



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

Transit campus: Sree Rama Engineering College Campus, Rami Reddy Nagar,
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507
Website: <http://www.iisertirupati.ac.in/>

Domestic Tender Enquiry

Open Tender No: IISERT/PUR/0148/22

Date: 30/06/2022

Indian Institute of Science Education and Research, Tirupati invites online bids (e-tender) in two bids systems, from OEM/ Authorized distributors of the OEM.

Category of Suppliers invited for this Tender

Class I local Supplier – has local content equal to more than 50%

Class II local Supplier – has local content more than 20% but less than 50%

Brief Details of Tender:

Item Description	Qty
Supply and Installation of Hostel Furniture at IISER Tirupati permanent campus	As Per BOQ

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iisertirupati.ac.in and bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.

Critical Dates of Tender

Sr. No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	30/06/2022	18:00 Hrs.
2	Pre-Bid Meeting via Google Meet	05/07/2022	16:00 Hrs.
3	Bid Submission Start Date	11/07/2022	15:00 Hrs.
4	Bid Submission Close Date	22/07/2022	15:00 Hrs.
5	Opening of Technical Bids	23/07/2022	15:30 Hrs.
6	Last date of submission of sample furniture	29/07/2022	17:30 Hrs
7	Mockup Furniture Sample Inspection of Technically Qualified Bidders at the Permanent Campus in Yerpedu	01/08/2022	11:00 hrs onwards

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

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 0120-4200462, 0120-4001002, 91-8826246593.



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Note: This is a domestic Tender according to the DPIIT Order dated 15/07/2017 and subsequent amendments to the order for Public Procurement Preference & PROVISION FOR LOCAL SUPPLIERS TOWARDS PREFERENCE TO MAKE IN INDIA. The bidder required to declare the percentage of Local content for the quoted instrument as per Annexure – I and submit with the Technical Bid. Bidder should also give details of the location(s) at which the local value addition is made.



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ELIGIBILITY CRITERIA

- a) The firm should be OEM (Original Equipment Manufacturer)/ Authorized distributor of OEM and must be in this business for last 10 years or more.
- b) The Bidder should have an annual turnover of minimum 20 crores in each of the last five consecutive financial years and Audited Balance sheet must be submitted along with a statement of account certified by a C.A (Chartered Accountant). Also, the profit and loss account statement for the last five financial year with no loss in any of the last five financial years. [2017-18, 2018-19, 2019-20, 2020-21 & 2021-22]
- c) Manufacturing bidders should be a certified ISO-9001 organization and also possess ISO-14001 & OHSAS 45001 valid certification. The bidder should also submit a valid BIFMA membership and Green guard certification. All these document must be submitted with the tender (Technical bid).
- d) The furniture manufacturer/bidder/distributor/retailer / reseller should have an organized service set up based at Tirupati (or) within a vicinity of 300 km. The turnaround time for in person service should be within 24 hours from the receipt of the complaint in any form (Call/SMS/WhatsApp/Email/Fax/Letter) (excluding Sundays/ holidays) complete address with contact details to be submitted.
- e) The manufacturer should have in house Quality Control Facility. (Supporting documents such as QC equipment purchase invoices, calibration certificates of instruments & equipment's, copies of Quality control registers which are maintained & pictures of Quality Control facility). Documents to be submitted.
- f) The bidder shall not have been blacklisted/suspended/debarred for any reason in any Government /Public Sector Organization/Autonomous Organization during the last three years. (Combined Affidavit to be submitted for point (f) & (g) to be submitted)
- g) The Bidder must not stand declared ineligible/ blacklisted/ banned/ debarred by IISER Tirupati (or) any Government Institution/Organization (or) Public Sector Units (or) Public Sector Banks (or) any other autonomous body/office/institute funded partially/fully by Government of India/any State Government/Union Territory from participation in its Tender Processes; and/ or not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by



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appropriate agencies of Government of India/any other Central/State Government agencies from participation in Tender Processes of all of its entities, for:

1. offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or
 2. offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or
 3. suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
- h) The Bidder must not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of these reasons.
- i) Permanent Account Number: PAN (Documentary evidence should be attached).
- j) GST registration: (Documentary evidence should be attached).
- k) Company should be a furniture manufacturer in India, and documentary evidence of factory license, registration with EPF and ESI, along with complete factory address must be submitted.
- l) Copies of previous completion certificate of similar order* which is not older than 5 years (last 5 financial years) along with details like place of installation, contact person, phone no. and email id's.
- Note: similar order* means "Supply & installation of furniture" of value not less than Rs. 6 crores in a single order (or) of value not less than Rs. 4.5 crore for two orders to any central/state government institutions/organization/ PSU's/ Institutes of national importance/Autonomous bodies**
- m) A declaration on the letter head to be submitted mentioning that any complaint/defect must be attended within 24hours during the warranty period, failing which penalty @ INR 5000/- day will be deducted from the PBG from the date of completion of 24 hours of reporting the complaint.
- n) Undertaking by the bidder to supply and install within 45 days of the issue of the purchase order.



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- o) Subject to provisions in the Tender Document, participation in this Tender Process is open to all bidders who fulfill the 'Eligibility' and 'Qualification criteria Bidders should meet the eligibility criteria as of the date of their bid submission and should continue to meet these till the award of the contract.
- p) The bidders must fulfill any other additional eligibility condition if any, as may be prescribed, in TIS or elsewhere in Tender Document.
- q) The bidders must provide such evidence of their continued eligibility to IISER Tirupati, as and when sought for by the Institute.
- r) The bidders from specified countries having land borders with India (but not in development partnership with India) shall be eligible subject to certain conditions as specified in orders issued by the Ministry of Finance, Government of India and Department of Promotion of Internal Industry & Trade.



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Instructions for Online Bid Submission:

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iisertirupati.ac.in . The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app> .

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.



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8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.



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4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” 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.

SUBMISSION OF BIDS

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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Financial Bids can be submitted in PDF format (As per Chapter 5).

Any additional components, which the bidder wants to quote and if it's not available in BoQ, can be quoted in the PDF format.

The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.

4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided (as per Chapter-5) and no other format is acceptable. The Financial Bid can be submitted in PDF format also. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white 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.



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5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- i. 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.
- ii. 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 **0120-4200462, 0120-4001002, 91-8826246593**.



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Chapter 1

INVITATION FOR Tender Offers

1. Indian Institute of Science Education and Research (IISER), Tirupati invites e-Tender for **Supply and Installation of hostel furniture at IISER Tirupati permanent campus**. The Bidders are requested to give detailed tender in two Bids i.e.
 - a. **Part - I: Technical Bid.**
 - b. **Part - II: Commercial Bid.**
2. **Pre-Bid Conference:** Bidders are requested to attend a Pre-bid conference for any clarification required w.r.t. the Tender's technical specifications and commercial conditions at 1600 hours on 05.07.2022 through virtual mode. All prospective bidders are requested to kindly send their queries through email at purchase@iisertirupati.ac.in so as to reach the latest by **04/07/2022**.

If a bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical/ commercial specifications/ conditions shall be entertained.

In the event of all queries received being clarified during the pre-bid & if there are no changes in the technical specifications then nil report will be uploaded in the website and CPPP portal.

In the event of no clarifications received during the Pre-bid conference, there shall be no uploading of any Pre-bid minutes on the website.

Clarifications to all the queries received before the due date will be given during the Pre-Bid Meeting and only the queries which remain unclarified (or) the queries which have an impact on the change in technical specifications will be mentioned in the minutes of the pre-bid meeting and the same will be uploaded on our website and CPP portal.

The Google Meet link will be personally sent via email to the vendors interested in attending the Pre-Bid conference upon their request. Vendors interested must send a request for access to Pre-Bid conference at purchase@iisertirupati.ac.in.

The bidders attending Pre-Bid conference via Google Meet must ensure of active and uninterrupted high-speed internet connection with working microphone and camera from their end.

In case of frequent disconnection (or) bad connection, IISER Tirupati will not be responsible for the same and no further correspondence will be entertained post the date of Pre-Bid meeting.



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TIME SCHEDULE

Sr. No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	30/06/2022	18:00 Hrs.
2	Pre-Bid Meeting via Google Meet	05/07/2022	16:00 Hrs.
3	Bid Submission Start Date	11/07/2022	15:00 Hrs.
4	Bid Submission Close Date	22/07/2022	15:00 Hrs.
5	Opening of Technical Bids	23/07/2022	15:30 Hrs.
6	Last date of submission of sample furniture	29/07/2022	17:30 Hrs
7	Mockup Furniture Sample Inspection of Technically Qualified Bidders at the Permanent Campus in Yerpedu	01/08/2022	11:00 hrs onwards

Supply means: "Supply, loading, unloading & Installation of furniture". If any charges extra are payable for Installation, Commissioning and training, the same should be specified in the commercial offer.

