



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE
DURGAPUR –713 209, WEST BENGAL, INDIA

FAX: 0343-2547375; Website: www.nitdgp.ac.in
Telephone: + 91-3432546808

REFERENCE: NITD/PHY/SD/HPS/2020/2

Dated: 20.01.2020

Sub: Invitation for Quotations for supply of “High Voltage Power Supply”

Tender Documents may be downloaded from ITI e-Wizard Portal of MHRD <https://mhrd.euniwizarde.com> Aspiring Bidders who have not enrolled / registered in e-Wizard should enrol/ register before participating through the website <https://mhrd.euniwizarde.com> . Bidders are advised to go through instructions provided at ‘Instructions for online Bid Submission’.

Tenderers can access tender documents on the NIT DURGAPUR website (<https://nitdgp.ac.in>) Tenders@NITD.

(For searching in the ITI E-wizard site, kindly go to Department Select option and select ‘NIT DURGAPUR’. Thereafter, filling CAPTCHA and Click on “Search” button to view all NIT Durgapur tenders). Select the appropriate tender, fill them with all relevant information, and submit the completed tender document online on the website <https://mhrd.euniwizarde.com> as per the schedule given in the next page. No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-Wizard portal).

SCHEDULE

Name of Organization	National Institute of Technology Durgapur
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)	Buy
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Instrument /Equipment
Source of Fund (Institute/Project)	RIG Institute
Is Multi Currency Allowed	YES
Date of Issue/Publishing	20/01/2020
Document Download/Sale Start Date	20/01/2020
Document Download/Sale End Date	14/02/2020 (15.00 Hrs)
Date for Pre-Bid Conference	N/A
Venue of Pre-Bid Conference	N/A
Last Date and Time for Uploading of Bids	14/02/2020 (15.05 Hrs)
Date and Time of Opening of Technical Bids	17/02/2020 (10.00 Hrs.)

Tender Processing Fee	Rs.885.00
EMD	NIL
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	DR SOUMIK DAS Department of Physics, National Institute of Technology Durgapur, Mahatma Gandhi Avenue, Durgapur -713209, West Bengal, INDIA
Contact No.	+91 9434788038
Email Address	soumik.das@phy.nitdgp.ac.in
ITI Helpdesk Contact No. and mail address	Helpdesk Number - 011-4960 6060/06122520545 ewizardhelpdesk@gmail.com Mr SK Tariq- 7978416916; ewizardtariq@gmail.com Mr Siddharth Ghosh – 9355030604 ewizardsiddharth@gmail.com

1. You are invited to submit your most competitive quotation for the goods as per annexure- I. Manufacturer/authorized dealers of reputed brands of high technical quality with adequate after-sales support facilities are eligible to apply.
2. Each bidder should submit only one quotation for each item. Manufacturer/authorized dealers of reputed brands of high technical quality with adequate after-sales support facilities are eligible to apply.

The bid must be addressed to Dr.Soumik Das, Department of Physics, NIT Durgapur, M. G Avenue, Durgapur- 713209, West Bengal, India.

3. Bid Price

- a. The contract shall be applicable for the full quantity as described in the annexure-I. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b. All duties, taxes and other levies payable by the contractor under the contract along with delivery charges and installation charges, if applicable, would be included in the total price **F.O.R. Department of Physics, NIT Durgapur.**
- c. Commercial Terms & Conditions regarding Tax, duties, and other levies, delivery charges and installation charges, if applicable, must be quoted clearly.
- d. The rates quoted by the bidder shall be fixed for the duration of the contract (until full payment is made to the dealer) and shall not be subjected to adjustment on any account.

e. We also hereby confirm that National Institute of Technology Durgapur is eligible to get concessional rate of GST @ 5% for the supply of Scientific & Technical Instruments as per Notification No. 47/2017 Integrated Tax Rate dated 14.11.2017 of Government of India, Ministry of Finance (Department of Revenue) and its amendment Notification No. 10/2018 dated 25.01.2018.

4. The bid submitted by the bidder must comprise the following:

Part- I (Technical Bid)

- a. Digitally signed copy of the filled in Notice Inviting Tender (NIT)
- b. Detailed technical specifications and literature/drawings/manuals of the goods/services have to be supplied,
- c. Authorized dealership certificate from the original manufacturer, if applicable,
- d. Scanned copy of EMD and Tender Fees if applicable.
- e. List of other important documents

Sl. No.	Category	Sub Category	Sub Category Description
		GST Registration Certificate	GST Registration Certificate
		Partnership Deed (If applicable)	Partnership Deed
		Permanent Account Number	Permanent Account Number Details
		Power of Attorney (If applicable)	Power of Attorney
		Registration Certificate	Registration Certificate Details

Part – II (Financial Bid)

Price bid shall be submitted separately (BOQ). in .xls that must be downloaded and the same should be uploaded after filling it.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than **90** days after the deadline date specified for submission.

