



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

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

**NOTICE INVITING TENDER**

for

**End-to-End Shifting, Relocation, Loading, Unloading and**  
**Allied Services at IIT Indore**

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

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Assistant Registrar  
(Service Contracts)

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



भारतीय प्रौद्योगिकी संस्थान इंदौर

खंडवा रोड, सिमरोल, इंदौर - 453552

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

Tel.: 0731-6603408/3369

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

**निविदा आमंत्रण सूचना / NOTICE INVITING TENDER (NIT)**

Indian Institute of Technology Indore invites online e-Tenders under the Quality-cum-Cost Based System (QCBS) from experienced and reputed service providers for providing End-to-End Shifting, Relocation, Loading, Unloading and Allied Services at IIT Indore.

The bidder should have proven experience in similar nature of work and shall be capable of deploying adequate and trained manpower, along with modern equipment, machinery, tools, and approved consumables, to effectively handle the End-to-End Shifting, Relocation, Loading, Unloading and Allied requirements of the Institute in a comprehensive, safe, and timely manner.

The service provider shall ensure compliance with all statutory norms, including labour laws, safety regulations, and environmental guidelines, and shall maintain high standards of hygiene and service quality throughout the contract period.

The tender details are as follows:

SI. No.	Name of the Item	NIT No.	EMD
1.	End-to-End Shifting, Relocation, Loading, Unloading and Allied Services at IIT Indore	IITI(SC)/HS/013/SS/2025-2026	Rs. 1,00,000/- (Rupees One Lakh Only)  Online EMD Submission: Bidder can submit their EMD online by visiting: <a href="https://onlinesbi.sbi.bank.in/sbicollect/icollecthome.htm">https://onlinesbi.sbi.bank.in/sbicollect/icollecthome.htm</a>

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

*\*NIT No. 013 should be mentioned for the purpose of EMD Submission, and Tender No. should be referred for bid submission/ communication etc.*

Note:

- Tender Documents with detail terms & conditions can be downloaded from our website: <https://www.iiti.ac.in/tender> & <https://eprocure.gov.in/eprocure/app>
- The pre bid report will be published as a part of the tender document.
- All the details pertaining to the NIT such as tender documents, pre-bid report, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.

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

For any issues related to tender, contact Service Contract Section at 0731-6603369/3408 or email at [servicecontracts@iiti.ac.in](mailto:servicecontracts@iiti.ac.in)

सहायक कुलसचिव  
(सेवा अनुबंध)  
Assistant Registrar  
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**अनुभाग-1 / SECTION-1****निविदा की अनुसूची/ SCHEDULE OF TENDER**

<b>Sl. No.</b>	<b>Event</b>	<b>Date and Time/ Remarks</b>
01	Date of uploading of Tender	May 27, 2026 <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and <a href="https://www.iiti.ac.in/tendercs">https://www.iiti.ac.in/tendercs</a>
02	Submission of Queries for Pre-bid meeting	From May 27, 2026
03	Pre-bid query submission last date & time	June 04, 2026 upto 02:00 PM
04	Date & Time of Pre-Bid Meeting	June 04, 2026 at 03:00 PM
05	Venue for Pre-Bid Meeting	Pre-bid meeting will be done Online on Google Meet: <a href="https://meet.google.com/mhm-faqs-gxn">https://meet.google.com/mhm-faqs-gxn</a>  The pre-bid report will be uploaded on the website & CPPP and the same will be a part of the tender document.
06	Earnest Money Deposit	<b>Rs. 1,00,000/- (Rupees One Lakhs Only)</b>  <b>Online EMD Submission:</b> Bidder can submit their EMD online by visiting to the below link: <a href="https://onlinesbi.sbi.bank.in/sbicollect/">https://onlinesbi.sbi.bank.in/sbicollect/</a>
07	Performance Security Deposit:	For due performance of his/their obligations under the contract, during the validity, the successful tenderers shall have to deposit a Security Deposit equivalent to <b>5% of annual contract value</b> , which will be free of interest, before commencement of the contract in the form of a 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.
08	Last date & Time of Submission of Bids Online (Technical and Financial Bid)	June 16, 2026 up to 03.00 PM Please refer to NIT Documents
09	Date & Time of Opening of Technical Bids	June 17, 2026 at 03.00 PM
10	Address for all communication:	Assistant Registrar, Service Contract Section 4th Floor, Abhinandan Bhavan (West Wing), Indian Institute of Technology, Indore Khandwa Road Simrol, Indore- 453552 Tel.: 0731-660 Ext 3369/3408 Email: <a href="mailto:servicecontracts@iiti.ac.in">servicecontracts@iiti.ac.in</a>
11	Point of Contact for Technical Issue on CPPP:	CPP Portal website: <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> CPP Portal Help Desk Toll-Free No.: 18002337315, 180030702232

**अनुभाग-2 / SECTION-2****ऑनलाइन बोली जमा करने के लिए बोलीदाताओं को निर्देश****INSTRUCTIONS TO THE BIDDERS FOR ONLINE BID SUBMISSION**

1. The tender must be submitted in accordance with instructions provided in this document and non-conformance of the same may lead to rejection. Instructions shall form part of the tender and the contract. The conditions of the tender shall be governed by the details contained in the complete bid document.
2. For Online Bid Submission as per the directives of Department of Expenditure, this tender document is published on the CPP Portal <https://eprocure.gov.in/eprocure/app>. Bidders are requested to submit the copies of their bids electronically (digitally) only on CPP Portal, using valid Digital Signature Certificates.
3. The tender is not transferable. Only one tender shall be submitted by one Bidder.
4. **Registration:** Bidders are required to enroll on the e-Procurement module of the CPP Portal by clicking on the link at <https://eprocure.gov.in/eprocure/app>.
5. **Submission:** Only *online bids* will be accepted. All the requisite supporting documents mentioned in the bid document must be uploaded online at <https://eprocure.gov.in/eprocure/app>. Bids sent by FAX, E-mail, hand, post/courier shall **not** be accepted/ processed, in any case. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Bidder stipulates any condition of his own, such conditional tender is liable to be rejected.
6. Bidders are to submit duly filled and completed bid online as per instructions mentioned in this document. All the uploaded documents shall be digitally signed by the authorized signatory of the Bidder. The Digital Signature Certificate should be in the name of authorized signatory (who will sign the bid) of the Bidder. In case digital signature is not available then all the documents should be stamped with the firm's seal and signed by authorized official and uploaded in pdf format.
7. Telegraphic, conditional, or incomplete Tender will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
8. IIT Indore reserves the right to reject any tender/bid wholly or partly without assigning any reason.
9. For detailed instruction on online submissions of bid(s) through CPPP the Bidder(s) may visit [http://  
https://eprocure.gov.in/eprocure/app](http://https://eprocure.gov.in/eprocure/app).
10. The Bidder shall be solely liable to bear all costs and expenses associated with the preparation and submission of its bid, and IIT Indore will in no case be held responsible or liable for payment of any costs associated with the preparation or submission of the said bids irrespective of the outcome of the bidding process as also in case the entire bidding process or part thereof is nullified/ cancelled due to any reason whatsoever.
11. The Bidder should not be an employee of any of the IITs, Central or State Government, Autonomous Body, R&D Labs, IISERs, CFTIs (Centrally Funded Technical Institutes) or PSUs. Declaration to this effect is to be submitted.
12. 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.
13. For detailed instruction on online submissions of bid(s) through e-procurement module of Central Public Procurement Portal, the Bidder(s) may visit following link <https://eprocure.gov.in/eprocure/app>.

