



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड, इंदौर, पिन- 453552

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

**निविदा आमंत्रण सूचना**  
**Notice Inviting Tender**

**Bidding Documents for Supply and Installation  
of  
Advanced 64 Channel EEG Machine**

आवश्यकता की अनुसूची के अनुसार तकनीकी एवं वित्तीय बोली के दस्तावेज़  
ऑनलाइन जमा करने हेतु

**Document to be submitted online.  
for  
(Technical & Financial Bid as per Schedule of requirement)**

TENDER No.: IITI(MM)/BSBE/450/MLT/SC/2024-2025



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड, भारत, पिन- 453552

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

दूरभाष: 91-0731-6603369/3551

Tel.: 91-0731-6603369/3551

Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)

निविदा आमंत्रण सूचना / Notice Inviting Tender  
(E-Procurement Mode)

Online Tender is invited by IIT Indore (in Two Bid System) from the respective Original Equipment Manufacturers (OEM) their Authorized Distributors/ Dealers/Firms etc. for **Supply and Installation of Advanced 64 Channel EEG Machine at Indian Institute of Technology, Indore** with "PART A" as Technical Bids and "PART B" as Financial Bids.

The details are as follows:

Sl. No.	Name of the Item	NIT No.	EMD
01.	Supply and Installation of Advanced 64 Channel EEG Machine	450	Rs. 40,000/- (Rupees Forty Thousand Only) <b>Online EMD Submission:</b> Bidder can submit their EMD online by visiting to the below link: <a href="https://www.onlinesbi.com/sbicollect/icollecthome.html">https://www.onlinesbi.com/sbicollect/icollecthome.html</a>

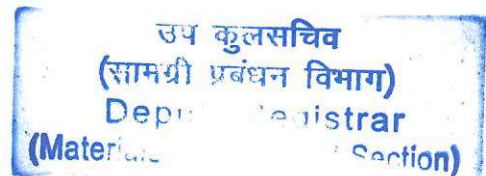
**SUBMISSION OF BIDS ONLINE IN TWO BID:** <https://eprocure.gov.in/eprocure/app>

**\*NIT No. 450 should be mentioned for the purpose of EMD Submission and the Tender No. should be referred for bid submission/communication etc.**

IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons.

For any issues related to tender please contact Material Management Section,  
Tel: +91- 0731-660 Ext 3551/3408/3546 Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)

  
Deputy Registrar  
MM Section, IIT Indore



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## अनुभाग-1 / SECTION- I

## निविदा की अनुसूची / SCHEDULE OF TENDER

Sl. No.	Event	Date and Time/ Remarks
1.0	निविदा दस्तावेज डाउनलोड करने की तारीख Commencement of Downloading of Tender Document	<b>December 12, 2024</b> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and <a href="https://www.iiti.ac.in/tender">https://www.iiti.ac.in/tender</a>
2.0	ऑनलाइन बोली जमा करने की अंतिम तिथि और समय (तकनीकी और वित्तीय बोली) Last date & Time of Submission of Bids Online (Technical and Financial Bid)	<b>January 08, 2025 up till 03:00PM, (IST)</b> Please refer NIT Documents
3.0	तकनीकी बोलियाँ खोलने की तिथि एवं समय Date & Time of Opening of Technical Bids	<b>January 09, 2025, at 03:00 PM, (IST)</b> Please refer NIT Documents
4.0	निविदा के संबंध में सभी संचार को संबोधित करने हेतु All communications with respect to the tender shall be addressed to:	<b>Deputy Registrar, MM Section</b> 4th Floor, Abhinandan Bhawan (West Wing) Indian Institute of Technology, Indore Khandwa Road Simrol, Indore- 453552 Tel.: 0731-660 Ext 3369/3551/3408 Email: mms@iiti.ac.in
5.0	किसी भी आवश्यक सहायता के लिए संपर्क करे For any assistance required	<b>CPP Portal website:</b> <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> <b>CPP Portal Help Desk Toll-Free No.:</b> <b>18002337315, 180030702232</b>



**Deputy Registrar**  
**MM Section, IIT, Indore**

**उप कुलसचिव**  
**(सामग्री प्रबंधन विभाग)**  
**Deputy Registrar**  
**(Materials Management Section)**

**अनुभाग-2 /SECTION-II**

**ऑनलाइन बोली जमा करने के लिए बोलीदाताओं को निर्देश**

**INSTRUCTIONS TO THE BIDDERS FOR ONLINE BID SUBMISSION**

**भाग – 1 / PART-I**

1. The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.
2. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are requested to submit the copies of their bids electronically (digitally) on CPP Portal, using valid Digital Signature Certificates.  
More useful information regarding submission of the online bids is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) on the CPP Portal.
3. **For Registration:** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) by clicking on the link **“Click here to Enroll”**.
4. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. **The Bids sent through FAX, E-mail, by hand and/or by any post/courier shall not be accepted/ processed, in any case.**
5. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete bid shall be liable to be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
6. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IIT Indore reserves the right to accept or reject any or all the bids at any stage.
7. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:- <http://eprocure.gov.in>

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**भाग – 2 / PART- II - ASSISTANCE TO BIDDERS**

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.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

अनुभाग-3 /SECTION- III

सामान्य नियम और शर्तें

GENERAL TERMS AND CONDITIONS

भाग – 1 / PART - I

1. **Bidder:** Tenders are invited only from **Original Equipment Manufacturers** OR their **Authorized Distributors/ Dealers/Firms etc.**, Vendors are requested to **attach valid proof** to show that they are the Authorized Dealers of the brand that they are quoting for the manufacturers of the product. Bids/Quotations of the internationally recognized brand from authorized dealers only will be accepted.
2. **Tender Type: Two- Bid through Online Mode.**
  - (a) **Technical Bid (COVER- 1):** Technical bid will be opened on the due date for technical evaluation of bids. The technical evaluation matrix will be uploaded on CPP Portal for intimation to the firms. The technically disqualified firms can represent disqualification within a week of uploading of technical evaluation matrix on CPP Portal. **Non-representation within the stipulated time the tender will be processed further and no representation will be accepted thereafter.**
  - (b) **Financial Bid (COVER- 2):** The financial bids of technically qualified responsive bidders will be opened.
3. **Pre-Bid Meeting:**

i.	Bidders are requested to attend a Pre-bid conference for clarification on the Tenders' technical specifications and commercial conditions, on the time, date, and place mentioned therein. Participation in such a Pre-bid Conference is not mandatory. If a bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical/ commercial specifications/ conditions shall be entertained.
ii.	In view of the above, prospective bidders are advised to submit their doubts/questions/clarifications as per <b>FORM-IX</b> , if any, bearing tender no., title and marked "Queries for Pre-Bid Meeting" through Mail, (Mail ID: <a href="mailto:mms@iiti.ac.in">mms@iiti.ac.in</a> ) as per the schedule mentioned in the <b>SECTION-I</b> .
iii.	Any modification of the bidding documents which may become necessary as a result of the Pre-Bid meeting shall be made known to all the prospective bidders by the Evaluation Committee through a notification of amendment on the website of the IIT, Indore, and CPP Portal no queries will be entertained beyond the date of pre-bid meeting.
iv.	Bidders are totally responsible for incorporating/complying with the changes/ amendments issued if any during pre-bid meetings in their bid
4. **Bid Submission:** Bidders are requested to submit the bids after the date of submission of bid or from the date of pre-bid meeting report, considering the changes made if any, during the pre-bid meeting.
5. **Late Bids:** IIT Indore shall not be responsible for non-receipt of bid due to internet issues or any other reasons.
6. **Bid Validity:** The bids shall be valid for a period of **180 days** from the date of opening of the tenders.

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7. **Modification and withdrawal of bids:** No bid can be modified subsequent to the deadline for submission of bids. No bid can be withdrawn after the deadline for submission of bids and the expiration of the period of bid validity.
8. **Opening of Tenders:** The decryption of the bids would be done as specified schedule mentioned in the tender document on the Central Public Procurement Portal. In the event of the specified date of Bid opening being declared a holiday for the IIT, Indore the Bids shall be opened at the appointed time and location on the next working day.
9. **Bid Security (EMD):**

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| a. <b>Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with:-</b><br>(i) <b>Micro and Small Enterprises (MSEs)</b><br>(ii) <b>Central Purchase Organization (CPO)</b><br>(iii) <b>Concerned Ministry / Department.</b><br>(iv) <b>Startups as recognized by the Department for Promotion of Industry and Internal Trade (DPIIT).</b> |
| b. In case the unit is not covered as above, the EMD should be submitted online via <a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm</a> and the payment reference should be attached in PDF with Cover I  |
| c. <b>The EMD will be returned to the unsuccessful bidders within 30days after the placement of order or within 30 days from the date of technical rejection or after the completion of the validity of the bid.</b>  |
| d. <b>The EMD will be forfeited if the technically qualified L-1 bidder fails to accept the order based on his/her offer/bid or fails to supply the items.</b>  |
| e. <b>No interest will be payable by the bidder on the Earnest Money Deposit.</b>   |
| f. <b>The Earnest Money of the successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to supply the item as per Purchase Order (PO) terms and conditions within the stipulated period, the earnest money shall be liable to be forfeited by IIT Indore.</b>  |

10. **Bid Evaluation Procedure:** For the purpose of selection of the bidder, a two-stage bidding process will be followed.

