



TENDER DOCUMENT

TENDER FOR THE PURCHASE OF
Laser Scanning Confocal Microscope
UNDER
TWO BID SYSTEM

NO. 1189-18/BME-10100/CRF/PS

CHECK LIST

DULY FILLED CHECK LIST TO BE ATTACHED WITH THE TECHNICAL BID

Sl. No.	Particulars	Check Mark
1	Whether EMD / Tender Fees attached?	Yes/ No
2	Whether technical specifications of the quoted equipment attached?	Yes/ No
3	Whether catalog of the equipment attached?	Yes/ No
4	In case of authorized agent/distributor whether certificate/ authorization letter for the same issued by the manufacturer attached?	Yes/ No
5	Whether tender document along with all Annexures (A to G) duly signed & stamped by the authorized signatory attached?	Yes/ No
6	Whether affidavit duly attested by the Oath Commissioner/Executive Magistrate regarding non-black listing of supplier attached?	Yes/ No
7	Whether list of Institutes/Organizations where the quoted model of equipment supplied by the tenderer in India is attached?	Yes/ No
8	Whether split rates of each sub units are quoted?	Yes/ No
9	In case of foreign suppliers quoting directly, whether, the name of Indian agent mentioned?	Yes/ No
10	Whether compliance sheet duly filled in, signed & stamped attached?	Yes/ No
11	Whether warranty certificate duly filled in, signed & stampeled attached?	Yes/ No
12	Whether AMC certificate duly filled in, signed & stampeled attached?	Yes/ No

List of Annexures

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Notice Inviting Quotation

IIT Ropar intends to purchase the following equipments. You are, therefore, requested to send your sealed offer in Two Bid System as per the instructions given below:

Sl. No.	Description	Quantity
1	Laser Scanning Confocal Microscope (Detailed specifications of above items as per Annexure-A)	1

1. Schedule of EMD :

1	Last Date and Time of receipt of tender :	08.11.2018 up to 03:00 PM.
2	Opening of Technical Bids on :	08.11.2018 at 03:30 PM.
3	Tender Fee	₹2,000.00 (GST @18% Extra)
4	Earnest Money Deposit (EMD)	₹600,000.00

2. Tender Fees and EMD:

Tender Fees & EMD to be submitted in shape of DD/BG/TDR favouring 'IIT Ropar Revenue Account' payable at Ropar alongwith the Technical Bid. Offers without EMD shall not be considered.

3. Two Bid System :

(a) Technical bid consisting of all technical details alongwith commercial terms and conditions and EMD; and

(b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

Technical bid and financial bid should be sealed in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as "Technical Bid for the supply of "Laser Scanning Confocal Microscope " and "Financial Bid for the supply of "Laser Scanning Confocal Microscope " Due on < Last date and time >. Technical bids shall be opened at the first instance and evaluated by technical committee. At the second stage financial bids of the only technically qualified bidders shall be opened for financial evaluation and ranking before awarding the contract. Mixing price bid with technical bid will disqualify your bid for further evaluation.

4. Submission of tender:

Offers addressed to the 'Registrar, IIT Ropar' and valid for 90 days should reach the **The Deputy Registrar (S&P), Utility Block, Indian Institute of Technology Ropar, Birla Farms, Permanent Campus, Rupnagar-140001** on or before the last date and time. Tenders received late shall not be considered.

5. Bidding:

a). Either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid.

b). If an agent submits bid on behalf of a Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

All offers other than those from the Principal/OEM should be supported by an authority letter from the manufacturer authorizing the supplier to tender on their behalf. In case of manufacturer a certificate or a copy thereof to the effect that the bidder is a manufacturer of the equipment must be accompanied with the technical bid prepared as per 'Annexure – B'.

6. Opening of Bids:

Technical bids will be opened as per the above schedule in the presence of bidders or their authorized representatives whosoever may wish to attend. In case the due date of receipt/opening of the quotation/s (technical/price) is declared a holiday in the Institute, then, the due date of receipt/opening of the quotations shall be the next working day at the same time.

