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## ITER-India, Institute for Plasma Research

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### ENQUIRY - FOREIGN

OFFICE COPY                      ENQUIRY NO                      : I-IEF19016  
Date                                      : 06/11/2019  
Due Date                                : 10/12/2019 by 5:00 PM (IST)

We invite your rate/s for the following item/s. The Instructions to bidders and Terms & Conditions are attached herewith.

#### Important Note :

1. Please Send your offer, ALONG WITH DESCRIPTIVE LITERATURE / CATALOGUE for the following items which we are interested to import directly against Foreign Trade Policy 2015-2020. Kindly go through the terms & conditions printed overleaf. Please ensure that your quotation reaches this office not later than above mentioned due date.
2. If Indian Agents are submitting the quotation on behalf of their Principal they should furnish the following documents without which their quotation is liable for rejection. a. Copy of Latest and Valid Authorization Certificate issued by their Principal. b. Copy of Proforma Invoice submitted by their Principal indicating the commission payable to the Indian agent, nature of after sale service to be rendered by the Indian agent.
3. If Packing Materials are of any kind of Plant Origin, valid Phytosanitary Certificate issued by an Authorised Officer at the Country of Origin of the consignment in the format prescribed under the International Plant Protection Convention of the Food and Agricultural Organization shall be sent along with the shipping documents. This is a mandatory requirement under Law enacted by the Govt. Of India. Deviation from this may result in holding of the consignment at customs causing delays which will be the sole responsibility of supplier.
4. Customs Duty Exemption Certificate: ITER-India can provide Custom Duty Exemption Certificate (CDEC) under the notification no. 39/96 dated 23/07/1996 as amended by notification no. 5/2012 - custom dated 07/02/2012 (s. no.37) in order to avail such exemption Indian party shall quote in foreign currency only on behalf of their foreign principal/supplier & purchaser shall place the order directly on foreign principal/supplier. All expenses, except customs duty, towards procurement of the imported materials should be borne by the Contractor.
5. ITER-India, IPR is entitled to avail concessional rate of GST @ 5% (2.5% CGST and 2.5% SGST) as per Central Goods and Service Tax (CGST) Notification No. 45/2017-Central Tax (Rate) dated 14th November, 2017, State Goods and Service Tax (SGST) Notification No. 45/2017 – State Tax (Rate) dated 15th November, 2017 and IGST @ 5% as per Notification No. 47/2017-Integrated Tax (Rate) dated 14th November, 2017 for supply of Goods. Therefore, please consider GST in your quotation accordingly. (Applicable for Indian bidder) 5% IGST on DAP cost shall be taken by the Purchaser for Price evaluation Purpose. (For Foreign bidder)

Sr No.	Material Description	Quantity	Unit
1	Key Exchange Box Electro mechanical key exchange unit with following parts 1. Electro-Mechanical interlock (with NO and NC contact) with a master key 2. Key Exchange unit with 1 In-2 Out configuration 3. Electro Mechanical Access Interlocks- 2 NOs Specifications as attached sheet	2	SET

#### Note :

- (1) Submit your quotation AT THE ABOVE ADDRESS.
- (2) Any clarification on this enquiry may be sought from the Purchase Officer, ITER-India.
- (3) Quote with complete technical details.

