



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
BHUBANESWAR-751007, ODISHA, INDIA
RESEARCH & DEVELOPMENT UNIT
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LIMITED TENDER ENQUIRY

ENQUIRYNO.IITBBS/R&D/GP088/Seismometer/011/2015-16

DATE: 11.12.2015

To

Dear Sirs,

Subject: Request for Quotation for Procurement of Broadband Seismometer with Digitizer and Data Acquisition System (02 Units)– Req.

Last date of submission: 06.01.2016 (Wednesday) at 1.00 PM

Date of Opening : 06.01.2016 (Wednesday) at 3.00 PM

Tender Fees: - Rs. 1,000/- (Rupees One Thousand Only) & Bid Security:- Rs. 48,000/- (Rupees Forty Eight Thousand Only)

You are requested to quote for the following items sealed in **Double bid (One is Technical bid and second is Price bid)** super-scribing **“Quotation for Procurement of “Broadband Seismometer with Digitizer and Data Acquisition System”** on the cover against Enquiry No. **IITBBS/R&D/GP088/Seismometer/011/2015-16** dated **11.12.2015**. **Date of opening 06.01.2016 at 3.00 PM**. Offer with complete details on the following should reach this office (as stated below) on or before **06.01.2016 at 1.00 PM**. **Quote as per attached Annexure I.**

You are requested to kindly go through the detailed instructions and terms & conditions mentioned below and overleaf and submit your most competitive offer by the last date and time of submission cited above.

INSTRUCTIONS

1. Please mention the enquiry no. & due date on the top of the envelope.
2. Please submit copy of your Sales Tax Number and copies of PAN with your offer.
3. The offer must be submitted in **double bid**. Tender should be dropped in the tender box kept in the office of IIT Bhubaneswar at Store & Purchase Section, Toshali Bhawan, Satyanagar, Bhubaneswar only. No Tender is to be handed over to our staff personally. All tenders/quotations should be sent to the following address: **The Assistant Registrar (R&D), IIT Bhubaneswar, Toshali Bhawan, Satyanagar, Bhubaneswar.**
4. Tenders/Quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
5. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.
6. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.
7. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head. A Scan copy of the cancelled cheque can also be attached for verification of IFSC code (if required).

A. Terms & Conditions : Indigenous Purchase

The offer must comprise of the following failing which it will be treated as non-responsive, hence, rejected:

1. The basic price must not be higher than price of the principal, if any additional accessories required, as per enquiry, it must be quoted separately. Price list in case of proprietary items must be submitted.
2. **Tender fees (compulsory & non-refundable) Rs.1,000/- (Rupees One Thousand only) and Bid Security (refundable) Rs. 48,000/- (Rupees Forty Eight Thousand only) to be submitted in the form of Demand Draft from any Nationalized Bank in favor of the Registrar, IIT Bhubaneswar payable at Bhubaneswar. Bids received without Bid Security, tender fees, Bank mandate form and other essential documents will be rejected. BID SECURITY SHOULD BE ATTACHED WITH THE QUOTATION.**
3. **Forfeited Bid Security:** Bid Security of a tender will be forfeited, if the bidder withdraws or amends or modified in tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further

if the successful bidder fails to furnish the required performance security within the specified period of its Bid Security will be forfeited.

