

Ref. No IITH/Email/IGH/CROCKERY/001

Date: 03/03/2023

Indian Institute of Technology Hyderabad invites bids for procurement of crockery items for GuestHouse.

The bid is to be submitted in soft copy by Email in Pdf Protected files at the following mail id - Mr. Jameel- ar.ms@iith.ac.in with CC to Assistant Registrar (S&P) - ar.purchase@iith.ac.in, Mr. Muniganti Badrinath - hos.ms@iith.ac.in

No manual document will be accepted. All documents should be submitted by email Password Protected PDF File. The covering mail should indicate the contact details i.e. Mobile Number of the bidder. The password will be revealed only on communication from IITH mail on the date & after time of Opening of bid. The mail will be sent by - ar.ms@iith.ac.in for password .

Other Terms and conditions

1. The bidder should submit the samples on or before the last date of the bid
2. The bidders need to **send the Quotations by Reply to above mentioned emails.**
3. **The soft copy of the quote should be password protected.** The mobile number of the signatory on the quotation should be mentioned in the email, who will be contacted for the password at the time of opening of the quotation. Passwords will not be revealed before that by the bidder.
4. Last date & time for submission of quotations on or before **09/03/2022@ 11.00 A.M .**

Technical Specifications and Other Terms and Conditions

Annexure A

Specification of Water Jug – Qty 278 Nos		
S.No.	Item Name	Material Details
1	Material	Glass Jug with Plastic Lid
2	Capacity	1.3 Lts
3	Weight	Minimum 800 gms
4	Item Dimensions	minimum 16 x 16 x 21 Centimeters
5	Brands	Borosil, Luminarc, Ocean, Arcoroc any other equivalent brands

Specification of Tea & Coffee Tray – Qty 252 Nos		
S.No.	Item Name	Material Details
1	Material	Melamine Tray Set
2	Size	3-PC SET BIG TRAY WITH SACHET HOLDER + SERVICE TRAY. SIZE: MAIN TRAY: 39.5 X 32 X 2.5 CMS SERVICE TRAY : 31 X 14 X 1.5 CMS SACHET HOLDER: 15.5 X 11 X 4 CMS
3	Color	Black

Specification of Water Glasses -- 758 Nos		
S.No.	Item Name	Material Details
1	Material	Glass (HIGHBALL WATER GLASS)
2	Capacity	300 ml
3	Item Dimensions	8 cm L x 14 cm H
4	Brands	Ocean, Borosil, Luminarc any other equivalent

Specification of Tea Cups – 638 Nos		
S.No.	Item Name	Material Details
1	Material	Ceramic (SUPERIOR QUALITY, HIGH GLOSS FINISH)
2	Capacity	300ML CAPACITY,
3	Brands	Clay Craft, Ocean any other equivalent brands
4	Color	BLACK/WHITE/ROYAL BLUE/BROWN/OLIVE GREEN

Specification of S.S. Pedal Bins – Qty 420 Nos		
S.No.	Item Name	Material Details
1	Material	Stainless Steel
2	Size	Diameter: 18 cm (7 "); Height: 27 cm (10 ¾ "); Volume: 5 l (1 gallon) Depth, including pedal/hinge: 23 cm (9 ")

Sl. No	Items	Quantity
1	Water Jug	278
2	Tea & Coffee Tray	252
3	Water Glasses	758
4	Tea Cups	638
5	S. S. Pedal Bins	420

Additional Conditions:

1. The Bidders are required to submit the sample of each item at Stores & Purchase Section on or before last date of the bid submission.
2. The first stage: the samples submitted by the bidders will be evaluated by the committee. Password will be asked from the technically qualified vendor.
3. Time is the essence of this contract. The selected vendor should supply the material within 07 days from the date of release of purchase order.
4. Lowest bidder (L1) will be decided on item wise. Bidder should supply the material, even If the Bidder is qualified for one item .