- (4) Quotation should invariably be submitted in the attached format (Price bid format) ONLY else ITER-India may not consider your offer.
- (5) Technical Specifications for each item are attached herewith (page 1). Duly filled, signed and stamped technical specifications as per Annexure-I and Price bid format as per Annexure-II to be sent along with the bid.
- (6) Indian agent shall bid only on behalf of one Principal/OEM.
- (7) In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same enquiry.
- (8) Indian agent shall bid only on behalf of one Principal/OEM
- (9) Purchaser reserves the right to order on either FOB or DAP basis.
- (10) In respect of Indigenous bidders: The price/s quoted should be on Door Delivery and freight paid basis inclusive of cost of packing & insurance.
- (11) Payment shall be made through RTGS/NEFT (For Indian bidders) & through wire transfer (For Foreign bidders) within 30 days from the date of acceptance of ordered items by the purchaser at his site.
- (12) Bank Charges : All bank charges within India shall be borne by the purchaser & all bank charges outside India shall be borne by the foreign supplier, Indian supplier has to bear all bank charges.
- (13) In respect of Foreign Bidders: The price/s quoted should be on FCA (any international airport in supplier's country) basis as per Incoterms 2010. The price/s quoted should be inclusive of all applicable taxes, levies, duties applicable outside India. The bidder shall also indicate the DAP (ITER-India) charges in terms of % of FCA Price or Lumpsum charges. In case the Foreign bidder do not provide DAP ITER-India charges separately then, the Purchaser shall consider 5% of basic value to arrive at FCA cost, 10% of FCA cost as freight, 1% as insurance to arrive at CIF cost and 2% for custom clearance & local transportation for arriving at landed cost.
- (14) Percentage (%) of the agency commission (if applicable) to be paid to bidder's Indian agent shall be mentioned in the bid. Agency commission shall be paid in equivalent INR (exchange rate as on due date) only on successful completion of Final acceptance of ordered items.
- (15) The Indian bidder under the category of MSME Enterprise shall attach a MSME Certificate (Udhyog Aadhar) along with the offer.
- (16) Exchange rate as on due date of bid submission will be taken for conversion of foreign currency bid in equivalent INR for evaluation Purpose.

Encl:- as above



**Rakhi Dharamdasani**  
**OFFICER-I (PURCHASE & STORES)**  
**ITER-India (IPR)**

## INSTRUCTION TO TENDERERS

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1. The Proforma Invoice should contain the following information:
2. The earliest delivery period and country of goods / equipment and Country of shipment should be mentioned.
3. Your banker's name and address should be mentioned. All bank charges outside India to be borne by the supplier.
4. The tenderer should submit quotation to the Purchase Officer in duplicate in sealed envelope superscribing the Tender No., date and due date of opening. Quotation should be submitted in the form of a Proforma Invoice and should complete in all respects with technical specifications. Note for Indian Agent: Bidder should submit quotation on behalf of only one foreign supplier.
5. Agency commission, if any, payable to the Indian Agent from the FOB/FCA value should be clearly indicated in terms of percentage of the same. Also the address of the accredited Indian Agents should be furnished so that the agency commission can be paid in Indian Rupees directly to them at the exchange rate (T.T. buying) prevailing on the date of purchase order.
6. The approximate net and gross weight and dimension of packages / cases may be indicated in your offer.
7. Recommended spares for satisfactory operation for a minimum period of 5 years (wherever applicable) may be mentioned.
8. Details of any technical service, if required for erection, assembly, commissioning and demonstration should be mentioned clearly.
9. The prices quoted should be inclusive of all taxes, levies, duties arising in the tenderer's country.
10. The offers should be valid for a minimum period of 120 days from due date of opening of the tender. If asked for by the Purchaser, the tenderers shall extend the validity of his quotation.
11. Late tenders will not be considered. Quotations by cable/fax must be followed by detailed offers by mail/through courier so as to reach us before the due date.
12. The Purchaser reserves the right to accept the lowest or any tender in part or full without assigning any reasons. Purchaser also reserves the right to split the order at its sole discretion.
13. The details of Import License will be furnished in the Purchase Order.
14. Instruction / Operation manual containing all assembly details including wire diagrams should be sent wherever necessary in duplicate. All documents/correspondence should be in English Language only.
15. This enquiry is not a commitment and the Purchaser reserves the right to reject or cancel any or all offers.
16. Bidder should indicate clearly in his quotation whether he needs Export License for supply of the offered items. Furnish relevant document/format to be submitted by the purchaser, if Export License is involved.
17. Security Deposit (if applicable): The Supplier shall at the option of the purchaser, furnish an interest free Security Deposit for 10% of the purchase order value within 15 days from the date of Letter of Intent/Purchase order by way of Bank Guarantee for an equivalent amount.
18. Liquidated Damages (if applicable): The successful Vendor/Bidder should pay liquidated damages @ 1/2% (half percent) of the total order value for the delay of each week in the schedule of completion of supply/work envisaged in the Purchase Order subject to a maximum of 5% (five percent) of the total order value.
19. Advance payment, if any, will be made as per the Reserve Bank of India's stipulations and on receipt of Bank Guarantee from the Supplier from a Bank acceptable to Purchaser/Purchaser's Banker.

