



Date: 19/12/2018

**INVITATION OF BIDS FOR PROCUREMENT OF TRANSLATION, SCANNING
AND ROTATING MODULES FOR RAMAN-CUM-PL SYSTEM
ENQUIRY NO: IITGOA/2018-19/046 DTD 19/12/2018**

1. Quotations are invited in two bid system for Procurement of Translation, Scanning and Rotating modules for Raman-cum-PL Setup in separate envelopes. Please mention the above-mentioned Title, Enquiry number and due date for submission of Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this enquiry are given below –

**Assistant Registrar
(Stores & Purchase)
IIT GOA, At GEC Campus,
Farmagudi, Ponda – Goa.
403401
ar_sp@iitgoa.ac.in**

3. This bid is divided into three parts as follows:
 - a. Part I – Contains General Information such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - b. Part II – Contains Instructions for the Bidders and essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Place of Delivery and Consignee details.
 - c. Part III – Contains Price Bid format, other details etc.
4. This bid enquiry is being issued with no financial commitment and the Institute reserves the right to change or vary any part thereof at any stage and to withdraw it at any stage.



Part I – General information

Tender No.	IITGOA/2018-19/046		
Tender Date	19.12.2018		
Tender Category	Goods		
Tender Type	Open		
No. of Envelopes	2		
Covers Information / Submission of Bids			
Cover No.	Cover Type	Description	Document Type
1	Technical	Technical Specification, Tender Document, EMD, Schedule of Requirement and Compliance, Bidders Information/Indian Agent Information, Previous Supply Order	.pdf
2	Financial	Financial Bid	.pdf
<p>Two Bid System</p> <p>:</p> <ul style="list-style-type: none"> ❖ The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid. ❖ Separate technical bid and commercial bid envelopes should be clearly marked as "Envelope No. 1 - Technical Bid" and "Envelope No. 2 – Financial Bid". ❖ Both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document. ❖ Bids should be forwarded by Bidders under their original memo / letter head inter alia furnishing details like GST number, Bank Details etc. and complete postal & e-mail address of their office. <p>Note:</p> <ul style="list-style-type: none"> • The technical offer should not contain any price information. If the price quoted is submitted in technical bid the tender will be rejected at the sole discretion of IIT Goa. • Initially Technical Bids will be opened and evaluated by the purchase committee. Commercial bids of only Technically qualified bidders will be opened later. • Contract/ Purchase Order will be awarded to the lowest bidder(L1) of commercial bids among them. 			
Form of Contract	Supply		
EMD Fee Details (in the form of Bank Guarantee/Demand Draft)			

EMD Fee INR:	54,000.00
General Conditions of EMD:	
<p>a) Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs 54,000/- along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft/Bank Guarantee from any Public Sector Bank authorized to conduct government business favouring "Indian Institute of Technology Goa, payable at Goa". Bids not accompanied by EMD will be rejected.</p> <p>b) The EMD will be refunded to all the bidder other than the three lowest technically suitable bidder within one month from the date of opening of the Financial Bid (Cover – II). The EMD of the bidder other than the bidder whose offer is accepted will be refunded with in a period of one month after award of Contract.</p> <p>c) The EMD of the bidder who are not qualified under Cover – I will be refunded within one month from the date of return of their unopened cover – II.</p> <p>d) The EMD of the successful bidder will be refunded only after the remittance of security deposit.</p> <p>e) Where a person whose tender has been received intimates that they are withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to IIT Goa (or) fail to furnish the security deposit within the prescribed time, IIT Goa shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract.</p> <p>f) Micro and Small Enterprises (MSEs) registered with National Small Industries Corporation are exempted from payment of Earnest Money Deposit. However, vendors covered under this category have to submit copy of registration certificate with present validity along with technical bid, failing which, the bid will be disqualified.</p>	
Bid Validity (Days):	90 days
Period of Work/Delivery Period (Days)	60 days
Pre Bid Meeting Date & Time:	Will be decided on request
Pre Bid Meeting Place & Address:	NA
Modification and Withdrawal of Bids	A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 7 (Seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have participated the bidding documents.
Clarification regarding contents of the tender document/enquiry	A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by email but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
Rejection of bids	Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

