



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
GT ROAD, KALYANPUR, KANPUR – 208016
UTTAR PRADESH, INDIA

TENDER REFERENCE NO. : IITK/MSE/SO/2020/01

BID SUBMISSION END DATE- 15.06.2020

TENDER DOCUMENTS

For

“Purchase of Two-Port Glove Box Workstation”

BID DOCUMENT

Online bids (Technical & Financial) from eligible bidders which are valid for a period of 90 days from the date of Technical Bid opening (i.e. 16.06.2020) are invited for and on behalf of the Assistant Registrar, IIT Kanpur for “Purchase of Two-Port Glove Box Workstation”.

Name of Work	Purchase of Two-Port Glove Box Workstation
Date of Publishing	21.05.2020 (16.00 hrs)
Clarification Start Date and Time	21.05.2020 (16.00 hrs)
Clarification End Date and Time	15.06.2020 (16.00 hrs)
Queries (if any)	No queries will be entertained after clarification end date and time
Bid Submission Start Date	21.05.2020 (16.00 hrs)
Last Date and time of uploading of Bids	15.06.2020 (16.00 hrs)
Last Date and time of submitting , EMD and other documents at IIT Kanpur (if any)	NA
Date and time of opening of Technical Bids	16.06.2020 (16.00 hrs)
Date and time of opening of Financial Bids	Will be separately notified for Technically shortlisted/qualified bidders

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

(The bids have to be submitted online in electronic form on www.eprocure.gov.in only. No physical bids will be accepted.)

(A)
INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app> , 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.

1. REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online Bidder Enrolment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their userID/ password and the password of the DSC/ eToken.

2. 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.

3. PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall 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.
- (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

4. SUBMISSION OF BIDS:

- (i) 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.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BC/BG/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.

- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**
Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.
If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD.
The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.
- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) 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.

5. ASSISTANCE TO BIDDERS:

- (i) 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. The contact number of end user is 0512-259-7427. Please call between 10:30 hrs to 17:00 hrs .
- (ii) 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 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 and 0120-4001005. The helpdesk email id is support-eproc@nic.in

(B)
INSTRUCTION FOR e-PROCUREMENT

1. PREPARATION AND SUBMISSION OF BIDS:

- a. The detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>
- b. The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid should be upload online in cover 1 and Financial Bid in “.Xls” should be upload online in cover-2

2. SUBMISSION OF THE BID : All interested eligible bidders are requested to submit their bids online on CPP Portal: <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:

- a. Technical Bid should be upload online in cover-1.
- b. Financial Bid should be upload online in cover-2

Both Technical and Financial Bid covers should be placed online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>).

3. TECHNICAL BID: Signed and Scanned copies of the Technical bid documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app> .

- a) **List of Documents to be scanned and uploaded (Under Cover-1) within the period of bid submission:-**
 - i. Scanned copy of Bank details. (Bank details of principal supplier in case of Import shipments)
 - ii. Scanned copy of work experience.
 - iii. Scanned copy of certificate of GST. (GSTIN of Indian Agent in case of Import Shipments)
 - iv. Scan copy of tender acceptance letter.
 - v. Scanned copy of specifications or brochures (if any).
 - vi. Scanned copy of CE, ISO, GMP.
- b) **For Import Shipments – Shipping Terms Ex-Works/FOB are preferred.**

NOTE - no indication of the rates/amounts be made in any of the documents submitted with the TC-BID.

4. Financial Bid

- c. The currency of all quoted rates shall be Indian Rupees/USD/Euro/GBP/JPY.
- d. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified “.Xls” format i.e. Price Bid Excel sheet attached as ‘.Xls’ with the tender and based on the scope of work, service conditions

and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.

- e. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. The rates quoted in the Tender are inclusive of all applicable taxes, duties etc. **except service tax**. The service tax component shall be re-immersible by the department after receipt of paid challans etc. if applicable.

5. Last Date for Submission of Tender:

- a. Online bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- b. The IIT, Kanpur may, at its own discretion, alter/extend the last date for submission of tenders.

6. Bid Validity

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, prior to expiry of the original time limit, the IIT may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

7. Modification / Substitution/ Withdrawal of bids:

- a. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.
- b. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

8. Rejection of the Bid:

The bid submitted shall become invalid and tender fee shall not be refunded if:-

- a. The bidder is found ineligible.
- b. The bidder does not upload all the documents as stipulated in the bid document.

9. Selection Criteria:

Phase-I: Technical Evaluation & Sample Approval

Technical evaluation will be done on the basis of information given by technical bid submitted by the bidders. Bid containing partial, incomplete, uncleared and superfluous and unwanted information will be summarily rejected.

