



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

E-Procurement of RFID
Bids to be submitted online
For
(Technical & Financial Bid as per Schedule of requirement)



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

Tel.:07312438700
Ext.203/949/958/327
Email: mms@iiti.ac.in

TENDER DOCUMENT
FOR
E-PROCUREMENT

Online Tenders are invited by IIT Indore (in Two bid System) from Original Equipment Manufacturers (OEM) their Authorized distributors/ Accredited Indian Agents /sole selling agents for the of following items:

Sl. No.	Description of Stores	NIT No.	EMD (in INR) - Online
1.	RFID Technology (Please refer chapter 06)	909	Rs. 1,20,000/- (Rupees One Lakh Seventy Thousand Only) Online EMD Submission: Bidder can submit their EMD online by visiting to the below link: https://www.onlinesbi.com/sbicollect/collecthome.htm

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

***NIT No. 909 should be mentioned for the purpose of EMD Submission and the Tender No. should be refereed for bid submission/communication etc.**

Note:

- I. Tender Documents with detail terms & conditions can be downloaded from our website: http://www.iiti.ac.in/tender_mms.php & <https://eprocure.gov.in/eprocure/app>
- II. The pre-bid report will be uploaded on the website & CPPP and the same will be a part of the tender document.
- III. All the details/document pertaining to the tender such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.
- IV. Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resell 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: +91-07324-306949/958 Email: mms@iiti.ac.in

[Signature]
In-charge (MM)

CHAPTER- 1**Schedule of Tendering:**

Sl.No.	Event	Date and Time/ Remarks
01	Downloading of Tender document online from CPPP	From 27/05/2020 https://eprocure.gov.in/eprocure/app & http://www.iiti.ac.in/tender_mms.php
02	Submission of Queries for Pre-bid meeting	Upto 02/06/2020 Format for Submission of Queries enclosed as Part VI
03	Pre-bid Meeting online (Report will be published)	08/06/2020- 11.00 AM (IST)
04	Submission start date of Bids Online / EMD (Technical and Price Bid)	12/06/2020-03.00 PM(IST) Please refer tender Terms at IITI
05	Last date & Time of Submission of Bids Online / EMD (Technical and Price Bid)	06/07/2020-03.00 PM(IST) Please refer tender Terms at IITI
06	Opening of Technical Bids Online	07/07/2020-03.00 PM(IST) Please refer tender Terms at IITI (3D Presentation should be provided at the time of Technical Evaluation)
07	All the communications with respect to the tender shall be addressed to:	In charge (MM), IIT Indore, Hub building (Sodium) Khandwa Road, Simrol Campus, Indore- 453552 Tel.: 07324-306958/949
08	Submission of Bid Online	https://eprocure.gov.in/eprocure/app
09	FOR ASSISTANCE, IF ANY	CPP Portal website: www.eprocure.gov.in CPP Portal Help Desk Toll Free No.:18002337315, 180030702232

ONLINE BIDDING DOCUMENTS FOR PURCHASE OF GOODS
CONTENT

Chapter 1	Schedule of Tendering
Chapter 2	Instruction to Tenderers
Chapter 3	List of Document to be Uploaded with Technical Bid
Chapter 4	Instructions for Online Bid Submission: • Registration • Searching of Tender Documents • Preparation of Bids • Submission of Bids • Assistance to Bidders & General Instruction to the bidders
Chapter 5	General Terms & Conditions
Chapter 6	Technical Bid
Chapter 7	Price Bid
Chapter 8	Acceptance Certificate
Chapter 9	Performance Bank Guarantee
Chapter 10	Pre bid query format

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>). 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>
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>) 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](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. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. IIT Indore before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
9. The item should be delivered at IIT Indore, Khandwa Road, Simrol, Indore and the supplier shall be responsible for any damage during the transit of goods.
10. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
11. Interested bonafide and reputed manufacturers/Indian agents (on behalf of their foreign principals) may submit online bids for each of the above equipment along with all requisite documents and scanned copy of online EMD submission reference.
12. 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.
13. 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.
14. 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.

15. 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>


In-charge (MM)

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

1. The intending Tenderer, in case of **Original Equipment Manufacturers** 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 regularly manufacturing, supplying, installing, testing & commissioning of the similar equipment.
2. The intending tenderer, in case of **Authorized Distributor/ Authorized Dealer** shall possess **valid authorized Distributorship /Dealership license from Original Equipment Manufacturers**. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
3. The equipment shall be in compliance with the specifications mentioned in **Chapter-6** of the tender and shall be of the latest technology, best quality and high standards.
4. Any **optional accessories/ tooling**, besides the standard equipment recommended for the better performance of the equipment, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents.
5. Please submit copy of your Income Tax Number, GST and copy of PAN with your offer.
6. **The Bank/RTGS detail must** be submitted along with the quotations /Tenders on the letterhead.
7. Registration details of the firm/Company should be attached with bid.
8. Firm should submit online reference of EMD submission in the TECHNICAL BID.
9. Detailed technical and commercial terms & conditions should be attached.
10. 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

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 vendor/firm 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 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.