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| a) The technical evaluation committee shall examine the bids to confirm that all documents and technical documentation requested in <b>SECTION- 5</b> have been provided, and to determine the completeness of each document submitted. <u>If any of these documents or information is missing, the offer shall be liable to be rejected.</u> The financial bid will be opened only for the bid which submits all the required necessary documents and is verified by the technical committee as technically qualified responsive bidder as per NIT. |
| b) The response to the tender should be submitted in two parts viz. Technical Bid & Commercial Bid.  |
| c) Evaluation will be done strictly on Pre-Qualification, Technical criteria and Unpriced Technical Bid as mentioned in <b>SECTION 5 (PART- I, II &amp; III)</b> . If required, the committee may invite the bidders to demonstrate the specification, features of the quoted item as part of the technical evaluation.  |
| d) For Indigenous supply, All the bid shall be evaluated on the basis of final landed cost at IITI which includes all taxes duties and other charges. If bidders quote different GST slabs for a product, then IITI will follow HSN code and GST rules of GOI for uniform comparison of all bids.  |

**11. Award Criteria:**

- a) The Purchaser reserve the rights to award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- b) Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted and a separate purchase order shall follow through post
- c) The successful bidder should submit Order acceptance within 02 days from the date of issue of order/signing of contract, failing which it shall be presumed that the vendor has accepted the order.

**12. Purchaser's Rights:**

- a) The Purchaser reserves the right to accept or reject any bid at any stage and to annul the bidding process and reject all bids at any time prior to award of Contract.
- b) The Purchaser reserves the right to increase or decrease the quantity to an extent of 25%(maximum) of the required goods/items, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period)
- c) IIT Indore reserves the right to call for techno-commercial/price negotiations. The com should depute a competent representative for such discussion/negotiations whenever called and he shall be competent to make on-the-spot decisions.

**13. Fall Clause:** The price quoted by the supplier should not be higher than the maximum retail price, if any, for the stores and the same shall not be higher than the price usually charged by the supplier for stores of the same nature, class or description to any other purchaser. The price charged for the stores supplied under the contract by the supplier shall in no event exceed the lowest price at which the supplier sells the stores of identical description to any other person during the period till performance of all supply orders placed during the currency of the contract is completed.

**14. Place of Delivery & Schedule:**

Central Stores Section, IIT Indore, Simrol, Khandwa Road, Indore – 453552, from Monday to Friday between 10:00 A.M. to 05:00 P.M. and should be delivered within the given schedule.  
**Contact No. of Central Stores Section: 0731-6603413,3506 or Email: [css-mms@iiti.ac.in](mailto:css-mms@iiti.ac.in)**

**15. Guarantee/ Warranty:** The equipment should be covered with a 1 year comprehensive on-site warranty (Two years extended warranty should be quoted separately) against any manufacturing defect. Warranty certificate should be submitted with the bill(s).

- a) Any deviation in the material and the specifications from the accepted terms may be liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction / specifications specified in the order / contract and demonstrate at their own cost.
- b) Upon receipt of notice for defective material, the firm shall replace the defective material, free of cost at the destination within 15 days of receipt of the notice. No claim whatsoever shall lie on IIT Indore for the replaced goods, thereafter. If the firm fails to replace the defective goods within a reasonable period, IIT Indore may proceed to take such remedial action as may be necessary, at the company's risk and cost.



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**16. PREDISPATCH-** The firm should arrange the pre-dispatch inspection prior to packing & dispatching of the item, if asked by the IIT Indore. The firm should share the entire details of the quoted items with original images, catalog and schematic diagrams before packing. Virtual/Online or physical inspection may be done by the IIT Indore technical committee.

**17. AMC:** The bidder should quote AMC charges separately. (The AMC will be optional).

**18. Insurance:** Wherever necessary, the goods supplied under the contract, shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the contract. If considered necessary, insurance may cover "all risks" including war risks and strike clauses. The amount to be covered under insurance should be sufficient to take care of the overall expenditure to be incurred by the Procuring Entity for receiving the goods at the destination.

**19. PRE- INSTALLATION:** Please also mention the pre-installation requirements for the equipment like ambient temperature, humidity, civil work, weather specifications, power specifications, etc. When items are provided full performance satisfaction should be demonstrated.

**20. INSTALLATION & COMMISSIONING:** BIDDER shall be responsible for installation / demonstration wherever applicable and for after sales service during the warranty period and thereafter as mentioned in the contract. Installation demonstration to be arranged by the supplier free of cost and the same is to be done within **15 DAYS** of the arrival of the equipment at site. **For delayed in delivery or in satisfactory, installation, commissioning, testing & training the liquidated damages will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IIT Indore.**

**21. Liquidated Damages: -**

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| a) As Time is the essence of an 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 <b>Late delivery</b> will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IIT Indore. |
| b) For delayed in <b>satisfactory, installation, commissioning, testing &amp; training</b> the liquidated damages will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IIT Indore.   |
| c) Non- Delivery of material/service may lead to forfeiture of PBG and debarment of the supplier.   |

**22. Loading/Unloading in the scope of supplier, In case of labour arranged by the IIT, Supplier or his representative/ transporter need to pay the charges Rs. 300/- per person engaged. Also, any of packing material handed over to store department in segregated manner in the scope of supplier Non-compliance of this term Rs. 300/- per person amount to be deducted from the supplier's bill.**

**23. Shipping, Packaging and Labeling:** All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practices and where incorporated, the IIT, Indore packaging specification. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' destination and the absence of heavy handling facilities at all points in transit, including

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the final destination. It is the sole responsibility of the vendor to provide/replace the item/goods if it is lost or broken during the shipping or transportation due to whatever may be the reason.

