Payment Options★:
 - 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).

On behalf of Purchase Committee
Department of Mechanical Engineering
IIT Delhi, Hauz Khas
New Delhi 110016

Annexure A

S.No.	Item	Specified technical requirement	Bidder's specification (To be filled by the bidder)

Date:

Authorized signature: