



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

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

REQUEST FOR PROPOSAL (RFP)
FOR
Empanelment for Sale of Organic Products and
Craft items at IIT Indore

Service Contracts Section
IIT Indore

4th Floor, West Wing (Toward's Gate-1)
Abhinandan Bhavan, IIT Indore, Simrol
Khandwa Road, Indore- 453552

Tel.: 0731-6603408/3369, Email: servicecontracts@iiti.ac.in

Website: www.iiti.ac.in



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सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

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Request for Proposal (RFP)
for
Empanelment for Sale of Organic Products and Craft items at IIT
Indore

Indian Institute of Technology Indore (IITI) invites Requests for Proposal (RFP) for the empanelment of eligible firms, self-help groups, entrepreneurs, and vendors for the **supply of organic, homemade products and craft items**. The applicants should possess relevant experience in the production, sourcing, and/or supply of such items and must be legally authorized to undertake business with Government organizations, educational and research institutions, Public Sector Undertakings (PSUs), autonomous bodies, and similar establishments in India.

Sl. No.	Description	NIT No.	EMD
1.	Empanelment for Sale of Organic Products and Craft items at IIT Indore	02	Rs. 2,000/- (Rupees Two Thousand Only) Online EMD Submission: Bidder can submit their EMD online by visiting to the below link: https://www.onlinesbi.sbi/sbicollect/

IITI reserves the right to:

- reject, modify, or change the scope of business of any or all proposals without assigning any reason whatsoever;
- not be bound to accept the lowest or any proposal; and
- accept the proposal in whole or in part, in which case the selected firm shall be bound to perform the accepted scope of work at the quoted rates.

Canvassing in connection with the tender/quotation is strictly prohibited.

Assistant Registrar (Service Contracts)

सहायक कुलसचिव
(सेवा अनुबंध)
Assistant Registrar
(Service Contracts)

SCHEDULE OF REQUIREMENTS

<u>Sl. No.</u>	<u>Event</u>	<u>Date and Time/ Remarks</u>
01	Date of uploading of Tender	From January 1, 2026 http://www.iiti.ac.in/tender_mms.php
02	Last date & Time of Submission of Bids Online (Technical and Price Bid)	January 15, 2026 upto 03:00 PM Please refer to tender Terms at IIT INDORE'S website
03	Date & Time of Opening of Technical Bids	January 15, 2026, at 03.30 PM (IST) Please refer to tender Terms at IIT INDORE'S website
04	Earnest Money Deposit	Rs. 2,000/- should be deposited online as EMD and the transaction receipt of the same should be attached with the RFP document.
05	Performance Security Deposit	Performance Security of Rs. 2,000/-, respectively, in the form of a NEFT/RTGS/e-Bank Guarantee from any Nationalized / Scheduled Bank, in favour of "The Registrar, IIT Indore" payable at Indore. Performance Security should be valid for a period of 2 (two) months beyond the date of expiry of the empanelment tenure.
06	Address for all communication:	Assistant Registrar, Service Contracts Section 4th Floor, Abhinandan Bhavan, Indian Institute of Technology, Indore Khandwa Road Simrol, Indore- 453552 Tel.: 0731-6603369/3408 Email: servicecontracts@iiti.ac.in
07	Contract Period	Initially for a period of 01 year. However, the performance of the service provider will be reviewed quarterly for continuation of the services. Based on the satisfactory performance, the contract may be extended further for 02 more years based on satisfactory performance and quality service.
08	Tender to be submitted in	Tender Box at Ground Floor, Abhinandan Bhavan, IIT Indore, Khandwa Road, Simrol, Indore- 453552
09	All the communications with respect to the tender shall be addressed to:	Assistant Registrar, Service Contracts IIT Indore, 4 th Floor, Abhinandan Bhavan, Khandwa Road, Simrol, Indore- 453552 Tel.: 0731-6603369/3408 Email: servicecontracts@iiti.ac.in

The bidders shall send sealed proposal super scribing "Request for Proposal (RFP) for "Empanelment for Sale of Organic Products and Craft items at IIT Indore" with RFP No. and Due Date.

Assistant Registrar (Service Contracts)

सहायक कुलसचिव
(सेवा अनुबंध)

Assistant Registrar
(Service Contracts)

IIT INDORE

Page 3 of 15

सामान्य नियम और शर्तें / General Terms & Conditions

1. Indian Institute of Technology Indore (IITI) invites offline proposals from experienced and eligible vendors, self-help groups, and reputed firms engaged in the production and sale of organic, homemade products and craft items for empanelment to operate within the IIT Indore campus.
2. **Submission of tender:** Proposal should be submitted in single envelope - technical and financial.
3. **Envelope:** Signed and sealed entire RFP, Terms & Conditions and Forms.
4. The tenderer is advised to visit the IITI on any working day **between 10:00 hrs and 16:00 hrs** to assess the nature and quantum of work before tendering.
5. **Pre-Bid Meeting:**
 - (a) Bidders are requested to attend a Pre-bid meeting for clarification on the Tenders' technical specifications and commercial conditions, on the time, date, and place/ mode mentioned in the Schedule of Tender. Participation in such a Pre-bid meeting 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 after the date of pre-bid meeting.
 - (b) Bidders are advised to submit their doubts/ questions/ clarifications in **FORM VI**, if any. It should bear tender no., title and marked "Queries for Pre-Bid Meeting". Form should be sent through email at servicecontracts@iiti.ac.in as per the Schedule of Tender mentioned.
 - (c) Any modification of the tender document, arising as an outcome of the Pre-Bid meeting, shall be notified through amendment on the website of the Institute and CPP Portal. No queries will be entertained beyond the date of the prebid meeting.
6. **Bid Submission:** Bidders are requested to submit their bids from the date of submission of bids indicated Schedule of requirements. Bidders are requested to submit the bids only after the issue of pre-bid meeting report duly considering the changes made if any, during the pre-bid meeting. Bidders are totally responsible for incorporating/ complying with the changes/ amendments issued, if any, during pre-bid meetings in their bid.
7. **Late Bids:** Bids received after the last date of submission will not be accepted. IIT Indore shall not be responsible for any postal delay or loss.
8. **Bid Validity:** Bids shall be valid for a period of 180 days from the date of opening of tender.
9. **Modification and withdrawal of bids:** No bid can be modified and withdrawn after the deadline for submission of bids.
10. **Opening of Tenders:** The opening of the bids would be done as per the Schedule of requirement. In the event of the specified date of bid opening being declared holiday in the Institute, the bids shall be opened at the same time and location on the next working day.
11. **Bid Security/ EMD:**
 - a) Micro and Small Enterprises who are manufacturers of the Primary Product Category or Service Provider of the Primary Service Category and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyam Registration (as validated by Government from time to time) and through uploaded supporting documents.
 - b) Start-ups as recognized by the Department of Industrial Policy and Promotion (DIPP).
 - c) In such case, a copy of the valid certificate showing registration with the above-mentioned institutions to be uploaded in PDF format.
 - d) In case the unit is not covered as above, EMD should be submitted online via <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm> and the payment reference should be attached in PDF along with the technical bid.
 - e) EMD will be returned to the unsuccessful bidders within 30 days from the finalization of technical evaluation/award of contract.
 - f) EMD will be forfeited if the qualified bidder fails to accept the order or fails to provide the service based on his/her offer/bid.
 - g) The EMD 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 provide the service as per award of contract (AOC) terms and conditions within the stipulated period, EMD shall be liable to be forfeited by the Institute.
 - h) No interest will be payable by the Institute on the Earnest Money Deposit.

12. Bid Evaluation Procedure: To select the bidder will be selected through a two-stage bidding process.
 - a) Bids should be submitted in one part technical Bid & Financial Bid.
 - b) The Technical Evaluation Committee (TEC) shall examine the bids to ascertain that all documents mentioned in RFP have been provided and examine the completeness of each document submitted. If any of these documents or information sought is missing, TEC may disqualify the bid.
 - c) Evaluation will be done strictly on Pre-Qualification & Scope of Work & price as mentioned in RFP. The TEC may invite the bidders to give a presentation as part of the technical evaluation.
 - d) The technically qualified vendors, self-help groups, and reputed firms will be empanelled based on the offered rates and products details.
13. Validity and Acceptance of RFP: Failure to comply with any of the conditions laid down in this RFP shall render the tender invalid. IIT Indore does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all RFPs, or to cancel/withdraw the tender at any stage without assigning any reason. No claim whatsoever arising out of such action shall be entertained.
14. Right to Modify RFP: IIT Indore reserves the right to modify, alter, insert, or delete any part of the tender document at any stage to ensure fulfillment of its material and service requirements.
15. IIT Indore reserves the right to relax any Terms & Conditions at any stage of the RFP.
16. Instructions to Bidders: Bidders are advised to carefully read and understand all instructions regarding bidding given in this RFP before submission.
17. Submission of RFP: The RFP, complete in all respects along with stipulated documents, shall be submitted in a sealed cover, duly superscribed as "Empanelment for Sale of Organic Products and Craft items at IIT Indore", and addressed to the Registrar, IIT Indore. All pages of the RFP must be signed and stamped by the authorized signatory of the agency/service provider.
18. Price Reasonableness and Counter Offer: IIT Indore reserves the right to determine the fair and reasonable price of the services offered and may issue a counter-offer to the agencies. All other terms and conditions of the RFP shall remain operative even in case of a counter-offer.
19. Clarifications and Verification: The Institute may seek clarifications or additional information/documents from any bidder regarding the technical bid, which must be furnished within the specified time. If any document submitted in support of eligibility is found to be non-genuine, the EMD shall stand automatically forfeited, whether before or after award of work.
20. Rejection of Non-Responsive Bids: Conditional or incomplete tenders, tenders not submitted in the prescribed format, or bids received through modes other than those specified shall be summarily rejected. In such cases, the EMD submitted shall be forfeited.
21. **Force Majeure:** Neither the service provider nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this contract 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 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.
22. Breach of Terms and Conditions: IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or bids at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
23. 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.
24. Settlement of Disputes:
 - a) **Amicable Settlement:** In case a dispute arises between the Institute and the Agency (parties) regarding any matter under the contract, the Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days from the date of receipt of notice. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, Arbitration Clause shall become applicable.

- b) On receipt of the dispute notice, the matter will be referred to the Dispute resolution Committee nominated by IIT Indore. The matter shall then be resolved between them and the agreed course of action will be documented. In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations.
- c) Arbitration: In the event of any dispute or difference arising out of or in any way touching or concerning this contract whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration of the Registrar, IIT Indore or his nominee on mutual contract of both the parties.

25. Cancellation of Contract:

Notwithstanding any other provisions in this contract, the Institute reserves the absolute right to terminate the contract forthwith, if it is found that continuation of the contract is not in public interest. The Agency is not eligible for any compensation or claim in the event of such cancellation.

If at any later date, it is found that the documents and certificates submitted by the Agency are forged or have been manipulated, the work order issued to the Agency shall be cancelled and Security Deposit issued to the Institute shall be forfeited without any claim whatsoever on the Institute and the Agency is liable for action as appropriate under the extant laws.

26. Evaluation of tender: In case two or more tenders are equal in monetary terms, work will be awarded to the service provider who has executed contracts of Govt./Central Govt./IITs/CFTIs.

27. Termination:

- a) Termination on expiry of the Empanelment: This empanelment shall be deemed to have been automatically terminated on the expiry of the empanelment period unless the Institute has exercised its option to extend this empanelment in accordance with the provisions, if any, of this empanelment contract.
or
- b) Termination on account of Force Majeure: Either party shall have the right to terminate this empanelment contract on account of Force Majeure.
or
- c) Termination on Account of non-compliance with the contract terms & conditions: In the event of the non-compliance, at any time during the term of this Contract, then the Institute shall terminate this empanelment and all the Service provider's rights and privileges hereunder, shall stand terminated forthwith.
or
- d) Termination for Unsatisfactory Performance: The Institute will judge the performance of the vendors periodically through feedback from the user department. If the Institute considers that the performance of the vendor is unsatisfactory or, not up to the expected standard, then the Institute shall notify the Service provider in writing and specify the cause of such dissatisfaction. The Institute will have the option to terminate this Contract.
or
- e) Termination due to any other reason: If the Institute intends to terminate the contract before the agreed tenure, a notice will be provided to the firm. Conversely, if the Service provider wishes to terminate the contract before the completion of the tenure, it must give a written notice of one month or continue its services until the succeeding service provider takes over the operations.
or
- f) Consequences of Termination: In all cases of termination herein set forth, the obligation of the Institute to pay shall be limited to the period upto the date of termination. The Institute shall conduct an inquiry against the vendor and consequent to the conclusion of the inquiry, if it is found that the fault is on the part of the vendor, then they shall be debarred for a period of two years from the date of the order for putting the vendor on debar list is issued.

Special Terms & Conditions of RFP

1. Firms must possess a valid and reputable license to operate an Organic Product.
2. The services may be offered on visit basis i.e. daily, weekly, monthly or quarterly.
3. **Pricing:** Prices must not exceed local market rates or MRP. The committee may conduct weekly price verifications. Any discrepancies may result in penalties or administrative action.
4. The committee reserves the right to assess the quality, market pricing, and reasonableness of the products.
5. Subletting of the contract is strictly prohibited.
6. **Nature of Business:** The service provider must strictly adhere to the business specified in the tender notification and license. Any deviation from the stipulated business, as per the RFP and LOI, will lead to contract termination.
7. Advertising within the shop is restricted to business-related promotions only. Any cutouts, posters, or hoardings must not be obscene. Acts of misconduct, assault, or defamatory comments against the institute by the service provider or their employees may result in penalties or contract termination, along with forfeiture of the security deposit.
8. The institute will not be liable for any credit extended by the service provider to customers under any circumstances.
9. **Rent:** The service provider must pay rent at **Rs. 500/- monthly towards space for display and sale of products.**
10. **Utility Charges:** Electricity and water charges will be borne by the service provider as per actual usage.
11. **Security Deposit:** The EMD amount will be converted to a refundable security deposit of ₹ 2,000/-. The amount will be refunded 60 days after the contract's closure, with no interest payable.
12. **Contract Duration:** Initially for a period of 01 year. However, the performance of the service provider will be reviewed quarterly for continuation of the services. Based on satisfactory performance, the contract may be extended further for 02 more years based on satisfactory performance and quality service.
13. All products must be of high quality and comply with Food Safety and Standards Authority of India (FSSAI) regulations or equivalent standards, with proper packaging.
14. Compliance with ESIC, EPF, and labour laws is mandatory.
15. The vendor will be solely responsible for any food safety lapse, food poisoning incident, or public health issue arising out of their operations and shall indemnify IITI against any claims, damages, penalties, or legal consequences arising thereof.
16. The use of any harmful chemicals or artificial additives in any products is strictly prohibited. Any violation of this rule will lead to strict action, including penalties or termination of the contract.
17. The application of artificial colors on any products is strictly forbidden. If found in violation, the service provider will be subject to stringent action, which may include contract termination.
18. **Weighing Standards:** Only electronic weighing machines must be used. Regular calibration must be conducted, and reports should be submitted for verification.
19. **Manpower Deployment:** Staff should be employed only after police verification, and copies of Aadhar, PAN card, and address proof must be submitted. Individuals below 18 years of age are not permitted to work. Designated staff must be present at the outlet during operational hours.
20. Maintaining hygiene and cleanliness will be the sole responsibility of the service provider.
21. **Waste Disposal:**
 - a) Waste disposal must be carried out as per the institute's policy. Waste should not be stored at the outlet, and daily disposal of waste and packing materials is mandatory.
 - b) Unusable/old/not working/stale/expired items/parts/goods should not be kept in the shop/outlet under any circumstances.
26. **Transactions:** As IIT Indore is a cashless campus, all transactions must be conducted online. The transaction should be cashless, and no cash handling will be entertained. Facility of Payment through BHIM, UPI, Credit / Debit Card, etc. should be made available.
27. The service provider is responsible for arranging all necessary fixtures for the outlet.