**24. Inspection:** The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data shall be furnished to the inspectors at no charge to the Purchaser. Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

**25. Patent Rights:** The supplier shall, at all times, indemnify and keep indemnified the purchaser, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the purchaser, the purchaser shall notify the supplier of the same and the supplier shall, at his own expenses take care of the same for settlement without any liability to the purchaser.

**26. Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.

**27. 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.**

**भाग - 2 / PART - II**

1. Any bidder from a country sharing a land order 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) as per vide Ministry of finance OM No. 6/18/2019-PPD dated 23<sup>rd</sup> July 2020.
2. **Benefits to Micro and Small (MSEs)/Start-Up will be applicable** under PP Policy 2012 fro MSEs as per MSE guidelines issued by MoMSME
3. The Public Procurement (Prefernce to Make in India) will be applicable under Order 2017, DIPP, MoCI Order no. P-45021/2/2017-B.E.II dated 15<sup>th</sup> June 2017 and its subsequent amendments
4. **FURNISHING FRAUDULENT INFORMATION/ DOCUMENT-** 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.
5. IIT Indore is a green zone campus, hence, after delivery and acceptance of item suppliers should take back the waste packing material such as plastic, wrapping paper, and toxic material. Further, any wooden packing material is to be handed over to the store.
6. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage, fire, floods, explosion, epidemic, quarantine restrictions, any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.
7. Please inform the IIT Indore in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.
8. IIT Indore **reserves the right to modify/alter/Insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.**
9. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.
10. **Breach of Terms and Conditions:** IIT- Indore reserves the right to accept or reject or cancel any or all inquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of with Terms and Conditions and Breach of the Contract, No compensation will be paid towards the progress of order/procurement.
11. **Representation against the disqualification:**
  - 1) The bidder has the right to submit a representation to the Deputy Registrar (MM) within 02 days from the date of intimation via email or as per specified timeline in the communication.
  - 2) The representation of the bidders will be reviewed by the technical committee and the appropriate response will be shared via email.
  - 3) In case of no response of the firm against any communication from IITI within the specified time period, it will be presumed that the query has been resolved and no further communication on the said point will be considered.

**12. Governing Law:** The order placed will be a 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. All Domestic and International disputes are subject to Indore jurisdiction only.

**13. Conflict of Interest among Bidders/Agent:** The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- a. they have controlling partner (s) in common; or
- b. they receive or have received any direct or indirect subsidy/financial stake from any of them; or
- c. they have the same legal representative/agent for purposes of this bid; or
- d. they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
- e. The bidder participates in more than one bid in this bidding process. Participation by a bidder on more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/subassembly/assemblies from one bidding manufacturer in more than one bid.
- f. in cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:
  - i. The principal manufacturer directly or through one Indian agent on his behalf; and
  - ii. Indian/foreign agent on behalf of only one principal.
- g. Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;
- h. In the case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/common business/ management units in same/similar line of business.

**Note** – Non-compliance of the above-mentioned points may disqualify your offer for further consideration.

**अनुभाग-4 /SECTION - IV**  
**विशेष नियम एवं शर्तें / SPECIAL TERMS AND CONDITIONS**  
**भाग - 1 / PART-I**

**1. Payment: No advance payment will be made in any case.** Payment will be released through wire transfer/bank RTGS transfer after Supply, installation testing, inspection & commissioning of the item(s) and if found satisfactory with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions within 30 days. For the payment, the firm has to submit Supplier's Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value; challans(s), bank details/cancelled cheque, installation report, performance bank guarantee (if asked) etc. to the Deputy Registrar MM Section, IIT Indore.

**In case of indigenous, the payment term may be:**

- (ii) 80% of the order value will be paid against delivery of the goods received in good condition at IIT Indore and accepted by the user department.
- (iii) 20% of the balance payment will be paid after satisfactory Installation, Commissioning, Testing & Training of the IIT employees and submission of performance bank guarantee.

