



## **INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

**Engineering Section (Maintenance Cell)  
Guwahati – 781 039**

**Phone : (0361) 2582911, Fax : (0361) 2690762**

NIQ ref no. **IITG/MAIN/NIQ/FY-18-19/33**    **Date: 09.11.2018**

To

NIQ no.

Dt.

**SUBJECT: Renovation and repairing of existing drapery system and reinforcement of existing video connection at Bhupen Hazarika Auditorium of IITG Campus**

Dear Sir/ Madam,

The HOS, Maintenance Section , Indian Institute of Technology Guwahati, invites quotations for **Renovation and repairing of existing drapery system and reinforcement of existing connection at Bhupen Hazarika Auditorium of IITG Campus** and should reached the undersigned on or **before 16.11.2018**

Please note -

- (i) Tender document is divided into two parts i.e. (1) Instruction to Bidders and (2) Terms & Conditions;
- (ii) There is no Tender fee
- (iii) Duly filled, signed and sealed copy of 'Statement of Compliance to essential Terms & Condition' and Technical Bid must be submitted along with the quotation.
- (iv) The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.

Kindly read both the Instructions and Terms properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us at 0361 2582911.

Thanking you.

Yours Sincerely,

Hos, Maintenance Section

## INSTRUCTION TO BIDDERS

**A) Important Date and Time :**

- Last date & time of receipt of
- (i) Quotation : **16.11.2018, (1500 HRS)**
- (ii) Due date & Time of opening Tender : **16.11.2018 (1530 HRS)**
- (iii) Venue of Bid opening : **Maintenance Section, IIT Guwahati.**

**B)** Quotations will have to be submitted in a **SINGLE Bid**. The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

Quotation for **Renovation and repairing of existing drapery system and reinforcement of existing video connection at Bhupen Hazarika Auditorium of IITG Campus**

**Last Date of Submission: 12.10.2018**

To,

HOS, Maintenance  
Section  
Indian Institute of Technology  
Guwahati 781 039, Assam, India.

From: M/s \_\_\_\_\_

Phone No. : \_\_\_\_\_

Email ID : \_\_\_\_\_

**C) Submission of Compliance Certificate:** Duly filled and signed Compliance Certificate (as per format at **ANNEXURE I**) must be enclosed.

**D) Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.

### TERMS & CONDITIONS:

*(Please note the term 'both foreign & indigenous' wherever mentioned means the term is applicable to both foreign & indigenous purchase)*

1. **Rates** : Rates quoted for indigenous items should be on **FOR IIT Guwahati, on DOOR DELIVERY** basis, with break-ups as per details below (**For import items please refer 'Additional Terms for imported goods' below**).

	Particulars	Rate
I	Basic Price (Ex work)	
II	Sales Tax (CST/ VAT)	
III	Transportation charge up to IITG premises	
IV	Transit Insurance covering All Risk up to 10 days after delivery	
V	Excise Duty against Exemption Certificate	
VI	Installation & Commissioning Charge, if any	
	Grand total on door delivery at IIT Guwahati	
VII	Annual Maintenance Contract rate (after expiry of warranty period)	

*Note: Vague terms like "packing, forwarding, transportation etc. extra" without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail.*

02. **Validity of Quotation:** Quoted rates must be valid for **120 days** from the last date of submission of quotation.

03. **Warranty** : The quoted equipment and components must be warranted for a minimum of one year or as per manufacturer policy.