7. Price Bid:

Price bid should be prepared as per 'Annexure – E'.

8. Rates Comparison:

Bidders are requested to send their rates on FOR, IIT Ropar basis in case of indigenous items and on FOB/FCA basis in case of imported items with separately mentioning CIF/CIP charges. Rates comparison will be made on Net Price (Including Freight/ Insurance/Installation/Taxes/Duties etc.) if offers are received both for indigenous and import items. If offers are received only for import items then comparison will be made on FOB/FCA basis. Rates of available foreign currency will be taken from RBI website as on the opening of the technical bids for the purpose of conversion in Indian rupees.

9. Spares:

The spare parts/wear & tear consumables, if any, required for trouble free operation of equipment to be quoted separately giving the full nomenclature, rate, quantity and shelf life of each item.

10. Indigenous items:

The items which can/are to be provided indigenously may be listed separately.

11. Parts of Equipments:

Where the equipment is composed of several subunits/components, the rate should be quoted for each subunit/component. The Institute reserves the right to increase or decrease the number of subunits/components and number of equipment according to its requirements. The rates in ambiguous terms will render the quotation liable to rejection. The words "Not quoting" should be clearly written against any item of equipment for which the tenderer is not quoting.

12. Payment Terms:

Payment will be made to the supplier through following modes.

a). Indigenous goods:

NEFT/Cheque/Demand Draft : 90% payment will be made within 30 days from the date of receipt of material at IIT Ropar and balance 10% after successful installation of the equipment and on the submission of performance bank guarantee valid for warranty period + 3 months .

b). Imported goods:

Letter of credit/Telegraphic Transfer/Sight Draft – 90% payment will be made through LC/TT/SD and balance 10% after successful installation of the equipment and submission of performance bank guarantee for 10% of order value, either by the principal company or by their Indian agent valid for warranty period + 3 months. Bank charges occurred outside India will be borne by the beneficiary.

13. Acceptance of Terms & Conditions:

Bidders must confirm the acceptance of all the terms and conditions of this NIQ. Any non-acceptance or deviations from the terms and conditions must be clearly mentioned. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this NIQ may render the quotation liable for rejection.

14. Service Manual/Circuit Diagram

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the equipment.

15. Power Supply:

The equipment should be quoted only for 220 volts and 50Hz electricity supply. The extra requirement of line voltage, current rating etc. and the optimum climate and environment required for the equipment must be stated precisely. Voltage stabilizers/ isolation transformers/CVT/UPS etc., as may be required shall be listed separately. The full technical specifications and literature in respect of the voltage stabilizer etc., must be furnished.

16. Guarantee/Warranty and AMC:

Duly signed and stamped certificate of at least 5 years comprehensive onsite warranty as per Annexure-G should be attached with the technical bid. Successful firm will be required to agree for payment of penalty for exceeding permissible downtime during Guarantee / Warranty period. Annual Maintenance Contract charges for 5 years after the expiry of warranty period should be quoted as per Annexure-H. The rates of AMC will be taken into consideration while making rates comparison.

17. Country of origin:

Country of origin of the quoted item should be mentioned in the offer in case of imported item.

18. Customs Duty or Excise Duty:

IIT Ropar is exempted from the payment of Customs Duty/Excise Duty. CDEC/EDEC with DSIR certificate will be provided along with the order (If applicable).

19. Service Facility:

Bidder should mention about the service set up in India and how capable they are to provide after sales services.

20. Training:

If required, should be included in your offer without any extra cost.

21. Banker's details:

Name and address of the banker of your company should be mentioned.

22. Reference of supply:

Name and contact details of the premier educational Institutes where the quoted equipment has been installed in India should be attached as per Annexure-F during the last 5 years. Copies of at least two purchase orders may be attached (If possible). IIT Ropar reserves the right to inspect the equipment for its actual performance in any of the listed Institute. The list of installations with contact details for the last 5 years must be provided.