3. **AVAILABILITY OF TENDER:**

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

Technical Bid:

1. The online envelope clearly marked as "Technical Bid - Envelope No. 1" shall contain the all scanned copies of originals documents in PDF Format.
 - a. Compliance statement/questionnaire of tender terms and conditions as per Annexure-'A'.
 - b. Compliance statement of specifications as per Annexure- 'B'.
 - c. Manufacturer authorization as per Annexure -'C'.
 - a. Bid Security Declaration as per Annexure- 'D'.
 - b. Previous Supply Order List Format as per Annexure -'E'.
 - c. Bidder Information Form as per Annexure -'F'.
 - d. Blacklist Certificate as per Annexure -'G'.
 - e. Certificate By Bidder- DPIIT Registration Annexure -'H'.
 - f. Self-declaration by the bidder as per that the items offered meet the local/non local content requirement in pursuance of public procurement preference to make in India, order 2017 (please tick appropriate option Annexure - 'I'
 - g. No Relationship Certificate Annexure -'J'.
 - h. Annual Maintenance Contract - ANNEXURE-K



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- i. Undertaking For Submission of Performance Bank Guarantee ANNEXURE-L
- j. Pre-Contract Integrity Pact - 'M'
- k. Acceptance Of Tender Terms Annexure- 'N'
- l. Acceptance of on time delivery and installation of furniture & in-person service – annexure-'o'
- m. **Solvency certificates for Rs. 3,00,00,000** – (Three Crore) not older than twelve months) issued by Scheduled/Nationalized bank with which BIDDER holds the current account.
- n. **EMD for Rs.30,00,000/-** must be submitted in the form of NEFT/RTGS/Demand draft in favour of "The Director, IISER Tirupati"/Cheque/Bank guarantee
- o. Copy of GST No. and PAN No. allotted by the concerned authorities. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration and a copy of DGS&D registration wherever it is applicable should also be provided in Technical Bid.
- p. A Well-defined and described solution document in adherence to the technical specifications documented in this tender along with technical literature/ leaflets and complete specifications of quoted model(s) along with commercial terms and conditions
- q. In case of exemption from submission of Bid security, proof of registration with NSIC/MSME.
- r. Details of supplies of similar Works, along with photocopies of previous Purchase orders & completion certificate and details of place of supply along with contact details.
- s. Please quote the specific model number catalogue number with detailed description of the item quoted.
- t. Also Attached the technical literature brochure of the quoted items.
- u. Scanned copy of Tender Fee & EMD and it is required to submit the same in original in a sealed envelope at the following address (in case of vendor opts for manual tender fee

Deputy Registrar (Stores & Purchase)

Indian Institute of Science Education and Research (IISER), Tirupati
Transit campus: C/o Sree Rama Engineering College Campus, Rami Reddy Nagar
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507
Email: purchase@iisertirupati.ac.in Ph:0877 2500 234/235

Website: <http://www.iisertirupati.ac.in/>

TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

a) Tender Fee of Rs. 1,180/- (Rs. One thousand One Hundred Eighty only) in the form of Demand Draft from Nationalized/scheduled bank in favor of The Director, IISER Tirupati. The firm registered with /NSIC/MSME as a manufacturer for the supply of the same category of item for which the party is submitting quotation will be exempted from submission of FEE.



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4. The technical offer **should not contain any price information.**

5. Technical Specifications:

- i. Time & Specifications are the basic essences of the contract. It must be ensured that the offers must be strictly as per the tender specifications and must strictly adhere to the project/delivery timelines. At the same time, it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation.
- ii. A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected /supported by the printed technical leaflet/literature. Therefore, the model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation.
- iii. The Technical bid should not contain any price information (or) anything related to Financial Bid. Any mention of commercials/prices in the technical bid shall lead to disqualification of the tender and shall not be considered for further evaluation process.
- iv. Non-compliance of the above shall be treated as incomplete/ambiguous bid and the bid will be ignored/rejected without giving an opportunity for clarification/negotiation etc. to the bidder.

6. Compliance Statements:

- i. Bidders must furnish a Compliance Statement of each and every required Specification of our tender in the format at ANNEXURE-‘B’. The deviations, if any, from the tendered specifications should be clearly brought out in the statement. Technical literature/leaflet showing the compliance of the specification may also be attached with the quotation.
- ii. Similarly, the Compliance Statement/questionnaire for Terms & Conditions of the tender may be furnished, as per the enclosed format at Annexure -‘A’, along with quotation (with techno- commercial bid in case of two bid tender system).
- iii. The firms are advised to submit both the compliance statements essentially along with their quotation failing which their offer may not be considered.

Envelope 2: “Commercial Bid” shall contain:

- i. Cost of all the items should be mentioned clearly and individually in the Commercial Offer (Part-II) only.
- ii. The BIDDERS are requested to quote for Educational Institutional Price.
- iii. The prices should be shown against each item for the purpose of Insurance claims / replacements if any.



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- iv. List of deliverables / Bill of materials and services.

Note:

- i. No request for extension of due date will be considered under any circumstances.
 - ii. No sub-contracting is allowed with regard to installation, commissioning, training, warranty maintenance and after sales service. This is the sole responsibility of the Principals'/their authorized agents
7. IISER Tirupati may issue corrigendum to tender documents before due date of submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IISER Tirupati. The bidder is not supposed to incorporate the amendment in the body of the tender document

8. BID OPENING AND EVALUATION PROCESS

- a. Technical Bids will be opened on **23-07-2022 at 03:30 PM**.
- b. The technical evaluation process will be in two stages, wherein the first stage shall be technical bid evaluation and the second stage shall be sample furniture physical evaluation.
- c. The sample furniture of the bidders who qualify Stage I of the technical bid will only be evaluated. The technical representatives of the qualifying bidders from stage 1 must be present for the Stage II evaluation process.
- d. Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- e. The commercial offers of the vendors whose technical offers are found to be technically deficient or do not meet the qualification criteria as specified in this tender will not be opened and their EMD shall be returned to them.
- f. If the sample furniture does not reach IISER Tirupati permanent campus within 17:30 hrs on 29/07/2022, your bid will be summarily rejected. No correspondence in this regard will be entertained. IISER Tirupati shall not accept requests for any postal/Transport/Courier delays.
- g. Bids would be summarily rejected, if tender is submitted other than through online or **original tender fee & EMD is not submitted within stipulated date / time**. IISER Tirupati shall not be responsible for any postal delay, Tender Fee before Tender closing date.
- h. The samples sent must be taken back by the bidder from IISER Tirupati after evaluation by the technical committee. The date shall be informed prior so that necessary logistical arrangement can be made by the bidders.



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9. Terms of the Technical Committee

- i. A committee duly constituted by the Director, IISER, Tirupati will go through the technical bids & sample furniture submitted and recommend firms that meet all the specifications in the tender. The recommendation/decision of the technical committee will be final and binding on all the parties.
- ii. The duly constituted technical committee will proceed through samples & Bids as defined, in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER, Tirupati will examine the sample 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 IISER, Tirupati and these criteria/recommendation will also form as a part of short-listing of the firms, which shall be binding on all bidders
- 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 IISER, Tirupati or from other Institutes and also call for Technical presentations from the BIDDERS if it is required so.
- v. After the technical evaluation is completed and approved, IISER, Tirupati shall inform to the BIDDERS whose bids have been rejected technically with the reasons for rejection on e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>).
- vi. The successful BIDDERS will be informed regarding the date and time of Commercial bid opening.
- vii. In the event of seeking any clarification from various BIDDERS by IISER, Tirupati, 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.
- viii. The purpose of obtaining two bids (technical and commercial) is to evaluate all the firms on technical basis with reference to the tendered specifications, performance of similar Solutions/Applications elsewhere, obtaining users views with reference to the earlier supplies. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.



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- ix. The Institute may call for Technical Presentation/mock-up/demo of the product as a part of the technical evaluation by giving sufficient time for the bidders to make arrangements for the same.
- x. The decision of the Institute on the technical evaluation shall be final & binding on all.
- xi. The successful bidder will be issued an LOI and shall be intimated for factory inspection prior to the issue of purchase order, to understand the capacity of the factory to manufacture & supply the furniture within 45 days as well as the quality control mechanism & Occupational health safety practices & environmental safety norms complied will be inspected, and if the bidder is found by the committee not to comply to the above criteria, his order shall be cancelled and EMD will be forfeited.

10. **Commercial Bid Evaluation:**

Based on results of the Technical evaluation IISER, Tirupati evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation.

- a. IISER Tirupati shall correct arithmetical errors on the following basis:
 - i. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
 - ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - iii. If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
 - b. After arriving at final pricing of individual offers of all the short listed firms, the lowest firm for each individual item will be awarded with Contract/Purchase Order.
 - c. If there are any discrepancies in price schedule and tender document please refer to the BOQ in the Central Public Procurement Portal, the BOQ item/words/conditions mentioned in BOQ prevails
 - d. The Director, IISER, TIRUPATI reserves the right to accept the offer in full or in parts or reject summarily or partly.
11. The relatives / near relatives of employees of the client are prohibited from participation in this bid. The near relatives for this purpose are defined as:
- a. Members of a Hindu Undivided Family.
 - b. Their husband or wife.



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- c. The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

12. **Unloading: Tables, Chairs, Book shelf, Cots & almirah are for a "G+5" building and needs to be unloaded, shifted and installed at the rooms in their respective floors as directed by IISER Tirupati. The manpower, labor and cost towards unloading, installation, material movement etc. in all the rooms wherever desired by the Institute is in the scope of the bidder. Please note that the permanent campus is located at a remote location and hence no manpower can be arranged or provided by the Institute. Sufficient manpower for quick installation of entire material received must be arranged and provided by the bidder.**
13. **The successful bidder shall submit the third-party quality certificate given by Govt of India approved test laboratory for the furniture's load carrying capacity, Powder coating, Plywood & Laminate used, etc.**
14. **Disclaimers and Rights of IISER Tirupati:** The issue of the Tender Document does not imply that IISER Tirupati is bound to select bid(s), and it reserves the right without assigning any reason to:-
- reject any or all of the Bids, or
 - cancel the tender process; or
 - abandon the procurement of the Goods; or
 - issue another tender for identical or similar Goods
15. Non-submission or incomplete submission of documents may lead to rejection of the bid as nonresponsive.



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CHAPTER-2: INSTRUCTIONS TO BIDDERS

1. PREPARATION AND SUBMISSION OF OFFERS:

- a. Quotation should be submitted directly by the original manufacturer/supplier or its sole authorized distributor/dealer/Indian Agent. In case of bid by authorized dealer/distributor/Indian Agent, the manufacturer authorization should be attached with the technical bid as per **Annexure-'C'**.
- b. **One Indian Agent can participate in a tender on behalf of one manufacturer only. No offer will be entertained if the same Indian Agent is representing another manufacturer for the same item. Bids from only one authorized distributor/retailer/reseller will be entertained, who has authorization from the company to quote for this tender. Multiple bids from various distributors from the same manufacturer will not be entertained & the company / principle providing multiple authorizations will be rejected from the tender.**
- c. In case a bidder is not doing business within India, it shall furnish the certificate to the effect that the bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period.
- d. The bidder shall bear all costs associated with the preparation and submission of its bid irrespective of the conduct or outcome of the bidding process.
- e. The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/order. Before the deadline for submission of the bid, IISER TIRUPATI reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be hosted on e-Procurement portal (<https://eprocure.gov.in/eprocure/app>) or on IISER TIRUPATI website.
- f. Conditional tenders will be summarily rejected.
- g. The Authorization Certificate from the OEM on their letter head must be given clearly authorizing the bidder as their representative for this tender. The details of the tender like the tender number, date and name of the Institute must be clearly mentioned by the OEM in its authorization letter given for submission to the bidder. Failure to submission of this document (or) improper/incomplete/any generic (or) vague documents shall lead to rejection of the bid

2. Delivery Location & Period / Timeliness:

The deliveries & installation must be completed **within 45 days** after placement of purchase order. The time is the essence of the contract. It is mandatory for the BIDDERS who respond to this bid to meet these expectations, as are tightly linked to IISER, TIRUPATI's plans of completing the project within the time frame.

Delivery address: INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
Tirupati, Panguru Village, Yerpedu Mandal, Tirupati - 517619



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Note: The mock up furniture shall also be sent to the same address.

3. **Security Deposit:**

- a. Within ten (10) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 3% of the purchase order value in the form of Demand Draft/Bank Guarantee (**from scheduled Bank only**) favoring the Director, Indian Institute of Science Education and Research Tirupati.
- b. The IISER will forfeit the 3% security deposit if the vendor fails to execute the order as per the Purchase Order. This Security Deposit will be refunded to the vendor only on successful installation of the EQUIPMENT / SYSTEM.
- c. The Security Deposit should be valid for a period of warranty period as we plan to extend the same as Performance Bank Guarantee.
- d. **Bank Guarantee wherever mentioned in this document may be read as "Bank Guarantee from any Scheduled Bank" only.**

4. **Amalgamation/Acquisition etc.:**

In the event the Manufacturer/Supplier proposes for amalgamation, acquisition or sale of its business to any firm during the contract period, the BUYER/Successor of the Principal Company are liable for execution of the contract and also fulfillment of contractual obligations i.e. supply, installation, commissioning, warranty, maintenance/replacement of spares accessories etc. while submitting your bid, you may confirm this condition.

5. **Bid Validity Period:**

- a. The prices must be valid at least for a period of **1 year** 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. Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

6. **AWARD OF CONTRACT:**

- a. IISER, TIRUPATI 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, IISER, TIRUPATI reserves the right to award the contract to more than one BIDDER or any BIDDER.

7. **IISER Tirupati Right to vary Quantities at the time of Award:**

- a. The IISER Tirupati 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



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the discretion of the IISER Tirupati, the quantities in the contract may be enhanced by 25% within the delivery period.

- b. Firms which have already supplied similar equipment to IISER TIRUPATI and have not completed required installation/commissioning/warranty replacements etc. (or) had provided poor post sales service, such firms offer will not be considered for further evaluation and no enquiries thereafter will be entertained.

8. **Cargo Consolidation and Customs Clearance:**

IISER TIRUPATI has appointed its own Freight Forwarder and Custom House Agent for all IISER, imports. Please note that all the consignments have to be routed through their associates only. The address and contact details will be provided at the time of placing the Purchase Order. While submitting your bid, you may confirm this condition.

9. **Fraud and Corruption:**

The IISER Tirupati 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, noncompetitive 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. The IISER Tirupati 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

10. **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, IISER, TIRUPATI’s interpretation of the clauses shall be final and binding on all parties



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CHAPTER - 3 : CONDITIONS OF CONTRACT

1. Prices:

Bid prices should be filled in the appropriate format as mentioned in Price Schedule. ALL THE BIDDERS SHOULD QUOTE PRICES FOR EACH AND EVERY ITEM SEPERATELY ALONG WITH THE CONSOLIDATED PRICES APPLICABLE FOR BOTH INDIGENOUS AND IMPORTED ITEMS (if any).

2. For Goods manufactured in India:

- a. The price of the goods must be as per the BoQ.
- b. In case of BoQ requesting for prices without GST. GST will be paid as per the norms. In the case of BoQ requesting for prices with GST and the bidder quoting without GST, the price quoted by the bidder shall be considered as with GST as per the BoQ and the bidder must be able to supply at the same rate mentioned in the BoQ. No request for additional charges apart from those mentioned in BoQ shall be entertained.
- c. The price mentioned in BoQ must be inclusive of labour, transportation, Insurance, loading and unloading and any other local service required for delivering the goods for the desired destination as decided by the IISER Tirupati. Loading and unloading is strictly in the scope of the bidder. IISER Tirupati will not provide any manpower/equipment support towards the same. The bidder must ensure all logistics, manpower support, machine and equipment's required (if any) for delivering and installing the equipment at the determined location as informed by the Institute.
- d. The installation, commissioning and training charges (If any) must be mentioned as per the BoQ (if requested separately in BoQ) else the price quoted will be taken as inclusive of installation, commissioning and training.
- e. The institute will not be responsible in case of the bidders failing to include any of the above mentioned prices in their bid. The price mentioned in the BoQ will be final and the bidder has to comply with that, if awarded the tender.
- f. **UNLOADING OF THE GOODS AT IISER TIRUPATI IS STRICTLY IN THE SCOPE OF THE BIDDER. NO MANPOWER WILL BE PROVIDED BY IISER TIRUPATI.**
- g. The goods must be disinfected properly before dispatching.
- h. A representative of the successful bidder must be available during the delivery at the Institute & must disinfectant the boxes before delivering again. In case the travel time from dispatch to reach IISER more than 48 hours.



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- i. Any financial implication leading to any change deviation from the bid submitted shall be borne by the bidder, of accepting by the Institute.

3. **Agency Commission & Services:**

- i. The Indian Agency commission payable in Indian currency only after the receipt of consignment in good condition at our Stores and satisfactory installation and commissioning of the ordered equipment.
- ii. Details of services rendered by you as well as after-sales services offered by you are to be made clear in the tender.

4. **Performance Bank Guarantee:**

The 3% Security Deposit which is mentioned above may be extended as Performance Bank Guarantee for a period of warranty period.

5. **Pre-installation:**

- i. The BIDDER has to state in detail the Electrical Power requirements, floor Space, i.e. pre-installation facilities required for installation may please be intimated in the technical bid. Subsequently, before the consignment lands in IISER, Tirupati the BIDDER shall confirm that the pre-installation requirements are sufficient. In other words, 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.

6. **INSTALLATION:**

- i. BIDDER shall be responsible for installation / demonstration wherever applicable and for after sales service during the warranty and thereafter.
- ii. Installation to be arranged by the supplier free of cost and **the same has to be completed within 07 days of the arrival of the equipment at site**, unless otherwise instructed by the Institute, failing which a penalty of INR 500 per day from the day of actual installation requested by the Institute till the date of installation done by the bidder shall be levied.
- iii. Sufficient technical manpower and labour must be arranged by the bidder at the time of installation and unloading of the equipment/goods.

