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Senior Manager (Project Purchase)

Ref: EDD/VEBA/ 022/2017  
Date:02/08/2017

**Open Tender for supply of "High Density EEG and Accessories"**

**Tender No: EDD/VEBA/ 022/2017**

**Due Date: 23.08.2017, 2.30 pm (Indian Standard Time)**

**Pre-Bid Meeting:** - The bidders are requested to attend the pre-bid meeting scheduled on 16.08.2017 at 10 am in Conference room (Room no:103), Department of Engineering Design, IIT Madras.

**Technical Bid opening on 24.08.2017 at 10.00 a m**

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, tenders are invited for the supply of "High Density EEG and Accessories " EDD/VEBA/ 022/2017 conforming to the specifications given in Annexure-I.

**Instructions to the Bidder**

**i Preparation of Bids:** - The tenders should be submitted under two-bid system (i.e.) Technical bid and Financial bid.

**ii. Delivery of the tender:** - The tender shall be sent to the below-mentioned address either by post or by courier so as to reach the following address before the due date and time specified in the Schedule: **Senior Manager, Project Purchase, 2nd floor, IC & SR Building, I.I.T. Madras-600036.**

**iii. Opening of the tender:** - The offer/Bids will be opened by a committee duly constituted for this purpose. The technical bids will be opened first and it will be examined by a technical committee which will decide the suitability of the bid as per our specifications and requirements. The bidders will be invited for opening of Technical bids. In respect of opening of financial bid, those bidders who are technically qualified only will be called for.

**iv. Prices:** - The price should be quoted in nett per unit (after breakup) and must include all packing and delivery charges to various Departments/Centres/Institutions. The offer/bid should be exclusive of taxes and duties. The percentage of tax & duties should be clearly indicated separately.

The price should be quoted without custom duty. I.I.T. Madras is eligible for concessional custom duty. In case of import supply, the price should be quoted on **EX-WORXS** and **CIP** basis indicating the mode of shipment.

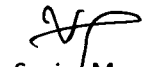
**v Agency Commission:** - Agency commission, if any, will be paid to the Indian agents in Rupees on receipt of the equipment and after satisfactory installation. Agency Commission will not be paid in foreign currency under any circumstances. The details should be shown in Tender even in the case of 'Nil' commission. The tenderer should indicate the percentage of agency commission to be paid to the Indian agent. The foreign Principal should indicate about the percentage of payment and it should be included in the originally quoted basic price, if any.

**Vi Terms of Delivery:** - The item should be supplied to our various Departments/Institutions as per Purchase Order. In case of import supply, the item should be delivered at the cost of the supplier to our Institution. The Installation/Commissioning should be completed as specified in our important conditions.

**vii Technical Bid Opening:** The technical bid will be opened on 24/08/2017 between 10.00 am and 11.00 am in Conference Room (Room no:103) In Department of Engineering Design, IIT Madras and the financial bids of those tenders who are technically qualified will be opened at a later date under intimation to them.

**viii. IIT Madras reserves the full right to accept / reject any tender at any stage without assigning any reason.**

Yours sincerely,



Senior Manager (Project Purchase)  
IC&SN, I.I.T. Madras

## **SCHEDULE**

### **Important Conditions of the tender**

The due date for the submission of the tender is **23.08.2017, 2.30 pm. (Indian Standard Time)**

The offers / bids should be submitted in two bids system (i.e.) Technical bid and Financial bid. The Technical bid should consist of all technical details / specifications only. The Financial bid should indicate item-wise price for each item and it should contain all Commercial Terms and Conditions including Taxes, transportation, packing & forwarding, installation, guarantee, payment terms, pricing terms etc. The Technical bid and Financial bid should be put in separate covers and sealed. Both the sealed covers should be put in a bigger cover. The Tender for supply of " High Density EEG and Accessories" should be written on the left side of the Outer bigger cover and sealed.

