




## CHAPTER 1 - SCHEDULE OF REQUIREMENTS

Indian Institute of Technology, Hyderabad invites bids from Furniture Manufacturer's (OEM)/ their Authorized Dealer for Manufacturing, Supply and Installation of Furniture.

The OEM can directly submit the bid or through their authorized dealers. The dealer should submit an authorization letter specific to this tender. The Authorization Letter should specify the Tender No

The details of the requirement are as below:

Sl. No.	Description and specifications of the item	Quant ity	Images are only for reference
1	<p><b>Seesham wood Executive table and Storage Table</b> Executive Table Size(MM):1800L xW750 x H750</p> <p><b>1. Table Specifications:</b></p> <p><b>Material:</b> Solid Sheesham wood with minimum 2cm thickness of Table top</p> <p><b>Finish:</b> Honey finish</p> <p><b>Modesty Panel:</b> 450mm height from table top (as per buyer-approved design)</p> <p><b>Storage Features:</b> 2 inbuilt drawers (7cm outer width and 5 cm inner width) with individual locking system, smooth bearing mechanism for easy movement.</p> <p><b>Evaluation Criteria:</b> Bids will be assessed based on specifications, not the reference image</p> <p><b>2. Storage Unit Specifications:</b></p> <p>Size(MM): L1100 x W450 x H750</p> <p><b>Material:</b> solid sheesham wood with minimum 2cm thickness on all sides</p> <p><b>Finish:</b> Honey finish</p> <p><b>Design:</b></p> <ul style="list-style-type: none"> <li>Two plain doors each with a lock with two shelves inside.</li> <li>Two drawers, each with a lock</li> </ul> <p><b>3. Glass Door Sheesham Wood Bookcase Specifications</b></p> <p><b>Material:</b> solid sheesham wood with</p>	43	  

	<p>minimum 2cm thickness.</p> <p><b>Storage Type:</b> Closed</p> <p><b>Finish:</b> Honey finish</p> <p><b>Dimensions:</b></p> <p>a. <b>Length:</b> 890mm</p> <p>b. <b>Depth:</b> 355mm</p> <p>c. <b>Height:</b> 1750mm</p> <p><b>Features:</b></p> <p>d. Glass doors with sheesham wood frame</p> <p>e. Five shelves</p> <p>f. Lock for secure storage</p>		
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## **CHAPTER 2 - ELIGIBILITY CRITERIA**

### **Important Points to note during submission of bids:**

- Bidders should clearly indicate the **make and model** of the product to be supplied. **Please submit Annexure I & II with all the details.** The Product Brochure/catalogue is required to be submitted.
- Delivery period:** Within **45 days** from the issue of purchase order. **Declaration to this effect must be submitted on Bidder's letterhead.**
- Warranty:** The items covered by the schedule of requirement shall carry **Five years** of comprehensive warranty from the date of installation and acceptance of the items by IIT Hyd. Warranty shall include free maintenance of the whole items supplied including free replacement of parts. The defects if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, freight, and local taxes or any other charges which should be borne by the Bidder.  
**All the wooden furniture will carry lifetime warranty for termite.**
  - The bidder must have an **average annual** turnover of **15 Lakhs and OEM 50 Lakhs** during the last three financial years. Declaration certified by the CA to be submitted along with the balance sheet copy as per **Annexure IV**
  - Experience:** The OEM/Bidder should have satisfactorily completed the supply of furniture of a minimum value as mentioned below during the last Three years to any reputed

organisations. Copies of work orders and Completion certificates duly self-attested must be uploaded.

- 3 (Three) similar completed works each costing not less than **15 Lakhs for OEM and 5 Lakhs for Bidder**
- 2 (Two) similar completed works each costing not less than **20 Lakhs for OEM and 7 Lakhs for Bidder**
- 1 (One) similar completed work costing not less than **40 Lakhs for OEM and 15 Lakhs for Bidder**

**Note:** The details should be provided as per Annexure 'VI', including a list of the previous three purchase orders for similar products from the last three years, along with photographs, location, and contact details of the previous supply orders along with the product brochure/catalogue for checking feedback. The technical committee will review these orders to assess aesthetics and quality, and these factors will be considered in the evaluation process.

#### 4. Certificates:

The bidder should have the following standards and certificates and should submit the attested copies along with the bid. OEM must be having Quality management system as per below mentioned or indian equivalent certifications.

- ISO 9001: 2015
- ISO 14001:2015
- ISO 45001:2018
- ISO 50001:2018
- BIFMA Membership Certificate
- IGBC membership certificate
- AIOTA certificate ("Office Furniture including Seating Systems" and "Educational Furniture"). Certificate to be attached along with other documents while submission of bid
- Green Pro certificate for the specific product category.

Note : Certifying agency of ISO listed with NABCB (National Accreditation Board for Certification Bodies).

#### 5. Statutory Compliances:

- i) Factory Registration as per Factory Act.
- ii) GST registration with GST numbers. Attach GST return for the last 3 years
- iii) PAN no. with IT Return Acknowledgement.
- iv) ESI & PF Registration Number.
- v) Udyog Aadhar Memorandum No. if bidder claims MSEs.

**\* All Documents to be attached with the technical bid.**

***Note: Non-Compliance with any of the above conditions by the bidders will be treated to non-eligibility for which tender has been floated and its bid shall be liable to be rejected summarily.***

8. Bidders should quote the prices inclusive of supply, installation, taxes, transportation and other charges if any.

#### 9. Pre-Bid Meeting & Site Visit Details

- A **Pre-Bid Conference** will be held to clarify tender specifications and commercial conditions.
- **Date & Time:** April 2, 2025, from **11:30 AM to 12:30 AM**.
- **Location:** 4th Floor, Conference Room, Admin Building.
- Bidders may submit specific queries via email **on or before April 1, 2025, by 05:00 PM**.
- **Non-participation in the Pre-Bid Meeting or failure to submit queries** will imply acceptance of the tender conditions, and no subsequent representations regarding technical or commercial specifications will be entertained.

**For any query**

#### **Technical:**

Prof. Deepak John Mathew - [djm@des.iith.ac.in](mailto:djm@des.iith.ac.in)  
Prof. Venkatasubbaiah K - [kvenkat@mae.iith.ac.in](mailto:kvenkat@mae.iith.ac.in)  
Prof. Vaskar Sarkar - [vaskar@ee.iith.ac.in](mailto:vaskar@ee.iith.ac.in)  
Mr. Venkatesh M - [venkatesh.m@admin.iith.ac.in](mailto:venkatesh.m@admin.iith.ac.in)

#### **Commercial :**

Mr. K Ramesh – Assistant Registrar, Email : [ar.stores@iith.ac.in](mailto:ar.stores@iith.ac.in)  
Ms. D Chanchala – Joint Registrar, Email : [hos.snp@iith.ac.in](mailto:hos.snp@iith.ac.in)  
With a copy to S&P section: [office.stores@iith.ac.in](mailto:office.stores@iith.ac.in)

1. Delivery period: Material should be delivered and installed within **06 weeks** 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. Payment:
  - 100% payment will be made against delivery & acceptance by IIT Hyd
3. **Security Deposit:**
  - i. Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to **3 % of the purchase order value** in the form of Demand Draft/Bank Guarantee (**from scheduled Bank only**) favouring the Director, IIT Hyd. **The Bank Guarantee should be submitted/routed through the NeSL Portal.**
  - ii. The Security Deposit will be encashed/claimed by IITH if the vendor fails to execute the order.
  - iii. The Security Deposit should be valid for warranty period + 60 days, as the same will extend as Performance Bank Guarantee. Hence while preparing the BG, the delivery period and installation and warranty + 60 days needs to be accounted for to cover the BG validity period.
  - iv. This Security Deposit will be refunded to the vendor only on satisfactory completion of all contractual obligations including warranty as per this Tender and Purchase Order issued against this Tender.
  - v. **Bank Guarantee wherever mentioned in this document may be read as “Bank Guarantee from any Scheduled Bank” only.**
4. **Earnest Money Deposit (EMD)**
  - i. The tender documents must be accompanied by Earnest Money Deposit (EMD) of **Rs. 80,000/-** in the form of Insurance Surety Bonds/Account Payee/Demand Draft/Fixed Deposit Receipt/Banker's Cheque/ Bank guarantee from any commercial Banks on any Scheduled/Nationalized Bank **in favour of the Director, Indian Institute of Technology Hyderabad.**
  - ii. **The original documents/instruments of EMD (Bank Guarantee/ Demand Draft etc) should be posted/couriered/given in person to the Stores & Purchase Section of IIT Hyd on or before 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:** The EMD Fees can also be 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.**

**The Bank Guarantees should be submitted in Hard Copy to IITH and issuing Bank should send the IFN 760 COV Bank Guarantee Advice Messages to our bankers through SFMS (Structured Finance Messaging System)**

**The firm registered with NSIC/MSME/Udyam Adhaar must give proof of registration along with their quotation failing which the bid will not be considered.**

Note: 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.

## 5. Cost of Bidding

The Bidder(s) shall bear all direct or consequential costs, losses and expenditure associated with or relating to the preparation, submission, and subsequent processing of their Bids, including but not limited to preparation, copying, postage, delivery fees, demonstrations, or presentations which the Procuring Entity may require, or any other costs incurred in connection with or relating to their Bids. All such costs, losses and expenses shall remain with the Bidder(s), and the Procuring Entity shall not be liable in any manner whatsoever for the same or any other costs, losses and expenses incurred by a Bidder(s) for participation in the Tender Process, regardless of the conduct or outcome of the Tender Process.

## 6. Bid Opening and Evaluation Process:

- Technical Bids will be opened as per the Date Schedule & Time.
- Financial Bids/Commercial Bids of the eligible bidders will be opened at a later date.
- 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.



## **6. 1 Technical Committee**

(i) On the due date the Technical bids will be opened and referred to a duly constituted technical committee. The committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is 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 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 required. The bidder will have to provide the details/any additional documents as and when sought by the Technical committee.

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

(v) After the technical evaluation is completed and approved, the bidders whose bids have been rejected technically with the reasons for rejection will be updated on the portal.

(vi) 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.

vii) The technical evaluation will be based on: Eligibility criteria & Other Terms & Conditions of the bidders as per tender, & Technical Presentation. If the committee feels required to , the site visit to the actual location of the previous clients where similar orders have been executed will have to be arranged by the bidders, in addition to the factory visit.

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

## **6.2 Preliminary Examination of Bids - Determining Responsiveness**

A substantially responsive bid is complete and conforms to the Tender Documents essential terms, conditions, and requirements, without substantive deviation, reservation, or infirmity. Only substantively responsive bids shall be considered for further evaluation. Unless otherwise stipulated in the tender document, the following are some of the crucial aspects for which a bids shall be liable to be rejected as non-responsive:

- a) The bid is not in the prescribed format or is not submitted as per the stipulations in the Tender Document.
- b) Non-Submission of EMD/Exemption Documents
- c) Bidder is not eligible to participate in the bid as per laid down eligibility criteria;
- d) The Goods offered are not eligible as per the provision of this tender.
- e) Bidder has quoted Goods manufactured by a different firm without the required authority letter from the proposed manufacturer.
- f) Bidder has quoted conditional bids or more than one bid or alternative bids unless permitted explicitly in the tender documents
- g) The bid validity is shorter than the required period.
- h) The bid departs from the essential requirements stipulated in the bidding document;
- i) Non-submission of legible scanned copies of stipulated documents/ declarations

**6.3 Techno-commercial Evaluation:** Only substantially responsive bids shall be evaluated for techno-commercial evaluation. In evaluating the techno-commercial bid, conformity to the eligibility/ qualification criteria, technical specifications, and Quality Assurance; and commercial conditions of the offered Goods to those in the Tender Document is ascertained. Additional factors incorporated in the Tender Document shall also be considered in the manner indicated therein. Bids with substantive techno-commercial deviations shall be rejected as nonresponsive. Procuring entity reserves its right to consider and allow minor deviations in technical and Commercial Conditions. An infirmity/ irregularity or non-conformity/ exception/ deviation/ reservation/ omission from the requirements of the Tender Document shall be considered as a substantive deviation as per the following norm:

- a) which affects in any substantive way the scope, quality, or performance of the product;
- b) which limits in any substantive way, inconsistent with the Tender Document, the Procuring Entity's rights or the Bidder's obligations under the contract; or
- c) Whose rectification would unfairly affect the competitive position of other Bidders presenting substantively responsive Bids.;

and the rest shall be considered as Minor deviations. IIT Hyd, however reserves the right to accept or reject bids with any minor deviations. Wherever necessary, the technical committee shall convey its observation, on such 'minor' issues to Bidder electronically asking Bidder to



respond by a specified date. If Bidder does not reply by the specified date or gives an evasive reply without clarifying the point at issue in clear terms, that bid shall be liable to be rejected as non-responsive.

The decision of the Procuring Entity shall be final in this regard. Bids with substantive deviations shall be rejected as non-responsive.

#### 6.4 Clarification of Bids and shortfall documents

During the evaluation of Techno commercial or Financial Bids, IIT Hyd may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date. The request for clarification shall be submitted in writing or electronically, and no change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder.

IIT Hyd reserves its right to, but without any obligation to do so, to seek any shortfall information/documents only in case of historical documents which pre-existed at the time of the tender opening, and which have not undergone change since then and does not grant any undue advantage to any bidder.

#### 7. Bid Validity Period:

- a. The prices must be valid at least for a period of **120 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 request. 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

#### 8. 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.
- c. The successful bidder will have to get the

#### 9. IIT Hyd reserves the right to vary quantities at the time of Award:

a. IIT Hyd reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions. Further, at the discretion of IIT Hyd, the quantities in the contract may be enhanced by 25% within the delivery period.

b. Firms which have already supplied similar equipment to IIT Hyd and have not completed required installation/commissioning/after sales service/warranty replacements etc. such firms offer will not be considered for further evaluation and no enquiries thereafter will be entertained.

## 10. 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

## 11. 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.

**12. Performance Bank Guarantee:** The 5% Security Deposit which is mentioned above (Chapter 3, clause no 3) will be extended as Performance/Warranty Bank Guarantee for a period of 03 years.

**13. Pre-installation:** The BIDDER has to state in detail the Electrical Power/UPS requirements, floor Space, head room, foundation needed and also to state whether Air-conditioned environment is needed to house the system and to run the tests. i.e., pre-installation facilities required for installation may please be intimated in the technical bid. Subsequently, before the consignment lands in IIT Hyd the bidder shall confirm that the

pre-installation requirements are sufficient for installation of the equipment. The BIDDER should continuously monitor the pre-installation requirements and see that everything is ready before the consignment is taken to the site for installation.

#### 14. Installation:

- a) BIDDER shall be responsible for installation / demonstration wherever applicable and for after sales service during the warranty and thereafter.
- b) Installation demonstration to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the equipment at site, unless otherwise instructed by the Institute
- c) After successful installation what will be the minimum down time of equipment/instrument in case of breakdown. If the identified firm or person fails to put the system into working condition what is the further alternative course of action suggested to adhere to minimum down time should be covered in the Technical Bid.

#### 15. Inspection:

- a) The inspection of the system will be done by our technical expert / Purchase Committee/Indenting Officer in the presence of firm's representative.
- b) In case of receipt of the material in short supply or damaged condition the supplier will have to arrange the supplies/ replacement of goods free of cost pending the settlement of the insurance case wherever applicable on FOR at the IIT Hyd.

#### 16. Warranty / Support:

- a) The items covered by the schedule of requirement shall carry minimum five (05) years furniture items from the date of acceptance by IIT Hyd. Warranty shall include free maintenance of the whole equipment supplied including free replacement of parts. The defects, if any, shall be attended to on immediate basis but in no case any defect should prolong for more than 24 hours. The comprehensive warranty includes onsite warranty with parts.
- b) The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, custom duty, local taxes if any should be borne by the beneficiary or his agent. No cost will be borne by IIT Hyd.
- c) The Bidder shall assure the supply of spare parts after warranty is over for maintenance of the equipment supplied if and when required for a period of 10 years from the date of supply of equipment on payment on approved price list basis.
- d) The items must be supported by a Service Centre in India manned by the service engineers/personnels. The support through this Centre must be available during all working days and hours.
- e) The manufacturer/OEM should facilitate the bidder/Agent on a regular basis with technology / product updates & extend support for the warranty as well.

f) The vendor will have to arrange for all the testing equipment & tools required for installation, testing & maintenance etc.

g) The principal vendor must have local logistics support by maintaining spares in the country of deployment of the equipment, with the Indian Agent. This is to ensure immediate delivery of spares parts from the Principal Vendor of equipment to its channel partner/system integrator.

h) Details of the agency who shall maintain during warranty and undertake Annual Maintenance Contract/Comprehensive Service Maintenance Contract beyond warranty shall be given in the offer. In case of foreign quote, the Indian Agent who shall maintain during warranty and AMC beyond warranty shall be given in the Technical Offer

i) **Commencement Of Warranty Period:** The warranty period of an item shall commence from the date of successful installation, commissioning and demonstration at IIT Hyd. The warranty period and validity of Performance Guarantee shall be extended for the period of delay in satisfactory installation and delay in warranty services.

**17. 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 items, if any, supplied to other IITs/ IISERs/ CSIR lab/ CFTI's during last three years along with the final price paid and Performance certificate from them

**18. Annual Maintenance Contract:** The bidder must mention in the quotation, the rate/amount of annual maintenance charges, if we opt for maintenance contract after expiry of the warranty period. This is mandatory to mention, wherever applicable. No sub-contracting will be allowed for installation or maintaining system/ equipment / instrument during or after warranty period.

**19. 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 equipment's supplied by the bidder/OEM.

**20.Freight & Insurance:** The equipment'/items to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IIT Hyd site.

**21. Amalgamation/Acquisition etc.:** In the event the Manufacturer/Supplier 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 i.e., supply, installation, commissioning, warranty, maintenance/replacement of spares accessories etc. while submitting your bid, you may confirm this condition

**22. 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 Supply, Install and Commission 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. Penalties, if any, will be deducted from the Security Deposit.

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

a) IIT Hyd shall compare all substantially responsive bids to determine the lowest valued 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.

b) 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.

- i) Class I local Supplier – has local content minimum 50%
- ii) Class II local Supplier – has local content minimum 20%

c) **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.

In case of procurement in excess of Rs.10 crores, the suppliers shall be required to provide the certificate from the Statutory auditor or cost auditor of the company giving the percentage of local content.

**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.**

### **Complaint Redressal Mechanism:**

In case any complaint received by the procuring agency or the concerned Ministry/Department against the claim of a bidder regarding local content/domestic value addition in a product, the same shall be referred to competent authority at IITH or the relevant Ministry.

The bidder against whom the complaint is received shall be required to furnish the necessary documentation in support of the domestic value addition claimed in the product to authority. If no information is furnished by the bidder, such laboratories may take further necessary action, to establish the bonafides of the claim

A complaint fee of Rs. 2 lakh or 1% of the value of the domestically manufactured products being procured (subject to a maximum of Rs.5 lakh), whichever is higher, to be paid by Demand Draft to be deposited with Procuring Institute. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, the deposited fee of the complainant would be refunded without any interest.

False declarations will be in breach of the Code of Integrity under Rule 175 (1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

**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.

**These exemptions /relaxations 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**

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

i. 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).

ii. "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.



iii. "Bidder from a country which shares a land border with India" for the purpose of this Order means:

- a) An entity incorporated, established or registered in such a country; or
- b) A subsidiary of an entity incorporated, established or registered in such a country; or
- c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d) An entity whose beneficial owner is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

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.

**25. 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.

## **26. 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.

**27. Corrigenda/ Addenda to Tender Document:** IIT Hyd may update, amend, modify, or supplement the information, assessment or assumptions contained in the Tender Document by issuing corrigenda and addenda before the due date of the bid. The corrigenda and addenda shall be published in the same manner as the original Tender Document. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIT Hyd. Without any liability or obligation, the Portal may send intimation of such corrigenda/ addenda to bidders who have downloaded the document under their login. However, the bidders' responsibility is to check the website(s) for any corrigenda/ addenda. Any corrigendum or addendum thus issued shall be considered a part of the Tender Document. After the IITH makes such modifications, any Bidder who has submitted his bid in response to the original invitation shall have the opportunity to either withdraw his bid or re-submit his bid superseding the original bid.

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

## **29. Disclaimers and Rights of Procuring Entity**

The issue of the Tender Document does not imply that the Procuring Entity is bound to select bid(s), and it reserves the right without assigning any reason to

- i) reject any or all of the Bids, or
- ii) cancel the tender process; or
- iii) abandon the procurement of the Goods; or
- iv) issue another tender for identical or similar Goods

30. 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 – I**

**FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS**

1	2	3	4	5	6
S. N.	Name of specifications/part / Accessories of tender enquiry As per Chapter 4 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					

Note: **Bidders** are required to fill this table as per the specifications of this Tender Document. The points need to be reproduced in the table at Column No 2 and then fill in

the relevant details for each specification. The Product Brochure /Website Print-out for the standard items to be provided

Signature of the Bidder

Name

Stamp

ANNEXURE – II

UNPRICED TECHNICAL BID

(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						

4						
---	--	--	--	--	--	--

## Other Terms & Conditions

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

## ANNEXURE – III

### Bid Securing Declaration Form

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a EMD of Rs.800000/-

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification & forfeit the EMD, if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

