

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016

Dated: 27/02/2015

Open Tender Notice No. IITD/ISPS(SP-162)/2015

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

Details of the item	Purchase cum Rate contract of Laboratory safety items for IIT Delhi
Earnest Money Deposit to be submitted	Rs. 5,000/-

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> . Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at ‘Instructions for online Bid Submission ‘.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

Schedule

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)	Supply and Empanelment
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Laboratory Safety Items (Purchase cum Rate contract)
Is Multi Currency Allowed	No (INR)
Date of Issue/Publishing	27/02/15 (17:30 Hrs)
Document Download/Sale Start Date	27/02/15 (17:30 Hrs)
Document Download/Sale End Date	19/03/15 (15:00 Hrs)
Date for Pre-Bid Conference	09/03/15 (15:00 Hrs)
Venue of Pre-Bid Conference	Committee Room, Chemical Engineering, IIT Delhi, Hauz Khas, New Delhi-16
Last Date and Time for Uploading of Bids	10/04/15 (15:00 Hrs)
Date and Time of Opening of Technical Bids	10/04/15 (17:00 Hrs)
Tender Fee	Office of Dy. Registrar, (S&P), IIT Delhi
EMD	Rs.5,000/- in the name of Registrar IIT Delhi payable at New Delhi. Offline EMD should be submitted to the office of the purchaser as per address for communication.
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	120 days
Address for Communication	Kalyan Kr. Bhattacharjee, Deputy Registrar (Stores), Store Purchase Section, IIT Delhi, Hauz Khas, New Delhi-110016
Contact No.	011-2659-1726
Fax No.	011-2658-7131
Email Address	kalyan@admin.iitd.ac.in;

**Chairman Purchase Committee
(Buyer Member)**

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the

bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app> . Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app> .

**Central Store Purchase Section
Indian Institute of Technology
Hauz Khas, New Delhi-110 016**

NOTICE INVITING QUOTATIONS

Dated: 27/02/2015

Subject : **Purchase – cum Rate contract of Laboratory Safety Items**

Invitation for Tender Offers

Indian Institute of Technology Delhi invites online Bids (Technical bid and Commercial bid) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for **supply of Laboratory Safety items** as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>.

The following table shows the minimum quantity to be purchased by the institute in one-go initially. However, the given rate will remain valid for one year against a Rate Contract Agreement to be signed between institute and the supplier.

TECHNICAL SPECIFICATION:

Sl. No.	Item	Description	Specification	Initial Quantity
1	Lab Coats	Supply of durable unisex strain/water/ Wrinkle resistance & anti-bacterial fabric lab-coats with 1. Two external patch pockets, 2. Three Stud front fastening, 3. One chest pocket 4. 39 Inches Length.	Color : white Fabric : cotton Based Sizes : S,M,L,XL	1017
2	Fire retardant Lab Coats	Flame resistant Lab Coats	Colour : blue Size XL/ L Material : Cotton Closure Type : Button Number of Outside Pockets : 3 ATPV Rating: 7.7 cal/cm ² Hazard Risk Category (HRC):1 Standards: ASTM F2302, NFPA70E, ASTM F1506	04
3	Goggles	Safety goggles	MOC : Polycarbonate As per ANSI/SEA Z87.1 - 2010 Lens Color : Clear Lens Type : Anti - Scratch/Fogging	959 boxes (12 in each boxes)
4	Ear Plugs	Supply of Push in type ear plug, No- roll down design for quick & easy fit with cord	Color : Yellow Cord Type : Vinyl Ear Protection : Push to fit MOC : Polyurethane Noise reduction rating : 28-31 decibel	100