4. **NSIC/SSI/SME Units are exempted for submitting Bid Security as per Govt. Of India order. Such firms are requested to submit the cost of tender which shall not be considered for exemption.**
5. **Performance Bank Guarantee:** The firm has to submit a performance bank guarantee of 10% of the total order value to be submitted before release of final payment and after successful installation and commissioning of the equipment in the form bank guarantee valid for 2 months beyond the warranty period.
6. **Conditional tenders will not be accepted.**
7. **Late and delayed quotation:** Late and delayed tender will not be considered. If, in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening. It will be the sole responsibility of the firm that quotation should reach on or before the due date and time.
8. **Pre-installation Requirement:** The bidder should mention pre-installation requirements for the equipment like ambient temperature, humidity, weather specification, power, floor, space specifications etc., when items are provided full performance satisfactions, should be demonstrated.
9. **Entry tax:** Entry tax, if applicable will be borne by the Institute subject to submission of actual bill.
10. **E-Waybill: E-Waybill will issued by the institute against the invoice of the vendor. Kindly note down that waybill once issued will not be changed / re issued under any circumstances. Vendors are requested to obtain Way bill only after the consignment is ready for delivery. If any amendment required due to any reason the cost incurred will be borne by the Vendor.**
11. The percentage of taxes must be either inclusive/extra in exact figure (should not be like 'as applicable') against Concessional Sales Tax Certificate not against 'C/D' form along with CST, GST/VAT/TIN No.(s)
12. Authorized Dealer Certificate from Principal.
13. The exact days of delivery period, installation & commissioning schedule.
14. The exact figure of percentage of discount offered.
15. The quoted price (final offer) must be F.O.R. i.e. IIT Bhubaneswar, Toshali Bhawan, Satyanagar, Bhubaneswar including Packing & Forwarding, Freight, and Insurance etc. with detail break-up.
16. Packing, Forwarding, Transporting, Postage/Courier, Octroi, Freight, Insurance, Any Certificate(s), Extra Warranty, Installation, Commissioning, any levy/ any other charge(s) must be mentioned clearly.
17. The quotations must be neatly typed or computer printed. **Hand written offer will be rejected.** Quotations must carry the numbers of sales tax / VAT / TIN invariably on the top.
18. **Specification and Make:** Quotation should be given for the exact specification and make as shown in the enquiry against Sl. No. of the item. If in the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately. Client list along with the order copy of similar equipment supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached. In the case of items quoted having specifications different than those mentioned in the enclosed Tender, kindly submit the information and the prices in the same format but on additional sheet(s).
19. **Taxes:** As per Govt. Notification No. 10/97-CE dt 01.03.97, IIT is exempted from payment of Excise duty. We shall provide all the documents under this notification to enable you to clear the goods without payment of Excise duty, wherever required. Please state clearly that this Certificate is required.
20. **Delivery:** Locally made Items should be supplied on the basis of free delivery at IIT Bhubaneswar, **Address of Toshali Bhawan, Satyanagar, IIT Bhubaneswar.** Items manufactured outside Bhubaneswar should be supplied on the basis of door delivery on working days.
21. The date of delivery should be strictly adhered to, failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Local firms are requested to deliver the goods in our stores before 3.00 PM on any working day.
22. **Validity Period:** The validity period of the offer should be clearly specified. It should be at least for **180 days** from the last date of submission of quotations.
23. **Rate Contract:** If any of the Stores mentioned are already under DGS & D rate contract, you are requested to give us the advantage of the contract rates as ours is an Educational & Research Institute sponsored by the Government of India.
24. **Payment:** Full payment within 30 days from the date of successful delivery, installation and acceptance by the user.
25. **Guarantee/ Warranty:** The equipment should be guaranteed against any manufacturing defect for a period of at least 1 year/12 months or as per OEM from the date of successful installation. In case any part or whole of

the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises.

26. **Liquidated Damages:** As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of Director IIT Bhubaneswar. In case of delay in installation the same rate of penalty shall be levied. In case of cancellation of order no compensation will be paid towards progress of order/procurement.
27. All communications are to be addressed to the undersigned only. Any kind of canvassing visit to the Institute Premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.
28. IIT Bhubaneswar reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
29. For any dispute, the place of jurisdiction shall be Bhubaneswar, India only.

B. Additional Terms & Conditions: Import Bids

Following terms besides the above mentioned terms will be applicable in case of foreign purchases:

1. **Rates:** Quoted rates should be separately in FCA/FOB/CIF terms and charges to be stated in the following break- up:
 - Ex-works value
 - Forwarding or Packing Charges if any
 - Total FOB/FCA value.
 - For CIF
 - (i) Insurance.
 - (ii) Freight
 - (iii) Total CIF price up to Kolkata Airport/ Seaport.
2. **Payment:** Payment will be made through Letter of Credit (LC)/ wire transfer subject to submission of 10% performance bank guarantee (the bank guarantee should be executed by a bank of international repute duly confirmed by State Bank of India or a bank Guarantee executed by State Bank of India or any nationalized bank of India in addition to the points mentioned above at clause no. 5). LC will be opened for 100 % amount after receipt of order acknowledgement, performance bank guarantee & proforma invoice but 90% will be released on receipt of the documents without any discrepancies and balance 10% will be paid after completion of satisfactory installation and commissioning. In case of wire transfer, 90% will be released on receipt of the materials subject to receiving of original documents at our end and balance 10% will be paid after completion of satisfactory installation and commissioning. **Please mention your bank detail at the time of order acknowledgement as attached in Annexure - III.**
3. **Customs Duty:** The Institute is **exempted** from payment of Customs Duty vide GOI Notification No.51/96-Customs, dated 23.07.96, with Regn. No. TU/V/RG-CDE(1105)/2012, dated 14.09.2012.[CUSTOMS DUTY EXEMPTION CERTIFICATE WILL BE MADE AVAILABLE BY THE INSTITUTE WHERE EVER APPLICABLE AND REQUESTED IN THE BID].
4. **Agency Commission:** The percentage of agency commission on ex-works value to be paid to Indian agent in equivalent Indian Currency will have to be clearly stated in the quotation wherever applicable. If no agency commission needs to be paid, the vendor is requested to mention "NIL" against agency commission.
5. **Relocation:** The bidder has to stand to guarantee for the relocation of the equipment/materials once the permanent campus of IIT Bhubaneswar gets ready for operation. They must be in a position to dismantle the set up in present campus and reinstall it to the new campus.
6. **Imported Items:** Quotations for imported items on forward delivery basis against our Import License should be on the basis of F.O.B/ CIF International airport of the country of origin.
7. **Insurance:** Insurance coverage will be done by us or insurance agency authorized by the institute after receipt of signed invoice mentioning this purchase order number and date, if the purchase is on FOB/FCA.
8. **Bank Charges:**
 - a. Bank charges inside India will be borne by IIT Bhubaneswar and outside India by the beneficiary account.
 - b. LC amendment charges due to mistake on the part of the supplier, if any, will have to be borne by the supplier.

