

भारतीय प्रौद्योगिकी संस्थान इंदौर  
Indian Institute of Technology Indore



**Notice Inviting Tender**  
**for**  
**Empanelment of firms**  
**for**  
**Supply of Furniture to IIT Indore**

-----  
**Materials Management Section**  
**Indian Institute of Technology Indore**  
**Simrol, Khandwa Road, Indore- 453552, M.P.**  
**Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in), Website: [www.iiti.ac.in](http://www.iiti.ac.in)**  
**Tel.: 0732-4306958**

  
29/12



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड इंदौर – 453552

Indian Institute of Technology Indore  
Simrol, Khandwa Road, Indore- 453552

Tel.: 07324-306958  
Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)

NIT No.: IITI(MM)/NIT/FF/01/2017-18

December 29, 2017

## Notice Inviting Tender

Sealed Tenders are invited by the **Indian Institute of Technology Indore** in two bid system from reputed, experienced and financially sound Companies/Firms/Agencies for “**Empanelment of firm for supplying of furniture**”. Those who are in the similar business for ten years and providing the same goods to Central/State Govt. or Autonomous bodies/Research/Educational Institutes may send their bids both Technical and Commercial in sealed envelopes for the work mentioned hereunder:-

ITEM No.	Item Description	Contract Period	EMD is to submitted Online	Remarks
1	Empanelment of firm for supplying of furniture	For a period of One year & the contract may be extended on satisfactory performance. The empanelment may be cancelled for those items which are/will be available on GeM Portal as per GOI notification dated 04/05/2017	₹ 25,000.00	Firm should submit the tender as per technical & price bid

Interested Companies/ Firms/Agencies/individuals may download the Non-transferable NIT/ tender document from the Institute website at URL Link: [http://www.iiti.ac.in/tender\\_mms.php](http://www.iiti.ac.in/tender_mms.php) or from Central Public Procurement Portal link: <http://www.eprocure.gov.in>

The tender will be opened by the tender opening committee on the same date at in the presence of Tenderer or their authorized representative, if any.

IIT Indore reserves the right to accept/reject any or all tenders without assigning any reasons thereof.

Dy. Registrar (MM)



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**SCHEDULE OF TENDERING:**

<b>Item Description</b>	<b>Empanelment of firm for supplying of furniture</b>
<b>Submission of Queries for Prebid meeting</b>	<b>January 05, 2018 upto 01.00 PM(IST) (Format for submission of queries attached as Annexure- IV)</b>
<b>Prebid cum Presentations by Prospective bidders #</b>	<b>January 09, 2018 at 11.00 AM (IST)</b>
<b>Last date and time for submission of completed Tenders:</b>	<b>January 19, 2018 upto 3.00 PM</b>
<b>Date and Time of opening of Technical Bid:</b>	<b>January 19, 2018 at 3.30 PM</b>
<b>Address for submission of bids</b>	Dy. Registrar, (Materials Management Section) Simrol Campus, Khandwa Road, Indore- 452 020 Tel.: 0732-306958, Email: <a href="mailto:drmm@iiti.ac.in">drmm@iiti.ac.in</a>
<b>Bid validity up to</b>	180 days from the date of tender opening
<b>Earnest Money Deposit</b>	EMD of ₹ 25,000.00 (Rupees Twenty Five Thousand Only) to be submitted online. The link for online EMD submission is <a href="http://deposit.iiti.ac.in/mms">http://deposit.iiti.ac.in/mms</a> . Bids received without EMD will be rejected.
<b>PBG in the form of DD from Indian Nationalized Bank</b>	PBG amount for ₹ 2,00,000.00 (Rupees Two Lakhs Only) to be submitted in the form of Demand draft or Bank Guarantee from Indian Scheduled bank in the name of <b>Registrar IIT Indore</b> payable at Indore valid for 60 days beyond the contract expiry date. <b>(Format of PBG attached as Annexure- V)</b>
<b>Technical Bid</b>	Technical details and requisite documents to be attached as per <b>Annexure – I</b>
<b>Price Bid</b>	Price Bid to be attached as per <b>Annexure – II</b>
<b>Tender Type</b>	<b><u>Two Bid System</u></b> Your bid must be submitted in two envelopes Technical Bid and Commercial Bid superscribing on both the envelopes the <b>NIT No., and the due date</b> and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date



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**INSTRUCTIONS TO BIDDERS**

1. The bid must be enclosed in a sealed cover superscribing Tender number/Item No. /Rate Contract for / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the Bid cover is not sealed, it will be rejected.
2. No Tender is to be handed over to any of our staff/ any other person.
3. All tenders/Bids should be sent to: **Deputy Registrar (MM), IITI, Room No. WS-102, Ground floor, Workshop Building Simrol Campus, Indore- 453552 only**
4. Tenders/Bids must be sent sufficiently in advance so that it reaches us on or before the due date and time. Bid received after the due date & time will not be considered.
5. The Bank/RTGS detail must be submitted along with the Bids /Tenders on the letter head.
6. All communications related to this tender should be addressed to the undersigned only.
7. EMD transaction details should be attached with the **TECHNICAL BID ONLY.**
8. The tenderer should quote in figures as well as in words the rate and amount tendered by them in the financial bid.
9. The tenders should be submitted in the prescribed form only duly completed, technical bid in sealed envelope No: 1duly marked as Technical Bid.
10. The Technical Committee will scrutinize the Bids submitted on all Techno-commercial parameters and can inspect the establishment(s) concerned or otherwise for assessing the suitability and recommend for Financial Bid. The time and date of opening of Financial Bids shall be intimated later.
11. Conditional, Incomplete tenders, Tender in any form other than the prescribed form issued by IIT INDORE or bids received in any mode other than the mode of Submission prescribed will be rejected. In such cases the EMD submitted with the tender will be forfeited.



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12. The tender is not transferable under any circumstances.
13. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
14. All the details/document pertaining to the NIT such as tender document, addendum, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.
15. Please note clearly that faxed, mailed and opened quotations are liable to be rejected.
16. IIT Indore reserves the right to accept or reject the part or full offer or whole tender without assigning any reason(s) thereof.
17. No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.
18. IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
19. IITI reserve the right to deduct taxes / surcharges imposed by Govt./State Govt./Municipal Govt. and penalties imposed by IITI, etc. which becomes due, directly from the bills submitted by the supplier/firm/agency.
20. In case of large number of supplier/firms/agencies becoming eligible as per the given criteria, IITI reserves the right to restrict the number of supplier/firm/agencies to be empaneled for rate contract as per its requirements based on any related criteria.
21. The empanelled suppliers will be required to offer delivery for routine requirement. In the event of specific and urgent requirement, the firm will supply the item/material on urgent basis and no separate payment in this regard will be made by IITI.



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22. Tender document submitted by the firm/service provider should be serial numbered and the same should be referred above. The total pages of the bid should be mentioned at the first page of the bid. All the pages of the tender document/NIT should be signed by the firm towards acceptance of the terms & condition of the NIT.
23. IITI will empanel the service providers to hire/purchase as and when required with prior intimation.
24. The service provider will submit bill based on agreed rates on completion of the task as per the instruction of the authorized official of the institute.
25. The institute does not commit any volume/number/value of contract by this empanelment.
26. All communications are to be addressed to the Deputy Registrar (MM), IIT Indore.
27. For any dispute, the place of jurisdiction shall be Indore, India only.

**Dy. Registrar (MM)**



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## **TERMS & CONDITIONS:**

### **1) Submission of Bid:**

- a) The bids should be duly sealed and addressed to Dy. Registrar (MM), IIT Indore, Simrol, Khandwa Road, Indore- 453552.
- b) Any bid received after the specified time and date for submission of bids shall be rejected and returned to the bidder unopened.
- c) The bid is liable to be ignored if complete information is not given therein regarding the particulars, data, specifications asked for in the techno-commercial offer as mentioned in NIT and also the general conditions of NIT.
- d) Copies of documents as mentioned in the eligibility criteria must be enclosed. Separate offers through third party/sister concerns etc. shall not be entertained.
- e) **Technical details should be as per Annexure- I and Price should be quoted in the price bid attached as Annexure-II.**
- f) **Bid should be valid for 120 days from the date of opening of bid.**

### **2) Bid Security:**

- a) Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with
  - i. Central Purchase Organization (CPO) i.e. DGS&D/GeM.
  - ii. National Small Industries Corporation (NSIC). However, this certificate should be for manufacturing of the item indented and not for selling items manufactured by other firms. The NSIC should be valid for a period of six months (180 days) beyond the Bid validity.
  - iii. Concerned Ministry / Department.
  - iv. Startups as recognized by Department of Industrial Policy & Promotion (DIPP)
- b) No interest will be payable by the Purchaser on the Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to them at the earliest. The Earnest Money of successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to provide service as per order terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore.
- c) **The EMD/Bid security may be forfeited:**
  - i. If the bidder withdraws his bid during the period of validity specified in the bid form.
  - ii. If the successful bidder fails to accept the order within a week of the issue of order.



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- d) **Return of the EMD/BS:** EMD/Bid security of the unsuccessful bidder will be discharged/ returned within 30 days of the finalization/empanelment/contract. EMD of successful bidder will be returned against submission of security deposit.

**3) Security Deposit:**

- a) **Performance Security Deposit:** The security deposit of should be deposited by the successful bidder after the award of the contract. Performance Security shall be deposited and the EMD of the other will be returned at the time of awarding of the contract. The Institute shall have right to recover/adjust the Security Deposit towards any loss/damage suffered by the Institute due to negligence/non-performance/delay in performance etc. of the Contractor or his representative during the currency of the Contract.
- b) In the event of the Security Deposit falling short of the aforesaid amount due to recover/adjustment of the losses suffered by the Institute during the currency of the Contract, the Contractor shall deposit/pay such amount by which the Security Deposit falls short immediately on demand or the same may be recovered from the Contractor's pending Bills with the institute. No claim shall be made against the IIT, Indore in respect of interest, if any due on the security deposit or depreciation in value.

**4) Opening of Tenders:**

- a) The firm shall be at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on behalf of the firm should be indicated in the tender. Please also state the name and address of firm's permanent representative, if any. Generally, the technical offer will be opened on the day specified for opening.
- b) **Please Note:** If the Last day and time of submission of the bid is declared a closed holiday for the institute or a Public Holiday by Govt. declaration, the offer shall remain open for acceptance till the next working day upto the same Time.
- c) Similarly, if the day and time of Tender Opening scheduled is declared a closed holiday for the institute or a Public Holiday by Govt. declaration, the bids will be opened on the next working day at same Time.

**5) Evaluation of Bids:**

- i) The bids received will be scrutinized for checking the responsiveness. After preliminary scrutiny, the bid evaluation committee will check the bids individually.





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- ii) As part of the bid evaluation, the committee may invite bidders for samples, demonstration, presentation or/and arrangement of mock ups to shortlist the technical bids.

**6) Payment Terms:**

- a) IITI will release 100% payment within 30 days from the date of delivery, installation and submission of bill/invoice along with certification by the user department.
- b) The bill will be processed against receipt of the invoice, installation report and the documents mentioned in the purchase order.
- c) The bill should be submitted at MM Section along with delivery challan certified by the user department against delivery of the furniture.

**7) Contract Obligation:**

- a) **Contract Period-** The empanelment period shall be for one year and same may be extended based on performance review.
- b) **Escalation:** Normally no escalation in any form will be entertained during the tenure of the Rate Contract. However in case of increase in taxes, duties & govt. levies then the same will be considered for payment subject to claim & production of documentary evidence.
- c) **LIQUIDATED DAMAGES:** As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IITI. In case of delay in installation the same rate of penalty shall be leviable. In case of cancellation of order no compensation will be paid towards progress of order/procurement.
- d) **Maintenance of Furniture:** Successful tenderer shall maintain adequate furniture in stock for IITI as when required at all times during the validity period of Rate Contract for prompt service to the Institute at short notice. The firm will have sole responsibility of the maintenance of equipment.
- e) **Manpower:**
  - i. Firm should have trained manpower for installation of furniture at site IITI.
  - ii. The manpower should install the furniture within a week from the date of delivery.
- f) **Performance Assessment:** Based on the performance of the firm in terms of service, quality, condition of equipment, maintenance of equipment and other requirements the services will be continued/ retained. Each requirement will be made against specific order released by the institute.



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- g) Termination of Contract:** The IIT Indore, reserves the right to terminate the contract simultaneously or at any time during the period of this contract with one or more Travel Agents.
- h) Fall Clause:** During the currency of the Contract, charges for supply of vehicles to any other Central/State Govt. Public Sector Undertaking, Educational/research Institute etc. should not be at rates lower than the price offered to the IIT Indore OR should there be any reduction in charges during this period, the prices charged to the Institute shall correspondingly be reduced for the IIT Indore, also.
- i) Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted.
- j) Force Majeure:** Notwithstanding anything contained in these terms and conditions, the Supplier/firm/agency shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure. For purposes of this clause "Force Majeure" means an event beyond the control of the Supplier/firm/agency and not involving the Supplier/firm/agency's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the IITI, regarding Force Majeure shall be final and binding on the Supplier/firm/agency. If a Force Majeure situation arises, the Supplier/firm/agency shall promptly notify to IITI in writing, of such conditions and the cause thereof. Unless otherwise directed by IITI in writing, the Supplier/firm/agency shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- k) Arbitration:** Any dispute, difference or question arising out of this agreement shall be settled amicably between the parties, failing which the same shall be referred to a sole arbitrator to be nominated by the IITI for arbitration under the Arbitration & Conciliation Act 1996, and the place of arbitration shall be Indore.
- l) Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.

Signature and Seal of the Tenderer



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**ANNEXURE- I**  
**TECHNICAL BID:**

Sl. No.	Criteria	Response	Compliance YES/NO (Indicate Page No. If Yes)	
			YES/NO	Page No.
1.	Name of the firm			
2.	Address of registered office & Contact No. & Email id of the firm			
3.	Specify your firm/company is a Manufacturer/Authorised Dealer/Distributor/ Agency			
4.	Company Incorporation Certificate. (copy to be enclosed)			
5.	EMD (Online Submission receipt & Transaction reference)			
6.	The Supplier/firm/agency should be registered with Sales tax & GST (GST certificate to be attached)			
7.	PAN CARD Copy to be attached			
8.	The Supplier/firm/agency should have the experience of providing items/service to Govt./Autonomous Educational Institute. (Order Copy to be attached)			
9.	Proof of financial status in form of audited balance sheet for the last three financial years. Average annual turnover must be at least Rs. 1 Crore			
10.	Income Tax Return of last three F.Y. to be attached			



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11.	Authorization letter/certificate from original manufacturer of the product.			
12.	Brochures, original catalogue with detailed specification and picture of the furnitures			
13.	The bidder must submit an affidavit duly certified by the notary at the location of the Agencies/Headquarters or at Indore that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.			
14.	The Supplier/firm/agency should have experience of supplying the furniture for past 10 years			
15.	Manufacturer will agree on the undertake to comprehensive warranty for a period of one year for all the furniture supplied of fixed by it and it shall also agree for three years post warranty services and maintenance under Annual Maintenance contract (AMC) price may be quoted separately for this.			
16.	Manufacturing bidders should be a certified ISO-9001 organization and considering IIT'S growing concern on environment and human resource, the furniture manufacturer should also possess ISO-14001 and OHSAS18001. All these must be submitted with the tender (Technical bid). The supporting documents to be enclosed.			
17.	The furniture manufacturer should have an organized service set up based at Indore. First Response Time for service should be within 24 working hours (excluding Sundays/ holidays) Detailed address to be Submitted.			



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18.	The manufacturer should have <b>in house Quality Control Facility</b> . (Supporting documents about Quality Control facilities). Documents to be submitted.			
19.	The <b>weightage will be given to the manufacturers having BIFMA SEFA ASHRAE 110-95 EN-14175 certificate.</b>			
20.	<b>Client List with Contact Details</b>			
21.	<b>Certificate- As Annexure-III to be signed &amp; attached along with entire tender document</b>			

Date:

(Signature of Authorised Person Name)

Place: (Designation)  
Name of Firm/Company/Agency  
Contact Details



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**ANNEXURE-II**  
**PRICE BID**

**(RATES SHOULD BE QUOTED IN THE PRESCRIBED FORMAT ONLY)**

Please avoid Cuttings/Overwriting/White Fluid Application while filling up the form:

Description	Discount offered
Percentage of discount offered on basic cost of the price list.  Firm should submit price list of all the furniture products with product catalog	In Figures- In Words-

**Note:**

- 1) Any other charges or GST extra should be mentioned.
- 2) Firm should quote the price For Destination i.e. IIT Indore, Khandwa Road, Simorl, Indore- 453552.
- 3) Detailed catalog should be attached..
- 4) Any other charges, firm should clearly mention in the price bid.
- 5) Maximum discount should be quoted by the firm/service provider.
- 6) No further revision in price during the empanelled period will be considered.
- 7) The delivery schedule of standard products will be 04 to 06 weeks but in case of urgency/immediate requirement the firm will deliver the furniture within the required timeline.

**Date:**

(Signature of Authorised Person Name)

**Place: (Designation)**

**Name of Firm/Company/Agency**

**Contact Details**



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**Annexure III**

**CERTIFICATE**

I/We hereby certify that all the instructions, tender terms & conditions of the tender are acceptable to us.

I/We agree to arrange sample/mockup/demonstration at IIT Indore at our cost & risk for evaluation of our bid/s.

All the details and information provided by us are true.

Date: (Authorized Signatory)

Place: Name:

Designation:

Contact No.:

**Seal / Stamp of the Company**



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**ANNEXURE- IV**

**PRE-BID QUERY FORM**

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/Deviation sought	Clarification/Response from IITI
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			





भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड इंदौर – 453552

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NIT No.: ITI(MM)/NIT/FF/01/2017-18

December 29, 2017

Annexure – V

PERFORMANCE SECURITY FORMAT

To,

.....  
**WHEREAS** ..... (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no. .... dated .....to supply (description of goods and services) (herein after called “the contract”).

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee:

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Phone No., Fax No. & e-mail id.