5	Breathing Apparatus/Face Mask	Supply of half face piece reusable respirator for reliable & convenient respiratory protection with option of drop-down head harness	Type : Half face piece reusable Features : Dual airline supplied air compatible, drop down suspension. MOC : Thermo plastic Elastomer(TPE) Size : Medium, Large & Small As per P100 standards/approvals (quote for cartridges separately)	252
6	P2 Valved charcoal mask	Supply of cup shape respirator with high protection polo seal and charcoal layer filter for organic vapour odour relief.	Features : High Comfort level, protection through willitech polo seal, exhalation valve & adjustable head band. With brown nose bridge to indicate organic vapour relief in nuisance levels. No staples & shall be individually wrapped. (quote for cartridges separately)	10
7	Face Shield	Supply of complete headgear and faceshield safety system, with pinlock headgear and polycarbonate faceshield.	Features : Color : Clear With Pinlock Headgear, Adjustable ratchet suspension & Five position crown strap. MOC : Polycarbonate As per ANSI Z87.1 - 2003	20
8	Single point stand-alone Gas detector (CO, H2, NOx)			113
9	Re-usable chemical rubber gloves	Supply of heavy duty reusable chemical protection gloves.	Color : Black Type : Dipped Coating Type : Latex Length : 30cm Thickness : 0.65mm In conformity to the european stds, Class 5 Sizes : 7S, 8M, 9L, 10XL.	20 packets (in pair)
10	Nitrile Gloves	Material: Should be made from 100% synthetic rubber. Typical application: It should offer protection from oil, greases, fuels, and many other types of solvents and acids.	Powder free exam gloves - Should not contain natural rubber latex - Should have textured finger-tips, non-sterile and should follow ASTM D 6978-05. - Resistance to wide range of solvents and chemicals.	109 packets (50 pairs per packets)

A complete set of tender documents* may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/eprocure/app>. Bidder has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) by demand draft in favour of Registrar, IIT Delhi payable at New Delhi.

Terms & Conditions Details

Sl.No.	Specification
1.	Due date: The tender has to be submitted before the due date. The offers received after the due date and time will not be considered.
2.	One time purchase and Rate Contract: Suppliers should be able to quote for all the items

	mentioned in the item list. Initially all the items will be procured based on the minimum quantity mentioned in the Technical Specification Table and payment will be made against one-time purchase. The rate quoted should remain valid for one year. Institute may place separate order for all the items or for individual items on piecemeal basis as per the need of the institute and payment will be made separately for that.
3.	<p>Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format .pdf format.</p> <p>The Technical bid and the financial bid should be submitted Online.</p>
4.	<p>EMD: The tenderer should submit an EMD amount by way of Demand Draft drawn in favour of “Registrar, Indian Institute of Technology, Delhi” and payable at New Delhi from any nationalized bank valid for six months. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be returned without any interest to the unsuccessful bidders immediately after the award of contract. Till further notice EMD should be submitted offline of IIT Delhi. Refer to Schedule (at page 2) for its actual place of submission.</p>
5.	<p>Refund of EMD: The EMD will be returned to unsuccessful Tenderer only after the Tenders are finalized. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipment.</p>
6.	<p>Opening of the tender: The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with Demand Draft of EMD (Physically) will be opened as mentioned at “Annexure: Schedule” in presence of bidders representative if available, Only one representative will be allowed to participate in the tender opening. Bid received without EMD will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee which will decide the suitability as per our specification and requirement. The financial offer/bid will be opened only for the offer/bid which technically meets all our requirements as per the specification, and will be opened in the presence of the vendor’s representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.</p>
7.	<p>Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.</p>
8.	<p>Pre-qualification criteria:</p> <p>(i) Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed.</p> <p>(ii) An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.</p> <p>(iii) OEM should be internationally reputed Branded Company.</p> <p>(iv) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid.</p>
9.	<p>Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <ul style="list-style-type: none"> ● For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

	<ul style="list-style-type: none"> ● If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
10.	<p>Packing Instructions: Each package will be marked on three sides with proper paint/indelible ink, the following:</p> <ol style="list-style-type: none"> Item Nomenclature Order/Contract No. Country of Origin of Goods Supplier's Name and Address Consignee details Packing list reference number
11.	<p>Delivery and Documents: Delivery of the goods should be made within a maximum of 02-03 weeks from the date of placement of purchase order. Within 24 hours of shipment, the supplier shall notify the purchaser and the insurance company by cable/telex/fax/e mail the full details of the shipment including contract number, railway receipt number/ AAP etc. and date, description of goods, quantity, name of the consignee, invoice etc. The supplier shall mail the following documents to the purchaser with a copy to the insurance company:</p> <ol style="list-style-type: none"> 4 Copies of the Supplier invoice showing contract number, goods' description, quantity unit price, total amount; Insurance Certificate if applicable; Manufacturer's/Supplier's warranty certificate; Inspection Certificate issued by the nominated inspection agency, if any Supplier's factory inspection report; and Certificate of Origin (if possible by the beneficiary); Two copies of the packing list identifying the contents of each package. The above documents should be received by the Purchaser before arrival of the Goods (except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses.
12.	<p>Delayed delivery: If the delivery is not made within the due date for any reason, the Committee will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value / price.</p>
13.	<p>Prices: The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of taxes & duties shall be clearly indicated. The price should be quoted without custom duty and excise duty, since IIT Delhi is exempted from payment of Excise Duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued on demand.</p> <p>In case of import supply the price should be quoted on FOB Basis only. Under special circumstances (eg. perishable chemicals), when the item is imported on CIF/CIP, please indicate CIF/CIP charges separately upto IIT Delhi indicating the mode of shipment. IIT Delhi will make necessary arrangements for the clearance of imported goods at the Airport/Seaport. Hence the price should not include the above charges.</p>
14.	<p>Notices: For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.</p> <p>Purchaser: Prof. C. S. Dey, School of Biological Science, Indian Institute of Technology Hauz Khas, New Delhi - 110016.</p>

	<p>Supplier: (To be filled in by the supplier) (All supplier's should submit its supplies information as per Annexure-II).</p> <hr/> <hr/>
15.	<p>Progress of Supply: Wherever applicable, supplier shall regularly intimate progress of supply, in writing, to the Purchaser as under:</p> <ol style="list-style-type: none"> 1. Quantity offered for inspection and date; 2. Quantity accepted/rejected by inspecting agency and date; 3. Quantity dispatched/delivered to consignees and date; 4. Quantity where incidental services have been satisfactorily completed with date; 5. Quantity where rectification/repair/replacement effected/completed on receipt of any communication from consignee/Purchaser with date; 6. Date of completion of entire Contract including incidental services, if any; and 7. Date of receipt of entire payments under the Contract (In case of stage-wise inspection, details required may also be specified).
16.	<p>Inspection and Tests: Inspection and tests prior to shipment of Goods and at final acceptance are as follows:</p> <ul style="list-style-type: none"> • After the goods are manufactured and assembled, inspection and testing of the goods shall be carried out at the supplier's plant by the supplier, prior to shipment to check whether the goods are in conformity with the technical specifications attached to the purchase order. Manufacturer's test certificate with data sheet shall be issued to this effect and submitted along with the delivery documents. The purchaser shall be present at the supplier's premises during such inspection and testing if need is felt. The location where the inspection is required to be conducted should be clearly indicated. The supplier shall inform the purchaser about the site preparation, if any, needed for installation of the goods at the purchaser's site at the time of submission of order acceptance. • The acceptance test will be conducted by the Purchaser, their consultant or other such person nominated by the Purchaser at its option after the equipment is installed at purchaser's site in the presence of supplier's representatives. The acceptance will involve trouble free operation and ascertaining conformity with the ordered specifications and quality. There shall not be any additional charges for carrying out acceptance test. No malfunction, partial or complete failure of any part of the equipment is expected to occur. The Supplier shall maintain necessary log in respect of the result of the test to establish to the entire satisfaction of the Purchaser, the successful completion of the test specified. • In the event of the ordered item failing to pass the acceptance test, a period not exceeding one weeks will be given to rectify the defects and clear the acceptance test, failing which the Purchaser reserve the right to get the equipment replaced by the Supplier at no extra cost to the Purchaser. • Successful conduct and conclusion of the acceptance test for the installed goods and equipment shall also be the responsibility and at the cost of the Supplier.
17.	<p>Resolution of Disputes: The dispute resolution mechanism to be applied pursuant shall be as follows:</p> <ul style="list-style-type: none"> • In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Technology (IIT) Delhi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to