23. Arbitration

In the event of failure to carry out the contractual obligations, within the stipulated period or extended period and determination of the contract for any reason, violation of warranties etc. the IIT Ropar shall have the right to carry out the unfinished obligation at the exclusive cost and risk of the bidder/firm, after due notice and the difference so accrued shall be recoverable from the bidder/firm.

23.2 The provision of the Arbitration and Conciliation Act, 1996 or as at the relevant time and of rules framed there under and any statutory modifications thereof shall be deemed to apply and be incorporated in this agreement.

23.3 Upon every or any such reference, the cost of any incidentals to the reference and award(s) respectively shall be at the reasonable discretion of the Arbitrators or in the event of their not agreeing, of the Umpire appointed by them who may determine the amount thereof or direct the same to be fixed as between solicitors and client or as between parties and shall direct by whom and in what manner the same shall be borne and paid.

23.4 Panel of arbitrators will be provided by IIT Ropar out of which the bidder will have to select one.

23.5 The bidder shall have no objection if the officer who has dealt with the case at any stage is nominated as an arbitrator. Further, that one of the arbitrator's shall be Accounts Expert.

23.6 In case of vacancy being caused due to resignation, death or incapacity of the arbitrator(s) to function as such, the same shall be provided in the aforesaid manner and the new arbitrator(s) shall proceed from the stage at which vacancy is caused.

24. Jurisdiction:

The Courts of Ropar alone will have the jurisdiction to try any matter, dispute or difference between the parties arising out of this tender/contract. It is specifically agreed that no Court outside and other than Ropar court shall have jurisdiction in the matter.

25. Force Majeure:

Any failure of omission or commission to carry out the provision of this contract by the supplier shall not give rise to any claim by one party, one against the other, if such failure of omission or commission arises from an act of God; which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane, or nay pestilence or from civil strikes, compliance with any statute and/or regulations of the Government, lockouts and strikes, riots, embargoes or from any political or other reason beyond the supplier's control including war (whether declared or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force Majeure conditions.

26. Risk & Cost

In the event of failure to carry out the contractual obligations, within the stipulated period or extended period and determination of the contract for any reason, violation of warranties etc. the IIT Ropar shall have the right to carry out the unfinished obligation at the exclusive cost and risk of the bidder/firm, after due notice and the difference so accrued shall be recoverable from the bidder/firm.

27. The material found defective upon opening by the supplier representative in presence of Central stores personnel/indenter of IIT Ropar or not as per tendered specifications will be lifted back at the cost and risk of the supplier. The material lying in the IIT Ropar premises would be at supplier's risk and cost.

28. Liquidated Damages:

In case the firm fails to execute the supply as per the purchase order in whole or in part as per the terms and conditions of PO, IIT Ropar can impose the penalty @1% per week of the undelivered stores, subject to a maximum of 10%. It will also be open to the institute to procure the required item(s) from any other source at the risk and expense of the firm.

29. Relocation:

The supplier has to stand guaranteed for the relocation of supplied equipment once the permanent campus of IIT Ropar gets ready for operation. Transportation of the equipment will be provided by the Institute.

Note: The Director, IIT Ropar reserves the right to accept/reject any or all tenders without assigning any reasons thereof and also to reject the material if the same is not found conforming to the specifications, with further right to affect risk and cost of the purchases.

Registrar

Technical Specifications

“LASER SCANNING CONFOCAL MICROSCOPE”

Laser Scanning Confocal Microscopy workstation for Fluorescent imaging applications of fixed and live cells, Long and Short term Time lapse imaging, Co-localization, Z-stacking & 3D reconstruction, FRET, FRAP, photoactivation, photoconversion, FCS/FCCS experiments. The system should include all hardware/software for above experiments.

A. Fully Motorized Inverted Microscope with following features

1. Capable of Bright field, Fluorescence and DIC imaging capability with touch screen LED display.
2. There should be a motorization of the Z-axis focus drive, optimal for super resolution imaging in 3D with a step size of 15nm or better, filter cube movement and revolving objective nosepiece.
3. Microscope should also be fully controlled by computer.
4. At least six position motorized DIC nose piece, 6 position motorized FL filter wheel, with filter blocks for the imaging of samples with DAPI, CFP, FITC/GFP, YFP, RFP, TRITC/Texas Red, Alexa 633 and photoactivatable GFP (excitation with 405 nm and green emission).
5. Minimum 6 position motorized fluorescence cube turret for fluorescence observation with shutter (preferably software control) for switching to other mode
6. Programmable motorized X-Y scanning stage for the movement of specimen using ergo joystick/smart move. Stage having sample holder(s) suitable for slides, 35mm glass bottomed petri dishes, Labteck chambers & 24 well tissue culture plates with pixel precise positioning of the sample for FCS measurements. Capability of marking selected observation point and recall along with mosaic/montage scanning.
7. Motorized Z-focus drive with minimum z-step resolution of 15 nm or better with an active controllable system for continuously maintaining focus & ensuring focus stability during fast/long-term experiments along with time lapse data collection for live cell imaging.
8. At least 12V/100W halogen illumination for Bright field & DIC and a 120W Metal Halide illumination for fluorescence. The intensity of both illuminations should be controllable. Lamp with approx. 2000 hours of lamp life for fluorescence observation with automatic shutter having DC (direct current) to provide constant and non-fluctuating light. Two spare metal halide lamps should be provided.
9. Narrow band pass filters for DAPI, CFP, GFP, YFP, RFP and CY5 should be provided.
10. Following high resolution confocal microscopy grade Apochromatic Objectives / equivalents all suitable for confocal fluorescence imaging, with DIC capability. Higher NA objectives preferred.
 - i) ~10X long working distance with capability of fluorescence work through plastic bottom culture plates. DIC/PlasDIC/Modulation contrast capability.

- ii) ~20/25X DIC Long Distance multi-emersion NA0.75 or better for live cell imaging.
 - iii) ~40X oil DIC at least 1.3 NA.
 - iv) ~40X/63X water DIC at least 1.2 NA dedicated for FCS and live cell imaging.
 - v) ~60/63X oil DIC at least 1.4NA
 - vi) 100X oil DIC at least 1.4NA
11. Programmable and software controlled fully automatic stage mounted incubation system with temperature, humidity and CO₂ control for live cell experiments with easily attachable/detachable incubator. Additional bidder also provide full cage incubator.
 12. Hardware based focus drift compensation mechanism for long term live cell imaging. The incubation system should be programmable and computer controlled by using confocal software and the touch panel.
 13. An appropriate active anti-vibration table for microscopy and imaging operations including MP laser with compressed air damping with compressor. It should be provided by the manufacturer/ supplier along with the system.
 14. Objective inverter for all the quoted objectives for converting inverted to upright scope should be provided for Deep Tissue/scaffold imaging applications with depth imaging up to 300 microns or better deep in the sample. If required, a suitable stage for the upright mode should also be provided.

B. Confocal Laser Scan head with detectors:

1. The detection unit should have dual detection confocal Imaging capability with intensity and Spectral.
2. Laser Scanner with a resolution of at least up to 4K x 4K pixels preferably higher for both intensity and spectral imaging. Scan speed of at least 7 frames/sec at frame size of 512x 512 or higher; 400 frames/sec or better at 512x16 or higher without improvisation for intensity or spectral imaging. Optical zoom at least 1-40X in 0.1X increments. Scan head should be capable of sensitive detection of emission fluorescence signal minimum 400-800 nm range
3. System should be capable of acquiring of minimum 5 fluorophores or more simultaneously. Out of that, 4 detectors should be high sensitive GaAsP/HyD or equivalent array detectors with quantum efficiency approx. 45% or more. Scan head should have capability to be coupled to at least 8 Laser's with all Laser's under AOTF control. Fast switching between LASER lines. Scan optics to cover entire wavelength range from ~350nm to 1100nm.
4. All Confocal detectors should be able to freely select the fluorescence emission band with a spectral resolution of at least 5nm or better.
5. The spectral dispersion of the emission light should be either with high efficient reflection grating or with prism dispersion or crystal dichroic
6. System should be capable of unmixing over-lapping emission signals.
7. High speed XY scanner with total scan flexibilities of line, XY, XYZ, XYZT and XYZTλ combinations.