28. **Number of Shops:** The Institute reserves the right to empanel 02 or more vendor for similar services/ same items as per requirement.

SCOPE OF WORK

1. **Service Modality & Operations:** The empanelled vendor(s) shall offer services for the sale and supply of organic, homemade products, craft items, mementos, and seasonal items on a visit basis, which may be daily, weekly, monthly, or quarterly, as decided by IIT Indore based on institutional needs.
2. **Setup, Display & Hygiene**
The vendor shall ensure proper setup and attractive display of products with maximum visibility and easy accessibility during each visit. Strict hygiene, cleanliness, and food safety standards shall be maintained at all times. Any non-compliance shall attract penalties as per prescribed norms.
3. **Product Coverage:** The scope shall include, but not be limited to:
 - a) Organic food grains, pulses, spices, edible oils
 - b) Fresh organic fruits and vegetables (seasonal)
 - c) Homemade and organic processed food items (snacks, bakery items, pickles, preserves, etc.)
 - d) Organic, herbal, and eco-friendly personal care and wellness products
 - e) Handcrafted items, Khadi Products, traditional crafts, eco-friendly products, souvenirs, gift articles, and mementos
 - f) Festival-specific, seasonal, and customized products/gift hampers as required by the Institute
4. **Quality Assurance & Compliance:** Only fresh, safe, and good-quality organic, homemade, and craft products shall be sold. Storage or sale of expired, stale, damaged, or substandard items is strictly prohibited and shall lead to immediate corrective action and penalties.
5. **Weighing & Measurement Standards:** Only government-approved electronic weighing machines shall be used.
6. **Maintenance & Upkeep:** The vendor shall be solely responsible for cleanliness, sanitation, and upkeep of the service area and surrounding space during and after each visit.
7. **Customer Support & Communication:** A dedicated 24x7 WhatsApp support channel shall be provided for addressing concerns of the IIT Indore community.
8. **Billing & Payment System**
All transactions shall be processed through a POS-based billing system. Printed bills shall be issued to customers for every transaction without exception.
9. **Home Delivery Service**
Free home delivery of products within the IIT Indore campus shall be provided as part of the service, without any additional charges.
10. **No Credit Policy**
Sale of products on credit is not permitted. Any credit extended by the vendor shall be entirely at their own risk, and IIT Indore shall not be responsible for any disputes arising therefrom.
11. **Penalty & Performance Provisions**
The vendor shall ensure uninterrupted, ethical, and high-quality service. Non-compliance shall attract penalties as under:
 - a) **Cleanliness & Hygiene Violations:** Failure to maintain hygiene and cleanliness standards beyond one day shall attract a penalty of ₹500 per day.
 - b) **Service Deficiencies & Negligence (₹1,000 per instance):**
 - i. non-availability of staff during approved service hours.
 - ii. Violation of any clause of the agreement after prior written notice from IIT Indore.
 - iii. Any act of negligence, misconduct, or unethical behaviour by the vendor or its staff.
 - iv. Use of harmful chemicals, preservatives, or artificial agents.
 - v. Use of artificial colors in any products.
 - c) **Repeated Violations:** Repeated non-compliance beyond three instances shall result in stringent action, including termination of empanelment/service contract.