**अनुभाग-3 / SECTION-3**  
**GENERAL TERMS AND CONDITIONS**  
**PART-I**

**Bid Submission:** Bidders are requested to submit their bids from the date of submission of bids indicated Schedule of Tender. 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. All the two parts of the bid shall be submitted online at CPP Portal.

1. **Late Bids:** Bids received after the last date of submission will not be accepted and IIT Indore shall not be responsible for non-receipt of bid due to internet issues or any other reasons whatsoever.
2. **Bid Validity:** Bids shall be valid for a period of 180 days from the date of opening of tender.
3. **Modification and withdrawal of bids:** No bid can be modified and withdrawn after the deadline for submission of bids.
4. **Opening of Tenders:** The opening of the bids would be done as per the Schedule of Tender mentioned in **Section 1**. 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.
5. **Bid Security/ EMD:**
  - a) Micro and Small Enterprises who are 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.
  - i) Purchase Preference Policies of the Government: The Institute reserves its right to grant preferences to eligible Bidders under various Government Policies/ directives (like Make in India; MSME; Start-ups etc.) for technical criteria.
6. **Fall Clause:** The price quoted by the bidder should not be higher than the maximum price of the services offered and the same shall not be higher than the price usually charged by the service provider for services of the same nature to any other Institute/ organization.
7. **Subletting of Work:** The successful bidder shall not assign or sublet the work/ job or any part of it to any other person or party. In case the subletting of the contract is done, the institute reserves the right to terminate the contract.
8. No correspondence/ discussion/ visits whatsoever will be entertained on the subject unless specifically called by the Institute, after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the bids invalid and the bidder is liable to be blacklisted.
9. **Representation against disqualification:**

- (a) Bidder has the right to submit a representation to the Service Contract Section within 02 days from the date of uploading the information on technical evaluation in the CPPPp website.
- (b) Representation will be reviewed by TEC and the appropriate response will be provided via email.
- (c) In case no response is received from bidder against any communication from the Institute within the specified time, it will be presumed that the query has been resolved and no further communication on the said point will be considered.
10. **False information:** 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.
11. **Force Majeure:** On the occurrence of any unforeseen event, beyond the control of either Party, directly interfering with the delivery of Services arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the affected Party shall, within a week from the commencement thereof, notify the same in writing to the other Party with reasonable evidence thereof. Unless otherwise directed by the Institute in writing, the successful bidder shall continue to perform its obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
12. In case the owner of the successful bidder or any of their partners/employees has close relations working with IIT Indore, the same must be intimated in writing to Service Contract Section of the Institute before the commencement of services.
13. The Institute reserves the right to modify/ alter/ insert or delete any part of the tender document to ensure fulfillment of its service requirement at any stage.
14. IIT Indore reserves the right to call for techno-commercial/price negotiations. The company should depute a competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
15. **Settlement of Disputes:** 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.
- a. 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.
16. **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 successful Bidder 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 successful Bidder are forged or have been manipulated, the work order issued to the successful Bidder shall be cancelled and Security Deposit issued to the Institute shall be forfeited without any claim whatsoever on the Institute and the successful Bidder is liable for action as appropriate under the extant laws.
17. **Termination:**
- (a) Termination on expiry of the Contract: This contract shall be deemed to have been automatically terminated on the expiry of the Contract period unless the Institute has exercised its option to extend this Contract in accordance with the provisions, if any, of this Contract.
- or
- (b) Termination on account of Force Majeure: Either party shall have the right to terminate this Contract on account of Force Majeure.
- or

- (c) Termination on Account of Insolvency: In the event of the Service provider, at any time during the term of this Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Institute shall, by a notice in Writing have the right to terminate this Contract 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 Service provider periodically through feedback from the user department. If the Institute considers that the performance of the Service provider 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 shall have the option to terminate this Contract by giving 30 days' notice in writing to the Service provider, if, the Service provider fails to comply with the requisitions contained in the said written notice issued by the Institute.
- or
- (e) Termination due to any other reason: If the Institute intends to terminate the contract before the agreed tenure, a one-month 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 three months or continue its services until the succeeding service provider takes over the dining 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 Contractor and consequent to the conclusion of the inquiry, if it is found that the fault is on the part of the Contractor, then they shall be debarred for a period of two years from the date of the order for putting the Contractor on debar list is issued.
- (g) Post Completion/ Termination Responsibility of the Successful Bidder: Upon completion/ termination of this Agreement, the successful Bidder shall immediately return all documents/ data held by it or its staff, to IIT Indore. It shall also forthwith remove its entire Staff together with its machines/ equipment whatsoever from the campus of IIT Indore. However, IIT Indore reserves the right to engage or disengage the same personnel of the Bidder upon termination/post completion of the contract. This is further subject to the fact that IIT Indore may direct the successful Bidder to finish any particular work/works which may at date of termination be outstanding.
18. Breach of Terms and Conditions: The Institute 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 the Terms and Conditions and Breach of the Contract, no compensation will be paid towards the progress of order/ procurement.
19. Indemnity: The successful Bidder shall be solely responsible and liable for its acts and omissions and shall indemnify, defend, and hold IIT Indore harmless at all times from and against any and all claims, liabilities, losses, damages, costs, charges, expenses, proceedings, or actions of whatsoever nature, whether arising directly or indirectly, due to any wrongful, incorrect, dishonest, criminal, fraudulent, or negligent act, default, failure, misfeasance, bad faith, breach of contractual obligations, or omission on the part of the successful Bidder and/or any of its employees, agents, or staff, including but not limited to theft, robbery, or fraud.
20. Governing Law: The Service Order placed will be a contract between the successful bidder and the Institute. It shall be governed by the Laws of India and the area of jurisdiction will be Indore, MP, India.
21. Conflict of Interest among Bidders/Agent: 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.

22. Code of Integrity: The code of integrity is applicable to both the Institute and the bidder. The bidder should disclose any conflict of Interest or any previous offense. Institute may take appropriate measures including debarment of the bidder. The code of integrity prohibits the following:
- (a) Making an offer, solicitation, or acceptance of a bribe.
  - (b) Any misrepresentation that attempts to be misleading.
  - (c) Collusion, bid rigging, anti-competitive approach.
  - (d) Coercion or threat to impair or harm.
23. The award of contract to the successful bidder does not restrict the Institute from hiring any other service provider to cater the requirement of the Institute.
24. Preference will be given to the Bidders having experience with IITs/NITs/IISERs/CFTIs.

**PART-II**

1. Online e-Tenders are invited under the **Quality-cum-Cost Based System (QCBS)** from **professional, experienced, and reputed service providers** for providing **End-to-End Shifting, Relocation, Loading, Unloading and Allied Services** at **Indian Institute of Technology Indore**.
2. Tender Type: Quality-cum-Cost Based System (QCBS) with Two-Bid system through Online Mode.
  - (a) Technical Bid (Cover-1): Technical bid will be opened on the due date for technical evaluation. The technical evaluation matrix will be uploaded on CPP Portal for intimation to the service providers. Technically disqualified service providers can represent disqualification, within a week of uploading of technical evaluation matrix.
  - (b) Financial Bid (Cover-2): Financial bids of technically qualified responsive bidders only will be opened.
3. 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-7, 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](mailto:servicecontracts@iiti.ac.in) as per the Schedule of Tender mentioned in the Section-I.
  - (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 pre-bid meeting.
  - (d) Bidders are totally responsible for incorporating/ complying with the changes/ amendments issued, if any.
4. Bid Evaluation Procedure: To select the bidder, Quality-cum-Cost Based System (QCBS) method will be followed through a two-stage bidding process.
  - (a) Bids should be submitted in two parts viz. Technical Bid & Financial Bid.
  - (b) The Technical Evaluation Committee (TEC) shall examine the bids to ascertain that all documents mentioned in Section-6 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 and Technical criteria as mentioned in Section-6 (Parts I & II).
  - (d) The TEC will invite the shortlisted bidders (who qualify the Pre-qualification and technical criteria) to give a presentation as part of the technical evaluation.
  - (e) The TEC shall evaluate the technical bids and, based on the technical evaluation and presentation, shortlist the technically qualified bidders. The financial bids of only those bidders found technically qualified shall be opened for further evaluation in accordance with the QCBS methodology.
5. Selection Procedure:

It is mandatory for all bidders participating in the tender to submit their quotations strictly as per the Scope of Work and BOQ. Bids not conforming to the prescribed scope and BOQ shall not be considered for evaluation and are liable to be rejected.
6. IIT Indore reserves the right to negotiate financial terms with the selected service provider at the time of award of contract.

