

	INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 Telephone: (044) 2257 4784 E-mail: murugaiyan@iitm.ac.in	
---	---	---

Prof. Murugaiyan Amirthalingam
Project Coordinator

Ref: MET/2019/3118/SPLX/MURG
Dated: 06.09.2019

Limited Tender No: MET/2019/3118/SPLX/MURG

Due Date: 26.09.2019, 5:00pm

Technical Bid opening meeting on Due Date: 30.09.2019, 4:00pm

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, offers are invited for the supply of “**Twin disc manual polishing machine**” conforming to the specifications given in **(Annexure-I)**:

Instructions to the Bidder

- I. **Preparation of Bids:** - The Limited 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 addresses either by post or by courier so as to reach the following address before the due date and time specified in our Schedule:
**Prof. Murugaiyan Amirthalingam,
 Department of Metallurgical & Materials Engineering,
 IIT Madras
 Chennai - 600 036.**
- 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 net per unit (after breakup) and must include all packing and delivery charges to **Department of Metallurgical & Materials Engineering.**

The offer/bid should be exclusive of taxes and duties. The percentage of tax & duties should be clearly indicated separately. IIT Madras is eligible for concessional GST and relevant certificate will be issued.

In case of import supply, the price should be quoted without custom duty. IIT Madras is exempted from levy of IGST on Imports and eligible for concessional custom duty (not exceeding 5%) and the price should be quoted on EX-WORKS 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 explicitly 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 Departments 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 **30.09.2019, 4:00pm** at NAC, Room No. 223, Department of Metallurgical & Materials Engineering, 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 stage without assigning any reason.

Yours sincerely,

Prof. Murugaiyan Amirthalingam,
Department of Metallurgical & Materials Engineering,
IIT Madras
Chennai - 600 036.

SCHEDULE

Important Conditions of the tender

1. The due date for the submission of the tender is **26.09.2019, 2:00pm.**
The offers / bids should be submitted in two bids systems (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 Limited Tender for supply of “**Twin disc manual polishing machine**” should be written on the left side of the Outer bigger cover and sealed.
2. 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.
3. Original catalogue (not any photocopy) of the quoted model duly signed by the principals must accompany the quotation in the Technical bid.
4. Compliance or Confirmation report with reference to the specifications and other terms & conditions should also be obtained from the principal.
5. **Validity:** Validity of Quotation not less than 60 days from the due date of tender.
6. **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.
7. **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.
8. **Payment:** -
 - i. 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).
 - ii. **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.

9. **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).
10. **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.
11. **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.
12. **Do not quote the optional items or additional items unless otherwise mentioned in the Tender documents / Specifications.**
13. **Disputes and Jurisdiction:** -
 - a. **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..
 - b. **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.
 - c. 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.
14. 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**

Technical specification for a twin disc manual polishing machine

Three numbers of twin disc polishing machine (Manual grinding) are required for the Physical Metallurgy Lab of the Department of Metallurgical and Materials Engineering, IIT Madras.

All the specifications should be met**Mandatory specifications**

1. The equipment size should not exceed 1000 x 700 x 500 mm³ (L x D x H) and the guiding weight of the total equipment shall not exceed 80 kg.
2. A sufficient motor power of not less than 400 W is required to enable a variable step-less rotational speed of 50 - 500 rpm in the anticlockwise direction. The control panel should contain a knob switch to control the required rpm for polishing and grinding.
3. The equipment control panel should contain a machine on/off switch with a protective cover.
4. The equipment should contain a water inlet to the disc/platen with flexible and sturdy water hose. There must be a water flow adjustment attached with the water inlet to control the water flow rate.
5. Equipment should be capable of using 8- and 10-inch grinding discs or platens. There must a user-friendly provision for easy dismounting of discs/platens and to change to other standard sizes.
6. Splash ring (preferably flat), cover and bowl liner should be provided to preserve cleanliness and avoid damage of the actual bowl area. Splash ring cover and bowl liner should be easily removable, washable and repositionable as and when necessary.
7. The platen should be provided with an adhesive backed magnet, preferably Magnofix magnets and Magnomet carrier plates on which the regular emery papers can be fixed or any magnetic grinding sheet or cloth can be attached.
8. A rinse faucet should be provided for easy cleaning of platen, disc and samples.
9. The bowl area around the disc/platen should have a straight drain facility to drain the water downwards without any stagnation.
10. Platen cooling system can be provided as an optional accessory.
11. Equipment should be capable of draining the water without any stagnation even under any possible water flow rate under maximum possible rpm.
12. Equipment should have suitable edge guard or an edge rim and at any possible flow rate, water should not flash out.
13. Electrical connections should be compatible with a power supply of 230 V AC / 50Hz (single phase + neutral + earth).
14. A detailed compliance statement to these technical specifications should be provided.
15. A performance guaranty should be provided along the technical specification, stating that continuous polishing operation of the equipment is possible with the maximum

possible water flow rate under any rpm without any water stagnation in the bowl area and water leakage/splashing from the equipment.

16. The standard accessories and essential spares shall be clearly mentioned along with the basic equipment unit. Optional accessories and optional spares shall be mentioned separately in the specification.
17. Offer should include basic consumables required for a period of 1 year should be supplied along with each equipment.
18. In-house training for troubleshooting and maintenance.
19. A minimum of 3 years of warranty is required.

Note - In addition to the above specifications, the selection of the equipment is based on satisfactory demonstrated operation without any water leakage or water stagnation at maximum possible rpm for a period of 1 hour duration.