

Ref. No.: IITT/ADMIN/OWCM/2023

DATE: 21.06.2023

**NOTICE INVITING TENDER**

FOR  
ORGANIC WASTE COMPOSTING MACHINE,  
IIT TIRUCHIRAPPALLI, SETHURAPATTI, TIRUCHIRAPPALLI



**Indian Institute of Information Technology Tiruchirappalli,**  
Sethurapatti, Trichy-Madurai Highway,  
Tiruchirappalli-620 012,  
Tamil Nadu.

**Newspaper Advertisement**



**Tender Notice  
IIIT Tiruchirappalli, Tamil Nadu**

**Ref. No.: IIITT/ADMIN/OWCM/2023**

**Open Tenders are hereby invited from reputed Registered Suppliers/Vendors** for providing the following Organic waste composting Machine at IIIT Tiruchirappalli, Sethurapatti, Trichy- Madurai Highway, Tiruchirappalli – 620012, Tamil Nadu.

**“Tender for ORGANIC WASTE COMPOSTING MACHINE, IIIT Tiruchirappalli, Tamil Nadu”**

Tender Schedules can be downloaded from IIIT Tiruchirappalli website. Along with tender schedule, bidders need to submit relevant documents.

**The last date for submission of tenders is 12/07/2023, 03:00 PM.**

For further details regarding Tender notification & specifications, please visit [www.iiitt.ac.in](http://www.iiitt.ac.in).

**Registrar (i/c)**

**Time Schedule of various tender related events**  
**(FOR PROVIDING ORGANIC WASTE COMPOSTING MACHINE AT IIIT**  
**TIRUCHIRAPPALLI CAMPUS, TAMIL NADU)**

Bid document downloading Start Date	21/06/2023
Bid document downloading End Date	12/07/2023, 11 AM
Last Date and Time for the receipt of Bids	12/07/2023 at 03:00 PM
Technical Bid Opening Date	Will be intimated through Mail
Financial Bid Opening Date	Will be intimated through Mail
Contact Person	The Registrar (i/c), IIIT Tiruchirappalli, Tiruchirappalli.
Reference No:	<b>IIIT/ADMIN/OWCM/2023</b>

## **CLARIFICATIONS**

Queries, if any, can be made through e-mail only to [registrar@iiitt.ac.in](mailto:registrar@iiitt.ac.in) on or before 05/07/2023. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in the following format on the official letter head of the company.

<b>Sl. No.</b>	<b>Page No. (Tender Ref.)</b>	<b>Clause (Tender Ref.)</b>	<b>Description (Tender Ref.)</b>	<b>Query</b>

If there is any addendum/corrigendum related to tender, it shall only be published on IIIT Tiruchirappalli website ([www.iiitt.ac.in](http://www.iiitt.ac.in)). The Bidders are advised to check IIIT Tiruchirappalli website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date of the bids.

**sd/-**  
**REGISTRAR (i/c)**  
**IIIT TIRUCHIRAPPALLI**

**BID**

**Ref. No.:** IIIT/ADMIN/OWCM/2023

**Dated:** \_\_\_\_\_

**Subject:** Tender for providing Organic Waste Composting Machine, IIIT Tiruchirappalli campus, Tamil Nadu.

Sir/Madam,

Bids are invited on the Open Tender platform from the reputed Registered Agencies/Suppliers from the experienced firms of Organic Waste Composting Machine discipline. The details of bidding conditions and other terms can be downloaded from the IIIT Tiruchirappalli Website.

The attested copies of all the documents of Technical bid, signed undertaking of Bidder should be submitted **offline mode only** to The Registrar (i/c), IIIT Tiruchirappalli, Tamil Nadu.

Further, the Successful Bidder shall furnish a part of the bid as Performance Guarantee specified in the statement related to bids, to be paid in the form of Bank Guarantee as mentioned in the Tender Schedule.

IIIT Tiruchirappalli, Tamil Nadu, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with IIIT Tiruchirappalli, was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

## **TENDER SCHEDULE**

### **PREMEABLE:**

The Indian Institute of Information Technology Tiruchirappalli is the one among the chain of IITs started by the Government of India. IIT Tiruchirappalli was established in the state of Tamil Nadu in the academic year 2013 – 2014.

