



**ITER-India**  
**(Institute For Plasma Research)**

Tender Notice No.

I-ITN19005

<b>Title</b>	<b>Tender No. I-ITN19005 dated 08-08-2019 for Manufacturing, assembly and supply of mechanical subassemblies</b>
<b>Sub Title</b>	<b>PART-A (I): Essential Eligibility Criteria, Instructions to Bidders, Tender conditions and Bid Submission format</b>

**ITER-India, Institute for Plasma Research**  
**Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,**  
**Ahmedabad 380005, Gujarat, India**



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Sub Title	<b>PART-A (I): Essential Eligibility Criteria, Instructions to Bidders, Tender conditions and Bid Submission format</b>

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<http://www.iter-india.org>





**Title: Manufacturing, assembly and supply of mechanical subassemblies**

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### Amendment Record

Date dd/mm/yyyy	Description of Changes	Version No.	Changes made by

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## Abbreviations/Acronyms

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### **D**

DD · Demand Draft

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### **E**

EMD · *Earnest Money Deposit*

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### **H**

HDFC · Housing Development Finance Corporation

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### **I**

ICICI · Industrial Credit and Investment Corporation of India

IDBI · Industrial Development Bank of India

IST · Indian Standard Time

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### **P**

PLR · Prime Lending Rate

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### **R**

RTGS · Real Time Gross Settlement

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### **S**

SBI · State Bank of India

SD · *Security Deposit*

SPOC · *Single Point of Contact*

**Note: Tender Documents except Part-A (I) are protected with PASSWORD. The PASSWORD will be issued to the bidders who submit a self-declaration as per section 4.6-Annexure-A6.**

## 1 Essential Eligibility Criteria

Bids meeting the Essential Eligibility Criteria (EEC) shall only be considered as “Eligible Bids” and will only be shortlisted for further evaluation. Bidder as mentioned in the EEC Table 1 means single Indian company/Indian industry. Bidder must submit two sets of self-attested copies of documents in support of eligibility criteria. However meeting the essential eligibility criteria in itself does not automatically qualify through the technical bid evaluation process.

*Table 1: Essential Eligibility Criteria*

Essential Eligibility Criteria	Evidence to be submitted
Bidder shall have valid QMS (Quality Management system)/ISO 9001:2015 certification	Submit valid QMS/ valid ISO 9001:2015 certification
Bidder shall have experience of executing at least one project in manufacturing items/components using Copper and Aluminium material within last five years from tender date.	Bidder need to submit the documentary proof (Purchase order copy with relevant technical details and completion certificate/ invoice) of the same.
Bidder shall have experience (min 5 years) and be in the business of mechanical fabrication & assemblies.	Bidder need to submit the documentary proof (Purchase order copy with relevant technical details and completion certificate/ invoice) of the same.
Bidder shall have following infrastructure & machinery in house: 1. CNC Lathe, 2. CNC Milling machine, 3. TIG welding/brazing	Bidder shall provide list of infrastructure & machinery on company's letter head duly signed and stamped.
Bidder shall have average annual turnover minimum INR 3 Cr for last 3 financial years.	Audited Balance sheets for three financial years i.e. 2017-18, 2016-17 and 2015-16
Bidder shall have executed single order value of minimum INR 1 Crore within last 5 years from the tender date	Certified PO copy and completion certificate/ invoice



## 2 Instructions to Bidders and Tender conditions

Sealed tenders are invited in **TWO PART** from the reputed and eligible parties against the **Public Tender Notice No. I-ITN19005 dated 08-08-2019 (Two Part Public Tender)** for **“Manufacturing, assembly and supply of mechanical subassemblies”** as per the Scope of Supply, Work and Technical Specifications mentioned in Part-A (II) of this tender document.

*Table 2: Instructions to Bidders*

Instructions	
a.	<p>All communications related to this tender must be sent to the following Single Point of Contact (SPOC).</p> <p><b>Purchase Officer</b>  ITER-India, Institute for Plasma Research  Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,  Ahmedabad 380005, Gujarat, India</p> <p>E-mail: <a href="mailto:purchase@iter-india.org">purchase@iter-india.org</a>  Phone: +91-79-23 26 96 56 / +91-29-23 26 95 29</p>
<b>2.1 Tender Notification</b>	
a.	This is a <b>TWO PART PUBLIC TENDER</b> . Bidders shall submit bids in Two Part
b.	PART-A: Technical & Commercial Bid <b>without price</b> [Part-A(I), Part-A(II), Part-A (III)]
c.	PART-B: Price Bid
<b>2.2 Tender Documents / Tender Specifications &amp; Requirements</b>	
<p>The scope of work, scope of supply, technical specifications, contract terms and bidding procedures are prescribed in the tender documents. The tender documents include the following Parts. Each Part is provided in a separate document with appropriate title.</p>	
a.	Part-A(I): Essential Eligibility Criteria, Instructions to bidders, Tender conditions and Bid Submission format
b.	Part-A(II): Scope of Supply & Work and Technical Specifications
c.	Part-A(III): Terms and Conditions of the Contract
a.	Part-B: Price Bid instructions and the price bid template
<b>2.3 Procedure for obtaining Tender Documents</b>	
a.	Tender Documents are available on ITER-India web site ( <a href="http://www.iter-india.org">www.iter-india.org</a> ) under “Tender-