8. The laser scanner should have capability of fast ROI scan for bleaching/photo-activation to conduct experiments like FRAP, FLIP, photo activation, photo-conversion and photo-bleaching.
9. Max Scan field diagonal should be 18 mm or more.
10. Data acquisition and digitization capability with minimum 8/12/16 bit should be available.
11. Additional Transmitted light detector for generating transmitted light images in bright field & DIC mode.

C. Laser module with AOTF control:

Mounted LASER sources including fiber coupling to scan head as below

1. Air cooled multi-line Ar laser with 458/488/514nm. 25 mw or better; DPSS laser, 561nm at least 10-20mW; Air cooled HeNe laser with 594nm at least 2 mW; Air cooled HeNe laser with 633nm or 632nm or 638nm at least 5mW or better; Blue Diode laser, 355 (60mW). In addition solid state lasers 405 (30mW), 488(20mW), 514(20mW) may also be quoted as an option for the multiline argon laser.
2. Lasers to be optically coupled and connected to scan head via fiber optics through 8 channels AOTF. AOTF for control of all offered lasers for fast attenuation and switching in synchronization with scanner of independent laser lines simultaneously.
3. All bidders should provide the laser power output at the source (or eyepiece).

D. Control computer and Monitor:

Computer should be supplied from factory with high resolution graphics card and monitor with high resolution ~30" x 2 LED monitors with preloaded confocal software and should be tested by factory prior to shipment.

For Workstation: High Power CUDA online workstation with four Windows 10 Professional (64 bit) operating system, Intel 10 Core Xeon E5-2650 V3 , minimum 64 GByte RAM, dedicated onboard graphic card, 8 TB SATA HDD (min 7200 rpm), Slim Super Multi DVD Writer, Ethernet Controller, 2 x USB 2.0, 8 x USB 3.0, IEEE 1394 Firewire B, 24GB CUDA GPU processor for high speed imaging and processing, Keyboard and mouse, 31/32" LED HD Monitor Resolution of 4K.

All the computers/workstations should have biometric login for all users except admin. Admin should be able to login by using password and should able to create user id. The system should keep the record the login period of all individual users.

UPS: Suitable UPS that can back up for 1hr the entire system including microscopes, workstations and analysis computers.

E. FCS/FCCS and Anisotropy system for single molecule detection in cells and solutions

1. Should be based on GaAsP/APD or equivalent or better detectors (minimum 2 Nos) for FCS/FCCS detection. The FCS unit should perform auto and cross correlation measurements in live cells and solution for a wide range of dyes and proteins. The unit should have the facility for elimination/suppression of other excitation laser lines. Anisotropy and FCS/FCCS study (both hardware and software) should be the part of confocal system. All laser lines for confocal imaging should be capable of working in FCS/FCCS mode.
2. ~40/60X water/glycerin at least 1.2 NA or better, with correction ring for FCS if necessary.
3. FCS measurement software should be quoted and FCS/FCCS analysis should be integrated with confocal platform. Extra software license for the analysis computer should be provided.

F. Real time hardware based Super resolution attachment:

Real time Super Resolution Imaging for thick samples with fast and increased optical resolution imaging capability at increased depth, hardware based increased resolution of the point spread function:

- Fully automated, realtime and Online HR attachment with suitable high sensitive Detectors for complete Visible Spectrum.
- The system should be able to work in HR mode, Virtual Pinhole mode for better sensitivity and Confocal Mode for normal imaging.
- Should be able to achieve hardware based increased lateral resolution of 120-140 nm and axial resolution of 350-450 nm. Detection should be based on GaAsP or high sensitive detectors.
- At least 2 fluorophores imaging in simultaneous mode should be possible with the super resolution (SR) system. Should be able to perform at least 4 fluorophores imaging in sequential mode.
- Should be able to perform live cell high resolution imaging for thick samples. All laser lines for Confocal Imaging should be able to be used for imaging in SR mode.
- Frame rate of 15 fps at 512x512 or better and should improve to 100 fps at 512x16 and ROI in HR mode without compromise on the lateral and axial resolution mentioned above."