04. **Literature a must:** All the quotations must be supported by the printed technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
05. **After Sales Service :** In case of imported goods, vendors should clearly state the available nearest after sales service center and detail address in India, without which their offers shall be liable for rejection.
06. **Dealership Certificate :** Dealers or Agents quoting on behalf of Manufacturer must enclosed valid dealership certificate.
7. **Quality Certificates :** Valid certificate to prove that the products are genuine and of International standard, as mentioned below, must be enclosed:  
(a) Manufacturer's certificate. ; (b) ISO/ISI certificate.
8. **Earnest Money :** In case of items, if the quoted value is INR 5 lacs or above, an Earnest Money Deposit (**EMD**) for an amount of 2.5% on quoted value, in the form of Demand Draft drawn in favour of the Registrar,IIT Guwahati, issued from a Nationalized Bank, will have to be submitted along with the **TECHNICAL BID** only. If exemption is sought from production of EMD, the same should clearly be mentioned in the Technical Bid indicating the clause under which exemption is sought.
- Submission of EMD is exempted under the following conditions:
- (i) If the quoted value is less than INR 5 lacs.
  - (ii) Firms which are specifically registered for the required items with DGS&D or with NSIC. Copy of valid registration must be enclosed along with the quotation.
  - (iii) Firms already registered in IIT Guwahati under 'One Time Earnest Money Deposit Certificate' (OEMDRC). Copy of OEMDRC must be enclosed along with the quotation.
09. **Performance Bank Guarantee :** In case of quotations having quoted value Rupees five lacs (INR 5,00,000/-) and above, the successful bidder shall furnish an unconditional Performance Bank Guarantee (as per format at **ANNEXURE II**) valid till 60 days after the warranty period from a scheduled Bank of India for 10% of the Purchase Order value within 21 days of placement of order failing which the contract shall be deemed as terminated. Where the performance bank guarantee is obtained by a foreign bank, it shall be got confirmed by a Schedule Indian bank and shall be governed by Indian Laws and be subject to the jurisdiction of courts at Guwahati. The Performance Bank Guarantee (PBG) guarantees that,
- (a) The Vendor guaranteed satisfactory operation of the Equipment & components against poor workmanship, bad quality of materials used, faulty designs and performance.
  - (b) The Vendor shall at his own cost rectify the defects/replace the items supplied, for defects identified during the period of guarantee.
  - (c) This guarantee shall be operative from the date of installation till 60 days after the warranty period.
10. **Delivery:**
- a) **Time Limit:** Maximum within 45 (forty-five) days from the date of issue of purchase order.
  - b) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of IIT user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with shall form the basis for certifying the receipt in good condition.
  - c) **Insurance:** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at IIT Guwahati.
  - d) **Part Delivery:** Part delivery is not allowed.
  - e) **Penalty Delay delivery:** The date of delivery should be strictly adhered to otherwise the Director, IITG reserves the right not to accept delivery in part or full.
11. **Genuine Pricing :** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIT/Institutes and other Government Organization. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with the offer.
12. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IITG.

13. **Entry Tax :** Assam Govt. Entry Tax – usually @4% [to be paid by IIT Guwahati, not by the vendor], wherever applicable, will be added while evaluating cost status of the concerned equipment to be supplied by vendors from outside the State of Assam.
14. **VAT/CST:**
- (a) Up-to-date Sales Tax clearance certificate, CST/VAT Registration Certificate indicating also the TIN number of the firm must be clearly mentioned in the quotation. For exemption from paying Octroi duty, wherever required, the Institute shall issue necessary certificates.
  - (b) Concessional Form C & D is not applicable to us.
  - (c) VAT Deduction at source: In case of supplier within Assam, VAT deduction at source, as per Order/ notification of the Govt. of Assam will be applicable.
15. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
16. **Payment:**
- (a) 100% Payment within 45 days from the date of successful delivery, installation and commissioning/ acceptance of goods at IIT Guwahati, generally through A/c payee cheque.
  - OR
  - (b) 90% Payment against delivery and 10% payment after successful installation and/ or commissioning of the ordered goods at site.

***Please note as per Institute's norm advance payment is not allowed for indigenous purchase.***

**17. PENALTY FOR DELAYED DELIVERY:**

In case of supply order for the scientific equipments/ apparatus, the date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning i.e. after the expiry of the period as agreed by both the parties, the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment subject to a maximum of 10% (ten percent) as detailed below:

- @1% up to one week;
- @2.5% up to two weeks;
- @5% up to three weeks;
- @10% for four weeks and above

For the purpose of this clause, part of the week is considered as a full week. In case of delayed delivery, the Director, IIT Guwahati reserves the right not to accept the subject consignment.