योग्यता मानदंड / QUALIFICATION CRITERIA

(Service providers should enter the compliance against each column for consideration of their bid)

Sl. No.	Particulars	Compliance YES/NO (If No, Submit the deviation)	Attach the Documents and provide the Page No.
1	Name of the Service provider, Location of Office with complete address (Certificate of incorporation, Madhya Pradesh Gumasta License etc.)		Attach as enclosure & refer here]
2	The bidder should have a Valid PAN and GST number		Attach as enclosure & refer here]
3	Submit प्रपत्र - 3 / Form – III to certify that the Partners of the service provider or sole Proprietor or Company has never been blacklisted or changed the name of the service provider and not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in original).		Attach as enclosure & refer here]
4	Acceptance Certificate (Submit प्रपत्र - 2 / Form – II)		Attach as enclosure & refer here]
5	The bidder should be registered with appropriate authority to run the organic product Shop service and should have FSSAI license.		Attach as enclosure & refer here]
6	EMD of Rs. 2,000/- (Attach the transaction receipt as proof). No transaction of EMD will be considered after the bid submission deadline.		Attach as enclosure & refer here]
7	Form <u>I to V</u> of the RFP.		Attach as enclosure & refer here]
8	2-3 Years of experience proof in similar type of products shop. (Experience letter or Firm registration certificate to be attached)		Attach as enclosure & refer here]

*Proposals will be considered based upon the merits, price, quality, feedback etc.

NOTE: The agency failing to satisfy any of the above criteria will NOT be considered further.

पत्र - 1 / FORM - I
APPLICATION FORM

1. Name of the Applicant

(Individual / Firm / Organization): _____

2. Father's Name (in case of individual applicant): _____**3. Address**

a) Residential Address: _____

b) Firm/Office Address: _____

4. Contact Details

Phone No./Mobile No.: _____

Email ID: _____

5. Aadhaar No.: _____**6. Details of Earnest Money Deposit (EMD) a) Amount: ₹** _____ **/-**

Online Transaction reference _____ date: _____

7. Statutory Registration Details

GST No.: _____

PAN No.: _____

EPF Code No. (if applicable): _____

ESI Code No. (if applicable): _____

8. Experience Details

Experience in relevant field (in years): _____

(Brief details of experience may be attached separately, if required)

9. Name and Address of Two References for verification:**Reference-1**

Name: _____ Mobile No. _____

Aadhaar No.: _____ Email Id _____

Reference-2

Name: _____ Mobile No. _____

Aadhaar No.: _____ Email Id _____

Declaration

I/We hereby undertake and declare that:

1. I/We shall bear all expenses and be fully responsible for any damage caused to the outlet premises during the period of operation.
2. I/We shall vacate the outlet premises and hand over peaceful possession to the Institute whenever notice is served by IIT Indore.
3. I/We agree to abide by and bind myself/ourselves to all the terms and conditions stipulated in the tender/RFP document and any amendments thereof issued by IIT Indore.

Date: _____**Signature of the Applicant/Bidder:** _____**Name:** _____**Seal (if applicable):** _____*** The bidder has to attach the separate sheet of the offered product list with their rates.**

प्रपत्र - 2 / FORM - II**निविदा शर्तों की स्वीकृति हेतु/ Acceptance of Tender Terms***(To be submitted on Service Provider/ Company Letterhead)*

Date: DD/MM/YYYY

To,
The Registrar
Indian Institute of Technology Indore
Khandwa Road, Simrol
Madhya Pradesh - 453552

Sub: Acceptance of Tender No. "IITI(SC)/CFDC/ORGANIC/2025-26" for Empanelment for Sale of Organic Products and Craft items at IIT Indore

1. I/ We hereby certify that I/ we have read the entire terms and conditions of this tender from Page No. **01** to **15** (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement.
2. I/ We hereby unconditionally accept the tender conditions of the above-mentioned tender and its corrigendum(s) (if any) in its totality / entirety. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. I / We do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/Public Sector Undertaking/ Organization and no legal/ financial irregularities are pending against the proprietor/ partner of this firm.
4. I/ We agree to keep this offer open until **180 days** from the date of opening of the tender and shall be bound to provide the said services till the specified period.
5. I/ We agree that, if we fail to provide the services as per the terms and conditions of this tender and agreement, then the IIT Indore has full power to forfeit the Bid Security/ EMD or take any necessary action as deemed fit.
6. I/We take full responsibility for the submission of authentic information/documents against the above cited bid.
7. I/We also hereby agree to abide by the rules and regulations of the IIT Indore, general conditions of the contract amended from time to time and to carry out the work according to the conditions laid down by the IIT Indore.

(Name & Signature of the Bidder, with Official Seal)

प्रपत्र - 3 / Form - III**स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र****DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION/ NO POLICE CASE***(To be submitted on Service Provider/ Company Letterhead)*

I hereby certify that my service provider has neither been blacklisted/ debarred by any Institution of the Central or State Government, Govt. Departments/PSUs/Autonomous Bodies or concerned Bar Council in the last five years from the date of publishing of this tender and no bankruptcy/liquidation proceedings have been initiated against my service provider by any entity/government or quasi-government agency of PSU.

I also certify that the above information is true and correct in every respect and in case, later it is found that any details provided above are incorrect, any contract given to us may be summarily terminated and the service provider blacklisted.

I hereby certify that M/s. _____ is neither have any police case/ vigilance case by any Institution of the Central or State Government, Govt. Departments/PSUs/Autonomous Bodies, concerned Police Station or Hon'ble Court.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Company Seal

Or

I/we declare the following:-

No.	Country in which the company is debarred / blacklisted / case is pending	Blacklisted / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

In case the above information is found false I/we are fully aware that the tender/contract shall be liable to be rejected/cancelled by the IIT Indore and EMD / SD shall be forfeited.

In addition to the above, IIT Indore will not be responsible to pay the bills for any completed / partially completed work.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Company Seal

(NOTE: In case the company/service provider was blacklisted previously, please provide the details regarding the period for which the company/service provider was blacklisted and the reason/s for the same)

प्रपत्र - 4 / Form - IV

वार्षिक कारोबार की घोषणा और इनकम टैक्स रिटर्न
DECLARATION OF ANNUAL TURNOVER, PROFIT & LOSS AND
INCOME TAX RETURN

(To be submitted on Service Provider/ Company Letterhead)

To,
 The Registrar
 Indian Institute of Technology Indore
 Khandwa Road, Simrol
 Madhya Pradesh - 453552

Date: DD/MM/YYYY

Sub: NIT No. "IITI(SC)/CFDC/ORGANIC/2025-26" for Empanelment for Sale of Organic Products and Craft items at IIT Indore

Dear Sir,

I/we hereby declare that the details of our service provider's for Annual Turnover and Profit & Loss is as mentioned below, and the documentary evidence of the Audited Accounts is placed as enclosure:

Financial Year	Turnover	Profit & loss	Remarks
2022-2023			
2023-2024			
2024-2025			

I/we hereby also declare that our service provider had filed Income Tax Returns for the last three financial years and the filed copies of IT Return are enclosed.

My PAN No., GST Regn. No. are as follows:

PAN –

GST –

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal

प्रपत्र – 5 / FORM - V

पिछले और वर्तमान अनुभव का विवरण**DETAILS OF PREVIOUS & CURRENT EXPERIENCE***(To be submitted on Service Provider/ Company Letterhead)*

To,
The Registrar
Indian Institute of Technology Indore
Khandwa Road, Simrol
Madhya Pradesh - 453552

Date: DD/MM/YYYY

Sub: NIT No. “IITI(SC)/CFDC/ORGANIC/2025-26” for Empanelment for Sale of Organic Products and Craft items at IIT Indore

Dear Sir,

Details of previous and current experiences with the clients are furnished below:

Name of the Client and full address	Order No. and Date	Description of the services offered	Telephone and Email id of the client	Tenure of contract	Value of contract

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal

प्रपत्र – 6 / FORM - VI**बोली-पूर्व प्रश्न प्रपत्र****PRE-BID QUERY FORM***(To be submitted on Service Provider/ Company Letterhead)*

Name of the Bidder: _____

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			