G. System control and Confocal Imaging Software:

- 1) Software should be provided to control all parameters of image acquisition & FCS measurements/analysis including laser scanning, detection, complete microscope control, scan head control and laser control. The system should be able to process and analyze images and carry out operations like, intensity measurements across a line, basic image analysis measurements of area and perimeter, etc and statistical processing.

- 2) Software should be able to carry out 3D reconstruction from Z stack series, 3D animations and image (2D and 3D) Deconvolution, 3D reconstruction & animation. Module for complex 3D time series experiments (acquisition, compilation, analysis & presentation). Topography analysis & visualization of 3-D surfaces along with measurements. Capability for Montage /Mosaic images. Quantitative data analysis capacity. 4D processing, 4D movie making. Real time ratio display.
- 3) It should also be able to carry out spectral unmixing operations and emission fingerprinting with separation of overlapping spectra. Should be able to carry out Realtime ROI bleach for FRAP, Photo-activation/conversion.
- 4) Capability of recording and evaluation of acceptor photobleaching as well as sensitized emission FRET experiments.
- 5) Software should be capable of multipoint time lapse imaging with maintenance of focus conditions. The software should be able to carry out physiology applications like real time emission intensity measurements and graphical mean of ROI analysis for applications like Calcium measurements and monitoring changes in marker levels in live cells.
- 6) Software should also be able to carry out statistical operations like co-localization analysis and pixel frequency distribution.
- 7) FCS acquisition and measurement software for Auto and Cross correlation
- 8) Software for Photon Counting Histogram. Selection of pre and user defined fitting models for FCS and PCH. Diffusion analysis for rotational, flow, free as well as anomalous translational diffusion.

H. Installation and service supports:

- 1.) Complete installation and on-site training by company trained engineers & application experts to be provided. We need reinstallation of the system in the new campus whenever the premise is ready at the buyer's site free of cost.
- 2) Service response time must be 48 hours or less.
- 3) Bidder should include the supply of appropriate Online UPS system to support the complete system including lasers from a standard branded manufacture. Wiring and connection of UPS to system to be carried out as part of installation.
- 4) Appropriate ergonomic furniture/accessories (system table, chairs, stands, switches, cords, connectors, extension boards, etc.) to be provided to make complete workstation fully functional for operation.
- 5) Five years comprehensive warranty on complete system including all the lasers, the consumables and other accessories supplied with the instrument from the date of successful installation and commissioning with additional one year Service warranty to be offered on complete system. Bidders should quote for AMC after expiry of Warranty (Should specify special prices if bought along with the machine).
- 6) Bidder should also provide a comprehensive list of installations and users (preferably Govt. organization) of the same system in India. The supplier must also submit technical brochures with confirming the availability of the features in the model of the equipment being quoted.

- 7) The quoted price should be F.O.R IIT Ropar. Vendor will be fully responsible for the successful delivery (including unloading), installation and commissioning of the instrument at site of installation in IIT Ropar with full insurance coverage.
- 8) Bidder should provide all pre-installation requirements to have the system installed in ideal dust free room conditions.
- 9) We need multiple batches of training and that should be free of cost.
- 10) Bidder should provide company trained person, as a technician on annual contract basis who will operate all the components included in the microscope.

I. Upgradation:

System should have provision for on-site upgradation to Multi-photon laser and FLIM attachment.

Annexure : B

Technical Compliance Sheet

[illegible]

FORMAT FOR MANUFACTURER'S AUTHORISATION CERTIFICATE

To,
The Registrar
Indian Institute of Technology Ropar
Nangal Road, Rupnagar-140001

Sub. : Tender for “_____”.

Dear Sir,

We, _____, who are established and reputed manufacturers of _____, having factory/office at _____, hereby authorize M/s _____ [name & address of agents/distributors] to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall remain responsible for the tender/Agreement negotiated by M/s _____, jointly and severally. No company or firm or individual other than M/s _____ are authorized to bid, negotiate and conclude the order in regard to this business against this specific tender as for all business in the entire territory of India.