Technical declaration must be supported with relevant document. Discrepancy in relevant supporting document and technical compliance sheet shall lead to rejection of technical bids.

Sample Approval:

Bidders should have to display their samples (if asked) on ~~15-09-2020~~ at the Central Store & Purchase Section of IIT Kanpur. Non-display of sample shall be considered as non-responsive technical bids.

Phase-II

1. Financial bids of technically qualified and approve samples bidders shall be opened.
2. Financial evaluation is purely done on the total financial implication.
3. Any superfluous, unreasonable assets rate quotes will be summarily rejected.

Late Delivery:

Delivery must be completed within the period mentioned in tender document from the date of receipt of the order. Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.

Tender document

Department of Mechanical Engineering
Indian Institute of Technology Kanpur
Kanpur (UP) 208016 India

Enquiry Dated: May 21st, 2020

Closing Time & Date: 16:00, June 15th, 2020

Enquiry Number: MSE/SO/2020/01

Online quotations are invited for Two-Port Glove Box Workstation. The detailed specifications are described below.

S.N.	Parameter	Required Specifications
1.	Description	<ul style="list-style-type: none">• Two-port Glove box workstation.• Box should be gas tight and run with positive pressure, which is controlled by electronically regulating the gas flow rate into the system.• Gas atmosphere should be of Argon.• Independent Purification Unit.• Panel, vacuum chamber, piping, components etc., should be made of Stainless Steel US 304L (low carbon steel).• Dimensions: 1200 x 900 x 750 (L x H x D) with stainless steel support frame (Casters and lock-out cylinders).• Glove Port: Stainless Steel with 220 mm dia.• Butyl Gloves 0.4 mm thickness.• Class 1 - Leak rate < 0.05 vol%/h (according to International Standards ISO 10648-2)• PLC controlled with Color Touch panel for operation of all Glove box functions – Including Flushing, Graphical trend of box pressure, oxygen and moisture levels, etc.• Bolted side panels for expansion.
2.	Illumination	LED retro lighting.
3.	Shelves	Three stainless steel adjustable shelves mounted on back wall (1000 mm x 220 mm)
4.	Electric leak tight feedthrough	1, 230 V 50 Hz with 4 sockets
5.	Blanked leak tight feedthroughs	4 blanked ISO KF40

6	Banana clips feedthrough	Banana clips feedthrough 4 pin needed for three electrodes electrochemical measurements inside
7.	Front Glass	Polycarbonate Sapphire coated Panel
8.	Filters	<ul style="list-style-type: none"> • Filter support • 0.3μ HEPA filters (Class H 13) located on the ceiling of the glove box • Oil free safety Valve (1) for pressure
9.	Purity Level	H ₂ O < 1 ppm, O ₂ < 1 ppm
10.	Pressure Control	<ul style="list-style-type: none"> • The pressure range of glove box under extremity is +/- 15 mbar. • The pressure in the glove box should be automatically controlled. The value can be selected on the touch screen. • Manual pedal control is optional. • Oil-free pressure control system. • Positive pressure regulation without vacuum pump should be possible
11.	Independent Purification Unit	<ul style="list-style-type: none"> • Automatic Regeneration Process • Automatic Pressure Control • Closed-loop recirculation system with an adjustable flow. • Must be fitted with a Brushless blower of minimum 30m³/hour or better with noise less than 47dB. • Catalyst :BASF Cu Catalyst & Molecular Sieve Zeolite • Capacity: O₂- 40 L, H₂O 2000 g • Quantity: 7 Kg • Interface with touch panel • Stainless Steel module on casters • Configured to receive a solvents trap module with at least 8 Kg activated Charcoal. • Stainless Steel US 304 L Piping • Integrated circulation blower. Flow rate must be more than 85 m³/hour
12.	O ₂ Sensor	<ul style="list-style-type: none"> • Range: 1 – 1000 PPM • Accuracy: 1 PPM in Full Scale Range • Repeatability: +/- 1% • Resolution: 0.1 PPM in full range. • Graphical w/ Backlight • Power: 24 VDC / 230 VAC 50 Hz • Signal Output: 4 – 20 mA • Response Time: T90 in 10 Seconds • Calibration: Periodically • Temperature Compensation: Integral • Flow sensitivity: 1 - 4 standard cubic feet per hour
13.	H ₂ O Sensor	<ul style="list-style-type: none"> • Range: 0 to 1000 ppm (-100 to 20 °C dew point range).

