

Date: 3rd December, 2013

Tender No.: IITGN/MSE/EQP/2013-14/0276

Last date: 23rd December, 2013 on/before 05:00 PM

SUB: Invitation of sealed tender for Supply of "Spin Coater for thin-film coating application" as per details and specifications shown in the Annexure-I.

Dear Sir/Madam,

Indian Institute of Technology Gandhinagar invites sealed tender for **Supply of "Spin Coater for thin-film coating application" as per details and specifications shown in the Annexure-I** on the following terms & conditions:

1. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item/equipment, the Certificate to this effect should be attached.

2. The tender documents are to be in two parts as **Technical Offer and Financial offer:**

- a) The Technical offer should include the detailed specifications of main equipment/item and its accessories. All items should be numbered as numbered for each instrument.
- b) The financial offer should include the cost of main equipment/item and its accessories numbered as in (a). If there is any separate cost for installation etc. that should be quoted separately. The total cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialed, failing which the offers are liable to be rejected.
- c) The two parts of the offer should be placed in separate sealed envelopes clearly marked "**Technical Offer**" & "**Financial Offer**". These two envelopes must be enclosed for EMD and Tender Fee marked "**Tender Fee & EMD**" (total three envelopes) must be enclosed in one bigger envelope duly sealed and super scribed with tender number, name of the instrument/item and tender due date must be forwarded to the undersigned so as to reach him on or before the due date.
- d) The Financial Offer should be quoted in the prescribed format as per the Annexure-II only (as applicable). If the financial offer is not in the prescribed format, it will be rejected.

Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

3. Fax and Email quotation are not acceptable.

4. Quotations should be valid for 120 days from the tender due date. The quotation should clearly indicate the period of delivery, warranty terms etc. A minimum of one year warranty is required from the date of commissioning.

5. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. The Suppliers should

submit copies of suitable documents in support of their reputation, credentials and past performance about the product/equipment which they have supplied to premier educational Institution(s). Without these documents the tender may be rejected by the Institute.

6. The quotations should be given for the items in the same order as in the tender document.

7. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placing order.

8. Any effort by a supplier to influence IITGN's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the supplier's tender and forfeiture of the supplier's EMD.

9. The Vendor must be able to provide the product/items within specified time period as prescribed in the Purchase Order. Failing the EMD will be forfeited. Furthermore on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions.

10. Imported supplies should be delivered by air and quoted for CIP Ahmedabad.

11. **(a)** In case of payment (for import item) through Letter of Credit (LC), 90% (Ninety Percent) of the payment will be released after completion of the supply. The balance 10 % (Ten Percent) of the payment will be released after satisfactory installation of the item/equipment.

(b) If the Payment (for import item) in the form of foreign currency draft/TT, the Institute will release the payment within 30 working days after delivery and successful installation of the item/equipment at IIT Gandhinagar Premises.

(c) Advance Payment (for indigenous supplies) is not allowed in any case. 100% payment will be released after completion of the supply and successful installation.

12. IIT Gandhinagar is exempt from payment of Excise Duty and is eligible for concessional rate of Custom Duty. Necessary certificate will be issued on demand. IIT Gandhinagar will make necessary arrangements for the clearance of imported goods at the Airport. Hence, the price should not include these charges.

13. In the event of any dispute or difference(s) between the vendee IIT Gandhinagar and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the concerned authority of IIT Gandhinagar who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.

14. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.

15. All disputes shall be subject to Gandhinagar Jurisdiction only.

16. IIT Gandhinagar reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

17. The Tender/Bid will open on **24.12.2013** at **04:00 PM** at **IIT Gandhinagar Premises**.

- a.) The suppliers or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.
- b) Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned instrument/equipment.
- c) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
- d) The Tender Committee reserves its right to select or reject any or all of the Items/equipment mentioned above without assigning any reasons.

18. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Assistant Registrar (M.M.) through e-mail, purchase@iitgn.ac.in on or before **4:00 PM, 23.12.2013**.

19. A demand draft of **Rs. 250/- (Rupees Two Hundred Fifty Only)** towards non-refundable tender fee and a demand draft of **Rs. 2,300/- (Rupees Two Thousand Three Hundred Only)** towards refundable EMD from a Nationalized bank/Schedule bank in favour of “**IIT Gandhinagar Main Account**” payable at Ahmedabad placed in a separate envelope marked “**Tender Fee & EMD**” should accompany tender bid documents. Both the demand drafts should be valid for 90 days. Without the Tender Fee and EMD the bid will not be considered. **NSIC Certificate will not be accepted for relaxation of EMD and Tender Fee.**

The EMD of the successful bidder will be returned to them without any interest after completing the successful installation. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.

20. All tender documents should have to be forwarded through speed post or registered post, courier, Hand Delivery to the following address so as to reach the following address on/before **05:00PM, 23.12.2013.**

Assistant Registrar (M.M.)

Indian Institute of Technology Gandhinagar,
Vishwakarma Government Engineering College Campus,
Ground Floor, Block “A” ,
Visat-Gandhinagar Highway, Chandkheda
Ahmedabad 382424
Fax No. +91 79 2397 2583

Other Terms & Conditions:

1. Pre – Qualification Criteria:

a. Bidders should be the manufacturer / authorized dealer. Letter of Authorization from Manufacturer on the same and specific to the tender should be enclosed.

b. An undertaking from the original Manufacturer is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.

2. **Delivery:** The Equipment should be delivered and installed within the period as specified in the purchase order and be ready for use within one week of delivery unless otherwise prescribed.

3. **Penalty:** If the suppliers fails to deliver and place any or all the Equipment or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

4. **Training:** Suppliers need to provide adequate training at IIT Gandhinagar to the nominated person of IIT Gandhinagar at their cost. IIT Gandhinagar will not bear any training or living expenditure in this regard.

5. **Installation & Warranty Declaration:** Suppliers must give the comprehensive onsite warranty as required from the date of successful installation of Equipment against any manufacturing defects. In the installation report the model number of instrument and all spares parts numbers should be in the line of purchase order. And suppliers must be written in the warranty declaration that “everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be complete enough to carry out the experiments, as specified in the tender document.”

Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction / specifications specified in the Purchase order and demonstrate at the their own cost.

Sd/-

Assistant Registrar (M.M)

Form A

PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Supplier:
2. Complete Address of the Supplier:
3. Availability for demonstration of instruments at IIT Gandhinagar: Yes / No [Please ✓]
4. Cost of the Tender enclosed: Yes/No [Please ✓] If yes,
 - a.) Name of the Bank _____
 - b.) Amount in (₹) _____
 - c.) Demand Draft No. _____
5. Earnest Money Deposit enclosed: Yes / No [Please ✓] if Yes,
 - a.) Name of the Bank _____
 - b.) Amount in (₹) _____
 - c.) Demand Draft No. _____
 - d.) Last Validity date of the enclosed DD _____
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IIT Gandhinagar]
 - a.) Full Name :
 - b.) Complete Postal Address:
 - c.) Telephone No.:
 - d.) Fax No.:
 - e.) Mobile No.:
 - f.) E-mail:
 - g.) Website Address:

Form B

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER

RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	

Note: - Please attach original cancelled cheque along with the RTGS/National Electronic Fund Transfer (NEFT) Mandate Form.

Annexure – I

Details of the Item/Equipment: - Spin Coater for thin-film coating application

Quantity Required: - 1 No.

Technical Specifications:

1. Completely stand alone model.
2. The instrument should be able to handle any type of polymer solutions, metallic salts dissolved either in water and/or any type of solvents.
3. The instrument should be able to deposit any organic as well as inorganic thin film coatings, such as, metal oxides, metal nitrides, metal carbides, organic compounds, etc. in a single run.
4. The instrument should be able to handle any type of substrates, such as, metal foils, glass, semiconductors, insulators, etc.
5. The instrument should be able to handle any size and shape of the mentioned substrates given in (4) ranging from 0.5 x 0.5 cm² until 10 x 10 cm².
6. Any size and type of substrate mentioned in item no. (4) and (5) should be able to spin at any speed from 500 to 10,000 RPM (in steps of 1 RPM), with speed accuracy of less than 1 % at any operational speed.
7. All appropriate substrate holders of reputed make must be supplied along with the instrument in order to coat substrates of any size given in item no. (5).
8. The acceleration of the substrate towards attaining the desired spin speed should be adjustable from at least 100 rpm/sec until 5000 rpm/sec.
9. The instrument should be equipped with real time display of rpm and time.
10. The instrument should have capability to program a process and save as well as edit it as per requirement.
11. The instrument should have provision for creating/editing and saving at least 2 programs at a time with a minimum of 5 steps per program.
12. The duration of the coating operation can vary from 1 until at least 9,999 sec per step, which can be programmable.
13. The instrument should have provision for calibration.
14. The instrument should be integrated with vacuum release as well as power on/off switch.
15. The instrument should have spill drainage facility.
16. The instrument should be equipped with a Nitrogen purging facility.
17. The instrument should have a user-friendly interface.
18. The instrument should have a dial gauge indication of vacuum chuck.
19. The working chamber should be Teflon coated and adequate to carry out all the operations mentioned here.
20. The instrument should have port for nitrogen purging facility.
21. The instrument should be equipped with a micro-syringe of adequate capacity.
22. The instrument should be equipped with an oil-free vacuum pump which can achieve vacuum of at least 50 Torr in less than 1 minute of pumping time from atmosphere.
23. The instrument should be able to provide thickness uniformity of $\leq 5\%$ over the 10 cm x 10 cm substrate for the spin coating of any type of film on any type of substrate.
24. Possibility of freedom to design novel sputtering experiments.

Accessories:

1. All accessories required to run this instrument must be provided and quoted by the vendor.

Terms and conditions:

1. Warranty:

The complete instrument and accessories excluding consumables should be under warranty for a period of one year from the date of installation. Extended warranty is preferable. In case of breakdown during the warranty period, a competent service engineer of the supplier should make as many visits as are necessary to rectify the problem and replace the faulty parts. But it should be repaired within 48 hours from the date and time of complaint lodged by the user. The supplier should provide all spares required for making the instrument operational.

All the warranty replacement part should be dispatch on DDP (free domicile) at site. IIT will return defective parts after replacement.

AMC: Please also mention the financial involvement for two years on site Annual Maintenance after normal Warranty.

2. Maintenances:

Vendor should be easily accessible and available on demand within 48 hours of any problem in the instrument. Two compulsory visits per year for maintenance must be included for the initial 1 year after installation.

3. Training and demonstration:

Vendor should provide us training on operation and application at IIT Gandhinagar after installation.

4. User list with contacts:

Vendor should provide us detail list of installations in India with all contact details and model details and modules available so that IIT Gandhinagar can approach the contact person for any feedback.

5. Spares:

The supplier of the instrument must confirm in writing that the spares for the entire instrument will be available for a period of at least ten years after the installation of the instrument.

6. Manual:

One set of operating manual, service manual, maintenance and safety instructions, recommended recurring spare parts list, mechanical and electrical drawings, part lists, air, water and electrical diagrams (in English) should be provided with the instrument.

7. Demonstration and standards:

Appropriate test gratings must be provided for calibration in all ranges and appropriate Specifications for optimum performance should be clearly mentioned. Specifications quoted should be demonstrable on site at the time of installation. Standard specimens for all modes must be supplied.

Quote must have a compliance report on all the above points.

Annexure – II

FINANCIAL OFFER

FOR INDIGINEOUS SUPPLIES

Ref No. & Date:

Tender No. : -

Due Date: -

Description of item: -

Sr. No	Description of Item & Specification (Model no if any)	Qty. in Units	Unit Price in Rs.	Discount (%)	Excise Duty /Custom Duty (%)	CST/ VAT (%)	Octroi (%)	Total Price in Rs.

- Delivery Mode : Delivery at IIT Gandhinagar, at site only
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading etc.
- Warranty Period:
- Delivery Period:days.
- Quotation Validity Date: - Minimum 120 Days from the date of Submission of quotation/tender.
- Payment Term: Payment within 30 working days from the date of submission clear of bill with acceptance certificate from the concerned dept./Sect./MMD.

Sign of bidder: - _____

Date: - _____

Name of the bidder:- _____

Firm's Name:- _____

Annexure-II

FOR IMPORTED SUPPLIES

Ref No. & Date: -

Tender No. : -

Due Date: -

Description of Item/Equipment: -

PRICE BID

Sr. No.	Description of Item & Specification	Qty. in Units	Unit Price	Price Basis (Ahmedabad International Airport)	Total Price
				CIP	

1. Delivery Period:.....

2. Warranty Period:

3. Terms of payment:

(a) 100% payment by Letter of Credit (90% payment will be released on receipt of documents without any discrepancies and balance 10% will be paid after satisfactory installation and commissioning).

(b) Payment by wire transfer (on request) within 30 days from the date of supply and installation of item.

4. Validity of the bid 120 days from the date of opening of the tender.

Signature: _____

Name: _____

Business Address: _____

Place: _____

Date: Affix Rubber Stamp: _____

Note: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.