**2.EMD: The EMD in the form of account payee DD for 2% value of the item in favor of Registrar IIT Madras Which should be enclosed in the cover containing financial Bid.** Any offer not accompanied with the EMD shall be rejected summarily as non-responsive. The EMD of the unsuccessful bidders shall be returned within 30 days of the end of the bid validity period. The same shall be forfeited, if the tenderers withdraw their offer after the opening during the bid validity period. The Institute shall not be liable for payment of any interest on EMD.

EMD is exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organisation or with IIT Madras as on the date of submission of bids.

**3. Performance Security:** - The successful bidder should submit Performance Security for an amount of 5% of the value of the contract/supply within 21 days from the issue of work/purchase order. The Performance Security should be furnished in the form of an Account Payee DD / FD Receipt from the commercial bank (or) Bank Guarantee from any nationalized bank in India.

**Performance Security in the form of Bank Guarantee:-** In case the successful bidder wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed through the Beneficiary Bank to the end user bank. Otherwise, the Indian Agent of the foreign vendor has to submit a Bank Guarantee from a Nationalized Bank of India.

The Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including the warranty obligations.

**4. Indian agent:** - If an Indian agent is involved, the following documents must be enclosed:

Foreign principal's proforma invoice indicating the commission payable to the Indian Agent and nature of after-sales service to be rendered by the Indian Agent.

Copy of the agency agreement with the foreign principal and the precise relationship between them and their mutual interest in the business.

The enlistment of the Indian agent with Director General of Supplies & Disposals under the Compulsory Registration Scheme of Ministry of Finance.

**5.**The offer/bids should be sent only for a machine that is available in the market and supplied to a number of customers. A list of customers in India and abroad with details must accompany the quotations. Quotations for a prototype machine will not be accepted.

**6.Original catalogue** (not any photocopy) of the quoted model duly signed by the principals must accompany the quotation in the Technical bid. No prices should ever be included in the Technical bid.

7.Documentary proof for the claimed position and repetition accuracies must be obtained from the principals and submitted along with the relevant pages of the standards.

8.Compliance or Confirmation report with reference to the specifications and other terms & conditions should also be obtained from the principal.

**9.Validity:** Validity of Quotation not less than 90 days from the due date of tender.

**10.Delivery Schedule:** - The tenderer should indicate clearly the time required for delivery of the item. In case there is any deviation in the delivery schedule, liquidated damages clause will be enforced or penalty for the delayed supply period will be levied.

**11.Risk Purchase Clause:** - In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.

**12.Payment:** - No Advance payment will be made for Indigenous purchase. However 90% Payment against Delivery and 10% after installation are agreed to wherever the installation is involved. In case of import supplies the payment will be made only through 100% Letter of Credit i.e. (90% payment will be released against shipping documents and 10% after successful installation wherever the installation is being done).

**13.Advance Payment:** - No advance payment is generally admissible. In case of specific percentage of advance payment is required, the Foreign Vendor has to submit a Bank Guarantee equal to the amount of advance payment and it should be routed through the Beneficiary Bank to the end user Bank. Otherwise, the Indian Agent of the foreign vendor has to submit a Bank Guarantee through a Nationalized Bank of India.

**14.On-site Installation:** - The equipment or machinery has to be installed or commissioned by the successful bidder within 15 to 20 days from the date of receipt of the item at site of IIT Madras.

**15.Warranty/Guarantee:** - The offer should clearly specify the warranty or guarantee period for the machinery/equipment. Any extended warranty offered for the same has to be mentioned separately. (for more details please refer our Technical Specifications).

**16.Late offer:** - The offers received after the due date and time will not be considered. The Institute shall not be responsible for the late receipt of Tender on account of Postal, Courier or any other delay.

**17.Acceptance and Rejection:** - I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

**18.Do not quote the optional items or additional items unless otherwise mentioned in the Tender documents / Specifications.**

**19.Disputes and Jurisdiction:** -

**Settlement of Disputes:** Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and

the Project Coordinator of IITM shall nominate one arbitrator. The Dean IC&SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceedings shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai.