7. **INSPECTION:**

- i. The inspection of the furniture will be done by the members of the duly constituted technical committee.
- ii. 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 the IISER Tirupati, till satisfactory installation of the system, within the stipulated time as decided by the Institute, failing which penalty 1% of the total order value per week will be levied.



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8. **Training:**

Wherever needed, our technical persons should be trained by the supplier at the project site free of cost. In case the person is to be trained at supplier's site abroad or in India it should be mentioned in the quotation clearly. The supplier should bear all the expenses for such training including 'to & fro' fares and lodging & boarding charges.

9 **Warranty / Support:** A clear confirmation on letter head should be given for this item along with acceptance to the points mentioned below: -

- a. The items covered by the schedule of requirement shall carry minimum "Three years of comprehensive warranty" from the date of acceptance of the furniture by IISER Tirupati. Warranty shall include free maintenance of the whole furniture supplied including free replacement of parts/spares. 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. The defects, if any, shall be attended to on immediate basis but in no case any defect should prolong for more than 24 hours, failing which penalty INR 5000 per day would be levied and same shall be deducted from Performance Bank Guarantee. The same has to be accepted by the bidder and acceptance for the same has to be mentioned on the letter head in the technical bid.
 - a. 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 IISER Tirupati.
 - b. The BIDDER shall assure the supply of spare parts even after the completion of warranty period and maintenance of the furniture supplied if and when required for a period of 10 years from the date of supply of furniture on payment at a reasonable price after the warranty period.
 - c. The furniture manufacturer/bidder/distributor/retailer / reseller should have an organized service set up based at Tirupati (or) within a vicinity of 300 km. The turnaround time for in person service should be within 24 hours from the receipt of the complaint in any form (Call/SMS/Whatsapp/Email/Fax/Letter) (including Sundays/ holidays) complete address with contact details to be submitted.
 - d. The vendor will have to arrange for all the testing equipment & tools required for installation & testing post installation.
 - e. It is desirable that the vendor may have a local logistics support by maintaining a local spares depot in the state. This is to ensure immediate delivery of spares parts in case of any defect.

- f. Details of onsite warranty, 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
- g. **COMMENCEMENT OF WARRANTY PERIOD:** The warranty period of an item shall commence from the date of successful installation, commissioning and demonstration at IISER Tirupati. The warranty period and validity of Performance Guarantee shall be extended for the period of delay in satisfactory installation and delay in warranty services.

11. **Reasonability of Prices:**

- a. The prices quoted must be the prices applicable for a premiere Educational and Research Institute in national importance, as applicable to educational research institutes must be given.

12. **Annual Maintenance Contract:**

- a. The party must mention in the quotation, the rate/amount of annual maintenance charges, if we opt for maintenance contract after expiry of the warranty period. This is mandatory to mention, wherever applicable.
- b. No sub-contracting will be allowed for installation or maintaining system/equipment / instrument during or after warranty period.

13. **Indemnity:**

- a. The vendor shall indemnify, protect and save IISER, TIRUPATI 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 him.

14. **Freight & Insurance:**

- a. Indigenous : The equipment's to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IISER, TIRUPATI site in case of Rupee transaction.

15. **Payment:**

- a. For Indigenous items, 100% payment shall be made against Supply, installation, & commissioning of the furniture to the satisfaction of the Institute/Scientist/Technologist/Indentor/Professor etc.
- b. No advance payments are allowed under any circumstances

16. **Penalty for delayed Services / LD:**

- a. As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Failing which the Institute will forfeit PBG/SD and also LD clause will be applicable /enforced.



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- b. 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 1% 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.
- c. IISER, TIRUPATI reserves the right to cancel the order in case the delay is more than 2 weeks. Penalties, if any, will be deducted from the Security Deposit.

17. **Jurisdiction:**

The disputes, legal matters, court matters, if any, shall be subject to Tirupati Jurisdiction only.

18. **Force Majeure:**

IISER Tirupati 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. The bidder will immediately notify the IISER Tirupati by reasonable detail of the Force Majeure Event. If a Force Majeure Event continues for more than 30 days, the Institute may cancel the purchase order issued, without liability.

19. **Discrepancies**

If there are any discrepancies in price schedule and tender document please refer to the BOQ in the Central Public Procurement Portal, the BOQ item/words/conditions mentioned in BOQ prevails.

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

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 subsequent amendments to the order. Accordingly, preference will be given to the Make in India products while evaluating the bids, subject to technically qualifying & meeting the Institute's technical requirements. 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 and the quality as mentioned in the tender in the technical bid itself.

- a) IISER Tirupati shall compare all substantially responsive bids to determine the lowest valued bid. This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and its subsequent amendments. Accordingly, preference will be given to the Make in India products while

evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

- 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 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/Non-Local Supplier at the time of bidding shall be required to indicate the percentage of local content and provide self-certification 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.

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.

Note:

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.

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

21. Requirement of registration:

Vide Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

- i. 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).
- ii. "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



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bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

iii. "Bidder from a country which shares a land border with India" for the purpose of this Order means:

- a) An entity incorporated, established or registered in such a country; or
- b) A subsidiary of an entity incorporated, established or registered in such a country; or
- c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d) An entity whose beneficial owner is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

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 for this tender as mentioned in the Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

23. **Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc. shall be referred by either party (IISER, TIRUPATI or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IISER, TIRUPATI India. The jurisdiction of the courts shall be Tirupati, Andhra Pradesh, India.

24. **Dispute Settlement:**

IISER Tirupati 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 IISER Tirupati 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:



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In case of Dispute or difference arising between the IISER Tirupati 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 IISER Tirupati, 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.

The venue of the arbitration shall be the place from where the purchase order or contract is issued.

Deputy Registrar (A&P)

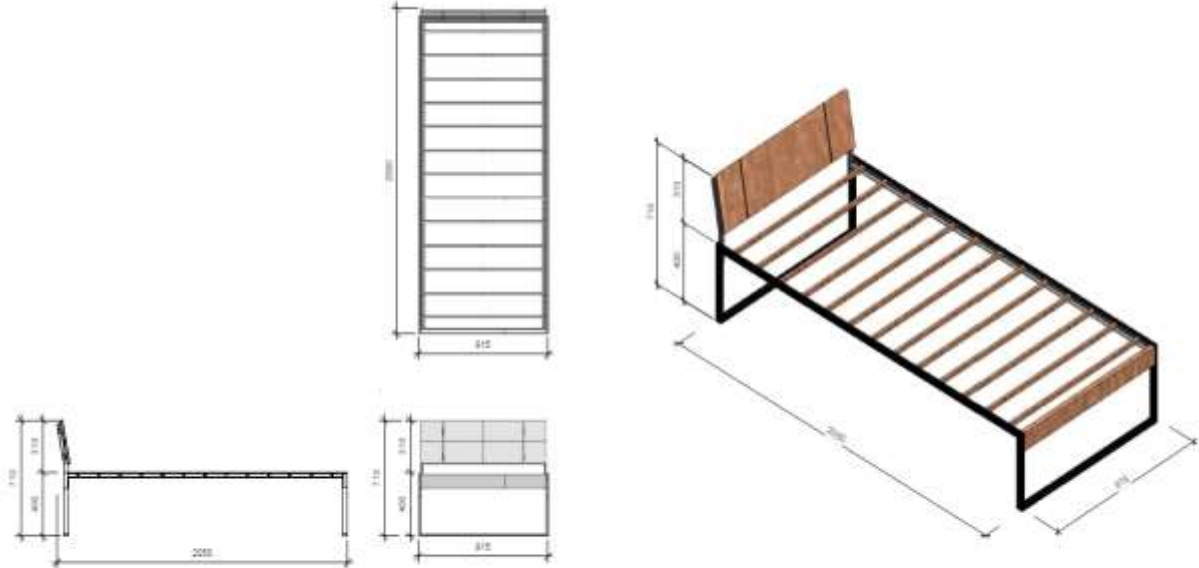
CHAPTER 4 TECHNICAL SPECIFICATIONS

SPECIFICATION OF CHAIR



- Overall Dimensions – 980mm x 590mm x 490mm
- Features – Fabric covered, deep cushioned with 12mm thick BWP plywood base frame & ergonomically designed back and seat conforming to body contours for proper alignment, posture and all day comfort as depicted above.
- Cantilever frame base to be made of not less than 25mm dia MS pipe of 1mm thick powder coating with 50 micron thickness cantilever base as shown in the figure designed to carry a load of 150 kg with suitable bushes at the base.
- The arm rest shall be design for sleek look in single loop piece connecting back and seat made of polypropylene with reinforced frame.
- The shade of the fabric, arm rest and the powder coat for the MS pipe shall be approved by IISER Tirupati.

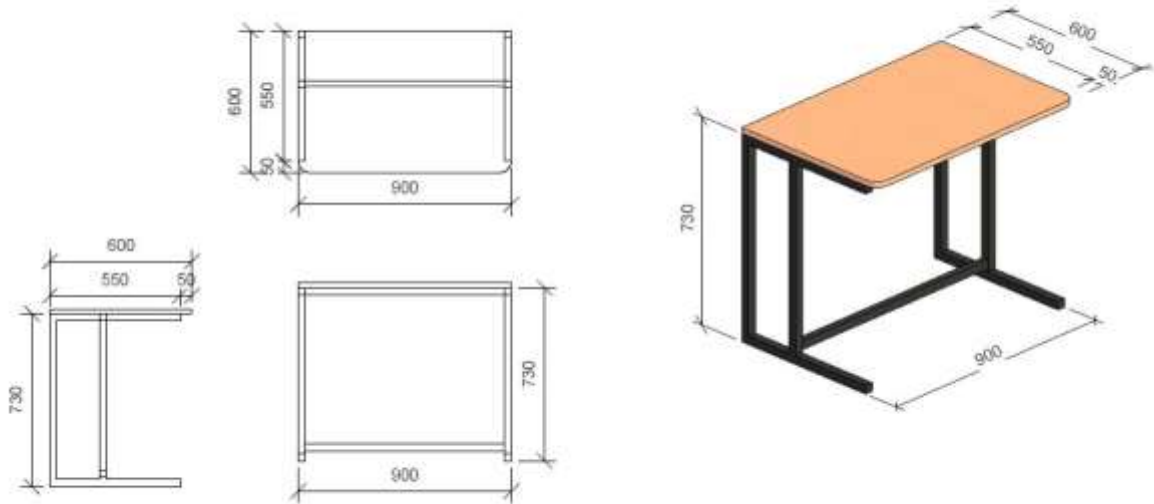
SPECIFICATION OF COT



- Dimensions : 2050mm (L) x 915mm (W) x 400mm (H)
Height of Headboard: 310 ± 10 mm fixed with an inclination of 15 ± 2 degree from vertical as depicted in the figure above.
- Under structure should be made of hollow rectangular cross-section 50mm x 25 mm and should be of thickness not less than 1.2mm.
- Supporting member which holds the plywoods shall be made of Rectangular hollow section of size 20mm x 20 mm with thickness not less than 1mm. The number of supporting rods should be a minimum of 13 numbers in the short span direction.
- L-angle (metal) should have cross-section of 35mm (H) x 25mm (D), with a minimum 2 ± 0.1 mm thickness.
- The headboard structure shall be of rectangular hollow section of size 25mm x 25 mm with thickness not less than 1mm. The headboard panel should be made from laminated medium density fibre board of thickness not less than 20mm with factory pressed edge binding on all sides, the shade/pattern of the laminate needs to be got approved from IISER Tirupati before manufacturing.
- The leg board panel shall be made of metal sheet of thickness not less than 1mm and shall span end to end between the legs of the under-structure dimensions with depth of 110mm and edges folded with an extension of 20mm at the top and bottom to avoid sharp edges.
- Mattress holding BWR plywood should be of prime quality with 12 mm thickness which is treated for Water resistance, termite resistance and fire resistance and and confirming to IS 303 of size 860mm(± 10 mm) x 2000mm (± 25 mm)

- Mattress holding bucket should be 15 mm to 20 mm deep to hold a standard single cot mattress of size
- Nylon bushes shall be of high quality with level adjustment option and which has high impact & vibration resistance : Minimum 4 No's
- Connections: All connections should be electrically welded.
- Material: All structural elements should be made of prime quality CRCA (cold rolled cold annealed) steel
- All the steel components shall be powder coated with thickness not less than 50 μ as per the colour approved by IISER Tirupati.

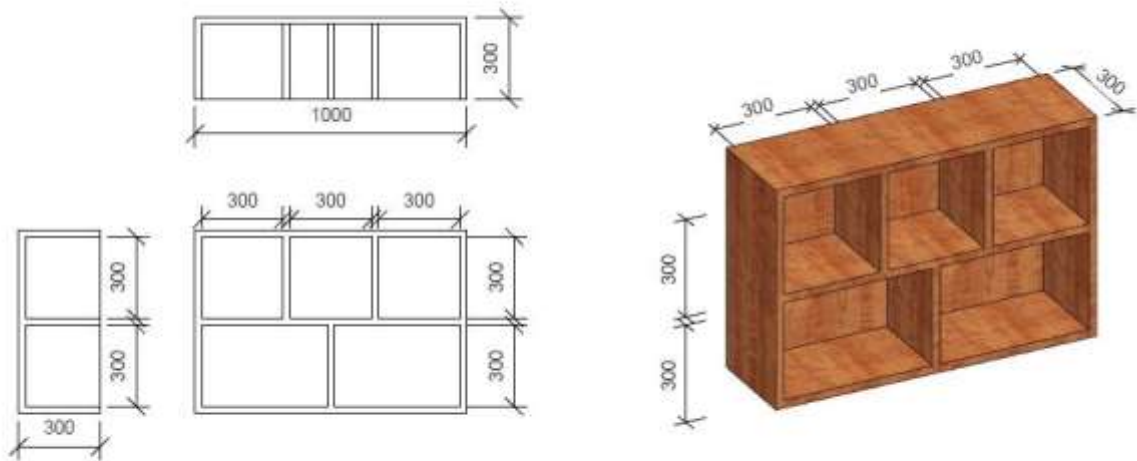
SPECIFICATION OF TABLE



- Dimensions : 900mm (L) x 600mm (W) x 750mm (H)
- Under structure shall be C-frame with an additional leg welded to the C-frame as shown in the fig above with shall be made of rectangular hollow section of size 40mm \times 40 mm of thickness not less than 2mm with dimensions 730mm (H) \times 550 mm (B).
- Table top supporting member : A rectangular hollow cross-section of 40 \times 20 mm with thickness not less than 2 mm which should be welded at the middle legs of the C-frames.
- Footrest should be made from 35 mm circular tube with thickness of 1 mm and welded to the middle legs of the table.
- Nylon bushes shall be of high quality with level adjustment option and which has high impact & vibration resistance : Minimum 4 No's
- Material: All structural elements should be made of prime quality CRCA (Cold Rolled Cold Annealed) steel

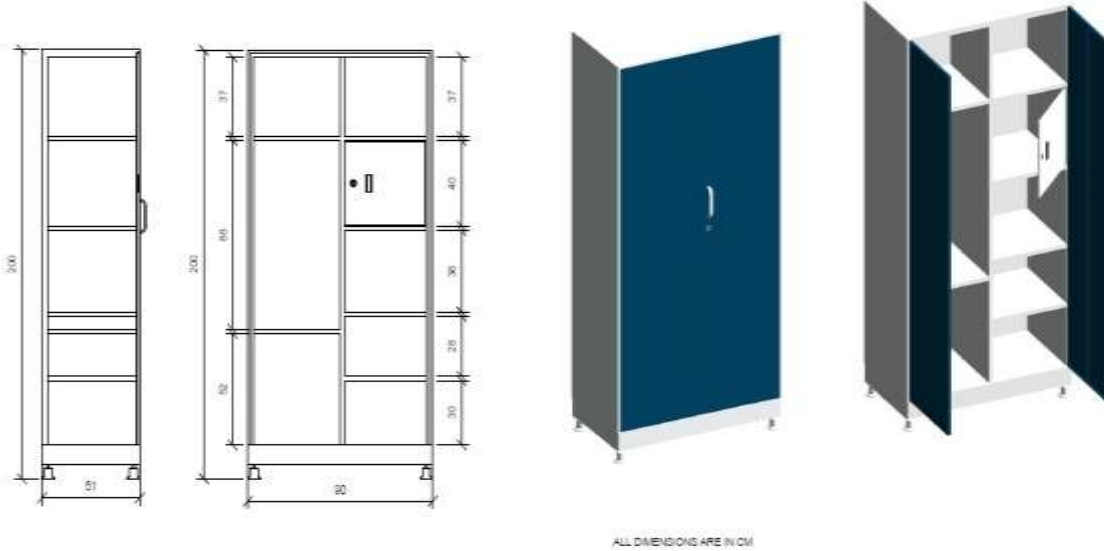
- All the steel components shall be powder coated with thickness not less than 50 μ as per the colour approved by IISER Tirupati.
- The table top should be made from medium density fibre board (Treated for Fire resistance, Water resistance & Termite resistance) of thickness not less than 25 mm with laminate not less than 1mm with factory pressed edge binding on all sides, the shade/pattern of the laminate needs to be got approved from IISER Tirupati before manufacturing. The edges of the table shall be rounded with no sharp edges.

SPECIFICATION OF WALL MOUNTED BOOK SHELF



- Overall Dimension: Refer to the figure given.
- Storage Unit (Knockdown construction): The storage unit without doors should have two partitions each of height 300 ± 10 mm and depth 300 mm. The storage unit should have back plank of thickness 10 mm. The storage unit should be designed for a minimum load of 40 kg. The storage unit should be fixed to the RC & Masonry walls using appropriate brackets/any other suitable hardware as approved by IISER Tirupati, which can withstand the design load of 40 kg and permanently fixed, there should not be any gap between the back panel and the wall it is mounted. (*Fixing methodology to be explained during the mockup*)
- Material should be made from medium density fibre board (Treated for Fire resistance, Water resistance & Termite resistance) of thickness not less than 20mm with laminate not less than 1mm with factory pressed edge binding on all sides. The shade/pattern of the laminate needs to be got approved from IISER Tirupati before manufacturing. The edges of the shelf shall be round with no sharp edges.