An agency commission of ____% included in the FOB price is payable to M/s _____. We hereby extend our full guarantee and warranty as per the terms and conditions of tender for the goods offered for supply against this invitation for bid by the above supplier.

1. _____

2. _____

*specify in detail manufacturer's responsibilities+the services to be rendered by M/s _____ are as under:

i) _____

ii) _____

[Specify the services to be rendered by the agent/distributor] In case duties of the agent/distributor are changed or agent/ distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent/ distributor.

Yours faithfully,

[Name & Signature]

For and on behalf of M/s. _____ [Name of manufacturer]

Note: This letter of authorization should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

FORMAT FOR NON BLACKLISTING OF SUPPLIER

I/ We _____Manufacturer/partner/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier) _____do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body.

Deponent
Address _____

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

Deponent
Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.)

FORMAT FOR THE SUBMISSION OF RATES – PRICE BID

(To be submitted on the letterhead of the company/firm)

Name of the Equipment _____

Name of the Manufacturer _____

Make of the Equipment _____

Model Number _____

County of Origin _____

Sl. No.	Particulars	Rate/Unit
1	Cost of the equipment with 5 years comprehensive warranty (FOB value including Indian Agency Commission)	
2	Air freight, Insurance charges etc. (In case of import item)	
3	Total CIF value up to New Delhi Airport (In case of import item)/ Total FOR IIT Ropar value (In case of indigenous item)	
4	AMC charges for 1st year after expiry of warranty	
5	AMC charges for 2nd year after expiry of warranty	
6	AMC charges for 3rd year after expiry of warranty	
7	AMC charges for 4th year after expiry of warranty	
8	AMC charges for 5th year after expiry of warranty	
9	Percentage of Indian Agency Commission (IAC) payable to the Indian Agent, if any (In case of import item).	
10	FOR charges in Rupees including clearance, loading & unloading, transportation and insurance from New Delhi Airport to IIT Ropar (In case of import item)	
11	Packing dimension of the equipment	
12	Gross weight of the equipment after packing	

This is certified that the rates quoted above are not more than the rates charged from any other Institute/ Department/Organization.

Note:

1. Taxes and other levies, if any are to be clearly specified in the bid.

PROFORMA FOR USER/CLIENT LIST

Sl. No.	Name & full address of purchaser	Purchase Order No. & Date	No. of Units (Qty)	Model No. with Date of Installation	Contact person with cell, phone and e-mail id

CERTIFICATE OF WARRANTY

i). I/We certify that the warranty shall be for a period of 5 years comprehensive onsite warranty starting from the date of satisfactory installation, commissioning and handing over of the equipment and of the works conducted therewith covered under the supply order in working order. During the warranty period, I/we shall provide free “after sale service” and the replacement of any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above warranty shall begin only from the date of satisfactory and faultless functioning of the equipment for 60 days at IIT Ropar premises. The benefit of change in dates of the warranty period shall be in the interest of the use/your organization.

ii). During the warranty period, we shall provide at least 3 preventive maintenance visits.

iii). Uptime Guarantee: During the warranty period, we will be responsible to maintain the equipment in good working conditions for a period 345 days (i.e. 95% uptime) in a block of 365 days.

a). All complaints will be attended by us within 2 weeks of receipt of the complaint in our office.

b). In case there is delay of more than 2 weeks in attending to a complaint from our side then you can count the number of days in excess of the permissible response time in the downtime. The above said response time of 2 weeks for attending to a complaint by us will not be counted in the downtime.

c). Penalty: We shall pay a penalty equivalent to 0.1 % of the FOB value of the equipment for every week or part thereof delay in rectifying the defect.

