



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

**DEPARTMENT OF CERAMIC ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
ENQUIRY
(e-publish)**

Ref: IIT(BHU)/CER/2020-21/ENQ/56 /QTN/

Due Date: 28/12/2020
(Last date of quotation receiving)

Date: 18/12/2020
(Date of Tender enquiry)

Please submit your lowest quotation for supplying the under mentioned items. **Your Quotation should contain technical specifications and financial details separately in two sealed envelopes with the marks as technical bid and financial bid.** It is required to provide us detailed specifications of equipment and its necessary accessories along with Drawing of equipment, its working, make and model. After shorting on the basis of technical details, financial bids of the selected firms will be considered for further finalization of order. Your Quotation in duplicate must reach us before the date marked above and should contain the following information:

1. Full specification and make of the item offered and its rate F.O.R. Varanasi/CIF New Delhi.
2. Sales tax at concessional rate as applicable to educational institution.
3. Your sales tax registration number and TAN number.
4. Conditions of supply and terms of payment.
5. If you are a manufacture of the item or if you have proprietary right over it, please mention it in the quotation and provide a certificate.
6. Please mention your agency commission in Indian Rs., if applicable (in case of imported items).
7. Please give undertaking as per annexure-I-B

Quotation must be sent inseparately as Technical and Financial bids. It should be submitted with two covers; one as Technical cover and other as Financial cover in separate mentioned sealed envelopes with clearly marked **Technical & Financial Quotations**, our reference number, and due date as given above over itaddress to **“The Head, Department of Ceramic Engineering, IIT(BHU), Varanasi”** with price, terms and conditions of equipment in hard copy at your earliest.

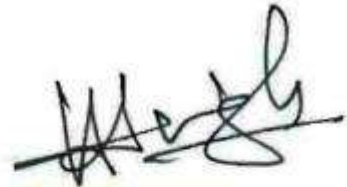
Sr. No.	Description /Technical Specification	Qty.
1.	<u>Thin film Spectroscopic Reflectometer</u> <i>Along with all its necessary accessories with cost</i>	01nos.

**Note:- The manufacturers / suppliers are advised that they may quote full and additional specification details of their product and also quote essential / optional accessories provided by them to help in laboratory works.
(All these things will be preferred while finalizing the order of the same.)**

N.B.: Other terms & conditions pertaining to item mentioned above are given on next page

OTHER TERMS:

1. **Spares:** state availability of spares for future.
2. **Indian agency commission:** Should be clearly stated in the financial bid in Indian currency.
3. **Consumable & spares:** List of the consumables and spares to be supplied with the system.
4. **Penalty:** A penalty of 1% of the order value will be applied for late delivery of the goods for each week thereof subject to a maximum of 10%.
5. **Payment:** The payment shall be made 100% by Bill basis on satisfactory installation and commissioning.
6. **User List:** Provide users for last 3 years with contact person name, address, phone, and email IDs.
7. **Manuals/Documents:** 1 set of hard copy and 1 set of soft copy in English
8. Details of the standard samples to be provided by the company for testing the instruments at the time of installation at site for the demonstration of the performance of equipment
9. Please provide the segmented quotation for each optional measurement capability.
10. The Tender document should also indicate what kind of service/maintenance is required for the system. Whether this service has to be carried out by a company engineer or it can be carried by trained service personnel within India. The frequency of visit and the charges should be mentioned.
11. The Tender should be enclosed with proper certifications like **Authorization Certificate and Proprietary Certificate in case of Proprietary items.**
12. Complete computer control of operation and measurement on Windows based platform. Give the details of software for measurement and analysis.
13. **Pre-installation site preparation/inspection requirements to be indicated and specified along with the bid.**
14. Installation and training should be provided free of cost otherwise clearly mentioned with justification.
15. Warranty period to be clearly mentioned and should begin from the date of installation. Annual Maintenance Contract Charges should be clearly mentioned after warranty period.
16. Guaranteed specifications to be demonstrated at the time of installation. Any necessary standard samples for that purpose should be brought by the Service Engineers.
17. Service manuals with complete circuit diagram and PCB layout for all equipment to be provided with the instrument.
18. The vendor to provide compliance statement with respect to each technical specification in the tender document duly supported by the manufacturer's literature. Any other claim will not be accepted and may lead to rejection of the bid.
19. **Printed literature in support of compliance to the prescribed specifications is to be submitted.**
20. **Compliance report needs to be submitted as a part of the technical bid.**



