



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

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

GeM Bidding Document

For

Hiring of One Time Services for Network Rack Dressing



GeM
Government
e Marketplace

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

अनुभाग-1 / SECTION - I

विशेष नियम एवं शर्तें / SPECIAL TERMS AND CONDITIONS

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 23rd July 2020.
2. Benefits to Micro and Small (MSEs)/Start-Up will be applicable under PP Policy 2012 from MSEs as per MSE guidelines issued by MoMSME.
3. The Public Procurement (Preference to Make in India) will be applicable under Order 2017, DIPP, MoCI Order no. P-45021/2/2017-B.E.II dated 15th June 2017 and its subsequent amendments.
4. **Payment: No advance payment will be made in any case.** Payment will be released through wire transfer/bank RTGS transfer after 100% completion of work and acceptance by the user department. 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), Manufacturer's guarantee certificate; bank details/cancelled cheque, installation report, performance bank guarantee (if asked) etc. to the Assistant Registrar MM Section, IIT Indore.
5. **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 IIT, 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 vale 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:
 - I. Unless otherwise stipulated in Tender Document or Contract, Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque is drawn on any commercial bank in India, favoring the authority mentioned in therein (or FA&CAO of the Procuring Organization, if not mentioned).
 - II. Bank Guarantee issued by a commercial bank in India, in the prescribed form provided in Format 1.3.
 - c. 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.
6. **Scope:** The broad scope of the work includes, but is not limited to, the following tasks:
 - Cleaning of network racks
 - Rearranging or reinstallation of some/all of the components including cable manager or fan tray etc.
 - Proper dressing and structuring of IT cables including copper and optical fibre.

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- Proper dressing and structuring of patch cords including optical fiber and copper with labels at both the ends (CAT 6 patch cord) between switches and patch panel. This may required repositioning of switches and patch panels.
- Cable must be arranged in manner that it makes easy to locate any point on switch as well as panel.
- Cable must be arranged in a manner that it should be easy to replace if required in future.
- Permanent labelling of IT points on patch panel.
- Re-termination of copper and fiber cable at patch panel/LIU if required in case the link is not working.
- Finding fault for failed optical or copper link.
- Proper dressing, arranging, cleaning, dusting, fixing, and tagging of network racks, patch panels, and network cables.
- Cleaning and dusting the network racks, patch panels, and associated equipment.
- Fixing, splicing, resplicing, repairing and tagging network cables, Fiber patch cords, Pigtaills, Patch panels, Light Interface Units, connectors and UTP patch cords etc.
- Managing structured cabling inside network racks.
- Implementing horizontal and vertical cable management or other suitable cable management solutions.
- Bidders will ensure that the quoted cabling and planned installation process complies with relevant standards and regulations, such as TIA/EIA, BICSI, and local building codes.
- Bidders are encouraged to conduct a physical site survey to assess the network infrastructure layout, existing cabling infrastructure for better assessment of work.

7. Responsibilities: The service provider shall be responsible for the following:

- Providing skilled personnel for carrying out the specified tasks.
- Ensuring compliance with safety regulations and standards during the execution of services.
- Team must be equipped with necessary tools, equipment, and materials required for the job.
- Coordinating with relevant stakeholders for access to equipment and areas requiring service.
- Ensuring the quality of work with minimum disruptions possible in the network.
- Willing to work before and after regular working hours, as well as on weekends, in case the necessary/required downtime is not possible in regular working hours for service/network critical equipment and racks.

8. Service Provider Qualifications:

- Bidder must have at least 10 Years of experience in the IT Network industries, in establishing network infrastructure and its maintenance. Out of which at least have minimum 5 years of experience of rendering services towards IT Networks rack operations and maintenance, structure IT cabling.
- Bidder must have executed similar work on a enterprise network including installation of at least 150-200 network racks with cat6 cabling for minimum numbers of 1500 data points, in last 5 years.
- Bidder must have sufficient numbers of trained and skilled manpower having prior experience of working on UTP/Ethernet cables and RJ45 connectors, Fiber patch cords (LC to LC, LC to SC) and Optical Fiber Cables to execute the work.
- Bidder must have Demonstrated experience and expertise in services, particularly in network infrastructure maintenance.
- Trained and certified technicians with proficiency in structured cabling and cable management.