7. Award Criteria:
- (a) Prior to the expiry of the period of bid validity, the Institute will notify the successful bidder in writing by e-mail that the bid has been accepted, and a Service Order shall follow through post.
  - (b) The bidder with the highest QCBS score (30% weightage to technical parameters, as and 70% weightage to commercial price as Part-2 of Section 6) will be awarded the contract.
  - (c) The qualified bidder will abide by all the Terms & Conditions of the Tender Document.
  - (d) The services of the successful service provider will be reviewed by the committee during the contract period. IIT Indore reserves the right to cancel the contract or amend the contract period based on performance review, if necessary.
8. Bid Price: The bidders shall indicate on the appropriate price schedule the net unit prices (wherever applicable). Unit prices must be quoted by the bidder, both in words and in figures. Price quoted must remain firm during its performance of the Contract and is not subject to variation on any account. All duties and taxes payable by the bidder under the Contract for which this Bidding Document is being issued, shall be included in the rates, prices and total Bid Price submitted by the bidder, and the evaluation of bid shall be made accordingly.
9. Discount: Bidders are advised not to give any separate discount. Discount, if any, should be merged with the quoted prices. Discounts of any type, indicated separately, will not be taken into account for evaluation purposes. However, in the event of such an offer, without considering discount, is found to be lowest, IIT Indore shall avail such discount at the time of award of contract.
10. In case the successful Bidder fails in fulfilling the obligations fully and/or in time, IIT Indore shall have the right to take up the work at the Bidder's cost and risk and recover any and all such expenses from the amounts due to the Bidder including Performance Security.
11. Concessions permissible under statutes: Bidder, while quoting against this tender, must take cognizance of all concessions permissible under the statutes including the benefit under existing Tax Acts, failing which it will have to bear extra cost where Bidder does not avail exemptions/ concessional rates of levies. IIT Indore will not take responsibility for this. However, necessary assistance, wherever possible, may be provided in this regard.
12. Non-Exclusive: It is agreed and clarified that this contract would be on a non-exclusive basis, and the parties are at liberty to enter into similar contracts with others. (Provided, however, the successful bidder shall ensure that its entering into contracts with other parties, shall not in any way conflict with or affect IIT's interests, rights, and remedies under this contract or in law).
13. Information Ownership: All official information processed, stored or transmitted by manpower deployed by the Bidder belongs to IIT Indore. By having the responsibility to handling the official information by the manpower deployed, the successful Bidder does not acquire implicit access rights to the information or rights to redistribute the information. The successful Bidder understands that Civil, Criminal or Administrative Penalties may apply for failure to protect information appropriately.
14. Empanelment of service Providers:
- (a) In the event of failure, non-performance, persistent deficiencies, abandonment of services, financial incapacity, IIT Indore reserves the right to empanel additional eligible agencies through this tender.
  - (b) The empanelled agencies may be engaged for immediate and seamless continuation of End-to-End Shifting, Relocation, Loading, Unloading and Allied Services, without any further tendering process, to ensure that Institute operations remain uninterrupted.
  - (c) The empanelled successful Bidder shall be required to take over the services at the same rates, terms, and conditions as finalized through this tender or as mutually agreed upon by IIT Indore.
  - (d) The duration of such engagement may be for the remaining period of the terminated contract or for a period deemed appropriate by IIT Indore, based on operational requirements.
  - (e) Further, IIT Indore reserves the right to allocate the entire scope of work or a part thereof to any empanelled The successful Bidder, depending on the urgency, magnitude of service gaps, and the Institute's functional requirements. The decision of IIT Indore in this regard shall be final, binding, and not subject to arbitration.

## 15. Performance Evaluation:

- (a) The Institute shall conduct a comprehensive Monthly Performance Review of the services rendered by the Successful Bidder, evaluating parameters such as service quality, manpower adequacy, adherence to schedules, statutory compliance, responsiveness to complaints, hygiene standards, and overall operational efficiency.
- (b) If the performance of the Successful Bidder is found below average in any given month, the Institute shall issue a formal notice outlining the deficiencies and directing the Bidder to implement corrective measures within a prescribed time period.
- (c) In the event the Successful Bidder receives three consecutive below-average performance reviews, such continued non-compliance shall be considered a serious breach of contract.
- (d) Upon the third consecutive below-average rating, the Termination Clause of this tender shall automatically become applicable, and the Institute reserves the right to terminate the contract without any financial liability. The decision of the Institute regarding performance assessment and subsequent actions shall be final and binding.

**अनुभाग-4 / SECTION-4****विशेष नियम और शर्तें/SPECIAL TERMS AND CONDITIONS**

1. **Period of empanelment:** The empanelment for the said services at IIT Indore shall initially be for a period of one (01) year, administered in two spells of six (06) months each. The empanelment may be further extended, on a six-monthly basis, for up to an additional two (02) years, subject to an extensive half-yearly performance review conducted by IIT Indore. The extension shall be considered only upon consistently satisfactory service delivery and shall be granted on mutual consent at the same rates, terms, and conditions.
2. **Submission of Labour License:**
  - a) The Successful Bidder shall mandatorily obtain and submit a valid Labour License, as applicable under the Contract Labour (Regulation and Abolition) Act, 1970 (central rules 1971) within 30 days from the commencement of service contract. The bidder shall ensure strict compliance with all statutory provisions relating to engagement and employment of labour at site.
  - b) In case the Labour License is under process after the award of service contract, the Successful Bidder shall furnish documentary proof of the application submitted to the competent authority and shall submit the approved Labour License within 30 days of issuance of the Service Order.
  - c) Failure to submit the valid Labour License within the stipulated timeframe, or non-compliance with statutory labour regulations at any stage, shall render the agreement liable for termination and may lead to forfeiture of Performance Security and other actions as deemed appropriate by the Institute.
3. **Performance Security:** The successful Bidder must submit a performance security of 5% of annual contract value, which will be free of interest, before commencement of the contract in the form of a **e-Bank Guarantee** from any Nationalized / Scheduled Bank, in favour of **"The Registrar, IIT Indore" payable at Indore**. No interest will be payable by IIT Indore on Performance Security. This Performance Security will be liquidated and forfeited in case the successful Bidder performs poorly/ terminates the contract during the middle of contract period/ discontinues their service without prior notice/ incurs any loss to IIT Indore property for reasons attributable to the successful Bidder or as mentioned in this tender. The PBG should be submitted in the prescribed form provided in Form-X.
4. If the successful Bidder, when called upon by IIT Indore to furnish the Performance Security, fails to do so within the specified period, IIT Indore shall have the right, at its sole discretion, to annul the award of the contract and forfeit the EMD, in addition to taking any other administrative or punitive actions, including but not limited to removal from the list of registered service providers.
5. **Deputation of Supervisor:**
  - (a) The successful Bidder shall deploy one (01) dedicated Supervisor to ensure the smooth, safe, and efficient execution of all shifting, relocation, loading, unloading, and allied services. The Supervisor shall oversee the deployment of manpower, maintain daily work completion sheets, ensure adherence to safety protocols while handling heavy and delicate items, and coordinate the movement of materials within IIT Indore. He shall also be responsible for managing weekly offs, maintaining discipline among the deployed staff, and ensuring that all activities are carried out in a timely and organized manner. The Supervisor shall act as the primary point of contact for the Officer-in-Charge for all operational matters, complaints, and instructions related to the services.
  - (b) The Supervisor shall act as the single point of contact (SPOC) between the Institute and the Successful Bidder, and shall be responsible for:
    - i. Effective manpower management
    - ii. Monitoring service delivery
    - iii. Maintaining daily records
    - iv. Addressing grievances
    - v. Ensuring strict compliance with all statutory, safety, and quality standards prescribed in the tender.
  - (c) Any change, replacement, or temporary absence of the Supervisor shall be communicated to the Institute in advance in writing, and the Successful Bidder shall ensure the deployment of a competent replacement without any disruption of services. Non-deputation or prolonged unavailability of the Supervisor shall be treated as a breach of contract and may attract penalties as defined in the terms and conditions of this tender.
6. **Reporting Process:** The successful Bidder shall receive instructions from Housekeeping Office of the Institute. Institute will create a mechanism through which requisitions for shifting will be raised with the help

