
 Government eProcurement System		eProcurement System Government of India	
		Tender Details	
		Date : 20-Oct-2020 05:07 PM	
		 Print	
Basic Details			
Organisation Chain	Indian Institute of Information Technology Allahabad		
Tender Reference Number	IIIT-A/SP/744/ 1125/ 2020		
Tender ID	2020_IIITA_592003_1		
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	1
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Payment Instruments		Cover Details, No. Of Covers - 1	
Offline	S.No	Instrument Type	
	1	Bankers Cheque	
	2	Bank Guarantee	
	3	Demand Draft	
	4	R-T-G-S	
	5	FDR	
	6	NEFT	
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	DULY SIGNED AND STAMPED OF SCANNED COPY OF PREQUALIFICATION CLAUSE NO. 5.1, 5.2 AND 5.3
		.pdf	DULY SIGNED AND STAMPED OF SCANNED COPY OF PREQUALIFICATION CLAUSE NO. 5.5 AND 5.6
		.pdf	DULY SIGNED AND STAMPED OF SCANNED COPY OF OTHER IMPORTANT DOCUMENT AS PER TENDER CLAUSES
		.xls	PRICE SCHEDULE
Tender Fee Details, [Total Fee in ₹ * - 0.00]			
Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		
EMD Fee Details			
EMD Amount in ₹	3,600	EMD through BG/ST or EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	IIIT-ALLAHABAD	EMD Payable At	PRAYAGRAJ
Work /Item(s)			

Title	Comprehensive Annual Maintenance of Aqua guards AND R O Systems of Ms Eureka Forbes				
Work Description	Comprehensive Annual Maintenance of Aqua guards AND R O Systems of Ms Eureka Forbes				
Pre Qualification Details	AS PER TENDER DOCUMENTS				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Support/Maintenance Service	Sub category	CAMC OF AQUAGUARDS
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	365
Location	IIIT-ALLAHABAD	Pincode	211015	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	IIIT-ALLAHABAD
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	20-Oct-2020 06:00 PM	Bid Opening Date	12-Nov-2020 04:00 PM
Document Download / Sale Start Date	20-Oct-2020 06:00 PM	Document Download / Sale End Date	11-Nov-2020 12:00 PM
Clarification Start Date	20-Oct-2020 06:00 PM	Clarification End Date	04-Nov-2020 10:00 AM
Bid Submission Start Date	20-Oct-2020 06:00 PM	Bid Submission End Date	11-Nov-2020 12:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	TENDER DOCUMENTS	1314.13

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	TENDERDOC123.pdf	TENDER DOCUMENTS	1301.83
	2	BOQ	BOQ_621864.xls	PRICE SCHEDULE	288.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	jr.sp@iiita.ac.in	SEEMA SHAH	SEEMA SHAH
2.	jayant@iiita.ac.in	Jayant Biswas	JAYANT BISWAS
3.	sktripathi@iiita.ac.in	SHIVAKANT TRIPATHI	SHIVA KANT TRIPATHI
4.	niranjan@iiita.ac.in	NIRANJAN KUMAR	Niranjan kumar

Tender Inviting Authority

Name	AR PURCHASE
Address	IIIT-ALLAHABAD

Tender Creator Details

Created By	NIRANJAN KUMAR
Designation	Assistant Registrar(Purchase)
Created Date	20-Oct-2020 04:53 PM



**Government
eProcurement
System**



Ref. No.: IIIT-A/SP/744/ 1125/ 2020

Date: Oct 20, 2020

NOTICE INVITING TENDER (E-PROCUREMENT MODE)

1. E-bids are invited through **Central Public Procurement Portal (CPPP)** under Single-bid system for the **“Comprehensive Annual Maintenance of Aqua-guards & R.O. Systems of M/s Eureka Forbes”** at Indian Institute of Information Technology, Allahabad (IIITA). The detailed specifications, terms and conditions are given in Annexure I through VII. The complete Bid document may be downloaded from CPPP and IIITA website. Physical bids will not be accepted.

TENDER SCHEDULE

Date of issue/publishing	:	<u>20/10/2020</u>
Document download/sale start date	:	<u>20/10/2020</u>
Document download/sale end date	:	<u>11/11/2020 (till 12.00 Noon)</u>
Last date and time for uploading bids	:	<u>11/11/2020 (till 12.00 Noon)</u>
Last date and time for receipt of queries	:	<u>04/11/2020 (till 10.00 am)</u>
Date of issuing corrigendum, if any	:	<u>06/11/2020</u>
Date and time of Bid opening	:	<u>12/11/2020 (04.00 PM)</u>
Bid Security (Earnest Money)	:	<ul style="list-style-type: none">• Bid Security fee is Rs.3600/- (Three thousand six hundred only) (see Bid Security details given below).• Any bid without Bid Security will not be considered unless it qualifies for exemption (see Details of Bid Security given below).
Performance Security	:	10% of Purchase Order amount
Warranty	:	See Technical Specifications
Number of covers	:	1
Bid validity period	:	90 days from the date of opening of Technical Bid
Address for communication	:	Store & Purchase Section IIIT Allahabad, Deoghat Jhalwa, Prayagraj – 211015
Contact number	:	Tel: 0532-2922061
Email address	:	Bidder may submit their Queries/Clarification , if any, latest by <u>04/11/2020 (till 10.00 am)</u> through cpp portal. Queries/Clarification sent to any other Email ID will not be entertained.

Note: If any of the above days happens to be an IIITA's holiday, the next working day shall be implied.



2. Details of Bid Security:

a. Bid Security may be provided through direct transfer (RTGS/NEFT), Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. If Bid Security has been submitted by any other mode than NEFT/ RTGS, then hard copy of the Bid Security has to be sent by Registered Post. It should reach IIITA Campus before the bid submission deadline to the name of Jt. Registrar (Store & Purchase), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Prayagraj, Pincode-211015. In envelope super scripted the tender Id or tender reference Number and with company full address.

b. The details for payment are as follows:

Account Name : IIIT A EMD And Security Deposit Account
Bank name : Punjab National Bank
Address : Pipalgaon Branch, Allahabad, Prayagraj
Account No. : 8636000100031943
IFSC Code : PUNB0863600

Validity : The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period.

c. **Exception for Bid Security:** Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprise (MSMEs) or are registered with the Central Purchase Organization or Concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion are exempted from BID SECURITY. Such bidder needs to submit relevant certificate issued by competent authority along with technical bid of tender.

3. Complete Bidding document is available in Government of India's E-tender website. The bids should be submitted through the same website (<https://eprocure.gov.in/eprocure/app>). All amendments, time extension, clarifications etc. will be uploaded in the CPPP website and www.iiita.ac.in and it will not be published in newspapers.
4. Bidders should regularly visit the above websites to keep themselves updated.
5. Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.
6. The Director of IIIT-Allahabad, Prayagraj reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the Director; IIIT-Allahabad, Prayagraj shall be final and binding.

(Store & Purchase Section)



Contents

1	INSTRUCTIONS FOR ONLINE BID SUBMISSION	4
1.1	REGISTRATION	4
1.2	SEARCHING FOR QUOTATION /TENDER DOCUMENTS	4
1.3	PREPARATION OF BIDS	4
1.4	SUBMISSION OF BIDS	5
1.5	ASSISTANCE TO BIDDER	6
1.6	GENERAL INSTRUCTIONS TO THE BIDDER	6
1.7	COST OF BIDDING DOCUMENTS	6
2	INVITATION FOR TENDER OFFERS TO COMPREHENSIVE AND ANNUAL MAINTENANCE OF AQUA-GUARDS & R.O. SYSTEMS OF M/s EUREKA FORBES	7
3	TECHNICAL SPECIFICATIONS	7
3.1	Specification for Comprehensive Annual Maintenance of aqua-guard & R.O.Systems of M/s Eureka Forbes.....	7
4	GENERAL CONDITIONS OF CONTRACT	7
5	PREQUALIFICATION CRITERIA FOR BIDDER	9
6	SPECIAL CONDITIONS OF CONTRACT	9
7	AWARD OF CONTRACT	12
8	ANNEXURES.....	13
8.1	ANNEXURE – I:LETTER OF BID.....	13
8.2	ANNEXURE – II: CHECKLIST FOR BID SUBMISSION.....	14
8.3	ANNEXURE – III: BILL OF QUANTITY.....	16
8.3.1	Specification for Comprehensive Annual Maintenance of aqua-guard & R.O.Systems of M/s Eureka Forbes.....	16
8.4	ANNEXURE – IV: UNDERTAKING	17
8.5	ANNEXURE – V: DECLARATION	18
8.6	ANNEXURE – VI: BIDDER DETAILS	19
8.7	ANNEXURE –VII: MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER & DETAILS OF BID SECURITY TRANSACTION.....	20
	*Attach a photocopy of proof regarding submission of bid security amount/ MSE Registration Certificate	20



1 INSTRUCTIONS 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 soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidder 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: <http://eprocure.gov.in/eprocure/app>.

1.1 REGISTRATION

- 1.1.1 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.
- 1.1.2 As part of the enrolment process, the bidder will be required to choose a unique username and assign a password for their accounts.
- 1.1.3 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.
- 1.1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra / Capricorn etc.), with their profile.
- 1.1.5 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 DSCs to others which may lead to misuse.
- 1.1.6 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.

1.2 SEARCHING FOR QUOTATION /TENDER DOCUMENTS

- 1.2.1 There are various search options built in the CPP Portal, to facilitate bidder to search active Tender by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tender, wherein the bidder 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.
- 1.2.2 Once the bidder has selected the tender they are interested in, they may download the required documents schedules. These tender can be moved to the respective 'My Tender' folder. This would enable the CPP Portal to intimate the bidder through SMS / e-mail in case there is any corrigendum issued to the Tender document.
- 1.2.3 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.

1.3 PREPARATION OF BIDS

- 1.3.1 Bidder should take into account any corrigendum published on the Tender document before submitting their bids.
- 1.3.2 Please go through the Tender / 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.

- 1.3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 1.3.4 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 bidder. Bidder can use "My Space" 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.

1.4 SUBMISSION OF BIDS

- 1.4.1 Bidder should log into the site well in advance for bid submission so that he/she 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.
- 1.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender document.
- 1.4.3 A standard BoQ format has been provided with the Tender document to be filled by all the bidder. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidder are required to download the BOQ file, open it and **complete the white colored (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.

OR

In some cases, Financial Bids can be submitted in RAR format as well (in lieu of BOQ).

- 1.4.4 The server time (which is displayed on the bidder' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder, opening of bids etc. The bidder should follow this time during bid submission.
- 1.4.5 All the documents being submitted by the bidder 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 128bit encryption technology. Data storage encryption of sensitive fields is done.
- 1.4.6 The uploaded Tender documents become readable only after the Tender opening by the authorized bid openers.
- 1.4.7 Upon the successful and timely submission of bids, 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.
- 1.4.8 Kindly add scanned PDF of all relevant documents duly signed in a single PDF file of compliance sheet.



1.5 ASSISTANCE TO BIDDER

- 1.5.1 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.
- 1.5.2 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. The contact number for the helpdesk is 1800 233 7315.

1.6 GENERAL INSTRUCTIONS TO THE BIDDER

- 1.6.1 The Tender will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidder is required to upload all the documents in .pdf format.
- 1.6.2 Possession of a Valid Class- 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".

1.7 COST OF BIDDING DOCUMENTS

- 1.7.1 The vendor (bidder) shall bear all costs associated with the preparation and submission of its bid and IIITA will in no case be held responsible or liable for the costs, regardless of the conduct or outcome of the bidding process.



2 INVITATION FOR TENDER OFFERS TO COMPREHENSIVE AND ANNUAL MAINTENANCE OF AQUA-GUARDS & R.O. SYSTEMS OF M/s EUREKA FORBES

Indian Institute of Information Technology, Allahabad invites online Single-Bids (Technical bid and Commercial/Financial bid) from eligible and experienced Original Equipment Manufacturer (OEM) or Authorized Dealer/Reseller/Distributor/System Integrator/Company/Firm of the OEM of the offered product for "COMPREHENSIVE AND ANNUAL MAINTENANCE OF AQUA-GUARDS & R.O. SYSTEMS OF M/s EUREKA FORBES" as per Terms & Conditions specified in the tender document, which is available on CPP Portal <https://eprocure.gov.in/eprocure/app> as well on IIITA website <https://www.iiita.ac.in>.

3 TECHNICAL SPECIFICATIONS

The following are the technical specifications of the "COMPREHENSIVE AND ANNUAL MAINTENANCE OF AQUA-GUARDS & R.O. SYSTEMS OF M/s EUREKA FORBES" to be supplied as per the Tender. The Annexure III should be used to specify compliance with these requirements. In case there is no deviation of the corresponding item, 'NO' should be written in the Deviation column and a brief description should be given over there.

3.1 Specification for Comprehensive Annual Maintenance of aqua-guard & R.O. Systems of M/s Eureka Forbes

S/N.	ITEMS DESCRIPTION	QUANTITY
1.	Aquaguard-200-Eureka Forbes	48 Nos.
2.	R.O.System- Eureka Forbes	02 Nos.
3.	AGCCP-Eureka Forbes	01 Nos.

4 GENERAL CONDITIONS OF CONTRACT

- 4.1 Bidder must fill the Letter of Undertaking (Annexure-IV) and Declaration Performa (Annexure-V) complete in all respect.
- 4.2 Bidder must quote their rates exclusive of all taxes and duties. Taxes applicable may be quoted separately giving full details.
- 4.3 For the Bidding/ Tender Document Purposes, Indian institute of information Technology, Allahabad shall be referred to as 'Institute' and the Bidder/ Successful Bidder shall be referred to as 'Contractor and / or Bidder or Tenderer / Supplier/ Vendor'.
- 4.4 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 4.5 The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 4.6 The Parties to the Contract/Agreement shall be the successful bidder (to whom the Services or Supply has been awarded) and the Institute, IIIT-Allahabad.
- 4.7 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to IIIT-Allahabad. The



- bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 4.8 **Each page in the bid document must be numbered properly and duly signed & sealed by the bidder. Submit the tender document as per instruction for online Bid submission.**
- 4.9 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- 4.10 In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified “.xls” format i.e. Price Bid in Excel sheet attached as ‘.xls’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- 4.11 Quoted rate should be valid as asked in “Tender Schedule”.
- 4.12 All figures etc. must be in English Language only.
- 4.13 The lowest rate will not be the basis of claim to get the order.
- 4.14 The firm blacklisted by any IIT/IIIT/NIT/Government department/PSU/ PSU Banks/Autonomous Bodies/ Statutory Bodies in India at any stage need not to apply.
- 4.15 Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
- 4.16 Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the disputes and his decision will be binding on both the parties.
- 4.17 Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
- 4.18 **Consignee:** Dr. Seema Shah, Jt. Registrar (Stores & Purchase), IIITA (Ph: 0532-2922081, 2922143). Except under specific instructions, delivery to Stores Section (if applicable) is restricted between 9:30 A.M to 5.30 P.M. on all working days except Saturday & Sunday.
- 4.19 Any conditional tender will not be accepted.
- 4.20 **Tenderer should take into account any corrigendum published on the tender document before submitting their bids. All such corrigendum will be placed on Central Public Procurement Portal as well as IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in and <https://eprocure.gov.in> for regular update, if any, till the closing date of tender for any corrigendum/addendum/amendment. IIITA will not be responsible for ignorance of corrigendum.**
- 4.21 Rate should be quoted in BOQ in cover 1(price offer or Financial bid).
- 4.22 ANTI COMPETITIVE AGREEMENTS/ABUSE OF DOMINANT POSITION: The Competition Act, 2002 as amended by the Competition (Amendment) Act, 2007 (the Act), prohibits anti-competitive practices and aims at fostering competition and at protecting Indian markets against anti- competitive practices by enterprises. The Act prohibits anti- competitive agreements, abuse of dominant position by enterprises, and regulates combinations (consisting of acquisition, acquiring of control and M&A) wherever such agreements, abuse or combination causes, or is likely to cause, appreciable adverse effect on competition in markets in India. IIITA reserves the right to approach the Competition Commission established under the Act of Parliament and file information relating to anti-competitive agreements and abuse of dominant position. If such a situation arises, then Vendors are



bound by the decision of the Competitive Commission and also subject to penalty and other provisions of the Competition Act.

- 4.23 The tenderer who submits false, forged or fabricated documents or conceals facts with intention to win over the tender or procure purchase order; Bid Security of such tenderer firm shall be forfeited and firm shall be liable for blacklisting for a period of not Less than 2 years. The firm shall also be liable for Legal action depending on the facts & circumstances of the case.
- 4.24 If the supplier fails to execute the purchase order and informs IIITA about its inability to execute the order and non-compliance of the purchase order, firm shall be liable for blacklisting for a period of not less than 2 years.
- 4.25 Indian Institute of Information Technology reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of Director – IIIT-Allahabad shall be final and binding on all.
- 4.26 All disputes are subject to Jurisdiction of Allahabad Courts.

5 PREQUALIFICATION CRITERIA FOR BIDDER

- 5.1 **The Bidder should be Original Equipment Manufacturer (OEM) or Authorized Dealer/Reseller/Distributor/System Integrator/ Company/Firm of the OEM of the offered product. Bidder has to submit a self-declaration on his company/ firm letterhead.**
- 5.2 **In case of bidder being an authorized business partner, an authorization letter from OEM (M/s Eureka Forbes) must be submitted.**
- 5.3 ***Any IIT/IIIT/NIT/ Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India should not have blacklisted the Bidder at any stage. Self-declaration to that effect should be submitted along with the technical bid.***
- 5.4 **The Bidder is required to quote for the complete BOQ. Partial quote is liable to be rejected.**
- 5.5 **The bidder should have minimum Rs. 3Lakh annual turnover for the Last 3 financial years (2017-18, 2018-19 & 2019-20). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted with the bid.**
- 5.6 **Company must be registered with appropriate authorities for all applicable statutory duties/taxes.(GST registration number, PAN number)**

Note: Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

6 SPECIAL CONDITIONS OF CONTRACT

- 6.1 These instructions are over and above the instructions contained in the enclosed set of tender documents and **override** instructions in case of conflict.
- 6.2 Detailed specifications, catalogue/literature of all the items quoted should be attached with the technical bid.
- 6.3 **Payments:**
 - 6.3.1 **Payment will be made in two equal installments in six months after satisfactory report.**



- 6.3.2 Applicable TDS will be recovered (deducted) from the payment(s).
- 6.3.3 An agreement is to be executed on Rs 100 non-judicial stamp paper for executing the agreement and depute an authorized person to sign it within 15 days from the receipt of order and submit the performance security deposit, failing which the work order will stand cancelled.
- 6.3.4 No interest will be paid by the purchaser for delay payment to any reason.
- 6.4 **Penalty:** If the services delayed beyond the stipulated time penalty of 1% per weeks and maximum upto 10% of the total cost beyond 5 weeks may be imposed at the discretion of competent authority.
- 6.5 **Quantity:** May be decreased, Payment will be made as per actual basis as per services provided by vendor, after verifying the service record and the satisfactory report from the Institute Engineers.
- 6.6 **Response Time:** Vendor (bidder) will provide same or next day response from the time of problem reported for the offered product warranty period.
- 6.7 **Resolution Time:** Vendor (bidder) will provide resolution within 72 hours from the time of problem reported for the offered product during warranty period.
- 6.8 **Performance Security:** L1 bidder will have to submit Bank Guarantee/FDR and/or NEFT/RTGS of 10% of total contract value from Nationalized Bank against performance security. The validity of PBG should be 14 months from the date of delivery and satisfactory report by concerned engineer In-charge. Bid Security will be released after receiving of Bank Guarantee/Demand Draft.
- 6.9 **Forfeiture of bid security:** Bid security of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or depreciates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its bid security will be forfeited.
- 6.10 **Price Basis and applicable Tax claim:** Vendor should clearly mention the Rate of applicable GST separately, if firm will not mention the Taxes clearly on their Price Quotation, IIIT - Allahabad will assume that the quoted price is inclusive of all and no extra amount in later stage shall be paid by IIIT, Allahabad on account of Taxes. In case of tax exemption or lower TDS, vendor has to submit letter from Government Authority for tax exemption or lower TDS (to be submitted along with each of the invoice(s).
- 6.11 Any variation in statutory levies and taxes within the contractual delivery period shall be borne by the IIITA. Beyond the delivery period, the upward variation of levies and taxes shall be borne by the vendor.
- 6.12 If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.
- 6.13 If the supplied material by the bidder is not found acceptable, IIIT Allahabad has the complete right to reject the same without giving any compensation.
- 6.14 **Force Majeure:** The vendor (bidder) will not be held responsible for breach of executing any obligation or delay in executing any obligations during below given circumstances / conditions.
- 6.14.1 War, Riots, Strike, Fire, Flood, Earthquake, Storm, Epidemic breakout, Power failure, Theft etc.
- 6.14.2 Any Governmental priorities (Necessary proof for validation viz. Govt. Gazette notifications, Leading Newspaper reports, etc. should be made available).



- 6.15 Rate quoted by the firm should not be higher than the MRP/ prevailing market rate.
- 6.16 **Dispute Resolution:** In the event of any dispute arising out of or in connection with this Order, the parties shall use their best endeavor to resolve the same amicably AND if the dispute could not be settled amicably, the matter shall be settled in the court under Prayagraj (Allahabad) jurisdiction only. The final payment will be released only after the vendor (bidder) complies with above-mentioned clause.
- 6.17 **Right to alter Tender:**
- 6.17.1 IIITA reserves the right to alter the Tender terms and conditions at any time before submission of the bids.
- 6.17.2 IIITA reserves the right to modify, amend, alter and/or cancel the entire RFP(Request for Proposal) at any stage without assigning any reason whatsoever. IIITA's decision in this regard will be final and binding on all vendors (bidders).
- 6.18 Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications.
- 6.19 The rates should be quoted in Indian rupees in our prescribed BOQ.
- 6.20 The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
- 6.21 The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.
- 6.22 All the documents submitted must be legible and self-attested and stamped. Otherwise it is likely to be rejected.
- 6.23 Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer. Tender must be quoted in prescribe format on the company/firm letter head.
- 6.24 Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on CPP Portal (<https://eprocure.gov.in/eprocure/app>) and IIIT-A website (www.iiita.ac.in). Intending tenderers are advised to visit <https://eprocure.gov.in/eprocure/app> and www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. **IIITA will not be responsible for ignorance of corrigendum.**
- 6.25 If any defect is found in transit it will be the sole responsibility of the supplier to get it corrected and installed as desired by the user.
- 6.26 Quotation should be addressed to Faculty In-charge Purchase, Indian Institute of Information Technology, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India.
- 6.27 All disputes are subject to Jurisdiction of Prayagraj.



(Store & Purchase)

I/We duly certified that the information provided in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

Seal and Signature of the Proprietor/Authorized Representative

7 AWARD OF CONTRACT

- 7.1 Single-part bid system shall be adopted, i.e., **Cover 1(Techno-Commercial Offer and Financial bid or schedule of rate).**
- 7.2 IIIT-Allahabad shall award the contract to the eligible Bidder whose bid has been determined as the lowest evaluated Financial Bid. If more than one Bidder happens to quote the same lowest price, IIITA reserves the right to award the contract to more than one Bidder with the lowest price bids (say equal), the bidder with the highest 'cumulative Annual turnover of the last 3 financial year would be deemed as 'Successful bidder' with respect to the submission of proof of documents as submitted by the bidder.
- 7.3 The lowest rate will not be the only basis of claim to get the order.
- 7.4 IIITA reserves the right to increase the quantity up to the basic requirement.
- 7.5 Bidders having GST Registration Certificate are required to indicate their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate.
If bidder has opted for composition scheme under GST ACT 2017, they have to declare themselves as "Composition Scheme" in the bid and indicate their Registration number in the Price Bid. Bidder shall have to enclose a certificate in original from a practicing Chartered Accountant / Cost & Management Accountant / Company Secretary confirming that Bidder is eligible to opted the scheme and has fulfilled all the conditions as mentioned in notification in this regard. In addition, bidder has to enclose the self-attested GST Registration Certificate in the commercial bid.
If the Bidder is unregistered i.e. exempted from GST registration, they have to declare themselves as "GST Unregistered Bidders" in the bid and shall have to enclose GST Exemption documents i.e. certificate in original from Practicing Chartered Accountant / Cost & Management Accountant /Company Secretary that Bidder is fulfilling all the conditions prescribed in GST Act, 2017 to make him exempt from registration.



8 ANNEXURES

8.1 ANNEXURE – I: LETTER OF BID

(To be submitted along with Technical Bid)

Dated:/...../ 2020

To,
Jt. Registrar (Store & Purchase)
Indian Institute of Information Technology
Deoghat, Jhalwa
Prayagraj - 211015

Sub: Submission of Bids against Tender Ref. No.: IIIT-A/SP/744/1125 / 2020.

We, the undersigned, declare that:

1. I/We have examined and accepted all the terms and conditions of the tender reference number _____ and ready to offer the required services accordingly required in tender document.
2. I/We offer to execute in conformity with the Bidding Documents for "**Comprehensive Annual Maintenance of Aqua-guards & R.O. systems of M/s Eureka Forbes**", at IIIT-Allahabad.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security within 15 days from the date of issuance of the work/supply order.
5. I/We also declare that the Government of India / any other Government body/ any other organization has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. I/We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder's letterhead)



8.2 ANNEXURE – II: CHECKLIST FOR BID SUBMISSION

SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION (YES/NO), WITH CLARIFICATION/DETAILS AS REQUIRED	Page No. (To be filled by the vendor) As per bidding documents.
1	2	3	
1.	Confirm that you have submitted your bid for “Comprehensive Annual Maintenance of Aqua-guards & R.O. systems of M/s Eureka Forbes”	(i) CONFIRMED / NOT QUOTED [Strike out whichever is not applicable] All the documents should be signed and sealed properly. Page number should be mentioned in his whole bidding documents.	
2.	Confirm that you have attached the documentary evidence as desired in Pre-Qualification Criteria. Referred to point no. 5.1	CONFIRMED(YES/NO)	
3.	Confirm that you have attached the documentary evidence as desired in Pre-Qualification Criteria. Referred to point no. 5.2	CONFIRMED(YES/NO)	
4.	Confirm that the bidder must not have been blacklisted by any IIT/IIIT/NIT/ Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India at the time of submission of bid. [Attach an undertaking to this effect] Refer to point no. 5.3	CONFIRMED(YES/NO)	
5.	Confirm that the BOQ, duly filled in, indicating the percentage of applicable Taxes & Duties with prices submitted. Refer to point no. 5.4	CONFIRMED(YES/NO)	
6.	The bidder should have minimum Rs.2 Lakh annual turnover for the Last 3 financial years (2016-17, 2017-18, 2018-19). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted. Refer to point no. 5.5	CONFIRMED(YES/NO)	
7.	Confirm that the company must have its GST Registration certificate. Refer to point no. 5.6	CONFIRMED(YES/NO)	
8.	Copy of PAN, Income Tax Return certificate submitted.	CONFIRMED(YES/NO)	
9.	HSN CODE(If Applicable)	CONFIRMED(YES/NO)	
10.	Confirm that the duly filled and scanned copy of all ANNEXURES FROM I TO VII submitted.	CONFIRMED(YES/NO)	
11.	Confirm that Bidder's Bid is based on total compliance to the provisions of Tender	CONFIRMED(YES/NO)	



SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION (YES/NO), WITH CLARIFICATION/DETAILS AS REQUIRED	Page No. (To be filled by the vendor) As per bidding documents.
	document and subsequent amendment and corrigendum, if any, without any deviations and the quoted price is based on all the terms and conditions and specifications of Tender document		
12.	Confirm that the Price Reduction Schedule (PRS) as per Tender provision is acceptable and certify that there has been no decrease in the price of price variation indices and, in the event of any decrease of such indices during the currency of this contract, we shall promptly notify this to the purchaser and offer the requisite reduction in the contract rate.	CONFIRMED(YES/NO)	



8.3 **ANNEXURE – III: BILL OF QUANTITY**

8.3.1 Specification for Comprehensive Annual Maintenance of aqua-guard & R.O.Systems of M/s Eureka Forbes

S/N.	ITEMS DESCRIPTION	QUANTITY	UNIT	UNIT RATE(Rs.)	Amount(Rs.)
1.	Aquaguard-200-Eureka Forbes	48	Nos.		
2.	R.O.System- Eureka Forbes	02	Nos.		
3.	AGCCP-Eureka Forbes	01	Nos.		
Sub-total					

Yours faithfully,

(Signature of Authorised Signatory)

Name:

Designation:

Company seal:

Place:

Date:



8.4 ANNEXURE – IV: UNDERTAKING

To,
Jt. Registrar (Stores & Purchase)
Indian Institute of Information Technology
Deoghat, Jhalwa
Prayagraj - 211015

UNDERTAKING

I/We, _____, of M/s. _____ having registered office at _____, do hereby undertake that my company, M/s. _____, will not withdraw or modify its bids submitted for Tender No. _____ dated _____ for the "**Comprehensive Annual Maintenance of Aqua-guards & R.O. systems of M/s Eureka Forbes**" at IIIT-Allahabad during the period of validity of the bids.

I/We, further undertake to have understood that if my company M/s. _____ withdraws or modifies its bids or if it fails to sign the contract or fails to submit a performance security within the stipulated deadline if the work is awarded to it, M/s. _____ will be suspended for a specified time period at least for 2 years from being eligible to submit bids for contracts with the Indian Institute of Information Technology, Allahabad.

I/We, further certify that in the event of any decrease in the price/ price variation indices during the currency of this contract, we shall be promptly notify this to the purchaser and offer the requisite reduction in the contract rate.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Place:

Date:



8.5 ANNEXURE – V: DECLARATION

DECLARATION

(Regarding ownership and/or employment of IIIT-A Employees)

(To be filled in by the tenderer, signed and submitted along with tender papers.)

Ref. No.: IIIT-A/SP/744/ 1125/ 2020

Date: / /

I/We hereby declare that I/we or Partners or Directors of our concern do not have any such person under my/or employment who has retired/ resigned/ removed/ dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners or Directors of our concern have the following under my/our employment who has/have retired/resigned/removed/dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners or directors are not related to any employees of IIIT-A

Sl no	Name of person	Date of leaving IIIT-A	Reason for leaving IIIT-A

OR

I/We hereby declare that the following persons employed in IIIT-A and any other IIIT-A Project/Station are related to me/us for partners or directors of our concern as per details indicated.

Sl no	Name of person	Designation and Name of project or Office of IIIT-A	Relationship

Note: The near relative shall include wife, husband, parents and grandparents, children and grandchildren, brothers, sisters, uncles, aunts and cousins and their corresponding in-laws.

(Signature of Tenderer)

(Name)

Witness Signature

Name:

Place:

Date:

Note:

1. Please tick whatever is applicable and delete/cut whatever is not applicable
2. Please attach extra sheet if necessary.



8.6 ANNEXURE – VI: BIDDER DETAILS

SI	Name of the Company/ Bidder	To be filled by bidder (Documentary proof must be attached as applicable)
1	Registered office Name	
	Full address of the Registered office	
	Details of contact person(s)	
	Name	
	Designation	
	Telephone number(s)	
	Email	
2	Name of Bidder	
	Full Address of Office	
	Name of Contact person(s)	
	Designation	
	Telephone number(s)	
	Email	
3	List the major clients with whom your organization has been associated and submit documentary proof	a.
		b.
		c.
		d.
4	Support services	1.Contact number : 2. designation: 3.Emails:

(Signature of Tenderer)

(Name)

(Seal)

Place:

Date:



8.7 ANNEXURE –VII: MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER & DETAILS OF BID SECURITY TRANSACTION

Ref. No.: IIIT-A/SP/744/1125 / 2020

Date: / /

To,
Registrar (Acting)
Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa
Prayagraj - 211015

Sub: Authorization for release of payment/ dues from Indian Institute of Information Technology, Allahabad through Electronic Fund Transfer/ RTGS Transfer.

1. Name of the Party/Firm/Company/Institute: _____

2. Address of the Party: _____
City: _____ Email ID: _____ Mobile: _____
Permanent Account Number: _____
3. Particulars of Bank:
Bank Name: _____ Branch Name: _____
Branch Place: _____ Branch City: _____
PIN Code: _____ Branch Code: _____
IFSC Code (11 Digit Alpha-Numeric Code): _____
Account Type: Savings/ Current/ Cash Credit: _____
Account Number: _____

DECLARATION

I/We hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Indian Institute of Information Technology responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Details of BID SECURITY are as follows (if submitted, attach a photocopy)*:

Bid security amount (in Rs.)	Bank Name	Issue Date	Valid till date	If transfer online			If MSE (mention YES)
				Mention NEFT/RTGS	Transaction no.	Transaction date	

***Attach a photocopy of proof regarding submission of bid security amount/ MSE Registration Certificate**