

TECHNICAL SPECIFICATION / TENDER DOCUMENT

Supply of Bed Linen, Duvet Covers, Pillow Covers and Bath Towels for Guest House

1. Bill of Quantity (BOQ)

Sl. No.	Item Description	Quantity	Unit	Dimensions	Ref Image
1	Single Bed Sheet	282	Nos.	72 × 112 inch	
2	Double Bed Sheet	82	Nos.	108 × 112 inch	
3	Single Duvet Cover	175	Nos.	72 × 94 inch	
4	Double Duvet Cover	82	Nos.	108 × 94 inch	
5	Pillow Cover	900	Nos.	20 × 30 inch	

6	Bath Towel	400	Nos.	30 × 60 inch	
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2. Detailed Technical Specifications

Parameter	Single Bed Sheet	Double Bed Sheet	Single Duvet Cover	Double Duvet Cover	Pillow Cover	Bath Towel
Material	100% Cotton	100% Cotton	100% Cotton	100% Cotton	100% Cotton	100% Cotton
Colour	White	White	White	White	White	White
Design	Plain	Plain	Plain with 1 cm satin stripe	Plain with 1 cm satin stripe	Plain	Plain
Minimum Thread Count	300 TC	300 TC	300 TC	300 TC	300 TC	—
Minimum GSM	135 GSM or above	135 GSM or above	135 GSM or above	135 GSM or above	135 GSM or above	550 GSM
Finished Size	72 × 112 in	108 × 112 in	94 × 72 in	94 × 108 in	20 × 30 in	30 × 60 in

3. Common Minimum Requirements

- All textile items shall be new, unused and of good commercial/institutional quality.
- Bed linen and duvet covers shall be 100% cotton.
- Fabric shall be uniform and free from holes, stains, tears, weaving defects, loose threads and other manufacturing defects.
- White colour shall be uniform throughout the supplied lot.
- Stitching shall be neat, uniform and durable; all edges shall be properly finished.
- Pillow covers shall have a durable envelope-type or equivalent closure.
- Items shall be suitable for frequent institutional/commercial laundering.
- Maximum dimensional shrinkage should preferably be not more than 3% after 3 washes.
- Packing shall protect items from dust, moisture and contamination.
- All items should be tagged with 1 inch*1.5 inch with logo (Image given at the end of the document).

4. Warranty / Guarantee

Minimum 6-month warranty against manufacturing defects from the date of acceptance. Normal wear and tear arising from regular use is excluded.

5. Delivery Period

Within 30 days from the date of GeM Contract/Order, or within the delivery period specified in the GeM contract.

6. Inspection & Acceptance Criteria

- Quantity verification.
- Measurement of finished dimensions.
- Verification of fabric composition, thread count and GSM, wherever applicable.
- Inspection of stitching, workmanship, colour and overall appearance.
- Inspection for stains, holes, tears, loose threads and other defects.
- The purchaser reserves the right to reject any item that does not conform to the prescribed specifications.

7. Replacement of Defective Items

Any defective, damaged, stained, torn, undersized/incorrectly dimensioned, poorly stitched or otherwise non-conforming item shall be replaced by the supplier at no additional cost to the purchaser.

8. After-Sales Service

Supplier shall respond to quality/defect complaints and arrange replacement of non-conforming items within a reasonable period at no additional cost.

9. Payment Terms

Payment shall be released through GeM after satisfactory delivery, inspection and acceptance of the complete/accepted quantity, subject to applicable GeM terms and conditions and submission of required documents/invoice.

TC – Thread Count

GSM – Grams per Square Meter.

10. Logo Pic



Each item to have separate serial number. This needs to be discussed with the guest house before printing.

For any technical query related to enquiry you may to contact

Dr. Ravikumar Bhimasingu, FIC (Guest House), email – fic.gh@iith.ac.in.

Mr George K T, Asst Hospitality Management Officer, email – office.gh@iith.ac.in Mob: 9895840179.

For Commercial query

Mr. M Venkatesh - Senior Assistant Registrar, Email : ar.purchase@iith.ac.in

Mr. K Ramesh Kumar – Sr.Assistant Registrar Email : ar.stores@iith.ac.in

Ms. D Chanchala Devi– Joint Registrar, Email : hos.snp@iith.ac.in

With CC: office.stores@iith.ac.in

TERMS AND CONDITIONS

1. Payment terms: 100% payment will be released after supply, installation of the material and training to the satisfaction of the User/IITH and submission of the delivery details and invoice through GeM Portal.
2. Delivery period: Software / Material should be delivered and installed **within 30 days** from the date of issue of purchase order. The offered delivery period shall have to be strictly adhered to in case an order is placed.
3. Installation & Testing: The installation shall be completed within a week from the date of intimation regarding the arrival of the equipment in the Institute. The installed system shall be performance tested at

our premises in accordance with the manufacturer's/supplier's recommendation/specifications. Tests shall demonstrate the proper operation of the instrument and all components.

4. The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from the existing users at IIT Hyd or from other Institutes, these feedbacks will be considered for technical evaluation, the bidders will also be called for technical presentations if it is required so.
5. Kindly furnish your PAN & GST Number etc. in your quotation for our records.
6. Institute reserves the right to cancel the bidding process at any stage.
7. **Requirement of registration:** Vide Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.
 - a. Any bidder from a country sharing a land border with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT).
 - b. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
 - c. "Bidder from a country which shares a land border with India" for the purpose of this Order means:
 - i. An entity incorporated, established or registered in such a country; or
 - ii. A subsidiary of an entity incorporated, established or registered in such a country; or
 - iii. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - iv. An entity whose beneficial owner is situated in such a country; or
 - v. An Indian (or other) agent of such an entity; or
 - vi. A natural person who is a citizen of such a country; or
 - vii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
 - ii. For details about registration procedures please visit the above mentioned OM. Mandatory documentary evidence regarding the bidder's registration with DPIIT is to be submitted along with the tender, failing which the tender shall be liable for rejection. Bidders are also requested to submit the Model Certificates **as per Annexure** for this tender as mentioned in the Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

8. Public Procurement (Preference to Make in India), Order 2017:

- i. IIT Hyd shall compare all substantially responsive bids to determine the lowest valued bid. This Institute is following and abide with the Public Procurement (Preference to Make

in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and its subsequent amendments. Accordingly preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

- ii. As per the above order and its subsequent amendments “Local Content” means the amount of value added in India which shall be value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all the custom duties) as a proportion of the total value, in percent. Accordingly the suppliers will be classified in following categories.

1. Class I local Supplier – has local content minimum 50%
2. Class II local Supplier – has local content minimum 20%

- b. **Verification of Local Content** : The Class I Local Supplier /Class II Local Supplier at the time of bidding shall be required to indicate the percentage of local content and provide self-certification as per **Annexure** that the items offered meet the local content requirement. The details of the location(s) at which the local value addition is made also needs to be specified.

The bidders can be debarred for a period up to two years as , per Rule 151(iii) of GFR 2017, in case of false declaration.

Complaint Redressal Mechanism:

In case any complaint received by the procuring agency or the concerned Ministry/Department against the claim of a bidder regarding local content/domestic value addition in a product, the same shall be referred to competent authority at IITH or the relevant Ministry .

The bidder against whom the complaint is received shall be required to furnish the necessary documentation in support of the domestic value addition claimed in the product to authority. If no information is furnished by the bidder, such laboratories may take further necessary action, to establish the bonafides of the claim

A complaint fee of Rs. 2 lakh or 1% of the value of the domestically manufactured products being procured (subject to a maximum of Rs.5 lakh), whichever is higher, to be paid by Demand Draft to be deposited with Procuring Institute. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.

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

9. **Note for MSME/NSIC/Start up Bidder:** If in the view of bidder, any exemption / relaxation is applicable to them from any of the eligibility requirements, under any Rules / Guidelines/ Directives of Government of India, bidder may submit their claim for the applicable exemption /relaxation, quoting the valid Rule/Guidelines/ Directives with a copy of such notification. In this case the bidder must submit

necessary and sufficient documents along with the technical bid, in support of their claim. The relevant and valid certificates in support of claim of exemption must be submitted along with the Technical Bid.

Note 1: These exemptions /relaxation are meant for procurement of only goods produced and services rendered by MSEs. Traders/ distributors/ sole agent/ Works Contract are excluded from the purview of the policy. This Bid is also governed by latest General terms and conditions as per GeM.

Note 2: EMD exemption to MSME firms will be granted only if the bidder itself is the MSE /OEM of all the products offered. If even one of the offered items is not manufactured by the bidder as its own OEM product, the bidder's MSME status will not be considered for EMD exemption or MSME/MII Purchase Preference.

Note 3: (Mandatory Submission of Annexures): - All bidders are mandatorily required to submit all the Annexures prescribed in the tender document, strictly in the formats provided therein, duly filled in, signed, and stamped (wherever applicable), along with their bid. Failure to submit any of the required Annexures, or submission of Annexures in a format other than that prescribed in the tender document, or submission of incomplete or unsigned Annexures, shall render the bid non-responsive, and the bid is liable to be rejected without any further correspondence or clarification.

Sample Approval: The L1 bidder shall submit a sample of each item for inspection and approval by the Competent Authority/Indenting Department prior to commencement of bulk production/supply. Bulk production or supply shall be undertaken only after obtaining written approval of the submitted samples. The approved samples shall be treated as the benchmark for quality, specifications, and workmanship of the items supplied.

Checklist for BIDDERS

Bidders to indicate whether the following are enclosed/mentioned by striking out the non-relevant option

Sl. No.	Content	File Types	Document Attached
1	FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS- Annexure- B	.PDF	(Yes /No)
2	UNPRICED TECHNICAL BID – Annexure-‘C’	.PDF	(Yes /No)
3	MANUFACTURER’S AUTHORIZATION & WARRANTY SUPPORT DECLARATION – Annexure D	.PDF	(Yes /No)
4	Declaration for Local Content from OEMs Letter Head – ANNEXURE – E	.PDF	(Yes /No)
5	CERTIFICATE BY BIDDER- DPIIT REGISTRATION- ANNEXURE –F	.PDF	(Yes /No)
6	DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION - ANNEXURE G	.PDF	(Yes /No)
7	Bidder Information form as per Annexure-‘H’	.PDF	(Yes /No)
8	PREVIOUS SUPPLY ORDER LIST FORMAT - ANNEXURE I	.PDF	(Yes /No)
9	ACCEPTANCE OF TENDER TERMS (To be given on Company Letter Head) - ANNEXURE – J	.PDF	(Yes /No)

ANNEXURE -B

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

1	2	3	4	5	6
S. N.	Name of specifications/part / Accessories of tender enquiry As per Annexure A of the Tender Document.	Specifications of quoted Model/ Item	Compliance Whether “YES” Or “NO”	Deviation, if any, to be indicated in unambiguous terms	Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature
1					
2					
3					
n					

NOTE: The bidder should also submit the Brochure with technical details of the product supporting the compliance statement.

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

ANNEXURE - C

UNPRICED TECHNICAL BID
(Bidder should provide the following details on Letter head)

Quotation No :

Date:

Name of the Bidder _____

GeM bid No. _____

Sr.No	Item Description	Country of Origin	Make & Model	HSN Code	GST %	Qty
1						
2						
3						
n						

Other Terms & Conditions

1	Payment terms	:
2	Delivery Period from the date of Issue of PO	:
3	Warranty	:
4	Any other additional terms	:

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

ANNEXURE – D

MANUFACTURER’S AUTHORIZATION & WARRANTY SUPPORT DECLARATION

(ON OEMs Letter head)

Date:

Tender No / GeM bid no:

To
The Director,
Indian Institute of Technology Hyderabad,
Kandi, Hyderabad – 502 284

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

We hereby extend our full guarantee, warranty, availability of spare parts and AMC support in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

Authorized representative of the Manufacturer

Authorized representative Bidder

Signature:

Signature:

Name:

Name:

Address:

Address:

Mobile No:

Mobile No:

Email ID:

Email ID:

ANNEXURE E

Declaration for Local Content (on OEM's Letter Head)

(To be given on Company Letter Head - For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date: _____

To,
The Director,
Indian Institute of Technology Hyderabad,
Kandi, Sangareddy 502284

Sub: Declaration of Local content

Tender Reference No: _____

Name of Tender / Work: - _____

1. Country of Origin of Goods being offered: _____

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

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

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

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

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

ANNEXURE F

CERTIFICATE BY BIDDER- DPIIT REGISTRATION

“ I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a country, has been registered with the Competent Authority (copy of the Registration Certificate enclosed) . I hereby certify that his bidder fulfils all requirements in this regard and is eligible to be considered.

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

ANNEXURE G

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(to be provided on letter head of the firm)

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

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

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

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

ANNEXURE –H

BIDDER INFORMATION FORM

Company Name : _____

Registration Number : _____

Manufacturer /Distributor for the quoted product : _____

Registered Address : _____

Name of Partners /Director: _____

City : _____

Postal Code : _____

Company's Establishment Year : _____

Company's Nature of Business : _____

Company's Legal Status (tick on appropriate option)

1) Limited Company

2) Undertaking

3) Joint Venture

4) Partnership

5) Others (In case of Others please specify)

Company Category

1) Micro Unit as per MSME

2) Small Unit as per MSME

3) Medium Unit as per MSME

4) Ancillary Unit

5) SSI

6) Others (In case of Others please specify)

CONTACT DETAILS

Contact Name : _____

Email Id : _____

Designation : _____

Phone No : (_____) _____

Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____

A/c. No. CC/CD/SB/OD: _____

Name of Bank : _____

IFSC NO. (Bank) : _____

Branch Address and Branch Code: _____

Other Details

Vendor's PAN No. _____

Vendor's GST _____

ANNEXURE – I

PREVIOUS SUPPLY ORDER LIST FORMAT

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

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

Signature and Seal of the Manufacturer/ bidder

Place:

Date:

ANNEXURE – J

ACCEPTANCE OF TENDER TERMS
(To be given on Company Letter Head)

Date: DD/MM/YYYY

To,

The Director
Indian Institute of Technology Hyderabad
Kandi – 502 285.Telangana, India

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No/GeM Bid no: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender’ 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 (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/ organisation 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 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)