	Public/Global Tenders” menu for download
b.	<b>Tender documents i.e. Part-A (II) along with its Annexures &amp; Drawings, Part-A(III) and Part-B are protected with the PASSWORD. Bidders fulfilling the Essential Eligibility Criteria as specified in section-1 above and interested to participate in the tendering process shall submit a Self-Declaration as per Annexure-A6/section: 4.6) for obtaining PASSWORD to open the tender documents to the Purchase Officer, ITER-India by email to: <a href="mailto:rakhi.dharamdasani@iter-india.org">rakhi.dharamdasani@iter-india.org</a> cc: <a href="mailto:purchase@iter-india.org">purchase@iter-india.org</a>.</b>
c.	Alternatively tender documents in hardcopy form can also be obtained directly (in person/by post) from the Purchase Officer, ITER-India by submitting the prescribed Tender Fees. The hard copy of Tender documents in this mode shall be issued up to <b>11<sup>th</sup> September, 2019</b> .
d.	Issue of tender documents does not mean that a Potential Bidder is automatically qualified to submit bids. ITER-India’s decision to consider as to whether a bidder has met with the eligibility criteria is final.
<b>2.4 Pre-bid Meeting</b>	
a.	The main objective of the Pre-Bid Meeting is to ensure all the tender requirements that are specified through different tender documents have been clearly and correctly understood by all the potential bidders.
b.	Pre-bid meeting will be held at ITER-India, Institute for Plasma Research, Block A, Sangath Skyz, Bhat-Motera Road, Koteswar, Ahmedabad 380005, Gujarat, India on <b>27<sup>th</sup> August 2019</b> <b>Time – 2:00 p.m. to 5:00 p.m.</b>
c.	Potential bidders will be required to register for the Pre-Bid Meeting to confirm their participation in the prescribed format ( <b>refer Annexure-A4/Section: 4.4</b> ), latest by <b>23<sup>rd</sup> August 2019</b> through email to <a href="mailto:purchase@iter-india.org">purchase@iter-india.org</a> or through any other mode. However potential bidders who couldn’t submit their registration form in advance may also be allowed to attend the pre-bid meeting provided they submit the registration form at the time of pre-bid meeting. The bidders who could not attend the pre-bid meeting can also submit the bid as per the tender requirements.
d.	In case of any change in the date and time for the Pre-Bid Meeting, the same will be informed to all the potential bidders who have registered for the Pre Bid meeting. Details shall also be uploaded on ITER-India website.
e.	<b><u>The potential bidders are required to furnish in writing their pre-bid queries (both technical and commercial) latest by 23<sup>rd</sup> August 2019. Outstanding queries and clarifications if any after the pre-bid meeting shall be submitted preferably by 6<sup>th</sup> September, 2019.</u></b> If the queries submitted by the bidders are in parts, then latest query should have all previous queries separated and marked properly, so that earlier information is available in consolidated form at a single point. The bidders are required to raise the queries if any, strictly as per the enclosed format (Annexure-A1/Section: 4.1) and send them to the Purchase Officer, ITER-India vide email and hard copy to be sent vide courier/post.

f.	Queries/clarification/information sought in any other manner may not be responded
g.	Pre-bid clarifications will be issued to all the potential bidders through e-mail and shall be uploaded on the ITER-India Website under the “Tender- Public/Global Tenders” menu
h.	In case a potential bidder makes any alternative suggestions with respect to the tender requirements, the same will be discussed and noted for further evaluation by ITER-India. However ITER-India reserves the right to accept or reject such suggestions at its discretion.
i.	Any modification(s) to the tender documents, which may become necessary, shall be uploaded as a corrigendum on the ITER-India Website under the “Tender-Public/Global Tenders” menu and also communicated to all potential bidders through e-mail.
<b>2.5 Amendments to tender documents</b>	
a.	The Purchaser reserves the right to issue any amendments, clarifications, etc. to the tender documents, giving reasonable time, and prior to the bid opening. Such amendments, clarifications etc., to be taken into account by the bidders while submitting the bids and invariably enclose such documents as a part of the bid. All such amendments, clarifications, etc., shall be uploaded to ITER-India website and also notified through e-mail to potential bidders. The Purchaser will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise.
<b>2.6 Tender Fee &amp; EMD</b>	
a.	The completed bids should be submitted along with Tender Fees and Earnest Money Deposit (EMD) as per the following details referring to the bid submission format
b.	<b>Tender Fee (Non-Refundable):</b> Bidder shall submit a tender fee of <b>INR 1180.00 (Indian Rupees One Thousand One Hundred Eighty only) inclusive of applicable GST</b> in the form of a <b>Demand Draft (DD)</b> or through <b>Real Time Gross Settlement (RTGS)</b> or through <b>NEFT (National Electronic Funds Transfer)</b> as per the details given below.
c.	<b>Earnest Money Deposit (EMD):</b> Bids must be submitted along with Earnest Money Deposit (EMD) for <b>INR 1,90,000.00 (Indian Rupees One Lakh Ninety Thousand only)</b> by a <b>Demand Draft or through RTGS or through NEFT (National Electronic Funds Transfer)</b> as per the details mentioned below.;
d.	The DD shall be drawn in favour of <b><i>Institute for Plasma Research A/c ITER-India</i></b> and payable at <b><i>Ahmedabad, INDIA</i></b> . Bidder's name and tender number shall be indicated on the reverse side of the Demand Draft. The DD in case of INR shall be from State Bank of India (SBI) or from any of the Nationalized banks or one of the banks namely ICICI Bank, IDBI Bank, HDFC Bank, and AXIS Bank.  Demand Draft (DD) should not be prior dated to the date of advertisement.
e.	EMD/Tender Fees can be submitted through RTGS (Real Time Gross Settlement)/ NEFT (National Electronic Fund Transfer) by bidders <b><u>prior to bid submission due date.</u></b> The proof of the RTGS/ NEFT shall be submitted in Envelope-1.1 of the bid document as per section: <b><u>3.1.2.</u></b>