of software through tickets. The successful Bidder will keep the housekeeping office informed about every work done and receive remarks on the closed tickets.

7. **Site Visit:** A mandatory site visit shall be undertaken by all bidders, with prior intimation to the Institute, before submission of the bid. This is to ensure a comprehensive understanding of the campus conditions, services, and scope of work. Non-compliance with this requirement will render the bid non-responsive. A site visit certificate, duly sealed and signed by the bidder must be submitted as part of the bid, confirming that the bidder has visited the campus and understood the scope of work.
8. **Penalty:** IIT Indore reserves the right to impose penalty to the Service Provider for non-compliance of the terms and conditions or delay of service as mentioned in this tender and service contract. The quantum of penalty would be decided on the gravity of non-compliance, mentioned in **Part 2 (Clause no. 2) of Section 5**, and the decision of IIT Indore would be final.
9. **Payment:** 100% payment shall be released after standard deduction through NEFT/RTGS within 30 days of submission & acceptance of the invoice with all supporting documents. The final payment will be made by IIT Indore, only after obtaining clearance of any liabilities pending with the successful Bidder. The invoice should be supported by the following documents:
  - (a) Form A, B, C & D as governed by the CLRA Act 1970, Central Rules 1971.
  - (b) Proof of submission of EPF, ESI and GST for the same month of invoice. Copies of the challans and ECR towards remittance to be enclosed.
  - (c) Biometrics attendance report for both in and out of the deputed staff for the billing month.
  - (d) Proof of payment of wages done online to the bank account of the employees.
  - (e) Wage slips of the deputed staff.
  - (f) And any other proof of remittances which is part of wages/statutory obligations.
  - (g) That the payment on account of enhancement/ escalation charges due to the revision in wages and statutory payments like EPF/ESI contributions, and service tax levied by the appropriate Govt. (Central/State) from time to time shall be payable by IIT Indore to the successful Bidder on reimbursable basis on submission of proof of such remittances. No escalation of the percentage of Bidder's Service Charges and/or cost of materials shall be admissible during the term of the contract.
10. The timeline of the payment activity dates shall be as per the details below:

Activity	By	Timeline
Submission of work completion sheet	Bidder	26 <sup>th</sup> working day of every calendar month
Returning of verified work completion sheet	IIT Indore	28 <sup>th</sup> working day of every calendar month
Disbursal of Wages by Bidder from his money.	Bidder	On or before 1 <sup>st</sup> of every month
Raising of Invoice	Bidder	Before 10 <sup>th</sup> of every month
Payment to the Bidder	IIT Indore	30 working days from the date of submission of Invoice with all relevant data found to be in order

11. In case of any delay in submission of the bills, the successful Bidder must pay the wages of its workers on or before 1<sup>st</sup> of every month and there should be no linkage between this payment and settlement of the Bidder's invoice. Any delay beyond this limit or any discrepancies in disbursement of wages will invite the successful Bidder to pay 1% compensation per day on the total amount of invoice raised to IIT Indore. In special circumstances or non-payment by the successful Bidder, payment to the staff will be made by IIT Indore and such amount shall be recovered from the bills of the successful Bidder.
12. The cost quoted should include expenses on Wages, EPF, ESIC, Group Insurance, Uniform etc. In this regard no claim for any extra payment for any reason shall be entertained.
13. The successful Bidder will be required to be governed under following acts:
  - (a) The Code on Wages, 2019
  - (b) Code on Social Security, 2020
  - (c) The Industrial Relations Code, 2020
  - (d) The Occupational Safety, Health and Working Conditions Code, 2020
  - (e) Employment of Children Act, 1938
  - (f) The Workmen Compensation Act, 1923

- (g) Industrial Employment (Stading Orders) Act, 1946
- (h) Contract Labour (Regulation & Abolition) Act, 1970 and Central Rules, 1971
- (i) Maternity Benefit Act, 1961
- (j) Payment of Wages Act, 1936
- (k) Minimum Wages Act, 1948
- (l) The Employees Provident Fund and MP Act, 1952.
- (m) Employees State Insurance Act, 1948.
- (n) Labour Laws Rules 2017 in accordance with Gazette of India GSR 154(E) dated Feb 21, 2017
- (o) Any other act or legislation in force from time to time.

Apart from aforesaid acts and rules, the The successful Bidder shall be binding to adhere to the following set of rules and acts hereunder:

- (p) The Environment (Protection) Act, 1986
- (q) Hazardous Wastes (Management and Handling) Rules, 1989
- (r) Bio-Medical Waste (Management and Handling) Rules, 1998

14. The deputed manpower shall be primarily deployed at Simrol campus; however, deployment can be done at other places too as decided by IIT Indore.
15. Space for Store: IIT Indore will provide space for the store for keeping machinery/equipment and consumables, subject to availability for the maximum 150 sq. ft. area. If required, store space may be created at the risk and cost of the successful Bidder. Bidder to ensure that the store is maintained properly and should be ready for inspection by IIT Indore during working hours. Also, the rent of Rs. 35 per sq. ft. would be charged from the service provider for the storage space provided.
16. Attendance of the Deputed Staff: The successful Bidder shall install biometrics attendance geo tag device to capture the daily attendance of their staff at the central location in the campus at his own cost. The biometrics attendance system remains fully accessible to the Institute's designated office for daily verification of attendance records. The Institute's office shall have uninterrupted access to review, monitor and authenticate the biometrics entries of all deployed personnel on a day-to-day basis. The monthly attendance, as verified and certified by the Institute's office, shall be treated as final and mandatory for processing and disbursing wages. No wages or monthly invoices shall be released without the Institute certified biometrics attendance, and any deviation or failure to provide accurate and verifiable attendance data shall be treated as a breach of tender obligations. On the event of non-function of the device, the successful Bidder will replace or repair the device within 72 hours.
17. Registers to be maintained: Registers as per Form A, B, C and D of Labour Laws, Daily Attendance Registers, Deployment Chart, Complaint Register, Task Sheet, Shifting Checklist, Job Completion Register, SOP, work instructions etc. are to be maintained properly and kept ready for inspection at all times.