IIT Tiruchirappalli, Tamil Nadu invites tenders from reputed agencies / companies (no brokers, intermediaries or aggregators) for providing Organic Waste Composting Machine at its campus as per the requirements based on the eligibility criteria and general terms and conditions mentioned in this document.

### **Terms and Conditions:**

1. The quotations (both Technical and Financial) must be in the formats of Annexures I, II and IV and should be of typed format with proper signature of the authority. Hand written rates and specification will not be accepted for evaluation. In case there is any unavoidable correction it should be clearly readable and properly attested. If not, the quotation will not be considered. Hand written and incomplete quotation will be summarily rejected.
2. You are invited to submit your most competitive quotation for the supply of goods according to the specifications, warranty, delivery and other terms as given by the IITT in the Annexure III.
3. **Mode of Submission of Bid:** The bidder has to submit bids in two separate sealed covers, superscribing on the envelope Viz Technical bid and Financial bid. Both the Technical bid and financial bid covers should be placed in a sealed main envelope superscribing “Bid for Organic Waste Composting Machine”. The main envelope, containing the technical bid and financial bid, should be submitted to the Registrar (i/c), IIT Tiruchirappalli, Sethuraptti, Tiruchirappalli-12 on or before the stipulated date and time. Technical bid should not contain any price bid related content. Price bid should submit with the annexure IV only.

**N.B. Mention the company Contact Number / E-mail id on the cover.**

4. **EMD:** The bidders shall furnish, as part of his/her bid, Earnest money deposit (EMD) amount of Rs.5,000/- (Five thousand) which is to be paid by way of DD from any Nationalized Bank drawn in favor of “The Director, IIT Tiruchirappalli,” Payable at Tiruchirappalli. The EMD or Performance security will bear no interest whatsoever. A copy of the payment receipt (DD) should be enclosed along with the Technical bid of tender document. EMD exemption is applicable to bidders as per GoI norms.
5. Quotation (Technical BID) will be opened on the day mentioned (will be intimated through E-mail) at office IIT Tiruchirappalli in presence of the tenderers or their representatives who may wish to be present.

6. The representatives of the bidders may attend the bid opening (Technical Bid & Financial Bid) along with their firm authorization letter, original Id card and original government authorized proof. Only one authorized representative from each participating vendor will be allowed to attend the bid opening meetings.
7. The bidder who qualifies only in technical bid will be called for financial bid opening and for the same separate communication will be sent to “Successful bidder of technical bid” for financial bid opening meeting.
8. Technical bid quotation will be opened at the office, IITT, Tiruchirappalli in presence of the tenderers or their representatives who may wish to be present.
9. Any change in the date, time and venue of the quotation opening will be informed to the bidders through E-mail.
10. The IITT reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.
11. Installation and working demonstration of equipment supplied shall be the responsibility of the bidder.
12. Bids must be accompanied with a self- certified photocopy of PAN & GST Registration Certificate.
13. Bids must be accompanied with supporting documents related to eligibility criterion of the bidders.

**14. Bid Price:**

- a) Bidders must quote for entire quantity. Each bidder shall submit only one quotation in Indian Rupee only.
  - b) List of reputed customers should be submitted.
  - c) All taxes, packing, forwarding and delivering other allied items at the destination shall be included in the price. All such price components should be shown in the quotation. If there is no indication regarding above charges it will be considered as inclusive of all charges.
  - d) In case of any discrepancy between unit price and total, the unit price shall prevail.
  - e) Quotations containing conditions will not be considered.
  - f) Offer from Manufacturer/ Authorized dealer alone will be accepted
15. The bidder must be the authorized channel partner (or) authorized distributor of OEM only.
  16. The bidder has to submit an Authorization Letter from the OEM (Original Equipment Manufacturer) against this bid.
  17. One bid from one OEM only will be accepted, which must be duly authorized by OEM. The authorization certificate from the OEM must be attached with technical Bid.