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	All charges for DD/RTGS/ NEFT shall be borne by the bidder.
f.	Bank details of ITER-India for <b>RTGS/NEFT</b> are as mentioned below: Beneficiary Name -Institute for Plasma Research A/c ITER-India A/c No. 30360884053 State Bank of India IPR Bhat Branch, Gandhinagar-382428 IFS Code : SBIN0010864 MICR : 380002096
g.	EMD of successful bidder will be returned, without any interest, after signing the contract and after receipt of error free Security Deposit (SD) Bank Guarantee.
h.	EMD of unsuccessful bidder will be returned, without any interest, after the award of Contract (s).
i.	The EMD shall be forfeited if the bidder withdraws or amends or impairs or derogates from the submitted tender in any respect within the period of its validity
j.	<b>Bids received (except bidders registered with National Small Industries Corporation (NSIC), Directorate of Purchase and Stores (DPS), Micro and Small Enterprises (MSEs), 100% Government of India owned organization, Public Sector Undertaking (PSU) &amp; such bidders furnishing proof of valid certificate or any other valid proof) without the prescribed Tender Fee and EMD shall not be considered for further evaluation.</b>

## 2.7 Preparation of Bids & Bid Content

### 2.7.1 General

a.	Before preparing the bids, the Bidders shall read all the tender documents carefully. Bidder who has submitted the bid against this tender shall be deemed to have read and understood the tender in totality.
b.	Detailed instructions and format for preparing the tender response and its content is provided at Section: 2 of this document. Different templates and formats have been provided to assist the bidders.
c.	The bids shall be prepared in duplicate. Each shall be clearly marked as “ <b>Original</b> ” or “ <b>Duplicate</b> ”. In the event of any discrepancy between them, the original shall prevail.
d.	The bid documents shall be prepared in English language only.
e.	All pages of the bid documents shall be numbered. Each page of the bid document shall be stamped and initialized.
f.	If the name of selected bidder is required to be changed for any legal reason, prior to entering into purchase order/ contract, ITER-India may permit the same subject to the condition that the bid remains the same in every respect except for the change of the name and relevant documents in this regard are submitted to ITER-India by the bidder immediately.

### 2.7.2 Technical Bid Preparation

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| a. | Bidders shall furnish all necessary details against Tender specifications provided in the Tender documents.   |
| b. | Additionally a soft copy of the <b><u>PART-A bid submission content</u></b> should be prepared in the form of <b><u>CD/DVD/USB Flash Drive</u></b> for submission. <b><u>Part-B (Price Bid) content shall be strictly avoided in this soft copy submission of the bids.</u></b> |

### 2.7.3 Price Bids Preparation

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| a. | Refer to Price bid document (Part-B) for specific instructions and bid format on Price Bid preparation  |
| b. | Bid should be free from Corrections and Erasures. Corrections, if any, must be attested. All total amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. |
| c. | Refer to Part-A (III) for Terms and Conditions of the Contract including the payment terms and submission of Bank Guarantees (BGs)  |

### 2.8 Bid Submission

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| a. | Bidder shall submit complete Tender document (single copy) duly stamped and signed by their competent authority. This will be considered as compliance to the tender document.   |
| b. | Refer to Section-3 of this document, for more details on bid submission envelopes, their format and their content.   |
| c. | All bids in response to this tender shall be submitted in <b>TWO PART</b> (Part-A & Part-B) in separate envelopes, duly sealed and superscripted with <b>Tender Notice Number, Due Date and Time</b> as per the details provided in Section-3 of this document. An additional Main envelope covering Part-A & Part-B envelopes needs to be used to submit the bids as described at Section-3 of this document. |
| d. | All technical specifications and technical details along with commercial terms and conditions ( <b>without price</b> ) shall be included only in Part-A of the bid.<br><b>Part-B (Price bid)</b> comprising of price details shall be submitted in a separate envelope <b>only in Hard copy</b> .  |
| e. | The bidder shall take special care in order not to mix-up price details with the Part-A (Technical and Commercial bid without price) and vice versa. Any violation of these conditions may lead to rejection of the bid.   |
| f. | The Main envelope containing Part-A & Part-B bids shall also contain the EMD & Tender Fees enclosed in a separate envelope (refer to section-3 for details)  |



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g.	The bidders are advised to use high quality plastic envelopes/covers to protect the bids from any damage in transit.
h.	If the envelopes are not sealed and marked as indicated in the tender, then the Purchaser will assume no responsibility of pre-mature opening of the bid leading to the consequences such as rejection of bid, etc.
i.	Bids received without the details asked for including proof of eligibility may not be considered.
j.	<b>Those who do not meet the eligibility criteria need not submit bids.</b>

**2.8.1 Mode & Address of Bid Submission**

a.	Sealed bid documents in hard copies can be sent by <b><u>Speed Post/Registered Post/Courier/in-person</u></b> at the address given below so as to reach by the stipulated due date and time. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents.
b.	Address for Bid Submission :  Purchase Officer ITER-India, Institute for Plasma Research Block A, Sangath Skyz, Bhat-Motera Road, Koteswar, Ahmedabad 380005, Gujarat, India  Phone: +91-79-23 26 96 56 / 23 26 95 29

**2.8.2 Due date for bid submission**

a.	The completed bid documents in the prescribed format should be submitted to the Purchase Officer, ITER-India <b><u>latest by 14:00 hrs. (IST) on 18<sup>th</sup> September 2019.</u></b>
b.	In the event of any date indicated above is a declared Holiday, the next working day shall become operative for the respective purpose mentioned herein.
c.	Bidders are requested to prepare and submit their bids well in advance to the due date with due consideration of lead times required for an assured delivery by postal services to avoid unfortunate delays.
d.	ITER-India will not be responsible for any delay or loss of bid documents in transit.

