

 IIT PALAKKAD	भारतीय प्रौद्योगिकी संस्थान पालक्काड <b>Indian Institute of Technology Palakkad</b> अहलिआ एकीकृत कैम्पस, कोज़िपारा Ahalia Integrated Campus, Kozhipara पालक्काड- 678557 Palakkad – 678 557	दूरभाषसंख्या/ Phone no: 04923 – 226300/590/586 ईमेल/ Email : purchase@iitpkd.ac.in
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Prof. Job Kurian  
Registrar i/c

Ref : Hydraulic Engineering Laboratory/IIT Palakkad  
Date: 13.11.2017

**Open Tender No: IITPKD/CIE/ATHI/056/2017**

**Due Date: 04.12.2017 @ 2.30 PM**

Dear Sir/Madam,

On behalf of the **Indian Institute of Technology, Temporary campus, Palakkad, Quotations are invited for “Hydraulic Engineering Laboratory”**. The Specifications are given in the Annexure.

***Pre-bid meeting – The pre-bid meeting is scheduled to be held on 20.11.2017 at 2.30 PM in the Conference Room, Academic Block, IIT Palakkad.***

***Technical bid Opening: The Technical bid will be opened on 08.12.2017 at 11.00 AM in the Conference Room, Academic Block, IIT Palakkad.***

#### **Instructions to the Bidder**

- (i) **Preparation of Bids:** - The tenders should be submitted **under two-bid system (i.e.) Technical bid and Financial bid in separate envelopes**. The technical bid should consist of all technical details along with commercial terms and conditions. No prices should be included in technical bid. Financial Bid should indicate item – wise prices for the items mentioned in the technical bid. The technical and the financial bids should be put in separate cover and sealed. Both sealed covers should be put into a bigger cover. **Bids must either be spiral bound / stapled together. No loose sheets will be accepted. All pages must be numbered.**
- (ii) **The Quotations duly sealed and superscribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above**
- (iii) **Delivery of the tender:** - The tender shall be sent to the below-mentioned address either by post or by courier so as to reach this office before the due date and time specified in the Schedule. The offer/bid can also be dropped in the tender box on or before the due date and time specified in the schedule. **The tender box is kept in the office of the “Academic Block, IIT Palakkad, Ahalia Integrated Campus, Kozhipara, Palakkad-678 557.**

(iv) **Opening of the tender:** - The offer/Bids will be opened by a committee duly constituted for this purpose. The technical bids will be opened first and it will be examined by a technical committee which will decide the suitability of the bid as per our specifications and requirements. The bidders will be invited for opening of Technical bids. The Bidder's representative should carry authorization letter from their company empowering them to participate in the Pre-bid and tender opening meetings. In respect of opening of financial bid, those bidders who are technically qualified only will be called for.

(v) **Prices:** - The price should be quoted in nett per unit (after breakup) and must include all packing and delivery charges indicated separately for each item. The price indicated should be CIF/CIP Kochi. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of tax & duties should be clearly indicated

The price should be quoted without custom duty, **the custom duty will be paid at concessional rate against duty exemption certificate.**

(v) **Agency Commission:** - Agency commission, if any, will be paid to the Indian agents in Rupees on receipt of the equipment and after satisfactory installation. Agency Commission will not be paid in foreign currency under any circumstances. The details should be explicitly shown in Tender even in the case of 'Nil' commission. The tenderer should indicate the percentage of agency commission to be paid to the Indian agent.

(vi) **Terms of Delivery:** - The item should be supplied to our Institute as per Purchase order. The installation and commissioning should be completed as specified by us in the attached schedule.

(vii) **Acceptance & Rejection:** IIT Palakkad reserves the full right to accept / reject any tender at **any** stage without assigning any reason.

Yours sincerely,

**Registrar, IIT Palakkad**

## SCHEDULE

### Important Conditions:

- 1) The due date for the submission of the tender is : **04.12.2017 @ 2.30 PM**
- 2) The offers / bids should be submitted in two bids systems (i.e.) Technical bid and financial bid. The Technical bid should consist of all technical details / specifications only. The Financial bid should indicate item-wise price for each item and it should contain all Commercial Terms and Conditions including Taxes, transportation, packing & forwarding, installation, guarantee, payment terms, pricing terms etc. The Technical bid and financial bid should be put in separate covers **superscribed clearly as "Technical Bid" and "Financial bid"** and sealed. Both the sealed covers should be put in a bigger cover. The Open Tender for **Hydraulic Engineering Laboratory** should be written on the left side of the Outer bigger cover and sealed.
- 3) **EMD should be at 2% (two percent) of the tender value quoted by the bidder.** The EMD should be enclosed with the financial bid which will not be opened for Technical evaluation. Enclosing the EMD in the Technical bid will automatically **DISQUALIFY** the tenderer. EMD should be in the form of DD in favour of **"Indian Institute of Technology Palakkad" and payable at Palakkad"**. The tender without EMD would be considered as UNSOLICITED and will be REJECTED. Photo/FAX copies of the Demand Draft/Banker's pay orders will not be accepted. No interest will be paid for the EMD and the EMD will be refunded to the successful bidder on receipt of Performance Security.
- 4) **Performance Security:-** The successful bidder should submit Performance Security for an amount of 5% of the value of the contract/supply. The Performance Security may be furnished in the form of an Account Payee DD or FD Receipt from the commercial bank or Bank Guarantee from any nationalized bank of India. **Only after submission of Performance Security, Purchase Order/Work Order will be released / L.C will be opened.**
- 5) **Performance Security in the form of Bank Guarantee:-** In case the successful bidder is a foreign company and wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed through the Beneficiary Bank to the end user bank. Otherwise, the Indian Agent of the foreign vendor has to submit a Bank Guarantee from a Nationalized Bank of India.
- 6) The Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including the warranty obligations.

