



Indian Institute of Technology Bhilai (IIT Bhilai)

District-Durg, Chhattisgarh, India – 491001

www.iitbhilai.ac.in

NOTICE INVITING TENDER FOR

“Supply & Installation of Spin Coater for Polymer at IIT-Bhilai”

Indian Institute of Technology Bhilai (IIT Bhilai), an autonomous body under the Ministry of Human Resource Development, Govt of India invites e-quotation for **“Supply & Installation of Spin Coater for Polymer at IIT-Bhilai”**. Tender Documents may be downloaded from Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). Bidders are advised to submit duly filled bids as per the following schedule:

Invitation for Bids (IFB) No & date	IITBh/Goods/Physics/2024-25/049 Date 20-06-2024
Place of Supply etc.	Indian Institute of Technology Bhilai Dist- Durg – 491001, Chhattisgarh
Bid Submission Start date	June 20, 2024 15:00 Hrs
Last Date of Submission of Bids	July 04, 2024 15:00 Hrs
Date of Opening of Technical Bids	July 05, 2024 15:30 Hrs
Place of Opening of Technical Bids	Online through eProcurement portal.
Contact information (Tender Inviting Authority)	The Registrar Indian Institute of Technology Bhilai Dist- Durg – 491001, Chhattisgarh Email: sp@iitbhilai.ac.in For technical enquiries: Email: achaudhary@iitbhilai.ac.in

CALL INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit their bids electronically on the CPP Portal using valid Digital Signature Certificates. Certain instructions are given below to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

Registration Process

- 1) If a bidder is not registered at the eProcurement portal, such bidder should enrol/register on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enrol”. Enrolment on the CPP Portal is free of charge.
- 2) 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 CPP Portal.
- 3) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- 4) Only one valid DSC should be registered by a bidder. 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.*
- 5) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

Tender Documents Search

- 1) Various built in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- 2) 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.
- 3) 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.
- 4) 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.

Bid Preparation

- 1) Bidder should also take into account of the corrigendum published related to the tender before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3) 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 need to be submitted. Any deviations from these may lead to rejection of the bid.
- 4) 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 / RAR / DWF formats. Bid documents may be scanned with **100 dpi with black and white option**.
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

Bid Submission

- 1) 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.
- 2) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder to select the payment option as "Off-line" to pay the tender fee/ EMD wherever applicable and enter details of the instrument in SBI i-collect.
- 4) A standard BoQ format has been also uploaded along 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.
- 5) 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, opening of bids etc. The bidders should follow this time during bid submission.
- 6) 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.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

Assistance to Bidders

- 1) 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.
- 2) 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 contact number for the helpdesk is **0120-4200462, 0120-4001002, 0120-4001005**.

General Instructions to the Bidders

- The tenders will be received online through the portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class II/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://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'.

Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e-Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

SCHEDULE OF REQUIREMENTS

Sl No.	Description	Qty
1	Supply & Installation of Spin Coater for Polymer at IIT-Bhilai (As per the Specifications mentioned below)	1 Set

Technical Specifications

- Speed Range: 100-10,000 R.P.M. with $\leq \pm 1\%$ Error across the Full Speed Range & Acceleration: 40-5,000 R.P.M./sec.
- 2 Preset Editable Programs with 10 Steps (Maximum)/Program
- Brushless DC motor
- Micro-controller Controlled
- Duration: 1-9,999 sec/step
- 2 Preset Editable Programs with 10 Steps (Maximum)/Program
- Real-time Display of R.P.M., Timing & Program Status on 4 Line LCD Console
- Non-volatile Program Memory
- Input & Controlling through Key-pad
- PTFE coated Working Chamber of 8" Diameter with Spill-drainage Facility
- User-friendly Firmware Interface
- Integrated Power On/Off Switch with Indicator
- Integrated Lid Protection Switch with On/Off Indicator
- Warm-up Option
- Calibration Option
- Power: Indian standard
- Transparent Photo-resist Safety Lid over the Working Chamber
- Oil free vacuum pump
- With necessary inlet port and piping to connect the spin coater to vacuum pump
- Vacuum chuck: Derlin made circular substrate holder of diameter 0.5", 1", 1.5" and 2.0" inch
- PC enabled software
- Complete installation in the lab with necessary training to students
- Warranty: 5 years from date of installation
- Delivery: 45 days

GENERAL TERMS & CONDITIONS:

- 1) The bidder should have supplied similar equipment to IITs/CFTIs/Government organizations.
- 2) All the supplied components should be of high-quality.
- 3) The purchase committee reserves the right to reject the technical bid if the company has been blacklisted by any IIT/CFTIs/Government organizations, or the performance/quality of any previously supplied equipment to IIT Bhilai has not been found to be satisfactory.
- 4) The vendor should be an Original Equipment manufacturer (OEM) or direct authorized distributor of OEM. OEM authorization certificates must be submitted along with the quotation.
- 5) A complete specifications detail is required to be provided with the technical bid. Along with the technical bid, a duly filled compilation sheet shall be submitted.

Note: Bidders compliance should be submitted as a technical Bid.

ADDITIONAL TERMS AND CONDITIONS:

- 1) **All bidders should quote Prices in Indian Rupees and should be inclusive of all Taxes, Duties & Price should be quoted FOR IIT Bhilai.**
- 2) All quotations will be evaluated for selecting the L1 price and the L1 Bidder will be awarded the Purchase Order. The item shall be required to be delivered in the Department of Physics through the Stores and Purchase Section of IIT Bhilai at the risk and cost of the bidder, if applicable.
- 3) Your bid must be valid for a minimum of 90 days from the date of opening of the tender.
- 4) The items are required to be delivered and installed **within 45 days** from the date of the purchase order, late delivery may not be accepted.
- 5) **The quotation should be submitted through the e-procurement portal only.**
- 6) Attested copy of the GST Certificate is to be attached to the bid.
- 7) Advance payment is not admissible. Payment shall normally be made within 30 days subject to receipt and acceptance (as per Purchase Order Terms) of the ordered materials/items.
- 8) In case of the unscheduled holiday in Durg being declared on the prescribed closing/opening day, the next working day will be treated as the scheduled prescribed day of closing/ opening of the tender.

- 9) Institute reserves the right to accept the delivery in part or full and to claim liquidated damages for delay in supply at 0.5% per week or part of the week of delay, subject to a maximum of 10% of the total value of the Purchase Order.
- 10) Any other information that you may like to obtain, you are free to contact IIT Bhilai through mail at sp@iitbhilai.ac.in before submitting the quotation.
- 11) IIT Bhilai reserves the right to reject any or all bids, amend/ withdraw any terms and conditions in the document or cancel the NIQ at any stage without assigning any reason.

Stores and Purchase Section

IIT Bhilai