**2.9 Rejection of Late/Delayed Bids**

a.	Bids received after the due date and specified time will be declared as <b>“DELAYED”</b> . Bids received after the opening of bids will be declared as <b>“LATE”</b> . <b>DELAYED and LATE bids WILL NOT be considered</b> and therefore, it is in the interest of the bidders to ensure that the tenders reach the Purchase Officer, ITER-India on or before the stipulated due date and time .
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- a. The bids shall be valid at least for **120 days** from the date of opening of Part-A bids. In case of unforeseen delays in concluding the tender evaluation, ITER-India may request the bidders for a suitable extension of validity of their bids without any change in quoted price and terms & conditions.

**2.10 Bid opening of Part-A**

- a. Bids will be opened in two stages (Stage-1: Part-A & Stage-2: Part-B) at ITER-India office as indicated in this tender document.
- b. Part-A (Technical and Commercial bid without price) will be opened in the presence of attending bidders or their authorized representatives.
- c. Unless otherwise advanced or postponed with advance intimation to the bidders, **Part –A will be opened on the same date, that is on the bid submission due date (18<sup>th</sup> September 2019) at 15:30 hrs. (IST) in the presence of attending Bidders.**
- d. Bidders who wish to participate in the opening of Part-A may depute their representatives to ITER-India office on the specified date and time.
- e. Bidders or their authorized representatives, who wish to attend the tender opening, should produce an authorization letter, failing which he/she may not be allowed to participate in the tender opening.

**2.11 Evaluation Committee (s)**

- a. ITER-India's evaluation committee(s) duly constituted by the competent authority of ITER-India will evaluate the bids. The committee(s) may seek clarifications, hold techno-commercial discussions and finally make appropriate recommendations to the competent authority of ITER-India as per the mandate of the committee(s). However the Purchase officer, ITER-India shall remain the single point of contact between ITER-India and the bidders.

**2.12 Evaluation and clarifications of Part-A bids**

- a. At first the Part-A bids will be evaluated against the specified Essential Eligibility Criteria (Refer Section-1 for the essential eligibility criteria details).
- b. The bids that are meeting all the Essential Eligibility Criteria stipulated in the Part-A (I) of the tender documents shall only be shortlisted as **"Eligible Bids"**
- c. The shortlisted **"Eligible bids"** shall only be considered for further detailed techno-commercial evaluation.





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d.	After evaluating the received Part-A bids against the eligibility criteria, the shortlisted “eligible bids” will be taken up for a detailed techno commercial evaluation.
e.	If it becomes necessary to seek clarifications from the bidders regarding technical and commercial terms and conditions of the tender, the same will be sought through email from the bidders. In such an event, the bidder will furnish all the technical and commercial information/clarification to the Purchase Officer, ITER-India, on or before the date and time fixed for submission of such clarifications, by ITER-India. If the technical and commercial clarifications sought for, do not reach on or before the due date and time fixed, such bids are liable to be rejected without any further notice. Purchaser shall not bear the responsibility of delay in receipt of required clarification(s).
f.	Further to clarify and confirm the compliance of the stated requirements, specific meetings with the bidders may be called by ITER-India. The venue, date and mode of the meeting (In person/ Tele) shall be intimated to the bidder. Discussions will be held on the various aspects of the offer, including the deviations, if any, vis-à-vis tender requirements.
g.	In the event of differences in commercial terms and conditions quoted by various bidders, ITER-India may resort to commercial discussions to bring all the bidders to common level of commercial terms and conditions.
h.	ITER-India and their authorized representatives may visit the Contractor/Sub-contractors, if required, as a part of technical evaluation process. Assessment made by ITER-India during the visit to the bidder shall be considered as a part of bid evaluation.
i.	In case, bidder makes any alternative suggestions with respect to the tender requirements, the same will be discussed and noted for further evaluation by ITER-India. However ITER-India reserves the right to accept or reject such suggestions at their discretion.
j.	Where counter terms and conditions have been offered by the bidder, the same shall not be deemed to have been accepted by ITER- India, unless specific written acceptance thereof is obtained by ITER-India.
k.	All technical and commercial aspects pertaining to Part-A (Technical and Commercial bid without price) of the tender will be finalized prior to opening of Part-B (Price bid) and no change in this regard shall be accepted after opening of Part-B (Price bid).
l.	Bids that are found to be compliant with the Essential Eligibility Criteria, the scope of work, supply, Technical Specifications and Commercial Terms & Conditions specified in Part-A of the tender documents, shall be shortlisted as <b><u>Technically Qualified Bids</u></b> .
m.	Price bids (Part-B of bid) of only <b>Technically Qualified Bids</b> will be opened
<b>2.12.1 Unqualified Bids</b>	
a.	Bids that are found to be non-compliant of Essential Eligibility Criteria and/or tender specifications and/or terms & conditions as specified in Part-A documents will be considered as unqualified bids
b.	Only technically qualified bidders shall be informed or intimated of Price Bid opening