		<ul style="list-style-type: none"> • Accuracy: +/- 1%. • Resolution: 0.1 PPM. • Signal: 2 wire transmitter, 4-20 mA output. • Filters: Stainless steel sintered filter for Dew point. • Housing: Stainless Steel. • Calibration certificate required.
14.	Big Ante Chamber	<ul style="list-style-type: none"> • Location: Cylindrical & mounted on right side • Dimensions (D x L): 400 x 600 • Material: Stainless Steel US 304L • Doors: Aluminum, anodized, thickness 10 mm • Door Lock Mechanism: Hinge cover which is easy to operate from inside and outside. • Sliding Tray: Made of stainless steel (304L grade). One-third inside and two-thirds outside • Operation: PLC controlled • Leak rate: $<10^{-5}$ mbar l/s (Class 1)
15.	Small Ante Chamber	<ul style="list-style-type: none"> • Location: Cylindrical & mounted on right side • Dimensions (D x L): 150 x 400 • Doors: Aluminum, anodized, thickness 10 mm • Sliding Tray: Made of stainless steel (304L grade). One-third inside and two-thirds outside • Door Lock Mechanism: O-ring expansion type or better • Gas Purging: Vacuum or refill process should be manually operated by the 3-way valve. • Leak rate: 10^{-5} mbar l/sec or better • Pressure Gauge: Analog • Leak rate: $<10^{-5}$ mbar l/s
16.	Vacuum Pump	<ul style="list-style-type: none"> • Rotary vane pump. • Oil-free pump • Mist Eliminator 200 L/min. • Flow rate: >17 m³/h. • Automatic gas ballast control.
17.	Display	<ul style="list-style-type: none"> • Inbuilt LCD display, 7" TFT-LCD, Inbuilt key pad (three push buttons) for field programming, operation and field calibration. • Graphic visualization of the oxygen, humidity, pressure and temperature values. • Language Operating: English. • Resolution: 800 x 480 pixels or better. • Windows CE Professional Interface.

		<ul style="list-style-type: none"> Recording of data is required with a frequency of 2 min. for at least 2 months. Remote monitoring of glove box parameters such as oxygen, moisture, pressure levels is desirable.
18.	Accessories	<ul style="list-style-type: none"> Include 1 pairs of O-rings for the doors of big and small ante chambers.
19.	Documentation	<ul style="list-style-type: none"> One sets of operating manual for the equipment and control system should be provided in hard copies. A soft copy of the above manuals should also be provided in a CD/DVD. All the test certificates to be provided.
20.	Safety Norms	The instrument should be compliant with international norms for safety and environment.
21.	Installation, Commissioning and Training	<ul style="list-style-type: none"> The delivery of the unit should be considered complete only after successful commissioning of the instrument. The pre-installation requirements should be communicated to IIT Kanpur well in advance of the installation. The Installation, commissioning and training should be done only by well-trained factory engineers. The supplier should provide training to at least two candidates at the installation site to make them familiar with smooth operation of the instrument.
22.	After-sales Service	<ul style="list-style-type: none"> The supplier should provide a prompt after-sales service such as regular instrument maintenance, troubleshooting and fixing. The list of service centers in India should be included.
23.	Spares	<ul style="list-style-type: none"> An undertaking that the vendor will supply all the spares and services for the equipment for at least 2 years from the date of commissioning.
24.	Glove Box Workstation of the same model in India	Provide the list of institutes where the same model in installed.

Optional Items:

1.	Butyl Gloves -1 Pair
2.	Magnetic stirrer hot plate-1
3.	Blank for the glove box-1

Warranty and Maintenance:

1. Must have warranty for at least two years (in base cost)

2. Include the extended warranty and AMC (annual maintenance cost) for the next two years as 'optional'

Terms and Conditions:

1. Maximum education discount, if any should be offered
2. Validity of quotation should be at least for 90 days
3. All prices are to be quoted in FOB.
4. Price should include shipping charges, installation and training cost.
5. Vendor must provide at least 2 - years onsite warranty for all parts/components and servicing.
6. Normal payment terms for the Institute will be applicable.
7. Quotation should carry proper certifications like agency certificate, proprietary certificate, etc. Parent company should be an established company with good number of installations and after sales support in India as well: Attach details.
8. An undertaking that the vendor will supply all the spares and services for the equipment for at least two years from the date of commissioning at site.
9. All equipment must be compatible with Indian electrical standards and codes. Engineering documentation on the physical sizes and weights of all major and minor components must be submitted.
10. IIT Kanpur is fully exempted from payment of GST on Imported Goods against our DSIR certificate.
11. IIT Kanpur is partially exempted from payment of Customs Duty (We will provide Custom Duty Exemption Certificate, CD applicable is 5.5%).

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TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)