



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

Tender No: IISERT/PUR/0578/19

Date: 20/03/2020

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

Item Description Supply -of Pre-Printed Stationery for Semester Grade Cards, Final Consolidated Mark sheet, Degree Certificates and Convocation Folders at IISER, Tirupati

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	20-03-2020	16:00 Hrs.
2	Pre-Bid Meeting via Skype	27-03-2020	14:30 Hrs.
3	Bid Submission Start Date	30-03-2020	15:00Hrs.
4	Bid Submission Close Date	15-04-2020	15:00Hrs
5	Opening of Technical Bids	16-04-2020	15:30 Hrs.

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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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.
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.
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).
The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.
4. 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.
5. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. 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.



7. 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**.

Chapter 1
INVITATION FOR Tender Offers

Indian Institute of Science Education and Research (IISER), Tirupati invites e-Tender for Supply -of Pre-Printed Stationery for Semester Grade Cards, Final Consolidated Marksheet, Degree Certificates and Convocation Folders at IISER, Tirupati

1. The Bidders are requested to give detailed tender in two Bids i.e.

a. Part - I: Technical Bid.

b. Part - II: Commercial Bid.

2. In view of Covid-19, IISER Tirupati will be conducting a Pre-bid conference through Skype on. 27/03/2020 from 02:30 PM to 03:30 PM (IST). All prospective bidders are requested to kindly send their queries through email at purchase@iisertirupati.ac.in so as to reach latest by 26/03/2020. During Pre-bid meeting the answers / clarifications to the queries will be made available and also uploaded on our website. No queries will be entertained after the Pre-bid meeting.

The Skype id 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. Bidder attending Pre-Bid conference via Skype must ensure of active and uninterrupted high speed internet connection 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.

TIME SCHEDULE

Sr.No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	20-03-2020	16:00 Hrs.
2	Pre-Bid Meeting via Skype	27-03-2020	14:30 Hrs.
3	Bid Submission Start Date	30-03-2020	15:00Hrs.
4	Bid Submission Close Date	15-04-2020	15:00Hrs
5	Opening of Technical Bids	16-04-2020	15:30 Hrs.

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’**.
 - d) Previous Supply Order List Format as per **Annexure –‘D’**.
 - e) Bidder Information Form as per **Annexure –‘E’**.
 - f) Blacklist Certificate as per **Annexure – ‘F’**.

- g) Solvency certificates (not older than twelve months) issued by Scheduled/Nationalized bank with which BIDDER holds the current account.
- h) Copy of LST/CST/WCT No. PAN No. and TIN 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.
- i) Technical literature/ leaflets and complete specifications of quoted model(s) along with commercial terms and conditions.
- j) Tenderer must have at least 3 years of experience / expertise in the successful execution of similar works tendered and the cost of such any one work should not be less than 80% of estimated amount in a single tender in any State Central Governments or Quasi Government Department or Undertaking / Universities / Colleges.
- k) As proof, the bidders should upload the purchase orders and the corresponding work completion certificate for work executed in the previous three financial years i.e. 2016-17, 2017-18 and 2018-19.
- l) Further, conditions and technical specifications incorporated in tender document are binding on all the bidders.
- m) Details of supplies of similar items.

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

5. Specifications:

Specifications are basic essence of the product. It must be ensured that the offers must be strictly as per our specifications. 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. 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. Non-compliance of the above shall be treated as incomplete/ambiguous and the offer can be ignored without giving an opportunity for clarification/negotiation etc. to the quoting party.

6. Compliance Statements:

- a) 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.

- b) 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).
- c) 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 for Equipment and software, since we are eligible for the same.
- iii. The prices should be shown against each item for the purpose of Insurance claims / replacements if any.
- iv. List of deliverables / Bill of materials and services.
- v. In case of foreign quote, the address of Principal’s / Manufacturer’s and their Banker’s details should be furnished.

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

- a) Technical Bids will be opened on 16-04-2020 at 15:30 Hrs.
- b) 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.

9. Terms of the Technical Committee

- (i) On the due date the Technical bids will be opened and referred to the Technical Committee which is duly constituted by the Director, IISER Tirupati. The committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is the final and binding on all the parties.
- (ii) The technical evaluation will be an assessment of the Technical Bid. IISER, Tirupati representatives will proceed through a detailed evaluation of the

Technical Bids as defined in **Chapter IV (Schedule of requirements, specifications and allied technical details)**, in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER, Tirupati will examine the information supplied by the BIDDERS, and shall evaluate the same as per the specifications mentioned in this tender.

- (iii) The technical committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IISER, Tirupati and this criterion /recommendation will also form as a part of short-listing of the firms.
- (iv) The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from the existing users at IISER, Tirupati or from other Institutes and also call for Technical presentations from the BIDDERS if it is required so.
- (v) The information received and the bids already submitted together will be examined with reference to the tendered specifications and evaluation is made by the Technical Committee.
- (vi) After the technical evaluation is completed and approved, 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>).
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 be returned to them without opening along with their EMD.
- (vii) The successful BIDDERS will be informed regarding the date and time of Commercial bid opening.
- (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.
- (ix) 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.

10. **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) Selling exchange rate/equivalent to Indian currency will be as on the date of bid opening in the case of single bidding and the rate on the date of opening of the priced bids in the case of two-part bidding.
- c) **The bids shall be evaluated on the basis of final landing cost as per format given in Price Schedule in case of import / indigenous items.**
- d) The comparison between the indigenous and the foreign offers shall be made on FOR destination basis and CIF/CIP basis respectively. However the CIF/CIP prices quoted by any foreign bidders shall be loaded further as under :
- Towards customs duty and other statutory levies-as per applicable rates.
 - Towards custom clearance, inland transportation etc. – 2% of the CIF/CIP value.
- e) Where the price quoted on FOB/FCA and CIF/CIP basis are the same, the Contract would be made on CIF/CIP basis only.
- f) The Vague terms like “packing, forwarding, transportation..... etc. extra” without mentioning the specific amount/percentage of these charges will not be accepted. **Such offers shall be treated as incomplete and rejected.**
- g) After arriving at final pricing of individual offers of all the short listed firms, the lowest firm will be awarded with Contract/Purchase Order.
- h) 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
11. The Director, IISER, TIRUPATI reserves the right to accept the offer in full or in parts or reject summarily or partly.

12. 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.
 - (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).
13. Unloading of the goods at IISER Tirupati is strictly in the scope of the bidder. No manpower will be provided by IISER Tirupati.

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-'D'**.

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.

b) 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.

c) 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.

d) The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/order.

e) 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.

2. Delivery Period / Timeliness:

The deliveries & installation must be completed within 2 Months 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.

3. 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.

4. Bid Validity Period:

4.1. The prices must be valid at least for a period of **180 days** from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later



4.2. IISER, TIRUPATI may ask for the BIDDER's consent to extend the period of validity. Such request and the response shall be made in writing only. The BIDDER is free not to accept such request without forfeiting the EMD. A BIDDER agreeing to the request for extension will not be permitted to modify his bid.

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

5. AWARD OF CONTRACT:

5.1 IISER, TIRUPATI shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.

5.2 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.

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

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

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

8. 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 indirectly, 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.**

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.

A. For Goods manufactured in India:

- (i) The price of the goods must be as per the BoQ.
- (ii) In case of BoQ requesting for prices without GST. GST will be paid as per the norms.
- (iii) The price mentioned in BoQ must be inclusive of transportation, Insurance, loading and unloading and any other local service required for delivering the goods for the desired destination as decided by IISER Tirupati.
- (iv) 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.
- (v) 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.
- (vi) **UNLOADING OF THE GOODS AT IISER TIRUPATI IS STRICTLY IN THE SCOPE OF THE BIDDER NO MANPOWER WILL BE PROVIDED BY IISER TIRUPATI.**

B. For Goods manufactured abroad:

- (i) The mode of shipment must be clearly mention in the BoQ viz Ex-works, FCA, FOB, CIP, DDP etc.
- (ii) Courier mode of shipments will not be acceptable. IISER Tirupati will not pay the charges towards clearance goods arriving on courier mode.
- (iii) The mode of shipment once mentioned cannot be changes without the consent of IISER Tirupati.
- (iv) Any financial implication leading to change of mode of shipment or any deviation from the bid submitted shall be borne by the bidder.
- (v) The charges towards insurance and transportation of the goods and agency commission must be clearly mentioned.
- (vi) The installation, commissioning and training charges including any incidental services, if any.
- (vii) 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.
- (viii) 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.
- (ix) **UNLOADING OF THE GOODS AT IISER TIRUPATI IS STRICTLY IN THE SCOPE OF THE BIDDER NO MANPOWER WILL BE PROVIDED BY IISER TIRUPATI.**

C. We are exempted from payment of Customs Duty under notification No.51/96 dated 23.07.1996. **Customs Duty, if any, should be shown separately. No other charges than those mentioned clearly in the quotation will be paid.**

D. BIDDERS may also bid for High Sea sales.

2. **Bank Charges:**

All Bank charges inside India, including opening of LC, to IISER, TIRUPATI Account and outside India to Beneficiary's Account only. In case the BIDDER seeks confirmation of LC such confirmation charges are to the Beneficiary's account. This may please be noted and confirmed.

3. **Agency Commission & Services:**

3.1. 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.

3.2. In case of foreign quote, the Principal supplier should clearly indicate the address of the Indian Agent and percentage (%) of Agency Commission and taxes if any payable to him. Such amounts will be paid in Indian Currency to the Indian Agent.

3.3. 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 Benchmarks:**

The technical evaluation committee needs to be provided with an evaluation system to carry out performance benchmarks.

5. **Reasonability of Prices:**

(1) 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.

(2) The bidder must give details of identical or similar equipment, if any, supplied to any IITS/IISERS/ CSIR lab/Education Research Institute during last three years along with the final price paid and Performance certificate from them

6. **Indemnity:**

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.

7. **Freight & Insurance:**

i) Imports: In case of imports the freight & insurance will be paid by IISER, TIRUPATI, as the consignments are shipped through the IISER, TIRUPATI nominated freight forwarder (applicable only cases of FCA/FOB shipments).

ii) Indigenous: The equipments 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.

8. **Payment:**

- i) For Indigenous items, 90% payment shall be made against delivery, installation, commissioning and on acceptance as per Purchase Order at site and balance 10% shall be made after receipt of performance Bank Guarantee for 10% of the total order value, to be valid for till warranty period from date of installation and acceptance. If no Bank Guarantee is given, the balance 10% will be paid after assessing, after sales service during warranty period i.e. payment after warranty period.
- ii) For imported items, 90% payment shall be made by a Irrevocable Letter of Credit established in favor of the supplier through the State Bank of India, Korlagunta Branch, Tirupati 517507 (India) for the order value, excluding the Agency Commission due to the Indian Agents, against the presentation of original Shipping documents. Balance 10% will be released after completion of satisfactory installation, commissioning, demonstration of the whole system, after imparting training and upon receipt of Bank Guarantee for 10% of total Order value towards performance security to be valid for till warranty period from the date of installation. However, Letter of Credit arrangement will be made for 100% order value.

(a) The payment of local currency portion shall be payable in equivalent Indian Rupees, within 30 days after the receipt of the equipment in good condition and after satisfactory installation and commissioning and demonstration.

(b) The Agency Commission to the Indian Agent will be paid in INR only after successful installation, commissioning and satisfactory demonstration and acceptance of the items ordered for by the end user.

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

- 9.1. As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise the IISER will forfeit EMD/SD and also LD clause will be applicable /enforced.
- 9.2. 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.
- 9.3. IISER, TIRUPATI reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit.

10. **Jurisdiction:**

The disputes, legal matters, court matters, if any, shall be subject to Tirupati Jurisdiction only.18. **Force Majeure:**

The Supplier shall not be liable for forfeiture of its performance bank guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the IISER Tirupati either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the IISER Tirupati in writing of such conditions and the cause thereof. Unless otherwise directed by the IISER Tirupati in writing, the Supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

11. **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:

- (a) 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.
- (b) In the case of a dispute between the Purchase and a Foreign supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

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

12. 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.

13. Comparisons of Bids

The Purchaser shall compare all substantially responsive bids to determine the lowest valuated bid.

This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. 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 and the quality as mentioned in the tender in the technical bid itself.

Assistant Registrar (A&P)

CHAPTER 4
SPECIFICATIONS

Sr. No.	DESCRIPTION
1.	Semester Grade Card with security features with four Separate color variation. <ul style="list-style-type: none"> • Printing on 150 gsm Paper (A4 size) • Tear Resistance Paper • Water Resistance Paper • Water marking (printing) • Micro line • Security Design • Ghost Image • Invisible logo
2.	Final Consolidated Grade Card with security features <ol style="list-style-type: none"> 1. Printing on 220 gsm (Legal size) 2. Tear Resistance 3. Water marking (printing) as per sample 4. Hot foil 5. Barcode printing 6. Micro line 7. Security Design 8. Ghost Image 9. Invisible logo 10. Blind Embossing 11. Black Instant Verification
3.	Degree Certificate with Security Features with Color Variable Data Printing. <ol style="list-style-type: none"> A. Printing of 200 gsm (A4 size) B. Non Tearable Paper C. Polythene Therapalate Material (PTM) D. Water marking (printing) as per sample E. Hot foil F. Barcode printing. G. QR Code H. Micro line I. Security Design J. Ghost Image K. Invisible logo L. Student detail printing on Degree Certificate with Color Image M. Blind Embossing. N. Black Instant Verification.
4.	Convocation Folder <ol style="list-style-type: none"> 1. Perfect Soft PU Material with four gold corner of appropriate size. 2. Inside two leaf holder 3. Double Side Holding Certificate 4. Front Side Customized with our Institute Name and Logo

CHAPTER-5 PRICE SCHEDULE

CHAPTER:5 PRICE SCHEDULE								
Sl. No.	Item Description	Quantity	Units	BASIC RATE (Per Ltr) In Figures To be entered by the Bidder in Rs. P	GST %	GST Amount	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes
1	Semester Grade Card with security features with four Separate color variation. <ul style="list-style-type: none"> • Printing on 150 gsm Paper (A4 size) • Tear Resistance Paper • Water Resistance Paper • Water marking (printing) • Micro line • Security Design • Ghost Image • Invisible logo 	1	No					

2	Final Consolidated Grade Card with security features 1. Printing on 220 gsm (Legal size) 2. Tear Resistance 3. Water marking (printing) as per sample 4. Hot foil 5. Barcode printing 6. Micro line 7. Security Design 8. Ghost Image 9. Invisible logo 10. Blind Embossing 11. Black Instant Verification	1	No					
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3	Degree Certificate with Security Features with Color Variable Data Printing. A. Printing of 200 gsm (A4 size) B. Non Tearable Paper C. Polythene Therapalate Material (PTM) D. Water marking (printing) as per sample E. Hot foil F. Barcode printing. G. QR Code H. Micro line I. Security Design J. Ghost Image K. Invisible logo L. Student detail printing on Degree Certificate with Color Image M. Blind Embossing. N. Black Instant Verification.	1	No					
4	Convocation Folder 1. Perfect Soft PU Material with four gold corner of appropriate size. 2. Inside two leaf holder 3. Double Side Holding Certificate 4. Front Side Customized with our Institute Name and Logo	1	No					
	Total in Figures					0.00	0.00	

***Note:** The quantity of item/items may be increased or decreased as per requirement of the institute. The “item schedule” is an estimated requirement only

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. 4 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')	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
1	2	3	4
1	a.) Whether quotation is direct from Principal supplier/manufacturer or their own office in India (Please specify)		
	b) Whether quotation is being submitted by Indian Agent/authorized distributor/ dealer		
	c) Whether the agent is registered with DGS&D/NSIC		

SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No')	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
2	Whether techno-commercial Bid contains EMD, 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 quotation		
	b) Please specify the form of EMD whether in the form of DD/bank guarantee or TDR/FDR (Please mention No., date & amount of EMD documents.) or Bid Security Format at Annexure 'C'		
	c) Pre-receipted bill for refund of EMD is enclosed (for bank drafts only)		
4	a. If the prices are on Ex-Works basis or FOB (names port of shipment) or FCA (named place of delivery abroad)		

SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No'))	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
	b. Whether specific amounts or percentage of expenses like packing, forwarding, handling, freight, insurance, documentation etc. have been mentioned in quotation separately in clear terms.		
5	a) Whether prevailing rates of sales tax, excise duty & other govt. levies (for indigenous supplies) 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 with quotation		
	b) Whether copies of last two supply orders of the same item from other customers have been attached with the quotation		
8	Have you gone through the specification Clause & complied with the same		

SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No'))	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
9	Whether the Make/Brand, Model number and name of manufacturer has been mentioned in the quotation and Printed technical literature/ leaflets of quoted items have been submitted		
10	Whether compliance statement of specifications has been attached with the quotation.		
	a) Whether the delivery period for supply of the items has been mentioned		
	b) Whether mode of delivery & tentative size & weight of the consignment has also been		
11	Do you agree to the submission of Performance Bank Guarantee and have you mentioned in your quotation about this.		
12	a) Do you agree with the payment terms for indigenous supplies?		No deviation permitted

SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No'))	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
	b) Do you agree with the payment terms for imports supplies?		
13	Do you agree about the date of commencement of warranty period & its extension is necessary.		
14	a) Who will install/commission and demonstrate the equipment at IISER Tirupati, FREE OF COST.		
	b) Will you be able to do it within a month		
15	Have you mentioned the guarantee/warranty period in your quotation and do you agree with guarantee clause?		
16	Spare parts		
17	After Sales service		
18	a) Do you agree that on receipt of material in damaged condition or short supply you will replace the same on CIF basis, free of cost pending the settlement of the insurance claim?		

SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No'))	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
	b) Do you agree with the clause of physical inspection?		
19	Whether list of specific user's for the same item & model as quoted along-with performance certificates from the users is submitted with offer		
20	a) Whether all the pages have been page numbered?		
	b) Whether quotation has been signed and designation & name of signatory mentioned.		

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

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



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]

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

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

To: [Insert complete name and address of Purchaser]

WHEREAS

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

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

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

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

Title: [insert title]

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

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



PREVIOUS SUPPLY ORDERS FORMAT

Name of the Firm _____

Order placed by <i>{Full address of Purchaser}</i>	Order No. and Date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery as per 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 equipment been installed satisfactorily?	Contact Person along with Telephone no., Fax no. and e-mail address.

Signature and Seal of the Manufacturer/ bidder

Place:

Date:

BIDDER INFORMATION FORM

Company Name : _____
Registration Number : _____
Registered Address : _____

Name of Partners /Director : _____

City : _____
Postal Code : _____

Company's Establishment Year: _____

Company's Nature of Business : _____

Company's Legal Status
(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

CONTACT DETAILS

Contact Name: _____
Email Id : _____
Designation : _____
Phone No : (____) _____

Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____
A/c. No. CC/CD/SB/OD: _____
Name of Bank : _____

IFSC NO. (Bank) : _____
Branch Address and Branch Code: _____

Other Details

Vendor's PAN No. _____

Vendor's CST No/LST No/WCT No/TIN No: _____

CERTIFICATE
(to be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

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

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:



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

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	Technical Bid	Format/Questionnaire for compliance as per Annexure-‘A’	.PDF	(Yes /No)
2		Format of compliance statement of specification as per Annexure-‘B’	.PDF	(Yes /No)
3		Bid security Form as per Annexure-‘C’(as applicable)	.PDF	(Yes /No)
4		Manufacturer’s Authorization Form as per Annexure-‘D’	.PDF	(Yes /No)
5		Previous Supply Order Format as per Annexure-‘E’	.PDF	(Yes /No)
6		Bidder Information form as per Annexure-‘F’	.PDF	(Yes /No)
7		Blacklist certificate as per Annexure-‘G’	.PDF	(Yes /No)
8		A copy of the Un-priced Commercial bid	.PDF	(Yes /No)
9		List of deliverables as per Chapter- 4	.PDF	(Yes /No)
10		Self-Attested copy of GST Number (as applicable)	.PDF	(Yes /No)
11		Tender Terms & Conditions Acceptance signed with official seal is attached	.PDF	(Yes /No)
Envelope-2(Financial-Bid)				
Sl. No.	Documents	Content	File Types	Document Attached
1	Financial Bid	Price bid should be submitted in Excel (BOQ) Format	.xls	(Yes /No)