**अनुभाग-5 / SECTION-5**  
**कार्य का सेवा दायरा / Scope of Work**

**भाग-1 /PART-1**

**Tasks to be conducted daily**

- a) Shifting of furniture, equipment, machinery etc. within the campus.
- b) Asses special handling requirements (e.g., fragile, heavy or sensitive items)
- c) Unpacking of items/equipment/machinery which includes corrugated boxes, bubble wrap, packing paper, tapes, crates stretch film etc. and manage the waste of the same and packing debris to the safe place or designated dustbins.
- d) Inter-Departmental, Inter-Office and one building to another building shifting.
- e) Ensure safe unloading of items/equipment/machinery at the destination point.
- f) Dismantling and reassembly of furniture, modular setups, lab setups, office setups or appliances as and when required.
- g) Shifting of standees, tables, chairs, digital setups etc. during major and minor events.
- h) Shifting of cylinders which are used by the labs, dining setups 3 days in a week.
- i) **Special Handling.** Ensure safe handling and proper stacking of items/equipment/machinery to prevent breakage or damage. Handling of sensitive and high-value items (e.g., servers, files, lab equipment etc.) with additional care.
- j) **Trained Manpower Deployment.** Ensure deployment of trained, uniformed staff for all stages of the move. The quarterly training must be provided to all the engaged staff to avoid untoward incidents. Services may be required during non-working hours/weekends to avoid research and teaching disruptions. The staff must have experience with shifting, loading and unloading of items/equipment/machinery and they have minimum higher secondary qualification and shall be considered in semi-skilled category.
- k) **Health and Safety.** Use of PPE wherever necessary, avoid injuries and ensure no damage to items/equipment/machinery. The deputed staff shall be provided with Shoes, Gloves, Mask and Goggles where necessary.
- l) **Frequency.** At least 3 minor shifting daily and major shifting as per requirements.
- m) **Equipment.** The successful Bidder shall use forklift and crane for major shifting as and when required.
- n) **Safety Gadgets.** The successful Bidder shall ensure that the work to be carried out in accordance with local safety regulations and standards. Use of proper PPE (helmets, gloves, safety shoes, reflective vests) will be applied. The successful Bidder shall provide regular safety briefings and risk assessments.
- o) **Movement of items within the campus:** IIT Indore shall provide institute truck to move the items/equipment/machinery/scrap within the campus.

**Tasks to be conducted quarterly**

- a) Quarterly comprehensive training to all the deputed staff.
- b) Overall servicing of the machinery/equipment.

**Note:**

- i) IIT Indore may, in addition to the above-mentioned works, assign other works as deemed fit.
- ii) Total required manpower is 10 (un-skilled) + 1 (skilled) numbers.
- iii) The frequency of the services might alter during special occasions like cultural events, visits, seminars, and conference etc. would need more frequency of the tasks.
- iv) The deputed manpower shall be primarily deployed at Simrol campus; however, deployment can be done at other places too as decided by IIT Indore.
- v) Turn around time for the repair or replacement of unserviceable machinery/equipment is 72 hours.
- vi) The successful bidder shall deploy additional manpower, as and when requisitioned by IIT Indore, to support the executive of the said services. Such deployment shall be made promptly and shall be chargeable at the approved additional manpower rates.

**अन्य शर्तें / Other Conditions****भाग-2 /PART-2**

1. The successful Bidder will be required to follow as mentioned below with regards to manpower:

- (d) **Category:** Trained & skilled manpower should be deployed at IIT Indore by the successful Bidder. Supervisor would fall under the category of Skilled while all other staff shall be classified under the "Unskilled Category". The Supervisor must be a graduate and should possess relevant experience in handling and shifting heavy as well as delicate equipment, ensuring adherence to all necessary safety measures.
- (e) **Verification of Character & Antecedents and Medical Fitness:** Police Verification and Medical Fitness is a must for all workers deployed at IIT Indore. In case anyone is found medically unfit or is having any case pending or pronounced guilty in any case, he/she should not be deployed at IIT Indore. Charges for the same are to be borne by the successful Bidder.
- (f) **Wages:** The successful Bidder shall pay his workers during the tenure of the contract, wages not less than the minimum wages fixed by the Central Govt. from time to time and overtime beyond working hours for special requirements with all other statutory dues like EPF, ESI, Bonus, Leave Encashment, etc., where minimum wages are applicable. The Bidder shall ensure that the wages have to be remitted online into the bank account of the workers on or before 1<sup>st</sup> of every month and in case of Deepawali and Dusshera falls during 26 to 31 in any month, the wages must be paid one day before the actual festival occur, the payment of bonus must be paid before Deepawali and the leave encashment for earned leaves must be paid at the end of financial year. In case, the successful Bidder fails to make the timely payments to its employees, or any employee of the successful Bidder reports to IIT Indore either in writing or verbally regarding non-payment of wages/dues, IIT Indore on being satisfied of the complaints shall pay the employees of the successful Bidder directly, and suitable deductions shall be made from the amount to be paid to the successful Bidder. This will invite penalty as mentioned in Clause No. 11 of Section – 4 (Special Terms and Conditions).
- (g) **Uniforms:** 02 (two) complete set of Uniforms with 2 aprons each for female workers (if any) along with sufficient pockets, are to be provided to the deputed staff (both male and female) having "Shifting and Handling Services" logo at the back including Shoes, Gloves, Face Masks, Safety Goggles, Caps and Towel (for summer), Raincoat (for rainy season), Winter Jackets (for winter season), Safety Shoes and Safety Helmet (as per the work requirement). The quality and standard of the uniform should be good and approved by IIT Indore. These are to be provided to the workers free of cost by the successful Bidder. In case of non-provision of uniform or any lapse in the quality, IIT Indore will provide the same at risk and cost of the successful Bidder. The successful Bidder shall ensure the provision of replacement of uniform at no additional cost as per above requirements for all deputed staff once every 12 months and safety gears as and when required from the date of initial uniform issuance.
- (h) **Identity Cards:** Identity cards are to be issued to each manpower after getting them verified by IIT Indore. Entry to IIT Indore without I-cards is not permitted. The successful Bidder to ensure that the deputed staff shall wear ID Card throughout the day during operation on campus.
- (i) **Training of Shifting Personnel:** The successful Bidder shall provide training to the shifting personnel with well-designed training modules and feedback to IIT Indore. The training module should cover topics of comprehensive shifting patterns and methodologies, handling of hazardous waste/scrap, proper and safe handling of fragile items and unserviceable equipment, safety precautions while handling the heavy machinery, use of signages etc. that also involves ensuring a smooth transition and maintaining productivity while minimizing disruptions
- (j) **Use of safety gadgets:** The successful bidder shall ensure that all personnel engaged in handling biohazard waste, scrap materials, and delicate equipment strictly use appropriate safety gadgets, including gloves, masks, safety shoes, protective clothing, and any other equipment prescribed under applicable safety guidelines. The successful bidder shall be fully responsible for providing, maintaining, and enforcing the use of such safety gadgets to prevent accidents, contamination, or damage during the execution of services.
- (k) **Insurance:** The successful Bidder shall provide contribution-based Group Personal Accident Insurance cover for any kind of death, permanent & partial disabilities, and critical illness for all the deputed staff at IIT Indore for the sum assured of Rs. 5 lakh each. In addition, a Group Health Insurance scheme is also to

be provided to the successful Bidder's deputed staff at IIT Indore for self and dependents not covered under the ESIC scheme. Every deputed staff must be ensured with workplace injury and accident apart from ESI and EPF coverage upto sum assured of Rs. 5 Lakh each.

- (l) **Safety:** The successful Bidder will be fully responsible and accountable for the safety of their workers deputed at IIT Indore. In case of any accident or mishap, the successful Bidder would be liable to pay claims made by these victims. The Bidder shall indemnify IIT Indore from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Bidder. The Bidder will fully indemnify IIT Indore against all claims in this regard.
- (m) **Services:** The service of the workers should be planned on a shift basis so as to ensure that the services are available throughout the day. Weekly off as mandated by the labour norms should be provided. The successful Bidder to ensure that at least one Shifting, Relocation, Loading, Unloading staff is available at the Health Center round the clock in addition to the staffing of Health Center during working hours.
- (n) **Demeanor:** The workers deployed by the Bidders shall maintain personal hygiene and wear prescribed uniform while on duty. They should be well disciplined and be polite with good behavior. In case of any complaint or any unusual behavior of the worker, he/she should be replaced within 24 hours after receipt of intimation from IIT Indore.
- (o) Standard procedures for recruitment and training should be followed. No additional expenditure towards any overhead such as enrollment charge, registration fee is to be recovered from the employees.
- (p) None of the staff of the successful Bidder shall carry any private work of the employees of IIT Indore during working hours or otherwise.
- (q) The staff of the successful Bidder shall be liable for security searches during the course of work and at the time of entry and/or leaving the campus.
2. **Provision of Penalty:** The penalty charges for non-compliance of the terms and conditions as mentioned in this tender and agreement is as follows:

Sr. No.	Shortage/ Defaults	Amount of Penalty
(a)	Shortage in Shifting, Relocation, Loading, Unloading Staff (less than the minimum numbers on any given day).	Number of SS x Daily wage Rate x 2
(b)	Issues related to consumables like Non-Use/ Shortage or using unbranded/substandard Material etc.	₹2,000/- per instance
(c)	Employees without uniform/with untidy uniform	₹1,000/- per staff
(d)	Unserviceable machinery/equipment for more than 72 hours.	₹2,000/- per day per machine/equipment
(f)	Unavailability of complaint registers and other registers or discouraging the complaints.	₹1000/- per incident
(g)	Absence of Supervisor from work without information.	₹2,000/- per incident
(h)	Unsafe handling of machinery/equipment and damages during shifting process	₹5,000/- per incident
(i)	Any other non-compliances of the agreement.	₹5,000/- per incident

3. All statutory licenses required to carry out the services are to be obtained by the successful Bidder at its own cost and IIT Indore will not be held responsible for such lapses. This includes obtaining labour license from the Jurisdictional Labour Commissioner to engage the Contract Labour/Personnel as per Contract Labour (Regulation & Abolition Act) 1970, Central Rules 1971 within a period of one month from the date of award of contract.

**अनुभाग-6 / SECTION-6****भाग-1 /PART-1****पूर्व योग्यता मानदंड/Pre- Qualification Criteria**

Sl. No.	Details	Document(s) to be Submitted as Proof	Compliance (Yes/No)	Page No.
1	The tenderer should be a registered Contractor / Firm / Company / Co-operative Society holding a <b>valid Labour License under the Contract Labour (Regulation &amp; Abolition) Act, 1970 (central rules 1971)</b> , and having experience of providing <b>Shifting, Relocation, Loading, Unloading and Allied Services</b> in Government / Private Organizations / PSUs / large hospitals or other reputed organizations.	Copy of Firm Registration Certificate and Valid Labour License issued by the State / Central Labour Department		
2	The Bidder should have a <b>Registered Office or Branch Office in Madhya Pradesh.</b>	Documentary proof of Registered / Branch Office in Madhya Pradesh bearing complete address of the office.		
3	Earnest Money Deposit (EMD)	Proof of EMD payment (UTR / Online Transaction Receipt).		
4	The Bidder should be a registered firm having all valid statutory registrations including <b>EPF Act, ESI Act, Shops &amp; Establishments Act</b> , etc.	Self-attested copies of valid EPF, ESI, and Shops & Establishments registration certificates issued by competent authorities		
5	The Bidder should have experience of executing/completing <b>similar works</b> during the last <b>five (05) years</b> commencing from <b>01.01.2021 to 31.12.2025</b> in <b>CFTIs, AIIMS, Central/State Government Departments, Autonomous Bodies, PSUs, Government R&amp;D Organizations, or Corporate Houses.</b> "Similar work" means execution of <b>Shifting, Relocation, Loading, Unloading and Allied Services.</b>	Copies of Work Orders/Contracts along with Completion Certificates / Performance Certificates issued by the client organization		

6	The annual turnover from <b>Shifting, Relocation, Loading, Unloading and Allied Services</b> for the last <b>three Financial Years (FY 2022-23, FY 2023-24 &amp; FY 2024-25)</b> should not be less than <b>₹ 50 Lakh per Financial Year.</b>	Turnover Certificate issued by a Chartered Accountant and/or Audited Balance Sheets and Profit & Loss Statements		
7	The Bidder should possess <b>any three (03) ISO certifications.</b> out of: ISO 9001:2015 / ISO 24161:2022 / ISO 45001:2018 / ISO 41001:2018.	Copies of valid ISO certificates issued by accredited certification bodies		
8	The Bidder must possess valid <b>PAN and GST / Service Tax registration.</b>	Self-attested copy of PAN Card and GST / Service Tax Registration Certificate		
9	The Bidder should not have a record of poor performance such as abandoning work, incomplete contracts, or financial failures.	Self-declaration on bidder's letterhead, duly signed by the authorized signatory		
10	The Bidder should not have been <b>banned / blacklisted / delisted</b> by any Government Department / PSU / Autonomous Body during the last <b>five (05) years</b> , and no bankruptcy or liquidation proceedings are pending.	Undertaking on bidder's letterhead along with <b>notarized affidavit (original)</b>		
11	Declaration that the Bidder is <b>not an employee</b> of any IIT, Central/State Government, Autonomous Body, R&D Laboratory, IISER, CFTI, or PSU.	Self-declaration on bidder's letterhead duly signed by authorized signatory		
12	Submission of prescribed forms	Duly filled, signed, and stamped <b>Forms 1 to Form 9</b>		

Bidders who do not meet the above-mentioned eligibility and experience criteria shall not be eligible to participate in the tender. Any bid submitted by such bidders shall be rejected and disqualified.

Bidders shall ensure that all documents specified above are duly submitted along with the bid. Non-submission or incomplete submission of any required document shall render the bid liable for rejection and disqualification at the eligibility stage.

#### Declaration

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief.

**Name & Designation**

**Signature**

**Seal**

**भाग-2 / PART-2****Technical/Pre-Qualification/Presentation Evaluation Criteria**

Sl. No.	Particulars	Documents Required	Score
1.	Experience in Shifting, Relocation, Loading, Unloading and Allied Services in CFTIs, AIIMS, Central/ State Govt., Autonomous Body, PSU, Government R&D organizations and Corporate Houses.	Relevant documents having Service order copies along with Work Completion Certificate in support of claim with self-certification including <b>Form - 5.</b>	IITs – 10 marks CFTIs – 08 marks Central/State Org. – 06 marks
2.	Annual turnover for the last three Financial Years (FY) in the business of Shifting, Relocation, Loading, Unloading and Allied Services i.e. 2022-23 to 2024-25 should not be less than ₹50 Lakhs per FY.	Balance sheet with profit & loss Accounts figures duly certified by the Chartered Accountant/ Company Secretary.	₹ 50 Lakhs to 80 Lakhs per FY – 06 marks > ₹ 80 Lakhs to ₹ 1 Crore per FY – 08 marks >₹ 1 Crore per FY – 10 marks
3.	The total number of Shifting, Relocation, Loading, Unloading and Allied Services deployed in a single Institution/ Organization should not be less than 10 Nos. in the last 03 Financial Years.	Submit Form 9 of EPF & Form No. 5 of ESIC Return of Contribution with employee name and the successful Bidder name for proof.	10 to 20 – 06 marks 21 to 25 – 08 marks >25 – 10 marks
4.	Should have at least 100 Nos. of captive manpower on his payroll on the day of filing the tender in Shifting, Relocation, Loading, Unloading and Allied Services.	Submit Form 9 of EPF & Form No. 5 of ESIC Return of Contribution with employee name and the successful Bidder name for proof.	100 to 200 – 06 marks 201 to 250 – 08 marks >250 – 10 marks
5.	Performance Certificate of Shifting, Relocation, Loading, Unloading and Allied Services from any 2 CFTIs, AIIMS, Central/ State Govt., Autonomous Body, PSU, Government R&D organizations for the last 03 years of service from current employers.	Relevant documents in support of claim with self-certification including <b>Form-8</b> to be submitted on the letter head of the organization.	Excellent - 15 marks Very Good – 10 marks Good - 08 marks Satisfactory- 00 marks (maximum marks are for each certificate is 15 subject to a max of 2 certificates)
<b>Total Technical Marks (X)</b>			<b>70</b>

1. The **minimum score** for qualifying in the technical evaluation is **40** out of **70**, considered as **X**. Tender of Bidders who are unable to achieve the minimum score in the technical evaluation, as mentioned above, will be rejected.
2. Bidders who secure the minimum qualifying marks or above in the Technical Evaluation shall only be invited for the Presentation stage. Bidders who fail to attend or do not respond to the invitation for presentation shall be disqualified from further consideration.
3. The Presentation shall be evaluated for a maximum of 30 marks, hereinafter referred to as "Y".

4. If required, the technically qualified bidders may also be asked to demonstrate their proposed **Shifting, Relocation, Loading, Unloading and Allied Services** methodology at the IIT Indore campus, including deployment of relevant equipment and presence of authorized representatives, during the presentation.
5. The Presentation Evaluation Parameters are as follows: **Presentation Evaluation – Total Marks: 30 (Y)**

S. No.	Evaluation Parameter	Key Aspects to be Assessed	Marks
1	Understanding of Tendered Work & Methodology of Execution	Understanding of scope, deployment, supervision structure, risk identification and mitigation as well as execution plan.	6
2	Demonstration of Past Experience	Similar works executed in large campuses / institutions, contract value, manpower strength, client feedback, and performance outcomes	5
3	Mechanized and Specialized <b>Shifting, Relocation, Loading, Unloading and Allied Services</b> Expertise	Availability and deployment plan of mechanized equipment, specialized SOPs, and adoption of modern shifting technologies	9
4	Employee Welfare, Training & Statutory Compliances	Skill training, safety induction, PPE usage, compliance with EPF/ESI/labour laws, wage payment mechanisms, and welfare initiatives	5
5	On-Campus Operational Model, Grievance Redressal & Technology-Driven Monitoring	On-site management structure, response time, complaint handling system, use of digital tools for attendance, monitoring, reporting, and performance tracking	5
<b>Total Y =</b>			<b>30</b>

6. The Technical Bid Score will be a total of marks obtained in technical evaluation and presentation, as mentioned below:

$$\text{Technical Bid Score (TBS)} = \underline{X + Y}$$

7. The financial bids shall be opened **only for those Bidders** who have secured the **minimum qualifying score of 60**, i.e., **at least 40 marks in the Technical Evaluation (X) and at least 20 marks in the Presentation (Y)**.
8. **Evaluation of Financial Bid:** The rates quoted by the Bidders as per the Financial Bid Format will be evaluated and compared. Lowest Rate i.e. L1 for each serials/ description as provided in Financial Bid Format would be given maximum score and subsequent higher rates would be scored by reducing 10 marks of maximum score till L5 i.e. L1-100, L2-90, L3-80, L4-70, L5 & above-60. The numerical value arrived so would be considered for two decimal places. The summation of scores of all serials/ description will be considered as **Financial Bid Score (FBS)**.

Financial Score	Marks
L1	100
L2	90
L3	80

L4	70
L5 & Subsequent	60

9. **Overall Evaluation of Bids:** The overall evaluation of bids shall be done using the QCBS model. The final score (FS) shall be calculated based on the formula:

$$\text{Final Score (FS)} = \underline{30\% \text{ of (TBS)} + 70\% \text{ of (FBS)}}$$

10. **Award Criteria:** The Bidder achieving the highest Final Score (FS) will be declared qualified and the work shall be offered to this Bidder.
11. **Tie-Breaking Clause:** In case two or more Bidders score equal marks in the Final Score then the following criteria will be adopted in order of merit:
- (a) Annual value of turnover: Bidder having larger turnover will be given preference.
  - (b) Value of similar works executed: Bidder having a greater number of works executed will be given preference.
  - (c) In the case of equal on (a) & (b) above, the Bidder having a greater number of services with Government, PSUs, Autonomous Body will be considered.
12. **Notification of Award:** Prior to the expiry of the period of validity, IIT Indore will notify the successful Bidder in writing by e-mail, that its bid has been declared qualified.

**अनुभाग-7 /SECTION-7**  
**वित्तीय बोली / Financial Bid**

1. The **Financial Bid** shall be submitted on the **Bidder's official letterhead** as part of the techno-commercial bid.
2. The prices quoted, once accepted by IIT Indore, shall remain **firm and valid for the entire contract period**, until the successful completion and acceptance of the work. **No escalation of rates** will be entertained during this period. However, in case of any **increase or reduction in Government levies, duties, or taxes** during the execution period, the rates shall be adjusted **proportionately from the date of notification** of such changes.
3. The **Financial Bid format (BoQ)** is provided along with this tender document at: <http://eprocure.gov.in/eprocure/app>.
4. Bidders are advised to **download the BoQ.pdf**, quote their offer/rates in the **permitted columns only**, and upload the same as part of the commercial bid.
5. **No alterations** to the provided format are allowed.
6. Any changes or deviations in format may lead to **rejection of the bid**. If required, a separate sheet may be attached **in the same format**.
7. It is strongly recommended that **prospective Bidders visit the IIT Indore campus** before quoting final prices to understand the scope and site conditions.
8. The **format of the Financial Bid** is as follows:
9. Month-wise quotation is invited for "**End-to-End Shifting, Relocation, Loading, Unloading and Allied Services at IIT Indore**".

Sr. No.	Item Particulars	Rate of Manpower in INR Per Month (incl. GST)	No. of Deployment	Rent of Forklift in INR Per Month (incl. GST)	Total Value Per Month (incl. GST)
1	Shifting, Relocation, Loading, Unloading and Allied Services		11		

**\* Rate of Manpower will include all the Consumables, 2 set of uniforms, Shoes, ID cards, Insurance, Helmet, slings, shackles rigging etc. to be provided by the service provider.**

Sr. No.	Item Particulars	Rent of Crane in INR Per Visit (incl. GST)
1	Rent of Crane (as per need basis) to be quoted in Sheet 2 of BOQ	

**प्रपत्र-1 / FORM-1****बोलीदाता सूचना प्रपत्र****Bidder Information Form***(To be submitted on Service Provider/ Company Letterhead)*

1.	Name of the Organization	
2.	Registration Number	
3.	Manufacturer/ Distributor for the quoted product, if applicable	
4.	Registered Address with Pin code	
5.	Name of Director/ Partner(s)	
6.	Year of Establishment	
7.	Legal Status of the Organization (tick on appropriate option)	1. Limited Company 2. Undertaking 3. Joint Venture 4. Partnership 5. Others (In case of others, please specify)
8.	Category of the Organization	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)
9.	Contact Name, Email Id & Mobile No.	
10.	Bank Details	Name of Beneficiary : A/c. No. CC/CD/SB/OD: Name of Bank : IFSC NO. (Bank) : Branch Address and Branch Code:
11.	PAN No. of the Organization (copy should be enclosed)	
12.	GST No. of the Organization (copy should be enclosed)	
13.	EPF Registration No. of the Organization (copy should be enclosed)	
14.	ESI Registration No. of the Organization (copy should be enclosed)	
15.	Professional Tax Registration No. of the Organization (copy should be enclosed)	
16.	LWF Registration No. of the Organization (copy should be enclosed)	
17.	Labour Registration No. of the Organization as per CL&RA Act 1970 (registration copy should be enclosed)	

Date:

Place:

Company Seal

Authorized Signatory

Name:

Designation:

Contact No.:

**प्रपत्र-2 / FORM-2****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)/HS/013/SS/2025-2026

1. I/ We have downloaded/ obtained this tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely: \_\_\_\_\_.
2. I/ We hereby certify that I/ we have read the entire terms and conditions of this tender from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement.
3. I/ We hereby unconditionally accept the tender conditions of 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.
4. I / We do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/Public Sector Undertaking/ Organization.
5. I / We do hereby declare that the prices quoted in our bid are inclusive of taxes, if not mentioned specifically.
6. 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.
7. I/ We agree that, in case, if we fail to provide the services as per the terms and conditions of this tender and agreement, then IIT Indore has full power to deduct liquidated damages or forfeit the Bid Security/ EMD or take any necessary action as deemed fit.
8. I/ We declare that no legal/ financial irregularities are pending against the proprietor/ partner of this firm.
9. I/ We do hereby confirm that the prices/ rates quoted are fixed and are not higher than that approved by any other Govt. of State/ Central/ Institute/ Department/ PSUs during the current Financial Year. I/ We also offer to provide the services at prices and rates not exceeding those mentioned in the price bid.
10. I/ We do hereby confirm that I/ We are aware of the provisions of "Make in India"/ Startup initiatives and directives regarding Price Preference Policy to Make in India Registered Bidders. I/We undertake to follow the same as per directions of IIT Indore in respect of this E-Bid Enquiry.
11. I/ We undertake that we shall be 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.

(Signature of the Bidder, with Official Seal)

**प्रपत्र-3 / Form-3**

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

I hereby certify that my firm 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 firm by any entity/government or quasi-government The successful Bidder 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.

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 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/firm was blacklisted previously, please provide the details regarding the period for which the company/firm was blacklisted and the reason/s for the same)

**प्रपत्र-4 / FORM-4**

**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)/HS/013/SS/2025-2026 for End-to-End Shifting, Relocation, Loading, Unloading and Allied Services at IIT Indore"**

Dear Sir,

I/we hereby declare that the details of our firm'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 firm 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

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 after opening of technical bids. There is no need to upload an entire voluminous balance sheet.

**प्रपत्र-5 / FORM-5****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)/HS/013/SS/2025-2026 for End-to-End Shifting, Relocation, Loading, Unloading and Allied Services 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	No. of Manpower Deployed	Tenure of contract	Value of contract

Date:

Place:

Company Seal

Authorized Signatory

Name:

Designation:

Contact No.:

**प्रपत्र-6 / FORM-6****सहमति – पत्र / Letter of Consent**  
(To be submitted on Service Provider/ Company Letterhead)Tender Ref. No. : IITI(SC)/HS/013/SS/2025-2026

Date: DD/MM/YYYY

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

**Name of Work: “End-to-End Shifting, Relocation, Loading, Unloading and Allied Services at IIT Indore”**

Dear Sir,

1. I/ We understand the nature and quantum of work to be carried out. I/ We have read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/ We also agree to keep this tender open for acceptance for a period of 180 days from the date of opening of Tender.
2. In case, the tender is withdrawn within the validity period or the contract if awarded is not accepted, I/ We understand that my/ our “Earnest Money Deposit” submitted along with the tender will be liable for forfeiture. The rate quoted is firm and I/ We will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/ contract.
3. I/ We also hereby agree to abide by the rules and regulations of IIT Indore, general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by IIT Indore.
4. A sum of Rs..... (Rupees.....) only is hereby forwarded as Earnest Money Deposit (EMD) via online. The full value of EMD shall stand forfeited without prejudice to any other right to remedies if I/ We do not execute the contract document within 7 (seven) days after getting information from IIT Indore, or I / We do not commence the work within 15 (fifteen) days after getting information from IIT Indore.
5. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us, subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/ our offer for this work.

Date:

Authorized Signatory

Place:

Name:  
Designation:  
Contact No.:

Company Seal

**Note:** The formats have been made available in the word format in the document titled ‘Annexures’. The format may also be downloaded; no change should be made by the tenderers except filling up details. In case any change is made in the contents of the formats, except filling -up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.

**प्रपत्र-7 / FORM-7****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			

**प्रपत्र-8 / FORM-8****सरकारी / अर्ध-सरकारी / स्वायत्त संगठन में प्रदान की गई****हाउसकीपिंग सेवाओं के लिए प्रदर्शन रिपोर्ट****Performance Report for End-to-End Shifting, Relocation, Loading, Unloading and Allied Services provided in Government/ Semi-Government/ Autonomous Organizations***(To be issued by the organization on Letterhead 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 Shifting, Relocation, Loading, Unloading and Allied 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)	<b>Quality of Shifting, Relocation, Loading, Unloading and Allied Services</b>	Excellent/Very Good/Good/Fair
(b)	<b>Resourcefulness</b>	Excellent/Very Good/Good/Fair
(c)	<b>Professional Conduct, Behaviour, and Attitude</b>	Excellent/Very Good/Good/Fair
(d)	<b>Redressal of complaints and Promptness</b>	Excellent/Very Good/Good/Fair
(e)	<b>Staff Attendance &amp; Punctuality</b>	Excellent/Very Good/Good/Fair
(f)	<b>Consumables Supplies</b>	Excellent/Very Good/Good/Fair
(g)	<b>Operational Performance</b>	Excellent/Very Good/Good/Fair

9. **Overall Performance Rating**  Excellent  Very Good  Good  Fair  
*(Overall rating will be considered for scoring)*

10. Remarks / Comments (if any): \_\_\_\_\_

Seal of the Organization

Signature of the Organization's Official Designation:

Date:

**प्रपत्र-9 / FORM-9****परफॉरमेंस सिक्योरिटी प्रारूप / PERFORMANCE SECURITY FORMAT***(To be submitted on Service Provider/ Company Letterhead)*

To,

.....

**WHEREAS** ..... (name and address of the service provider) (hereinafter called "the service provider") 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 service provider 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 service provider such a bank guarantee:

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the service provider, 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 service provider 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 service provider(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 made by us under this bond shall be a valid discharge of our liability for payment thereunder and the service provider(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 service provider 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 service provider 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.: