

Technical Specifications and Other Terms and Conditions

Annexure A

Scope of Work: Supplying, Installation, Testing and Commissioning of AV Accessories in the Classroom

1. BILL OF QUANTITY:

S. No	Item Description	Unit	Qty
1	Supply, Installation, Testing & Commissioning of 120" Motorized Projection Screen, 16:9, high-quality matte white screen surface, gain 1.0 ± 0.1 , wireless remote + UP/STOP/DOWN wall switch, rugged aluminium/metal casing, wall/ceiling mounting, including required electrical wiring, power connection, casing/capping, necessary fitting accessories and other essential miscellaneous materials required for proper installation.	Nos.	2
2	Supply, Installation, Testing & Commissioning of Adjustable Universal Projector Ceiling Mount, heavy-duty steel construction, minimum 18 kg capacity, minimum 3 ft outer extension with telescopic inner section adjustable to 3 (3x3 ft) ft, $\pm 20^\circ$ tilt, $\pm 8^\circ$ swivel, $\pm 180^\circ$ rotation, cable management and safety cable, including necessary fitting accessories and essential miscellaneous materials required for proper installation.	Nos.	2
3	Accessories kit for CVL Lavalier Microphone, comprising 2 x microphone clips and 1 x foam windscreen, for Shure CVL-B/C-TQG Lavalier Microphone.	Nos.	15
4	Lavalier Cardioid Condenser Microphone Assembly kit, with TA4F/TQG connector, including 2 x tie clip and 1 x foam windscreen, for Shure SVX1 transmitter.	Nos.	5
5	Rechargeable Battery Charging Set for Wireless Microphone System, comprising dual-bay charger and 2 $\times$ rechargeable battery packs, for Sennheiser EW-D SK Bodypack and EW-D SKM-S Handheld Transmitters.	Nos.	2

2. TECHNICAL SPECIFICATIONS:

Supplying, Installing, Testing and Commissioning of Motorized Projection Screen		
S. No	Parameter	Specifications
1	Type	Motorized retractable projection screen
2	Screen Size	120 Inch Diagonal
3	Aspect Ratio	16:9
4	Screen Surface/Fabric	High-quality matte white, gain 1.0 ± 0.1 , suitable for front projection, with black border
5	Motor	High-capacity tubular motor
6	Control	Wireless remote and 3-way manual UP/STOP/DOWN wall switch
7	Casing/Housing	Rugged square or equivalent aluminium/metal casing
8	Locking Mechanism	Auto lock roller
9	Viewing Area	Minimum 2670×1500 mm (W $\times$ H)
10	Viewing Angle	$\geq 160^\circ$
11	Mounting	Wall/Ceiling Mount
12	Warranty	1 Year

Supplying, Installing, Testing and Commissioning of Adjustable Universal Projector Ceiling Mount		
S. No	Parameter	Specifications
1	Mount Type	Adjustable ceiling mount with universal bracket suitable for projectors of different make/models
2	Construction & Finish	Heavy-duty steel construction with matte powder-coated finish, White/Black
3	Weight Capacity	Minimum 18 kg, including suitable safety factor
4	Mounting Extension / Drop	Minimum 3 ft outer extension with telescopic inner section adjustable to 3 ft
5	Tilt Range	$\pm 20^\circ$ or better
6	Swivel Range	$\pm 8^\circ$ or better
7	Rotation	$\pm 180^\circ$ or better
8	Cable Management	Provision for internal/concealed cable management
9	Safety	Safety cable / secondary safety support
10	Warranty	1 Year

Accessories Kit for Shure CVL Lavalier Microphone		
S. No	Parameter	Specifications
1	Type	Accessories kit specifically designed for Shure CVL / CVL-B/C-TQG Lavalier Microphone

Accessories Kit for Shure CVL Lavalier Microphone

S. No	Parameter	Specifications
2	Contents & Compatibility	Shall include 2 × Microphone Clips + 1 × Foam Windscreen. Specifically designed for Shure CVL / CVL-B/C-TQG Mic Assembly available from OEM
3	Warranty	6 Months

Lavalier Cardioid Condenser Microphone Assembly kit

S. No	Parameter	Specifications
1	Type	Lavalier cardioid condenser microphone kit with TA4F/TQG connector for Shure SVX1 transmittter bodypack
2	Contents & Compatibility	Shall include 1 × tie clip and 1 × foam windscreen. Specifically designed for Shure SVX1 bodypack transmitter available from OEM
3	Warranty	1 Year