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- Positive references from previous clients regarding the quality and reliability of services provided.

9. Passive Materials:

- All necessary passive materials such as Velcro Straps, Cable Sleeves, Cable Organizers, Cable Manager, micro fibre cable ties, cables labels etc. and its associated tools & accessories will be brought by bidder and would not be provided by IIT Indore.
- Apart from above any other passive material required for rack dressing can be arranged by the bidder after getting the prior approval from the IIT Indore based on specific requirement.
- UTP/Cat6 cables/patch-cords (1m & 2m) would be provided by IIT Indore.
- The Price of the each passive material has to be quoted separately in the bid by the bidder and payment will be made as per the actual consumption of the material. The list of optional items is enclosed in **Annexure B**.
- The bidder should ensure the quality standards of the material supplied for rack dressing, IIT Indore reserve the right to reject any or all the material supplied by the bidder if the material does not meet the required quality standards. In this regards the decision of the IIT Indore would be final.

10. Minimization of Disruptions: - The bidder should ensure the following:

- Implementation of careful planning and execution to minimize disruptions to the network.
- Coordination with IT personnel to schedule maintenance during low-traffic periods.
- Use of temporary solutions or workarounds to maintain network functionality during maintenance activities.
- The bidder should apply the necessary downtime, two days before starting the service, depending on the site, the down time will be provided by the IIT Indore. The bidder should ensure that the downtime is within the reasonable limits.
- The Bidder should be ensure that the work is completed within the downtime.
- Penalty as decided by the IIT Indore, would be applicable if the work is not completed within the downtime.

11. Flexible Working Hours:

- Availability for work outside regular business hours, including early mornings, evenings, and weekends, if the downtime is not available for service critical equipment/racks.
- Adherence to agreed-upon schedules to ensure minimal impact on daily operations.

12. Reporting and Documentation: Successful bidder/ Contractor will need to submit the following:-

- The service provider shall submit regular reports documenting the work performed.
- Additionally, detailed documentation of cable layouts, labelling schemes, and equipment configurations shall be maintained for reference purposes.
- Updated network connectivity document needs to be submitted by the bidder to reflect the changes made during the rack dressing.
- Detailed documentation of the new cable and equipment layouts.
- Detailed labelling system for all cables, equipment and maintain comprehensive documentation for reference and troubleshooting.

13. Compliance and Quality Assurance:

- All services provided shall comply with relevant industry standards such as BICSI, ANSI/TIA Standards, regulations, and manufacturer specifications.
- Regular quality assurance checks shall be conducted to ensure the effectiveness and reliability of the services.

14. Service Certification – By Final Inspection and Acceptance

- A joint final inspection with IIT Indore personnel to ensure that the network rack dressing meets the specified objectives and quality standards.
- IIT Staff will test the connectivity and signal quality to confirm that there is no degradation due to the dressing process.
- Building wise acceptance certificate/Service delivery certificate will be provided by the IT Department, IIT Indore for bill processing.

15. Health and Safety:

- The service provider shall adhere to strict health and safety protocols to minimize the risk of accidents or injuries during service delivery.
- Personnel shall be trained on safe work practices and provided with appropriate personal protective equipment (PPE) as necessary.
- Safety labels should be in place and visible on equipment and cabinets.
- Seek for proper down time of devices for any changes.
- Ensure that the work complies with industry standards, such as TIA/EIA and BICSI.

16. Delivery Period: The period of completion of the work is maximum 90 Days from the date of acceptance of service order. Any extension the service delivery will attract LD charges as per the LD clause of this tender document.

17. 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 5 days, after request has been raised by the IIT Indore to do so. For delayed in service 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.