18. **Excise Duty Certificate:** Excise duty exemption certificate will be issued as applicable, against receipt P.O. Acknowledgement.
19. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (IIT Guwahati) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
20. The acceptance of the quotation will rest solely with the Director, IITG, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
21. **Force Majeure:**
- If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
- I) any law, statute or ordinance, order action or regulations of the Government of India,
  - II) Any kind of natural disaster, and
  - III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

**Cont to page...4**

**22. Termination for default:** Default is said to have occurred

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by IIT.
- (c) If the supplier fails to perform any other obligation(s) under the contract.
- (d) Under the above circumstances IIT may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, IIT may at its discretion also take the following actions: IIT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate IIT for any extra expenditure involved towards goods and services obtained.

**23. Applicable Law:**

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director IIT Guwahati, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

**HOS, Maintenance Section**

**Encl.: ANNEXURE – I & II**

BOQ

## **Annexure – I**

### **COMPLIANCE CERTIFICATE**

(A certificate of compliance to NIQ term to be enclosed in the Technical bid)

<b>Sl. No.</b>	<b>NIQ Terms and Conditions</b>	<b>Yes/No</b>
01	<b>Rate</b> quoted as per instruction	
02	<b>AMC rate</b> after warranty provided	
03	<b>Validity</b> of quoted rate for 120 days agreed	
04	<b>EMD</b> submitted (appropriate certificate enclosed)	
05	<b>PBG</b> term agreed	
06	<b>Payment</b> term agreed	
07	<b>Delivery terms</b> agreed	
08	<b>Warranty period</b> agreed	
09	<b>Literature:</b> Printed Literature provided	
10	<b>Dealership</b> / distributorship certificate (in case of dealers/agents) provided	
11	<b>Sales Service</b> :address of after Sales Service centre in India provided	
12	<b>Manufacturer</b> certificate provided	
13	<b>ISO/ ISI</b> certification provided	
14	<b>Applicable law</b> terms agreed	

**Sign.** :.....

**Vendor : M/s**.....

**Official seal of the vendor**

## **Annexure - II**

### **PERFORMANCE BANK GUARANTEE**

To:

Registrar,  
Indian Institute of Technology,  
Guwahati- 781 039

**WHEREAS** ..... (Name of Supplier) hereinafter called "the Supplier" has undertaken , in pursuance of Contract No: ..... , dated: ..... 20... to supply .....  
..... (Description of Goods and Services) hereinafter called "the order".

**AND WHEREAS** it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

**AND WHEREAS** we have agreed to give the Supplier a Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total  
of ..... (*Amount of the Guarantee in Words and Figures*) and we undertake  
to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or  
argument, any sum or sums within the limit of ..... (*Amount of Guarantee*) as aforesaid, without your  
needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ..... day of ..... 20 .....

Signature and Seal of Guarantors

.....  
.....  
.....

Date ..... 20 ....

Address: .....

.....  
.....

All correspondence with reference to this guarantee shall be made at the following address:

Registrar,  
Indian Institute of Technology,  
Guwahati- 781 039, Assam.