Unwillingness to quote	Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
Contract Type:	Tender
Delivery Location:	Indian Institute of Technology Goa Goa Engineering College Campus, Bhausahab Bandodkar Technical Education Complex, Veling, Farmagudi, Ponda, Goa
Pin Code	403 401
Bid Submission End Date/Date & Time Submission	10.01.2019 at 17.00hrs
Place of Submission of Bid	Stores & Purchase Department, IIT Goa, Admin Block, At GEC Campus, Farmagudi, Ponda, Goa-403401
Bid Opening Date & Time	11.01.2019 at 3.00pm
Bid Opening Place	IIT Goa, Admin Block, At GEC Campus, Farmagudi, Ponda, Goa-403401
Other Terms & Conditions	As per mentioned in technical specification
Technical Clarification:	Name : Dr. Santosh Kumar Dept: IIT Goa Email : skumar@iitgoa.ac.in Contact No. 9534711220
Tender Inviting Authority:	Name : Assistant Registrar (S&P) Address:Stores & Purchase Department, IIT Goa, Admin Block, At GEC Campus, Farmagudi, Ponda, Goa - 403401
Signing Authority :	Assistant Registrar (S&P)



Part II : Instructions to Bidders

1. **Schedule of Requirements** – List of items are attached as **Annexure ‘A’**
2. **Technical Details:** Technical details are attached in **Annexure ‘B’**
3. **Two-Bid System:** In respect of Two-bid system, Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any.

i) **The Bidders are advised to submit the following documents along with Technical Bid –**

- a) Compliance certificate in the following format;

Para of tender enquiry specification item-wise (As per annexure B)	Specification of Item offered	Compliance – whether YES/NO	In case of non-compliance, deviation to be specified in unambiguous terms

- b) Bidders & Indian Agent's Information (Annexure C).
c) A copy of Indian Agent Agreement / Authorization letter from OEM / OEMs along with tender to be submitted by All Indian Agents, if the manufacturer/supplier is based in abroad.
d) EMD
e) GST/PAN details

ii) **The following documents should be submitted along with Financial Bid –**

- a) Price Bid. (Annexure D)
b) Previous order of supplies/Justification of quoted rates. (Annexure E)
4. **Delivery Period** – supply to be made within **60 days** from the effective date of issuance of Purchase Order. Please note that P.O. can be cancelled unilaterally by the Institute in case items are not received within the delivery period. Extension of delivery period will be at the sole discretion of the Institute, with applicability of LD clause.

5. **Delivery and Transportation** - Place for supply / installation is **‘Indian Institute of Technology Goa, Ponda – Goa’**. The transportation cost up to the destination is to be borne by the bidder.

Part III : Conditions of Contract

1. Award of Contract :
 - i. IIT Goa shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.
 - ii. If more than one BIDDER happens to quote the same lowest price, IIT Goa reserves the right to award the contract to more than one BIDDER or any BIDDER.
2. Prices :
 - i. **For Import Supplies** - The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
For Indigenous Supplies - The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
3. Pre-installation :
 - i. Please also mention the pre-installation requirements for the equipment like ambient temperature, humidity, civil work, weather specifications, power specifications, etc. When items are provided full performance satisfaction should be demonstrated.
4. Installation :
 - i. Supplier shall be responsible for installation / demonstration wherever applicable and for after sales service during the warranty period and thereafter as mentioned in the contract.
 - ii. Installation demonstration to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the equipment at site.
5. Training :
 - i. The supplier shall submit training proposal for the operation and maintenance to the personnel of IIT Goa on the offered equipment/machinery.
 - ii. Wherever needed, our technical persons should be trained by the supplier at the project site free of cost. In case the person is to be trained at supplier's site abroad or in India it should be mentioned in the quotation clearly. The supplier should bear all the expenses for such training including 'to & fro' fares and lodging & boarding charges.
6. Terms of Payment:
 - i. 90% Payment on delivery or by Letter of credit and balance 10% will be paid after satisfactory installation and commissioning. IIT Goa do not pay any advance payment to supplier.
7. Legal Matter :
 - i. All disputes are subject to Goa jurisdiction only.
8. Penalty/ Liquidated Damages :
 - i. Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 10% of total purchase order value.
 - ii. IIT Goa reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties if any will be recovered by forfeiting PBG at vendor's cost and risks.
9. Supervision of Erection and Commissioning:
 1. Successful BIDDER shall depute concerned specialist, for supervision of erection & commissioning of the machine to be carried out. The successful BIDDER shall make necessary arrangement at their own expenses for stay, transport and other expenses of their Specialist during their stay in Goa which also includes imparting free of cost training to IIT Goa personnel.