Signed: \_\_\_\_\_ (insert signature of person whose name and capacity are shown)  
in the capacity of \_\_\_\_\_ (insert legal capacity of person signing the Bid Securing Declaration)

Name: \_\_\_\_\_ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

## ANNEXURE – IV

### TURNOVER CERTIFICATE

It is certified that the turnover of M/s. \_\_\_\_\_ (PAN No \_\_\_\_\_ ) having GSTIN ( \_\_\_\_\_ ) having registered office at \_\_\_\_\_ has annual turnover during the last three financial years as below:

Sr.No	Financial Year	Turnover
1		
2		
3		



	Average Annual Turnover.	
--	-----------------------------	--

This certificate is given on the basis of audited financial reports for Profit/Loss Account and Balance Sheet and income tax return forms.

Signed by

Authorised Signatory of the Bidder/Firm

Countersigned

By Chartered Accountant of the Bidder/Firm.

## ANNEXURE – V

### MANUFACTURER'S AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer]

Date: [Insert date (as Day, month and year) of Bid submission]

Tender No.: [Insert number from Invitation for Bids]

To: [Insert complete name and address of Purchaser]

WHEREAS

We [insert complete 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 and warranty in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_ [insert date of signing]

## ANNEXURE – VI

### PREVIOUS SUPPLY ORDER LIST FORMAT

Order placed by {Full address of Purchaser}	Order No. and Date	Description and quantity of ordered equipment (attach photographs)	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	Has the equipment been installed satisfactorily? (Attach a certificate from the Purchaser / Consigner]	Contact Person along with Telephone no., Fax no. and e-mail address.
--	--------------------	--	----------------	--	---------------------------------------	---	---	--

						quoted to us.		

**Attach the copies of the Purchase Order & Completion Report**

Signature and Seal of the Manufacturer/ bidder .....

Place:

Date:

**ANNEXURE – VII**

**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 \_\_\_\_\_

GeM Registration Details \_\_\_\_\_

### ANNEXURE – VIII

#### **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 any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

## ANNEXURE – IX

### ANNUAL MAINTENANCE CONTRACT

We hereby certify that the Annual Maintenance Contract for the equipment, after expiry of warranty period will be charged as follows :

#### For Comprehensive AMC

- 1) 1<sup>st</sup> year \_\_\_\_ % of the equipment value
- 2) 2<sup>nd</sup> year \_\_\_\_% of the equipment value
- 3) 3<sup>rd</sup> year \_\_\_\_% of the equipment value.

#### For Non - Comprehensive AMC

- 1) 1<sup>st</sup> year \_\_\_\_ % of the equipment value



- 2) 2<sup>nd</sup> year \_\_\_\_% of the equipment value  
3) 3<sup>rd</sup> year \_\_\_\_% of the equipment value.

We also certify that the spares for the equipment will be available for the equipment for \_\_\_\_ years.

Date:

Authorized Signatory  
Name:

Place:

Designation:

Contact No.:

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

**ANNEXURE – X**

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 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 – XI

### 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.:

## ANNEXURE – XII

### Declaration for Local Content

(To be given on Company Letter Head - For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date: \_\_\_\_\_

To,  
The Director,  
Indian Institute of Technology Hyderabad,  
Kandi, Sangareddy 502285

Sub: Declaration of Local content

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - \_\_\_\_\_

1. Country of Origin of Goods being offered: \_\_\_\_\_
2. We hereby declare that items offered has \_\_\_\_\_% local content.
3. Details of location at which local value addition will be made / made: (Complete address to be mentioned) \_\_\_\_\_

“*Local Content*” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“*\*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.*”

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## ANNEXURE –XIII

### CERTIFICATE ON COMPANY LETTERHEAD

#### CERTIFICATE BY BIDDER- DPIIT REGISTRATION

“ I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed) . I hereby certify that his bidder fulfils all requirements in this regard and is eligible to be considered.

Signature with Date and Stamp  
Of the Bidder



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

**Indian Institute of Technology Hyderabad**

**Kandi, Sangareddy - 502 284, Telangana, India**

**Phone: 040-23016071/6072**

**Website: [www.iith.ac.in](http://www.iith.ac.in), Email – [office.stores@iith.ac.in](mailto:office.stores@iith.ac.in)**

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