If an Indian agent is involved, the following documents must be enclosed:

Foreign principal's proforma invoice indicating the commission payable to the Indian Agent and nature of after-sales service to be rendered by the Indian Agent.

- ✓ Copy of the agency agreement with the foreign principal and the precise relationship between them and their mutual interest in the business.
- ✓ The enlistment of the Indian agent with Director General of Supplies & Disposals under the Compulsory Registration Scheme of Ministry of Finance.

- 7) The offer/bids should be sent only for a **system or equipment** that is available in the market and supplied to a number of customers. A list of customers in India and abroad with details must accompany the quotations. Quotations for a prototype machine will not be accepted.
- 8) Original catalogue (not any photocopy) of the quoted model duly signed by the principals must accompany the quotation in the Technical bid. No prices should ever be included in the Technical bid.
- 9) Documentary proof for the claimed position and repetition accuracies must be obtained from the principals and submitted along with the relevant pages of the standards.
- 10) Compliance or Confirmation report with reference to the specifications and other terms & conditions should also be obtained from the principal.
- 11) **Validity:** Validity of Quotation not less than 90 days from the due date of tender.
- 12) **Risk Purchase Clause:-** In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.
- 13) **Payment:-** No Advance payment will be made for Indigenous purchase. 100% Payment after supply and successful installation and commissioning and certification by the end user. In case of import supplies the payment will be made only through **100% Letter of Credit i.e. (50% payment will be released against shipping documents and 50% after successful installation and meeting acceptance criteria wherever the installation is being done).** **Advance payment may be considered on submission of Bank Guarantee equal to the amount of advance payment.**
- 14) **On-site Installation:** - The equipment or machinery has to be installed or commissioned by the successful bidder within 15 to 20 days from the date of receipt of the **item at site of IIT Palakkad.**
- 15) **Warranty/Guarantee:** - The offer should clearly specify the warranty or guarantee period for the machinery/equipment. Any extended warranty offered for the same has to be mentioned separately. (For more details please refer our Technical Specifications).

- 16) **Late offer:** - The offers received after the due date and time will not be considered. The Institute shall not be responsible for the late receipt of Tender on account of Postal, Courier or any other delay.
- 17) **Loading and unloading charges will be borne by the bidder/Supplier.**
- 18) **Acceptance and Rejection:** - I.I.T. Palakkad has the right to accept the whole or any part of the Tender or portion of the quantity offered or rejects it in full without assigning any reason.
- 19) **Do not quote the optional items or additional items unless otherwise mentioned in the Tender documents / Specifications.**
- 20) **Disputes and Jurisdiction:** - Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Palakkad in Kerala.
- 21) All Amendments, time extension, clarifications etc., will be uploaded on the website only and will not be published in newspapers. Bidders should regularly visit the above website to keep themselves updated. No extension in the bid due date/ time shall be considered on account of delay in receipt of any document by mail.

**Acknowledgement:-** It is hereby acknowledged that the tenderer has gone through all the conditions mentioned above and agrees to abide by them.

**SIGNATURE OF TENDERER  
ALONG WITH SEAL OF THE  
COMPANY WITH DATE**

**TECHNICAL SPECIFICATION AND COMPLIANCE SHEET FOR**  
**HYDRAULIC ENGINEERING LABORATORY,**  
**(PHASE-I)**

EQUIPMENT/APPARATUS	QUANTITY	SPECIFICATIONS/ REQUIREMENTS	CONFIRMATION BY SUPPLIER (YES/NO) †	PAGE NO. / SL. NO. ‡
Experimental setup for determining metacentric height	1	Floating body Dimensions: Length: 290-300mm		...../.....
		Width 130-140mm		...../.....
		Height 180-200mm		...../.....
		Floating body made of Perspex or polycarbonate		...../.....
		Horizontal scale: 180-200mm		...../.....
		Vertical scale: 380- 400mm		...../.....
		Height scale of floating body: 110- 120mm		...../.....
		Clinometer scale: $\pm 35^\circ$		...../.....
		Polyethylene tank with capacity: 50-60L		...../.....
		Tank dimension Length: 650-660mm		...../.....
		Width 450-500mm		...../.....
		Height 200-220 mm		...../.....
Glass sided Tilting Flume	1	Length: 5m		...../.....
		Width: 400-410mm		...../.....