Charging Kit for Sennheiser EW-D Microphone

S. No	Parameter	Specifications
1	Type	Rechargeable battery charging set for wireless microphone system
2	Charger	Dual-bay fast charger suitable for the specified rechargeable battery packs
3	Battery	2 × rechargeable battery packs
4	Battery Capacity	2.2 Ah per battery pack
5	Compatibility	Specifically designed for EWD Mics - Sennheiser EW-D SK Bodypack and EW-D SKM-S Handheld Transmitters available from OEM
6	Charging	Simultaneous charging of 2 battery packs
7	Charging Indication	Individual charging status indication for each battery pack
8	Warranty	1 Year

3. INSTALLATION AND ASSOCIATED WORKS

The installation shall include required electrical wiring and power connection, suitable casing/capping, necessary mounting hardware, fasteners, connectors, cable management, earthing and other essential miscellaneous materials required for safe and proper installation, including mounting, alignment, testing and commissioning etc.

Eligibility Criteria:

- The bidder shall be an Audio-Visual equipment supplier, integrator, installer or service provider.
- The bidder shall have adequate technical capability and manpower to supply, install, test and commission the specified AV equipment/Accessories.
- The bidder shall supply new and genuine products conforming to the technical specifications specified in the Bid and submit the brochures and make/model as per the tender format.
- Where applicable, the bidder shall provide valid OEM/authorized channel support for the products offered.
- The bidder shall have local service support in Hyderabad or provide service support at the site within 48 hours of receiving a service request.

For any technical query related to enquiry you may to contact

Mr. V S Sastry, Senior Assistant Registrar, Academics Section

Email: ar.acadpg@iith.ac.in

For Commercial query

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

Mr. Ramesh Kumar - Senior 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. Delivery period: Material should be delivered and installed within **30 Days** from the date of issue of purchase order. The delivery period offered shall have to be strictly adhered to in case an order is placed.
2. Payment: - **No advance payments are allowed under any circumstances.**
100% payment will be made against supply, installation, commissioning & acceptance by IIT Hyd and submission of Performance Bank Guarantee for the value of 5% of the order value valid for a period of warranty period plus 60 days.

Note: Bank Guarantee to be routed through NeSL. (Bank will do the process of routing through NeSL)

3. Bid Opening and Evaluation Process:

- a. Technical Bids will be opened as per the Date Schedule & Time.
- b. Financial Bids/Commercial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids /Commercial will be announced later.
- c. Bids would be summarily rejected, if tender is submitted other than through online portal. The Bid is to be submitted within stipulated date / time.

Technical Committee

- (i) On the due date the technical bids will be opened and referred to a duly constituted technical committee which is duly constituted. The committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is the final and binding on all the parties.
- (ii) The technical evaluation will be an assessment of the Technical Bid. IIT Hyd representatives will proceed through a detailed evaluation of the Technical Bids as defined in Chapter IV (Schedule of requirements, specifications and allied technical details), in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IIT Hyd will examine the information supplied by the BIDDERS, and shall evaluate the same as per the specifications mentioned in this tender.
- (iii) The technical committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IIT Hyd and this criteria/recommendation will also form as a part of short-listing of the firms.
- (iv) 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, this feedback will be considered for technical evaluation, the bidders will also be called for technical presentations if it is required so.
- (v) The information received, and the bids already submitted together will be examined with reference to the tendered specifications and evaluation is made by the Technical Committee.

(vi) After the technical evaluation is completed and approved, IIT Hyd shall inform to the BIDDERS whose bids have been rejected technically with the reasons for rejection.

(vii) The successful BIDDERS will be informed regarding the date and time of Commercial bid opening.

(viii) In the event of seeking any clarification from various BIDDERS by IIT Hyd, the BIDDERS are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. In case if a BIDDER fails to quote for a particular item it amounts to non-compliance and hence such bid will not be considered for further evaluation. Further during this process if any BIDDER indicates the price during the clarification such bids also will not be considered for further evaluation.