## TERMS AND CONDITIONS

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1. It is expressly agreed that the acceptance of the stores contracted for is subject to final approval in writing by the purchaser whose decision shall be final.
2. If all or any of the stores are not of the quality specified, they may be rejected and suppliers should either replace or refund the money at the discretion of the purchaser.
3. Part shipment is not allowed unless specifically agreed by the purchaser.
4. As far as possible, stores should be dispatched by Indian flag vessels/Air India or through any Agency nominated by the purchaser.
5. Adequate packing to prevent damage in transit should be provided keeping in view the nature of item and the mode of transport.
6. ITER-India being an Autonomous Institute of Government of India, preference will be given for payment by Sight Draft. However, you may indicate your payment terms.
7. The Supplier will be held responsible for any demurrage/Wharfage paid due to non-receipt of document in time. Non-negotiable copies of dispatch documents should be sent by Email (scan copy) /Air Mail/Courier immediately after shipment.
8. Insurance wherever necessary will have to be arranged by the supplier on Warehouse to warehouse basis.
9. Inspection/Test certificate should be provided for the goods after testing it thoroughly at your works, if any testing agency is considered necessary, it shall be arranged by the Supplier.
10. The stores contracted should be guaranteed for a minimum period of 12 months from the date of acceptance against defective materials, design, workmanship, operation or manufacture. For defects noticed during the guarantee period, replacement/rectification should be arranged free of cost within a reasonable period of such notification. However, permits for re-export from and re-import into the purchaser's country, if required shall be provided.
11. To fulfill the above guarantee condition, the Supplier shall at the option of the purchaser, furnish a Performance Bank Guarantee (as prescribed by the purchaser) from a Bank approved by the purchaser for an amount equivalent to 10% of the value of the Purchaser Order valid till 14 months (i.e. covering guarantee /warranty period) from the date of acceptance of items by the Purchaser. On the satisfactory performance and completion of the Purchaser Order, in all respects, the bank guarantee will be returned to the Supplier without any interest.
12. Where erection or assembly or commissioning is a part of the Purchaser Order, it should be done immediately on notification. The Supplier shall be responsible for any loss/damages sustained due to delay in fulfilling this responsibility.
13. Supplier is deemed to have warranted and indemnified the Purchaser against any Claim/dispute whatsoever on patent, trade mark etc.
14. All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operations or effect of Purchase Order arising out of this tender or the breach thereof shall be settled by arbitration in accordance with the Arbitration Rules of India and the award made in pursuance thereof shall be binding on the parties.
15. For items having shelf life, those with maximum shelf life should be supplied, if order is placed.
16. These terms and conditions are subject to Ahmedabad, India jurisdiction only.
17. DO NOT SEND CONSIGNMENT/PARCEL THROUGH COURIER MODE.

## FORMAT FOR SUBMISSION OF QUOTATION

Enquiry No. : I-IEF19016  
 Name Of Party : OFFICE COPY  
 Quotation No. & Date :  
 Due on : 10/12/2019 by 5:00 PM (IST)

Sr No.	Material Description	Qty	Unit	Rate(INR)	Total(INR)
1	Key Exchange Box Electro mechanical key exchange unit with following parts 1. Electro-Mechanical interlock (with NO and NC contact) with a master key 2. Key Exchange unit with 1 In-2 Out configuration 3. Electro Mechanical Access Interlocks- 2 NOs Specifications as attached sheet	2	SET		
2	DAP (ITER-India) Charges (To specify)				
				Grand Total	

### COMMERCIAL TERMS & CONDITIONS \*

Sr.No	Description	Bidder's Compliance
1	Other Charges (if any)	
2	Delivery Period (To Specify)	Comply Yes/No (In case of No Please provide details)
3	Payment (ITER-India payment terms will apply) (Refer Sr. No. 12 of Note)	Comply Yes/No (In case of No Please provide details)
4	Warranty (1 year from date of acceptance of items)	Comply Yes/No (In case of No Please provide details)
5	Validity period (90 days from due date of bid submission)	Comply Yes/No (In case of No Please provide details)
6	Agency Commission (if payable to Indian Agent)(To Specify)	
7	Indian Agents: Those who are submitting offer on behalf of their principal must attach valid authorization letter issued by their Principal. invariably.	
8	INCOTERMS 2010: Place of Delivery (To Specify)	
9	Packing & Forwarding (To Specify)	
10	Inland Freight/Handling Charges (To Specify)	
11	Documentation Charges/Bank Charges (To Specify)	
13	GST (Not included in quoted price) (For Indian bidders)	
14	GST @ 5% ( As per Sr. No. 5 of Important Note) (For Indian Bidders)	Comply Yes/No (In case of No Please provide details)
15	GST No. (For indian Bidder)	
16	Udhyog Aadhar No. & Category (Micro/Small/Medium Enterprise)	
17	Discount ( if any )	

18	Remarks	
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\* Fill in the applicable details

Place:

Authorised Signatory:

Date:

Company Seal

## Annexure - I

### Electro mechanical key exchange unit for access control with following parts

1. Electro-Mechanical interlock with a master key/ control key
2. Key exchange unit which allows exchange between master key (mentioned in point 1) and two access door keys. 1 in- 2 out configuration.
3. Electro mechanical access interlocks (to be used to lock the doors) with one set of NO and NC contacts. (2 Nos)

**Compliance: CE compliance is recommended.**

### **Specifications:**

#### **1. Electro-Mechanical interlock with a Master key:**

(This key is to be used for control circuit of circuit breaker)

- i. With minimum two set of physical contacts, 1NO and 1NC.
- ii. With two position key; trapped in one position and released/free in another.
- iii. Mountable on a panel
- iv. Lock and key material: Brass
- v. Switch rating: standard supply 230V, 5A

#### **2. Key Exchange unit:**

- i. Should allow exchange between master key and two access door keys;  
**1 IN- 2 OUT** configuration.
- ii. Master key should get trapped in the box till all access door keys are out. It can be released from the box only when all door keys are in and trapped in the Exchange unit.
- iii. Mountable on a flat surface
- iv. Material: Brass for Lock body and key; Brass/SS/MS for Key exchange box/outer enclosure

#### **3. Electro Mechanical Access interlocks (2 Nos):**

- i. With minimum two sets of physical contacts, 1 NO and 1 NC.
- ii. With two position key; trapped with open door and released/free with closed door position.
- iii. Contact switching rating: compatible with 24V
- iv. Lock and Actuator material: Brass
- v. Mounting: Surface mountable

**Engraving: On one set: A1, B1 and M1; on another set: A2, B2 and M2.**

Please quote for the product with mechanical drawing, maintenance details and image.

**Annexure – II:**

Please fill following table with offered value of specifications.

Sr. No.	Specification	Value offered by Vendor	Comment
<b>Electro-Mechanical interlock with a Master key/Control Key</b>			
1	Number of NO and NC contact		
2	Material 1. Lock 2. Key (If finished, mention finish material as well)		
3	Switch electrical rating		
4	Size		
5	Weight		
<b>Key Exchange unit</b>			
1	Configuration (1 in- 2 out required)		
2	Material 1. Lock body 2. Key 3. Key Exchange box (If finished, mention finish material as well)		
3	Size		
4	Weight		
<b>Electro Mechanical access interlocks</b>			
1	Number of NO/NC contact		
2	Material of lock and actuator (If finished, mention finish material as well)		
3	Contact electrical rating (Compatible with 24V?)		
4	Size		
5	Weight		

<b>Common specification</b>			
1	Compliance		
2	All parts shall be supplied with engraving as mentioned in specification sheet? (Specify Yes/No)		