18. Liquidated Damages: -As Time is the essence of an order, the date of service should be strictly adhered to, otherwise the service in full or in part may not be accepted and penalty for late service 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. In case of delay in satisfactory Installation Commissioning, Testing, Training, Inspection, Certification etc. also the same rate of penalty shall be leviable. Non- Delivery of material/service may lead to forfeiture of PBG and debarment of the supplier.

19. In case the equipment offered requires maintenance or delivering similar kind of services in future 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.

20. 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.

21. All other General Terms & Conditions will as per GeM GTC 4.0 v1.12.

22. Format for Price Breakup (FORM-X) must be uploaded at the time of Price bid submission. Non-Compliance of the above condition at point no. 15 by the bidders will amount to non-eligibility for which tender has been floated and its bid shall be liable to be rejected summarily.

Assistant Registrar (MM)

सहायक कुलसचिव
(सामग्री प्रबंधन विभाग)
Assistant Registrar
(Materials Management Section)

अनुभाग-2 / SECTION- IIपूर्वयोग्यतामानदंड/Pre- Qualification Criteriaभाग – 1 /PART - ILIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID

Sl. No.	Details	Supporting Document Should be Submitted
1.	Bidder must have at least 10 Years of experience in the IT Network industries, in establishing network infrastructure and its maintenance.	Valid Certificate of Incorporation/Registration Certificate of the firms.
2.	The firm should have a strong technical support team / sufficient numbers of trained and skilled manpower to execute the work. •Bidder must have Trained and certified technicians with proficiency in structured cabling and cable management. And must be readily available in India to rectify the technical issues related to the Hiring of One Time Services for Network Rack Dressing service within 24 Hrs.	Bidder should enclose the details of service support (Escalation Matrix details).
3.	Udyam Certificate if bidder claim MSEs should be as per GeM_GTC Clause 04, Point no (xiii), m, (i)	Self-certified copies of documents.
4.	Startup Certificate if bidder claim as a startup	Self-certified copies of documents.
5.	WORK EXPERIENCE: The Vendors / Bidders should have work experience as per the following parameters. • Bidder must have at least 10 Years of experience in the IT Network industries, in establishing network infrastructure and its maintenance. • Bidder must have executed similar work comprising at least 150-200 numbers of network racks in last 5 years. Note: Similar service means service order for structure cabling for enterprise size network.	Service orders and satisfactory completion valid certificates issued by respective buyer organization of the above order in support of experience to be enclosed. Without submission of completion certificate the experience will not be considered. The valid certificate should be in Letter Head of the concerned organization with authorized signatory.
6.	Bidder Information	As per enclosed FORM - V
7.	List of other Govt. Departments, Public Sector units, Central Autonomous Bodies and private organization's for which the bidder is providing service or having the similar type of contracts and a valid certificate regarding the satisfactory performance of the contract	As per enclosed FORM - VI

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8.	Bidder Acceptance of Tender Document	As per enclosed FORM - VII
9.	The bidder should not have been blacklisted by any Government / Semi Government / Board /Corporations /Autonomous Body/ PSU. An undertaking/declaration in this regard should been closed. If any such matter i.e. of blacklisting /suspension is subjudice, even then the concerned firm shall be technically disqualified.	As per enclosed FORM - IV
10.	FINANCIAL TURNOVER: The Bidder Annual Financial Turnover should more than ₹ 11 Lakhs during the past three financial years namely 2019-20, 2020-21 and 2021-22. And In case of OEM, the Average Annual Turn Over of OEM should be ₹ 22 Lakhs during the last three financial years. The Vendors / Bidders should not have incurred any loss during the last 3 (Three) years (as of 31st March, 2022). Profit after Tax should be positive for the above-mentioned period.	As per enclosed FORM - VIII 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-2 / SECTION- II**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: Hiring of One Time Services for Network Rack Dressing.**