Prices indicated in the online price schedule shall be entered separately in the following manner.

I. For goods offered from within India:

- a. The price of the goods should be quoted for destination basis, charges towards freight, installation etc. may be mentioned inclusive of GST as applicable after referring the attached GST Notification.
- b. Any sales or other taxes/duties should be clearly mentioned, which will be payable on the goods in India if the contract is awarded.
- c. Charges for inland transportation, insurance and other local costs incidental to delivery of goods to their final destination should be mentioned.
- d. Any element of cost, taxes, duties levies etc. not specifically indicated in the online bid, 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.**

II For goods offered from abroad

- a) The price of goods shall be quoted in Ex-Works/FCA/CIP and the same should be mentioned in terms & conditions of the firm.
- b) Charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination should be specified.
- c) The terms FOB, CIF, CIP etc. shall be governed by the rules and regulations prescribed in the current edition of INCOTERMS, published by the Chamber of Commerce, Paris.
- d) Prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account, unless otherwise specified in the Schedule of Requirements.

III. Bid currencies

- a. For domestic goods prices shall be quoted in Indian rupees only. Commission for Indian Agent, if payable, shall also be quoted in Indian Rupees only.
- b. For imported goods prices shall be quoted either in Indian rupees or may be quoted in foreign currency and the portion of the allied work and services, which are to be undertaken in India (like installation & commissioning of equipment) are to be quoted in Indian currency.

IV. 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*

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

Proof of EMD submission must be attached to the Techno-Commercial Bid Only and NOT to the Price Bid. Bids received without EMD will be rejected.

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

[Signature]
In-charge (MM)

In-Charge
Material Management Section (MMS)
IIT INDORE

CHAPTER- 5

GENERAL TERMS AND CONDITIONS

1. **Delivery of Tender: Two- 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.

Bidder: Tenders are invited only from **Original Equipment Manufacturers** OR their **authorized distributors/dealers**, Vendors are requested to **attach proof** to show that they are the authorized dealers of the brand that they are quoting for the manufacturers of the product.

Bids of internationally recognized brand from authorized dealers only will be accepted. Tender Documents will also be available on institute website: http://www.iiti.ac.in/tender_mms.php.

2. **Bid Security (EMD):** 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 Department of Industrial Policy & Promotion (DIPP).**

➤ In such case, copy of the certificate showing registration with the abovementioned institutions to be uploaded in Cover-I of the e-tender in PDF format.

➤ In case the unit is not covered as above, the EMD should be submitted online via <https://www.onlinesbi.com/sbicollect/icollecthome.htm> and the payment reference should be attached in PDF with Cover I.

➤ The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.

➤ The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.

➤ No interest will be payable by the Purchaser on the Earnest Money Deposit. **The earnest money of all the unsuccessful tenderers will be returned to them after finalization of order or immediately after completion of validity of the bid.** The Earnest Money of 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 stipulated period, the earnest money shall be liable to be forfeited by IIT Indore

4. **Period for which the offer will remain opened:**

- a. Firms tendering should note the period for which it is desired that their offers should remain open for acceptance.
- b. Quotations qualified by such vague and indefinite expressions such as "subject to immediate acceptance", "subject to prior sale", etc. will not be considered.

5. **Concession/Exemptions:** IIT-I being an academic institute is entitled for availing Customs Duty exemptions in terms of Notfn. No. 51/96 dated 23.07.1996, Notfn. No. 28/2003- Customs dt. 01/03/2003, Notfn. No.43/2017- Customs dt. 30/06/2017 & notfn. No. 47/2017- Integrated Tax (Rate) dt. 14/11/2017, Notfn. No. 10/2018- Integrated Tax (Rate) dt.25/0/2018 and Notfn. No. 45/2017-Central Tax (rate) dt. 14/11/2017, Notfn. No. 45/2017-Union Territory Tax (Rate) dt. 25/01/2018 as amended from time to time. Presently this is valid till

31.08.2021 vide Order No. TU/V/RG-CDE(1145)/2016 Dt.28/02/2018 issued from DSIR-Min. of Sc.& Tech; Govt. of India. **Please state clearly that this Certificate is required.**