10. EARNEST MONEY DEPOSIT (GFR 2017 Rule 170):

1. Earnest Money Deposit is mandatory to be enclosed in the tender.
2. While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIT Goa through the following instruments:
3. The Earnest Money shall be valid upto a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER whichever is later.
4. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
5. Return of EMD: In case of successful BIDDER, EMD in the form of Bank guarantee will be returned within 30 days from the date of placing the purchase order.
6. For unsuccessful bidder, Bank Guarantee will be returned within 30 days from the date of placing the Purchase Order.
7. In case of Demand Draft, amount of EMD will be returned within 60 days from the date of placing the purchase order.

List of items required

Sl. No.	Description of Items	Qty
1	Translation, Scanning and Rotating modules for Raman-cum-PL Setup	01 No.

Translation, Scanning, and Rotating Modules for Raman-cum-PL Setup

Specifications

1. Nano-positioning stages & scanners should:
 - (a) be made of non-magnetic materials,
 - (b) be compatible with UHV specifications,
 - (c) have an outgassing rate of lower than $1E^{-10}$ mbar*/l/s,
 - (d) be operable (repeated cooling & heating) in an extended range of temperatures; from room temperatures and to low temperatures of at least 4 K,
 - (e) have a compact footprint preferably of $\leq 24 \times 24$ mm², so that they could be integrated into a cryostat at later stage of the development of the lab
 - (f) be operable with lower voltages of ≤ 150 V
 - (g) be free from any noises and drifts caused by any electronics.
2. Nano-positioner should be able to move a long travel range of 5 mm, with a steps sizes of sub- μ m range at 4 K
3. Scanners should have a fine scan range of $\geq 50 \times 50$ (30×30) μ m² at room (low) temperatures (at least 4 K) in the xy- directions, and ≥ 15 μ m in z-direction at low temperatures
4. xyz positioners and xyz scanners shall be directly stackable without the use of an adapter plate
5. Manufacturer/dealer should also offer a room temperature operable rotation stage which can be controlled by the same controller that will be provided for the nano-positioners and scanners.
6. (a) Rotating stage should have an inch diameter through hole to accept a one-inch optical element.
(b) Footprint of the rotating stage should be compatible with a 30 mm cage system and should have a maximum weight of not more than 30 g.

(To be printed on letterhead of the bidder)

Annexure C

Bidders Information

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	PAN No.	
4.	GSTN No.	
5.	State of GST Registration	
6.	E-mail	
7.	Contact Person's Name & Designation	
8.	Mobile No.	

Indian Agent's Information

1.	Name of Indian Agent	
2.	Address of Indian Agent	
3.	Indian Agent PAN No.	
4.	Indian Agent GSTN No.	
5.	State of GST Registration	
6.	E-mail	
7.	Contact Person's Name & Designation	
8.	Mobile No.	

(To be printed on letterhead of the bidder)

Annexure D

PRICE BID FORMAT

S.No.	Item description & short specification	HSN Code/ SAC Code	Qty in Units	GST %	Price Basis	Total Bid Price
1.	Translation, Scanning and Rotating modules for Raman-cum-PL Setup					
2.	Installation and Commissioning Charges (if any, quote in INR)					
3.	Agency Commission (if any, quote in %)					
4.	Other Charges (if any, please specify)					
Grand Total						

#HSN Code: "Harmonized System of Nomenclature Code No." and SAC Code: "Service Accounting Codes Code No."

1. Delivery Period:..... days

2. Terms of Payment

(a) 90% payment on delivery or by Letter of Credit and balance 10% will be paid by wire transfer after satisfactory installation and commissioning.

3. Validity of the bid: 90 days from the date of submission of quotation/tender.

4. Mode of Shipment:.....

5. Port of Shipment:

Signature.....

Name

Company Name &

Place:

Address:.....

Date:

Affix Rubber Stamp:.....

Note: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.

Annexure-E

Reasonability of Prices

Please quote best minimum prices applicable for a premier Educational and Research Institution. The party must give details of atleast two purchase orders identical or similar equipment, supplied to any IITS/Research Institutions/ other organisation as per below Format (to be enclosed in Technical Bid) along with the final price paid and details are mandatory.

Previous Supply Orders

Name of the Firm _____

S.No.	PO No. & Date	Description & Quantity of ordered equipment	Value of Order	Date of completion of delivery as per contract	Remarks indicating reasons for late delivery, if any and justification of price difference of their supply order & those quoted to us	Has the equipment being installed satisfactorily (attach a certificate from the Purchaser/ Consigner)	Contact Person along with Telephone no., Fax No. and e-mail address

Place : _____

Date : _____

Signature and Seal of the Manufacturer / Bidder