Attention: HOS, Maintenance Section

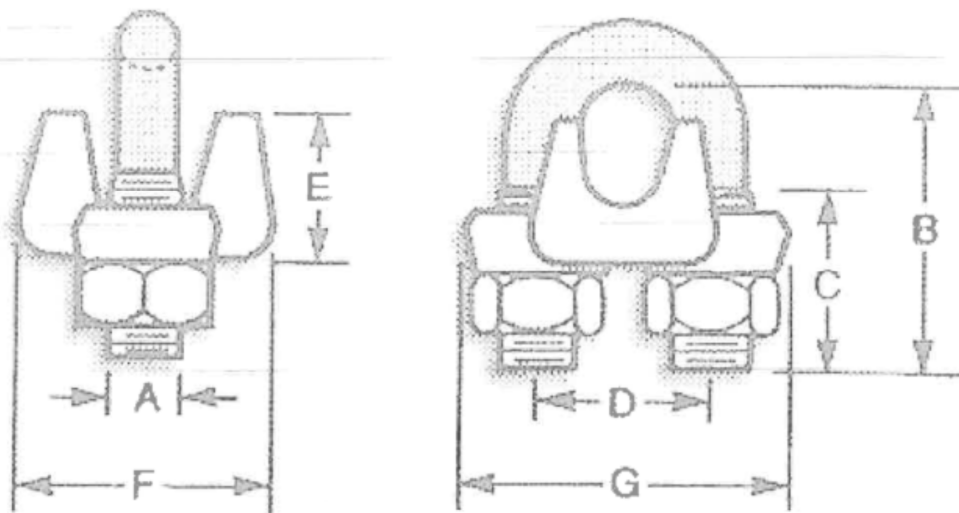
**BOQ**

Sl no	Item Description	Unit	Qty	unit Rate in INR	Amount in word	Amount in INR
1	Supply of 6mm 7x19 Galvanized Steel Wire Rope, 316 L grade steel, Diameter: 6mm, Strand: 7x19,Material: 1770 Galvanised Steel, Minimum Breaking Load (KN): 23,10,Minimum Breaking Load (Kgs): 2351,Weight Per 100 Meters (Kgs): 13.72. –(1000 Mtr Coil)- Lexco or equivalent	Coil	1			
2	Supply of Cast wire rope clip SSt 316 grade - Lexco or equivalent	Nos	40			
3	Supply of Open Strand Spelter Sockets ASTM A148 - Lexco or equivalent	nos	40			
4	Supply of Close bridge Socket – Lexco or equivalent	nos	40			
5	Supply of 2m LC-to-SC Multimode Duplex Fiber Optic Patch Cord – Make Digilink or Equivalent	Nos	15			
6	Supply of 1000 Base SX SFP Transceiver Module- 240 V, 1.5 W, 1 gigabits_per_second – Cisco, Dlink or Equivalent	Nos	10			

7	Supply of SFP Media Converter – 5 Volts, 1000 megabits_per_second, 10 Mbps: 14, 880 pps / 100 Mbps: 148,800 pps / 1000 Mbps: 1,488,000 pps, Multi-speed Copper Port -10BASE-T, 100BASE-TX and 1000BASE-T through RJ-45 interface, Multimode or single-mode fiber - Use hot-swappable SFPs to match appropriate fiber type- D-Link or Equivalent	Nos	10			
8	Supply of RG11 305 mtr Coaxial Cable – Make Finolex, Polycab or equivalent	Coil	4			
9	Supply of solid cable cat 6,4 pair SFTP-305M 305 Mtr each, Make – Digilink or equivalent	Pkt	5			
10	Supply of 6 SQMM Multi Strand Copper wire – Havells or Equivalent – 100 Mtr Coil	Coil	8			
Basic Price (Ex work)						
Sales Tax (CST/ VAT)						
Transportation charge up to IITG premises						
Transit Insurance covering All Risk up to 10 days after delivery						
Excise Duty against Exemption Certificate						
Installation & Commissioning Charge, if any						
Grand total on door delivery at IIT Guwahati						
Annual Maintenance Contract rate (after expiry of warranty period)						

FIGURE -1

Wire Rope Clip



**A** 1/16-3/32 "

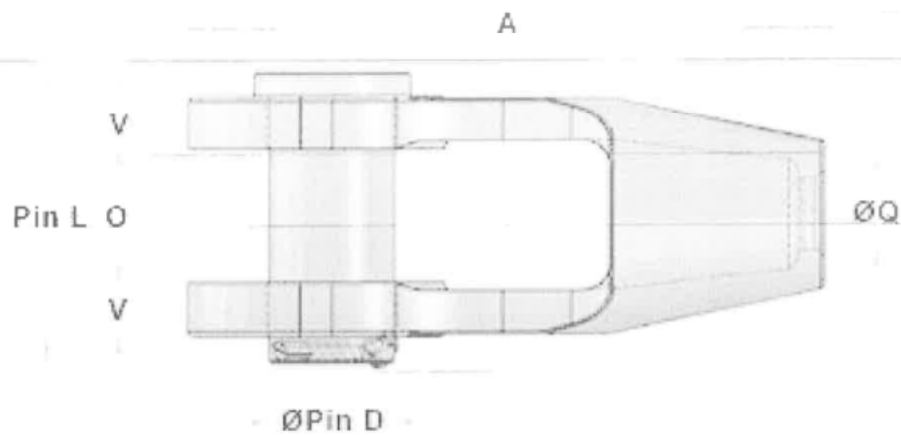
**B** 3/32 "

**C** 1/2 "

**D** 9/16 "

**WT (lb)** 0.02

FIGURE -2



Open Strand Spelter Sockets ASTM A148

Material Specification

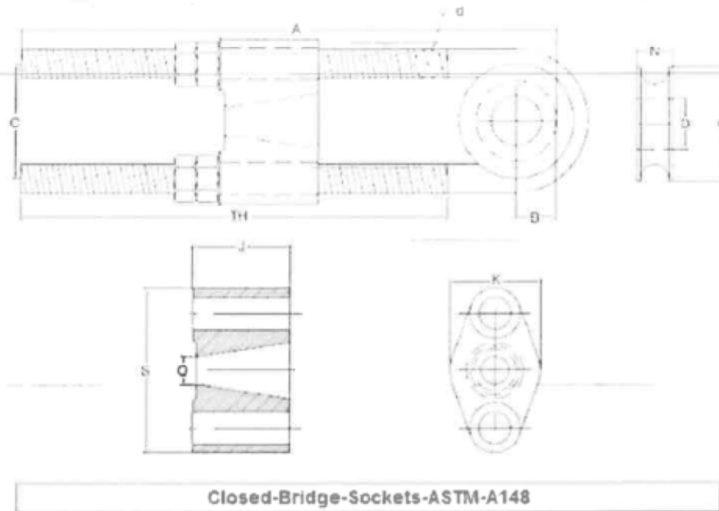
- Sockets up to 4" are ASTM A148 steel, grade 105-85
- Sockets above 4" are ASTM A148 steel grade 115-95
- All sockets are magnetic particle inspected at critical areas and proof tested on special order.

Tolerances

- Dimensions under 4":  $\pm 1/16"$
- Dimensions over 4":  $\pm 1/8"$
- V and O dimensions:  $\pm 1/8"$
- Q (smaller sizes):  $\pm 1/32"$
- D:  $+0 - 1/32"$

FIGURE-3

### Closed Bridge Sockets



### Material Specification

Sockets up to 4" are ASTM A148 steel, grade 105/85

Sockets above 4" are ASTM A148 steel, grade 115/95

All sockets are magnetic particle inspected at critical areas and proof tested on special order

### Tolerances

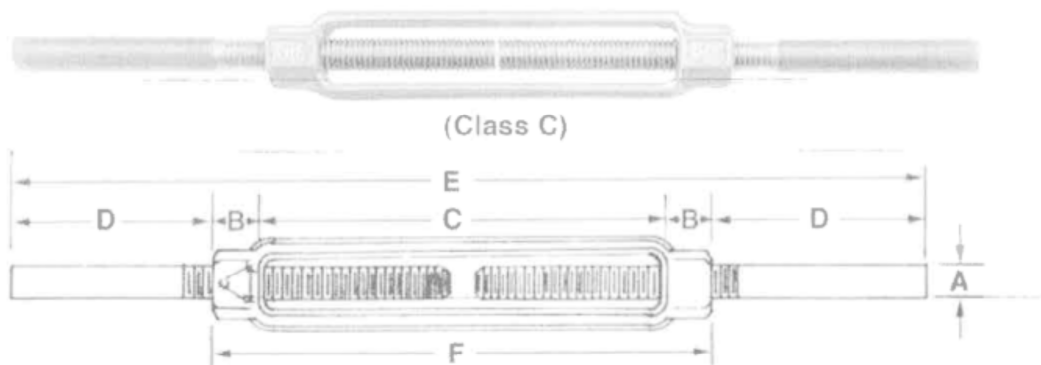
Dimensions under 4"  $\pm 1/8"$

Dimensions over 4"  $\pm 1/4"$

Q (smaller sizes)  $\pm 1/32"$

D:  $+0 - 1/32"$  in a self-colored socket

**FIGURE 4**



**Turnbuckles**

**Diameter & Take-up Dimensions A x C**

**1/4" x 4"**

**B**

**13/32"**

**D**

**2-5/8"**

**E**

**10"**

**Wt. per 100 pcs (lbs)**

**25**

**WLL (lbs)**

**500**