- a. **The Applicable Law:** This Purchase Order shall be construed, interpreted and governed by the Laws of India, Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.
- b. Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

**20. All Amendments, time extension, clarifications etc., will be uploaded on the website only and will not be published in newspapers. Bidders should regularly visit the above website to keep themselves updated. No extension in the bid due date/ time shall be considered on account of delay in receipt of any document by mail.**

**Acknowledgement:** - It is hereby acknowledged that the tenderer has gone through all the conditions mentioned above and agrees to abide by them.

**SIGNATURE OF TENDERER  
ALONG WITH SEAL OF THE  
COMPANY WITH DATE**

#### **Annexure-I**

#### **Procurement of high density EEG system**

**(32, 64 and 128 channels)**

Hardware requirements for 32, 64 and 128 EEG systems

Amplifier Requirements:

1. 32/64/128 channels for simultaneous and continuous recording
2. System should be upgradable to higher number of channels in future seamlessly
3. Should have 24-bit resolution with simultaneous sampling frequency of at least 1KHz of all channels
4. Input impedance of the system should be in range of 100 – 500 Mohm
5. System should provide minimum bandwidth frequency range of 0 to 200 Hz
6. Amplifier with input range of  $\pm 200\text{mV}$

7. Incorporation of EOG electrodes should be provided in the amplifier unit
8. System should have internal calibration unit and impedance checking for electrodes
9. Should be capable of integrating with third party electrodes for acquisition
10. Integrated camera for behavioral monitoring (video EEG) should be available
11. System should be supported for next 10 years
12. Compatible with Indian power supply of 220 V and 48-50 Hz.
13. Power source to the system should be either AC powered or battery powered. Battery should provide power up to 5 hours for recording
14. Isolation: It should be possible to galvanically isolate the EEG system from the recording computer (preferably using fiber optic cable) and house them in separate rooms
15. System should have provision for event triggers like TTL digital inputs
16. System should have provision for accommodating ERP module and other ExG sensors

#### Electrode and electrode cap requirements for 32, 64 and 128 channels:

1. Electrodes should be either fused in the cap or should provide complete electrode set including EOG and earlobe electrodes for reference
2. Electrode caps should be available for easy and quick EEG acquisition
3. Electrode cap should support continuous recording of minimum 1.5 hours
4. At least 1000ml of gel, saline solution, electrode cleaning materials and 5 packs of felt pads, should be provided for a year usage

#### ERP module requirements:

1. ERP module should include stimulus presentation hardware and software
2. ERP system should have high timing precision in sending event triggers to acquisition system
3. ERP system should accommodate presenting both auditory and visual stimulus
4. System should have provision for accommodating tactile stimulus system
5. Software should allow to create new stimulus presentation programs
6. Timing test device to maintain timing precision of auditory and visual stimulus should be provided (preferred)

#### Software requirements

1. Should allow option to vary input impedance of electrodes during acquisition
2. Should allow change of reference for acquisition
3. Export format of recorded data should be compatible with third party signal processing tools such as MATLAB, EEGLab, Open vibe etc.

#### Usability and Miscellaneous

1. Quick and easy mounting electrode montage for comfortable use
2. Easy replacement of individual electrodes if damaged
3. Certified and approved by ISO/CE

## Additional Requirements

1. 10% of LC will be paid only after delivery of the system at IIT Madras.and complete installation, testing the hardware, downloading, and installation of software and other modules of the system.
2. Vendors should provide continuous technical support and maintenance of equipment.
3. Vendors must provide warranty for a minimum of one year. Approximate cost of annual system support / maintenance contract once the warranty period is over, must be for period covering 5 years from the date of purchase. Payment for the AMC will be made only at the end of warranty period on the yearly basis.
4. Vendors must have sufficient experience in supplying equipment in reputed organizations for research purpose. They must provide references of end users whom we can contact for their experience with the supplied machine. Experience of the end users will also be used as a criterion for the selection of the bids that meet technical requirement.
5. Vendors must provide detailed documentation for the equipment.
6. Vendors will be called to visit and give presentation/documentation on the equipment after opening the technical bid. They need to provide the approximate date for this presentation in the bid. The time for this presentation would be 14 days from the date of opening of the bid.
7. Vendors must provide training to our technical staff for using this equipment.
8. All the expenses for installation, training and post sales technical support will be borne by the vendor.