4. The Director, IIT Hyd reserves the right to accept the offer in full or in parts or reject summarily or partly.

5. Bid Validity Period:

a. The prices must be valid at least for a period of **120 days** from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later

b. IIT Hyd may ask for the BIDDER's consent to extend the period of validity. Such request and the response shall be made in writing only. The BIDDER is free not to accept such request. A BIDDER agreeing to the request for extension will not be permitted to modify his bid.

c. Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

6. AWARD OF CONTRACT:

a. IIT Hyd, shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.

b. If more than one BIDDER happens to quote the same lowest price, IIT Hyd reserves the right to award the contract to more than one BIDDER or any BIDDER.

7. IIT Hyd reserves the right to vary quantities at the time of Award:

a. IIT Hyd reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions. Further, at the discretion of IIT Hyd, the quantities in the contract may be enhanced by 25% within the delivery period.

b. Firms which have already supplied similar equipment to IIT Hyd and have not completed required installation/commissioning/after sales service/warranty replacements etc. such firms offer will not be considered for further evaluation and no enquiries thereafter will be entertained.

8. Fraud and Corruption:

IIT Hyd requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

(a) The terms set forth below are defined as follows:

(i) **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution.

(ii) **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.

(iii) **“Collusive practice”** means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non -competitive levels; and

(iv) **Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract

(b) IIT Hyd will reject a proposal for award if it determines that Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent collusive or coercive practices in competing for the Contract in question

9. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, Director, IIT Hyd’s interpretation of the clauses shall be final and binding on all parties.

10. **Pre-installation:** The BIDDER has to state in detail the Electrical Power/UPS requirements, floor Space, head room, foundation needed and also to state whether Air-conditioned environment is needed to house the system and to run the tests. i.e. pre-installation facilities required for installation may please be intimated in the technical bid. Subsequently, before the consignment lands in IIT Hyd the bidder shall confirm that

the pre-installation requirements are sufficient for installation of the equipment. The BIDDER should continuously monitor the pre-installation requirements and see that everything is ready before the consignment is taken to the site for installation.

11. Installation:

- a) BIDDER shall be responsible for installation / demonstration wherever applicable and for after sales service during the warranty and thereafter.
- b) Installation demonstration to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the equipment at site, unless otherwise instructed by the Institute.
- c) After successful installation what will be the minimum down time of equipment/instrument in case of breakdown? If the identified firm or person fails to put the system into working conditions what is the further alternative course of action suggested to adhere to minimum down time should be covered in the Technical Bid.

14. Inspection:

- a) The inspection of the system will be done by our technical expert/Scientist in the presence of the firm's representative.
- b) In case of receipt of the material in short supply or damaged condition the supplier will have to arrange the supplies/ replacement of goods free of cost pending the settlement of the insurance case wherever applicable on FOR at IIT Hyd.

15. Warranty / Support:

- a) The items covered by the schedule of requirement shall carry minimum **Three (03) years** of comprehensive warranty from the date of acceptance of the equipment by IIT Hyd. Warranty shall include free maintenance of the whole equipment supplied including free replacement of parts. The defects, if any, shall be attended to on immediate basis but in no case any defect should prolong for more than 24 hours. The comprehensive warranty includes onsite warranty with parts.
- b) The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, custom duty, local taxes if any should be borne by the beneficiary or his agent. No cost will be borne by IIT Hyd.
- c) The warranty on the associated software should cover providing of upgraded version/s, if any, released during the warranty period free of cost.
- d) The Bidder shall assure the supply of spare parts after warranty is over for maintenance of the equipment supplied if and when required for a period of 10 years from the date of supply of equipment on payment on approved price list basis.

- e) The equipment must be supported by a Service Centre in India manned by the technical support engineers. Also, it should be possible to contact the principal's vendor support Centre on a toll-free number/web/mail. The support through this Centre must be available during all working days and hours.
- f) The manufacturer/OEM should facilitate the bidder/Agent on regular basis with technology / product updates & extend support for the warranty as well.
- g) The vendor will have to arrange for all the testing equipment & tools required for installation, testing & maintenance etc.
- h) The principal vendor must have a local logistics support by maintaining a spares in the country of deployment of the equipment, with the Indian Agent. This is to ensure immediate delivery of spares parts from Principal Vendor of equipment to its channel partner/system integrator.
- i) Details of the agency who shall maintain during warranty and undertake Annual Maintenance Contract/Comprehensive Service Maintenance Contract beyond warranty shall be given in the offer. In case of foreign quote, the Indian Agent who shall maintain during warranty and AMC beyond warranty shall be given in the Technical Offer
- j) **Commencement Of Warranty Period:** The warranty period of an item shall commence from the date of successful installation, commissioning and demonstration at IIT Hyd. The warranty period and validity of Performance Guarantee shall be extended for the period of delay in satisfactory installation and delay in warranty services.