18. Bid once submitted cannot be altered at any cost.
19. Incomplete bid / Delayed bid through any mode will not be considered. Bids received after stipulated date and time will be rejected.
20. **Evaluation of Quotations:** The purchase committee will evaluate and compare the quotations determined to be substantially responsive i.e., (i) are properly signed; (ii) conform to the terms & conditions and specifications; and (iii) price offered is competitive.
- 21. Award of Contract:**
- a) The IITTT will award the Order for supply of Goods / Services to the Bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quotation price.
  - b) The IITTT, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award. The terms of accepted offer shall be incorporated in the purchase order.
  - c) The successful Bidder should furnish the performance security within Ten days from the date of receipt of the order for supply of Goods / Services, failing which the order will be cancelled without further notice.
22. **Performance Security:** The successful Bidder needs to submit performance security equal to 3% of purchase order value either in the form of bank guarantee or crossed demand draft drawn on any Nationalized Bank in India in favor of “The Director, IIT Tiruchirappalli” payable at Trichy. The Bank Guarantee / Demand Draft will be returned to the supplier after 60 days from date of successful completion of the contractual obligations and the warranty period.
23. **Payment:** Payment will be made after the installation, demonstration with satisfactory working condition, handing over of the product and after submission of necessary documents. The bill should be raised in favor of “The Director, IITTT, Tamil Nadu, India.” with institute GST No. 33AABAI0968B1Z5. No advance payment will be provided to the Supplier/Service provider.
24. **Liquidity Damages:** If the Bidder / Supplier, after accepting the Purchase Order or supply of Goods /Services, fails to deliver any or all of the Goods or to perform Services within the period(s) specified in the Order, the IITTT shall impose penalty without assigning any reasons to the Bidder / Supplier a sum equivalent to 0.50% of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the agreed price. Once the maximum is reached the IITTT Tiruchirappalli, may proceed on its own to consider the termination / cancellation of the Order and may inform the Bidder about the cancellation of the said purchase order. unless extension is obtained in writing from the institute mentioning the levy of LD clause on valid ground before expiry of delivery



period.

25. **Warranty: 12 Months** shall be applicable to the supplied goods and installation work. Bidder should clearly indicate the arrangements for support and maintenance during the period for which the warranty shall be in force.
26. If the deliveries are not maintained and due to that account, the Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
27. **Corrupt or Fraudulent Practices:** IIIT will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question during the bidding process or in execution of the contract.
28. **Blacklisting the Firm:** If the firm for whom the contract was awarded violates any of the terms & conditions of contract, it shall be black listed.
29. **Termination for Insolvency:** The Institute may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has occurred or will occur thereafter to the Purchaser.
30. **Dispute Clause:** Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Tiruchirappalli only.

## **ELIGIBILITY CRITERIA**

1. Bidder should have minimum three years' experience in the relevant field of marketing and sales.
  2. The bidder should have sold similar product to any Government Organization/PSU. Evidence for having supplied equipment to Central Government departments/Public Sectors undertaking in the last three years should be attached.
  3. The bidder should have facility to organize/provide after sales service support in Tiruchirappalli.
  4. The bidder should have facility to provide training/ support for the machine operation in Tiruchirappalli.
  5. The bidder must have GST Registration and PAN number.
  6. The bidder should have minimum turnover of Rs.50 lakhs per annum and the same must be substantiated with IT returns and audited balance sheet (attach proof for last three financial years).
- 
- Bid for the items of lower configuration than specified one will summarily be rejected.
  - Brand names, Models, manufactures names list of the items should be furnished clearly.

**ACCEPTANCE BY THE BIDDER**

I/We hereby certify that I/We shall abide hereby the terms and conditions and the Annexures of this quotation.

**Signature & Seal of Vendor with Date**

For any details/clarifications regarding could be obtained from the Registrar on all working days during 10 AM to 5 PM.

**(NB: Mention the Contact Number / E-mail on the cover. Any change in the date, time and venue of the tenderopening will be informed to the bidders through E-mail).**

Enclosures:

- |   |                     |
|---|---------------------|
| 1. Technical Bid Document                             | Annexure - I        |
| 2. Specifications of the equipment                    | Annexure - II & III |
| 3. Price Format for bidders                           | Annexure - IV       |
| 4. Warranty   | Annexure - V        |
| 5. Declaration  | Annexure - VI       |
| 6. Proforma for bank Guarantee                        | Annexure - VII      |
| 7. Process Compliance/Acceptance of Tender Conditions | Annexure - VIII     |
| 8. Electronic Fund Transfer/RTGS                      | Annexure - IX       |
| 9. Check List   | Annexure - X        |