6. **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) **Purchaser's Right to vary Quantities at Time of Award:** *The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender without any change in unit price or other terms and conditions. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract.*
- c) **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 Purchase Order.*
7. **Place of Delivery & Schedule:** IIT Indore, SIMROL, Khandwa Road, Indore – 453552 and should be delivered within schedule.
8. **Guarantee/ Warranty:** **The equipment should be covered comprehensive on-site warranty against any manufacturing defect for a period One Year from the date of successful installation and acceptance or as mentioned in Chapter 6.** In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repared free of cost at our premises. Warranty certificate should be submitted with the bill(s).
9. **Insurance:** The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage consignment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.
10. **Inspection:** Before dispatch the materials, the Vendor will give sufficient advance notice of the date in writing on which the goods will be ready for inspection. The Vendor also shall provide the purchaser all necessary facilities for pre-dispatch inspection. If due to any reasons, it is not possible on the part of the purchaser to visit the plant/site of the Vendor for inspection of the items, the Vendor shall share the detailed schematic diagram, pictures of item and the details as required by the IITI.
11. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.
12. Items supplied are subject to inspection and acceptance and the supplier should collect/ replace the rejected items at his cost and risk.
13. **Specification and Make:** Quotation should be given for the exact specification and make as shown in the enquiry against Sl. No. of the item. If in the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately. Client list along with the order copy of

similar equipment supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached. In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.

14. **Proof of Registration OR OEM Certificate/ Sole Distributorship Certificate MUST be attached.**
15. **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.**
16. **IIT reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.**
17. IIT 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 IIT.
18. **Liquidated Damages:** - 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. In case of delay in installation and Commissioning, Inspection, Certification etc. also the same rate of penalty shall be leviable.
19. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this contract caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.
20. The firm may give any of their commercial term, if required, in their techno-commercial offer only, and price quotation should contain only price.
21. Please inform the IIT in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.
22. **IIT reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.**
23. 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.
24. **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.

25. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.
26. For any dispute, the place of jurisdiction shall be Indore, India only.

CHAPTER- 6

TECHNICAL BID

(Bidder should submit compliance matrix along with Technical Bid)

Item details and technical specification as mentioned below:

ITEMs: RFID SYSTEM

Sl. No.	Specifications	Details	Qty	Compliance Yes/No	Deviations, if any
	RFID SYSTEM				
1.	RFID Staff Station: A. Model: Flatbed type. Should be aesthetically designed using Plexiglas with antenna and reader separately. B. Dimension and Weight: not more than 350 mm x 280 mm x 15 mm (w x d x h) and should not be more than 1.5 Kgs C. Focused Reading Area: The staff station's antenna should provide a focused reading area. D. Reading Range: It should read multiple items of mixed media up to a height of 25cm E. Connectivity: The staff station should support plug and play and connect to the Library PC via USB. F. Power Requirements: It should connect to an external power supply (240V ac / 50 Hz). G. Standards Compliance: The staff station should adhere to ISO 28560 standard H. International Certification: The staff station should comply to CE/FCC/EMC I. OEM Software for Circulation & Tagging: a) The OEM should provide a circulation and tagging software at no additional charges.,		05		

- b) The software should be compatible with Microsoft Windows 7, Windows 8 or 10 (32/64 bit).

J. Key Functions of Tagging Software:

- a) It should allow library staff to program the accession number on the RFID label.
- b) It should allow doing tagging in sets/part.
- c) It should support up to 30 different data models. Bidder should provide the list of supported data models.
- d) It should support multiple read/write operations.
- e) It should support permanent disabling of a RFID label.
- f) It should maintain a log with time stamp of all items that were programmed.
- g) During tagging process, if the bar code input does not match a particular length (due to scanner or user error) then the OEM software should issue a warning via popup message to prevent programming of the tag with a potentially bad value.

K. Key Functions of Circulation Software:

- a) It should support check-in and check-out of items.
- b) It should send item details directly on the LMS.
- c) It should have provision to add or remove item security without involving the LMS
- d) It should support "hot Key" feature; i.e. the

	staff should be able to use the F-keystroke to change the system from check-out to check-in module. L. Compatibility: The staff station should work with the Library's Barcode and Mifare smartcard readers and thermal receipt printers.			
2.	Self-Service Kiosk (Small): A. Dimension and structure: a) Model: Free-standing type b) Size (w x d x h): 940mm x 570mm x 1240mm. Variance of ± 10mm is acceptable. c) Weight: Around 60Kg. Variance of ± 5Kg is acceptable d) Flexibility: Should have detachable base for easy conversion into desktop mode. e) Design: Should have aesthetically designed steel body and base. All wires and cables should be concealed inside the metal casing / body. Kiosks made of flimsy materials will be rejected. f) Voluminous: Integrated side-mounted shelf for keeping books/belongings B. Connectivity: Via physical LAN network C. Kiosk PC System: 64bit Windows 10 IoT Enterprise LTSB (Long time servicing branch), 4GB RAM, 128GB SSD. D. Display: a) Size: 22-inch landscape oriented	01 no.		

- b) **Aspect ratio:** 16:9
- c) **Resolution:** Full high definition (FHD): 1920x1080 and 2.1 megapixels
- d) **Technology:** Touchscreen technology, No visible operating buttons.
- e) The reading area of kiosk should be illuminated.
- f) **Speakers:** 2 x 2 W (Stereo)
- g) The screen should support a brightness of at least 225 cd/m²

E. RFID Specification:

- a) Operating Frequency: 13.56MHz
- b) Supporting tag types: ISO 15693, ISO 18000-3-A (NXP SLI, SLIx, SLIx2)
- c) Item capacity: at least 5 items at a time

F. Power:

- a) The kiosk should support 240V ac / 50 Hz and come with 5 AMP fuse
- b) The Kiosk should have transmitting power of 1.2 W

G. Printer

- a) Should have in-build printer with auto paper cut
- b) Paper roll: 80mm
- c) Option to customize the print receipt with institution name, logo and custom messages in English and Hindi language.
- d) Accessibility: Easily accessible from the front of the kiosk to change rolls with ease. Should

be secured with a lock and key.

H. Mifare / Barcode readers:

- a) The kiosk should have integrated Mifare and barcode card readers.
- b) The (Mifare) should support cards of frequency 13.56MHz adhering to ISO/IEC 14443 Type A standard
- c) It should support both printed barcodes and digital barcodes. The barcode scanner should be adjustable.

I. International Standards: The Kiosk should comply with DDA, ADA, CE, FCC, IC, MET.

J. Kiosk Software Features

- a) The OEM should provide software for the kiosk at no additional charge.
- b) Patron Functionalities: The software should interface with the LMS to perform issue, return, renewal, queries (items borrowed, due date, fines-pending), receipt printout with ease for the items placed on the Kiosk or borrowed item which all are currently in patron's account. In addition, it must set the security bit according to the nature of transaction. It should also provide manual entry for login without using smartcard.
- c) Library can decide the login modes – Manual Entry or using Smart Card/ barcode or both together.
- d) When processing library items (issue, return or renewal) the status of each item should be displayed including setting of the security bit.
- e) The kiosk should allow the patron to renew the

	items without bring the items to the library. f) Staff Functionalities: Should allow staff to customize institutional details, logo and themes, display customized information on screen and manage language settings. g) The software should enable circulation of library items by integrating with the LMS using SIP2 protocol. No middleware applications should be used to integrate the kiosk with the LMS. Bidder has to submit an undertaking along with the bid stating the same. h) The kiosk interface should support the following Indian Languages English & Hindi. The software should allow the patron to change the language whenever he/she wants to, even in the middle of an issue / return session i) The kiosk should be configured to work in offline mode in the case of network connection failure to LMS. On resumption of network connection, all offline transactions should be automatically uploaded/synced to the LMS, if not it should be alerted to the staff immediately. The kiosk should support functionality that allows the library to promote upcoming activities or events or suggest/ recommend books by displaying the information on the kiosk screen. The kiosk should have the functionality to control the start and end date and time of the information displayed.			
3.	Self Service Kiosk (Full Height A. Dimension and structure: - Model: Free-standing type a) Size (w x d x h): 680mm x 617mm x	01 nos.		

	1484mm. Variance of ± 10mm is acceptable. b) Weight: Around 105Kg. Variance of ± 5Kg is acceptable c) Should have Large illuminated glass shelf d) LED light based guidance for users e) Flexibility: Should have detachable base for easy conversion into desktop mode. f) Design: Should have aesthetically designed steel body and base. All wires and cables should be concealed inside the metal casing / body. Kiosks made of flimsy materials will be rejected. g) Voluminous: Integrated side-mounted shelf for keeping books/belongings B. Connectivity: Via physical LAN network C. Kiosk PC System: 64bit Windows 10 IoT Enterprise LTSB (Long time servicing branch), 4GB RAM, 128GB SSD. Rest of the features should be similar to the self-service kiosk mentioned above.			
4.	RFID Security Gate: Dual Aisle A. Pedestal Dimension: a) Size (w x d x h): 73mm x 680mm x 1780mm b) Total width between tree pedestals should not exceed 2.0 meters c) Body Material: Transparent Plexiglas panel d) Enclosure rating: The base of the gate should be made of ABS and should have an Ingress protection rating of IP 41.	01 nos.		

- e) Each pedestal should not weigh more than 30 Kgs

B. Base plate for gate:

- a) The gate should be mounted using a Metallic base plate
- b) The base plate should be at least 25kg to give stability and should have concealed cable passage.

C. Data Interface: Ethernet port and I/O port for CCTV integration

D. Detection Range:

- a) An optimal coverage should be achieved within 43 inches / 1,100 mm of separation between the two pedestals.
- b) Each pedestal should have antennas in them for greater detection. It should have options to include additional panels by synchronizing readers.
- c) While the standard setup must be a combination of two gates, it should provide options to add up to 7 panels to provide total coverage of 7.7 meters.
- d) The gate should support multiple RFID data encoding models simultaneously.

E. Compliance:

- a) The gate should read ISO 15693, ISO 18000-3-A, compatible RFID labels.
- b) The security gates must conform to CE/EMC/UL/FCC, RCM, ETSI, IC, ADA, DDA certifica-

tions

F. Performance:

- a) RFID labels with theft or security bits that are "On" must immediately trigger an alarm and even when LMS is offline.
- b) Non-deactivated RFID tags should be instantaneously detected regardless of orientation.
- c) Should read at least 8 tags per second
- d) The gate should have functionality to save energy. In the energy save mode, the gate should activate the RFID detection only when people are approaching. This feature should help save the library energy costs during off-peak times.
- e) All electronics components such as readers, antenna etc. should be built into the pedestals. There should be no components extruding from the gates

G. RFID operating frequency: 13.56MHz

H. Transmitting power: Maximum 8 W

I. Alarms:

- a) Visual Alarm: The gate should have multi-color, customer selectable LED lights with variable alarm patterns. The gate should support the following LED light color options: red, cyan, magenta, blue, green, yellow, white in order to suit the library's decor.
- b) The gate's visual alarm setting should be configurable. If there are more than one entry/exit points or more than one aisle in a single entry/exit point, the library should have

	the option of selecting whether all pedestals will sound the visual (light) alarm or only the two pedestals through which the theft detection has occurred. c) Audio Alert: The gate should support different audio alarm modes such as short, consistent beeps or long beeps. It should have functionality to adjust the volume of the alarm J. Patron Counter: The gate should have a radar based patron counter. It should have a digital display to showcase the number of patrons entering and exiting the library in addition to the alarm counts. H. Software: a) The security gate should be integrated with the LMS via SIP2 protocol. The library will ensure that the SIP2 is available in the LMS. No Middleware application should be used for integration. b) The software should give pop-up messages with Accession Number and Title details when an item raises an alarm c) Should have the provision to view library visitors count remotely with reset option Should have the provision to take periodical reports, In-depth statistics on user visits			
5.	RFID Handheld Reader for inventory management: A. Hand held unit: a) Should be cordless and light weight (including battery) b) Dimension (w x d x h): 240mm x 180mm x 100mm	01 nos.		

c) Screen: color touch screen with stylus

B. Antenna unit:

a) Dimension (w x d x h): 240mm x 100mm x 12.5mm

b) The antenna should swivel, as it should effectively scan the books as it is moved along the shelf edge.

c) Should read RFID book labels

d) Should at least scan 50 items per minute

e) Proximity: The effective read range should be in the range of 10-25 cm

f) Should comply with ISO 15693, ISO 18000-3-A

C. Software:

a) Should be preinstalled Operating system

b) The OEM software installed should have user friendly navigating menus, import options to search records using .txt or .csv files

D. Mandatory functionalities:

a) It should be ideal for shelf check ordering, shelf-reading, e-shelving, searching weeding and exception finding.

b) Should accommodate data collection simultaneously with other functions such as shelf reading. Inventory, identifying items on search lists, and item security status.

c) Should locate items that are placed on the shelves. And this must be sensitive enough to locate items that are out of place by as little as 5 inches.

d) Secure status checking capability must also allow

	the user to scan items to identify individual items which have not been properly checked in, before re- shelving. e) Should allow a user to quickly enter search criteria directly into the device and It must allow display of the title of the item on the device. f) Should support for sorting the items on shelf g) Should support for shelving items on shelf h) It should detect the security status of an item i) It should provide both audio and visual alerts. E. Memory Storage: a) It should have internal memory to store more than one million data b) It should have microSD Card slot. F. Compliance: The handheld reader should be UL-certified and should meet the EU, WEEE and RoHS directives G. Power: a) It should work using rechargeable battery b) The systems should work for at least 6 hours on continuous use It should have charging cradle to charge the battery with USB connection.			
6.	RFID Book Labels A. Dimension: Not more than 81mm x 49mm (L x W) B. Operating Frequency: 13.56MHz C. Memory: 2.5k bits D. Thickness: Not more than 0.4 mm E. Retention life: 50 years or 1,00,000 read/write operations	50000 nos.		

	F. Integrated Chip: must comply to ISO 15693, ISO 18000-3 Mode 1, with inbuilt Aluminum antenna G. Integrated Circuit: NXP ICode SLIX2. The thickness of the IC in the tags should not exceed 127 μm. H. Should have minimum delivery yield of 97% I. All the RFID labels should have undergone accelerated aging test at 85°C and at 85% humidity for 15 weeks which includes performance testing. J. Watermark: The OEM name should appear as a watermark on the RFID labels. This will be considered as a proof that all the items are from single manufacturer. K. The proposed system tags must use a Neutral pH Radiation Cured UV Acrylic adhesive.			
7.	CD/DVD Tags A. Dimension: Not more than 15.5 mm B. Operating Frequency: 13.56MHz C. Memory: 2.5k bits D. Retention life: 50 years or 1,00,000 read/write operations E. Integrated Chip: ISO 15 693, ISO 18 000-3 Mode 1, NXP ICode SLIX2 F. Integrated Circuit: NXP ICode SLIX2. The thickness of the IC in the tags should not exceed 127 μm. G. Should have minimum delivery yield of 97% H. All the RFID labels should have undergone accelerated aging test at 85°C and at 85% humidity for 15 weeks which includes performance testing. I. Watermark: The OEM name should appear as a watermark on the RFID labels. This will be considered as a proof that all the items are from single manufacturer. The proposed system tags must use a Neutral pH Radiation Cured UV Acrylic adhesive.	2000 nos.		

8.	Control System Software A. The OEM should provide administration software to remotely monitor report and configure the RFID devices such as security gate and self-service kiosk. B. Deployment: Cloud Hosted and accessible from any computer with internet access. (Should be in premises) C. Security: All network communication should be secured through https connections (SSL security certificate). D. Key Features: a) The system should allow for individual configurable access rights. Login should take place with ID and Password. Certified library staff users should be able to manage different security groups and give specific access rights. b) There should be no limitation on the number of library staff users that can get access rights. c) One should have the possibility to dedicate certain users or certain types of equipment to certain users d) The system should be able to receive alerts and error messages from devices via email. For e.g. the kiosk's printer running out of paper. e) The system should enable users to look at the current status of devices and their main components and make diagnostics. f) The system should provide statistics of utilization such as transactions per time unit,	01 nos.		
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	whereby the time intervals can be set. The statistics can be exported into various standard formats (PDF, Word, Excel, HTML, Text, XML). g) The system should enable the certified user to change the configuration of devices - and set the time for concurrent downloading of updated software to all devices within the library network. h) There should be a provision in the RFID hardware components to cache the data before being uploaded to the control system. This should allow data to be held indefinitely in the event of a communication failure and then send when communication is re-established. i) The system should allow device configuration to be changed from a single source and then deployed without needing to visit that device to update configuration locally j) The system should give the options to the library staff of whether or not to upgrade RFID device software The system should give the feature of combining statistical information from many devices to provide a holistic view of patron interactions with devices within the library.			
9.	<u>Patron Traffic Counter</u> a) The Patron Traffic Counter terminal shall be in a Metallic Kiosk of 1.6mm thickness form which should be able to capture all the inward and outward traffic in the Library b) Patron Identification should be possible	01 nos.		

using Mifare and Barcode

- c) System height should be around 5 ft
- d) System should have a touch screen interface.
- e) **System should have inbuilt 2D Barcode Scanner and Smart Card Reader**
- f) System should be able to hold minimum user data of 20,000 patrons
- g) System should be able to hold minimum transaction data of 10 million records
- h) **Smart Card Interface should have Standards & Protocols: ISO 14443 A/B with up to 848 kbps transmission rate (depending on card), ISO 15693 with up to 26 kbps transmission rate (depending on card), T=CL**
- i) The system shall have minimum 2 USB connectors for service & maintenance
- j) The system shall have an easy accessible metal housing that can be locked
- k) The system supports barcode identification from mobile phone screens
- l) The system shall be audio enabled to have the possibility for extended communication with the patron
- m) The system should have an easy to use user interface with an option to select Hindi Language
- n) The MIS software should be able to display the Library Usage statistics for usage by different Users, Branches, Departments, Locations, Multiple Libraries
- o) The software should be directly interfaced with LMS so that Library does not have to make multiple entries in different systems.
- p) Reporting of the system should be directly available in LMS

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|---|--|--|--|
| <p>q) The system should be in a single kiosk and peripherals should all be inside the kiosk. Only LAN cable and power cable should be output from the system</p> <p>r) The system should provide details of all the patrons which are inside the library currently. The system should also support a provision to send sms alerts to all the patrons inside the library in case of any emergency.</p> <p>s) It should be possible to customize the user interface so that Patrons can select the reason for which they are visiting the library, like Fine Payment, Circulation, Renewal, etc. Minimum 10 options to be provided.</p> <p>t) It should be possible to manually checkout patrons in case of any exceptions.</p> <p>u) The software shall have a possibility to display/promote Library activities with an inbuilt Digital Signage System whenever the system is in idle mode</p> <p>v) It should be possible to create a playlist of the various items to be displayed on the screen remotely through centralized software</p> <p>w) It should be possible to display automated content on the system through automated cloud based contents like "Thought of the day", "This day in History", "Latest News", "Word of the Day" etc</p> <p>x) It should be possible to display ppt, audio, video, text etc on the display screen in idle mode through Digital Signage</p> <p>y) The system should support an offline mode in case of connectivity failure with the LMS so that it can still record the transactions.</p> <p>z) It should be possible to integrate the system with a Turnstile or Gate Access control system.</p> <p>aa) The system should support a fair usage policy</p> | | | |
|---|--|--|--|

	where the library is able to set the maximum time slot for which a particular user can use the library. Once the time is over the system should generate sms/email alerts bb) The system should have an inbuilt UPS backup to support the kiosk for minimum 4 hours in case of power failure. The UPS should be inside the kiosk and should not be external.			
10.	Institutional Stickers with Logo	50000 nos.		
11.	Tagging Programming and Pasting of RFID Tags and Institutional Stickers on Books	50000 nos.		
12.	Standard RFID Installation and Implementation Charges	01 nos.		

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)

PRE – QUALIFICATION CRITERIA

1. Bidders should be the manufacturer / authorized dealer. A reseller's sub-resellers are not allowed to bid for the project. Letter of Authorization from original equipment manufacturer (OEM) specific to this tender should be enclosed. The letter should mention OEMs phone number, e-mail address with whom the authenticity of the letter can be cross checked. The OEM should be internationally reputed Branded Company.
2. The bidder should have been in existence for at least 10 years and should have a minimum turnover of at least 2 crores per year for last three years. Audited balance sheets/CA certificate should be submitted as proof.
3. The Vendors who have earlier supplied the equipment to any of the IITs, IIMs, NITs, IISERs and other Scientific Institute of National Repute in India and abroad may only tender. The details of such institutions and the cost with name of equipment may also be supplied with the bids.
4. An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.
5. Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid.
6. Furnishing of wrong/ambiguous information in the compliance statement may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the compliance statement was given with a mala fide /fraudulent intent.
7. To verify the authenticity of the items quoted in the tender the RFID equipment should be available on OEM's website. If the RFID items doesn't match the OEM website then the bid will be considered invalid.

SPECIAL TERMS & CONDITIONS

1. The installation of all equipments will be at the IIT Indore, Simrol Campus.
2. Of the live sites, where your systems are installed, at least 3-5 sites should be of IITs/IIMs/NITs or similar autonomous institutions / Central Universities, Government/Public sector undertaking, where proposed RFID system integration with library software is in operation since at least 2 to 3 years. Purchase order copies with installation reports to be submitted as Documentary proof.
3. The institute reserves the right to enquire about the authenticity of information provided.
4. It is implicit that the bidder has guaranteed for the equipments supplied are original and new including all its components and as per technical specifications mentioned in the technical bid. All the hardware and software supplied are licensed and legally obtained in the name of the institute.
5. All RFID equipments should be from one manufacturer only and should be from OEM (Original Equipment Manufacturer) having ISO certification as specified in the tender document.
6. The bidder should submit their bids for the latest technology equipments.
7. Bidder should submit necessary supporting documents stating that the RFID equipments are duly certified by safety and security agencies such as Underwriters Laboratories (UL), CE, FCC, EU-RoHS, WEEE, ADA, C-tick, ISO etc. These documents should be on OEM / Bidders name or else the bid will be considered invalid.
8. Bidder should provide local technical service support in India.
9. The bidder should have experience of minimum single invoicing of Rs. 15 Lacs and above during the last three years.
10. The bidder should ensure that the proposed RFID system is compatible with Koha-LMS through SIP2. The supplied solution should support both SIP2 and NCIP. Library Team wish to work directly on Koha's interface for all the transactions. No alternate interface will be entertained.
11. No middleware applications should be used to integrate RFID equipment with the LMS. Bidder has to submit an undertaking along with the bid stating the same.
12. In case, the Institute decide to change the ILMS in future then the supplier will have to integrate RFID system with the new ILMS free of cost.
13. The bidder should agree for local customization and personalization (if any) of the proposed system during the implementation stage and also during warranty period in order to ensure smooth functioning and to create user

friendly environment. Should have a dedicated support team and should resolve any issues within 24 hours. Support can be provided through phone / email / Skype / any remote supporting tools. For Critical issues the vendor should send the support engineers to the site for resolving the issue. The bidder should have technical persons who have been trained and certified by the OEM. The bidder should submit a letter from OEM in this effect and specific to this tender.

14. Bidders should bid for the entire project. Partial bids will not be entertained.
15. Institute may procure tendered items in various phases from the qualified bidder.
16. Technically qualified bidders will be called for presentation and live demonstration of their products.
17. Installation and Training for the LRC personnel/ staff should be provided at no additional cost.
18. Incomplete and conditional bids submitted by the vendors will be summarily rejected.
19. IIT Indore reserves the right to select the best vendor depending on vendor's technical capabilities. IIT Indore reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.
20. All data stored in the RFID Tags should be as per the international data model. The tags will be tested with other vendor / bidder's products for compatibility. Any proprietary based saving of information of RFID Tags will not be accepted and bid will be disqualified.
21. Any upgrade in the software provided by the bidder for the RFID hardware should be provided free of cost during the maintenance contract at no additional cost.
22. Supplier should quote for the equipment including all accessories/consumables/software/services as per specification on a single responsibility basis. The supplier should be single party responsible for the entire scope mentioned in the tender document. and Purchase Order will be awarded to a single party who technically qualify in all respects and stands lowest.
23. Research literature pertaining to the items quoted with full specifications and drawing if any should be sent along with technical bid.

DEVIATIONS FROM SPECIFICATIONS

It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations including latest versions(s), the same are prominently brought out in the body of the tender and their rates quoted separately. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements; otherwise, your tender will not be considered at all.

CONDITIONS FOR TECHNO-COMMERCIAL BIDS

TECHNICAL

1. Give brief description of item/equipment/material with accessories. Items offered should conform to BIS (ISI) specifications or as explicitly stated. In case specifications offered are different, separate comparative technical specifications sheet shall be attached with details such as Sl.NO, specifications offered deviations if any, and remarks. Any product brief, test certificates available may be enclosed.
2. List of spares, if applicable should be attached.
3. Any optional, if offered, be provided with their full technical details including their use and advantage.
4. Bidders disqualified by Technical Evaluation Committee in technical bid will be given one week time to represent the case from the date of uploading the TEC report. Non- representation within stipulated time the tender will be processed further and no representation will be accepted thereafter.

COMMERCIAL

1. **Payment** will be released through wire transfer/bank RTGS transfer after arrival, testing, inspection, installation of the item(s) and if found satisfactory with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), challans(s), warranty certificate, bank details/cancelled cheque, installation report, performance bank

- guarantee (if required) etc. to the Deputy Registrar (MM), IIT Indore. The payment will be released within 30 days after receiving of the bills as mentioned above and from the date of received, tested/inspected/commissioned and found satisfactory with regard to quality, quantity and specifications ordered. In case of import, the payment term may be 100% through Letter of Credit (LC)/Wire Transfer - 80% against dispatch documents and balance 20% after successful delivery & installation.
2. Give details of installation and commissioning except price which will be only in price bid (if applicable).
 3. Warranty may be quoted as per the Standard Manufacturer Terms. Price for the additional warranty must invariably be quoted for **three Years**.
 4. Delivery desired is within 01 month from the date of releasing the supply order. Specify your delivery period. Items should be delivered only on Working Days (Monday to Friday) during office Hours only i.e. between 10.00am to 04.00pm.
 5. In case of delayed supplies, liquidated damages at the rate of **0.5 percent per** week of delay with a maximum of **10 percent** of contract/order value will be levied.
 6. The firm has to submit a **performance security** of 10% of the total order value to be submitted from an Indian Scheduled Bank before release of final payment and after successful installation and commissioning of the equipment in the form bank guarantee valid for 2 months beyond the warranty period. If PBG is not submitted 10% payment of the total order value will be withheld, till such time, the PBG is submitted. No interest will be payable by the Purchaser on the Performance Security deposited. In case supplier fails to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited. **PBG format.**
 7. Delivery: **Free delivery at IIT Indore in case of indigenous orders.** In case of imported offers standard Incoterms shall be applicable. **The bidders must quote both in EXWORK/FOB/FCA and CIP/CIF value for deciding the mode of shipment in case of Import.**
 8. Indicate mode of dispatch. Rail/Road/ Air/ Sea/Multimode.
 9. In case equipment offered requires maintenance after the expiry of the warranty, please indicate approximate cost of comprehensive and on call basis maintenance and also availability of local support or otherwise.
 10. Please note clearly that faxed, mailed and opened quotations are liable to be rejected.

(Signature of the Bidder, with Official Seal)

CHAPTER- 7**PRICE BID**

PRICE 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, tender will be completely 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. **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.**
5. 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. INCOTERMS (in case of imported item) should be clearly mentioned on the bid
3. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly on free delivery basis at IIT Indore and total value is also indicated in words.
4. Any optional indicated in techno-commercial bids must be priced separately.
5. In case spares/accessories are applicable, their list and price should be clearly indicated separately.
6. The price must be stated for each item separately. The percentage of reduction, in the unit price should also be quoted, should an order to that extent be placed with you.

Signature of the Tenderer

Name of the Firm:

Contact No.:

Email:

Seal:

CHAPTER- 8**TENDER ACCEPTANCE LETTER**
(To be given on Company Letter Head)

To, _____

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No: _____

Name of Tender / Work: - _____

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 our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install the equipment and dispatch the same within the specified period.
8. I/We agree to supply and commission/install the equipment and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/receipt of supply/service order.
9. **I/We agree that in case if we fail to deliver the goods/complete the work within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking EMD.**
10. I / We certify that all information furnished by the our Firm 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- 9**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) (herein after 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 and address of the Branch

Phone No., Fax No. & e-mail id.

CHAPTER- 10
PRE-BID QUERY FORM

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/ Deviation sought	Clarification/ Response from IITI
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			