

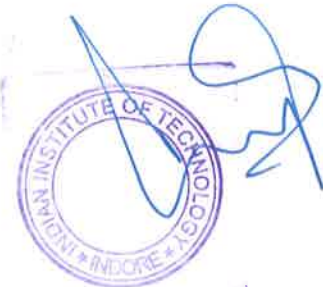


भारतीय प्रौद्योगिकी संस्थान इंदौर  
Indian Institute of Technology Indore  
सिमरोल, खंडवा रोड इंदौर – 453552  
Simrol, Khandwa Road, Indore- 453552

## E-PROCUREMENT MODE

**Bidding Documents for  
Technology Transfer Agent**

**Document to be submitted online  
for  
(Single Bid as per Schedule of requirement)**





भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड़ इंदौर – 453552

Indian Institute of Technology Indore

Tel.: 0731-6603551

Simrol, Khandwa Road, Indore- 453552

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



## TENDER DOCUMENT FOR E-PROCUREMENT

Online e- Tenders are invited by IIT Indore (in Single Bid System) for working as an agent to initiate the discussion, explore possibility of collaboration to perform as a supporting partner for technology transfer service for IIT Indore:-

Sl. No.	Description of Job	NIT No.	EMD (in INR) -
1.	<b>Technology Transfer Agent</b>	IITI(MM)/R&D/9/9C/688/KG/2020-21	<b>Not applicable</b> Ref. O.M. No. F.9/4/2020-PPD ,Dtd. 12/11/2020 Waived off upto 31/12/2021. (In this regard Bid Security Declaration is mandatory as per Chapter-10)

### Note:

- I. Tender Documents with detail terms & conditions can be downloaded from our website: [http://www.iiti.ac.in/tender\\_mms.php](http://www.iiti.ac.in/tender_mms.php) & <https://eprocure.gov.in/eprocure/app>
- II. All the details/document pertaining to the tender such as tender document, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.
- III. Bids/Quotations may be submitted directly by the Authorized Agents /Channel Partners with proof of authorization.

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

**For any issues related to tender please contact Material Management Section,**

**Tel: +91- 0731-660 Ext 3551/3580/3592 Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)**

Asst. Registrar (MMS)



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**FOR****Technology Transfer Agent**

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**CHAPTER- 1****Schedule of Tendering:**

<b>Sl. No.</b>	<b>Event</b>	<b>Date and Time/ Remarks</b>
01	Downloading of Tender document online from CPPP	<b>23/09/2021</b> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and <a href="http://www.iiti.ac.in/tender_mms.php">http://www.iiti.ac.in/tender_mms.php</a>
02	Bid Submission Start Date	<b>23/09/2021</b>
03	Last date & Time of Submission of Bids Online (Technical and Price Bid)	<b>07/10/2021 up to 03.00 PM, (IST)</b> Please refer tender Terms at IITI
04	Opening of Technical Bids and Price bid Online	<b>08/10/2021 up to 03.00 PM, (IST)</b> Please refer tender Terms at IITI
05	Bid Security/ Earnest Money Deposit (EMD) Amount	<b>Online EMD Submission:</b> Not applicable Ref. O.M. No. F.9/4/2020-PPD ,Dtd. 12/11/2020 Waived off upto 31/12/2021.
06	All the communications with respect to the tender shall be addressed to:	Asst. Registrar (MMS) Indian Institute of Technology, Indore 4 <sup>th</sup> Floor, Abhinandan Bhawan (West Wing), Khandwa Road Simrol, Indore- 453552 Tel.: 0731-660 Ext 3551/3580/3592 Email: <a href="mailto:mms@iiti.ac.in">mms@iiti.ac.in</a>
07	Submission of Bid Online	<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
08	For assistance, if any	<b>CPP Portal website: <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a></b> <b>CPP Portal Help Desk</b> <b>Toll Free No.:18002337315, 180030702232</b>

**CHAPTER- 2****INSTRUCTIONS TO THE TENDERERS**

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. 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 required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)
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". Enrolment on the CPP Portal is free of charge.
4. Foreign Bidders have to refer "DSC details for foreign Bidders" for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page> and the remaining part is same as above and below.
5. 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 tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
6. IITI reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The Technical Committee constituted by the IITI shall have the right to verify the particulars furnished by the bidder independently.
8. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
9. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
10. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
11. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IITI reserves the right to accept or reject any or all the tenders.
12. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-  
<http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page>

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**CHAPTER – 3****LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID**

1. The intending Tenderer, **shall upload a self-declaration on their letter-head as PDF file in Cover-I of e-tender**, along with the acceptance letter tender documents, confirming that they are regular agent of similar work/services and provided services in any government, Centrally Funded Technical Institutes (CFTI) of similar service/works.
2. The service shall be in compliance with the details mentioned in **Chapter-6** of the tender.
3. Please submit copy of **Income Tax Number, GST and copy of PAN with your offer.**
4. **The Bank/RTGS detail must** be submitted along with the quotations /Tenders on the letterhead.
5. **Firm/Agency registration details of the agent should be attached with bid.**
6. **MoU/ Order/Agreement/Contract copies of similar service to be attached along with technical bid.**
7. Detailed technical and commercial terms & conditions should be attached.
8. The tenderer is advised to attach any additional information about competence, which they think is necessary for their offer. No further information will be entertained after the bid is submitted, unless IITI calls for it.

## CHAPTER – 4

### Scope of Work

1. To support Indian Institute of Technology Indore (herein after IITI) in bringing technologies to the market in terms of Commercialization of innovations, technology transfer, licensing and regulatory requirement.
2. **Objective of the engagement:** The association intends to assist with commercialization of innovations arising from IITI.
  - i) IP Audit of existing patents
  - ii) Novelty searches
  - iii) Business facilitation
  - iv) Commercialization assessment of Innovation
  - v) To evaluate the worthiness of technology potential for licensing
  - vi) Technology Transfer Services, discussion, negotiation, and regulatory requirement.
  - vii) Any other specific services that may be required in the process of technology transfer.
  - viii) All documents representing to IIT Indore for Licensing, finalization of agreement/MoU.

## **CHAPTER –5**

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.



- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

*Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload\ the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. **The agent should fill the complete details as mentioned in BOQ and exclusion of any cell of BOQ (Financial bid), the cost will be treated as inclusive of GST and other charges as mentioned in the BOQ column.**
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system

generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

### **GENERAL INSTRUCTIONS TO THE BIDDERS**

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's/agent name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

### **Online Bid Form**

The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, inter alia for the goods to be supplied, a brief description of the goods, their country of origin, quantity and prices.

### **Online Bid prices**

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the online bids for any one or more schedule specified in the "Schedule of Requirement" and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

**Bid currencies**

For service prices shall be quoted in Indian rupees only. Commission for Indian Agent, if payable, shall also be quoted separately in Indian Rupees only.

**Indian Agent**

- a) If a foreign bidder has engaged an agent in India in connection with its online bid it will be required to give the following information in the online bid:
- i) *Name and address of the Indian agent with their permanent income tax number.*
  - ii) *Details of the services the agent will render.*
  - iii) *Agency commission shall be indicated in the space provided for in the price schedule and will be paid to the bidder's agent in Indian rupees.*
  - iv) Name and full address will contact details of the principle service provider.

**Period of validity of online bids:** Online Bids shall remain valid for acceptance for 180 days after the date of bid submission.

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

Asst. Registrar (MMS)



**CHAPTER- 6**  
**GENERAL TERMS AND CONDITIONS**

1. **Delivery of Tender: Single - Bid through Online Mode.** IIT Indore reserves the right to ignore any tender who fails to comply with the above instructions without giving any notice. All the documents in supposed to para as mentioned in Chapter 03 and 06 should be attached with Technical Bid.
2. **Bidder:** Tenders are invited only for the authorized agent. Agent is requested to attach proof to show that they are the authorized person of the similar work. Bids/Quotations of internationally recognized brand from authorized distributor/agent will be accepted.
3. **Period for which the offer will remain opened:**
  - (i) Agents tendering should note the period for which it is desired that their offers should remain open for acceptance.
  - (ii) Quotations qualified by such vague and indefinite expressions such as "subject to immediate acceptance", "subject to prior sale", etc. will not be considered.
4. **Opening of Tenders:** Online tender opening as specified in schedule of requirement. The received bid will be opened online, and it will be evaluated by a technical committee which will decide the suitability as per our specification and requirement. The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents and verified by the technical committee as technically qualified bidder as per Tender.
  - a) **Award Criteria:** *The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive, technically qualified and has been determined to be the lowest responsive evaluated bid.*
  - b) **Notification of Award:** *Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted by way of a Service Order.*
5. **Place of Service:** IIT Indore, SIMROL, Khandwa Road, Indore – 453552.
6. **Duration:** The term shall be **three years** from the date of last authorized person signing the Agreement.
7. **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 agent is liable to be blacklisted.
9. IITI reserves the right to call for techno-commercial/price negotiations. The agent should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
10. IITI does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.
11. **Force Majeure:** Neither the agent nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law

statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.

12. The agent may give any of their commercial term, if required, in their techno-commercial offer only, and price quotation should contain only price.
13. Please inform the IITI in writing whether the agent or any of their partners/employees has close relations working with IIT Indore. This is for record only.
14. **IITI reserves the right to modify/alter/insertion or deletion on any part of the tender document /NIT to ensure fulfillment of its service requirement at any stage.**
15. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.
16. **Cancellation:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries 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 progress of order/procurement/services.
17. **Confidentiality and Non-Disclosure Agreement (CNDA)-** The awardee firm have to submit the Confidentiality and Non-Disclosure Agreement (CNDA) as per the proforma provided by the IIT Indore at later stage.
18. **Confidential Information:-** shall mean any information relating to the Licensed Process/Technology in the terms of this Agreement (as from time to time amended), Patents, copyrights, algorithms, and software, inventions, discoveries, facts, data, ideas, manner, method or process of manufacture, method or principle of construction, chemical composition or formulation, techniques, products, prototypes, processes, names, know how, routines, specifications, drawings, trade secrets, technology methods, computer programs, works in respect to which copyright subsists, and other knowledge covered by IIT INDORE. The firm shall maintain in confidence and shall not disclose to any person not a party. License shall exercise all reasonable precautions to prevent the disclosure of confidential information by its employees and representatives.
19. **Governing Law:** The service will be 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.
20. For any dispute, the place of jurisdiction shall be Indore, India only.

## **CHAPTER - 7**

### **TECHNICAL BID**

(Bidder should submit compliance matrix along with Technical Bid)

**Service details and technical specification as mentioned below:**

### **Techno-Commercial Compliance Conditions**

Sl. No	Service Details	Compliance Yes/No	Deviations, any
1.	The agent should submit the proforma as per Annexure -A		
2.	The tenderer/agent preferred to have experience of having executed/completed similar works during the last 3 years any IITs, CFTI, Government, PSU, R&D organization, or corporate research centre. (Please attached the proof of experience i.e. certificate from the hiring organization/ institute on his letter head).  Preference will be given to the tenderer/agent worked for any IIT & CFTI.		
3.	The tenderer/agent must have 15 Commercialization of innovations, Technology Transfer, licensing. (Self-declaration should be attached)		
4.	<b>Duration:</b> The service duration initially for three years from the date of MoU/Agreement/Service Order.		
5.	IIT Indore will be empaneling more than one TT Agent, IIT Indore will have option to choose any TT Agent among various agents.		

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

(Signature of the Bidder, with Official Seal)

**CHAPTER- 8**  
**PRICE BID**

PRICE BID - Schedule of price bid in the form of BOQ format:

1. Fixed value in \_\_\_\_\_ % percentage share from licensing revenue and project cost. There will not be any fees for above to TT agent till any revenue is generated to IITI. If any income is generated, then % basis fees will be paid as per Financial bids)
2. **Applicable taxes are extra.** (Revenue means any payment received from licensee lump sum, royalty or milestones or combination of any)
3. Legal charges if any to be borne by the IITI.
4. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>
5. **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.
6. 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, tender will be completely rejected and EMD shall be forfeited.
7. Any element of cost, taxes, duties levies etc. not specifically indicated in the BOQ, shall not be paid by the purchaser. **If 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.**
8. The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.

**OTHER CONDITIONS FOR PRICE BIDS**

1. No unilateral revision in price will be admissible.
2. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly and total value is also indicated in words.
3. Any optional indicated in techno-commercial bids must be priced separately.

**Signature of the Tenderer**

**Name of the Agent:**

**Contact No.:**

**Email:**

**Seal:**

CHAPTER - 9TENDER ACCEPTANCE LETTER  
(To be given on Company/Agent Letter Head)

To, \_\_\_\_\_

Sub: Acceptance of Terms &amp; Conditions of Tender. Tender Reference No: \_\_\_\_\_

Name of Tender / Service: - \_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that agent has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. **I/We agree that in case if we fail to provide/ complete the service within the specified period, then institute shall be liable to take appropriate action.**
7. I / We certify that all information furnished by the agent is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



**CHAPTER- 10****BID SECURITY DECLARATION FORM**

(On Company / Agent Letterhead)

To,  
The Joint Registrar  
Materials Management Section  
I.I.T. Indore,  
Simrol, Khandwa Road  
Indore – 453 552.

Date :

**Sub: NIT No. IITI(MM)/R&D/9/9C/688/KG/2020-21 dated 23 Sep, 2021 for “Service for Technology Transfer Agent”**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with your for a period of 6 months from the date of notification if I am /We are in a breach of my obligation under the bid conditions, because

- a) I/We have withdrawn or modified the bids during period of bid validity specified in the tender documents.
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or refuse to execute the contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- (i) the receipt of your notification of the name of the successful Bidder;
- (ii) thirty days after the expiration of the validity of my/our bid.

Yours faithfully  
(Signature of the bidder)  
Printed Name  
Designation  
Seal

ANNEXURE –‘A’Pro-Forma to be Filled by the Tenderer

a)	Name of the firm/agent:	
b)	Address for correspondence: Telephone No./Fax No. E-Mail Address:	
c)	Whether the firm/ agent is Indian/ Multi National.	
d)	Person responsible for conduct of business.	
e)	Firm/ agent registration details	
f)	Have the firm/ agent ever been blacklisted/debarred by any procurement agency. If yes, details thereof.	
g)	GSTIN Registration details	
h)	PAN Number	
i)	Aadhar Number	
j)	Bank Account Number	
k)	Bank Name	
l)	Bank Branch	
m)	IFSC Code	
n)	Bank Account Holder Name	

DECLARATION

I \_\_\_\_\_ proprietor /partner/director of  
M/s \_\_\_\_\_ hereby declare that the information given in  
this form is true and correct to the best of my knowledge and belief.

(Signature of the Bidder, with Official Seal)