**2. Performance Security:**

- a. Within fourteen days (or any other period mentioned in Tender Document or Contract) after the issue of Purchase Order by the Procuring Entity, the firm shall furnish to the IITI, performance security, valid up to **sixty days** after the date of completion of all contractual obligations by the contractor, including the warranty obligations.
- b. The **5%** amount of the order value shall be stipulated in Tender Document or Contract denominated in Indian Rupees or the currency of the contract and shall be in one of the following forms.
- c. Bank Guarantee issued by a commercial bank in India, in the prescribed form provided in **FORM- X**.
- d. If the contractor, having been called upon by the Procuring Entity to furnish Performance Security, fails to do so within the specified period, it shall be lawful for the Procuring Entity at its discretion to annul the award and enforce Bid Securing Declaration (in lieu of forfeiture of the Bid Security), besides taking any other administrative punitive action like 'Removal from List of Registered Suppliers' etc.

**3. Delivery: Free delivery at IIT Indore inclusive of freight, Insurance and unloading charges.**

**4.** In case the equipment offered requires maintenance after the expiry of the warranty, please indicate the approximate cost of comprehensive and on-call basis maintenance and also the availability of local support or otherwise.

**5.** Please note clearly that the Bids sent through FAX, E-mail, by hand and/or by any post/courier shall not be accepted/ processed, in any case.

Deputy Registrar (MM)

**अनुभाग-5 / SECTION-V****पूर्व योग्यता मानदंड/Pre- Qualification Criteria****भाग – 1 /PART -I****LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID**

Sl. No.	Details	Supporting Document Should Submitted
1.	The Bidder should be OEM/Authorized/Distributors/Dealers/Firms etc. and should have the existence of firm for a minimum period of 05 Years.	For OEM: - Valid Certificate Incorporation/Registration Certificate of the firms.
2.	The bidder must be an Original Equipment Manufacturer with more than 05 years of experience in India in the field of manufacturing of materials characterization instruments.	The authorization letter should be on the Letterhead of the concerned OEM. In case of Authorized/distributor/dealer/agent Copy of the valid authorization, the certificate shall be enclosed. <b>Offer submitted without proper authorization shall be liable to be rejected summarily.</b>
3.	<p>WORK EXPERIENCE: The Vendors / Bidders should have work experience as per the following parameters.</p> <p>Three similar completed work costing not less than ₹ 3,00,000/- (Rupees Three Lakh only) in last 3 (Three) years for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) where they have completed the similar works.</p> <p>OR</p> <p>Two similar completed work costing not less than ₹ 4,00,000/- (Rupees Four Lakh only) in last 3 (Three) for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) where they have completed the similar works</p> <p>OR</p> <p>One similar completed work costing not less than ₹ 7,00,000/- (Rupees Seven Lakh only) in last 3 (Three) years for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) where they have completed the similar works.</p> <p><b>Note: Similar work means Supply and Installation of Advanced 64 Channel EEG Machine.</b></p>	<p>Work orders and satisfactory completion valid certificates issued by respective buyer organization of the above order in support of experience to be enclosed. <b>Without submission of completion certificate the experience will not be considered.</b></p> <p><b>The valid certificate should be in Letter Head of the concerned government organization with authorized signatory.</b></p>
5.	Udyam Registration certificate to be attached for	Self-certified copies of

(प्राप्त कर लेना)

प्राप्त कर लेना

**TENDER No.: IITI(MM)/BSBE/450/MLT/SC/2024-2025**

	<b>(Major activity- Manufacturer of the tendered items) &amp; (Major Activity – Service in case of the service tender)</b>	documents.
6.	<b>Startup Certificate if bidder claim as a startup</b>	Self-certified copies of documents.
7.	Bidder Information	<b>As per enclosed FORM - VI</b>
8.	List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is supplying material or having the similar type of contracts and a valid certificate regarding the satisfactory performance of the contract. At least 3 previous installations and commissioning of the same model to Government Institutes like IITs, NITs, IISERs, and CSIR Labs, in the last 02 financial years. As proof of qualification, performance certificates from 03 users with the same equipment must be provided along with the users' contact details for getting feedback	<b>As per enclosed FORM - VII</b>
9.	Bidder Acceptance of Tender Document	<b>As per enclosed FORM - VIII</b>
10.	The bidder should not have been blacklisted by any Government / Semi Government / Board /Corporations /Autonomous Body/ PSU. An undertaking/declaration in this regard should be closed. If any such matter i.e. of blacklisting /suspension is subjudice, even then the concerned firm shall be technically disqualified	<b>As per enclosed FORM - V</b>
11.	The quoted products should not be under end of sales or end of support in next 05(five) years from the date of submission	(Declaration from OEM/ Authorized Distributors/Dealers/firms should be submitted)
12.	<b>FINANCIAL TURNOVER:</b> The Bidder Annual Financial Turnover should more than ₹ 10 lakhs during the past three financial years namely 2021-22, 2022-23 and 2023-24. And In case of OEM, the Average Annual Turn Over of OEM should be ₹ 40 Lakhs during the past three financial years namely 2021-22, 2022-23 and 2023-24. The Vendors / Bidders should not have incurred any loss during the last 3 (Three) years (as of 31st March 2024). Profit after Tax should be positive for the above-mentioned period.	<b>As per enclosed FORM - I</b> and Attach a separate neatly typed sheet on the letter head of Registered Chartered Accountant OR enclose copies of audited Balance Sheet and Profit & Loss Statement for the previous 3 financial year as specified in bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.

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

**Signature & Seal of Bidder**

**अनुभाग-5 / SECTION- V****तकनीकी विशिष्टता / Technical Specification****भाग – 2 /PART - II**

(Bidder should submit compliance matrix along with Technical Bid)

Item details and technical specifications as mentioned below: **Supply & Installation of Advanced 64 Channel EEG Machine.**

S.N.	Description/ Specification	Compliance Yes/No	Deviation if any
<b>Hybrid EEG and HDSEMG systems</b>			
1.	The system should be a high-end high density signal amplifier system, designed to record specifically physiological signal from multiple sources.		
2.	The system should be capable of simultaneously recording at least 96 channels of signal. (e.g. 64 channels EEGs along with 32 channels of EMGs).		
3.	The system should run with an inbuilt rechargeable battery which can run >2 hrs on included battery.		
4.	The system should be electronically reconfigurable for recording 64 channels of High Density EEG recordings and 32 channels of recording from other sources.		
5.	All channels should be capable of recording monopolar and single differential mode.		
6.	A 64 Channel Headcap and electrodes for EEGs must be a part of the kit accessories provided with the set.		
7.	All the signals channels input should have low and high pass filter through user selection, following filter values for the conditioning of the desired signals is necessary. HP 0.7 Hz, 10 Hz, 100 Hz, 200 Hz. LP Filter 130 Hz 500 Hz and 900 Hz, 4.4 kHz.		
8.	<b>Accessories must be provided but may not be limited to –</b> <ul style="list-style-type: none"> <li>• Cable adapters to connect electrodes to the amplifier (depending on the number of channels installed into the amplifier and upon customer request).</li> <li>• 3 Reference straps for the ankle.</li> <li>• 3 Reference straps for the wrist.</li> <li>• 3 Reference cables.</li> </ul>		



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	<ul style="list-style-type: none"> <li>• 1 Ethernet cable.</li> <li>• 1 USB-Ethernet adapter.</li> <li>• 1 USB cable type A-B.</li> <li>• 1 AC power adapter (36W 12V) compatible to Indian electricity standards.</li> <li>• Arrays and matrix of electrodes of different sizes, depending on the customer request.</li> </ul>		
9.	<p><b>The main amplifier channels must meet the following specification individually during simultaneous recording of all channels.</b></p> <ul style="list-style-type: none"> <li>• Fixed gain 150 V/V</li> <li>• Selectable bandwidth High pass filter: 0.7, 10, 100, 200 Hz</li> <li>• Low pass filter: 130, 500, 900, 4400Hz</li> <li>• Maximum input range 33 mV Peak to Peak</li> <li>• Noise level referred to input &lt; 4 <math>\mu</math>VRMS</li> <li>• Input resistance &gt; <math>10^{11} \Omega</math></li> <li>• CMRR &gt; 95 dB</li> <li>• Output range 0-5 V</li> <li>• Insulation voltage 4.000 VDC</li> </ul>		
10.	<p><b>The Auxiliary channels must meet the following criteria</b></p> <ul style="list-style-type: none"> <li>• Input range + 5 V</li> <li>• Bandwidth Channels are not filtered</li> <li>• Gain 0.5 V/V</li> <li>• Input resistance &gt; <math>10^{11} \Omega</math></li> <li>• A/D converter input dynamics 0 - 5 V</li> <li>• Data conversion</li> <li>• A/D converter resolution 16 bits</li> <li>• Data transfer to PC Ethernet interface</li> <li>• Selectable sample frequency 512, 2048, 5120, 10240 Hz</li> </ul>		
11.	<p><b>Following Guidelines need to be maintained</b></p> <ul style="list-style-type: none"> <li>• Electrostatic Discharges IEC 61000-4-2.</li> <li>• Radiated RF EM fields IEC 61000-4-3.</li> <li>• Radiated RF EM fields and proximity wireless fields IEC 61000-4-3.</li> <li>• Electrical fast transient and bursts IEC 61000-4-4.</li> <li>• Voltage dips and interruptions IEC 61000-4-11.</li> <li>• Rated power-frequency magnetic fields IEC 61000-4-8.</li> </ul>		

**Note:**

**A) The bidder should submit his acceptance against each column as YES/NO and if No, the bidder should specify the deviation.**

**B) Firm should quote separately for each item as per BOQ.**

**C) Valid proof of the document in support of the claim to be enclosed with the technical bid.**

**D) The Quantity mentioned above is also indicative and might change in the final order.**

**E) Prospective bidders can quote Rate as per Unit and the institute will decide on the final order quantity.**

**(Signature of the Bidder, with Official Seal)**

**अनुभाग- 5 / SECTION- V****अमूल्यंकित तकनीकी बोली / UNPRICED TECHNICAL BID****भाग – 3 /PART - III**

(Bidder should provide the following details on Letter head)

TENDER NO.:

Date:

Name of the Bidder \_\_\_\_\_

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

SI No.	Other Terms & Conditions		Compliance Yes/No
1.	<b>Payment terms</b>	100% payment will be released through RTGS/NEFT. 80% payment against delivery and acceptance of the items and balance 20% after successful installation, commissioning, testing, training of the items and submission of PBG.	
2.	<b>Delivery Period</b>	Within 12 weeks from the date of Purchase order/ GeM Contract Order.	
3.	<b>Installation</b>	Will be done by the firm free of cost within 15 days from the date of delivery of the item.	
4.	<b>Warranty</b>	3 years on-site Comprehensive warranty from the date of installation & acceptance of the item <ul style="list-style-type: none"> <li>• The electronic parts warranty 36 months. Warranty must be provided by the manufacturer.</li> <li>• The warranty should cover device damage that causes malfunctioning.</li> </ul> The warranty covers the cost of repair or substitutions of defective components, including the cost of labour.	

**TENDER No.: IITI(MM)/BSBE/450/MLT/SC/2024-2025**

5.	<b>Service Support</b>	Bidder should provide onsite service support.	
6.	<b>Training</b>	Onsite training should be provided by the firm free of cost by the expert engineer	

**अनुभाग-6 /SECTION- VI**  
**वित्तीय बोली / Financial Bid**

**FINANCIAL BID –Schedule of price bid in the form of BOQ format:**

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>
2. **Bidders are advised to download this BoQ.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, the tender will be completely liable to be rejected and EMD shall be forfeited.
4. Any element of cost, taxes, duties levies, etc. not specifically indicated in the BOQ, shall not be paid by the purchaser.
5. **If the GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD will be forfeited.**
6. The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.

**OTHER CONDITIONS FOR PRICE BIDS**

1. No unilateral revision in price will be admissible.
2. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly on the free delivery basis at IIT Indore and the total value is also indicated in words.
3. Any optional indicated in techno-commercial bids must be priced separately.
4. In case spares/accessories are applicable, their list and price should be clearly indicated separately.
5. The price must be stated for each item separately. The percentage of reduction, in the unit price, should also be quoted, should order to that extent be placed with you.

\_\_\_\_\_  
**Yours faithfully**

(Signature of the Tenderer)

Company Seal:

Date:

TENDER No.: IITI(MM)/BSBE/450/MLT/SC/2024-2025

प्रपत्र -1 / FORM-I

वार्षिक कारोबार की घोषणा और

इनकम टैक्स रिटर्न

**DECLARATION OF ANNUAL TURNOVER AND  
INCOME TAX RETURN**

(To be submitted on Firm/Company Letterhead)

To,  
The Registrar  
Indian Institute of Technology Indore,

Date :

**Sub: NIT No.** \_\_\_\_\_

Dear Sir,

I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references :

F.Y 2021-22	F.Y 2022-23	F.Y 2023-24

And,

I/we hereby declare that, our firm had filed Income Tax Returns for last years i.e. F.Y. 2021-22, 2022-23, & F.Y. 2023-24. Supported by copy of ITR of four years.

\_\_\_\_\_  
(Signature of the Tenderer)

Company Seal:

Date:

प्रपत्र -2 / FORM-II

निर्माता का अनुज्ञा और वारंटी समर्थन पत्र

**MANUFACTURER'S AUTHORIZATION & WARRANTY SUPPORT DECLARATION  
(ON OEMs Letter head)**

Date:

Tender No / GeM bid no:

To  
The Registrar  
Indian Institute of Technology Indore

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

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

Authorized representative of the Manufacturer      Authorized representative Bidder

Signature:

Signature:

Name:

Name:

Address:

Address:

Mobile No:

Mobile No:

Email ID:

Email ID:

प्रपत्र -3 / FORM-III

स्थानीय सामग्री के लिए घोषणा

Declaration for Local Content

(on OEM's Letter Head)

(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 Registrar  
Indian Institute of Technology Indore

Sub: Declaration of Local content

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

Name of Goods & Services : \_\_\_\_\_

1. Country of Origin of Goods being offered: \_\_\_\_\_

2. We hereby declare that items offered has \_\_\_\_% local content (**Please provide exact %**).

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/OEM, with Official Seal)

प्रपत्र -4 / FORM-IV

डीपीआईआईटी पंजीकरण के लिए घोषणा पत्र

Declaration for DPIIT Registration

(on OEM's Letter Head)

**CERTIFICATE BY BIDDER- DPIIT REGISTRATION**

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed).

I hereby certify that his bidder fulfils all requirements in this regard and is eligible to be considered.

Signature with Date and Stamp

Of the Bidder



प्रपत्र -5 / FORM-V

स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र

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 preceding three years from the date of publishing of tender.

