



OPEN TENDER

Open Tender No: IITH/LIBRARY/2023/O/T051

Date: 06.12.2023

Indian Institute of Technology, Hyderabad invites online bids (Two Bid System) from the Indian Origin Firm/Service Provider for providing the following services/product

Item Description	Qty	Tender fee (GST 18%)	EMD (in Rs.)
DSpace – Institutional Repository (IR) Software - Installation and Deployment Charges	01	Rs.1,180/-	NA
Annexures: Previous supply order list format as per Annexure A Bidder information form as per Annexure B Declaration regarding clean track/no legal action as per Annexure C Acceptance Of Tender Terms as per Annexure D No Relationship Certificate as per Annexure E Receipt as per Annexure F			

The Tender Document can be downloaded from <https://eprocure.gov.in/eprocure/app> OR Institute website- <https://iith.ac.in/tenders>

The bid is to be submitted online only through the E-procurement portal of <https://eprocure.gov.in/eprocure/app> up to the last date and time of submission of tender.

Schedule of Dates

Sr. No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	06/12/2023	05.30 PM
2	Bid Submission Start Date	06/12/2023	05:30 PM
3	Bid Submission Close Date	21/12/2023	09.00 AM
4	Opening of Bids	22/12/2023	09.00 AM

No manual bids will be accepted. All quotation should be submitted online through CPP Portal only

<https://eprocure.gov.in/eprocure/app>

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact details of the helpdesk are +91 0120-4711 508, +91 0120-4200462, +91 0120-4001002, +91 0120-4001005 and supporteproc@nic.in

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>. **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid,

and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The

data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact details of the helpdesk are +91 0120-4711 508, +91 0120-4200462, +91 0120-4001002, +91 0120-4001005 and support-eproc@nic.in .

CHAPTER 1 - SCHEDULE OF REQUIREMENTS

Indian Institute of Technology, Hyderabad invites online bids (Two Bid System) from the Indian Origin Firm/Service Provider for providing the following services/product

The details of the **requirement is as below** :

Sr. No.	Service / Product Name	Specifications/ Requirements	Qty.	Unit
1	DSPACE – Institutional Repository (IR) Software -Installation and Deployment Charges	Deployment, migration, customization of DSPACE Software for Institutional Repository (IR) and its support	1	Set

Scope of Work:

IITH Library maintains an institutional repository hosted on DSpace, an open-source institutional repository (IR) software developed by duraspace.org. Currently, the IR holds the intellectual and research output produced by our institute fraternity and research community (PhD Scholars) and students (MTech, BTech, MDes) etc., archived in the IR in the form of the research articles, conference papers, Thesis and dissertations, Project reports, Newspaper clipping etc. We have used the default database schema that duraspaces.com provided; now, we seek the services for customizing this institution's repository (IR).

Below are a few customization points which we are looking to implement:

- DSPACE: Installation, Customisation and Reporting Package
- Installation and Migration of existing content
- Customisation and Work-flow
- Search and Indexing
- Administration, Backup and Report Generation
- Training and Support
- Enhancements and Scalability

DSPACE: Installation, Customisation and Reporting Package

Current State & requirements

Current Repository hosted on both the DSPACE & E-Prints softwares

- Following entities are part of current portal:

- Thesis
- Articles
- Reports
- Any Other Relevant Items

- At present analytics is available at the basic level
- Content from the existing above IR platforms to be migrated on the open-source information management platform i.e. DSpace latest version.
- Ongoing addition of content through bulk data upload.
- Entire solution to be deployed On-premises only.

Key features and Wish-lists and expectations for IITH's IR requirements – Standard features

- Configurable storage hierarchy.
- Entity concept to manage Publication, People, and Research institutions independently and establishing relationship
- Customized metadata profile for each entity.
- DOI based metadata pull from Crossref, Datacite, etc.
- Ability to manage and process attachments like PDFs, DOC, DOCX, Images, Videos, etc.
- Integrated Solr search engine enables various type of searches on metadata and full text.
- Branding and theming as per IITH's requirements.
- Introduce Research Information Management System (RIMS) experience through entity management.
- Desktop based bulk data uploading to push data from external sites.
- Integrate ORCID ID, PlumX and Altmetric badges to track DOI based content performance.
- Single Sign-on integration with IITH's LDAP.
- Annual technical support, and upgrades.
- Ability to integrate advanced analytics like current portal
- Moving from E-Prints to DSpace open-source platform

- Dashboard to view holistic information i.e. research papers along with researcher's profile, and profiles of other related entities
- Optimizing data collection and push to the repository from external sources.
- Enabling globally recognized DOIs / DSpace-specific URL
- Ongoing manual data collection to generate contents and researcher's performance reports as per regulatory & ranking requirements (NARF, UGC, Times ranking, etc.)

User interface enhancement examples (Add-on services)

- Modern user Interface focused helping users move to specific sections
- Storyboarding using key performance metrics data
- Highlight Trending topics based on the views and timeframe
- Quantitative and Qualitative value creation around contents
- Compliance with modern User interface requirements
- Mobile friendly approach to attract maximum users
- Enabling users to collaborate by leaving content ratings and comments
- Storyboarding using content's metadata information
- Tight integration with the Advanced research profile management system
- Built-in Individual Item level analytics

Eligibility Criteria :

1. Experience: The Firm must have installed, configured and commissioned Dspace in at least 05 Government/autonomous Institutions/INI (institutes of national importance)/Deemed /Private /Universities Libraries during the period of last 5 years Minimum 03 proofs of satisfactory completion of work should be submitted.

2. GST and PAN: The Firm must have valid PAN & GST registration.

3. Manpower: The firm should have a skilled manpower group working for Dspace technical teams. Mention the number (2 to 4 persons) of technical people working for the Dspace team . Provide a self declaration from the same.

4. The firm should not have been blacklisted by any Government or any other organization due to any malpractice or non-completion of the project during the preceding 3 years from the last date of this tender. “ Annexure C”
5. The bidder must have an average annual turnover of Rs. 20 lakhs during the last financial year.
6. Warranty/Support : Minimum 3 years Standard free warranty/support for the service rendered to IITH from the date of successful implementation. The quoted price should be inclusive of the warranty , the warranty should include but not restricted to , upgradation(latest stable version) , bug fixation, training & documentation , troubleshooting. The successful bidder will submit the Demand Draft/Bank Guarantee for 5% of the order value valid till warranty/support period + 60 days.

For any technical query related to enquiry you may to contact

Dr.Bhojaraju Gunjal, Chief Library Officer, E-Mail: bhojaraju.g@admin.iith.ac.in
Dr. Aalok Dinkar Khandekar , Department of Library, Email:aalok@la.iith.ac.in

For Commercial query:

Mr. Suresh Nair - Assistant Registrar, Email : ar.purchase@iith.ac.in
Mr. K Ramesh – Assistant Registrar, Email : ar.stores@iith.ac.in
Ms. D Chanchala Devi– Deputy Registrar, Email : hos.snp@iith.ac.in
With CC: office.stores@iith.ac.in

TERMS AND CONDITIONS

1. Delivery period: 30 days from the issue of purchase order. Only those bidders should participate in the bidding process, who will be able to execute the order within 30 days of issue of the PO. **Declaration to this effect must be submitted on Bidders letterhead.**
2. Payment: **No advance payment will be made under any circumstances.** 100% payment will be made against completion of the services as per the scope of work defined in this document. The payment will be done only after the satisfactory completion report duly signed by the IITH Library Committee.

3. Bid Opening and Evaluation Process:

- a. Technical Bids will be opened as per the Date Schedule & Time.
- b. Financial Bids/Commercial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids /Commercial will be announced later.
- c. Bids would be summarily rejected, if tender is submitted other than through an online portal. The Bid is to be submitted within the stipulated date / time.

Technical Evaluation Process.

(i) On the due date the Technical bids will be opened and referred to a duly constituted technical committee which is duly constituted. The committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is the final and binding on all the parties.

(ii) The technical evaluation will be an assessment of the Technical Bid. IIT Hyd representatives will proceed through a detailed evaluation of the Technical Bids as defined in Chapter I (Schedule of requirements, specifications and allied technical details), in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IIT Hyd will examine the information supplied by the BIDDERS, and shall evaluate the same as per the specifications mentioned in this tender.

(iii) The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from other Institutes, these feedbacks will be considered for technical evaluation, the bidders will also be called for technical presentations if it is required so. The bidder will have to provide the details/any additional documents as and when sought by the Technical committee.

(v) The information received and the bids already submitted together will be examined with reference to the tendered specifications and evaluation is made by the Technical Committee.

(vi) After the technical evaluation is completed and approved, IIT Hyd shall inform the BIDDERS whose bids have been rejected technically with the reasons for rejection.

(vii) The successful BIDDERS will be informed regarding the date and time of Commercial bid opening.

(viii) In the event of seeking any clarification from various BIDDERS by IIT Hyd , the BIDDERS are required to furnish only technical clarifications that are asked for. No amendment to commercial bids will be entertained at that stage. In case if a BIDDER fails to quote for a particular item it amounts to non-compliance and hence such bid will not be considered for further evaluation. Further during this process if any BIDDER indicates the price during the clarification such bids also will not be considered for further evaluation.

4. The Director, IIT Hyd reserves the right to accept the offer in full or in parts or reject summarily or partly

5. Bid Validity Period:

a. The prices must be valid at least for a period of **90 days** from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later

b. IIT Hyd may ask for the BIDDER's consent to extend the period of validity. Such request and the response shall be made in writing only. The BIDDER is free not to accept such requests. A BIDDER agreeing to the request for extension will not be permitted to modify his bid.

c. Bid evaluation will be based on the bid prices without taking into consideration the above corrections

6. AWARD OF CONTRACT:

a. IIT Hyd, shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.

b. If more than one BIDDER happens to quote the same lowest price, IIT Hyd reserves the right to award the contract to more than one BIDDER or any BIDDER.

7. Fraud and Corruption:

IIT Hyd requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

(a) The terms set forth below are defined as follows:

(i) **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

(ii) **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

(iii) **“Collusive practice”** means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non -competitive levels; and

(iv) **Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract

(b) IIT Hyd will reject a proposal for award if it determines that Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent collusive or coercive practices in competing for the Contract in question

8. **Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, Director, IIT Hyd’s interpretation of the clauses shall be final and binding on all parties.

9. **Reasonability of Prices:** The prices quoted must be the prices applicable for a premiere Educational and Research Institute of national importance. The bidder must give details of identical or similar services if any, done to other IITs/ IISERs/ CSIR lab/ CFTI’s during last three years along with the final price paid and Performance certificate from them

10. **Indemnity:** The vendor shall indemnify, protect and save IIT Hyd against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the services offered against this tender.

11. **Amalgamation/Acquisition etc.:** In the event the Service Provider proposes for amalgamation, acquisition or sale of its business to any firm during the contract period, the BUYER/Successor of the Principal Company are liable for execution of the contract and also fulfilment of contractual obligations as per the scope of the work defined in this tender.

12. **Liquidity Damage for delayed Services**

i) As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to, failing which, IIT Hyd encash/claim the Security Deposit and also LD clause will be applicable /enforced.

ii) If the supplier fails to deliver the service the system as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 0.5 % of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.

iii) IIT Hyd reserves the right to cancel the order in case the delay is more than 10 weeks.

13. Note for MSME/NSIC/Start up Bidder: If in the view of bidder, any exemption / relaxation is applicable to them from any of the eligibility requirements, under any Rules / Guidelines/ Directives of Government of India, bidder may submit their claim for the applicable exemption /relaxation, quoting the valid Rule/Guidelines/ Directives with a copy of such notification. In this case the bidder must submit necessary and sufficient documents along with the technical bid, in support of their claim. The relevant and valid certificates in support of claim of exemption must be submitted along with the Technical Bid.

14. Kindly furnish your PAN & GST Number etc. in your quotation for our records.

15. Conditional tenders will not be accepted.

16. **ARBITRATION:**

a. Unless otherwise specified, in all cases of disputes which cannot be settled by mutual negotiations, the disputes or differences shall finally be settled and binding on both parties by arbitration in conformity with the rules of Indian Arbitration Act, 1940. All disputes or differences what so ever arising between the parties out of relating to the construction, meaning and operation or effect of the general terms and conditions including the Purchase Order or the breach thereof shall be settled by Arbitration Act, 1940 and the award made in pursuance thereof shall be binding on the parties.

b. Performance of the purchase order shall continue during arbitration and any subsequent proceedings.

c. The Jurisdiction and Venue of arbitration shall be Hyderabad. The Arbitrator will be the Director, IIT Hyderabad, or his nominee.

17. **Note for MSME/NSIC Bidder:** If in the view of bidder, any exemption /preference/ relaxation is applicable to them from any of the eligibility requirements, under any Rules / Guidelines/ Directives of Government of India, bidder may submit their claim for the applicable exemption /relaxation, quoting the valid Rule/Guidelines/ Directives with a copy of such notification. In this case the bidder must submit necessary and sufficient documents along with the technical bid, in support of their claim. The relevant and valid certificates in support of claim of exemption must be submitted along with the Technical Bid.

18. All disputes shall be settled in the courts of Hyderabad/Sangareddy only.

19. The Director, IIT Hyd reserves the right to accept the offer in full or in parts or reject summarily or partly and also reserves the right to cancel the tender at any stage without assigning reasons.

20. **Tender Fees :** Tender Fees of **Rs. 1,180/- (including 18% GST)** in the form of Demand Draft/Bankers cheque in the name of Director IIT Hyd, should be submitted. The Demand

Draft/Bankers Cheque in original should be posted/couriered/given in person to the
 Stores

& Purchase Section of IIT Hyd , before the last date of Opening of Technical Bid. In case of non-receipt of original document before the due date of opening of technical bid, the uploaded bid will be summarily rejected.

For Online Payment of EMD /& Tender Fees: The EMD/Tender Fees can be also being paid online, the bank details are as follows:

Name of the Bank & IIT Hyderabad	Account Number	IFSC CODE	Branch code
SBI	30412797764	SBIN0014182	14182

The Online payment proof needs to be uploaded along with the Technical Bid.

These exemptions /relaxation are meant for procurement of only goods produced and services rendered by MSEs. Traders/ distributors/ sole agent/ Works Contract are excluded from the purview of the policy.

This Bid is also governed by latest General terms and conditions as per GeM

23. Force Majeure: IIT Hyd may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

24. Dispute Settlement:

IIT Hyd and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the IIT Hyd or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration.

Arbitration may be commenced prior to or after delivery of the Goods under the Contract. The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

(a) In case of Dispute or difference arising between the IIT Hyd and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director IIT Hyd, if he is unable/ unwilling to act, to the sole arbitration of some other person appointed by his willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

(b) In the case of a dispute between the Purchase and a Foreign supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. The venue of the arbitration shall be the place from where the purchase order or contract is issued.



25. Jurisdiction: The disputes, legal matters, court matters, if any, shall be subject to Hyderabad Jurisdiction only.

29. The Director, IIT Hyd reserves the right to accept the offer in full or in parts or reject summarily or partly and also reserves the right to cancel the tender at any stage without assigning reasons.

ANNEXURE –A

PREVIOUS SUPPLY ORDER LIST FORMAT

Order placed by <i>{Full address of Purchaser}</i>	Order No. and Date	Description of Service Rendered	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & those quoted to us.	Has the Service rendered satisfactorily? <i>{Attach a certificate from the Purchaser / Consigner}</i>	Contact Person along with Telephone no., Fax no. and e-mail address.

Signature and Seal of the Manufacturer/ bidder

Place:

Date:

ANNEXURE – B

BIDDER INFORMATION FORM

Company Name : _____

Registration Number : _____

Registered Address : _____

Name of Partners /Director: _____

City : _____

Postal Code : _____

Company's Establishment Year: _____

Company's Nature of Business: _____

Company's Legal Status 1) Limited Company

(tick on appropriate option) 2) Undertaking

3) Joint Venture

4) Partnership

5) Others (In case of Others please specify)

Company Category 1) Micro Unit as per MSME

2) Small Unit as per MSME

3) Medium Unit as per MSME

4) Ancillary Unit

5) SSI

6) Others (In case of Others please specify)



CONTACT DETAILS

Contact Name: _____

Email Id : _____

Designation : _____

Phone No : (_____) _____

Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____

A/c. No. CC/CD/SB/OD: _____

Name of Bank : _____

IFSC NO. (Bank) : _____

Branch Address and Branch Code: _____

Other Details

Vendor's PAN No. _____

Vendor's GST _____

ANNEXURE – C

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION
(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in every respect and in any case at a later date it is found that any of the details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

OR

I hereby certify that our firm namely _____ was blacklisted by _____ for a period of _____ years/months at the Institute Level/ All Indian Level.

Date:
Place:

Authorized Signatory Name:
Designation:
Contact No

ANNEXURE – D

ACCEPTANCE OF TENDER TERMS
(To be given on Company Letter Head)

Date: DD/MM/YYYY

To,

The Director
Indian Institute of Technology Hyderabad
Kandi – 502 285.Telangana, India
Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____ Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely _____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal

ANNEXURE – E

NO RELATIONSHIP CERTIFICATE

(On Company Letterhead)

1. I/We hereby certify that I/We* am/are* related/not related (*) to any officer of IIT Hyderabad. (If related provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture of E.M.D and security deposit and I/We* shall be liable to make good the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Authorized Signatory
Name:

Place:

Designation:

Contact No.:



Indian Institute of Technology Hyderabad
Kandi, Sangareddy - 502 284, Telangana, India
Phone: 040-23016071:
Website: www.iith.ac.in, Email: office.stores@iith.ac.in

ANNEXURE-F

To
The Registrar
IIT Hyderabad
Kandi, Sangareddy – 502285

Dated: **XX. XX. XXXX**

RECEIPT

We hereby acknowledge the receipt of the payment against our Invoice No. **XXX** Dated. **XXX** of Contract Agreement No. **XXX** dated. **XXX** having Loan Agreement and JICA Letter No. ID-P 234/ JICA (ID) 2023-1161 dated. 29.03.2023 for an amount of Rs. **XXX (amount in words)** on **XX. XX. XXXX** from the Indian Institute of Technology Hyderabad, under the IITH-Japan Collaboration.

Yours truly,

(Signature of Authorized Person)