16. Reasonability of Prices: The prices quoted must be the prices applicable for a premiere Educational and Research Institute of national importance. The bidder must give details of identical or similar equipment, if any, supplied to other IITs/ IISERs/ CSIR lab/ CFTI's during last three years along with the final price paid and Performance certificate from them

17. Indemnity: The vendor shall indemnify, protect and save IIT Hyd against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment's supplied by the bidder/OEM.

18. Liquidity Damage for delayed Services

- i) As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to, failing which, IIT Hyd will forfeit SD and also LD clause will be applicable /enforced.

- ii) If the supplier fails to Supply, Install and Commission the system as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 0.5 % of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
- iii) IIT Hyd reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit.

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

- a) 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.
- b) 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 the following categories.
 - i) Class I local Supplier – has local content equal to more than 50%
 - ii) Class II local Supplier – has local content more than 20% but less than 50%
- c) **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 need to be specified.

In case of procurement in excess of Rs.10 crores, the suppliers shall be required to provide the certificate from the Statutory auditor or cost auditor of the company giving the percentage of local content.

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.

20. 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.

These exemptions /relaxations 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

21. Force Majeure: IIT Hyd may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

22. Dispute Settlement:

IIT Hyd and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the IIT Hyd or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration.

Arbitration may be commenced prior to or after delivery of the Goods under the Contract. The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

- (a) In case of Dispute or difference arising between the IIT Hyd and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director IIT Hyd, if he is unable/ unwilling to act, to the sole arbitration of some other person appointed by his willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
- (b) In the case of a dispute between the Purchase and a Foreign supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with the provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. The venue of the arbitration shall be the place from where the purchase order or contract is issued.

23. Jurisdiction: The disputes, legal matters, court matters, if any, shall be subject to Hyderabad Jurisdiction only.

24. The Director, IIT Hyd reserves the right to accept the offer in full or in parts or reject summarily or partly and also reserves the right to cancel the tender at any stage without assigning reasons

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 Chapter 4 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					

Note: Bidders are required to fill this table as per the specifications given in Chapter 4 of this Tender Document. The points need to be reproduced in the table at Column No 2 and then fill in the relevant details for each specification.

Signature of the Bidder

Name

Stamp

ANNEXURE - C

UNPRICED TECHNICAL BID

(Bidder should provide the following details on Letter head)

Quotation No :

Date:

Name of the Bidder _____
No. _____

GeM bid

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	:	

ANNEXURE – D

Bid Securing Declaration Form

Date: _____

Tender No.

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

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

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

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE – E

MANUFACTURER'S AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer]

Date: [Insert date (as Day, month and year) of Bid submission]

Tender No.: [Insert number from Invitation for Bids]

To: [Insert complete name and address of Purchaser]

WHEREAS

We [insert complete 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 and warranty in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____ [insert date of signing]

ANNEXURE – F

PREVIOUS SUPPLY ORDER LIST FORMAT

Order placed by {Full address of	Order No. and Date	Description and quantity of	Value of order	Date of completion of delivery as	Date of actual completion	Remarks indicating reasons for late delivery, if	Has the equipment been installed	Contact Person along with Telephone
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Purchaser]		ordered equipment		per contract	n of delivery	any and justification for price difference of their supply order & those quoted to us.	satisfactorily ? (Attach a certificate from the Purchaser/ Consigner]	e no., Fax no. and e-mail address.

Signature and Seal of the Manufacturer/ bidder

Place:

Date:

ANNEXURE – G

BIDDER INFORMATION FORM

Company Name : _____

Registration Number : _____

Registered Address : _____

Name of Partners /Director: _____

City : _____

Postal Code : _____

Company's Establishment Year : _____

Company's Nature of Business : _____

Company's Legal Status 1) Limited Company

(tick on appropriate option) 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 – H
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 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.:

ANNEXURE – I

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: _____

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)

ANNEXURE – J

NO RELATIONSHIP CERTIFICATE

(On Company Letterhead)

1. I/We hereby certify that I/We* am/are* related/not related(*) to any officer of IIT Hyderabad. (If Related provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture of E.M.D and security deposit and I/We* shall be liable to make good the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Authorized Signatory
Name:

Place:

Designation:

Contact No.:

ANNEXURE – K

Declaration for Local Content

(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 502285

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.

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, with Official Seal)

ANNEXURE –L

CERTIFICATE
ON COMPANY LETTERHEAD

CERTIFICATE BY BIDDER- DPIIT REGISTRATION

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

Signature with Date and Stamp
Of the Bidder

ANNEXURE -M

FORMAT FOR PERFORMANCE BANK GUARANTEE

To

Indian Institute of Technology Hyderabad.
Kandi, Sangareddy 502284

Dear Sirs,

In consideration of the Indian Institute of Technology Hyderabad (hereinafter referred to as the "Buyer" which expression shall unless excluded by or repugnant to the context or meaning thereof, include its successors administrators and assigns) having issued to (Name of the seller) with its Registered / Head Office at (hereinafter referred to as the "Seller" which expression shall unless excluded by or repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) an order bearing Purchase Order No. dated and the same having been unequivocally accepted by the seller resulting into a Contract between the buyer and the seller for supply of, more fully described in the said Purchase Order and the buyer in terms of one of the provisions of the said Purchase Order and whereas the Seller has undertaken to produce a Bank Guarantee amounting to Rs. _____, which is **5%** of the Contract value in aggregate for Performance and Warranty to the Buyers.

We, the _____ bank hereby expressly, irrevocably and unreservedly undertake the guarantee as Principal obligators on behalf of the SELLER that, in the event that the BUYER declares to us that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the BUYER by reason of breach/failure to perform by the said SELLER of any of the terms and conditions in the contract related to the Performance and Warranty clauses, we will pay you, on demand and without demur, all and any sum upto (**5%** of the contract value) Rs. _____ only at any one instance under this Guarantee. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We shall not be entitled to ask you to establish your claim or claims under this guarantee but will pay the same forthwith without any protest or demur. We undertake to effect the payment upon receipt of such written demand.

We shall not be discharged or released from the undertaking and guarantee by any arrangements, variations made between you and the SELLER, indulgence to the SELLER by you, or by any alterations in the obligations of the SELLER or by any forbearance whether as to payment, time performance or otherwise.

We further agree that any such demand made by the BUYER on the Bank shall be conclusive, binding, absolute and unequivocal notwithstanding any difference or dispute or controversy that may exist or arise between you and the Seller or any other person.

In no case shall the amount of this guarantee be increased.

This Performance-cum-Warranty guarantee shall remain valid for a period until 60 days beyond the warranty period i.e. upto _____

Subject to the terms of this Bank Guarantee, the issuing bank hereby irrevocably authorizes the beneficiary to draw the amount upto Rs. _____ (5% of the total contract value) for breach/failure to perform by the Seller of any of the terms and conditions of the contract related to performance and warranty clause. Notwithstanding anything mentioned herein, the total drawings under the Guarantee by the buyer shall not exceed 5% of the total contract value. Partial drawing and multiple drawings under this Bank Guarantee are allowed within the cumulative amount and subject to each such drawing not exceeding 5% of the contract value.

This guarantee shall be continuing guarantee and shall not be discharged by any change in the constitution of the Bank or in the constitution of M/s. _____. We undertake not to revoke this guarantee during the currency except with previous consent of BUYER in writing.

Notwithstanding anything contained herein above:

- a) Our liability under this Guarantee shall not exceed Rs. _____ (Rupees _____ only (in words)
- b) This Bank Guarantee shall remain valid until 2 months from the date of expiry of warranty period of the contract i.e. upto _____ (mention the date) which is 2 months after expiry of the warranty period and the BG shall cease to be valid after _____ irrespective whether the Original Bank Guarantee is returned to us nor not.

- c) We are liable to pay guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written demand or a claim in writing on or before _____ (Expiry Date)

Dated the _____ day of _____ (month and year)

Place

Signed and delivered by _____ (name of the bank)

Through its authorized signatory
(Signature with Seal)