



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

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

प्रस्ताव के लिए अनुरोध
Request for Proposal

**FOR
CHEM-STORE, COUNTER SERVICE AND ANNUAL
RATE CONTRACT OF SUPPLIES FOR CHEMICALS,
GLASSWARES AND LABWARES ITEMS**

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

Document to be submitted online.
for

(Technical & Financial Bid as per Schedule of requirement)



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

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

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**प्रस्ताव के लिए अनुरोध / Request for Proposal
(E-Procurement Mode)**

Online RFP is invited by IIT Indore (in Two Bid System) from Manufacturer/OEM or Authorized distributors/ Dealers having capabilities to successfully supply and provide services for supply of Chemicals, Glassware's and Lab items **at Indian Institute of Technology, Indore** through Rate Contract/Counter Service/Chem- Store.

The details are as follows:

| Sl. No. | Name of the Item | RFP No. | EMD |
|---------|--|-----------|---|
| 01. | CHEM-STORE, COUNTER SERVICE AND ANNUAL RATE CONTRACT OF SUPPLIES FOR CHEMICALS, GLASSWARES AND LABWARES ITEMS | 01 | Rs. 50,000.00 (Rupees Fifty Thousand Only) Online EMD Submission: Bidder can submit their EMD online by visiting to the below link: https://www.onlinesbi.com/sbicollect/icollecthome.html |

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

***RFP No. 001 should be mentioned for the purpose of EMD Submission, and Tender No. should be referred for bid submission/communication etc.**

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

For any issues related to tender please contact Material Management Section,
Tel: +91- 0731-660 Ext 3369/3551/3408 Email: mms@iiti.ac.in

**Assistant Registrar
MM Section, IIT Indore**

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

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अनुभाग-1 / SECTION- I**निविदा की अनुसूची/ SCHEDULE OF TENDER**

| Sl. No. | Event | Date and Time/ Remarks |
|---------|---|---|
| 01 | निविदा अपलोड करने की तिथि Date of uploading of tender | January 11, 2024 https://eprocure.gov.in/eprocure/app and https://www.iiti.ac.in/tender |
| 02 | बोली-पूर्व बैठक के लिए प्रश्न प्रस्तुत करने हेतु Submission of Queries for Pre-bid meeting | From January 11, 2024 |
| 03 | बोली-पूर्व बैठक के लिए प्रश्न प्रस्तुत करने की अंतिम तिथि Pre-bid query submission last date | January 18, 2024, at 06:00 PM |
| 04 | बोली-पूर्व बैठक की तारीख और समय Date & Time of Pre-Bid Meeting | January 19, 2024, at 03:00 PM |
| 05 | बोली-पूर्व बैठक स्थल Venue for Pre-Bid Meeting | IIT Indore |
| 06 | ऑनलाइन बोली जमा करने की अंतिम तिथि और समय (तकनीकी और वित्तीय बोली) Last date & Time of Submission of Bids Online (Technical and Financial Bid) | February 06, 2024 up till 03:00PM, (IST) Please refer NIT Documents |
| 07 | तकनीकी बोलियाँ खोलने की तिथि एवं समय Date & Time of Opening of Technical Bids | February 07, 2024 at 03:00PM, (IST) Please refer NIT Documents |
| 08 | निविदा के संबंध में सभी संचार को संबोधित करने हेतु Address for all communication: | Assistant Registrar, MM Section 4th Floor, Abhinandan Bhawan (West Wing), Indian Institute of Technology, Indore Khandwa Road Simrol, Indore- 453552 Tel.: 0731-660 Ext 3369/3551/3408 Email: mms@iiti.ac.in |
| 09 | किसी भी आवश्यक सहायता के लिए संपर्क करें Point of Contact | CPP Portal website: www.eprocure.gov.in CPP Portal Help Desk Toll-Free No.: 18002337315, 180030702232 |


Assistant Registrar
MM Section, IIT, Indore

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

अनुभाग-2 /SECTION-II**ऑनलाइन बोली जमा करने के लिए बोलीदाताओं को निर्देश****INSTRUCTIONS TO THE BIDDERS FOR ONLINE BID SUBMISSION****भाग – 1 / PART-I**

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

अनुभाग-3 /SECTION- III
सामान्य नियम और शर्तें
GENERAL TERMS AND CONDITIONS
भाग – 1 / PART – I

1. **Bidder:** Tenders are invited only from **OEM OR their Authorized Distributors/ Dealers/Firms etc.**, Vendors are requested to **attach valid proof** to show that they are the Authorized Dealers of the brand that they are quoting for the manufacturers of the product. Bids/Quotations of the internationally recognized brand from authorized dealers only will be accepted.
2. **Tender Type: Two- Bid through Online Mode.**
 - (a) **Technical Bid (COVER- 1):** Technical bid will be opened on the due date for technical evaluation of bids. The technical evaluation matrix will be uploaded on CPP Portal for intimation to the service providers. The technically disqualified service providers can represent disqualification within a week of uploading of technical evaluation matrix on CPP Portal.
 - (b) **Financial Bid (COVER- 2):** The financial bids of technically qualified responsive bidders only will be opened.
3. **Pre-Bid Meeting:**
 - a. Bidders are requested to attend a Pre-bid conference for clarification on the Tenders' technical specifications and commercial conditions, on the time, date, and place mentioned therein. Participation in such a Pre-bid Conference is not mandatory. If a bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical/ commercial specifications/ conditions shall be entertained.
 - b. Prospective bidders are advised to submit their doubts/questions/clarifications in **FORM-IX**, if any, bearing tender no., title and marked "Queries for Pre-Bid Meeting" through email id: mms@iiti.ac.in as per the schedule mentioned in the **SECTION-I**.
 - c. Any modification of the bidding documents, which may become necessary as a result of the Pre-Bid meeting, shall be made known to all the prospective bidders through a notification of amendment on the website of the IIT, Indore, and CPP Portal. No queries will be entertained beyond the date of the prebid meeting.
 - d. Bidders are totally responsible for incorporating/complying with the changes/ amendments issued if any during pre-bid meetings in their bid.
4. **Bid Submission:** Bidders are requested to submit the bids from the **date of submission of bids** or from **the date of publishing of pre-bid meeting report**, considering the changes made if any, during the pre-bid meeting.
5. **Late Bids:** IIT Indore shall not be responsible for non-receipt of bid due to internet issues or any other reasons.
6. **Bid Validity:** The bids shall be valid for a period of **180 days** from the date of opening of the tenders.
7. **Modification and withdrawal of bids:** No bid can be modified and withdrawn after the deadline for submission of bids and the expiry of the period of bid validity.
8. **Opening of Tenders:** The opening of the bids would be done as per the schedule mentioned in the tender document. 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.

9. Bid Security (EMD):

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

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

- (a) The response to the tender should be submitted in two parts viz. Technical Bid & Commercial Bid.
- (b) The technical evaluation committee shall examine the bids to confirm that all documents and technical documentation requested in **SECTION- 5** have been provided, and to determine the completeness of each document submitted. If any of these documents or information is missing, the offer shall be liable to be rejected.
- (c) The financial bid will be opened only for the bid which submits all the required necessary documents and is verified by the technical committee as technically qualified responsive bidder as per NIT.
- (d) Evaluation will be done strictly on **Pre-Qualification, Scope of Work and Technical criteria** as mentioned in **SECTION 5 (PART- I, II & III)**. If required, the committee may invite the bidders to give a presentation as part of the technical evaluation.
- (e) Contract will be awarded to the technically suitable bidder quoting the highest total discount on the Pricelist for the Brand/Make.

11. Parallel Rate Contracts for the same Brand/Make can be entered with other bidder at a discount equal to L1.

12. Bids not supported by the eligibility criteria shall be summarily rejected.

13. All the bids where the maximum discount is offered shall be processed for finalization of the rate contract.

14. L1 Bidder may be called for techno-commercial discussion before the finalization of the rate contract.

15. Award Criteria:

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

16. Purchaser's Rights:

- a) The Purchaser reserves the right to accept or reject any bid at any stage and to annul the bidding process and reject all bids at any time prior to award of Contract.
- b) 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 make on-the-spot decisions.

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

18. Place of Delivery & Schedule:

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

19. Liquidated Damages: -

- a) As Time is the essence of an order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for Late delivery will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IIT Indore.
- b) Non- Delivery of material/service may lead to forfeiture of PBG and debarment of the supplier.

20. Loading/Unloading in the scope of supplier, In case of labour arranged by the IIT, Supplier or his representative/ transporter need to pay the charges Rs. 300/- per person engaged. Also, any packing material handed over to store department in segregated

manner in the scope of supplier Non-compliance of this term Rs. 300/- per person amount to be deducted from the supplier's bill.

- 21. Shipping, Packaging and Labeling:** All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practices and where incorporated, the IIT, Indore packaging specification. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' destination and the absence of heavy handling facilities at all points in transit, including the final destination. It is the sole responsibility of the vendor to provide/replace the item/goods if it is lost or broken during the shipping or transportation due to whatever may be the reason.
- 22. Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.
- 23. No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.**

भाग - 2 / PART - II

- 1. Purchase Preference Policies of the Government:** As detailed in the Tender Document, the Procuring Entity reserves its right to grant preferences to eligible Bidders under various Government Policies/ directives (policies relating to Make in India; MSME; Start-ups etc.).
- 2. A Self-Declaration Certificate regarding "Class-I Service provider"** for the tendered item as per the Annexure is to be submitted.
- 3. 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.
- 4. 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 contractor 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.
- 5. Please inform IIT Indore in writing whether the owner of the service provider or any of their partners/employees has close relations working with IIT Indore. This is for record only.**
- 6. IIT Indore reserves the right to modify/alter/Insertion or deletion on any part of the tender document to ensure fulfillment of its service requirement at any stage.**

7. **Breach of Terms and Conditions:** IIT- Indore reserves the right to accept or reject or cancel any or all inquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of with Terms and Conditions and Breach of the Contract, no compensation will be paid towards the progress of order/procurement.
8. **Representation against the disqualification:**
- (a) The bidder has the right to submit a representation to the Assistant Registrar (MM) within 02 days from the date of intimation via email or as per specified timeline in the communication.
 - (b) The representation of the bidders will be reviewed by the technical committee and the appropriate response will be shared via email.
 - (c) In case of no response from service provider against any communication from IITI, 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.
9. **Governing Law:** The order placed will be a contract between the service provider 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.
10. **Conflict of Interest among Bidders/Agent:** The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
- (a) they have controlling partner (s) in common; or
 - (b) they receive or have received any direct or indirect subsidy/financial stake from any of them; or
 - (c) they have the same legal representative/agent for purposes of this bid; or
 - (d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
 - (e) The bidder participates in more than one bid in this bidding process. Participation by a bidder on more than one Bid will result in the disqualification of all bids in which the parties are involved.
11. **Code of Integrity (Rule 175)**
- (a) Applicable for both the IITI and the bidder.
 - (b) The Code of Integrity prohibits.
 - i. Making offer, solicitation, or acceptance of bribed
 - ii. Any misrepresentation that attempts to mislead
 - iii. Collusion, bid rigging, anti-competitive approach.
 - iv. Coercion or threat to impair or harm.
 - (c) Disclosure of Conflict of Interest (Guidance will be in Manuals)
 - (d) Disclosure of any previous offense by the bidder
 - (e) Institute may take appropriate measures including debarment of bidder.

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

अनुभाग-4 /SECTION - IVविशेष नियम एवं शर्तें / SPECIAL TERMS AND CONDITIONS

2. The bidder must undertake that the prices mentioned in their pricelist are valid till the end of the Rate Contract (RC) period without any hike. However, in the event of any decrease in the prices the same should be notified to us. Alongside, if any special promotional marketing scheme(s) is/are launched, the same must be made available to IITI. However, IITI will have the right to avail the offer or not.
3. The bidder should ensure that the prices quoted are **FOR IIT Indore basis, including its packing, forwarding, and unloading at IIT as per the purchase order and inclusive of all taxes and duties.**
4. The prices are fixed during the **currency of RC and the end users of the institute shall procure the rate contract item(s) through email order or emergency basis in view of any urgency. In such cases, the bidder is not permitted to charge higher prices than the prices approved under the RC.** In case if it is found that the bidder is charging more prices than the prices agreed under the rate contract/price list, the prices shall be modified suitably without any intimation to the bidder and will lead to penalty as imposed by IIT.
5. Price lists must be provided as per the specific excel sheet format attached at Annexure V. It is mandatory as the institute intends to upload the same for generation of Purchase Orders in ERP Mode.
6. The following details for entire range of products shall be uploaded in PDF:
 - a. Category- Chemical/Glassware/ Labware
 - b. Purity of the chemicals
 - c. Catalogue (PDF/EXCEL/ONLINE LINK)
 - d. Item Description
 - e. HSN Code
 - f. Item type
 - g. Item unit
 - h. Applicable IGST/CGST/SGST percentage (%)
7. The Price with the discount on Catalogue and dealer discount should be quoted in the BOQ:
 - a. Item rate
 - b. Discount of percentage (%)
8. Interested bidders are hereby requested to **submit a separate Bid (containing all the documents) for every brand.**
9. **Only one manufacturer or its authorized dealer can quote.** If both Manufacturer and dealer quote for the same tender, both their tenders will be rejected.
10. **Bidder who wants to quote for more than one brand needs to provide Manufacturer's Authorization for each brand failing which such offers shall not be considered.**
11. IIT Indore will not be liable for any obligation or supplies made unless the Official Purchase Order has been placed by the Purchase Department.

12. IIT Indore does not guarantee or assure of any quantum of business during the contract period. The order will be issued only if the requirement for such items arise in Institute.
13. IIT Indore and/or the firm are entitled to withdraw/cancel the rate contract by serving one-month notice on each other. However, once a purchase order is placed on the supplier for supply of a definite quantity in terms of the rate contract during the validity of the rate contract, that purchase order becomes a valid and binding contract.
14. IIT Indore is entitled to place orders up to the last day of the validity of the rate contract and, though supplies against such purchase orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms and conditions of the rate contract.
15. **Parallel Rate Contract:** IIT reserves the right to conclude more than one rate contract for the same Brand/ Category and has the option to re-negotiate the price(s) with the rate contract holder(s).
16. **Discount:** Prices must be quoted on the basis of Discount on Catalogue Price for each category of items in terms of Percentage (%) discount. An additional Dealer Discount may also be mentioned clearly. The bidder should submit a certificate stating that the maximum discount is being given and no other Govt. Organization including IIT/NIT/CSIR has benefited more than this discount. The material will not be supplied by the vendor less than the Rate Contract Prices to any other Institution. If the same is found, proportionate recoveries will be made.
17. **Payment Terms:** Our Payment terms are normally within 30 days of receipt and acceptance of goods at Indore. Payment will be made by NEFT/RTGS. No Advance Payment will be made under any circumstances.
18. **Delivery:** Free delivery at IIT Indore. Non-availability of the stock should be informed in writing immediately. No part supply will be allowed. But may be allowed in genuine cases, on written request only. Delivery of consumables within 02 to 03 days unless delay is specified while taking order. Supplies are normally accepted on all working days from 09 :30 AM to 5:00 PM except on Sunday and other public holidays.
19. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.
20. All the perishables/hazardous item(s) shall be opened in the presence of the representative of the bidder and the user. In case of perishables, hazardous consumables, the consent of the user must be obtained prior to the execution of the supply so that necessary precautions shall be taken for their effective use.
21. **Product Quality:** The manufacturer/bidder should give an undertaking stating that the products they are offering are new, unused, and genuine. In case it is found that the product is spurious, the bidder shall be put on Holiday listing (temporary debarment or suspension)/Removal from list of registered vendors of IIT Indore and as specified by the decision-making committee and competent authority of IIT. The manufacturer/bidder also undertakes that they are solely responsible in case of any discrepancies noticed during the supply with regard to the quality, quantity, packages, leakages, short supplies, damages and the same shall be replaced at free of cost.

22. **Performance Security:** Within fourteen days (or any other period mentioned in Tender Document or Contract) after the issue of Contract Order by the Procuring Entity, the firm shall furnish to the IIT, performance security of Rs. 1,00,000.00, valid up to sixty days after the date of completion of all contractual obligations by the contractor, including the warranty obligations. Bank Guarantee issued by a commercial bank in India, in the prescribed form provided in FORM- X.
23. **Delivery:** Free delivery at IIT Indore inclusive of freight, Insurance and unloading charges.
24. Please note clearly that the Bids sent through FAX, E-mail, by hand and/or by any post/courier shall not be accepted/ processed, in any case.



Assistant Registrar (MM)

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

अनुभाग-5 / SECTION- V**Technical Bid****भाग - 1 /PART - I****LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID**

| Sl.No. | Details | Supporting Document Should be Submitted |
|---------------|---|--|
| 01. | Thee Bidder should have existence of firm for a minimum period of five years – (Certificate of Incorporation/ Registration Certificate of the firms) (Copy to be enclosed). | |
| 02. | Attested copy of deed of partnership, if the firm is a partnership concern/ Memorandum and Articles of Association duly certified in case of Company (Copy to be enclosed) | |
| 03. | If bidder is Local dealer/distributor/stockiest, it is mandatory to attach Authorization Certificate along with bid (Copy to be enclosed). | |
| 04. | Copy of the PAN CARD of the firm. (Copy to be enclosed). | |
| 05. | Copy of GST registration no. (Copy to be enclosed) | |
| 06. | Registered office at Indore (Address& Tele phone no. (Copy of Telephone Bill/Electricity Bill. | |
| 07. | The Bidder should submit the below mentioned forms: FORM-I, FORM-II, FORM-III, FORM-IV FORM-V, FORM-VI, FORM-VII FORM-VIII | |
| 08. | FINANCIAL TURNOVER: The firm should have an annual financial turnover more than Rs. 1 Cr. during the past four financial years namely 2019-20, 2020-21 and 2021-22. The Vendors / Bidders should not have incurred any loss during the last 3 (Three) years (as of 31 st March 2022). Profit after Tax should be positive for the above-mentioned period. | As per enclosed FORM - I and enclose copies of audited Balance Sheet and Profit & Loss Statement for the previous 3 financial year |
| 09. | The bidders should be supplying to the govt organization/Autonomous bodies. Rate contracts copy or copy of works orders of at least amounting to Rs. 25,00,000/- (Rupees Twenty-Five Lakh) | |

| | | |
|-----|---|---|
| | during last five year supplying in the govt organization/Autonomous bodies and work completion certificate for the same should also be enclosed. (Client experience details to be enclosed). | |
| 10. | The Bidder should be OEM/Authorized/Distributors/Dealers/Firms etc. and should have the existence of firm for a minimum period of 5 Years. | For OEM:- Valid Certificate of Incorporation/Registration Certificate of the firms. |
| 11. | Bidder should submit a valid Manufacturers Authorization Form specific to this tender. | The authorization letter should be on the Letterhead of the concerned OEM. In case of Authorized/distributor /dealer /agent Copy of the valid authorization, the certificate shall be enclosed. Offer submitted without proper authorization shall be liable to be rejected summarily. |
| 12. | Technical literature/ leaflets and complete specifications of quoted items along with commercial terms and conditions. | |
| 13. | It is mandatory to submit latest published catalogue (e-copy) cum price list of the manufacture along with the technical bid. | |
| 14. | Quality Assurance Certificate (Please specify) | |
| 15. | Delivery Period | |
| 16. | <p>Firm offering for Kiosk/Counter Service and ChemStore should submit the below mentioned details:</p> <ol style="list-style-type: none"> 1. Order copy of similar service carried out at any CFTI's. 2. Detailed plan for set up of kiosk, counter or ChemStore with safety norms compliance. 3. Brands to be displayed and dispensed from outlet. 4. Delivery Timeline (Within 5 days and urgent requirement to be delivered within 24 hours) (Detail of availability along with timeline of delivery should be submitted in the bid) 5. Present discount structure. 6. Disposal process mechanism (Return/Replacement). | |

Note: Page number / serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) are kept. In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

Signature & Seal of Bidder

अनुभाग-6 /SECTION- VI**वित्तीय बोली / Financial Bid****FINANCIAL BID –Schedule of price bid in the form of BOQ format:**

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

BOQ FORMAT

| <u>Sl.No.</u> | <u>Details</u> | <u>Offer inclusive GST</u> |
|----------------------|---|-----------------------------------|
| <u>A</u> | PRICE SCHEDULE CATEGORY OF PRODUCTS (Chemicals, Plasticwares, Glasswares and Lab Consumables/ Life-Science products) | |
| <u>B</u> | BRAND (Sigma/ Merck; Avra; Fischer; Himedia; Loba, TCI, BLD, Afla, Spectrochem, Finar, Loba, Avra, SRL, Tarsons etc.) | |
| <u>C</u> | DISCOUNT OFFERED ON CATALOGUE PRICE | |
| <u>D</u> | SPECIAL DISCOUNT/ DEALER DISCOUNT IF ANY ON C | |

FOR KIOSK**One Time Set up cost of Kiosk/Counter and ChemStore:****Rent will be charged as Rs. 35/- per sqft and electricity and water charges will be extra as per actual.**

| <u>Sl.No.</u> | <u>Details</u> | <u>Offer inclusive GST</u> |
|----------------------|---|-----------------------------------|
| <u>A</u> | PRICE SCHEDULE CATEGORY OF PRODUCTS (Chemicals, Plasticwares, Glasswares and Lab Consumables/ Life-Science products) | |
| <u>B</u> | BRAND (Sigma/ Merck; Avra; Fischer; Himedia; Loba, TCI, BLD, Afla, Spectrochem, Finar, Loba, Avra, SRL, Tarsons etc.) | |
| <u>C</u> | DISCOUNT OFFERED ON CATALOGUE PRICE | |
| <u>D</u> | SPECIAL DISCOUNT/ DEALER DISCOUNT IF ANY ON C | |

The bidder should attach catalogue along with the proposal (PDF/Excel/Online Link)**Yours faithfully**

(Signature of the Tenderer)

Company Seal:

Date:

प्रपत्र -1 / FORM-Iवार्षिक कारोबार की घोषणा और इनकम टैक्स रिटर्न**DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN**

(To be submitted on Firm/Company Letterhead)

To,
The Registrar
Indian Institute of Technology Indore

Date :

Sub: RFP No. IITI(MM)/CSS/01/01A/CHEMSTORE/2023-24 for "CHEM-STORE, COUNTER SERVICE AND ANNUAL RATE CONTRACT OF SUPPLIES FOR CHEMICALS, GLASSWARES AND LABWARES ITEMS"

Dear Sir,

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

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

And,

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

(Signature of the Tenderer)
Company Seal:
Date:

प्रपत्र -2 / FORM-IIनिर्माता का अनुज्ञा**MANUFACTURER'S AUTHORIZATION**
(ON OEMs Letter head)

Date:

Tender No / GeM bid no:

To
The Registrar
Indian Institute of Technology Indore

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

We hereby extend our full support in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

Authorized representative of the Manufacturer Authorized representative Bidder

Signature:

Signature:

Name:

Name:

Address:

Address:

Mobile No:

Mobile No:

Email ID:

Email ID:

प्रपत्र -3 / FORM-IIIस्थानीय सामग्री के लिए घोषणाDeclaration for Local Content(on OEM's Letter Head)

(To be given on Company Letter Head - For tender value below Rs.10 Crores)
(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date: _____

To
The Registrar
Indian Institute of Technology Indore

Sub: Declaration of Local content

Tender No: _____

Name of Goods & Services: _____

1. Country of Origin of Goods being offered: _____

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

3. Details of location at which local value addition will be made / made: (Complete address to be mentioned)

"Local Content" means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

"*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law."

Yours Faithfully,
(Signature of the Bidder/OEM, with Official Seal)

प्रपत्र -4 / FORM-IV

डीपीआईआईटी पंजीकरण के लिए घोषणा पत्र

Declaration for DPIIT Registration

(on OEM's Letter Head)

CERTIFICATE BY BIDDER- DPIIT REGISTRATION

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

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

Signature with Date and Stamp
Of the Bidder

प्रपत्र -5 / FORM-V**स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र****DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION**

(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner/ partners anywhere in India preceding three years from the date of publishing of tender.

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

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

प्रपत्र -6 / FORM-VIबोलीदाता सूचना प्रपत्रBIDDER INFORMATION FORM

| S.No | Details | Response |
|------|---|---|
| 1 | Company Name | |
| 2 | Registration Number | |
| 3 | Manufacturer /Distributor for the quoted product | |
| 4 | Registered Address | |
| 5 | Name of Partners /Director | |
| 6 | City /Postal Code | |
| 7 | Company's Establishment Year | |
| 8 | Company's Legal Status (tick on appropriate option) | 1) Limited Company 2) Undertaking 3) Joint Venture 4) Partnership 5) Others (In case of Others please specify) |
| 9 | Company Category | 1) Micro Unit as per MSME 2) Small Unit as per MSME 3) Medium Unit as per MSME 4) Ancillary Unit 5) SSI 6) Others (In case of Others please specify) |
| 10 | Contact Name Email Id MOBILE NO. | |
| 11 | BANK DETAILS | Name of Beneficiary : A/c. No. CC/CD/SB/OD: Name of Bank : IFSC NO. (Bank) : Branch Address and Branch Code: |
| 12 | Vendor's PAN No. (Should be attached) | |
| 13 | Vendor's GST No. (Should be attached) | |

प्रपत्र -7 / FORM-VIIपिछली आपूर्ति आदेश सूची प्रारूपPREVIOUS RATE CONTRACT/KIOSK/COUNTER ORDER LIST FORMAT

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

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

Signature and Seal of the Manufacturer/ bidder

Place:

Date:

प्रपत्र -8 / FORM-VIIIनिविदा शर्तों की स्वीकृति हेतु
ACCEPTANCE OF TENDER TERMS

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

To,
The Registrar
Indian Institute of Technology Indore

Sub: Acceptance of Terms & Conditions of Tender

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Service Rate Contract from the web site(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein and I have no objection for any of the content of the bid document. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I/We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
6. I/We agree to keep this offer open until **180 days** and shall be bound to supply/commission/install/test the equipment and dispatch the same within the specified period.
7. **I/We agree that in case if we fail to deliver the goods/complete the work/supply within the stipulated time, then institute has full power to compound the liquidity damages or forfeit the Bid Security/Security Deposit or any necessary action as deemed fit can be taken by the IIT Indore.**
8. The articles shall be of the best quality and of kind as per the requirement of the institution. The decision of the IIT Indore, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me. Should the said officer deem it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
9. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the bidding firm or manufacturer.
10. I/We undertake that the items supplied are as per Catalogue/technical literature description.
11. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same items during the current Financial Year.
12. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of State/Central//Institute/Department/PSUs. I/we also offer to supply the stores at prices and rates not exceeding those mentioned in the price bid.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

प्रपत्र -9 / FORM-IX**बोली-पूर्व प्रश्न प्रपत्र/ प्रारूप**
PRE-BID QUERY FORM/FORMAT

Name of the Firm: _____

Address: _____

Email ID: _____

Contact No.: _____

| Sl. No | Reference of the Clause No. of the Tender Document | Query/Clarification/ Deviation sought | Clarification/Response from IIT Indore |
|--------|--|---------------------------------------|--|
| 1 | | | |
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| 12 | | | |

प्रपत्र -10 / FORM-Xपरफॉरमेंस सिक्योरिटी प्रारूप
PERFORMANCE SECURITY FORMAT

To,

.....

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

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

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

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

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

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

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

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

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal:

Name & address of the Bank

Address of the Branch:

Phone No.:

E-mail ID:.