### 2.13 Bid opening of Part-B

a.	Price bids (Part-B of bid) of only technically qualified bidders shall be opened
b.	<b>Date and time for opening of the Part-B</b> will be decided by ITER-India and the same shall be intimated in advance only to the technically qualified bidders.
c.	Part-B (Price bid) will be opened in the presence of the attending technically qualified bidders or their authorized representatives.
d.	Bidders who wish to participate in the opening of Part-B may depute their representatives to ITER-India on the specified date and time. Those who are attending the tender opening should produce an authorization letter, failing which he/she may not be allowed to participate in the tender opening

### 2.14 Evaluation and clarifications of Part-B bids

a.	The opened price bids will be evaluated and further clarifications, if any, may be sought through email from the respective bidders
b.	The evaluation criteria and the basis for the price comparison are specified in Part-B document.
c.	Conditional discount, if any offered by the bidder shall not be considered and may lead to the rejection of the bid.
d.	The evaluation committee may hold discussions with the bidder, if required.
e.	The Terms & Conditions, scope of work, supply and technical specifications as agreed by the bidder in the Part-A bid and during Part-A evaluation shall only prevail in case of any deviation(s) observed in Part-B.
f.	Price bid filled by the bidder shall only contain all the required rates, amount and particulars as per the price bid format (Part-B).

### 2.15 Recommendation of Successful Bid

a.	The evaluation committee will recommend the successful bid to a competent authority of ITER-India for awarding the Contract
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### 2.16 Acceptance/Rejection of Bids

a.	Upon acceptance of successful bid, ITER-India may sign a Contract with the successful Bidder within the validity/extended validity of the bid.
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| b. | Unsuccessful bidders will not be informed of the result of their bids.  |
| c. | Non-compliance to tender specifications and/or tender scope and/or tender terms and conditions are liable for rejection. Decision of ITER-India in respect of non-compliance shall be final and binding on the bidders. |
| d. | Canvassing in any form with regard to this tender will lead to rejection of the bid.  |
| e. | ITER-India reserves the right to accept or reject, lowest / any / all bid(s), in whole or in part, without assigning any reasons whatsoever and without any liability to ITER-India.                                    |

**2.17 Construction of contract**

It is the intent of ITER-India to incorporate the Scope of supply and work, Technical Specifications, Terms & Conditions of the Contract and price bid in the final Contract between ITER-India and the successful bidder. This final Contract shall include deviations, if any, as mutually agreed between ITER-India and the successful bidder. However, any variation in the scope of supply and / or scope of work to meet the intent of this specification and to be in line with good engineering practice and manufacturing feasibility during execution of Contract shall not be subject to price variation.

**2.18 Cancellation of Tender**

During the tendering process, there may be some unforeseen situations compelling the Purchaser to cancel the Tender without finalization. In such a case, the Purchaser will send a notice/intimation for cancellation of the Tender by email/upload on website. Purchaser will not be responsible for any consequences due to such cancellation. Tender Fees, EMD received and bids (in "As Is" condition) will be returned to the bidders without any interest.

### 3 Bid Submission Content, Format & Instructions

#### 3.1 Bid Submission Envelopes & Contents





##### 3.1.1 Envelope-1: Main Envelope containing all parts (Part-A & Part-B)

<b>Envelope-1: Part-A &amp; Part-B</b>	
Tender Notice No: <b>I-ITN19005</b>	
Due On- <b>Date: 18-09-2019 &amp; Time: 14:00 hrs. (IST)</b>	
Title: <b>“Manufacturing, assembly and supply of mechanical subassemblies”</b>	
To	
The Purchase Officer <b>ITER-India</b> , Institute for Plasma Research Block A, Sangath Skyz, Bhat-Motera Road, Koteswar, Ahmedabad 380005, Gujarat, INDIA	
From: XXXXX	

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##### 3.1.1.1 Envelope-1 Contents

*Table 3: List of contents for Envelope-1 (Main Envelope containing all parts, Part-A and Part-B)*

S/N	Content to be included	Detail	Reference
1	Covering Letter 	Optional	
2	Sealed Envelope-1.1 	Sealed Envelope Containing bank drafts/proof of RTGS/NEFT towards Tender Fees & EMD	Section: <a href="#">2.6</a>
3	Sealed Envelope-1.2 	Sealed Envelope Containing PART-A: Proof of compliance to eligibility criteria, Technical & Commercial Bid <b>without Price</b>	<u>Part-A (I), Part-A (II) &amp; Part-A (III)</u>
4	Sealed Envelope-1.3 	Sealed Envelope Containing PART-B /Price Bids	<u>Part-B</u>

### 3.1.2 Sealed Envelope-1.1: Tender Fees & EMD

#### ENVELOPE-1.1: TENDER FEES & EMD

Tender Notice No: Tender Notice No: **I-ITN19005**

Due On- **Date: 18-09-2019 & Time: 14:00 hrs. (IST)**

Title: **“Manufacturing, assembly and supply of mechanical subassemblies”**

To

The Purchase Officer

**ITER-India**, Institute for Plasma Research

Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,

Ahmedabad 380005,

Gujarat, INDIA

From: XXXXX

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#### 3.1.2.1 *Sealed Envelope-1.1 Contents:*

*Table 4: List of contents for Envelope-1.1 (Tender Fees and EMD)*

S/N	Content to be included	Detail	Reference
1	Covering Letter	Optional	
2	Tender Fees & EMD	<p>In case of DD: Original bank drafts towards Tender Fees &amp; EMD</p> <p>In case of RTGS/ NEFT: proof of <u>RTGS</u> / NEFT towards Tender Fees &amp; EMD</p> <p>In case of exempted as per Section-2.6(j): Valid proof / certificate to be submitted</p>	Section: <a href="#">2.6</a>

### 3.1.3 Sealed Envelope-1.2: Part-A (Technical & Commercial Bid without Price)

#### **ENVELOPE-1.2: PART-A (TECHNICAL & COMMERCIAL BID WITHOUT PRICE)**

Tender Notice No: I-ITN19005

Due On- **Date: 18-09-2019 & Time: 14:00 hrs. (IST)**

Title: **“Manufacturing, assembly and supply of mechanical subassemblies”**

➡ **Bids in Duplicate + One Soft Copy of Part-A Bid on Flash Drive OR DVD OR CD**  

To

The Purchase Officer

**ITER-India**, Institute for Plasma Research

Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,

Ahmedabad 380005,

Gujarat, INDIA

From: XXXXX

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#### 3.1.3.1 *Content of Envelope-1.2: Part-A (Technical & Commercial Bid without Price)*

The following table provides the guideline for preparing and arranging the Part-A bid documents.

Notes:

1. All the documents shall be properly filed and arranged into sections.
2. A clear separator for each section shall be provided for quick browsing of the documents.
3. Pages shall be numbered, initialled and stamped.
4. Apart from the given specific templates, bidder may also use the tender documents to insert any comments/mark-up within the text

*Table 5: List of contents for Envelope-1.2 (Part-A: Technical & commercial bid without price)*

Checked box☑ : Yes ; Un checked box☐ : No			
Part-A bids in <b>duplicate</b> along with a <b>soft copy</b> (Flash drive /DVD/CD) shall be prepared and submitted			☐
Sr. No.	Content	Detail	
1	Flash drive /  DVD/CD 	➤ Soft Copy of the Part-A bid <b><u>without Price</u></b>  A label containing the bidder name and Tender No shall be indicated for identification	☐

2.	Covering Letter & Bidder Information	<ul style="list-style-type: none"> <li>➤ Covering Letter</li> <li>➤ General information about the bidder as per the template provided in this document (Annexure-A2) of Part-A(I)</li> </ul>	<input type="checkbox"/>
3.	EMD & Tender Fees details	<ul style="list-style-type: none"> <li>➤ Photocopies / Covering letter containing Tender Fee &amp; EMD</li> </ul>	<input type="checkbox"/>
4.	Provide information and compliance against the Essential Eligibility Criteria	<ul style="list-style-type: none"> <li>➤ Submit point to point response</li> <li>➤ Provide documentary evidence where ever applicable</li> </ul>	<input type="checkbox"/>
5.	Compliance with Scope of Supply & Work and Technical Specifications of Part-A(II)	<ul style="list-style-type: none"> <li>➤ Provide filled, signed and stamped Compliance matrix as per Section-14 of Part-A(II)</li> <li>➤ Provide signed and stamped Annexure-A5 of Part-A(I) of the tender</li> <li>➤ Provide signed &amp; stamped copy of Part-A(II) of the tender</li> </ul>	<input type="checkbox"/>
6.	Schedule	<p><b><u>Schedule :</u></b></p> <ul style="list-style-type: none"> <li>➤ A preliminary schedule plan complying with the specified delivery duration with reference to the date of LoI/signature of contract shall be submitted.</li> <li>➤ Details of the major activity shall be included</li> </ul>	<input type="checkbox"/>
7.	Compliance against Terms and Conditions of the Contract	<ul style="list-style-type: none"> <li>➤ Compliance against the Payment terms</li> <li>➤ Compliance to all BGs</li> <li>➤ Compliance against others terms and conditions as specified in Part-A (III) of the tender document</li> <li>➤ Provide signed and stamped Annexure-A5 of Part-A(I) of the tender</li> <li>➤ Provide signed &amp; stamped copy of Part-A(III) of the tender</li> </ul>	<input type="checkbox"/>
8.	Unpriced Bid	<ul style="list-style-type: none"> <li>➤ Unpriced bid as per the template (Annexure-A3) Part-A(I)</li> <li>➤ Taxes &amp; Commercial terms: <ul style="list-style-type: none"> <li>○ Basis of Price and delivery terms</li> <li>○ Taxes and duties</li> <li>○ Validity of bid</li> </ul> </li> </ul> <p>Any other, please specify</p>	<input type="checkbox"/>



**Title: Manufacturing, assembly and supply of mechanical subassemblies**

Tender Notice No.

I-ITN19005

9.	Registration proof	➤ GST registration certificate and PAN card – This should be valid till the contract is fully executed i.e. In case of expiry of any of the certificate, the contractor shall submit the valid certificate(s) well in time.	<input type="checkbox"/>
10.	Check List	➤ Verify & check the last column of this table and a copy of the same shall be submitted as marked checklist	<input type="checkbox"/>
11.	Any other details		<input type="checkbox"/>

### 3.1.4 Sealed Envelope-1.3: Part-B (Price Bid)

#### **ENVELOPE-1.3: PART-B (PRICE BID; IN DUPLICATE)**

Tender Notice No: **I-ITN19005**

Due On- **Date: 18-09-2019 & Time: 14:00 hrs. (IST)**

Title: **“Manufacturing, assembly and supply of mechanical subassemblies”**

To

The Purchase Officer  
**ITER-India**, Institute for Plasma Research  
 Block A, Sangath Skyz, Bhat-Motera Road, Koteshwar,  
 Ahmedabad 380005,  
 Gujarat, INDIA

From: XXXXX

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#### 3.1.4.1 *Content of Envelope-1.3: Part-B (Price Bid)*

*Table 6: List of contents for Envelope-1.3 (Part-B: Price Bid)*

Part-B bids in <b>duplicate</b> shall be prepared and submitted					<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All pages shall be signed by authorized signatory, numbered and stamped</li> </ul>					
S/N	Content to be included	Detail	Reference	Use Form/ Template	
1	Covering Letter	Optional			<input type="checkbox"/>
2	Price Bid	Submit price bid in prescribed format. Refer to Part-B document for details.	Part-B	Part-B document / Price Bid templates	<input type="checkbox"/>



**Title: Manufacturing, assembly and supply of mechanical subassemblies**

Tender Notice No.

