



**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**  
**MATERIALS MANAGEMENT DIVISION**  
**Powai, Mumbai 400076.**

IIT Bombay invites competitive e-bids from interested bidders through e- procurement portal. A copy of the Tender Document is also available on our website: <http://www.iitb.ac.in/en/tenders>. To participate, bidders need to register themselves on our portal <https://portal.iitb.ac.in/vrp/index.jsp>. and generate user ID & password. For any queries, registered bidders may write to us on : [srm@iitb.ac.in](mailto:srm@iitb.ac.in) contact Tender Section, Ground Floor, Main Bldg. Materials Management Division, IIT Bombay, Powai, Mumbai - 400 076.

**SECTION 1 – INVITATION FOR BIDS**

1.	<b>RFx No.</b>	6100000454
2.	<b>RFx Date</b>	17.09.2020
3.	<b>Item Description</b>	ESS forms not part of FRS - change request
4.	<b>Tender Type</b>	SINGLE
5.	<b>Number of Covers</b>	One
6.	<b>Pre- Bid Meeting Date &amp; Time</b>	NA
7.	<b>Pre-Bid Meeting Place</b>	NA
8.	<b>Bid Submission End Date &amp; Time</b>	As mentioned in the On-Line Tender
9.	<b>Bid Opening End Date &amp; Time</b>	As mentioned in the On-Line Tender
10.	<b>Bid Opening Place</b>	Materials Management Division, Main Building, Ground Floor, IIT Bombay, Powai, Mumbai 400 076
11.	<b>Warranty</b>	As Mentioned in Technical Specifications (Tender document)
12.	<b>Period of Work/Delivery Period (in Days)</b>	Within 30 days from the date of purchase order
13.	<b>Contract Type</b>	Tender
14.	<b>Delivery Location</b>	Application Software Centre, IIT Bombay
15.	<b>Earnest Money Deposit</b>	Not applicable
16.	<b>NIT Document Details</b>	Notice Inviting Tender includes the following documents:- a) NIT Document b) Technical Specification c) Annexures
17.	<b>Bidder's Document Details</b>	<b>Bidder needs to upload duly filled, stamped and signed documents as listed below to the 'Add attachment'</b>



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		<b>option in the “Notes and Attachments” section which is located under “Rfx Information” tab.</b> a) NIT Document b) Technical Bid Responses (mandatory) c) Previous Supply Order Details (mandatory) d) Annexures (mandatory)
<b>18.</b>	<b>Exemption in Taxes</b>	Concessional GST will be given, if applicable.
<b>19.</b>	<b>Technical Clarification</b>	Name : Prof. M. C. Chandorkar Dept : Application Software Centre Email : <a href="mailto:head.asc@iitb.ac.in">head.asc@iitb.ac.in</a> Contact No. : 022-2576-4742
<b>20.</b>	<b>Any Other Clarification</b>	Name : Joint Registrar (MM) Dept : Materials Management Division, Gr. Floor, Main Building, IIT Bombay, Powai, Mumbai-400 076 Email : <a href="mailto:drmm@iitb.ac.in">drmm@iitb.ac.in</a> Contact No. : 022-2576 8800
<b>21.</b>	<b>Signing Authority</b>	Joint Registrar (MM)



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**SECTION 2: INSTRUCTIONS TO BIDDERS**

<b>1.</b>	<b>PREPARATION AND SUBMISSION OF OFFER</b>
1.1	Language of Bids: The bid as well as all the correspondence and documents related to bid, the bid exchanged between the bidder and IIT Bombay shall be in English Language.
1.2	Online Bids are invited through Supplier Relationship Management (SRM) system. Response to the tenders is to be submitted electronically and No physical paper / print out needs to be submitted, except EMD. Bidders need to have login credentials for SRM Portal for participation in the tender. If a bidder who wish to participate in the tender is not presently enlisted with IIT Bombay or not having login credentials can obtain the same through Registration on IIT Bombay Vendor Registration Portal by providing required details before the RFX submission deadline.
1.3	<p>For registration, bidders have to carry out <b>TWO STAGE REGISTRATION – Stage 1)Vendor Registration</b> and <b>Stage 2)E-Tender Registration</b>. After successful registration at both stages, bidders are qualified for applying for E-tendering. Detailed procedure of registration is given below:</p> <p><b>1.3.1 Stage No 1 - Vendor Registration</b></p> <p>Vendors are requested to register themselves as VENDOR of IITB by visiting the following link and generate USER ID &amp; PASSWORD: <a href="https://portal.iitb.ac.in/vrp/index.jsp">https://portal.iitb.ac.in/vrp/index.jsp</a></p> <p>Help for Vendor Registration : <a href="https://portal.iitb.ac.in/vrp/vrp_help.jsp">https://portal.iitb.ac.in/vrp/vrp_help.jsp</a></p> <p><b>1.3.2 Stage No 2 - E-Tender Registration</b></p> <p>After successful registration, login as a <b>VENDOR</b> on IITB Portal and click on the tab “<b>Register for E-Tender</b>”. A request will be generated for IITB E-Tender Registration and will be processed by MDM team of IIT Bombay. After processing, the Login credentials for IITB E-Tender Portal will be sent to your registered Email-ID. (Vendor registration &amp; E-tender registration is one time activity, hence kindly keep the Login credentials details for future bidding)</p> <p><b>1.3.3 Mandatory System Requirement for e-tendering</b></p> <p>(This is one time activity) Kindly go through the manuals for System Requirements for Online bidding. <a href="https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-014_E-Tendering_Application_System_Requirements_V1.1.pdf">https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-014_E-Tendering_Application_System_Requirements_V1.1.pdf</a></p>



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	<p><b>1.3.4 Extracting and Uploading Digital Signature</b>          Kindly go through the manuals for extracting and uploading Digital Signature.  <a href="https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-016_Extract_Upload...">https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-016_Extract_Upload...</a></p> <p><b>1.3.5 Uploading of Online Bids</b>          Kindly go through the manual for submission of online response.  <a href="https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-002_Single_Tender_Vendor_Bid_Response_ZSTI_EUT_V1.1.pdf">https://portal.iitb.ac.in/vrp/ERP_SRM_UserManuals/SRM-002_Single_Tender_Vendor_Bid_Response_ZSTI_EUT_V1.1.pdf</a></p> <p>Click on the following link for E-tender : <a href="https://ep.iitb.in/irj/portal">https://ep.iitb.in/irj/portal</a></p>
1.4	It is also mandatory for the bidders to be registered on Central Public Procurement Portal.
1.5	The bidder should read carefully & understand the tender document, technical specification procedure for e-tendering etc. completely before participating in the e-tender procedure. Participation in the e-tendering entails that the bidder(s) has/have read all the terms & conditions of contract etc. and agree/abide by them.
1.6	<p><b>Digital Signature:</b></p> <p><b>1.6.1</b> The intending bidder must have valid class-III digital signature to submit the bid. The bid submitted online should be signed electronically with a class-III digital certificate to establish the identity of the bidder submitting the bid online. The bidders may obtain class III digital certificate issued by an approved certifying Authority authorised by the Controller of Certifying Authorities of India.</p> <p><b>1.6.2</b> Class III Digital signature certificate should be combined of (Signature + Encryption)</p> <p><b>1.6.3</b> Bidder is responsible for ensuring the validity of digital signature and it's proper usage by their employee.</p> <p><b>1.6.4</b> The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.</p>
1.7	Bidder should upload documents in PDF format.
1.8	In case of One bid system, the technical responses and all the required documents to be uploaded in <b>“Add Attachment”</b> option under <b>“Notes and Attachment”</b> section which is located under <b>“Rfx Information”</b> tab and prices to be quoted in bidding engine.
1.9	No physical papers/prints need to be submitted except EMD proof.
1.10	If the warranty is not specifically mentioned in the Technical Specification by the bidder then warranty will be assumed as One year from the date of successful installation/commissioning of the equipment.



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1.11	It is mandatory for bidders to specify the delivery period, otherwise standard delivery period will be considered from the date of issue of purchase order.
1.12	Fax/E-mail/Telephonic offers will not be accepted.
<b>2.</b>	<b>COST OF BIDDING</b>
2.1	The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.
<b>3.</b>	<b>VALIDITY OF THE OFFER</b>
3.1	180 Days from the date of opening of the Technical bid.
<b>4.</b>	<b>AMENDMENT OF BIDDING DOCUMENTS</b>
4.1	At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
4.2	All prospective BIDDERS who have downloaded the bidding document may visit IIT Bombay, website for amendments / modifications which will be binding on them.
4.3	Corrigendum for extensions of due date or any other changes in the tender will be notified online through <a href="http://www.iitb.ac.in/en/tenders">http://www.iitb.ac.in/en/tenders</a> OR <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a> . and will not be published in newspapers.
<b>5.</b>	<b>MODIFICATION OF BIDS</b>
5.1	Bidders to ensure that response submission is done before submission deadline date & time. RFX can be “withdrawn” and modified as long as submission deadline date and time is not lapsed. RFX response cannot be modified once submission deadline is over.
<b>6.</b>	<b>DEADLINE FOR SUBMISSION OF BIDS</b>
6.1	Timely submission of the bids is the responsibility of the bidders. Bidders should submit their bid on-line before closing of the tender date & time.
<b>7.</b>	<b>EXTENSION OF BID SUBMISSION DATE</b>



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7.1	Normally no request for extension of bid closing date will be entertained. However, in case of any changes in the specifications, receipt of inadequate response or any other reasons, IITB may at its discretion, extend the bid closing date and/or time.
<b>8.</b>	<b>RFx OPENING PROCESS</b>
8.1	Technical as well as Financial responses will be opened in a single instance in the system electronically in case of Single Tender.
8.2	System allows opening of RFx response only after the specified due date and time. Officials Authorized for opening the technical bids shall open the RFx responses in the system.
<b>9.</b>	<b>EVALUATION OF BIDS</b>
9.1	All the RFx shall be evaluated on the basis of landed cost at IIT Bombay which includes all taxes duties and other charges.
9.2	IIT Bombay shall compare all substantially responsive bids to determine the lowest evaluated bid. The Institute is following and abide with the revised Public Procurement (Preference to Make in India), Order 2017 P- 45021/2/2017 – B. E. –II dated 04.06.20 issued by DPIIT, Ministry of Commerce and Industry, Govt. of India. Accordingly preference will be given to the make in India products while evaluating the bids. However, it is sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India along with respective documentary evidence in the technical bid itself.
<b>10.</b>	<b>PRICE BID</b>
10.1	Price quoted should be in Indian Rupees, free delivery at IIT Bombay Campus at site. (DDP)
10.2	The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.
10.3	Prices should be quoted net of discount and exclusive of taxes by the bidders.
10.4	Bidders should select relevant Tax Code for Indigenous items. Bidder will <u>not</u> be eligible for Custom Duty Exemption Certificate (CDEC) against this NIT.
10.5	Bidders should select relevant Tax Code.
<b>11.</b>	<b>CANCELLATION OF TENDER</b>
11.1	Notwithstanding anything specified in this bidding document, Purchaser / IIT Bombay at its sole discretion, unconditionally and without assigning any reason, reserves the right:



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	<p><b>11.1.1</b> To accept OR reject lowest bid or any other bid or all the bids.</p> <p><b>11.1.2</b> To accept any bid in full or in part.</p> <p><b>11.1.3</b> To reject the bid offer not confirming to the tenders terms.</p> <p><b>11.1.4</b> To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.</p>
11.2	The bids submitted by vendors which are conditional in nature will be summarily rejected.
<b>12.</b>	<b>FURNISHING FRAUDULENT INFORMATION/ DOCUMENT</b>
12.1	If it is found that a bidder has furnished fraudulent document/information, the bid security/performance security (wherever applicable) shall be forfeited and the bidder/vendor will be debarred for a period of 3 (three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced.
<b>13.</b>	<b>CONFIDENTIAL INFORMATION</b>
13.1	The bidder/seller shall treat as confidential all designs, drawings, data or information written or verbal, provided by IITB and shall use its best endeavours to ensure that such design, drawings, data or information is not divulged to any third party except with the consent of IITB where necessary for the purpose of performance of its obligation hereunder and subject to similar undertakings being obtained from such third parties to treat such design, drawings, data or information in like confidence .
<b>14.</b>	<b>REASONABILITY OF PRICE</b>
14.1	Price quoted shall be the best competitive/minimum price applicable for a premier Educational and Research Institution. The bidder may be required to give details of at least two purchase orders identical or similar equipment, supplied to any IIT's/Research Institutions/ other organizations as and when required as per Format 4(to be enclosed in technical bid) along with the final price paid and details.



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**SECTION 3 : CONDITIONS OF CONTRACT**

<b>1.</b>	<b>AWARD OF CONTRACT</b>
1.1	Subject to clause no.10.2 & 10.3 of Section 2, IIT Bombay shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.
1.2	IIT Bombay reserves the right to award the contract to more than one BIDDER or any BIDDER.
<b>2.</b>	<b>TAXES</b>
2.1	As per Govt. of India Notification No. 47/2017-Integrated Tax (Rate) dtd. 14.11.2017 and Notification No. 45/2017-Central Tax (Rate) dtd. 14.11.2017, Concessional GST is applicable to IIT Bombay for all purchases which are essential for <u>research</u> . We shall provide all the documents under this notification to claim concessional GST whenever required. The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract. Concessional Custom Duty Exemption Certificate (CCDEC) will not be provided against this purchase).
<b>3.</b>	<b>PRE- INSTALLATION</b>
3.1	Please also mention the pre-installation requirements for the equipment like ambient temperature, humidity, civil work, weather specifications, power specifications, etc. When items are provided full performance satisfaction should be demonstrated.
<b>4.</b>	<b>INSTALLATION</b>
4.1	BIDDER shall be responsible for installation / demonstration wherever applicable and for after sales service during the warranty period and thereafter as mentioned in the contract.
4.2	Installation demonstration to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the equipment at site.
<b>5.</b>	<b>TRAINING</b>
5.1	The BIDDER should provide training for the operation and maintenance to the personnel of IIT Bombay on the offered equipment/machinery.
5.2	Wherever needed, our technical persons should be trained by the supplier at the project site. In case the person is to be trained at supplier's site abroad or in India it should be mentioned in the quotation clearly. The supplier should bear all the expenses for such training including 'to & fro'





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	fares and lodging & boarding charges.
<b>6.</b>	<b>TERMS OF PAYMENT</b>
6.1	Payment within 30 days from the date of delivery, installation and Acceptance Certificate of concerned Department / Section / Materials Management Division, IIT Bombay.
6.2	Payment shall be made by NEFT/ RTGS or such other mode / electronic fund transfer offered by the Bank.
6.3	IIT Bombay does not make advance payment to suppliers. Any request of Advance payment will be summarily rejected.
<b>7.</b>	<b>LEGAL MATTER</b>
7.1	All Domestic and International disputes are subject to Mumbai jurisdiction only.
<b>8.</b>	<b>TRANSFER AND SUBLETTING</b>
8.1	The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser i.e. IIT Bombay.
<b>9.</b>	<b>FORCE MAJEURE</b>
9.1	Force Majeure will be accepted on adequate proof thereof.
<b>10.</b>	<b>PENALTY/ LIQUIDATED DAMAGES</b>
10.1	Timely delivery is essence of the contract and hence in case of delay in delivery, liquidated damages at the rate of 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 10% of total purchase order value.
10.2	IIT Bombay reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any will be recovered by forfeiting the PBG at vendor's cost and risks.
10.3	Non Delivery of material/service may lead to forfeiture of PBG and debarment of the supplier.
<b>11.</b>	<b>SPECIFICATIONS AND SAMPLES</b>
11.1	The suppliers shall supply the stores in accordance with the specifications/ descriptions of stores



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	given in the acceptance of tender. The Purchaser reserves the right to alter the description of stores including drawings given in the acceptance of tender. In the event of any such alteration resulting in any implication to the delivery schedule and price, such implication shall be mutually agreed between the Purchaser and supplier. In case certified sample has been issued by the Purchaser and the Specifications / Drawings also exist in the acceptance of tender then the certified sample will govern the supply to the extent of material, workmanship and finished product.
<b>12.</b>	<b>SUPERVISION OF ERECTION AND COMMISSIONING</b>
12.1	Successful BIDDER shall depute concerned specialist, for supervision of erection & commissioning of the machine to be carried out. The successful BIDDER shall make necessary arrangement at their own expenses for stay, transport and other expenses of their specialist during their stay in Mumbai which also includes imparting free of cost training to IIT Bombay personnel.



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**ANNEXURE I – BIDDER’S INFORMATION**  
(Bidder should duly fill and upload with technical bid)

1	Name of the Bidder	
2	Address of the Bidder	
3	PAN No.	
4	GSTIN No.	
5	State of GST Registration	
6	E-mail ID	
7	Contact Person's Name & Designation	
8	Mobile No.	
9	CPPP Email ID	

Signature and Seal of the Manufacturer / Bidder

\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_



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**ANNEXURE II – QUESTIONNAIRE**  
(Bidder should duly fill and upload with technical bid)

Sr. No.	Question (if not applicable please mention 'NA').	Response
1.	Whether all the terms and conditions of the NIT document have been complied. <b>Compliance (Yes/No)</b>	
2.	Whether all the items specified in the technical specification has been compiled and have been quoted in the bidding engine. <b>Compliance(Yes/No)</b>	
3.	Confirm that you have read all the instructions carefully and have complied with the instructions accordingly. <b>Compliance(Yes/No)</b>	
4.	In case bidder does not manufacture goods offers to supply have submitted Manufacturer's Authorisation letter. <b>Compliance(Yes/No)</b>	
5.	Mention Delivery period	
6.	Mention Warranty of the material	
7.	Mention HSN / SAC code	

Signature and Seal of the Manufacturer / Bidder

\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_