	<p>act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.</p> <ul style="list-style-type: none"> • In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. • The venue of the arbitration shall be the place from where the order is issued.
18.	Applicable Law: The place of jurisdiction would be New Delhi (Delhi) INDIA.
19.	Right to Use Defective Goods If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.
20.	Supplier Integrity The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.
21.	Training The Supplier is required to provide training on training to the designated Purchaser's technical and end user personnel to enable them to effectively operate the total equipment.
22.	Installation & Demonstration The supplier is required to done the installation and demonstration of the equipment within one month of the arrival of materials at the IITD site of installation, otherwise the penalty clause will be the same as per the supply of materials.
23.	Incidental services: The incidental services also include: <ul style="list-style-type: none"> • Furnishing of 01 set of detailed operations & maintenance manual. • Arranging the shifting/moving of the item to their location of final installation within IITD premises at the cost of Supplier through their Indian representatives.
24.	Governing Language The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
25.	Applicable Law The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.
26.	Notices <ul style="list-style-type: none"> • Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address. • A notice shall be effective when delivered or on the notice's effective date, whichever is later.
27.	Taxes and Duties Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, VAT in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.
28.	Payment: 100% payment shall be made by the Purchaser against delivery, inspection and acceptance of the equipment at IITD in good condition and to the entire satisfaction of the Purchaser
29.	User list: Brochure detailing technical specifications and performance, list of industrial and

	educational establishments where the items enquired have been supplied must be provided.
30.	<p>Manuals and Drawings</p> <ul style="list-style-type: none"> ● Before the goods and equipment are taken over by the Purchaser, the Supplier shall supply operation and maintenance manuals. These shall be in such details as will enable the Purchaser to operate, maintain, adjust and repair all parts of the works as stated in the specifications. ● The Manuals shall be in the ruling language (English) in such form and numbers as stated in the contract. ● Unless and otherwise agreed, the goods equipment shall not be considered to be completed for the purposes of taking over until such manuals and drawing have been supplied to the Purchaser.
31.	<p>Spare Parts</p> <p>The Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> i. Such spare parts as the Purchaser may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and ii. In the event of termination of production of the spare parts: iii. Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and iv. Following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if requested. <p>Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods, such as gaskets, plugs, washers, belts etc. Other spare parts and components shall be supplied as promptly as possible but in any case within six months of placement of order.</p>
32.	<p>Defective items If any of the equipment supplied by the Tenderer is found to be substandard, refurbished, un-merchantable or not in accordance with the description/specification or otherwise faulty, the committee will have the right to reject the equipment or its part. The prices of such equipment shall be refunded by the Tenderer with 18% interest if such payments for such equipment have already been made. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 45 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges. In case supplier fails to replace above item as per above terms & conditions, IIT Delhi may consider "Banning" the supplier.</p>
33.	<p>Compliance certificate: This certificate must be provided indicating conformity to the technical specifications.</p>
34.	<p>Acknowledgement: It is hereby acknowledged that you have gone through all the conditions mentioned above and we agree to abide by them.</p>

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

Sl. No.	Item	Description	Specification	Compliance Y/N
1	Lab Coats	Supply of durable unisex strain/water/ Wrinkle resistance & anti-bacterial fabric lab-coats with 1. Two external patch pockets, 2. Three Stud front fastening, 3. One chest pocket 4. 39 Inches Length.	Color : white Fabric : cotton Based Sizes : S,M,L,XL	
2	Fire retardant Lab Coats	Flame resistant Lab Coats	Colour : blue Size XL/ L Material : Cotton Closure Type : Button Number of Outside Pockets : 3 ATPV Rating: 7.7 cal/cm ² Hazard Risk Category (HRC):1 Standards: ASTM F2302, NFPA70E, ASTM F1506	
3	Goggles	Safety goggles	MOC : Polycarbonate As per ANSI/SEA Z87.1 - 2010 Lens Color : Clear Lens Type : Anti - Scratch/Fogging	
4	Ear Plugs	Supply of Push in type ear plug, No- roll down design for quick & easy fit with cord	Color : Yellow Cord Type : Vinyl Ear Protection : Push to fit MOC : Polyurethane Noise reduction rating : 28-31 decibel	
5	Breathing Apparatus/Face Mask	Supply of half face piece re-suable respirator for reliable & convenient respiratory protection with option of drop-down head harness	Type : Half face piece reusable Features : Dual airline supplied air compatible, drop down suspension. MOC : Thermo plastic Elastomer(TPE) Size : Medium, Large & Small As per P100 standards/approvals (quote for cartridges separately)	
6	P2 Valved charcoal mask	Supply of cup shape respirator with high protection polo seal and charcoal layer filter for organic vapour or odour relief.	Features : High Comfort level, protection through willitech polo seal, exhalation valve & adjustable head band. With brown nose bridge to indicate organic vapour relief in nuisance levels. No staples & shall be individually wrapped. (quote for cartridges separately)	

7	Face Shield	Supply of complete headgear and faceshield safety system, with pinlock headgear and polycarbonate faceshield.	Features : Color : Clear With Pinlock Headgear, Adjustable ratchet suspension & Five position crown strap. MOC : Polycarbonate As per ANSI Z87.1 - 2003	
8	Single point stand-alone Gas detector (CO, H2, NOx)			
9	Re-usable chemical rubber gloves	Supply of heavy duty reusable chemical protection gloves.	Color : Black Type : Dipped Coating Type : Latex Length : 30cm Thickness : 0.65mm In conformity to the european stds, Class 5 Sizes : 7S, 8M, 9L, 10XL.	
10	Nitrile Gloves			

I have gone through the technical specification mentioned in the above table and all our product comply to the specifications mentioned in the above table. Our organization is bidding / quoting for all the items mentioned above. I have also enclosed all relevant documents in support of my claims, (as above) in the following pages. We will also supply all the items at the given rate for one year from the date of signing the Rate Contract agreement.

Signature of Bidder

Name : _____

Designation : _____

Organization Name : _____

Contact No. : _____

**<< Organization Letter Head >>
DECLARATION SHEET**

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

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We, further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi. We will also supply all the items at the given rate for one year from the date of signing the Rate Contract agreement.

We, further specifically certify that our organization 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 & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	

(Signature of the Tenderer)

Name :

Seal of the Company

List of Govt. Organization/Deptt.

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)

Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name : _____

Designation : _____

Organization Name : _____

Contact No. : _____

Bid Submission

i. Online Bid Submission :

The Online bids (complete in all respect) must be uploaded online in **Two** Envelops as explained below :-

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Compliance Sheet as per Annexure – I	.PDF
2.		Organization Declaration Sheet as per Annexure - II	.PDF
3.		Technical supporting documents in support of all claims made at Annexure-I (Annexure-III)	.PDF
4.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-IV)	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in PDF format.	.PDF

<Department/Centre Name>
Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016

Date :XX/02/2015

Subject : Purchase of <Item>

For indigenous items please quote as per following format.

S. No.	Description of Item & Specification	Qty. in Units	Unit Price in Rs.	Excise Duty %	CST/VAT%	Octroi%	Total Price in Rs.
1.	Lab Coats						
2.	Fire retardant Lab Coats						
3	Goggles						
4	Ear Plugs						
5	Breathing Apparatus/Face Mask						
6	P2 Valved charcoal mask						
7	Face Shield						
8	Single point stand-alone Gas detector (CO, H2, NOx)						
9	Re-usable chemical rubber gloves						
10	Nitrile Gloves						

Signature of Bidder

Name : _____

Designation : _____

Organization Name : _____

Contact No. : _____