

Technical Specifications and Other Terms and Conditions

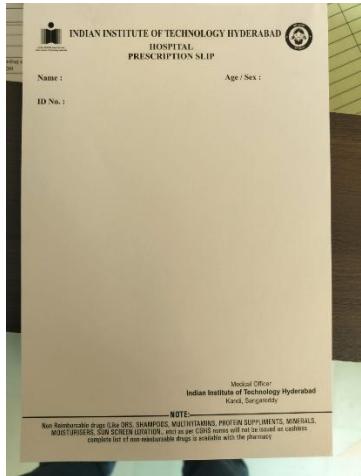
Annexure A

TECHNICAL SPECIFICATIONS of Institute logo Printed Registers for FY 2026-27

Schedule - 1 Booklets

Sl. No.	Description	Qty	No. of Pages	Size
1	Prescription (Pharmacy) Register (Half Sheet)	100	100	23x15 cm
2	Prescription (Lab) Register (Half sheet)	50	100	23x15 cm
3	Prescription (consultation) Register (Full sheet)	50	100	29x23 cm

Booklets (Sample Image)



Schedule - 2 Registers

Sl. No.	Description	Qty	No. of Pages	Size
1	OP Register (Full sheet)	5	300	35x25 cm
2	Casualty Register (Full sheet)	5	300	35x25 cm
3	Lab Register (Full sheet)	2	300	35x25 cm

4	Speciality clinic Register	5	300	35x25 cm
5	X-Ray Registers	2	300	35x25 cm
6	Speciality clinic(Health awareness sheets)	20 Pads	300	29x23 cm
7	In Ward (Full sheet)	3	100	35x25 cm
8	Out Ward (Full sheet)	3	100	35x25 cm
9	In Ward (Full sheet)	3	200	30x20 cm
10	Out Ward (Full sheet)	5	200	30x20 cm
11	Children Education Allowance	2	100	30x20 cm
12	LTC	2	100	30x20 cm
13	Franking Machine Register (Full sheet)	2	200	33x22 cm
14	Lamp and Water Bottles Issue Register (Fullsheet)	2	200	33x22 cm
15	Dispatch Register (Full sheet)	2	200	33x22 cm
16	Demand Collection and Balance Register (Full sheet)	2	200	33x22 cm
17	In Ward (Full sheet)	2	200	33x22 cm
18	Out Ward (Full sheet)	2	200	33x22 cm
19	Accession Register (Full sheet)	3	200	20x15 cm
20	Visitor Register (Half sheet)	3	300	12x8 cm
21	E- Resource Register (Full sheet)	2	200	20x15 cm
22	E-Books Accession Register (Full sheet)	1	200	20x15 cm
23	Check-Out Register (Half sheet)	2	200	12x8 cm
24	Check-In Register (Half sheet)	2	200	12x8 cm
25	In/Out Register : KRC Entry Register (Full sheet)	5	200	12x8 cm
26	CCTV Monitoring :In/Out Register (Half sheet)	1	200	12x8 cm
27	Personal Book Use in the KRC :Entry Register (Full sheet)	2	200	12x8 cm
28	OP Register (Full sheet)	5	300	35x25 cm
29	IGH Guest Register	12	100	34x22 cm
30	In Ward & Out Ward Register (full sheet)	5	200	30x20 cm

31	Out Ward Register (full sheet)	5	100	30x20 cm
32	Registers (full sheet)	4	300	30x20 cm
33	Registers (full sheet)	10	50	30x20 cm
34	Key Issue registers (Academic Buildings)	54	200	12x8 cm
35	Mail Entry Register	4	200	7x12 cm
36	Girls In/Out Register (In boys hostel)	20	200	12x8 cm
37	Main Gate Vehicle IN Register	15	200	12x8 cm
38	Main Gate Vehicle OUT Register	8	200	12x8 cm
39	Internship Student Daily IN/OUT Register	2	200	12x8 cm
40	Contract Workers Daily IN/OUT Register	2	200	12x8 cm
41	Workers Daily IN/OUT Register	3	200	12x8 cm
42	Alumni Entry Exit Register	2	300	12x8 cm
43	BUS/CABS Schedule Register	12	200	12x8 cm
44	Air Pollution Check Register	1	100	7x12 cm
45	Students Home Leave IN/OUT Register	4	200	12x8 cm
46	Material Inward Register	4	300	12x8 cm
47	Material Outward Register	4	300	12x8 cm
48	Visitor Register	15	300	12x8 cm
49	CCTV Cameras Daily Feedback Register	2	300	12x8 cm
50	Girls Students Home Leave Register	7	300	12x8 cm
51	Key Issue Register (Other Buildings)	8	200	8x12 cm
52	Key Authorisation Register (Academic Buildings)	19	200	7x12 cm
53	Security Order Book	4	12	8x12 cm
54	Defaulter Register	4	12	8x12 cm
55	In Ward & Out Ward Register (full sheet)	5	200	30x20 cm
56	Out Ward Register (full sheet)	5	100	30x20 cm
57	Registers (full sheet)	4	300	30x20 cm
58	Registers (full sheet)	10	50	30x20 cm
59	In Ward Register (full sheet)	6	200	35 x 22cm

60	Out Ward Register (full sheet)	6	200	36 x 22cm
61	Office Attendance Register Contract Staff (Full Sheet)	2	100	37 x 22cm
62	Office Attendance Register Permanent staff (full sheet)	1	100	38 x 22cm
63	Office Attendance Register Technical staff (full sheet)	1	200	39 x 22cm
64	Stock book Register	20	200	12x8 cm
65	snCC Student entry Register	50	500	12x8 cm
66	Equipment issue Register	20	200	12x8 cm
67	SnCC guest visit Register	10	200	12x8 cm
68	Ground staff attendance Register	10	200	12x8 cm
69	Note book long Register	20	200	12x8 cm
70	Inward/Outward registers (Red Color)	2	100	35 x 22cm
71	Inward Registers (full sheet)	5	200	35x22 cm
72	Outward Registers (full sheet)	5	100	35x22 cm
73	Inward Registers (full sheet)	5	200	35x22 cm
74	Outward Registers (full sheet)	5	100	35x22 cm
75	KRC Letter Head	1	100	A4 SIZE
76	Periodical record Register(full sheet)	1	100	35x22 cm
77	Inward Registers Full Sheet	4	200	30 x 20 Cms
78	Outward Registers Full Sheet	4	100	30 x 20 Cms
79	Medical Books (For Employee) Half Sheet (Softbound- Blue colour cover sheet)	350	50	24X18 Cms
80	Medical Books (For Dependent Half Sheet (Softbound- Green colour cover sheet)	1400	50	24X18 Cms
81	CCL Register Half Sheet	4	200	30 x 20 Cms
82	CEA Register Full Sheet	4	200	30 x 20 Cms
83	Service Book Issue Register Full Sheet	8	200	30 x 20 Cms
84	Reservation Roster Register (SC/ST/OBC/EWS/UR)-Less than 13 Half Sheet	60	50	30 x 20 Cms

85	Reservation Roster Register (SC/ST/OBC/EWS/UR) Half Sheet	40	100	30 x 20 Cms
	Increment/ Pay fixation Register Full Sheet	2	200	30 x 20 Cms
86	LTC Sanction Register Full Sheet	4	200	30 x 20 Cms
87	Sanction and Vacancy Register Full Sheet	2	200	30 x 20 Cms
88	Probation / Confirmation Register Full Sheet	2	100	30 x 20 Cms
89	Remuneration Payment Register (Contractual) Full Sheet	2	100	30 x 20 Cms
90	Transfer / Posting Register Full Sheet	2	100	30 x 20 Cms
91	Office Order / Circular Register Half Sheet	2	200	30 x 20 Cms
92	Stationery Stock Register(Blue Color)	2	200	35 x 22 cm
93	Indent/Proposal Register	2	100	35 x 22 cm
94	Funds Commitment Register Blue Color	2	100	35 x 22 cm
95	Funds Commitment Register Brown Color	2	100	35 x 22 cm
96	Cash Bill/PO Invoice Register	4	100	35 x 22 cm
97	Forwarding of PO Bill Payments Register(Red Color)	2	100	35 x 22 cm
98	Forwarding of Cash Purchase Bills (Brown Color)	2	100	35 x 22 cm
99	Stores Ledger Consumable (Blue Color)	1	200	35 x 22 cm
100	Stores Ledger Consumable (Blue Color)	2	100	35 x 22 cm
101	Stores Ledger Consumables(Brown Color)	2	100	35 x 22 cm
102	Stores Ledger Foreign Consumables(Brown Color)	1	100	35 x 22 cm
103	Stores Ledger Non-Consumables (Blue Color)	10	100	35 x 22 cm
104	Stores Ledger Non-Consumables(Brown Color)	2	200	35 x 22 cm
105	Stores Ledger Foreign Non Consumables(Brown Color)	1	100	35 x 22 cm
106	Vehicle Log Book	15	100	30 x 20 cm
107	Material Receipt/Dispatch	1	100	35 x 22 cm
108	Vehicle Log Book	5	100	35 x 22 cm



భారతీయ ప్రौద్యోగిక సంస్థన హైదరాబాద్
Bharatiya Pravasiya Giki Sansthan Hyderabad
Indian Institute of Technology Hyderabad

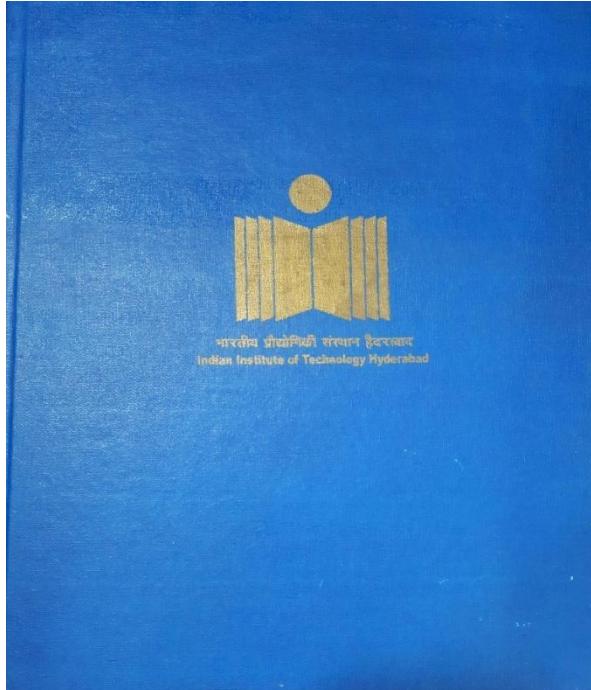
Indian Institute of Technology Hyderabad

Kandi, Sangareddy - 502 284, Telangana, India

Phone: 040-23016071:

Website: www.iith.ac.in, Email: office.stores@iith.ac.in

Registers (Sample Images)



Sl. No. సం. No.	Letter No. పత్ర నం.	Subject విషయ	संस्थान हैदराबाद Technology Hyderabad REGISTER रजिस्टर		
			Received From ప్రాప్త కिसकా	To Whom Given కिसకా దియా గయా	Page No. పుస్తక సంఖ్య రजిస్టర్
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94					
95					
96					
97					
98					
99					
100					



Schedule - 3 Envelope

Sl. No.	Description	Qty	No. of Pages	Size
1	A4 Normal Envelope	3000	NA	24.5 x 35.5 cm
2	A4 Cloth Envelope	1500	NA	24.5 x 35.5 cm
3	A3 Normal Envelope	2000	NA	35.5 x 49.5 cm
4	A3 Cloth Envelope	1000	NA	35.5 x 49.5 cm
5	A5 Normal Envelope	3000	NA	25.5 x 11 cm



భారతీయ ప్రాథమిక శాస్త్రాన్ధ
మార్కెట్ ప్రోపరీటీ సెస్చాన్ హైదరాబాద్
Indian Institute of Technology Hyderabad

Indian Institute of Technology Hyderabad

Kandi, Sangareddy - 502 284, Telangana, India

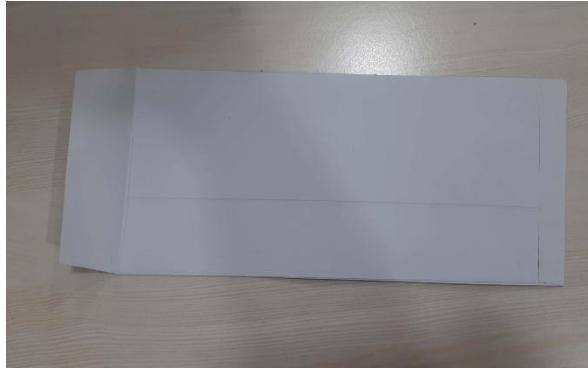
Phone: 040-23016071:

Website: www.iith.ac.in, Email: office.stores@iith.ac.in

Envelope (Sample Images)



Cloth Envelope



Schedule - 4 File Folders

Sl. No.	Description	Qty	No. of Pages	Size & Specs
1	Blue File Folder	1500	NA	35.5 x 55.5 cm(Open Files) ,Rivet 5mm dia



భారతీయ ప్రాయోగిక శాస్త్రవాద విశ్వాస పంచ ప్రైసరాల్

भारतीय प्रौद्योगिकी संस्थान హైదరాబాద్

Indian Institute of Technology Hyderabad

Indian Institute of Technology Hyderabad

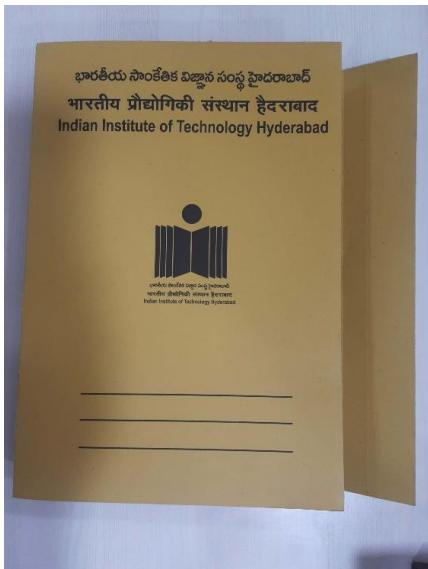
Kandi, Sangareddy - 502 284, Telangana, India

Phone: 040-23016071:

Website: www.iith.ac.in, Email: office.stores@iith.ac.in

2	Yellow File Folder	1500	NA	35.5 x 55.5 cm(Open Files) ,Rivet 5mm dia
3	Orange File Folder	1500	NA	35.5 x 55.5 cm(Open Files) ,Rivet 5mm dia
4	Green File Folder	1000	NA	35.5 x 55.5 cm(Open Files) ,Rivet 5mm dia
5	Pink File Folder	1500	NA	35.5 x 55.5 cm(Open Files) ,Rivet 5mm dia

File Folders (Sample Images)





భారతీయ సౌంకేతిక విజ్ఞాన పంచ ప్రాంగణాల్
భారతీయ ప్రौద్యోగికి సంస్థాన హైదరాబాద్
Indian Institute of Technology Hyderabad

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

Schedule - 5 Letter Heads

Sl. No.	Description	Qty	No. of Pages	Size & Specs
1	Printed Letterhead	100 Packets	100 Sheets per Pack	100 GSM, Bond Paper A4 Size

Letter Head (Sample Image)



భారతీయ సౌంకేతిక విజ్ఞాన సంస్థ ప్రాంగణాల్
భారతీయ ప్రौద్యోగికి సంస్థాన హైదరాబాద్
Indian Institute of Technology Hyderabad

కండి, సంగారెడ్డి - 502 284, తెలంగాణ, భారత్

ఫోన్: (040) 2301 6999

కండి, సంగారెడ్డి - 502 284, తెలంగాణ, భారత

ఫోన్: (040) 2301 6999

Kandi, Sangareddy - 502284, Telangana, INDIA

Phone: (040) 2301 6999

Other Terms:

1. It is mandatory to submit all annexures on company letterhead otherwise the bid will be rejected. Payment will be processed only after supply of all materials.
2. Bidders can visit on any working day from monday to friday from 10am to 5pm to stores and purchase for checking the samples before bid closing.
3. L1 bidder must show one sample before starting the final printing.

For any technical and financial query related to enquiry you may to contact

Mr. Venkatesh M - Senior Assistant Registrar Email: ar.purchase@iith.ac.in

Mr. Ramesh Kumar - Senior 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:** Material should be delivered within **1 month** from the date of issue of contract order. The offered delivery period shall have to be strictly adhered to in case an order is placed.
2. **Payment:** - **No advance payments are allowed under any circumstances.** 100% payment will be made against supply, installation, commissioning & acceptance by IIT Hyd
3. **Security Deposit:**
 - a. Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 5 % of the purchase order value in the form of Demand Draft/Online payment
 - b. The Security Deposit will be encashed/claimed by IITH if the vendor fails to execute the order.
 - c. 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.

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

4. 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 at a later date. The date and time for opening of Financial Bids /Commercial will be announced later.
- c. Bids would be summarily rejected if the tender is submitted other than through an online portal. The Bid is to be submitted within the stipulated date / time.

Technical Committee

- (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 IV (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 may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IIT Hyd and these criteria/recommendation will also form as a part of short-listing of the firms.
- (iv) 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. 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 to 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 bid 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.

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

6. 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 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

7. 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.

8. 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.

9. 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

10. 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.

11. Inspection:

- a) The inspection of the material will be done by our officer in the presence of the 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 to the IIT Hyd.

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

13. **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.
14. **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
15. **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.

16. 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.

17. **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.

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

- i. 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.
- 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.

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, 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.

19. 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

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

28. 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 – B

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 – C

UNPRICED TECHNICAL BID

(Bidder should provide the following details on Letter head)

Quotation No :

Date:

Name of the Bidder _____
No._____

GeM bid

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 – D

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 quoted to us.	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.

Attach the copies of the Purchase Order & Completion Report

Signature and Seal of the Manufacturer/ bidder

Place:

Date:

ANNEXURE – E

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)



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

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 – F

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 – G

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 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



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 – H

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 – I

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 –J

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 country, 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