

November 13th, 2015

Invitation of quotation for supplying the Potentiostat

Conservation Division of Indira Gandhi national Centre for the Arts (IGNCA) has started a project titled "development of green rust converter using natural products to transform rust on iron and steel heritage to protect them from corrosion. We propose to buy a Potentiostat. This instrument helps to study the kinetics and corrosion mechanism of metals. The centre is intending to procure the above instrument for the smooth functioning of this project.

The detailed specifications, specific requirements and other terms and conditions are mentioned in the enclosed Tender Document.

If your firm is interested, you may submit your sealed quotations before the due date and time as mentioned in the Tender Document. The last date of submission of tender is 4th December 2015. The Technical Bid will open on 08th December 2015 at 3.30 PM.

1. IGNCA reserve the right to accept or reject any or all the offers without assigning any reasons. The sealed tender should reach to the A.F.O. & A.O (KN) Kalanidhi Division, IGNCA, 11, Man Singh Road, New Delhi -110001 within 22 days from the date of publication of this advertisement. The quotations must reach this office by due date and time. No responsibility will be taken for postal delay of non delivery/non receipt of tender documents.

2. Minimum Eligibility criteria for Vendors

- a. The Vendor shall provide company profile along with registration number of the firm with PAN/TAN/TIN number of the firm.
- b. Vendors must have experience of installing supplying of Potentiostat at least at two reputed organizations in India. Vendors should provide list of such installations with contact details.
- c. The vendors should not be blacklisted by any State/Central/PSU/ Autonomous body for supplying Potentiostat. The vendor shall provide a self certificate on their letter head to this effect.

3. Clarification and Amendment of RFP Document

Vendors may request a clarification on any aspect of the RFP document before the proposal submission date. At any time before the submission of proposals, the IGNCA may, for any reason issue a clarification of amend the RFP. These amendments/clarifications will be placed on the website of the IGNCA

4. Preparation of Bid

- a. Vendors are requested to submit technical Bid along with relevant documents in support of minimum eligibility criteria etc and a Financial Bid as specified in the RFP.
- b. The quotations should be provided separately in sealed envelopes, marked as

- i. **Technical Bid**
- ii. **Financial Bid**

c. Technical Bid

Vendors shall send complete descriptive technical details along with documents in support of eligibility criteria. Material deficiencies in providing the requested information may result in rejection of the bid. Vendor should attach a technical compliance sheet as specified in form 2 of this tender. The technical bid shall provide the following information/documents:

- i. The vendor must provide a Technical Bid covering letter as specified in form 1 of this tender.
- ii. Vendors must submit an EMD for Rs. 30,000/- (Rupees thirty thousand only) in the form of Demand Draft/Pay Order drawn in favour of IGNC, New Delhi. EMD in any other form will not be accepted.
- iii. List of Clientele as specified in Form 3 of this tender.
- iv. Awards or other recognition achieved, if any.
- v. The quote should be comprehensive onsite and valid for 1 year. Quotations for only part of items will be rejected out rightly.

Note: - The technical Bid shall not include any financial information.

d. Financial Bid

In preparing the financial Bid, vendors are expected to take into account the requirements and conditions outlined in the RFP document. The vendors shall send complete descriptive financial details as per following:-

- i. The financial Bid should be valid for at least 90 days from the last date of submission of Bids.
- ii. Tenders must be furnished quoting **FIRM & FIXED** rates.
- iii. The vendor must provide a financial Bid covering letters as specified in FORM 4 of this tender.
- iv. The financial Bid should quote cost involved for all the items and to be furnished in the FORM 5 of this tender.
- v. Prices must be quoted on F.O.R. destination basis by road inclusive of packing, forwarding, freight charges, Transit Insurance and any other charges as applicable.
- vi. **Taxes & Levies** – Details of Excise Duty, taxes and levies if any, are to be highlighted clearly.
- vii. **Performance Guarantee** – The vendor shall offer and furnish a performance Guarantee by way of Bank Guarantee.

e. Submission, Receipt, and Opening of Bids

- i. The Original Bid (Technical Bid & Financial Bid) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by firm itself. Any such corrections must be authenticated by the vendor.

- ii. Similarly, the Technical Bid shall be placed in a sealed envelope clearly marked "Technical Bid for (name of assignment)". The technical bid must contain the documents as specified above. Further, the financial Bid for (name of the assignment)".
- iii. Both the envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be super scribe "**Bid for (name of assignment)**"
- iv. The completed bids must be submitted not later than 03:30 hours on 04th December 2015.

**The A.F.O. & A.O (KN)
Kalanidhi Division, IGNCA,
11, man Singh Rod, New Delhi-110001**

- v. The IGNCA, may at its discretion, extend the deadline for the submission of Bids. Any Bid received after the closing time for submission of Bids shall be returned unopened. The technical bids will be opened 08th December 2015 at 03:30 PM in the presence of representatives of applicant firms, if they choose to be present.
- vi. After the deadline for submission of bids, first the Technical Bids shall be opened/evaluated. The Financial Bid shall remain sealed and will be opened in respect of the firms, which qualify in the Technical evaluation.
- vii. The Committee will decide the date for opening of Financial Bid after examine the technical bid. If firm desires, may depute their representative, duly authorised in writing, to be present at the time of opening of tenders. The date, time and venue fixed for this purpose will be intimated separately after the technical evaluations are completed.
- viii. The IGNCA may reject any Bids without assigning any reason.
- ix. In case of any dispute arising the course of execution of the services the matter will be referred to the sole arbitrator who will be an officer of the IGNCA, not below the rank of Joint Secretary to be appointed by competent authority in the INCA whose decision shall be final and binding on both the parties.

SECTION II: FORMS

FORM 1

TECHNICAL BID SUBMISSION FORM

[Location, Date]

From:

[Name of the Vendor]

.....
.....
.....

To:

Name

Address

Subject: Invitation of quotation for supplying the Potentiostat

Sir,

I, the undersigned, offer to provide the quotation for the in accordance with your request for Bid dated [date]. I hereby submit my technical Bid.

I understand you are not bound to accept any Bid you receive.

Yours Sincerely,

Signature:
Name & Designation of the Vendor
Address:

FORM 2
(Technical Compliance sheet)

S.No.	Description of documents/information attached	To be filled by the firm in (YES/NO)	
SYSTEM			
1	Compliance Voltage ($\geq \pm 22$ V)		
2	Current ($\geq \pm 600$ mA)		
3	Current range [13 (60 pA -600 mA) with auto ranging]		
4	Min. Voltage resolution (1 μ V)		
5	Min. Current resolution (0.02 fA)		
6	Applied Potential ($\geq \pm 11$ V)		
7	Min. Potential Step (12.5 μ V)		
EIS MEASUREMENT			
8	Frequency Range (10 Hz – 1 μ MHz)		
9	EIS Measurement accuracy at 1 MHz (should meet the standards)		
ELECTROMETER			
10	Input Impedance(>100 T Ω)		
11	IR Compensation (by current Interrupt Mode)		
12	DC105 Corrosion techniques Software	Corrosion Potential	
		Polarisation Resistance	
		Tafel Plots	
		Potentiodynamic Plots	
		Cyclic Voltametry	
		Cyclic Polarization	
		Critical Pitting Potential	
		Galvanic Corrosion	
		Electrochemical Reactivation	
		Potentiostatic	
		Galvanostatic	
Galvanodynamic			
13	EIS 300 Electrochemical Impedance Software	Potentiostatic EIS	
		Galvanostaic EIS	
		Single Frequency EIS	
		Mott Schottky	
		CPE	
		Paint	
		Rebars	
		Software to fabricate circuits with different electrical components	

Accessories		
14	Graphite rods (4 Numbers and 4mm dia)	
15	Calomel electrode (1 Number)	
16	Dummy cell for calibration	
17	Lap top loaded with all necessary latest drivers and software to run the instrument	
18	Instrument manual and all accessories to run the instrument	

FORM 3

History of supplying of instrument in India

Using the format below, provide information on each reference assignment

Name of the instrument :	Produced by and the Country :
Instrument installed in India :	Organizations (National Labs, IITs, Universities)
Name of User :	
Address :	
Date of Installation (Month/Year) :	
Description of the instrument	

FORM 4

Financial BID SUBMISSION LETTER

[Location, Date]

From:

[Name of the Vendor]

.....
.....
.....

To:

Name

Address

Subject: Invitation of quotation for supplying the Potentiostat

Sir,

I, the undersigned, offer to provide the quotation for the in accordance with your request for financial and Technical Bids dated [date]. Our attached Financial Bid is for the sum of [Amount(s) in words and figures].

I hereby submit my technical Bid also.

I understand you are not bound to accept any Bid that you receive.

Yours Sincerely,

Signature:
Name & Designation of the Vendor
Address:

FORM 5

FORMAT FOR FINANCIAL BID

S.No.	Description		Taxes	Total Cost