	Depth:500m	...../.....
	Walls: Toughened glass with thickness 8-10 mm	...../.....
	Bed: fabricated from stainless steel	...../.....
	End tanks: 2, fabricated from glass fibre reinforced plastic	...../.....
	End tank dimension Length: 2230-2250 mm Width: 950-1050 mm Height: 750-800 mm	...../.....
	End tank capacity: 1100L each	...../.....
	Pump: close coupled centrifugal	...../.....
	Pump :Maximum flow rate: 125-150 m <sup>3</sup> /h	...../.....
	Pump: Max. head: 30-40m	...../.....
	Flow regulation valve: hand wheel operated butterfly	...../.....
	Inclination adjustment: -0.5 to +2.5%	...../.....
	Flow meter: Electromagnetic with nominal diameter DN 80	...../.....
	The experimental section with guide rails for carrying the instruments	...../.....
	Closed water circuits with sump, pump and flow control unit	...../.....
	Point gauge range: 0 to 500mm	...../.....
	Point gauge Graduation: 1mm	...../.....

	Ogee crested weir with chute spillway: Length:410mm Width: 409mm Height: 360 mm		...../.....
	Sluice gate : Weir plate made of poly vinyl chloride		...../.....
	Sluice gate : Head adjustment range: 0-150 mm		...../.....
	Jack station for tilting the channel bed		...../.....
	Velocity meter with velocity measurement range: 0.04 - 5 m/s		...../.....
	Instrument Carrier		...../.....

**QUALIFICATION REQUIREMENT**

1. The bidder should submit the catalogue showing the technical specifications of all the equipment along with the technical bid. This will be used for verification of the technical bid. Quotations without proper technical documents and catalogues will be summarily rejected without providing any opportunity for clarifications/negotiations by the vendor. The model quoted should be highlighted in the catalogue enclosed with the quotation. Non-compliance of the above shall be treated as incomplete/ambiguous, and the offer can be ignored without giving an opportunity for clarification/negotiation, etc., to the quoting party. Lack of clarity in any information will treated as lack of information.

2. Performance Certification: The bidder should have supplied similar hydraulic engineering laboratory equipment to IITs, NITs, DRDO, or ISRO **in the past years**, with a net value on a single purchase order exceeding **70 lakhs (proof to be enclosed)**. The bidder should provide the details of such customers along with the technical bid. IIT Palakkad may get a feedback about the performance and after sales service of equipment before shortlisting the technical bid. Feedback may also be sought from the customers whose details are not furnished by the bidder. If required, the bidder should arrange for performance test of the installed equipment. The bidder should furnish minimum **2 satisfactory** Performance certificates obtained from the responsible officials of the concerned Educational Institution/Research Organization for whom similar job/ work/ system/ project was executed by the bidder along with technical bid.

3. The bidder should have an authorized service centre in India. The details of the service provider should be provided along with the technical bid. In case of breakdown of the equipment, the bidder/authorized service provider of the bidder should have the capability to arrange for the required service within 24 hours.
4. The Bidder must be an Original Equipment Manufacturer (OEM) or his Authorized Dealer/Authorized Distributor/ Authorized Stockist/ Channel Partner having a Direct Purchase and Support agreement with the OEM. In case, if the Bidder is a Dealer/Distributor, the bidder should provide a copy of valid LETTER OF AUTHORIZATION from the Original Equipment Manufacturer for Dealership.
5. The bidder should provide the requirements that have to be arranged by the institute for proper functioning of the equipment within two weeks after the release of purchase order.
6. The Successful bidder should provide comprehensive Lecturer Guide and Student Guide, including theory, experiments and sample results.
7. The Successful bidder shall provide standard warranty along with extended warranty put together three years of warranty after the completion of installation and final acceptance including on-site. The quote should clearly mention that the extended warranty support includes free replacement of spares wherever necessary with no cost to IIT Palakkad. The warranty should include at least one scheduled visit per annum of bidder's service engineer for inspection and maintenance of equipment. This should be in addition to any number of visits that may be required for attending warranty related issues.
8. The Successful bidder shall be able to deliver, install and demonstrate the equipment **within 18 weeks** after the release of purchase order.
9. The vendor should arrange for operational and maintenance training of all the tendered equipment for the faculty/staff of IIT Palakkad. The trainer should be technically sound, and be able to answer/demonstrate all queries that the faculty/staff of IIT Palakkad may have. The trainer should be thoroughly familiar with the equipment and its various components. The trainer should be a permanent employee of the company with a minimum of 3 years' experience in demonstrating such equipment. The details about the training programs and a brief bio-data of the trainer should be submitted along with the technical bid. IIT Palakkad may decide to record (audio and/or video) training/demonstration of the use of equipment for internal use. Training material by the manufacturer shall also be provided. All costs related to the training shall be borne by the vendor.