



TENDER FOR SUPPLY & INSTALLATION OF
“Desktop Multipurpose CNC Machine” FOR
IIITD Innovation & Incubation Center (IIITD-IC) AT
OKHLA PHASE-III, NEW DELHI-110020

(IIITD-IC/DL/002/2023-2024)

INVITATION FOR BIDS

IIITD Innovation & Incubation Center (IIITD-IC), a section 8 company, promoted by IIIT Delhi, invites sealed bids for **Supply and installation of “Desktop Multipurpose CNC Machines”** (as per specifications mentioned under Scope of Work) for its office at Okhla Industrial Area, Phase-III New Delhi-110020.

1. The last date for submission of Bid is 3rd November 2023 up to 1:00 PM. The Technical Bids shall be opened on the same day, i.e., on 3rd November 2023 at 2.00 PM. The Tender Document should be addressed to:

**Chief Executive Officer
IIITD Innovation & Incubation Center
Okhla Industrial Area, Phase-III, (Near GovindPuri Metro Station)
New Delhi-110020**

The document should be deposited in the Tender Box kept in the Room no. 504, 5th Floor, Seminar Building of IIIT Delhi Campus. Bids received after 1:00 PM, 3rd November 2023 will not be accepted or considered under any circumstances.

Bidding Procedure:

1. Bids are invited in Two Bids System, i.e. (1) Technical and (2) Financial.

Technical and Financial bids should be submitted in sealed envelope clearly indicating separately Technical Bid for supply & installation of **“Desktop Multipurpose CNC Machine”** and Financial Bid for "Supply and installation of **“Desktop Multipurpose CNC Machine”**."

2. Sealed quotations shall be received no later than 1.00 PM on 3rd November 2023. No bids will be accepted after this date & time under any circumstances. The IIITD-IC will not be responsible for any postal/courier delay and reasons beyond the control of IIITD-IC.
3. Technical bids must contain the complete technical details as required in this Tender. Technical bids of all the tenderers will be opened on a pre-scheduled date, time & venue. The financial Bid will be opened after evaluation of the technical Bid for only those bidders who qualify under technical bid, and no representation in this regard will be entertained. The date, time of opening of the Financial Bid will be communicated later.

Scope of Work

1. Technical Specifications of “Desktop Multipurpose CNC Machine”

Equipment	Description/ Specification
<p>Desktop Multipurpose CNC Machine</p>	<p>1× Desktop CNC Machine with built in Dust collection system and auto tool changing and auto probing. Frame body: Metal alloy and stainless steel, Drive system: Linear rails and ball screws Work area (3 axis): 36cm(X) * 24cm(Y) * 14cm(Z) Work area (4 axis): 9.2cm(Diameter) * 24cm(Length) Motor Power: 200-500 watt Speed: 0 - 15000 RPM with closed-loop control Machining accuracy: 0.05mm / 0.002in Motor resolution: 0.005 1× PCB fabrication module 1× Laser engraving module 1× 4th Axis Module 1× Wireless Probe 1 x Bits Collar (100pcs) 4mm 1 x Bits Collar (100pcs) 6mm 1 x Bits Collar (100pcs) 1/4 inch (6.35mm) 1 x Spindle Collet 4mm 1 x Spindle Collet 6mm 1 x Spindle Collet 1/4 inch (6.35mm) Controller connectivity: USB / WIFI</p> <p>Material to cut: Wood: Hardwoods, softwoods, MDF, plywoods, etc, Plastic: Foam, PVC, ABS, Acrylic, PC, HDPE, etc. Composite materials: Carbon fiber, FR4, etc. Non-Ferrous metals: Aluminum, brass, copper, etc.</p> <p>Accessories and demo material and tool kits</p> <p>1 Year Warranty 2 Year Warranty 3 Year Warranty</p> <p>Software: CNC controller, CAM software</p> <p>Vacuum Cleaner for chips collection 1× Bosch Gas 15 PS Heavy Duty Corded Electric Wet & Dry Vacuum Cleaner, 1,100W, 270 mbar 10 Litre Tank, 6 kg + Nozzle & Accessories, dust and metal chips collection and 1-year warranty.</p>

Please attach data sheets of the offered products, if any

Minimum Eligibility Requirement/SLA:

- 1 OEM / Authorized Partner should have Sales and support office in India. **A self-certified document in support of this must be enclosed.**
- 2 OEM or Authorized Partner should have a service and support office from where they can provide on-site services within 48 Hours of concern raised. **A self-certified document in support of this must be enclosed.**
- 3 The warranty provided by the Bidder should have a back-to-back arrangement with the OEM. **The declaration should be part of a Letter of Authorization and signed by a competent authority at the OEM.**
- 4 The vendor/OEM should be able to provide 24x7 NOC & Tele support on their own if required by IIITD-IC at agreed terms. **A self-certified document in support of this must be enclosed.**
- 5 The Bidder shall provide the Registration number of the firm along with the valid GST number with the PAN Number allotted by the competent authorities. **A self-certified document in support of this must be enclosed.**
- 6 The Bidder must not be blacklisted by the Central Government, State Government, or Government of Corporations in India. **A certificate or undertaking to this effect must be submitted.**
- 7 If the Bidder is an authorized partner or service provider of an OEM, **an undertaking from the OEM is required** (please enclose) stating that they would facilitate the Bidder regularly with technology/product updates and extends support for the warranty as well.
- 8 The Bidder must be responsible for supply, deploy and support the infrastructure.
- 9 If vendor /OEM does not meet its SLA, IIITD-IC will put the fine of Rs. 2000/- per day for the first seven days and @ Rs.5, 000/- per day from 8th day onwards till the issue is resolved completely.
- 10 Bidders can seek clarifications, raise queries, etc., related to tender by 25th Oct 2023 via e-mail to info@iiitdic.in. The reply to clarifications sought or queries raised will be replied to within three working days Based on this the bidders may submit bids as prescribed by the due date and time. No clarifications in any other form will be provided.

Following information must be included in the financial bid:

1	Name, address and telephone number of the firm/company	
2	Name of the contact person and contact details (mobile/telephone number, email.)	
3	Name of the Bank and full address Bank Account Number	
4	PAN & GSTIN (Attach self-certified copy)	
5	Copy of Partnership Deed/ Certificate of registration of company or any other document evidencing registration of the bidder	
6	Number of Years of Experience	
7	List of service centers, nearest location of support centre.	
8	Turnover of the bidder in the financial years: 2019-20 2020-21 2021-22	
9	Please attach details of the turnover, certified by CA.	

I /We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

(Signature of the authorized Signatory)

Name:

Office Seal.

Date:

Place:

TERMS AND CONDITIONS

1. The Financial Bid should be valid for a period of not less than 120 days from the date of opening of Bid.
2. Upon placing of the Purchase Order (PO), the successful Bidder is required to submit a performance bank guarantee (PBG) equivalent to 5% of the PO value, if it is more than 2.5 Lacs, within 15 days from the date of PO failing which the Bidder shall be notified as blacklisted. The PBG will be valid for a period of 60 days beyond the stipulated date for cessation of the contract, which is co-terminus with the warranty period. No interest is payable on the PBG.
3. PBG will be realized by IIITD-IC in case of termination of the contract for unsatisfactory performance and/or non-performance of the contract.
4. The Product to be supplied within a period of 8 weeks from the date of the Purchase Order by the IIITD-IC. If the vendor fails to supply the item as quoted in the Technical & Financial bid, and the Bidder shall be notified as blacklisted or as deem appropriate by the IIITD-IC.
5. The Bidder should have their own test and repair facility with certified engineers.
6. Bids will be opened in the presence of Bidder's representatives, who choose to attend on the specified date and time. Only one representative shall be allowed to attend.
7. Sealed Bid can be sent either by post or by messenger. The responsibility of delivery of Bid lies entirely with the Bidder.
8. 100% payment will be released only on satisfactory supply, installation/services as per the scope of work as certified by the officer in charge of the IIITD-IC and after producing the GST invoice.
9. Payment will be paid only if the required SLA as mentioned in the scope of work is met.
10. In the event of a dispute, one of the directors of IIITD-IC shall be the sole arbitrator, and his decision shall be final and binding on both parties.
11. IIITD-IC does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
12. In case the Bidder is not able to execute the work as per terms, PBG shall be forfeited.
13. Bidder should provide details of its support, certification to this effect from itself. If Bidder fails to meet the SLAs, a fine of 2000/- Rs per day for the first seven days and @ Rs.5,000/- per day from the 8th day onwards will be levied.
14. The bidder/tenderer shall submit an undertaking on its letter head, duly signed and stamped, that none of the staff, faculty members, relatives, etc. of the IIITD-IC are related directly or indirectly to any employees, Directors, or Key Managerial Personnel, etc. of the bidder/tenderer. In the event of the IIIT-D coming to know or pointed about the same, the bidder/tenderer undertakes to deposit a sum of Rs.1,00,000/- (Rs. One Lakh only) as a penalty with the IIITD-IC. Such bidders/tenderers shall be liable to be blacklisted and will be announced on the website of IIITD-IC.

- 15.** A penalty clause @1% of the delivered price of the delayed goods for each week or part thereof subject to maximum of 10% of the delivered prices is to be incorporated in the PO/Contract terms . If the payment term is 100% against the delivery and if there is a delay in supplying the material then a cheque of penalty amount must be taken from the seller in favour of IIITD Innovation & Incubation Center. The CEO can consider exceptions for vendors basis of justifications & delays.
- 16.** IIITD-IC will not provide custom duty exemption certificate.
- 17.** IIITD-IC will not provide GST concession certificate.
- 18.** The supply shall be made at IIITD-IC and shall include all the freight and associated charges
- 19.** IIITD-IC has discretion to cancel this tendering process at any point of time, without any justification.

PROFORMA FOR FINANCIAL BID

S.No.	Types	COMPONENTS /SPECIFICATION	Units	Unit cost (INR)	Total Cost (INR)
1	<p align="center">Desktop multipurpose CNC machine with One year Warranty and two Years Warranty and Three Years Warranty</p>	<p>1× Desktop CNC Machine with built in Dust collection system and auto tool changing and auto probing Frame body: Metal alloy and stainless steel, all axes with Drive system: Linear rails and ball screws Work area (3 axis): 36cm(X) * 24cm(Y) * 14cm(Z) Work area (4 axis): 9.2cm(Diameter) * 24cm(Length) Motor Power: 200-500 watt Speed: 0 - 15000 RPM with closed-loop control Machining accuracy: 0.05mm / 0.002in Motor resolution: 0.005 1× PCB fabrication module 1× Laser engraving/cutting module 1× 4th Axis Module 1× Wireless Probe 1 x Bits Collar (100pcs) 4mm 1 x Bits Collar (100pcs) 6mm 1 x Bits Collar (100pcs) 1/4 inch (6.35mm) 1 x Spindle Collet 4mm 1 x Spindle Collet 6mm 1 x Spindle Collet 1/4 inch (6.35mm) Controller connectivity: USB / WIFI</p> <p>Wood: Hardwoods, softwoods, MDF, plywoods, etc, Plastic: Foam, PVC, ABS, Acrylic, PC, HDPE, etc. Composite materials: Carbon fiber, FR4, etc. Non-Ferrous metals: Aluminum, brass, copper, etc.</p> <p>Accessories and demo material and tool kits</p> <p>1 Year Warranty 2 Year Warranty 3 Year Warranty</p> <p>Software: CNC controller, CAM software</p>			

		<p>Vacuum Cleaner for CNC Machine 1× Bosch Gas 15 PS Heavy Duty Corded Electric Wet & Dry Vacuum Cleaner, 1,100W, 270 mbar 10 Litre Tank, 6 kg + Nozzle & Accessories, dust and metal chips collection and 1-year warranty.</p>			
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The discount, if any, should be mentioned herein and nowhere else.

Total Cost (all-inclusive) of quantity mentioned above (in words) at IIITD-IC Office:

We accept that the rate quoted above shall remain valid for a period of 120 days from the last date of the tender document, i.e., 120 days from 3rd November 2023. It is certified that the rates quoted above are not more than the rates charged from any Central / State Govt. Deptt. / Institution / GeM.

(Signature and Seal of the Bidder)