- 6. The items must be delivered within **08 weeks** from the date of placement of purchase order.
- 7. Installation, commissioning and demonstration would be performed within 20 days after the delivery of the item(s).
- 8. Payment shall be made immediately within 60 days after satisfactory installation, commissioning and demonstration after the acceptance of the goods in proper condition.

9. Comprehensive onsite warranty shall be applicable to the supplied goods for a period of minimum **12 months** from the date of installation. Terms and conditions of warranty, if applicable, must be documented clearly.
10. **Evaluation of Quotations**
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
- a) are properly signed and
 - b) conform to the terms and conditions, and specifications.
11. **Award of contract**
- a) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive in terms of technical specifications asked for and who has offered the lowest evaluated quotation price.
 - b) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - c) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
12. The Institute is **exempted from payment of custom and excise duty** on items mentioned below:
- a) Scientific and technical instruments, apparatus, equipment (including computers);
 - b) Accessories, spare parts and consumables thereof;
 - c) Computer software, CD-ROM, recorded magnetic tapes, microfilms, and microchips.
13. The successful bidder must submit before the release of payment a valid bank guarantee through any nationalized bank of an amount of **10%** of the order value towards **Performance Security** upto the **warranty period + 60 days** or the same will be deduced from the bill/ invoice before payment is made. The same will be released on application by the supplier after the said interval (warranty period + 60 days).
14. Delivery to be made at the **“Department of Physics, NIT Durgapur, Mahatma Gandhi Avenue, Durgapur- 713209, West Bengal, India”**.
15. **Liquidated Damage** will be applicable at the rate of **0.5%** per week. The purchaser has the right to cancel the purchase order when LD accumulates to 10 %.
16. Installation and Performance Demonstration must be done at the **“Department of Physics, NIT Durgapur, Mahatma Gandhi Avenue, Durgapur- 713209, West Bengal, India”**.

17. The installation, commissioning and demonstration certificates must be delivered at the day of installation, commissioning and demonstration. Payment will be released only after receiving the installation, commissioning and demonstration certificates.
18. All other terms and conditions of **GFR 2017 of the Government of India** will be applicable.
19. Settlement of any dispute will be made under the jurisdiction of honourable Durgapur Court.

We look forward to receiving your quotations and thank you for your interest in this project

Sd/-

Dr. Soumik Das
Department of Physics,
NIT Durgapur, Durgapur- 713209

Annex-I

Required Technical Specifications

REFERENCE: NITD/PHY/SD/HPS/2020/2

Dated: 20.01.2020

SI No.	Name of the Instrument and Minimum Specifications	Quantity
1	USB High Voltage Power Supply Minimum specifications of the USB High Voltage Power Supply: i) 0 to ± 3 kV power supply ii) Overload and short-circuited protected iii) Maximum Current 500 μ A iv) For use with PMT, micro channel plate	01

PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the ITI e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the ITI e-Wizard Portal. For more information, bidders may visit the ITI e-Wizard Portal <https://mhrd.euniwizarde.com>

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link "Bidder Enrolment" as per portal norms.
- b. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- c. Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hours. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id ewizardhelpdesk@gmail.com for activation of your account.

- d. Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class III Certificates with signing key and encryption usage) issued by any Certifying Authority recognized by CCA India with their profile.
- e. A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- f. Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.

2. Tender Document Search

- a. Various built-in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- c. 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 ‘**Interested Tenders**’ folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d. 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. Bid Preparation

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c. Please 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 needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/PNG, etc. formats. Documents in PDF format with maximum Five (5) Mb file can be uploaded.

4. Bid Submission

- a. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc) as mentioned before submitting the bid

- d. Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/ EMD wherever applicable and enter details of the instrument.
- e. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- f. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- g. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j. Kindly have all relevant documents in a single PDF file.
- k. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

5. Amendment of bid document

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/ modify/ delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. Instruction to Bidders

- a. Process for Bid submission through ITI Ewizard portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of website (<https://mhrd.euniwizarde.com>). Steps are as follows:
(Home page ⇨ Downloads ⇨ Bidder Manuals).
- b. The tenders will be received online through portal <https://mhrd.euniwizarde.com>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- c. Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://mhrd.euniwizarde.com>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://mhrd.euniwizarde.com> under the link 'DSC help'.

Tenderers are advised to follow the instructions provided in the `User Guide and FAQ' for the e-Submission of the bids online through the ITI e-Wizard Portal for e-Procurement at <https://mhrd.euniwizarde.com>

- d. The bidder has to **“Request the tender”** to portal before the **“Date for Request tender document”**, to participate in bid submission.
7. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
8. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
9. No deviation to the technical and commercial terms & conditions allowed.
10. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bids