	Description/ Specification	Qty.	Compliance Yes/No	Deviation if any
1.	<p>2.1 Dressing and Arranging: The Bidder should ensure the following.</p> <ul style="list-style-type: none"> • Ensure that network racks and patch panels are neatly arranged and organized. • Properly route cables to avoid tangling and interference. • Maintain adequate spacing between equipment for efficient airflow and accessibility. • Use Velcro straps, Cable Ducts-Rack Mount cable manager, Spiral Cable Wrap-cable organizer or other appropriate cable management solutions for securing cables and their operation and maintenance. • Note: The use of plastic cable ties must be avoided. • Ensure proper organization and alignment of network racks, with maximum rack space utilization. • Arrange equipment and cables systematically for efficient maintenance and troubleshooting. • Securely fix all equipment and cables to prevent accidental dislodging. <p>2.2 Cleaning and Dusting: The Bidder should ensure the following: -</p> <ul style="list-style-type: none"> • Clean network racks, patch panels, and associated equipment to remove dust, debris, and other contaminants. • Use appropriate cleaning solutions and tools to ensure the cleanliness of equipment surfaces. • Pay special attention to vents, fans, and air intakes to maintain proper ventilation and cooling. • Making appropriate arrangements for preventing the rodents etc. to enter into the rack. • The cleaning has to be done with professional vacuum cleaner. <p>2.3 Fixing and Tagging: The Bidder should ensure the following ; -</p> <ul style="list-style-type: none"> • Inspect network cables, fiber patch cords, and UTP patch cords for any damages or defects, including LIU, patch panels installed on racks. • Identification and replacement of damaged or worn-out cables. • Re-termination, re-splicing of connectors including fiber patch cords, Fiber pigtails in Light interface units or fiber patch panels, if necessary for improved connectivity. • Repair or replace damaged cables, pigtails, connectors in patch panels or at light interface units as necessary, ensuring proper functionality in racks. 	01 No.		

- Tag cables with appropriate labels for easy identification, troubleshooting, and maintenance purposes.
- An industry standard such as ANSI/TIA 806-A/B/C (latest & compatible) for cable labelling methodology, has to be followed.

2.4 Structured Cabling Management: The Bidder should ensure the following

- Structured cabling management to optimize performance and minimize interference.
- Organize structured cabling inside network racks according to industry standards and best practices.
- Maintain clear and concise documentation of cable routes, connections, and labelling schemes.
- Ensure that cables are properly terminated and secured to prevent accidental disconnection or damage.
- Utilization of, cable trays, cable sleeves, microfiber cable ties, cable clips, Velcro straps, spiral cable managers and horizontal cable managers to ensure neat and organized cable runs.
- Note: The use of plastic cable ties must be avoided.
- Install horizontal cable managers within network racks to organize and route cables between equipment.
- Implement vertical cable management solutions to manage cables between multiple racks or equipment levels.
- Utilize cable management accessories such as cable trays, rings, and guides to maintain neat and orderly cable runs.
- Ensure that the dressing does not obstruct airflow and that hot and cold aisles are properly managed.
- Verify that any rack fans are functioning correctly and providing adequate cooling.
- Implement blanking panels, if necessary, to seal unused rack spaces
- Keep data and power cables separate to minimize interference.

2.5 Approximate Quantum of Work: The Bidder should ensure the following: -

- Around 212 Nos of Racks +/-5% including all types of racks from full 42U, 24U, 15U, 12U rack to 4U rack with average 1-3 network switches having average of 24-48 Ports in each.
- Around 100-150 Data points in each rack in patch panels.
- Details of the racks are enclosed in **Annexure A**.

Note:

- The bidder should submit his acceptance against each column as YES/NO and if No, the bidder should specify the deviation.**
- Valid proof of the document in support of the claim to be enclosed with the technical bid.**
- The Quantity mentioned above is also indicative and might change in the final order.**

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- D. Prospective bidders can quote Rate as per Unit and the institute will decide on the final order quantity.**
- E. OEM Packing: The OEM sealed packing of materials. If seal is broken the Item will be rejected.**

(Signature of the Bidder, with Official Seal)

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अनुभाग-2 / SECTION- II

अमूल्यंकिततकनीकीबोली/ 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.	Scope of Service	GST %
1		
2		
3		
4		

SI No.	Other Terms & Conditions	Compliance Yes/No
1.	Payment terms 100% payment will be released through RTGS/NEFT against delivery, acceptance of the items and services	
2.	Service Period Within 90 Days from the date of Purchase order/ GeM Contract Order.	

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 -4 / FORM-IV

स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंधमें 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.:

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.	
BANK DETAILS	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)	

प्रपत्र -6 / FORM-VI

पिछलीआपूर्तिआदेशसूचीप्रारूप

PREVIOUS SERVICE ORDER LIST FORMAT

Order placed by {Full address of Purchaser}	Order No. and Date	Description and quantity of ordered services	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:

प्रपत्र -7 / FORM-VII

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.
10. I/We undertake that the items supplied are as per Demonstration/Catalogue/technical literature description.

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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)

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 2019-20	F.Y 2020-21	F.Y 2021-22

And,

I/we hereby declare that, our firm had filed Income Tax Returns for last 3 years i.e. F.Y. 2019-20, 2020-21, & F.Y. 2021-22. Supported by copy of ITR of three years.

(Signature of the Tenderer)

Company Seal:

Date:

प्रपत्र -9/ FORM-IX

परफॉरमेंस सिक्योरिटी प्रारूप

PERFORMANCE SECURITY FORMAT

To,

.....

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. Datedto 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:.

प्रपत्र -10/ FORM-X

Format for Price Breakup/Financial Document

for

Hiring of One Time Services for Network Rack Dressing

Name of the Bidder/ Bidding Firm / Company: _____

Sr. No.	Item	Qty.	Unit Price in INR (₹)	GST in INR (₹)	Total Price in INR (₹)
1.	Hiring of One Time Services for Network Rack Dressing	01 No.			

Note:

1. All Terms & Conditions will be as per NIT Document uploaded on GeM.
2. *Format for Price Breakup (FORM-X) must be uploaded at the time of Price bid submission.*

Non-Compliance of the above condition 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 of the Tenderer)

Company Seal

Date:

Performance Report for Hiring of One Time Services for Network Rack Dressing provided in Government/ Semi-Government/ Autonomous Organizations

(To be issued by the organization where facility is being provided)

1. Name of the Owner:
2. Name of the Company/Service Provider & Address:
3. Name and address of the organization where Supply of Medicines, Surgical and Medical devices services are provided:
4. Name and contact no. of the person in the organization for verification:
5. Date of award of contract:
6. Date of expiry of license/completion of contract:
7. Value of work in Contract:
8. Performance Report: Please tick/circle the correct option.

(a)	Quality of service	Excellent/Very Good/Good/Fair
(b)	Resourcefulness	Excellent/Very Good/Good/Fair
(c)	Behaviour and Attitude	Excellent/Very Good/Good/Fair
(d)	Redressal of complaints and Promptness	Excellent/Very Good/Good/Fair

Seal of the Organization
Official

Signature of the Organization's

Designation:

Date:

Annexure A

SN	Location	Floor	Location on Floor	Size of Rack	No of Switches
1	POD1 A	G	Ground Rack	42U	1
2	POD1 A	1	N/W Rack	42U	3
3	POD1 A	1	Open Rack	42U	1
4	POD1 A	2	N/W Rack	42U	2
5	POD1 A	3	N/W Rack	42U	3
6	POD1 A	4	N/W Rack	42U	2
7	POD1 A	5	N/W Rack	42U	2
8	POD1 A	6	N/W Rack	42U	2
9	POD1 A	7	N/W Rack	42U	1
10	POD1 D	G	N/W Rack	42U	1
11	POD1 D	1	N/W Rack	42U	2
12	POD1 D	2	N/W Rack	42U	2
13	POD1 D	3	N/W Rack	42U	2
14	POD1 D	4	N/W Rack	42U	2
15	POD1 D	5	N/W Rack	42U	2
16	POD1 D	6	N/W Rack	42U	1
17	School Building	G	N/W Rack A	24U	3
18	School Building	G	N/W Rack B	24U	2
19	School Building	1	N/W Rack A	15U	2
20	School Building	1	N/W Rack B	15U	1
21	School Building	2	N/W Rack A	15U	1
22	School Building	2	N/W Rack B	15U	2
23	Director's Bunglow	G	N/W Rack Front	15U	2
24	Director's Bunglow	G	N/W Rack Back	15U	1
25	Shipra Block D	G	Main Rack	15U	1
26	Shipra Block D	G	N/W Rack	15U	2
27	Shipra Block D	2	N/W Rack	15U	1
28	Shipra Block D	3	N/W Rack	15U	1
29	Shipra Block D	5	N/W Rack	15U	1
30	Shipra Block C	G	N/W Rack	15U	1
31	Shipra Block C	1st	N/W Rack	15U	1
32	Shipra Block C	3rd	N/W Rack	15U	1
33	Shipra Block C	5th	N/W Rack	15U	1
34	Narmada Block B	G	N/W Rack	15U	1
35	Narmada Block B	1st	N/W Rack	15U	1
36	Narmada Block B	3rd	N/W Rack	15U	1
37	Narmada Block B	5th	N/W Rack	15U	1
38	Narmada Block B	6th	N/W Rack	15U	1
39	Narmada Block A	1st	N/W Rack	15U	1
40	Narmada Block A	3rd	N/W Rack	15U	1
41	Narmada Block A	5th	N/W Rack	15U	1
42	Narmada Block A	6th	N/W Rack	15U	1
43	Health Center	G	N/W Rack	15U	1
44	Health Center	1st	N/W Rack	15U	2

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45	Health Center	2nd	N/W Rack	15U	1
46	JC Bose	G	N/W Rack A	15U	2
47	JC Bose	G	N/W Rack B	15U	2
48	JC Bose	2	N/W Rack A	15U	2
49	JC Bose	2	N/W Rack B	15U	3
50	JC Bose	4	N/W Rack A	15U	1
51	JC Bose	4	N/W Rack B	15U	2
52	Guest House	1st	NWR A	24U	1
53	Guest House	1st	NWR B	24U	1
54	SIC	G	NWR	42U	2
55	Work Shop	G	NWR 104	42U	5
56	Hub Building	1	Network Rack	15U	2
57	Hub Building	1	Network Rack 209	15U	2
58	Hub Building	G	Network Rack	42U	2
59	Hub Building	Server Room	Network Rack	42U	2
60	Hub Building	Server Room	Network Rack	42U	2
61	Hub Building	Server Room	Network Rack	42U	2
62	Hub Building	Server Room	Network Rack	42U	2
63	Carbon Building	GF	NWR	24U	1
64	Carbon Building	2nd	NWR	24U	1
65	LRC	GF	Main NWR	24U	2
66	LRC	GF	NWR A	24U	1
67	LRC	GF	NWR B	24U	1
68	LRC	2F	NWR A	24U	1
69	LRC	2F	NWR B	24U	1
70	LRC	3F	NWR A	24U	1
71	LRC	3F	NWR B	24U	1
72	LRC	4F	NWR B	24U	1
73	Abhinandan	9th	East Wing	12U	1
74	Abhinandan	9th	West Wing	12U	2
75	Abhinandan	8th	East Wing	12U	1
76	Abhinandan	8th	West Wing	12U	1
77	Abhinandan	7th	East Wing	12U	1
78	Abhinandan	7th	West Wing	12U	1
79	Abhinandan	6th	East Wing	12U	1
80	Abhinandan	6th	West Wing	12U	1
81	Abhinandan	5th	East Wing	12U	1
82	Abhinandan	5th	West Wing	12U	1
83	Abhinandan	4th	East Wing	12U	1
84	Abhinandan	4th	West Wing	12U	1
85	Abhinandan	3rd	East Wing	12U	1
86	Abhinandan	3rd	West Wing	12U	1
87	Abhinandan	2nd	East Wing	12U	1
88	Abhinandan	2nd	West Wing	12U	1
89	Abhinandan	1st	East Wing	12U	1
90	Abhinandan	1st	West Wing	12U	1
91	Abhinandan	GF	East Wing	12U	1
92	Abhinandan	GF	West Wing	12U	1
93	Abhinandan	GF	East Wing	12U	1
94	Abhinandan	GF	West Wing	12U	1
95	LHC	4th	NWR	42U	1
96	LHC	3rd	NWR	42U	2
97	LHC	2nd	NWR	42U	2

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98	LHC	1st	NWR	42U	2
99	LHC	GF	NWR	42U	3
100	Vikaram Sabhagaar	GF	NWR A	12U	2
101	Vikaram Sabhagaar	GF	NWR B	12U	1
102	Nalanda	1st	AV Room	12U	1
103	Nalanda	GF	NWR A	12U	1
104	Nalanda	GF	NWR B	12U	1
105	Balda	GF	Central Stores	15U	2
106	APJ	5th	A Side Near Room 118	15U	1
107	APJ	5th	B Side Near Room 109	15U	1
108	APJ	4th	A Side Near Room 118	15U	1
109	APJ	4th	B Side Near Room 109	15U	1
110	APJ	3rd	A Side Near Room 118	15U	1
111	APJ	3rd	B Side Near Room 109	15U	1
112	APJ	2nd	A Side Near Room 118	15U	1
113	APJ	2nd	B Side Near Room 109	15U	1
114	APJ	1st	A Side Near Room 118	15U	1
115	APJ	1st	B Side Near Room 109	15U	1
116	APJ	GF	A Side Near Room 118 NW Room	24U	2
117	APJ	GF	B Side Near Room 109	15U	1
118	CVR	5th	A Side Near Room 118	15U	1
119	CVR	5th	B Side Near Room 109	15U	1
120	CVR	4th	A Side Near Room 118	15U	1
121	CVR	4th	B Side Near Room 109	15U	1
122	CVR	3rd	A Side Near Room 118	15U	1
123	CVR	3rd	B Side Near Room 109	15U	1
124	CVR	2nd	A Side Near Room 118	15U	1
125	CVR	2nd	B Side Near Room 109	15U	1
126	CVR	1st	A Side Near Room 118	15U	1
127	CVR	1st	B Side Near Room 109	15U	1
128	CVR	GF	A Side Near Room 118	15U	1
129	CVR	GF	A Side Near Room 118 NW Room	24U	1
130	CVR	GF	B Side Near Room 109	15U	1
131	HJB	5th	A Side Near Room 118	15U	1
132	HJB	5th	B Side Near Room 109	15U	1
133	HJB	4th	A Side Near Room 118	15U	1
134	HJB	4th	B Side Near Room 109	15U	1
135	HJB	3rd	A Side Near Room 118	15U	1
136	HJB	3rd	B Side Near Room 109	15U	1
137	HJB	2nd	A Side Near Room 118	15U	1
138	HJB	2nd	B Side Near Room 109	15U	1
139	HJB	1st	A Side Near Room 118	15U	1
140	HJB	1st	B Side Near Room 109	15U	1
141	HJB	GF	A Side Near Room 118	15U	1
142	HJB	GF	A Side Near Room 118 NW Room	24U	1
143	HJB	GF	A Side Near Room 109	15U	1
144	VSB	5th	A Side Near Room 118	15U	1
145	VSB	5th	B Side Near Room 109	15U	1
146	VSB	4th	A Side Near Room 118	15U	1
147	VSB	4th	B Side Near Room 109	15U	1
148	VSB	3rd	A Side Near Room 118	15U	1
149	VSB	3rd	B Side Near Room 109	15U	1