SPECIFICATION OF ALMIRAH



- The body of the storage cabinet including the shutters should be made of 0.8mm gauge thick CRCA steel with epoxy powder coating (minimum 60 micron thickness) of approved color (matt/glossy finish), smooth exterior and interior surfaces.
- The shelves shall be made of 0.8mm thick CRCA steel with epoxy powder coating (minimum 60 micron thickness) of approved colour (matt/glossy finish), The shelves shall be non adjustable and each shelf should carry a load of 25 kg each.
- Locker with smooth openable shutter, locking mechanism, flushed handles and dimensions as depicted in the figure above with four keys
- Concealed hinges shall be used with a minimum of 4 nos for each shutter (Total 8 nos, the sample shall be submitted for approval before installation (Approved brand : Hettich, Hafele, Godrej & Ebco)
- Locks: Steel cam locks of zinc alloy core with 90 deg key rotation and lever rotation 90 deg. And each lock should be provided with four keys.
- Hanger rods : Diameter of rod 16mm and grade of stainless steel rod- SS 202 with its length-450 mm and the rod should be fixed permanently. Thickness of rod shall be 0.8 mm.
- Handles – Material shall be of SS 202 grade of length 150 mm and diameter 10mm.
- Bushes : Bushes shall be minimum of 4 nos with screw levelling arrangement made of strong & durable plastic of appropriate size with height of 60 to 70mm which can sustain a fully loaded almirah.



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Note : Tables, Chairs, Book shelf, Cots & Almirah are for a “G+5” building and needs to be shifted and installed and the locations as directed by IISER Tirupati.

NOTE:

1. Bidders should give point-by-point compliance w.r.t. the tender specifications. Bidders should provide technical literature and brochure (if any) of the offered model and mention the same in the compliance table. Bids without technical literature will be summarily rejected.
2. Point by point compliance of the bid in a tabular format w.r.t specifications along with reference to the pages in the technical literature submitted by the bidder is to be clearly mentioned and submitted.
3. Non-compliance to any of the two points above shall be treated as INCOMPLETE/PARTIAL BID & shall not be considered for further process.
4. If technical committee wishes to examine the instrument specification, the vendors may also be called for the demonstration of instrument for the various parameters.



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CHAPTER 5 PRICE SCHEDULE

The Bill of materials must be included in the technical offer as well as commercial offer. However, the Technical offer should not contain any price information.

PRICE SCHEDULE FOR GOODS

Name of the Bidder _____

Tender No. _____

Sr. No	Item Description	Place of Manu- facture in India	Qty	Unit	Unit Price	GST %	GST Amount	Total Amount Without taxes	Total Amou nt With taxes
01	Chair		660	Nos					
02	Cot		660	Nos					
03	Table		660	Nos					
04	Wall mounted book shelf		660	Nos					
05	Almirah		660	Nos					

Total Bid price in _____ in words

Signature of Bidder:

Name

Stamp

Note: The cost of optional items shall be indicated separately. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable. (a) Cost of spares _____ (b) Warranty if being charged include in BoQ



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Annexure-'A'

FORMAT/QUESTIONNAIR FOR COMPLIANCE OF TERMS AND CONDITIONS

Tender No.: _____

Due Date _____

NOTE:

1. Quotation will not be considered without submission of this format.
2. If a particular question is not at all applicable please write NA in compliance part in Col. No. 5 below.
3. Kindly see the relevant terms & conditions of the tender document in each question before replying to the questions mentioned in Col. 2 below).

SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No')	Page No. in technical bid (<i>it is mandatory to provide page no. failing which your technical bid shall not be evaluated</i>)	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
1	2	3	4	5
1	a.)Whether the firm is OEM (Original Equipment Manufacturer) which is in this business for last 10 years or more			



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	b) Whether the firm is Authorized distributor of OEM which is in this business for last 10 years or more			
	c) Whether the firm is registered with NSIC/MSME			
2	Whether techno-commercial Bid contains, technical literature/leaflets, detailed specifications & commercial terms & conditions etc. as applicable.			
3	a) Whether the required Scanned copy of Tender Fee & EMD is being submitted with the technical bid			
	b) Please specify the form of whether in the form of NEFT/RTGS/Demand draft in favour of "The Director, IISER Tirupati"/Cheque/Bank guarantee			



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4	The Bidder should have an annual turnover of minimum 20 crores in each of the last five consecutive financial years and Audited Balance sheet must be submitted along with a statement of account certified by a C.A (Chartered Accountant). Also the profit and loss account statement for the last five financial year with no loss in any of the last five financial years must be submitted.			
5	a) Whether applicable percentage GST have been given in quotation			
6	Have you mentioned the validity period of the quotation as per our requirements			
7	a) Whether the Price reasonability Certificate is submitted quotation			



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	b) Whether copies of completion certificates as mentioned in the eligibility criteria is submitted			
8	Manufacturing bidders should be a certified ISO-9001 organization and also possess ISO-14001 & OHSAS 45001 valid certification. The bidder should also submit a valid BIFMA membership and Greenguard certification. All these must be submitted with the tender (Technical bid).			



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9	The furniture manufacturer/bidder/distributor / retailer / reseller should have an organized service set up based at Tirupati (or) within a vicinity of 300 km. The turnaround time for in person service should be within 24 hours from the receipt of the complaint in any form (Call/SMS/Whatsapp/Email/Fax/Letter) (excluding Sundays/ holidays) complete address with contact details to be submitted.			
10	Whether compliance statement of specifications has been attached with the quotation. (Annexure - B)			
11	a) Whether the delivery period for supply of the items has been mentioned			



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12	Do you agree to the submission of Performance Bank Guarantee and have you mentioned in your quotation about this.			
13	Do you agree with the payment terms for indigenous supplies?		No deviation permitted	
14	Do you agree about the date of commencement of warranty period & its extension is necessary.			
15	Do you agree to the terms of loading, unloading, labour, etc for installation as mentioned in the terms			
16	Do you agree for providing the 3 years of comprehensive warranty as per warranty clause?			
17	Certificate on letter head to supply spare parts as per chapter 3 clause 10 C			



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18	Certificate on letter head for after sales service (Annexure - O)			
19	Permanent Account Number: PAN & GST (Documentary evidence should be attached).			
20	The manufacturer should have in house Quality Control Facility. (Supporting documents such as QC equipment purchase invoices, calibration certificates of instruments & equipments, copies of Quality control registers which are maintained & pictures of Quality Control facility). Documentary evidences to be submitted.			
21	Whether you agree to the penalty clause for late delivery & installation? (No deviation permitted)			



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SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No')	Page No. in technical bid (<i>it is mandatory to provide page no. failing which your technical bid shall not be evaluated</i>)	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
22	Whether training to our technical person will be given free of cost. (No deviation permitted)			
23	a) Whether all the pages have been page numbered?			
	b) Whether quotation has been signed and designation & name of signatory mentioned.			
24	Whether documentary evidence of bidders as given in Eligibility Criteria submitted			
25	A declaration on the letter head to be submitted mentioning that any complaint/defect must be attended within 24hours during the warranty period, failing which penalty @ INR 5000/-day will be deducted from the PBG from the date of completion of 24 hours of reporting the complaint.			



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26	Undertaking by the bidder to supply and install within 45 days of the issue of the purchase order.			
27	Company should be a furniture manufacturer in India, and documentary evidence of factory license, registration with EPF and ESI, along with complete factory address must be submitted.			



ANNEXURE - B

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

1	2	3	4	5	6
S. N.	Name of item in the tender enquiry As per Chapter 4 of the Tender Document.	Specifications of the model	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 the 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



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ANNEXURE-C

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 re binding on the Manufacturer]

To
The Director,
IISER Tirupati

Dear Sirs,

Ref. Your Tender Document No..... Tender Title:.....

We, -----, are proven and reputable manufacturers of the Tendered Goods. We have factories at----- . We hereby authorize Members----- (name and address of the authorized dealer) to submit a bid, process the same further and enter into a contract with you against the above referred Tender Process for the supply of above Goods manufactured by us. Their registration number with us is, dated/ since.....

- 1) We further confirm that no Contractor or firm or individual other than Messrs. (name and address of the above-authorized dealer) is authorized for this purpose.
- 2) As principals, we commit ourselves to extend our full support for warranty obligations, as applicable as per the Tender Document, for the Goods and incidental Works/ Services offered for supply by the above firm against this Tender Document.
- 3) Our details are as under:
 - (a) Name of the Company:.....
 - (b) Complete Postal Address:
 - (c) Pin code/ ZIP code:
 - (d) Telephone nos. (with country/ area codes):
 - (e) Fax No.: (with country/ area codes):
 - (f) Mobile Nos.: (with country/ area codes):
 - (g) Contact persons/ Designation:
 - (h) Email IDs:



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- 4) We enclose herewith, as appropriate, our ----- (Bye-Laws/ Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution)

Yours faithfully,

.....

[signature with date, name, and designation]

for and on behalf of Messrs.....

[name & address of the OEM and seal of company]



Bid Securing Declaration Form

(on Company Letter-head)

Bidder's Name _____
[Address and Contact Details]

Bidder's Reference No. _____ Date.....

To
The Director,
IISER Tirupati.

Ref: Tender Document No. Tend No./ xxxx; Tender Title: GOODS

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
 - (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
 - (b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
 - (a) of cancellation of the entire tender process or rejection of all bids or
 - (b) of the name of the successful bidder or
- 2) forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

.....

(Name and designation)



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Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on day of [insert date of signing]

Place.....[insert place of signing]

DA:.....

(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)



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Annexure-'E'

PREVIOUS SUPPLY ORDERS FORMAT

Name of the Firm _____

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

Signature and Seal of the Manufacturer/ bidder

Place:Date:



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Annexure-'F'

BIDDER INFORMATION FORM

(On Company Letter-head)

(Along with supporting documents, if any)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Tender Document No. Tend No./ xxxx; Tender Title: GOODS

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanours in the Tender Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Bidder/ Contractor particulars:

- (i) Name of the Company:.....
- (j) Corporate Identity No. (CIN):
- (k) Registration, if any, with The Procuring Entity:
- (l) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
- (m) Place of Registration/ Principal place of business/ manufacture
- (n) Complete Postal Address:
- (o) Pin code/ ZIP code:
- (p) Telephone nos. (with country/ area codes):
- (q) Mobile Nos.: (with country/ area codes):
- (r) Contact persons/ Designation:
- (s) Email IDs:



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Company's Legal Status (tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

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

2) Taxation Registrations:

PAN number:

Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):

GSTIN number: in Consignor and Consignee States
Registered/ Certified Works/ Factory where the Goods would be mainly
manufactured and Place of Consignor for GST Purpose:

Contact Names, Nos. & email IDs for GST matters (Please mention primary and
secondary contacts):

We solemnly declare that our GST rating on the GST portal/ Govt. official
website is not negative/ blacklisted.

Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

3) Authorization of Person(s) signing the bid on behalf of the Bidder

Full Name: _____

Designation: _____

Signing as:

A sole proprietorship firm. The person signing the bid is the sole proprietor/
constituted attorney of the sole proprietor,

A partnership firm. The person signing the bid is duly authorised being a
partner to do so, under the partnership agreement or the general power of
attorney,



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- A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

*Documents to be submitted: Registration Certificate/ Memorandum of Association/
Partnership Agreement/ Power of Attorney/ Board Resolution*

4) Bidder's Authorized Representative Information

Name:

Address:

Telephone/ Mobile numbers:

Email Address:

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[name & address of Bidder and seal of company]

DA: As above



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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 (or) against any of its branches (or) partners abroad.

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

Place:

Name:

Designation:

Contact No.:



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Annexure-'H'

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(name of the 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 (name of the bidder) fulfils all requirements in this regard and is eligible to be considered for this tender no. _____dated_____listed by IISER Tirupati.

Signature with Date and Stamp

Of the Bidder



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Annexure-'I'

Self-Certification regarding Local Content (LC) for Goods, Services or Works **(to be provided on Rs. 100/- Stamp Paper)**

Date:

I _____ S/o, D/o, W/o _____, Resident of _____

do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of Indian Institute of Science Education and Research, Tirupati, Ministry of Education, Government of India issued vide Tender Enquiry No. dated

That the information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant records before the procuring authority or any authority nominated by IISER Tirupati for the purpose of assessing the LC.

That the LC for all inputs which constitute the said Goods /Services/Works has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the LC of the Goods/Services/Works mentioned herein is found to be incorrect and not meeting the prescribed LC norms, based on the assessment of an authority nominated by IISERT Tirupati and I will be liable as under clause 9(f) of Public Procurement (Preference to Make in India) Order 2017.

I agree to maintain all information regarding my claim for LC in the Company's record for a period of 2 years and shall make this available for verification to any statutory authorities:

i. Name and details of the Local Supplier:

(Registered Office, Manufacturing unit location, nature of legal entity)

ii. Date on which this certificate is issued:

iii. Product for which the certificate is produced:

iv. Procuring agency to whom the certificate is furnished:

v. Percentage of LC claimed:

vi. Name and contact details of the unit of the manufacturer:

For and on behalf of _____ (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>



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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 IISER Tirupati. (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 security deposit and I/We* shall be liable to make goods 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:

Place:

Authorized Signatory

Name:

Designation:

Contact No.:



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ANNEXURE-'K'

ANNUAL MAINTENANCE CONTRACT

We hereby certify that the Annual Maintenance Contract for the furniture, after expiry of warranty period will be charged as follows :

For Comprehensive AMC

- 1) 1st year ___ % of the equipment value
- 2) 2nd year ___% of the equipment value
- 3) 3rd year ___% of the equipment value.

For Non - Comprehensive AMC

- 1) 1st year ___ % of the equipment value
- 2) 2nd year ___% of the equipment value
- 3) 3rd year ___% of the equipment value.

We also certify that the spares for the equipment will be available for the equipment for ___ years.

Date:

Place:

Authorized Signatory

Name:

Designation:

Contact No.:



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ANNEXURE-'L'

UNDERTAKING FOR SUBMISSION OF PERFORMANCE BANK GUARANTEE

(On company Letter Head)

Date:.....

Tender No.:.....

We undertake to submit Performance Bank Guarantee (PBG) of 3 % of the order value in case IISER Tirupati decides to award the contract to us against tender no. dated for Supply and Installation of hostel furniture at IISER Tirupati permanent campus. The PBG will be valid for 60days beyond the expiry of post installation, comprehensive maintenance / warranty period of three years for the proposed installation.

Thanking you,

Sincerely,
For M/s _____(Name of the bidder)
Signature & company
Seal
Name
Designation
Contact.



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ANNEXURE-'M'

PRE CONTRACT INTEGRITY PACT

(To be submitted as part of Technical bid)

Integrity Pact for Tender Document No. Tend No./ xxxx; Tender Title: GOODS

This Agreement (hereinafter called the Integrity Pact) is made on ____ day of the month of ____202__ at _____, India.

BETWEEN

IISER Tirupati for and on behalf of Director ,IISER Tirupati (hereinafter called the “The Principal”, which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part

AND

M/ s. _____ (hereinafter called the “The Bidder/ Contractor” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

PREAMBLE

‘The Principal’ intends to award, under laid down organizational procedures, contract/ s for _____, ‘The Principal’ values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and/ or Contractor(s).

In order to achieve these goals, the Principal shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of the ‘The Principal’

1. The Principal’ commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a. No employee of the Principal, personally or through family members, shall in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Principal shall, during the tender process, treat all Bidder(s) with equity and reason. The Principal shall in particular, before and during the tender process,



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provide to all Bidder(s) the same information and shall not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

- c. The Principal shall exclude from the process all known prejudiced persons.
- d. If the Principal obtains information on the conduct of any of its employees, which is a criminal offence under the IPC/ PC Act, or if there be a substantive suspicion in this regard, the Principal shall inform the Chief Vigilance Officer and, in addition, can initiate disciplinary actions.

Section 2 - Commitments of the 'Bidder/ Contractor'

1. The 'Bidder/ Contractor' commit themselves to take all measures necessary to prevent corruption. The 'Bidder/ Contractor' commit themselves to observe the following principles during participation in the tender process and during the contract execution.
 - a. The 'Bidder/ Contractor' shall not, directly or through any other person or firm, offer, promise, or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

The BIDDER further undertakes that he has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the BUYER for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with respect to the BUYER's Organization.

If the BIDDER or any employee of BIDDER on any person acting on behalf of BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest / stake in the BIDDERS firm, the same shall be disclosed by the BIDDER at the time of filling of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.

- b. The 'Bidder/ Contractor' shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-



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submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the tender process.

- c. The 'Bidder/ Contractor' shall not commit any offence under the relevant IPC/ PC Act; further, the 'Bidder/ Contractor' shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.
- d. The 'Bidder/ Contractor' of foreign origin shall disclose the name and address of the Agents/ representatives in India if any. Similarly, the Bidder/ Contractors of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder/ Contractor. Further, as mentioned in the Guidelines, all the payments made to the Indian agent/ representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed in Appendix to this agreement.
- e. The 'Bidder/ Contractor' shall, when presenting their bid, disclose any and all payments made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the contract.
- f. Bidder/ Contractor who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

The 'Bidder/ Contractor' shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the 'Bidder/ Contractor', before award or during execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the 'Bidder/ Contractor' from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".



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Section 4 - Compensation for Damages

- a. If the Principal has disqualified the 'Bidder/ Contractor' from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from 'Bidder/ Contractor' the damages equivalent to Earnest Money Deposit/ Bid Security.
- b. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 - Previous transgression

- a. Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- b. If Bidder makes an incorrect statement on this subject, he can be disqualified from the tender process, or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 6 - Equal treatment of all Bidders/ Contractors/ Subcontractors

- a. In the case of Sub-contracting, the Principal Contractor shall take responsibility for the adoption of the Integrity Pact by the Sub-contractor.
- b. The Principal shall enter into agreements with identical conditions as this one with all Bidders and Contractors.
- c. The Principal shall disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)

- a. If the Principal obtains knowledge of the conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.



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Section 8 - Independent External Monitor

- a. The Principal appoints a competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.
- b. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for him/ her to treat the information and documents of the Bidders/ Contractors as confidential. He/ she reports to the Head of the Procuring Organisation.
- c. The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal, including that provided by the contractor. The Contractor shall also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- d. The Monitor is under contractual obligation to treat the information and documents of the Bidder/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform the Head of the Procuring Organisation and recuse himself/ herself from that case.
- e. The Principal shall provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the contractor. The parties offer the Monitor the option to participate in such meetings.
- f. As soon as the Monitor notices, or believes to have noticed, a violation of this agreement, he shall so inform the Management of the Principal and request the Management to discontinue or take corrective action or to take other relevant action. The monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.
- g. The Monitor shall submit a written report to the Head of the Procuring Organisation within 8 to 10 weeks from the date of reference or intimation to him by the Principal



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and, should the occasion arise, submit proposals for correcting problematic situations.

- h. If the Monitor has reported to the Head of the Procuring Organisation, a substantiated suspicion of an offence under relevant IPC/ PC Act, and Head of the Procuring Organisation has not, within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner. The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

- a. This Pact begins when both parties have legally signed it. It expires for the contractor 12 months after the last payment under the contract and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.
- b. If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above unless it is discharged/ determined by the Head of the Procuring Organisation.

Section 10 - Other provisions

- a. This agreement is subject to Indian Law. The place of performance and jurisdiction is the Registered Office of the Principal, i.e., New Delhi.
- b. Changes and supplements, as well as termination notices, need to be made in writing. Side agreements have not been made.
- c. If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- d. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement with their original intentions.
- e. Issues like Warranty/ Guarantee etc. shall be outside the purview of IEMs.
- f. In the event of any contradiction between the Integrity Pact and its Appendix, the Clause in the Integrity Pact shall prevail.

For and on behalf of the Principal



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(Name of the Officer and Designation)

(Office Seal)

For and on behalf of 'Bidder/ Contractor'

(Name of the Officer and Designation)

(Office Seal)

For and on behalf of the Principal

Place

Date

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)



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Annexure-'N'

ACCEPTANCE OF TENDER TERMS

(To be given on Company Letter Head)

Date: DD/MM/YYYY

To,
The Director
Indian Institute of Science Education and Research, Tirupati
Tirupati – 517507. Andhra Pradesh, 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 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 that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



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Annexure-'O'

ACCEPTANCE OF ON TIME DELIVERY AND INSTALLATION OF FURNITURE & IN- PERSON SERVICE

(To be given on Company Letter Head)

Date: DD/MM/YYYY

To,
The Director
Indian Institute of Science Education and Research, Tirupati
Tirupati – 517507.Andhra Pradesh, India

Sub: Acceptance of on time delivery and installation of furniture

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We herewith unconditionally accept to abide by the delivery schedule and provide prompt delivery and installation of the furniture.
2. I / We hereby also accept the penalty clauses mentioned in the tender and acknowledge that the PBG will be forfeited if the delay is more than two weeks from the date of delivery mentioned in the Purchase Order.
3. I / We hereby accept that the turnaround time for in person service should be within 24 hours from the receipt of the complaint in any form (Call/SMS/Whatsapp/Email/Fax/Letter) (including Sundays/ holidays) complete address with contact details to be submitted and agree to the penalty clause for the non-compliance of in-person service.

(Signature of the Bidder, with Official Seal)



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CHECKLIST FOR BIDDER

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

Envelope-1(Technical-Bid) (Following documents to be provided as single PDF file)				
Sl. No.	Documents	Content	File Types	Document Attached
1.		ANNEXURE – A - FORMAT/QUESTIONNAIRE FOR COMPLIANCE OF TERMS AND CONDITIONS	.PDF	(Yes /No)
2.		ANNEXURE – B - FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS	.PDF	(Yes /No)
3.		ANNEXURE – C- MANUFACTURER'S AUTHORIZATION FORM	.PDF	(Yes /No)
4.		ANNEXURE – D- BID SECURING DECLARATION FORM	.PDF	(Yes /No)
5.		ANNEXURE – E – PREVIOUS SUPPLY ORDER LIST FORMAT	.PDF	(Yes /No)
6.		ANNEXURE – F - BIDDER INFORMATION FORM	.PDF	(Yes /No)
7.		ANNEXURE – G - BLACKLIST CERTIFICATE	.PDF	(Yes /No)
8.		ANNEXURE – H - CERTIFICATE BY BIDDER- DPIIT REGISTRATION	.PDF	(Yes /No)
9.		ANNEXURE – I - SELF-CERTIFICATION REGARDING LOCAL CONTENT (LC) FOR GOODS, SERVICES OR WORKS	.PDF	(Yes /No)
10.		ANNEXURE – J - NO RELATIONSHIP CERTIFICATE	.PDF	(Yes /No)
11.		ANNEXURE – K – ANNUAL MAINTENANCE CONTRACT	.PDF	(Yes /No)
12.		ANNEXURE – L- UNDERTAKING FOR SUBMISSION OF PERFORMANCE BANK GUARANTEE	.PDF	(Yes /No)
13.		ANNEXURE – M PRE-CONTRACT INTEGRITY PACT	.PDF	(Yes /No)
14.		ANNEXURE – N ACCEPTANCE OF TENDER TERMS	.PDF	(Yes /No)
		ANNEXURE – O ACCEPTANCE OF ON TIME DELIVERY AND INSTALLATION OF FURNITURE & IN-PERSON SERVICE	.PDF	(Yes /No)



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15.		SELF-ATTESTED COPY OF GST NUMBER (AS APPLICABLE)	.PDF	(Yes /No)
16.		TENDER TERMS & CONDITIONS ACCEPTANCE SIGNED WITH OFFICIAL SEAL IS ATTACHED	.PDF	(Yes /No)
17.		SOLVENCY CERTIFICATE FOR RS 3,00,00,000/- (NOT OLDER THAN TWELVE MONTHS) ISSUED BY SCHEDULED/NATIONALIZED BANK WITH WHICH BIDDER HOLDS THE CURRENT ACCOUNT	.PDF	(Yes /No)
18.		DOCUMENTS & CERTIFICATES AS MENTIONED IN THE ELIGIBILITY CRITERIA	.PDF	(Yes /No)
Envelope-2(Financial-Bid)				
Sl. No.	Documents	Content	File Types	Document Attached
1	Financial Bid	Price bid should be submitted in PDF Format along with bill of material	.pdf	(Yes /No)
2	Financial Bid	Price bid should be submitted in Excel (BOQ) Format	.xls	(Yes /No)



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IMPORTANT NOTICE

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 SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER TIRUPATI WILL PROCESS THE TENDER AS PER IISER TIRUPATI STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER TIRUPATI WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer



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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institution of Ministry of Human Resource Development Govt. of India)



DETAILS OF THE ACCOUNT HOLDER

Name of the Account Holder A As per Bank records)	Indian Institute of Science education and Research Tirupati
Account Number of the above account	35029946671
Complete contact address	IISER Tirupati, Karakambadi Road, Mangalam (B.O.), Tirupati - 517507
Telephone No.	0877 - 2500400
Fax No.	0877 - 2500250
E-mail	director@iisertirupati.ac.in

BANK ACCOUNT DETAILS

Bank name (Full)	State Bank of India
Branch name	Korlagunta Branch, Tirupati
Complete Contact address	20-3-124, Penumadi towers, Leela mahal circle, Tirupati.
Telephone No.	0877-2251408
E-mail	sbi.01901@sbi.co.in
9-digit code No. of Bank & Branch	517002004
Account Number	35029946671
Account Type (SB/ CURRENT/CASH/CREDIT Etc)	CURRENT
IFSC code No. of the Bank	SBIN001901

Certified that the Institute's account is on RTGS enabled branch.

I hereby declare that the particulars given above are correct and complete.

Date: 14 Dec 2017

Signature of the Competent Authority
of the Institute
भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
Indian Institute of Science Education and Research Tirupati
Tirupati - 517507, भारत/India.

Certified that the particulars furnished above are correct and complete.

Date: 14/12/2017

मुख्य प्रबंधक, कोरलागुन्टा (तिरुपति)
Chief Manager, Korlagunta, (Tirupati)
Official with Bank seal.

Please attach a photocopy of cheque (if possible) along with the verification obtained from the bank.