**Technical BID Document (Separate Cover)**

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

Sl. No.	Particular	To be filled bidder/ Document to be enclosed
1.	Name of the firm/ supplier companies	
2.	Address: Telephone: Email: Mobile:	
3.	Name of the authorized signatory who is authorized to sign all the relevant documents (Power of attorney, if any to be submitted)	
4.	Name of the Proprietor/ partner/ Managing Director etc.	
5.	Year of Establishment	
6.	Documents for having three years' experience in Marketing and sale.	
7.	Documents for Supply of equipment to Government organization / PSU for last three years	
8.	Documents for minimum turnover of fifty Lakhs per annum.	
9.	<b>Registration Numbers:</b>	
	Firm Registration Number	
	GST No.	
	PAN No.	
10.	Latest ISO Certified Company	
11.	List of existing clients (attach separate sheet)	
12.	Whether Agency has been blacklisted by any Govt or Semi-Govt. organization or any other organization? If yes, provide details	YES/NO
13.	Total Annual Turnover for last three years	2019-20: Rs 2020-21: Rs 2021-22: Rs
14.	Do you accept all terms and conditions of tender document and signed the tender document?	YES/NO
15.	Signature and Seal in Technical Bid & financial bid Document	YES/NO

I/We do hereby declare that the entries made in the bid document are true and are correct to the best of my/our knowledge and belief. I/We do also confirm that I/We have read and understood General conditions of Contract as contained in this tender document and agree to abide by the same in all respect.

**Enclose all certificates in support of the above statements.**

Date:

Place:

Authorized Signatory

Name:

Designation:

Company:

Contact No.

Company

Seal

**Specifications of the Equipment**

S. No	Specification of IIIT-T	Specification of the Supplier	
1	Detailed specification	Make	
	<b>Attached Annexure-III</b>	<b>Model</b>	
		To be typed only	
<b>Reasons (if there is difference in specification)</b>			
1.			
2.			

S. No	Other requirements related to the equipment	IIIT Requirement	Supplier commitment
1.	Installation required	YES	
2.	Warranty (in Month)	12 MONTHS	
4.	Delivery Period	30 days	
5.	Shipment terms		At IIIT-T
6.	Performance Security in %		3%

**Signature & Seal of Vendor with Date****Note:**

Specification of the Supplier should be given in detail, single word confirmation like Complied / Yes / same will be treated as non - responsive Bid and will be summarily rejected.

Proof for the supplier's specification must be enclosed along with the quotations. (catalogue, brochure, and product website link if any)

**Detailed Specifications of the equipment**

<b>Technical Specifications and Standards</b>		
<b>Name of the Equipment</b>	<b>Description of Item</b>	<b>Qty</b>
<b>1. Organic Waste Composting Machine - 1 No</b>	Supply of fully automatic Organic Waste Composter Machine having Capacity to Process 200 Kg/day of Organic Waste (Natural micro-organism -based technology)	<b>1 No</b>

**Technical Specifications:**

<b>Specifications</b>	<b>Specification of IIT-T</b>	<b>Specification of the Supplier</b>
Capacity	200 kg/day	
Bio-Degradable food waste processing Method	In several steps, using indirect heat and dry decomposing method, the machine should compost the organic wastes	
Operation	Fully automatics, Noiseless	
Materials to be processed	All biodegradable wet waste – leftover food, vegetable & fruit peels, egg shells, non-vegetarian food discards, garden waste, and processed food discards	
Process (preferably) (justify if any deviation)	Segregation/ feeding/ shredding and add bio-culture	
PLC	PLC based Touch Screen Interface for better usage experience	
Control panel	Inbuilt	
Manufacturing Materials (justify if any deviation)	Stainless Steel (SS 304)	
Inbuilt Shredder	Inbuilt Shredder with high strength Alloy Blades enabling significant Power saving & better supplement quality	
Volume Reduction Rate of the waste	80-90%	
Power	3 phases of electric supply	
Inbuilt Safety Precautions	The machine is built in a way, to automatically stop the impeller from working when the hopper door is found open.	

Other safety	Ensure of operator safety (Emergency STOP Button)	
foul smell control treatment	A combo of deodorisation with bad smell check method should be incorporated	
Quality of compost	High quality compost which should be an ideal soil conditioner for agriculture, horticulture and home gardening; compost should not have any harmful gases and any pathogens	
Use of compost	compost should be used directly in gardens or plants	
Soil: Compost for the garden use	Preferably 5:1	
Operation	It should be an automated machine and any Unskilled labour should be easily taught how to operate the machine without supervision	
Compost quality	It should meet SWM rule 2016	
End product	End product will be in Dry and Powder Form	
Warranty	1 year	

**Give the details of the following for your quoted machine. (Other special/ unique features can be listed in a separate sheet)**

Model/ Make	--	
Machine weight		
Major components with weight	--	
Component 1	--	
Component 2	--	
Component 3	--	
Component 4	--	
Component 5	--	
Component 6	--	
Treatment Tank volume	--	volume:
Dimension (Width ×Depth ×Height in mm Scale)	--	
Motor/drive/heater	--	



**PRICE BID FORMAT FOR BIDDERS (Separate Cover)**

S. No	Description of item	Unit (Set / No) cost	QTY	Rate /Qty in Rs. (excluding GST)	GST ( __ %) in Rs.			Total Value (Including GST) in Rs
					SGST	CGST	IGST	
1	<b>Price of the Item</b>							
	.							
	.							
	.							
	Other accessories / spares etc. as given in scope of supply (Individual item-wise break-up price shall be attached as an annexure to this price bid format.)							
	Total price							
	<b>Net cost to be paid by IITT</b>							

**Signature & Seal of Vendor**

**Note:** The price quoted should be in Typed format only as per the above form. Hand written quotes will be rejected. No row shall be left blank, Kindly mention NA in case the item is "Not Applicable". If this format is not used or any column is left blank, then the bid will be rejected.

**WARRANTY CERTIFICATE**

We warrant that equipment to be supplied by us hereunder shall be brand new, good quality free from all defects and faults in material workmanship and shall be consistent with generally accepted standards, conformity with the specifications. We shall be fully responsible for its efficient operation.

In case of any latent defect or inconsistency due to poor manufacturing/repair & overhaul of the equipment or defective supply not conforming to the specifications is observed within 3 years from the date of acceptance, we undertake the guarantee to supply new one at free of cost and the defective items will be taken back at our expenses.

**Signature**

**Proprietor/Director/Managing Director/Constituted authority**

**Name:**

**Designation:**

**Seal:**

**DECLARATION**

(To be provided on letter head of the Bidder)

I / We \_\_\_\_\_ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Tamil Nadu or by any State Board / Universities, since inception of the firm / company.

All the terms and conditions given in the tender draft with **Ref. No.: IIITT/ADMIN/OWCM/2023, DATED: \_\_\_\_\_, “for Organic Waste Composting Machine at IIT Tiruchirappalli Campus”** issued by IIT-Tiruchirappalli, are acceptable to us.

I / We also certify that the information mentioned in the submitted documents is true and complete in every respect and explicitly agree that in case at a later date it is found out by the Institute (IIT-Tiruchirappalli) that any details provided herein by us are incomplete/incorrect, any contract given to us may summarily be terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No.

Company

Seal:

**Proforma for Bank Guarantee**

To

WHEREAS \_\_\_\_\_(Name of Bidder) (hereinafter called "the Bidder" has submitted his/her BID dated \_\_\_\_\_(Date) for the supply of (Name of Contract and/ or description of the goods) \_\_\_\_\_(hereinafter called "the BID") in favour of \_\_\_\_\_(hereinafter called the " Client ");  
KNOW ALL MEN by these presents that we, \_\_\_\_\_Bank, having its Registered Office at \_\_\_\_\_(address of bank) (hereinafter called "the Bank") are bound unto \_\_\_\_\_(name of the Client) for the sum of Rs \_\_\_\_\_(Rupees \_\_\_\_\_only) for which payment will and truly to be made to the said Client, the Bank binds itself, its successors and assigns by these presents; Sealed with the common seal of the said Bank this \_\_\_\_\_day of \_\_\_\_\_20.

THE CONDITIONS of this obligation are:

- 1) If the Bidder withdraws its BID during the period of BID validity specified in the BID Form; or does not accept the correction of errors in accordance with the bidding documents;
- 2) If the Bidder having been notified of the acceptance of his/her BID by the Client during the period of BID validity;
  - a) Fails or refuses to execute the contract, if required; or
  - b) Fails or refuses to furnish the performance Guarantee or security Deposit, in accordance withof Terms and Conditions of this BID.

We undertake to pay to the Client up to the above amount upon receipt of his/her first written demand without the Client having to substantiate his/her demand, provided that in his/her demand the Client will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Not with standing anything contained herein, our liability under this Bank Guarantee shall not exceed Rs \_\_\_\_\_(Rupees \_\_\_\_\_only).

The Bank Guarantee is valid up to \_\_\_\_\_and we are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_(mention period of the Guarantee as found under clause (ii) above plus claim period)

Dated \_\_\_\_\_day of \_\_\_\_\_20\_\_\_\_\_.

**SEAL & SIGNATURE OF THE BANK**

**PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM**

**The Director,  
Indian Institute of Information Technology,  
Tiruchirappalli – 12**

Sub: Acceptance to the Process related & Terms and Conditions for the tender.

Ref: The Terms & Conditions mentioned in tender No: \_\_\_\_\_

Sir,

We hereby confirm the following:

The undersigned is authorized representative of the company. We have carefully gone through the IIIT Tiruchirappalli, Tender Documents and the Rules governing the Limited Tender along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contract, specified in this tender document. We will honor the Bid submitted by us during the Limited Tender. We give undertaking that if any mistake occurs while submitting the bid from our side, we will honor the same.

**Bid Securing Declaration:** - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we agree to be suspended for the period of 01 year from being eligible to submit Bids for contracts with Indian Institute of Information Technology, Tiruchirappalli.

We are aware that if IIIT Tiruchirappalli has to carry out tender again due to our mistake, IIIT Tiruchirappalli has the right to disqualify us for this tender. We confirm that IIIT Tiruchirappalli shall not be liable and responsible in any manner when refloated due to unforeseen circumstances etc. Our bid shall be valid for the period from the date fixed for the bid submission deadline, and it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender. If our bid is accepted, we commit to provide a performance security at 3% in Bank Guarantee /Fixed Deposits for due performance of the contract as per IIIT Tiruchirappalli policy and warranty-guarantee as per tender specification or agree as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority

in IIT Tiruchirappalli will have full right to reject any/all offer(s) without assigning any reason thereof and has full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of IIT Tiruchirappalli at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of IIT Tiruchirappalli with respect to this Tender- Result will be fully agreeable and binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/Enterprises to sign:

Name:

Designation:

Contact Details:

Date with stamp & seal of organization:

**(TO BE PRINTED IN LETTER PAD OF THE FIRM)**

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /2023

To  
The Director,  
Indian Institute of Information Technology,  
Sethurapatti, Trichy-Madurai Highway  
Tiruchirappalli, Tamil Nadu-620 012.

Sub	:	Authorization for release of payment / dues from Indian Institute of Information Technology, Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer.
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1. Name of the Party / Firm / Company / Institute:
2. Address of the Party:
3. City\_\_\_\_\_Pin Code\_\_\_\_\_
4. E-Mail\_\_\_\_\_Mobile No: \_\_\_\_\_
5. Permanent Account Number: \_\_\_\_\_
6. Particulars of Bank:

Bank Name:		Branch Name:	
PIN Code:		Branch Code:	
IFS Code:(11-digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account N			

**DECLARATION**

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

Place:

Date:

**CHECKLIST**

(The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects)

<b>S. No</b>	<b>Particulars</b>	<b>Yes</b>	<b>No</b>
1.	Copy of original tender draft downloaded from the IIIT-Tiruchirappalli website.		
2.	Copy of firm registration		
3.	Copy of Service Tax certificate		
4.	Copy of GST registration		
5.	Copy of PAN card		
6.	Copy of Latest ISO Certification		
7.	Copy of relevant work order(s)		
8.	Copy of work completion certificate(s)		
9.	Copy of Work satisfactory certificate(s)		
10.	Copy of Financial turnover certificate issued from Chartered Accountant with UDIN on his/her letter head.		
11.	Copies of Income Tax Saral form>Returns along with Audited financial statements, Profit and Loss Account, Balance sheets, Form 26AS and 3CA&3CB for last 3 years subjected to financial statement submitted to firm/proprietary/company.		
12.	Declaration in the format given by the Institute		
13.	Financial bid cover		
14.	Form 26 AS must be submitted for the period of experience claimed (for each year also).		

**Note:** All the pages of the original bid document along with other hard copies should be serially numbered and attested by the Bidder.

**Signature of the Bidder with stamp**