Note: The right to accept the reason (s) for delay and consider reduction or waive off the penalty for the same shall be at the sole discretion of Director, IIT Ropar

iv. We certify that the equipment being/quoted is the latest model and that spares for the equipment will be available for a period of at least 10 years and we also guarantee that we will keep the organization informed of any update of the equipment over a period of 10 years.

v. We guarantee that in case we fail to carry out the maintenance within the stipulated period, IIT Ropar reserves the right to get the maintenance work carried out at our risk, cost and responsibility after informing us. All the expenses including excess payment for repairs/maintenance shall be adjusted against the Performance Bank Guarantee. In case the expenses exceed the amount of Performance Bank Guarantee, the same shall be recoverable from us with/without interest in accordance with the circumstances.

vi. We shall try to repair the equipment at IIT Ropar premises itself. However, the equipment will be taken to our site on our own expenses in case it is not possible to repair the same at IIT Ropar. We shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repairs till the equipment is rehabilitated to the IIT Ropar after repair Any loss of equipment or its accessories under its charge on account of theft, fire or any other reasons shall be at our sole risk and responsibility which will be compensated to IIT Ropar for such losses at the FOB/CIF value for the damaged/lost equipment/part, including accessories.

vii. We undertake to perform calibration after every major repair/breakdown/taking the equipment for repair out of IIT Ropar premises.

viii. In case of extended warrantee, we undertake to carry out annual calibration of the equipment.

ix. We guarantee that we will supply spare parts if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price.

x. We guarantee to the effect that before going out of production of spare parts, we will give adequate advance notice to you so that you may undertake to procure the balance of the life time requirements of spare parts.

xi. We guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

TERMS AND CONDITIONS OF THE SERVICE CONTRACT

1. During the service contract period, the firm shall provide at least 3 preventive maintenance visits per year and attended to all emergent and break-down calls.
2. The service contract charges must be quoted separately for each year strictly as under and quoting of rates in ambiguous terms or in percentage terms etc. shall render the tender liable to rejection :
3. Rate for 1st year = _____ (Rupees in words).
Rate for 2nd year = _____ (Rupees in words).
Rate for 3rd year = _____ (Rupees in words).
Rate for 4th year = _____ (Rupees in words).
Rate for 5th year = _____ (Rupees in words).
4. The service contract charges should be quoted only for services and travel cost etc. and should not include the cost of any replacement parts/components which shall be arranged by the IIT ROPAR at its own cost.
5. In each block of 365 days during the entire service contract period the firm will be responsible to maintain the equipment in good working condition for a period 350 days (i.e 96% uptime). The time taken by the IIT ROPAR in providing to the firm the spare parts shall not count towards the down time. All the complaints will be attended by the firm within 2 working days of the dispatch of the complaint to their office. In case there is delay of more than 2 working days in attending to a complaint then the number of days in excess of the permissible response time shall be counted in the downtime. In case total downtime exceeds the permissible downtime a fine equivalent to double the service contract charges shall be recovered from the firm on per day basis.
6. The right to accept the reason(s) for delay and consider reduction or waive off the penalty for the same shall be at the sole discretion of Registrar, IIT Ropar.
7. We undertake to carry out annual calibration of the equipment.
8. We undertake to perform calibration after every major repair/breakdown/taking the equipment for repair out of IIT Ropar premises.
9. The replaced parts shall remain the property of the IIT Ropar.
10. The firm shall try to repair the equipment at IIT Ropar itself. However, the equipment may be taken to their site, on their own expenses if in case it is not possible to repair the same at IIT Ropar. The firm shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repairs till this is handed over the purchaser after repair. Any loss of equipment or its accessories on account of theft, fire or any such reasons shall be the sole risk and responsibility of the firm who will compensate the IIT Ropar for such losses at FOB value of the damaged/lost equipment/part including accessories.
11. During the service contract period the parts/components that may be needing replacement shall made available by the IIT Ropar at their own expenses and all import formalities, payment of customs duty etc., shall be complied with/borne by the IIT Ropar.
- 12. All service contract charges will be invoiced twice in each year. The payment of the invoice will be made afterwards.**
13. No price revisions will be accepted by the IIT Ropar during the entire tenure of the service contract agreement.
14. AMC contains both hardware and software troubleshooting.