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.:

TENDER No.: IITI(MM)/BSBE/450/MLT/SC/2024-2025

प्रपत्र -6 / FORM-VI

**बोलीदाता सूचना प्रपत्र**

**BIDDER INFORMATION FORM**

Company Name	
Registration Number	
Manufacturer /Distributor for the quoted product	
Registered Address	
Name of Partners /Director	
City /Postal Code	
Company's Establishment Year	
Company's Legal Status (tick on appropriate option)	1) Limited Company 2) Undertaking 3) Joint Venture 4) Partnership 5) Others (In case of Others please specify)
Company Category	1) Micro Unit as per MSME 2) Small Unit as per MSME 3) Medium Unit as per MSME 4) Ancillary Unit 5) SSI 6) Others (In case of Others please specify)
Contact Name Email Id MOBILE NO.	
<b>BANK DETAILS</b>	Name of Beneficiary : A/c. No. CC/CD/SB/OD: Name of Bank : IFSC NO. (Bank) : Branch Address and Branch Code:
Vendor's PAN No. (Should be attached)	
Vendor's GST No. (Should be attached)	

TENDER No.: IIT(MM)/BSBE/450/MLT/SC/2024-2025

प्रपत्र -7 / FORM-VII

पिछली आपूर्ति आदेश सूची प्रारूप

PREVIOUS SUPPLY ORDER LIST FORMAT

Order placed by {Full address of Purchaser}	Order No. and Date	Description and quantity of ordered equipment	Value of order	Contact Person along with Telephone no., Fax no. and e- mail address.

Note: Technical Committee may seek additional information from the existing users at IIT Indore or from other Institutes, these feedbacks will be considered for technical evaluation.

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

Place:

Date:

निविदा शर्तों की स्वीकृति हेतु

ACCEPTANCE OF TENDER TERMS

(To be given on Company Letter Head)  
Date: DD/MM/YYYY

To,  
The Registrar  
Indian Institute of Technology Indore

**Sub: Acceptance of Terms & Conditions of Tender. \_\_\_\_\_”**

**Dear Sir,**

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' 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 from Page No. \_\_\_\_\_ to \_\_\_\_\_ (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 and I have no objection for any of the content of the bid document. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
6. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install/test the equipment and dispatch the same within the specified period.
7. **I/We agree that in case if we fail to deliver the goods/complete the work/supply within the stipulated time, then institute has full power to compound the liquidity damages or forfeit the Bid Security/Security Deposit or any necessary action as deemed fit can be taken by the IIT Indore.**
8. The articles shall be of the best quality and of the kind as per the requirement of the institution. The decision of the IIT Indore, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me. Should the said officer deem it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
9. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the bidding firm or manufacturer.

**TENDER No.: IIT(MM)/BSBE/450/MLT/SC/2024-2025**

10. I/We undertake that the items supplied are as per Demonstration/Catalogue/technical literature description.
11. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same items during the current Financial Year.
12. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of State/Central//Institute/Department/PSUs. I/we also offer to supply the Equipment/stores at the prices and rates not exceeding those mentioned in the price bid.
13. I/We do hereby confirm that I/we aware about the provisions of "Make in India"/startup initiatives and directives regarding Price Preference Policy to Make in India Registered Bidders and I/We undertake for following the same as per directions of IIT Indore in respect of this E-Bid Enquiry.
14. I/we have necessary infrastructure for the maintenance of the equipment and will provide all accessories/spares as and when required.
15. I/we also declare that in case of change of Indian Agent or for any other change. Merger, dissolution solvency etc. in the organization of our foreign principles, we would take care of the Guarantee/Warranty/Maintenance of the machinery/equipment and have provided written confirmation for the same.
16. I/we undertake to get the equipment repaired/replace within 48 hours of the receiving of the complaint from the institute failing which a penalty of @ 1% of the cost may be recovered from the Bank Guarantee before releasing the same to us after completion period.
17. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any Supply/work done by our Agency or alleged to have been done by our Agency under this bid, it shall be recovered by the IIT Indore from our Agency.
18. I/we undertake, If any under payment is discovered, the amount shall be duly paid to our Agency by the IIT Indore.
19. I/we undertake that we shall liable to provide all the relevant records copies during the concurrency period of Contract or otherwise even after the Contract is over, whenever required by IIT Indore.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

TENDER No.: IIT(MM)/BSBE/450/MLT/SC/2024-2025

प्रपत्र -9 / FORM-IX

**बोली-पूर्व प्रश्न प्रपत्र/प्रारूप**  
**PRE-BID QUERY FORM/FORMAT**

Name of the Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Email ID: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/ Deviation sought	Clarification/Response from IIT Indore
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

परफॉर्मेंस सिक्योरिटी प्रारूप

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) (hereinafter 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

Address of the Branch:

Phone No.:

E-mail ID:.