I-ITN19005

**4 Annexures**

**4.1 Annuxure-A1: Format for submission of Pre-bid queries/Clarifications**

Notes:

- (i) The bidders are required to note that as per tendering conditions, no revision in price is permitted after submission of Part-A and Part-B bids, unless ITER-India authorizes changes on the technical specifications. Hence it is imperative that the total scope of the tender and its technical requirements are fully understood by the bidder before submitting the bids. With a view to get complete clarity on the bid document, the bidders are advised to study the tender specifications thoroughly and seek clarifications / confirmations, wherever needed, from ITER-India during the pre-bid stage.
- (ii) The bidders are also advised to bring to the notice of ITER-India, through this format, any technical deviations/exceptions, that he proposes to take and/or any suggested changes on the tender specifications he proposes to make with a view to ensure/improve the overall system performance. Any omission / contradiction on the tender specifications/Price format etc. observed by the bidder also may be brought to the notice of ITER-India in this format.
- (iii) The bidders shall, however, note that no deviations/exceptions to the tender specifications are generally acceptable. In case, such deviations/ exceptions/changes are necessary on the specifications for the overall performance of the system/equipment/components, tenderer may seek deviations/exceptions/changes, however, limiting these to the bare minimum.
- (iv) No exception/deviation/change to the tender specifications shall be recognized, unless the same is accepted in writing by ITER-India. Only such changes which are accepted by ITER-India shall form part of the original tender.
- (v) The bidder shall submit queries in below specified format in hard copy (e-mail of scanned copy /FAX is also acceptable) as well as in soft copy in editable form.

**Tender No: I-ITN19005 dated 08-08-2019**

**(To be submitted latest by 06-09-2019)**

**FORMAT FOR RAISING PRE-BID QUERIES/CLARIFICATIONS BY THE BIDDER**

*Table 7: Format for submission of Pre-bid queries/Clarifications*

1.Name of the Bidder	2.Query No.	3. Ref. Tender Part / Section No.	4. Ref. Clause No.	5.Description of the query	6.Response of ITER-India

*Please add rows to the table above as required*

*1-5: To be filled by the Bidder*

\_\_\_\_\_  
Authorized signatory of Bidder

\_\_\_\_\_  
Bidder's stamp





**Title: Manufacturing, assembly and supply of mechanical subassemblies**

Tender Notice No.

I-ITN19005

4.2 Annexure-A2: General Particulars of the Bidder

1.	Name of the Bidder	
2.	Bidder's Proposal No. and Date	
3.	Name and designation of the officer of the Bidder to whom all references shall be made for expeditious co-ordination.	
4.	Postal Address, Telephone & Fax Nos. and e-mail Address of Registered Office	
5.	Address, Telephone Nos., Fax Nos. and e-mail ID of Office through which the proposed work (if entrusted) will be handled with name & designation of person-in-charge	
6.	Core Competence of business	
7.	Areas of other business activity, if any & place of such business	
8.	Any additional information which the tenderer considers relevant for evaluation of this tender	
9.	Bank details of the Bidder	
10.	GST Registration details of the bidder	
11.	PAN details of the bidder	

\_\_\_\_\_  
Authorized signatory of Bidder

\_\_\_\_\_  
Bidder's stamp

### 4.3 Annexure-A3: Unpriced Bid Template

#### Unpriced Bid Format

This tender is for “Manufacturing, assembly and supply of mechanical subassemblies” as follows:

#### **A. Price Bid format (Price breakup):**

Sr. No.	Description	Quantity	Unit Price (in INR)	Total Price (in INR)
1.	Manufacturing, assembly and supply of mechanical subassemblies 1 to 17 Nos. and hardware	01 Set		
Total Price (in words)				
To mention HSN code of the quoted item				

#### **Note:**

- Quoted price should be in INR only. Percentage wise cost will not be considered.
- Splitting of Purchase Order is not applicable.
- L1 bidder will be derived based on Total Price plus applicable taxes & duties and any other charges, if applicable.
- In case of deviation in payment terms including demand of advance other than specified in payment schedule and accepted by ITER-India, interest at the rate of Benchmark Prime Lending Rate (BPLR) of SBI prevailing on the date of PART-A opening will be loaded for price comparison purpose.
- Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.
- Unit rate/s should be valid throughout the validity of Purchase Order for addition/deletion purposes. The quoted price should not be subject to price escalation for whatsoever reasons. The quoted price shall be firm, fixed and non-revisable during the validity/ extended validity of Purchase Order.
- The delivery shall be based on FREE DOOR DELIVERY to Purchaser’s site
- The bids shall include cost of loading, transport, transit insurance (against all risks of loss or damage during the transport), unloading, shifting of all the items within Purchaser’s site i.e. 3<sup>rd</sup> floor (Height 13.725 meter), IC Lab, ITER-India Building, IPR, unpacking and final acceptance testing as per tender.
- Each page of price bid format shall be signed and seal to be put on each and every page



**Title: Manufacturing, assembly and supply of mechanical subassemblies**

Tender Notice No.

I-ITN19005

**B. Compliance with Commercial Terms, Taxes and Duties (This needs to be filled up as applicable)**

Particulars	Compliance
Delivery Basis: Free Door Delivery to On-Site- Delivery address as per 1.11.2.2 of PART A(III)	<b>Yes / No</b> <b>(In case of No, details of deviation to be specified)</b>
<b>Goods and Service Tax - Not to be included in the quoted Price</b>	<b>Yes / No</b> <b>(In case of No, details of deviation to be specified)</b>
Goods and Service Tax - ITER-India, IPR is entitled to avail concessional rate of GST@5% on supply of Items as per clause no. 1.8.3.3 of Part- A(III).	<b>Confirm 5% applicable against exemption certificate from ITER-India, IPR</b>
Committed delivery period – Tender delivery period as per clause no. 1.5.2. of Part-A(III) will apply	<b>Yes / No</b> <b>(In case of No, details of deviation to be specified)</b>
Bid Validity Period - 120 days from date of opening of Part-A	<b>Yes / No</b> <b>(In case of No, details of deviation to be specified)</b>
Payment Terms- ITER-India Payment terms as per clause no. 1.8.4.2 of Part-A(III) will apply	<b>Yes / No</b> <b>(In case of No, details of deviation to be specified)</b>
Submission of Bank Guarantees as per tender	<b>Yes / No</b> <b>(In case of No, details of deviation to be specified)</b>

Bidder Signature		
Name of the signatory& Title	Name	Title
Bidder's Official seal		
Place & Date	Place	DD-MM-YYYY

**Undertaking by the bidder**

We here by explicitly confirm that the quoted prices are exclusive (Not included) of all the applicable taxes and duties

**Authorized Signatory of Bidder**

**Bidder's Stamp**

#### 4.4 Annexure-A4: Registration form for Pre-Bid meeting

### Registration and Confirmation form for Pre-bid meeting

*(This form should be duly filled- in, signed, stamped and sent by the bidder so as to reach the Purchase officer, ITER-India preferably by **23-08-2019**).*

**From:**

Name and address of Applicant Bidder  
Name of Contact Person  
Contact Number (Tel. no., mobile no., Fax no., E-mail)

**Date:****To:**

The Purchase Officer  
ITER-India, Institute for Plasma Research,  
Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,  
Ahmedabad 380005,  
Gujarat, INDIA Tel: + 91-79-2326 9656  
Email: [purchase@iter-india.org](mailto:purchase@iter-india.org)

Subject: Registration for pre-bid meeting

Dear Sir/Madam,

This is with reference to your tender No.: **I-ITN19005** dated **08-August-2019**. We understood the requirements of the referred tender and intend to participate in the pre-bid meeting. The following is the list of participants representing our organization.

- 1 -----
- 2 -----

➤ We shall be sending the pre bid queries in the prescribed format on or before the stipulated time.

Signature

Bidder's stamp

Name:  
Position:  
Address:  
Tel:  
Fax:



#### 4.5 Annexure-A5: Letter for Acceptance of Part-A of Tender

*(This form should be duly filled- in, signed, stamped and sent by the bidder along with Part-A of the Bid.*

**From:**

Name and address of Applicant Bidder  
Name of Contact Person  
Contact Number (Tel. no., mobile no., Fax no., E-mail)

**Date:**

**To:**

The Purchase Officer  
ITER-India, Institute for Plasma Research,  
Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,  
Ahmedabad 380005,  
Gujarat, INDIA Tel: + 91-79-2326 9656  
Email: [purchase@iter-india.org](mailto:purchase@iter-india.org)

Subject: Acceptance of Part-A of the Tender

Dear Sir/Madam,

This is with reference to your tender No.: **I-ITN19005 dated 08-August-2019**. We have gone through all the Technical Specifications, scope of work, scope of supply and other details (Part-A (II)) and Terms and Conditions (Part-A (III)) of the tender. In this regard, we would like to confirm the following **(Please v against applicable point)**.

- ☐ We accept all the Technical Specifications, scope of work, scope of supply and other details as per Part-A (II) and the Terms and Conditions as per Part-A (III) of the tender.
- ☐ We accept all the Technical Specifications, scope of work, scope of supply and other details as per Part-A (II) and the Terms and Conditions as per Part-A (III) of the tender, **except following deviations**.

**List of deviations as mentioned below:**

Signature

Bidder's stamp

Name:

Position:

Address:

Tel:

Fax:



#### 4.6 Annexure-A6: Self-Declaration for issue of PASSWORD

*(This letter shall be duly filled- in, signed, stamped and sent by the bidder scan copy via email followed by original hard copy through courier).*

**From:**

Name and address of Applicant Bidder  
Name of Contact Person  
Contact Number (Tel. no., mobile no., Fax no., E-mail)

**Date:**

**To:**

The Purchase Officer  
ITER-India, Institute for Plasma Research,  
Block A, Sangath Skyz, Bhat-Motera Road, Koteswar,  
Ahmedabad 380005,  
Gujarat, INDIA Tel: + 91-79-2326 9656  
Email: [purchase@iter-india.org](mailto:purchase@iter-india.org)

Subject: Request for PASSWORD to open the tender documents

Dear Sir/Madam,

This is with reference to your tender No.: **I-ITN19005 dated 08-August-2019**. We have gone through all the Essential Eligibility Criteria specified in section 1 of Part-A (I) of the tender. We hereby confirm that, we fulfil all the Essential Eligibility Criteria and are interested to participate in the tendering process. You are requested to provide us the PASSWORD to open the tender documents.

**We hereby also submit our undertaking that, we shall not share / reveal the PASSWORD to any other industry, company or bidder.**

Signature

Bidder's stamp

Name:

Position:

Address:

Tel:

Fax: