

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

**(INVITING QUOTATION FOR THERMAL EVAPORATOR – PHYSICS  
LAB, IIIT 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/2023/SPG/2021/003797/Eq-01**

**Box Tenders/Open Tenders are hereby invited from reputed Registered Suppliers/Vendors** for providing the Thermal evaporator for physics lab at IIIT Tiruchirappalli, Sethurapatti, Trichy-Madurai Highway, Tiruchirappalli – 620012, Tamil Nadu.

**“Tender for Purchasing Thermal Evaporator for Physics lab, IIIT Tiruchirappalli, Tamil Nadu”**

Tender Schedules can be downloaded from IIIT Tiruchirappalli website from 03/01/ 2023. Along with tender schedule, bidders need to submit relevant documents in hard copies attested by gazette officer.

**The last date for submission of tenders is 24/01/2023, 5:00 PM.**

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

**Date:** 02/01/2023

**Tiruchirappalli**

**sd/-  
Registrar (i/c)  
IIIT**

**Time Schedule of various tender related events**

**(FOR PROVIDING THERMAL EVAPORATOR FOR PHYSICS LAB)**

Bid document downloading Start Date	03/01/2023
Bid document downloading End Date	24/01/2023
Last Date and Time for the receipt of Bids	24/01/2023 at 5:00 PM
Technical Bid Opening Date	25/01/2023
Financial Bid Opening Date	Will be intimated later
Contact Person	Dr. K. Kamakshi, HOD DSH, IIT Tiruchirappalli, Tiruchirappalli.
Reference No:	IIIT/2023/SPG/2021/003797/Eq-01

## CLARIFICATIONS

Queries, if any, can be made through e-mail only to [kamakshik@iiitt.ac.in](mailto:kamakshik@iiitt.ac.in) on or before 23/01/2023. 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 IIT Tiruchirappalli website ([www.iiitt.ac.in](http://www.iiitt.ac.in)). The Bidders are advised to check IIT 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, during pre-bid meeting in their bid.

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)**  
**IIT TIRUCHIRAPPALLI**

**BID**

**Ref. No.: IIIT/2023/SPG/2021/003797/Eq-01**

**Dated: 02/01/2023**

**Subject:** Tender for providing Thermal evaporator for Physics lab, IIIT Tiruchirappalli campus, Tamil Nadu.

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed Registered Agencies/Suppliers from the experienced firms of lab equipment suppliers for Physics 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 to The Registrar, IIIT Tiruchirappalli, Tamil Nadu.

Further, the Successful Bidder shall furnish a part of a 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 lab equipment of its campus as per the requirements of IIT Tiruchirappalli, Tamil Nadu 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 format of Annexures I and IV and should be of typed format with proper signature of the authority. Hand-written rates and specifications 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. Handwritten 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 IITTT in the Annexure III.
3. **Mode of Submission of Bid:** The bidder has to submit bids in two separate sealed cover, super scribing on the envelope Viz Technical bid and Financial bid. Both the Technical bid cover and financial bid cover should be placed in a sealed main envelope super scribing “Bid for Thermal evaporator for Physics Lab”. The main envelope, containing the technical bid and financial bid, should be submitted only through register post or courier to the Registrar, IIT, Sethuraptti, Tiruchirappalli-12 on or before the stipulated date and time.

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

4. Quotation (Technical BID) will be opened on the day mentioned in the BDS at office IIT Tiruchirappalli in presence of the tenderers or their representatives who may wish to be present.
5. The representative of the bidders may attend the bid opening (Technical Bid & Financial Bid) along with their firm authorization letter. Only one authorized representative from each participating vendor will be allowed to attend the bid opening meeting.
6. 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.

7. Technical bid quotation will be opened on 25/01/2023 at the Registrar office, IIIT, Tiruchirappalli in presence of the tenderers or their representatives who may wish to be present.
8. (Any change in the date, time and venue of the quotation opening will be informed to the bidders through telephone / E-mail)
9. The IIITT 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.
10. Installation and working demonstration of equipment supplied shall be the responsibility of the bidder.
11. Bids must be accompanied with a self- certified photocopy of PAN & GST Registration Certificate.
12. Bids must be accompanied with supporting documents related to eligibility criterion of the bidders.
13. **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) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - d) All taxes, packing, forwarding and delivering other allied items at the destination shall be included in the price. All such price components may be shown in the quotation. If there is no indication regarding above charges. It will be considered as inclusive of all charges.
  - e) In case of any discrepancy between unit price and total, the unit price shall prevail.
  - f) Quotations containing conditions will not be considered.
  - g) Offer from Manufacturer/ Authorized dealer alone will be accepted
14. The bidder must be the authorized channel partner (or) authorized distributor of OEM only.
15. The bidder has to submit an Authorization Letter from the OEM (Original Equipment Manufacturer) against this bid.
16. 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.
17. Bid once submitted cannot be altered at any cost.
18. The successful bidder /Suppliers will be required to sign an agreement on a nonjudicial stamp paper of appropriate value as per ANNEXURE-IX at their own 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 are 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 of contract. The terms of accepted offer shall be incorporated in the purchase order.
- c) The successful Bidder should furnish the performance security within 10 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 need 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. a.) Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft drawn on any Nationalized bank in India in favor of “The Director, IIT Tiruchirappalli” payable at Trichy. The bids submitted without EMD will be treated as non- responsive and will be rejected. EMD shall bear no interest. Bidder must fill the EMD returning Form (Annexure-III) and submit along with the quotation. EMD for this particular quotation is RS. 10,000/-

b.) EMD exemption will be given as per the GOVT of India norms.

c.) Canvassing by the Bidder in any form, unsolicited letter and post-tender correction will leads to rejection of the bid and result in forfeiture of EMD.

**24. 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.

**25. 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 IITT 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.

26. **Warranty: 36 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.
27. 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.
28. **Corrupt or Fraudulent Practices:** IITT 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.
29. **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.
30. **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.
31. **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 the 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 must have GST Registration, PAN number.
5. The bidder should have minimum turnover of Rs.1.00 crores per annum and the same must be substantiated with IT returns and audited balance sheet.
6. Bid for the items of lower configuration than specified one will summarily be rejected.
7. 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 through E-mail before the deadline.

For further detail related to Technical specifications kindly contact Dr. K. Kamakshi (Purchase initiator), Asst. Professor Physics, HOD DSH, IIIT Tiruchirappalli, kamakshik@iiitt.ac.in.

(NB: Mention the Contact Number / E-mail on the cover. Any change in the date, time and venue of the tender opening will be informed to the bidders through telephone / 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. Agreement  | Annexure- IX        |
| 9. Electronic Fund Transfer/RTGS                      | Annexure - X        |
| 10. Check List  | Annexure - IV       |

**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.

<b>Sl.No</b>	<b>Particular</b>	<b>To be filled bidder/ Document to be enclosed</b>
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 of computers and Desktops	
7.	Documents for Supply of equipment to Government organization / PSU for last three years	
8.	Documents for minimum turnover of one crore per annum.	
9.	<b>Registration Numbers:</b>	
	Firm Registration Number	
	GST No.	
	PAN No.	
10.	Latest ISO Certified Company	
11.	List of existing clients	
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	2018-20: Rs 2019-21: Rs 2020-22: 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 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:	Authorized Signatory
	Name:
Place:	Designation:
	Company:
	Contact No.
	Company
	Seal

**Specifications of the Equipment**

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

S. No	Other requirements related to the equipment	IITT Requirement	Supplier commitment
1.	Installation required	YES	
2.	Warranty (in Month)	36 MONTHS	
4.	Delivery Period	6-8 weeks	
5.	Shipment terms		At IIT-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 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><u>Thermal Evaporator</u></b>	<p>Thermal Evaporation system should be capable of depositing polymeric materials and metals (Al, Cr, Ni, Au, Cu etc.) with uniform film thickness (<math>\pm 5\%</math>) over 4 x 4 inch<sup>2</sup> area.</p> <p>Evaporation system should have following accessories</p> <p>1) Main Chamber:- The chamber should be appropriate sized one with ultimate pressure better than <math>1 \times 10^{-7}</math> mbar with following ports; ports for electrodes, pump, loadlock, gauges, air inlet, viewing, thickness monitor etc. System should have appropriate ports for evaporating minimum three materials using 3 sets of electrodes. Should be non-corrosive, front-loading, high vacuum and Water cooled</p> <p>2) Substrate holder cum heater:-  <ul style="list-style-type: none"> <li>➤ Substrate holder to handle up to a 3" wafers or multiple numbers smaller substrates.</li> <li>➤ Substrate heater of 250-600 deg. C with proportional integral derivative (PID) controller.</li> <li>➤ The substrate heater should be oxygen compatible up to maximum temperature. Water cooled sample holder (for 3" sample) with motorized rotation should be available.</li> <li>➤ Temperature accuracy - within <math>\pm 5</math> Deg. C</li> <li>➤ Substrate holder should have a provision for substrate rotation variable speed up to 10 RPM.</li> <li>➤ Closed resistive substrate heater to control the temperature from RT to 250-600°C and PID. controlled should be provided with Thyristor based power supply and K type thermocouple. Shutters are automated with the thickness monitor.</li> </ul> </p> <p>3) Thickness monitor:- <ul style="list-style-type: none"> <li>• Resolution : 0.01 A/Sec.</li> <li>• Accuracy : +/- 0.5% of thickness.</li> <li>• Sensor crystal : 6.5 MHz, AT cut.</li> <li>• Measuring range : 500 KA Alumina Equivalent.</li> <li>• Display : LCD display</li> <li>• Rate display: 3 digits LED Auto-ranging from 00.00 to 999 Ang. /sec.</li> <li>• Thickness Display: 4-digit LED Auto ranging from 0.000 to 999.9 k Ang.</li> <li>• Static thickness resolution: 1Ang at minimum update rate.</li> <li>• Operation : Auto / manual</li> <li>• Power : 240 V AC 50 Hz. 1 phase.</li> </ul> </p> <p>4) Evaporator electrode assembly for three materials:-  A) Water cooled electrodes for 150-200 amps for 3 boats/filaments  B) Compatible variac, transformer and cables for evaporation of two materials at one time.  C) Mechanical change over switch for using third electrode.  D) Spare boats= 20 no. and filaments= 20 no.</p> <p>5) Diffusion Pump: Size:4", Displacement 350LPS, Heater wattage 500watts, Oil charge 100ml DC 704 silicon oil. Ultimate vacuum <math>2.0 \times 10^{-6}</math> m.bar.</p>

	<p>Rotary Vacuum Pump: Capacity 250 LPM, Direct drive, Single phase, Double stage, Oil charge 0.75liters, Ultimate vacuum <math>1 \times 10^{-3}</math> m.bar.          Rotary Vane pump - 15m<sup>3</sup>/hr</p> <p>6) Vacuum gauges:-          A) Cold cathode gauge for main chamber B) Convectron gauge for main chamber          C) Convectron gauge for loadlock chamber</p> <p>7) Water manifold with flow switch and connectors to make sure that evaporator is not switched on without water.</p> <p>8)Chiller :-</p> <p>9)Other items:-</p> <ul style="list-style-type: none"> <li>• SAFETY DEVICES</li> <li>• Electron Beam Gun Power Supply: 3 KW Electron beam gun power supply controlling by single phase and thyristor controller, Maximum O/P power: 3 KW, H.T. Voltage: 5-7 KV adjustable, Filament Supply 10 V @ 30 Amps, Emission current: 500 mA, Four source, Minimum cooling water supply: 3 liters/min @ 20 degrees centigrade</li> <li>• Evaporation Source Shutter</li> <li>• Frame for mounting the system with load lock with castor wheels and height adjustment legs.</li> <li>• Installation, integration and demonstration of thin-film depositions at user site.</li> <li>• All tools, gaskets and manuals related to system</li> </ul>
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**Note:** The suppliers can submit the bid for all the items (or) some of items listed above. The institute has rights to select the suppliers for all the items (or) some of items based on technical and financial bids.



**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 + GST in Rs
					SGST	CGST	IGST	
1	<b>Price of Each 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 IIT-T</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. The Annual Maintenance Contract (AMC) Value will not be considered for arriving L1 bidder.

**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.: IIIT/2023/SPG/2021/003797/Eq-01, DATED: 03.01.2023, “Thermal Evaporator for Physics Lab at IIIT Tiruchirappalli Campus”** issued by IIIT-Tiruchirappalli, are acceptable to us.

I / We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (IIIT-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:

Place:

Authorized Signatory

Name:

Designation:

Company:

Contact No.

Company

Seal:

**Proforma for Bank Guarantee**

To

WHEREAS \_\_\_\_\_ (Name of Bidder) (hereinafter called "the Bidder" has submitted its 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 Doesnot 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.

Notwithstanding 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,  
Trichy – 12**

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

Ref: The Terms & Conditions for Limited-Tendering 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 honour 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 will 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 e-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 & responsible in any manner when refloatal 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 agrees 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 does not bind itself to accept the lowest or any other tender and 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 aggregable 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:

AGREEMENT

An agreement made ----- day of----- between ----- (hereinafter called the contractor which expression shall include his legal representatives) of the one part and, The Director, Indian Institute of Information Technology, Tiruchirappalli-12 (hereinafter called purchaser) on the other part for the purchase of the under mentioned articles at cost mentioned against them viz:-

And on the terms and conditions hereinafter mentioned viz.:-

1. All the desktops supplied shall be new and of good quality and in exact accordance with the sample submitted/equipment quoted and demo given
2. That the contractor will be entirely responsible for the execution of this contract and shall not assign or sub-let the same.
- 3. Delivery:** Delivery should be made within 10 days according to the conditions stipulated in the purchase order and shall be delivered at free of cost at consignees' address. The order will stand canceled if the supply is not effected by the due date. The Institute will not be liable for belated delivery. Goods will be accepted by the Institute only on working days and working hours (9.00 a.m. to 5.30 p.m.)
- 4. Advice of dispatch:** A dispatch advice should be sent to Registrar, Indian Institute of Information Technology, Tiruchirappalli -12. Showing the details of items dispatched, mode of dispatch, R.R.No. and date etc. packing details / DC bearing the purchase order No. and date should accompany the goods.
- 5. Insurance:** The responsibility for insuring the goods will be that of the supplier.
- 6. Acceptance of goods:** Goods will be subjected to the inspection on receipt and will be accepted only if they comply with the requirement of this Institute. The supplier will be responsible for replacement of defective goods without any charge whatsoever. The goods, if not accepted, by this Institute on inspection should be taken back by the supplier at his own risk and cost and replaced within 15 days from the date of receipt of inspection report at free of cost. Otherwise, it will be returned to the supplier at his own risk and expenses.
- 7. Discrepancy:** Shortage or external damages that are prima facie due to defective packing will be intimated to the supplier within 14 days of receipt of goods. Internal defects, damage or shortage of any integral part which cannot ordinarily be detected on the superficial visual examination will be intimated within 2 months from the date of receipt of goods. In either case the shortage or damages should be made good and defective materials replaced by the supplier at free of cost. The contractor will be fully responsible for efficient operation of equipment for a period of 36 months of warranty from the date of acceptance. However, in case of non- working the contractor will be held responsible and equipment will be replaced by new one at the cost of contractor
- 8. Test certificate:** A certificate from the manufacture detailing the composition of the materials and the nature of the tests conducted at the workshop should be furnished, if applicable.
- 9. Literature:** Each equipment must be supplied with one set of technical literature, catalogues, instruction

books, spare parts list etc., at free of cost.

**10. Bill in triplicate:** original bill with pre-receipt on a revenue stamp should be sent to Director, Indian Institute of Information Technology, Tiruchirappalli -12 quoting the purchase order No and date and furnishing the dispatch particulars to goods such as R.R.No. date etc. or accompanied by delivery acknowledgement in case of personal delivery. Bill should be supported by cash receipt of freight; insurance etc. net amount of the bill may be rounded off to the nearest rupee.

**11. Insolvency:**

- I. If the contractor become insolvent or fail to observe or perform any condition of this contract. The Director, IIIT shall terminate the contract and forfeit the performance security deposit and recover from the contract any loss suffered by the institute on account of the contract being terminated.
- II. The rate approved by the purchaser are final and no further payment will be done have to bear the cost at his own. The purchaser will not be held responsible for such obligation.
- III. The rate approved are inclusive of all prevailing taxes which are to be levied, any, non-inclusion of such amount/Tax will be the liability of contractor.

**12. Term of payment:** 100% of the value will be paid after the receipt of the goods in good condition and in accordance with the specifications given in the order and satisfactory installation.

**14. Demurrages:** Demurrage charges on account of non- receipt / late receipt of RR/lorry way receipt or due to any other cause will be debited to the supplier's account.

**15. Declaration:** The supplier will be deemed to have declared his acceptance of the above conditions by accepting of this order.

**16. Dispute and Jurisdiction:** Any legal dispute arising out of any breach of contract pertaining to this order will be settled in the court of competent jurisdiction located within the city of Tiruchirappalli in Tamil Nadu.

**DIRECTOR-IIIT**

**PROPRIETOR/DIRECTOR**

**WITNESS:**

**WITNESS:**

- 1.
- 2.

- 1.
- 2.



(TO BE PRINTED IN LETTER PAD OF THE FIRM)

Annexure – X

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

Date: dd/mm/yyyy

To  
The Director,  
Indian Institute of Information Technology,  
Sethurappatti  
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:

Signature

**CHECKLIST**

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

S. No	Particulars	Yes	No
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, Form26AS 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**