Sd/-
AR (R&D)

IITBBS/R&D/GP088/Seismometer/011/2015-16**DATE: 11.12.2015****Technical Specification of Broadband Seismometer with Digitizer and Data Acquisition System (QTY: 2 No).**

Topology	Tri-axial, broadband force balanced type velocity transducer in a single sealed enclosure.
Frequency Response	Flat response from 120s - 30 Hz or better
Sensitivity	1200V/m/s or higher
Dynamic Range	Minimum 130 db or better
Leveling Indicator	Integrated bubble leveling
Power	10-24VDC operated or better
Operating Temperature	-5°C to 40°C or better
Configuration/Display Device	Suitable hand-held configuration and display device must be provided with the seismometer.
Digitizer and Data storage	Either inbuilt or external, 24 bits or better, 3 channels or better,
Data Acquisition Mode	Continuous and Trigger Mode
GPS Timing System	GPS antenna and provision for GPS time marking should be provided.
Others	Data should be recorded on inbuilt or external disk continuously for at-least a period of 1 year in continuous mode. All connector cables, interface cables.
Data Retrieval System and software	User friendly data retrieval through wifi, Ethernet, software or web-browser facility should be provided.
Demo/Testing	After delivery, the vendor needs to provide training at the IIT Bhubaneswar campus on their own cost.

Tender Format-1**PRICE BID****(For Indigenous Items)****Tender Reference No.:****Date:**

Sl. No.	Particulars	Price
1.	Description of Item & Specification	
2.	Qty.	
3.	Unit Price	
4.	Discount %	
5.	CST/VAT %	
6.	Excise/Custom Duty %	
7.	Octroi %	
8.	Installation & Commissioning Charges	
9.	Relocation Charges	
10.	Charges for Training	
11.	Any Other Charges	
12.	Total Price	

- 1) Delivery Mode: Free Delivery at IIT Bhubaneswar site.
- 2) Total Bid price should be inclusive of all taxes and levies, transportation, loading, unloading, etc.
- 3) Delivery Period: ____ Days.
- 4) Validity Date: Maximum ____ days from the date of opening of technical bid.
- 5) Payment Term: Payment term within 30 days from the date submission of bill Acceptance Certificate to concerned School/ Dept.

PAN No.:
VAT/ TIN Registration No.:
Signature:
Name:
Bank Address:
Affix Rubber Stamp:

Place:
Date:

Tender Format-2**PRICE BID****(For Imported Items)****Tender Reference No.:****Date.**

Sl. No.	Particulars		Price
1.	Description of Item & Specification		
2.	Qty.		
3.	Unit Price		
4.	Ex-work price		
	FOB / FCA (NAMED PORT OF SHIPMENT)		
	CIP/ CIF (NAMED PLACE OF DELIVERY)		
5.	Charges for Insurance & Transportation to Port/Place of Destination (If any)	Air	
		Ocean	
6.	Installation , Commissioning and Training Charges (If any)		
7.	Total Price at Destination Airport (CIF)		
8.	Other Charges (If any)		
9.	Custom Duty*		
10.	Price for Destination at IIT Bhubaneswar		

Note: * Please read Clause No. 3 of Additional Terms & Conditions: Import Bids

1. Delivery Period: ____Days.
2. Validity of the quotation should be ____days from the date of opening of technical bid.
3. Agency Commission: Indian Agent's Commission is to be quoted separately (if applicable) beside F.O.B. price. (In case no agent is involved please mention clearly in writing). Payment will be made to the Indian agent in rupees after successful installation, testing & commissioning of the instrument.
4. Terms of Payment:
 - a) As mentioned above.

Place:
Date:Signature:
Name:
Business Address:
Affix Rubber Stamp:

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To
The Registrar,
Indian Institute of Technology Bhubaneswar,
Toshali Bhavan, Satyanagar, Bhubaneswar-751 007.

Sub: Authorization for release of payment / dues from Indian Institute of Technology, Bhubaneswar through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City _____ Pin Code _____

E-Mail ID _____ Mob No: _____

Permanent Account Number _____

3. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alpha numeric code)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Account Type	Savings	Current	Cash Credit
Account Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Indian Institute of Technology Bhubaneswar responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.