HEAD/विभागाध्यक्ष
Department of Ceramics
(Head of The Department)
सिरामिक अभियान्त्रिकी विभाग
Indian Institute of Technology (B.H.U.)
भारतीय प्रौद्योगिकी संस्थान (काठमांडू)
Varanasi-221005/वाराणसी-२२१००५

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI

TO BE RETURNED

Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation. (Please refer to the detailed instructions/notes before filling this proforma).

1. Validity of the offer :
2. Approximate Delivery Period :
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges. : YES / NO
- (b) If not, please mention the same :
4. (a) Whether the prices are inclusive of Sales Tax and other taxes. : YES / NO
- (b) If not, kindly specify the amount / rate :
5. If the Sales Tax is charged extra, declaration for charging Sales Tax correctly attached. : YES / NO
6. (a) Whether supply will be made directly or through any Local / Regional / Authorized Dealer / Stockist : Directly/Stockist/Authorized Dealer
- (b) If through a Stockist / Dealer: -
 - (i) Name and full address of the Party :
 -
 - (ii) Whether the order to be placed with the : Principal / Stockist / Dealer
 - (iii) Who will raise the bill : Principal / Stockist / Dealer
 - (iv) Cheques will be drawn in favour of : Principal / Stockist / Dealer
 - (v) Whether any Delivery, Packing and Forwarding : YES / NO

Charges will be payable to local Stockist/Dealer:(Please specify the amount/percentage etc, if any)

7. Our terms of payment (Please indicate your preference by a (✓) mark). Please note that no other payment terms are likely to be accepted. .

(a) For Local Firms or if the bills are raised by the Local Dealers.

- (i) 100% Payment on bill basis :

OR

- (ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report.
(Only under exceptional cases)

(b) If the bills are raised by outstation Firms

- (i) 100% Payment on bill basis :

OR

(ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report :

OR

(iii) D.G.S. & D. Terms of Payment for D.G.S. & D Rate Contract items :

OR

(iv) 75% against Proforma Invoice (at site) or documents through Bank and 25% after receipt of materials in good condition, installation and satisfactory report. :

OR

(v) 90% payment against Proforma Invoice (at site) or documents through bank and 10% after receipt of materials in good condition, installation and satisfactory report (Only under special Circumstances). :

8. Whether any Excise Duty is payable on the items. : YES / NO
If yes, indicate the amount / percentage. :%

9. Whether any installation charges are payable extra. : YES / NO
If yes, amount to be specified. :

10. Whether any discount for educational institution offered on the printed price list of the manufacturer. : YES / NO
Please mention the amount / percentage. :

11. Whether the product is on DGS &D/D.I. Rate contract. : YES / NO
If yes, please enclose a photocopy of the same. :

12. Whether the product bears I.S.I. Mark. : YES / NO
If yes, please mention the I.S.I. License no. :

13. (a) Whether the firm is Sales Tax payer. : YES / NO
If yes, please mention the Sales Tax Numbers. :

(b) Whether the Local Dealer(s) is / are Sales Tax payer(s) : YES / NO
If yes, please mention the Sales Tax numbers of each :

14. Whether printed / authenticated price list of the Firm's Products and Catalogue etc. enclosed. : YES / NO

Signature of the Authorised Official with Seal

TO BE RETURNED WITH QUOTATION

UNDERTAKING

WE HEREBY UNDERTAKE THE FOLLOWING:

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than those quoted by us to the Institute.
2. The goods on which Sales Tax has been charged are not exempted for payment of Sales Tax under C.S.T. Act or U.P.S.T. Act or the rules made there under and the amount mentioned on account of Sales Tax on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
3. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules and the same is payable to the Excise Authorities in respect of the stores.
4. The goods / Stores / articles offered shall be of the best quality and workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation.
5. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
6. We have read and understood the rules, regulations, terms and conditions and agree to abide by them.

***Authorised Signatory
(Seal)***