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150	VSB	2nd	A Side Near Room 118	15U	1
151	VSB	2nd	B Side Near Room 109	15U	1
152	VSB	1st	A Side Near Room 118	15U	1
153	VSB	1st	B Side Near Room 109	15U	1
154	VSB	GF	A Side Near Room 118	15U	1
155	VSB	GF	A Side Near Room 118 NW Room	24U	1
156	VSB	GF	A Side Near Room 109	15U	1
157	DA	5th	A Side Near Room 118	15U	1
158	DA	5th	B Side Near Room 109	15U	1
159	DA	4th	A Side Near Room 118	15U	1
160	DA	4th	B Side Near Room 109	15U	1
161	DA	3rd	A Side Near Room 118	15U	1
162	DA	3rd	B Side Near Room 109	15U	1
163	DA	2nd	A Side Near Room 118	15U	1
164	DA	2nd	B Side Near Room 109	15U	1
165	DA	1st	A Side Near Room 118	15U	1
166	DA	1st	B Side Near Room 109	15U	1
167	DA	GF	A Side Near Room 118	15U	1
168	DA	GF	A Side Near Room 118 NW Room	24U	1
169	DA	GF	A Side Near Room 109	15U	1
170	POD1-B	G	Room 101 NWR	42U	1
171	POD1-B	G	Room 102 NWR	42U	1
172	POD1-B	G	Room 103 NWR	42U	3
173	POD1-B	1st	Room 201 NWR	42U	1
174	POD1-B	1st	Room 202-Outside Rack	42U	2
175	POD1-B	1st	Rack 2 Near Stairs	42U	2
176	POD1-B	2nd	Room 301 Rack	42U	1
177	POD1-B	2nd	Room 302 Rack	42U	1
178	POD1-B	2nd	Room 303 Rack	42U	2
179	POD1-B	3rd	Room 402 Rack	42U	1
180	POD1-B	3rd	Room 404 Rack	42U	2
181	POD1-B	3rd	Room 405 Rack	42U	1
182	POD1-B	4th	Room 501 Rack	42U	1
183	POD1-B	4th	Room 502 Rack	42U	2
184	POD1-B	4th	Room 503 Rack	42U	1
185	POD1-B	5th	Room 602 Rack	42U	2
186	POD1-B	5th	Room 603 Rack	42U	1
187	POD1-C	G	N/w Rack Near 101	42U	1
188	POD1-C	G	Room 103 Rack	42U	2
189	POD1-C	1st	N/w Rack	42U	1
190	POD1-C	1st	Room 202 Rack	42U	1
191	POD1-C	1st	Room 204 Rack	42U	3
192	POD1-C	2nd	N/w Rack	42U	1
193	POD1-C	2nd	Room 303 Rack	42U	4
194	POD1-C	3rd	N/w Rack	42U	1
195	POD1-C	3rd	Room 403 Rack	42U	1
196	POD1-C	3rd	Room 404 Rack	42U	2
197	POD1-C	4th	Room 502 NWR	42U	2
198	POD1-E	G	Room 101 NWR	42U	1
199	POD1-E	G	Room 103 NWR	42U	1
200	POD1-E	G	Room 104 NWR	42U	1
201	POD1-E	1st	Room 201 NWR	42U	2
202	POD1-E	1st	Room 203 NWR	42U	1
203	POD1-E	1st	Room 205 NWR	42U	1

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204	POD1-E	2nd	Room 301 NWR	42U	2
205	POD1-E	2nd	Room 303 Rack	42U	1
206	POD1-E	2nd	Room 304 Rack	42U	1
207	POD1-E	3rd	Room 402 NWR 2	42U	1
208	POD1-E	3rd	Room 405 NWR	42U	1
209	POD1-E	3rd	Room 407 NWR	42U	3
210	POD1-E	4th	Room 502 NWR	42U	3
211	POD1-E	4th	Room 503 A NWR	42U	1
212	POD1-E	4th	Room 507 NWR	42U	3
Total				212	285

**Annexure B
Tentative List of Optional Items**

SN	Item	Unit Rate
1	Velcro Straps,	
2	Cable Sleevs,	
3	Cable Organizers,	
4	Cable Manager,	
5	Micro fibre cable ties,	
6	Cables labels	

Note: Any other optional items required can be added or removed if deemed suitable as per requirement.