For any technical query related to enquiry you may to contact

Mr. Jameel, Assistant Registrar, MS Section, Email: ar.ms@iith.ac.in

For Commercial query

Mr. Suresh Nair - Assistant Registrar Email : ar.purchase@iith.ac.in

Mr. Syed Ali Sabeer- Deputy Registrar, Email : dr.snp@iith.ac.in

With CC: office.stores@iith.ac.in

TERMS AND CONDITIONS

1. Delivery period: Material should be delivered and installed within 07 days from the date of issue of purchase order. The offered delivery period shall have to be strictly adhered to in case an order is placed.
2. The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from the existing users at IIT Hyd or 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.
3. Kindly furnish your PAN & GST Number etc. in your quotation for our records.
4. Institute reserves the right to cancel the bidding process at any stage.

5. **Requirement of registration:** Vide Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

- a. Any bidder from a country sharing a land border with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT).
- b. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- c. "Bidder from a country which shares a land border with India" for the purpose of this Order means:
 - i. An entity incorporated, established or registered in such a country; or
 - ii. A subsidiary of an entity incorporated, established or registered in such a country; or
 - iii. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - iv. An entity whose beneficial owner is situated in such a country; or
 - v. An Indian (or other) agent of such an entity; or
 - vi. A natural person who is a citizen of such a country; or
 - vii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- ii. For details about registration procedures please visit the above mentioned OM. Mandatory documentary evidence regarding the bidder's registration with DPIIT is to be submitted along with the tender, failing which the tender shall be liable for rejection. Bidders are also requested to submit the Model Certificates **as per Annexure** for this tender as mentioned in the Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

6. **Public Procurement (Preference to Make in India), Order 2017:**

- i. IIT Hyd shall compare all substantially responsive bids to determine the lowest valuated bid. This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and its subsequent amendments. Accordingly preference will be given to the

Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

- ii. As per the above order and its subsequent amendments “Local Content” means the amount of value added in India which shall be value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all the custom duties) as a proportion of the total value, in percent. Accordingly the suppliers will be classified in following categories.

1. Class I local Supplier – has local content minimum 50%
2. Class II local Supplier – has local content minimum 20%

- b. **Verification of Local Content** : The Class I Local Supplier /Class II Local Supplier at the time of bidding shall be required to indicate the percentage of local content and provide self-certification as per **Annexure** that the items offered meet the local content requirement. The details of the location(s) at which the local value addition is made also needs to be specified.

The bidders can be debarred for a period up to two years as , per Rule 151(iii) of GFR 2017, in case of false declaration.

7. **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.

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

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

1	2	3	4	5	6
S. N.	Name of specifications/part / Accessories of tender enquiry As per Annexure A of the Tender Document.	Specifications of quoted Model/ Item	Compliance Whether "YES" Or "NO"	Deviation, if any, to be indicated in unambiguous terms	Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature
1					
2					
3					
n					

NOTE: The bidder should also submit the Boucher with technical details of the product supporting the compliance statement.

BILL OF MATERIALS

(Bidder should provide the following details on Letter head)

Quotation No :

Date:

Name of the Bidder _____

GeM bid No. _____

Sr.No	Item Description	Country of Origin	Make & Model	HSN Code	GST %	Qty
1						
2						
3						
n						

Other Terms & Conditions

1	Payment terms	:
2	Delivery Period from the date of Issue of PO	:
3	Warranty	:
4	Any other additional terms	:

MANUFACTURER'S AUTHORIZATION & WARRANTY SUPPORT DECLARATION

(ON OEMs Letter head)

Date:

Tender No / GeM bid no:

To
The Director,
Indian Institute of Technology Hyderabad,
Kandi, Hyderabad – 502 284

We, _____ [name of Manufacturer], who are official manufacturers of [Insert type of goods manufactured] having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following goods, manufactured by us [insert name and or brief description of the goods], and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee, warranty, availability of spare parts and AMC support in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

Authorized representative of the Manufacturer

Authorized representative Bidder

Signature:

Signature:

Name:

Name:

Address:

Address:

Mobile No:

Mobile No:

Email ID:

Email ID: