

NOTICE INVITING TENDER (NIT)

**PROVIDING PLINTH PROTECTION FOR THE BAGESHRI HOSTEL, SAMGATHA BUILDING, DG
AREA DEVELOPMENT, MESS BLOCK BACK SIDE AND RANDOM RUBBLE WORK FOR
HORTICULTURE DEVELOPMENT AT MANOGATHA BUILDING WORKS**

Tender No. 17/IITPKD/EWD/CIVIL/2021-22/04

Date of Publication: 07-05-2021

Date/Time of Closing: 25-05-2021, 1500 hours



IIT PALAKKAD

**Indian Institute of Technology Palakkad (Nila Campus)
Near Gramalakshmi Mudralayam, Pudussery PO, Kanjikode West,
Palakkad – 678 623
Email: ewd@iitpkd.ac.in**

1. GENERAL

- 1.1. Indian Institute of Technology Palakkad (herein after called “IITPKD”) invites sealed Tenders under Two-Bid System (Technical and Commercial bid) as per the technical specifications given in **Annexure-I**.
- 1.2. The tender document can be accessed from <https://mhrd.euniwizarde.com/>. Last date/time for submission of the bids in **ONLINE mode** is **25-05-2021, 1500 hours**. The bids will be opened through online mode. **The technical bids will be opened first and the bid will be decided for the satisfying the eligibility criteria as per tender conditions.** Only those who qualify in the technical evaluation will be graduated to the opening of financial bids. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above.
- 1.3. The bids should be submitted **ONLY** through online mode at <https://mhrd.euniwizarde.com/> latest by **25-05-2021, 1500 hours**. Bids received after the above mentioned date and time shall not be considered. Conditional bids will be rejected outright.
- 1.4. The responsibility of submission of the bids on or before the last date shall rest with the tenderer. The institute will hold no responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received by IITPKD after the bid submission deadline prescribed by IITPKD, shall be rejected and returned unopened to the Bidder.
- 1.5. The timeline for the NIT is as mentioned below:

Sl. No.	Events	Date and Time
1	Publication of the Tender Document	07-05-2021
2	Last Date/Time for submission of ONLINE Bids	25-05-2021 1500 hours
3	Opening of Technical Bids	25-05-2021, 1530 hours

- 1.6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid is an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
- 1.7. Each bidder shall submit only one bid, either by himself or as a partner in a joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids (of both the individual and the partnership/consortium/joint venture) are liable to be rejected.
- 1.8. The bidder shall bear all costs associated with the preparation and submission of his bid and IITPKD shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

- 1.9. IITPKD will respond to any request for clarification or modification of the Tender Document that are received up to TWO DAYS prior to the deadline for submission of bids prescribed by IITPKD. For this purpose, the prospective bidder(s) requiring clarification in the Tender Document shall notify IITPKD through the ONLINE Portal ONLY. Any such clarification, together with all details on which the clarification had been sought, will be published in the ONLINE Portal ONLY.
- 1.10. Except for any such clarification by the Institute, which is expressly stated to be an addendum to the tender document issued by the **Chairman, EWD, IIT Palakkad**, no written or oral communication, presentation or explanation by any other employee of any of the Sections/Departments of the Institute, shall be taken to bind or fetter the Institute.

2. AMENDMENTS IN THE TENDER DOCUMENT

- 2.1. At any time prior to the deadline for submission of bids, IITPKD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).
- 2.2. Amendments will be intimated through the e-wizard Portal and the bidders shall ensure that the amendments are carried out in the bid before submission. The amendments will not be published in newspapers. Bidders should regularly visit e-wizard Portal to keep themselves updated.
- 2.3. No extension in the bid due date/ time shall be considered on account of delay in receipt of any document by mail. Further, it will be assumed that the Bidder has taken into account, such amendments, while submitting the bid.

3. COMPOSITION OF THE TENDER DOCUMENT (TECHNICAL BID)

- 3.1. The Tender Document comprises of:
 - (a) Technical Specifications (Annexure-I)
 - (b) Pre-qualification Criteria (Annexure-II)
 - (c) Techno-Commercial Parameters (Annexure-III)
 - (d) Schedule of Quantity (Annexure-IV)
 - (e) Compliance Statement (Annexure-V)
 - (f) Format of Performance Security (Annexure-VI)
 - (g) Declaration (Annexure-VII)
 - (h) Fall Clause Notice Certificate (Annexure-VIII)
 - (i) Bid Security Declaration form (Annexure – IX)
 - (j) Procedure for Submission of E-Tender (Annexure-X)
- 3.2. The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Document. In the event of discovery of any missing pages, the bidder shall inform the same to

the Section/ Department concerned. Failure to furnish the information required by the Tender Document or submission of a tender not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid.

- 3.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.

4. LANGUAGE/FORMAT/SIGNING OF THE BID

- 4.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and IITPKD shall be in English and the Contract shall be construed and interpreted in accordance with that language. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence and communications, shall bear the costs and risks of such translation.
- 4.2. The documents comprising the bid shall be typed or written in indelible ink and all the pages shall be signed by the bidder or a person or persons authorized by the bidder. All the pages of the bid shall be numbered and except for unamendable printed, shall be signed by the person or persons authorized and uploaded.
- 4.3. The bid shall not contain any internalizations, erasures, overwriting, except to correct errors made by the bidder, in which case the person or persons signing the bid shall initial such corrections with date.

5. DOCUMENTS COMPRISING THE BID

- 5.1. The Technical and the Commercial Bids shall be submitted ONLINE through the portal mentioned as Cover One and Cover Two.
- 5.2. Bids submitted in any mode other than ONLINE will be rejected outright.
 - (a) The bidder shall furnish, as part of the technical bid, Bid Security Declaration Form as per the Annexure.
 - (b) Bids not accompanied by Bid Security Declaration Form shall be DISQUALIFIED.
- 5.3. Documents establishing conformity of the terms and conditions of the Tender Document shall be provided along with the bid. The offer/bids should be sent only for a system or item that is available in the market and supplied to a number of customers. A list of customers in India and abroad with details must accompany the quotations. Quotations for a prototype machine will not be accepted.
- 5.4. Original Catalogue (not any photocopy) of the quoted model duly signed by the principals must accompany the quotation in the Technical bid. No prices should be entered in the Technical bid.
- 5.5. Compliance or Confirmation report with reference to the specifications and other terms and conditions should also be obtained from the principal.

- 5.6. Information related to the agency/bidder such as photocopies of the Registration/ PAN/ GST/ TIN shall be furnished.
- 5.7. The technical bid should consist of all technical details along with commercial terms and conditions. No prices should be entered in technical bid. Mentioning of Prices in the Technical Bid shall lead to disqualification.
- 5.8. Digitally signed tender document should be submitted in Cover One.
- 5.9. **If the item is to be moved from its location within the period of warranty, then the supplier must provide disassembling and reassembling services free of cost**

6. BID PRICES

- 6.1. Prices must be quoted separately for each items identified.

7. BID CURRENCY

- 7.1. Prices of indigenous items shall be quoted in Indian Rupees.

8. CONFORMITY OF THE TENDER DOCUMENT

- 8.1. **The Bidder shall furnish, in terms of Technical Specifications are given in the Tender document.**

9. PERIOD OF VALIDITY OF BIDS

- 9.1. Bids shall remain valid for a period of 180 days after the date of deadline for submission of bids prescribed by the Institute.

10. MODIFICATION AND WITHDRAWAL OF BIDS

- 10.1. The Bidder may modify or withdraw the bid after submission only through ONLINE mode, within the period of deadline for submission of bids.
- 10.2. No bids can be modified subsequent to the deadline for submission of Bids.
- 10.3. No bids can be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's SD.

11. OPENING AND EXAMINATION OF BIDS

- 11.1. The Technical bids will be opened on the prescribed date and time as mentioned in the Bid document in ONLINE mode.
- 11.2. The Institute will evaluate the technical bids. Those bids, whose technical bids fulfil the technical requirements and responsive to the tender requirements will be considered. Those bids which

found to be either non-responsive, not satisfying the technical requirements or both will not be considered and will be rejected.

- 11.3. The Price bids of the successful bidders on the basis of evaluation as mentioned in will be considered for the next stage for opening.
- 11.4. The Institute will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 11.5. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If a Bidder does not accept the correction of errors, the bid will be rejected and its Security Deposit may be forfeited.
- 11.6. The Institute may waive any minor non-conformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 11.7. Prior to the detailed evaluation, the Insitute will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviations, exceptions, objections, conditionality or reservations. A material deviation, exception, objection, conditionality, or reservation is:
 - (a) One that limits in any substantial way the scope, quality, or performance of the work;

OR

 - (b) One that limits, in any substantial way that is inconsistent with the Tender Document, the Institute rights or the successful Bidder's obligations under the Contract: and
 - (c) One that the acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.
- 11.8. If a bid is not substantially responsive, it shall be rejected by the Insitutte and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 11.9. The Institute determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

12. CLARIFICATION OF BIDS

- 12.1. During the bid evaluation, the Institute may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be through ONLINE mode ONLY and no change in the price or substance of the bid shall be sought, offered or permitted.

13. EVALUATION OF RESPONSIVE BIDS

- 13.1. The Institute will evaluate the bids that have been determined to be substantially responsive.

14. CONTACTING IITPKD

- 14.1. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Institute on any matter related to the bid, it shall do so through ONLINE mode ONLY.
- 14.2. If a Bidder tries to directly influence IITPKD or otherwise interfere in the bid evaluation process and the Contract award decision, his bid shall be rejected.

15. AWARD CRITERIA

- 15.1. IITPKD will award the Contract to the Bidder, whose bid has been determined to be substantially responsive and evaluated as the lowest quote.
- 15.2. IITPKD will award the Contract to the Bidder whose bid has been determined to be substantially responsive and as per the Order No. 45021/2/2017-PP(BE-II) dated 04-06- 2020 from Department for Promotion of Industry and Internal Trade (Public Procurement Section), Ministry of Commerce and Industry, Govt. of India. 2. The Institute reserves the right to buy different items/quantity from different bidders considering price of individual/group of equipment/items or any other factors as decided by the Committee. The bidder should be a Class-I / Class-II Local Supplier meeting the requirement of minimum 20% Local Content in line with the Public Procurement (Preference to Make in India) Order 2017 No. P-45021/2/2017-PP (BE-II) dated 04 Jun 2020

16. IITPKD'S RIGHT TO ACCEPT/REJECT BIDS

- 16.1. IITPKD reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.
- 16.2. IITPKD reserves the right to negotiate with the Bidder, whose bid has been evaluated as the lowest quote.

17. AWARD OF WORK ORDER

- 17.1. Prior to the expiration of the period of bid validity, IITPKD will issue the Letter of Intent / Work Order to the successful Bidder in writing.
- 17.2. The Work Order will form the part of the Contract.
- 17.3. **The Institute reserves the right to buy different items/quantity from different bidders considering price of individual/group of items or any other factors as decided by the Institute.**

18. CONTRACT AGREEMENT

- 18.1. Within **SEVEN (07) DAYS** of receipt of the Work Order, the successful Bidder shall sign and date its copy on each page and return it to the Purchaser.
- 18.2. Copy of Purchase Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.

19. PERFORMANCE SECURITY

- 19.1. The performance security shall be submitted within **TEN (10) DAYS** of receipt of the material by the purchaser. The successful bidder shall furnish the **Performance Security equal to 3%** of the order / contract value (excluding the value of annual maintenance charges). The Performance Security shall be valid all along the warranty Period and shall extend up to **SIXTY (60) DAYS** after the date of completion of warranty period.
- 19.2. The performance security shall be a bank guarantee (in the format as provided in **Annexure-VI** of the bidding documents) issued by the Indian Scheduled bank acceptable to the Purchaser or a Demand Draft favoring, **INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD** payable at **PALAKKAD**.
- 19.3. In case the successful bidder is a foreign company and wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed through the Beneficiary Bank to the end user bank. Otherwise, the Indian Agent of the foreign vendor shall submit a Bank Guarantee from a Nationalized Bank of India. The following documents shall be submitted in case of an Indian agent submitting the Performance Security on behalf of his principal:
 - 19.3.1. Foreign principal's proforma invoice indicating the commission payable to the Indian agent and nature of after-sales service to be rendered by the Indian agent.
 - 19.3.2. Copy of the agency agreement with the foreign principal and the precise relationship between them and their mutual interest in the business.
- 19.4. The performance security shall automatically become null and void once all the obligations of the Supplier under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The performance security shall be returned to the Supplier not later than **fifteen (15) days** after its expiration.
- 19.5. Failure of the successful Bidder to comply with the requirements shall constitute enough grounds for the annulment of the award and forfeiture of the EMD, in which event the Purchaser may make the award to the next lowest evaluated bid submitted by a qualified Bidder or call for new bids.

20. CONTRACT DOCUMENTS

- 20.1. All documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The Contract shall be read as a whole.

20.2. The order of precedence of the Contract documents shall be as follows:

- (i) Contract Agreement/Purchase Order
- (i) All Forms/Annexures
- (ii) Supplier's Bid
- (iii) Tender Document

21. AMENDMENT TO CONTRACT

21.1. No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract and is signed by a duly authorized representative of each party to the Contract.

22. SUPPLIER'S RESPONSIBILITIES

22.1. The Supplier's obligations involve:

- (a) Scope of work as per the specifications given in Tender Document in Annexure 1 and as per drawing.

22.2. The Supplier shall, unless specifically excluded in the Contract, perform all such work and/or to do work all such items, services and materials not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required as if such work and/or items and materials were expressly mentioned in the Contract.

22.3. The Supplier shall comply with all laws in force in India. The laws will include all national, provincial, municipal or other laws that affect the performance of the Contract and are binding upon the Supplier. The Supplier shall indemnify and hold harmless, the Purchaser from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature, arising or resulting from the violation of such laws by the Supplier.

23. TIME FOR COMPLETION OF WORK

23.1. The Contractor shall complete the work within the period specified in the tender document i.e. **within 30 days'** issuance of the Work order or within the period mutually agreed between Institute and contractor.

23.2. The tenderer should indicate clearly the time required for completion of work. In case there is any deviation in the work schedule, liquidated damages clause will be enforced or penalty for the delayed of work period will be levied.

23.3. In the event of failure of work within the stipulated delivery schedule, the Purchaser has all the right to to do the work from other sources on the total risk of the contractor under the risk purchase clause.

24. TERMS OF PAYMENT

24.1. No Advance payment will be made for indigenous purchase. 100% payment will be released after completion of work and certification provided jointly by the supplier (technical representative involved in the process of work) and the Competent Authorities of the Institute.

24.2. If any time before the delivery of the items, it is found that the same item had been offered to another party in India at a lower rate, payment shall be restricted to the extent of such lower rate and the Supplier shall be liable to pay the Purchaser the difference in two rates i.e., excess charged over such lower rate, if payment had been made by the purchaser. The purchaser will look into a reasonable past period to ensure this.

25. Work completion certificate with measurement sheet in Original is essential for making the final payment/part payment.

26. TAXES AND DUTIES

26.1. The Supplier should ensure payment of all taxes, duties, levies and charges assessed by all municipal, state or national government authorities, in connection with the Goods and Services supplied under the Contract.

27. PENALTIES

27.1. If the contractor fails to complete any of the activities in accordance with the time specified for it, or any extension of the time granted by the Purchaser, the Supplier shall pay to the Purchaser, penalties at the rate specified in the Tender document.

27.2. The Institute reserves the right to terminate the contract if the Supplier defaults on any of the time limits by more than FOUR weeks.

27.3. **Liquidated Damages:** If a firm accepts an order and fails to execute the order, in full or part, as per terms and conditions, stipulated therein, it will be open to the Institute to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered goods per month or part thereof, subject to a maximum of 5% of the value of the undelivered goods. It will also be open to the Institute alternatively, to arrange procurement of the required stores from any source, at the risk and expense of the firm, accepted and failed to execute the order according to stipulations agreed upon. This will also entail removal of the defaulters' name from the approved/registered list of Suppliers.

28. EXTENSION OF TIME LIMITS

28.1. The time limit for work shall be extended if the work is delayed or impeded in the performance of any of its obligations under the Contract due to justified reasons and not otherwise. Such time limit shall be fair and reasonable under all the circumstances and shall fairly reflect the delay or impediment sustained by the Supplier.

29. GOVERNING LAW

29.1. The Contract shall be governed by and interpreted in accordance with the laws of India.

30. SETTLEMENT OF DISPUTES

30.1. Any dispute or claim arising out of/relating to this Contract of the breach, termination or the invalidity thereof, shall be settled by the Honorable Courts of Justice at Palakkad, Kerala.

31. The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as in **Annexure-VII**.

32. IITPKD reserves the right to accept or reject any or all the bids in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.

CHAIRMAN, EWD

ANNEXURE-I

TECHNICAL SPECIFICATIONS

(TO BE SUBMITTED ONLY THROUGH ONLINE MODE IN APPROPRIATE FORMAT)

Name of Work: Providing the plinth protection for the bageshri hostel, Samgatha building, DG area development, Mess block backside and Random rubble work for horticulture development at Manogatha building works.			
Sl No	Description of Item	Quantity	Unit
1	Providing and laying 80mm thick factory made cement concrete interlocking paver block of M -30 grade made by block making machine with strong vibratory compaction, of approved size, design & shape, laid in required colour and pattern over and including 100mm thick compacted bed of coarse sand, filling the joints with line sand etc. all complete as per the direction of Engineer-in-charge.	30	sqm
2	Providing and fixing G.I. chain link fabric fencing of required width in mesh size 50x50 mm including strengthening with 2 mm dia wire or nuts, bolts and washers as required complete as per the direction of Engineer-in-charge.		
2.1	Made of G.I. wire of dia 4 mm	40	sqm
3	Random rubble masonry using available stone with in foundation and plinth including levelling up with levelling up with cement concrete 1:6:12 (1 cement : 6 coarse sand : 12 graded stone aggregate 20 mm nominal size) upto plinth level. pointing the stones providing the weep holes as required or instruction by the engineer in charge. (Including available stones breaking, shifting, transporting, loading and unloading all under the contractor scope)		
3.1	Cement mortar 1:6 (1 cement : 6 coarse sand)	50	cum
4	Chequered precast cement concrete tiles 22 mm thick in footpath & courtyard, jointed with neat cement slurry mixed with pigment to match the shade of tiles of approved size, design and shape, including rubbing and cleaning etc. complete, on 20 mm thick bed of cement mortar 1:4 (1 cement: 4 coarse sand).		
4.1	Dark shade pigment using ordinary cement	300	sqm
5	Steel work welded in built up sections/ framed work, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer using structural steel etc. as required. Approved make of steel, steel primer shall be used in consultation with Engineer in Charge		
5.1	In gratings, frames, guard bar, ladder, railings, brackets, gates and similar works	250	kg
6	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level :		
6.1	1:2:4 (1 cement : 2 coarse sand (zone-III) : 4 graded stone aggregate 20 mm nominal size)	40	cum
7	Centering and shuttering including strutting, propping etc. and removal of form work for		
	Foundations, footings, bases for columns	50	sqm

8

Surface dressing of the ground including removing vegetation and inequalities not exceeding 15 cm deep and disposal of rubbish, lead upto 50 m and lift up to 1.5 m.

250

sqm

ANNEXURE – II

PRE-QUALIFICATION CRITERIA FOR BIDDERS

(To Be Submitted Only Through Online Mode in Appropriate Format)

Only those bidders fulfilling the following criteria should respond to the tender.

1. The bidder should be a company registered under the Companies Act, 1956/2013 OR a Limited Liability Partnership / a registered partnership firm OR a sole- proprietorship entity. Appropriate Registration incorporation certificate must be submitted.
2. Have an Annual Turnover of **Rs.6 Lakh** during each of the last three financial years (2016-17, 2017-18, 2018-19). The bidder shall enclose the audited statements of the indicated financial years, which should have been certified by a Chartered Accountant or a Competent Authority.
3. The bidder must be in existence in the business of similar works for a minimum period of **THREE previous financial years ending previous day of last date of receipt of tender (2017-18, 2018-19, 2019-20). Documentary evidence of experience must be provided.**
4. Bidders, who are bidding for this shall have satisfactorily completed the works as mentioned below during the last three years ending previous day of last date of submission of bid:
**THREE similar completed works each costing not less than the amount equal to
Rs. 5 lakh
(OR)
TWO similar completed works each costing not less than the amount equal to
Rs. 6 lakh
(OR)
ONE similar completed works each costing not less than the amount equal to
Rs. 9 lakh**
to Universities/Centrally Funded Technical Institutes /reputed organization in India. Copies of certificate of successful implementation must be uploaded. Copies of financial statements or evidence of turnover must be uploaded.
5. The bidder's must quote their prices as per detailed specifications and drawings given in the Annexure – I
6. The Institute reserves the right ask for photographs/CAD drawings/ design proofs to satisfy themselves of the proven capabilities if the system being offered. The bidder must provide these details with in two working days of receiving such a request via email. Decision regarding technical compliance of the bidder can be taken on the basis of this information.
7. Compliance sheet for the technical specification have to be attached along with the Technical bid. Vendor has to fill the compliance sheet and mention page number or reference number in OFM brochure. Unfilled / partially filled sheets lead to disqualification.
8. Digitally signed Tender Document shall be uploaded in Cover 1.

ANNEXURE-III

TECHNO-COMMERCIAL BID

(To Be Submitted Only Through Online Mode in Appropriate Format)

A. Company Profile	
Name of the Company/Bidder	
Postal Address of the Registered Office	
Telephone (Landline) No.	
Mobile No.	
Email Address (Official)	
Name of the CEO/Director	
Name(s) of the Partners (if applicable)	
Registration No. (Upload supporting document)	
Type of Firm (Proprietary/Partnership/Private Ltd./Private/MNC/Cooperative/Govt. Undertaking/Any Other)	
Email Address and Contact Number(s) of CEO/Director	
Year of Establishment	
No. of Years of Operations in India	
Location of Offices in India / Abroad	
PAN (Upload supporting document)	
GST (Upload supporting document)	
B. Alliances for the Purpose of this Bid, if applicable (Upload supporting document)	
Details of Alliance(s)	
Type of Alliance(s)	
C. Experience/Credentials	
No. of similar units installed in India	
No. of similar units installed in Karnataka/Tamil Nadu/ Telangana/Andhra Pradesh or Kerala or any other nearby City/Town	
List of Clients and Testimonials (Please upload necessary supporting document)	
D. Financial Background of the Firm - Annual Turnover (Upload supporting document signed by Competent Authority)	
2017-18	
2018-19	
2019-20	
F. Others	
Has the firm ever been debarred/blacklisted by any Govt. Organization/Dept.? If „yes“ the details thereof. Upload (supporting document)	
Note: Supporting Documents, wherever asked for, shall be uploaded along with the Bid, without which the Bid shall be rejected outright.	

ANNEXURE-IV
SCHEDULE OF QUANTITY
(To Be Submitted Only Through Online Mode in Appropriate Format)

APPROPRIATE FORMT UPLOADED IN COVER II

ANNEXURE-V
COMPLIANCE STATEMENT
(Part of Technical Bid)

(To Be Submitted Only Through Online Mode in Appropriate Format)

The vendor shall,

1. Prepare, sign and upload the Compliance Statement of the specification of format given below along with the technical bid in the company letter head.
2. Submit separate Compliance Statement of specification sheets for each item.
3. Ensure that the component number and heading in the Technical Specifications is clearly mentioned in the document. If there are any deviations from the specifications mentioned by IIT Palakkad, the vendor should clearly indicate the deviations and give reasons for the deviation with proper justification.
4. Provide the technical leaflet/literature/catalogue or any relevant document for all the quoted items to IIT Palakkad. The information provided in the compliance statement without supporting documents will not be considered for the evaluation of the technical bid and will be treated as non-compliance and may lead to the disqualification of the technical bid.
5. Clearly respond to every requirement given in the technical specifications. Lack of clarity may be considered as lack of information and may subsequently lead to disqualification of the technical bid.

Format of Compliance Statement:

Item No.	IIT Palakkad's technical specification of components as given in Annexure-I	Specifications of model quoted by the vendor	Vendor's specification complies with IIT Palakkad's technical specification? (YES/NO)	Deviation, if any, to be indicated in unambiguous terms	Page no. of relevant specification for the quoted model in the technical manual/ leaflet

ANNEXURE-VI
FORMAT OF PERFORMANCE SECURITY

1. This deed of Guarantee made this day of _____ between Bank of _____ (hereinafter called the "Bank") of the one part, and Indian Institute of Technology Palakkad (hereinafter called "the Purchaser") of the other part.
2. Whereas the Purchaser has awarded the contract for _____ and Validation of _____ (name of the work) (hereinafter called the contract) to _____ (hereinafter called the Supplier); (Name of the Supplier)
3. AND WHEREAS the Supplier is bound by the said Contract to submit to the Purchaser a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. Now, I/we the undersigned, being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Purchaser the full amount of Rs. ____ (Amount in figures and words) as stated above.
5. After the Supplier has signed the aforementioned Contract with the Purchaser, the Bank is engaged to pay the Purchaser, any amount up to and inclusive of the aforementioned full amount upon written order from the Purchaser to indemnify the Purchaser for any liability of damage resulting from any defects or shortcomings of the Supplier under the Contract mentioned above, whether these defects or shortcomings are actual or estimated. The Bank will deliver the money required by the Purchaser immediately on demand without delay without reference to the Supplier and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings of the Supplier. The Bank shall pay to the Purchaser any money so demanded notwithstanding any dispute/disputes raised by the Supplier in any suit or proceedings pending before any Court relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid for a period of thirty-six months from the date of signing. (Initial period for which this Guarantee will be valid must be for at least thirty (30) days longer than the anticipated expiry date of warranty period).
7. At any time during the period in which this Guarantee is still valid, if the Purchaser agrees to grant a time extension to the Supplier or if the Supplier fails to complete the work within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages as stated under Para 5 above, the Bank shall extend this Guarantee under the same conditions for the required time on demand by the Purchaser and at the cost of the Supplier.
8. The Guarantee herein before contained shall not be affected by any change in the Constitution of the Bank or of the Supplier.

9. The neglect or forbearance of the Purchaser in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Purchaser for the payment hereof shall in no way relieve the bank of its liability under this deed.
10. The expressions "the Purchaser", "the Bank" and "the Supplier" herein before used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the

day of _____ (Month & Year) being herewith duly authorized. For and on behalf of the _____ Bank.

Signature of Authority

Name of the Official:

Designation:

Stamp/Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness 1

Signature
 Name
 Address

Witness 2

Signature
 Name
 Address

ANNEXURE-VII
DECLARATION

We hereby undertake that there are _____ pages, serially numbered, in the submitted tender including the supporting documents. (Please serially number all the pages including blank page, if any). We have submitted our principal's exclusive authorization letter which is specific for this tender No. _____ dated _____.

ANNEXURE-VIII

FALL CLAUSE NOTICE CERTIFICATE

(To Be Submitted Only Through Online Mode in Appropriate Format)

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____ **(Please do not reveal the prices here, which will lead to outright rejection of your bid)**. The prices charged for the Stores supplied under tender should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU"s/Central Govt, /State Govt. Autonomous bodies/Central/state Universities/Central/State Educational Institutions, failing which the "FALL CLAUSE" will be applicable. The institute will look into a reasonable past period to ensure this. In case, if the price charged by our firm is found to be more, **IIT Palakkad** will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Note:

This letter of authority should be on the letterhead of the quoting firm and should be signed by a Competent Authority and having the power of attorney.

BID SECURITY DECLARATION FORM

Date:

Name of Work/Item Description:

Tender No. and Date:

To (insert complete name and address of the purchase)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that We may be disqualified from bidding for any contract with you for a period of one year from the date of notification 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.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- i. the receipt of your notification of the name of the successful Bidder; or
- ii. (ii) thirty days after the expiration of the validity of my/our Bid.

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)

Note: This letter should be on the letterhead of the quoting firm and should be signed by a Competent Authority. Non-submission of this will lead to DISQUALIFICATION of bids.

ANNEXURE-X

PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the e- Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the e-Wizard Portal <https://mhrd.euniwizarde.com/>

1. REGISTRATION PROCESS ON ONLINE PORTAL

- 1.1. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- 1.2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- 1.3. Bidders to register upon enrolment their valid Digital Signature Certificate (**Class III Certificates with signing and Encryption key**) issued by any Certifying Authority recognized by CCA India with their profile.
- 1.4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- 1.5. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

2. TENDER DOCUMENTS SEARCH

- 2.1. Various built-in options are available in the e-Wizard Portal like organization name, value, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- 2.2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective „Interested tenders” folder.
- 2.3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- 3.1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 3.2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

- 3.3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/PNG, etc. formats.

4. BID SUBMISSION

- 4.1. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 4.2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document..
- 4.3. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- 4.4. The server time (which is displayed on the bidders“ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- 4.5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- 4.6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 4.8. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

5. ASSISTANCE TO BIDDERS

- 5.1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 5.2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is **011-49606060, 23710092, 23710091, Gagan 8448288987/88, Vijay 9113518121/8448288989, Retnajith 9355030607, Rajesh 8448288990, Suriya 8448288994, Farhan 8448288992, Sanjeeth 8882495599**
- 5.3. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

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- 5.4. **The bid should be submitted in TWO COVER system** through MHRD portal (<https://mhrd.euniwizarde.com/>.)
- 5.5. **The bidders should download the BoQ and Quote price for given items. After quoting the same downloaded file should be uploaded.**
- 5.6. The bidders should enter the rate in the Commercial bid in the prescribed format.

