భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

**Indian Institute of Technology Hyderabad**
**Kandi, Sangareddy - 502 284, Telangana, India**
**Phone: 040-23016071:**
**Website: www.iith.ac.in, Email: office.stores@iith.ac.in>**

## Technical Specifications and Other Terms and Conditions

**Annexure A**

## Multi-Storage Utility Trolley

1. Bill of Quantity:

| Sl. No. | Item Description | Unit | Quantity |
|---|---|---|---|
| 1 | Multi-Storage Utility Trolley with 3 trays, 2 side-mounted wire-mesh baskets, 8 removable hooks, perforated side panel, U-shaped handles and 4 swivel castor wheels, as per the technical specifications | Nos. | 20 |

2. TECHNICAL SPECIFICATIONS:

| Sl. No. | Parameter | Tender Specification |
|---|---|---|
| 1 | Item / Product | Multi-Storage Utility Trolley with trays, storage baskets and hooks |
| 2 | Overall Dimensions (W × D × H) | Approx. 52W × 32D × 76H cm +/- 10% variable.(refer to the attached image) |
| 3 | Item Weight | Approx. 5.00 – 6.00 kg |
| 4 | Frame Material | Alloy Steel / Steel Alloy construction, rigid and suitable for regular institutional use |
| 5 | Frame Finish / Colour | Black, with durable corrosion-resistant powder-coated / baked finish |
| 6 | Storage Levels | 3-tier / 3 storage trays |
| 7 | Tray Construction | Sturdy trays with raised side/front edges to help prevent items from falling during movement |
| 8 | Tray Surface | Perforated / mesh-type ventilated sections as shown in the product configuration |
| 9 | Side Storage Panel | Integrated perforated side suspension panel for attaching accessories |
| 10 | Storage Baskets | 2 detachable/removable wire-mesh storage baskets mounted on the side panel |
| 11 | Basket Approx. Dimensions | 30Width × 40Lengh × 7Depth in cms +/- 10% variable. |
| 12 | Hooks | 8 removable/movable hooks for hanging kitchen/utility accessories such as ladles, spoons, towels, etc. |
| 14 | Side Panel Hole Pattern | Multiple perforations / mounting points to allow flexible positioning of hooks and baskets |

| Sl. No. | Parameter | Tender Specification |
|---|---|---|
| 15 | Handle | Integrated U-shaped handles on the frame for convenient pushing and pulling |
| 16 | Castor Wheels | 4 smooth-rolling swivel castor wheels suitable for movement on indoor floors |
| 17 | Wheel Brakes | Minimum 2 castor wheels with locking/braking mechanism |
| 18 | Mobility | Trolley shall permit smooth movement and easy manoeuvrability between rooms/work areas |
| 19 | Stability | Locking castors shall provide stability when the trolley is stationary |
| 20 | Construction | Rigid, stable and suitable for regular handling in, laboratory, office, classrooms institutional or service areas |
| 21 | Assembly | Supplied fully assembled or with all necessary hardware and accessories for assembly |
| 22 | Edges / Corners | Edges and corners shall be suitably finished/smooth to minimize risk of injury during normal use |
| 23 | Corrosion Resistance | Metal surfaces shall have a suitable protective finish to resist normal indoor moisture and corrosion |
| 24 | Accessories Included | 3 trays, 2 side storage baskets and 8 removable hooks shall be supplied as part of the trolley |
| 25 | Colour | Black |
| 27 | Load Capacity | Each tray basket – min 8 kg<br>Overall – Min 25kg |
| 28 | Warranty | Minimum 01 year comprehensive warranty against manufacturing defects from the date of supply/installation, unless otherwise specified in the tender |

## 3. FUNCTIONAL CONFIGURATION

The trolley should essentially conform to the following configuration shown in the submitted images:

- 3 storage trays
- 2 side-mounted wire-mesh baskets
- 8 movable/removable hooks
- Perforated side accessory panel
- U-shaped pushing/pulling handles
- 4 swivel castor wheels
- 2 castors with brakes/locking mechanism
- Compact dimensions
- Black alloy-steel frame

**Image for reference purposes only. No copyright. Taken from the public domain.**





**For any technical query related to enquiry you may to contact**

Mr Suresh N, Academic Office, Email: ar.acadug@iith.ac.in

**For Commercial query**

Mr. K Ramesh Kumar - Sr. Assistant Registrar Email: ar.stores@iith.ac.in
Mr. M. Venkatesh- Sr. Assistant Registrar Email: ar.purchase@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. Delivery period: Material should be delivered and installed within **3 weeks** 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.
2. 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.
3. Warranty & Maintenance contract: The supplier shall warranty equipment/material, system components for a minimum **Warranty:** At least **(01) One year warranty** to be provided by the manufacturer. following satisfactory installation and commissioning. The defects, if any, during the guarantee/warrantee period are to be rectified free of charge by arranging free replacement wherever necessary. All expenditure including government levies on account of the replacement are to be borne by the supplier/agent.
4. 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.
5. 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.
6. Kindly furnish your PAN & GST Number etc. in your quotation for our records.
7. Institute reserves the right to cancel the bidding process at any stage.

8. **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.

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

i. IIT Hyd shall compare all substantially responsive bids to determine the lowest valuated 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 of 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.

10. **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: MSME Purchase Preference 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.**

## 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<br><br>As per Annexure A of the Tender Document. | Specifications of quoted Model/ Item | Compliance<br><br>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)**

Indian Institute of Technology Hyderabad
Kandi, Sangareddy - 502 284, Telangana, India
Phone: 040-23016071:
Website: www.iith.ac.in, Email: office.stores@iith.ac.in>

**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)**

**Indian Institute of Technology Hyderabad**
**Kandi, Sangareddy - 502 284, Telangana, India**
**Phone: 040-23016071:**
**Website: www.iith.ac.in, Email: office.stores@iith.ac.in>**

**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 county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed) . I hereby certify that his bidder fulfils all requirements in this regard and is eligible to be considered.

**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.

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 of the details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

OR

I hereby certify that our firm namely _____ was blacklisted by _____ for a period of _____years/months at the Institute Level/ All Indian Level.

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 _____

GeM Registration no _____

**ANNEXURE – I**

PREVIOUS SUPPLY ORDER LIST FORMAT

| Order placed by<br><br>{*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/ organization 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/ organization 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)