



## **TENDER DOCUMENTS**

Tender reference Number / Dt.	KCT/PUR/TEX/01/18-19. Date.22.05.2018
Last date and time for receipt of tender offers	09.06.2018 - 5.30PM
Date of opening of technical bid	13.06.2018 - 11.00 AM
Offer Validity Period	30 Days from the date of submission of Tender
Address for communication	The Executive Officer, <b>KUMARAGURU COLLEGE OF TECHNOLOGY, P. B. NO. 2034, CHINNAVEDAMPATTI , COIMBATORE 641 049</b>
Place where tender offers	<b>KUMARAGURU COLLEGE OF TECHNOLOGY , P. B. NO. 2034, CHINNAVEDAMPATTI , COIMBATORE 641 049</b>
Phone Numbers	0422 - 2661100

**INVITATION FOR TENDER OFFERS** , Kumaraguru College of Technology hereinafter referred to as the KCT, invites sealed tender offers (Technical bid and Commercial bid) for supply of “ **ORBITAL SHAKER** ” for Textile Machinery for the project of Development of flame retardant home textiles with antimicrobial and self-cleaning property in Textile Department at Kumaraguru College of Technology, P.B.No. 2034, CHINNAVEDAMPATTI, COIMBATORE - 641 049.

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**PROJECT SCOPE: ORBITAL SHAKER**

<b><u>SHAKER SPECIFICATION:</u></b>		
*	Incubator Shaker	
*	Shaking Frequency	: 30 - 350 RPM
*	Shaking Deviation	: ± 2 rpm
*	Shaking Indication	: Digital LED
*	Speed change via	: Potentiometer
*	Shaking Motion	: Orbital
*	Diameter of Orbital Motion	: 25 mm
*	Tray Dimension	: 420 x 420 mm
*	Universal tray to hold ^ 36 Nos of 50 ml flasks (or) 36 Nos of 100 ml flasks (or) 25 Nos of 250 ml flasks (or) 16 Nos of 500 ml flasks (or) 9 Nos of 1000 ml flasks (or) 4 nos of 2000 ml flasks	
*	Temperature Range	: Amb +7° C to 70° C
*	Temperature Accuracy <sup>1</sup>	: ± 0.1° C
*	Temperature Sensor	: PT 100
*	Temperature Indication	: Digital LED
*	Temperature change via	: Soft touch key pad
<b><u>OTHER SPECIFICATIONS:</u></b>		
*	Material of Construction: Interior SS and Exterior MS Powder coated	
*	Internal Dimensions (W x D x H)	: (490 x 500 x 412) mm
*	External Dimensions (W x D x H)	: (525 x 700 x 660) mm
*	Thermostat cut-out for run away safety	
*	Deviation alarm for temperature available	
*	Drive	: DC motor
*	Heater Power	: 500 W
*	Electrical Requirement	: 230V, 6 Amps, 50 Hz, 1 $\Phi$
*	Thermostat cut-off for runaway safety	
*	Provided with RCCB to prevent from electrical hazard	
*	Non Volatile Memory with automatic Power failure restart	
*	Unit has facility of proximity sensor to control the shaker on/off position	
*	Electrical Requirement	: 230V,6 Amps, 50 Hz, 1 $\Phi$

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## TENDER FORM

### **INSTRUCTION TO TENDERER**

#### **1.0 GENERAL**

- 1.1. Tender can also be downloaded from KCT website [www.kct.ac.in](http://www.kct.ac.in) up to 09.06.2018 till 05.30 PM.
- 1.2. Modifications if any of the above documents will be made by addenda / corrigenda, copies of which will be sent in duplicate to each tenderer before the due date of the tender. One copy shall be signed, sealed and submitted packed along with the tender documents. Tender documents to be submitted, are as detailed hereafter.

The tenderer shall not make any additions / deletions to or amend the text of the documents except in so far as may be necessary to comply with any addenda / corrigenda issued. The tenderer shall use only tender documents as issued for submitting his quote and shall comply to various terms and conditions.

- 1.3. Fax, Telex or Telegraphic tenders shall not be entertained.
- 1.4. The tender shall be filled in & submitted in English only. All accompanying literature and correspondence shall also be in English
- 1.5. No claim for costs, charges, expenses incurred by the tenderer in connection with preparation of tender submission and for subsequent clarifications of their tender shall be accepted.
- 1.6. KCT reserves it right to alter, change, cancel partially or fully, rescind or modify the terms and conditions of tender without assigning any reason thereof.

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## **2.0 TENDERER TO STUDY DOCUMENTS**

- 2.1 Submission of the tender by the tenderer implies that he has read tender documents and has made himself aware of the specifications of machinery and the terms and conditions.
- 2.2 The tenderer shall be deemed to have full knowledge of documents and no extra charges consequent on any misunderstanding or otherwise shall be allowed
- 2.3 Any question regarding the tender document and discrepancies shall be directed to the Tender Issuing Authority in writing minimum 10 days prior to the due date of submission of tender. The Tender Issuing Authority shall issue all clarifications, interpretations, meanings and specific directions if any in duplicate in writing to all the tenderers.

## **3.0 SUFFICIENCY OF THE TENDERER**

- 3.1 The tenderer shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender and about the rates quoted by him and cover all his obligations under the tender.

**4.0 METHOD OF TENDERING** Each and every paper of tender documents shall be signed by the authorized person(s) and seal affixed to be upload in the mail.

### **4.1.0 Authority of signing**

- 4.1.1 If the tender is submitted by an individual, it shall be signed by him.
- 4.1.2 If the tender is submitted by a proprietary firm, it shall be signed by the proprietor.
- 4.1.3 If the tender is submitted by a partnership firm, it shall be signed by all the partners of the firm or by a partner holding the power of attorney for the firm for signing the tender, in which case, a certified copy of power of attorney shall accompany the tender.
- 4.1.4 If the tender is submitted by a limited company or a corporation, it shall be signed by a duly authorized person or the person holding the power of attorney for signing the tender, in which case a certified copy of the power of attorney shall accompany the tender.
- 4.1.5 All witnesses and sureties shall be persons of respectable status and probity and their full name, occupations and addresses shall be stated below their signatures.

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#### 4.3.0 Packing and Submission

4.3.1 . The tender shall be submitted on or before the date specified on the first page of this tender. All documents and bidding can be sent to the specified tender mail id [tenders@kct.ac.in](mailto:tenders@kct.ac.in). Any tender received after this date and time shall not be accepted. Tenders to be submitted in **two separate forms “Financial Bid” & “Technical Bid”**.

4.3.2 **“Financial Bid”** shall contain only financial offers and **“Technical Bid”** should contain clear technical specification. Two Separate mail to be sent to the specified mail id.

a) Bill of Quantities duly completed with price.

b) Bills/Schedule of Quantities duly completed with price which will be inclusive of all taxes (Service Tax, Sales Tax ,Concessional Rate), duties (Excise Duty, Custom Duty etc.) any other Govt. levies & all other charges ( packing, forwarding, loading-unloading, erection and commissioning, insurance and any other incidental charges by whatever name called).

c) It is necessary to fill the Tender Value precisely. In case, all individuals“ items are not quoted, it will be deemed that that Tender Value is inclusive of quotes of all the individual items as per the tender document.

4.3.3 **“Technical Bid”** shall contain

a) Technical Specifications in details.

b) List of items including spare parts with quantities for which the financial bid has been submitted.

#### 5.1 OPENING OF TENDER

5.1.1 The tender shall be opened by the Purchase Committee of KCT on the designated date and time in the confidence or event of any change in the date and time of tender opening, the same would be informed to the tenderer through public notice or individual correspondence

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## 6.0 AGREEMENT

6.1 The successful tenderer shall be bound to implement the contract on receipt of intimation of acceptance from the Purchase Committee, KCT.

## 7.0 PROCEDURE FOR REJECTION

7.1 The Purchase Committee, KCT COIMBATORE reserves the right to accept or reject any tender or reject all tenders without giving any reasons for their decision.

7.2 Tenders are liable to be rejected in which any of the particulars / prescribed information is either missing or incomplete in any respect and or if the prescribed conditions are not fulfilled.

7.3 Canvassing in connection with tender is strictly prohibited and tender submitted by tenderers who resort to canvassing will be liable to rejection.

Sr. No.	Particulars	Remarks
1	Validity of Tender	90 Days
2	Address, date and time of submission of the Tender Documents.	The Executive Officer, Purchase Committee, Kumaraguru College of Technology, Chinnavedampatti, Coimbatore 641049. Tamil Nadu.
3	Supply, installation and commissioning of the machinery etc.	Within 1 months from the date of placement of order or advance paid failing which order may be cancelled.
4	<b>Period of warranty / performance guarantee of machines.</b>	1 Year

## **TERMS AND CONDITIONS**

1. Before submissions of the tender, the prospective bidders are expected to examine Technical Specifications of the equipment/machineries allied items required, terms and conditions, etc., given in the Tender Documents. Failure to furnish all information required by the Tender documents may result in the rejection of the bid. Detailed specifications of the items tendered and other accessories should be given, in the bid.
2. The descriptive leaflet giving the technical details of the equipment/machineries allied items should be supplied along with the quotation.
3. All accessories required for using the main equipment/machinery to make it fully operational for production are to be specified.
4. The suppliers of the machinery / equipment should provide both theoretical and practical training after commissioning the machinery or at an appropriate stage.
5. The price quoted should be exclusive of duty, ST, installation etc., which should be shown separately in the bid, if applicable. Freight and Insurance charges are to be indicated separately and the same will be paid at actual against supporting documents produced. Packing, forwarding and other charges as applicable are to be indicated separately in the tender.
6. The terms of payment in case of indigenous equipment/ machinery & accessories shall be as under
  - a) 20% of the machinery cost ex-factory will be paid as advance against confirmation of orders.
  - b) 70% payment will be made against successful installation, commissioning and demonstration of satisfactory performance of the machinery / equipments at site.
  - c) Balance 10% payment will be made within one month from the date of installation & submission of Performance Guarantee for 12 months.
7. Delivery of the equipment/machineries should be as per the commitment from the date of receipt of initial payment against account.
8. The pre-installation requirements including space, nature of civil work, power point, power requirement etc. are to be mentioned clearly in the technical bid.
9. The supplier should take responsibility for delivering, installing and commissioning of the machinery inside the premises of KCT, COIMBATORE at the places specified in the tender. The address will be specified in the Purchase Order.

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10. Late / delayed tender offers will not be considered at all.
11. Any non-fulfillment of the stipulation given above will make the bid invalid.
12. The local supplier shall be entirely responsible for all taxes duties, license fees etc., incurred until delivery of the contracted goods (to the purchaser) up to place of delivery.
13. The delivery installation & commissioning period of the equipment/machinery as agreed to should not be extended under normal conditions. Suitable penalty for non- execution of the order may be enforced to the extent of 0.5% to 5% of the cost of machinery for every week extended. In case of the delay beyond scheduled period due to some unforeseen reason, written permission is required from The Executive Officer,, Purchase Committee, KCT, with proper justification to avoid penalty.
14. The equipment/machinery & accessories should be delivered, installed and commissioned at the address specified in the order. Service / operation / instruction / calibration manuals (in English) tool kit and gauges must also be supplied along with the machinery and accessories.
15. During the guarantee / warrantee period, servicing / maintenance should be undertaken regularly, subsequently Servicing/maintenance should be undertaken by the manufacturer or authorised agency of the manufacturer.
16. Warranty / performance guarantee period of one year should be given in respect of all the machinery and accessories supplied. Terms for service contract after the expiry of said warranty period are to be quoted separately.
17. List of servicing centres in India is to be indicated with detailed address, telephone no. / fax no. / e-mail address etc.
18. All pre-installation requisites such as Cables, Plugs, Compressor, Stabilizer etc. should be provided by the supplier along with the equipment/ machinery. KCT, COIMBATORE concerned will provide adequate space, electricity & water, as the case may be, for the successful installation and commissioning of the equipment.



**DETAILS OF BIDDER**

Please ensure that your response clearly answers all the questions. If you use additional schedules or documentation to support your response, make sure that they are clearly cross- referenced to the relevant question.

**General Profile of the Company/Firm:-**

1. Name of Organization	
2. Registered Head office Address	
3. Local Office address	
4. Office Phone No.	
5. Contact Person Name & Designation	
6. Contact Person Mobile No.	
7. E mail Id	
8. Escalation Matrix ( Contact Details )	
9. Status of the firm : (Whether company/Firm/Proprietary/Association)	
10. Name of Directors/Partners/Proprietor with contact no.	
11. Whether Registered with the Registrar of Companies / Registrar of Firms, if so, mention number and date and attach a copy of registration	
12. Bank Details	
13. PAN Card	
14. GST No.	



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**KCT INTERNAL USE**

Technical Assessment :	
COMMENTS :	
Commercial Assessment :	
COMMENTS :	
Recommendation & Approval :	

**Committee Recommendation and Approval:**

1. Name \_\_\_\_\_ Signature \_\_\_\_\_

2. Name \_\_\_\_\_ Signature \_\_\_\_\_

3. Name \_\_\_\_\_ Signature \_\_\_\_\_

4. Name \_\_\_\_\_ Signature \_\_\_\_\_

HOD- TEXTILE

EXECUTIVE OFFICER

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