

**Format 1**

**UNDERTAKING FOR BID SECURITY DECLARATION**  
(To be issued by the bidder on company's letter in lieu of EMD)

To,  
The Registrar  
IIT Bombay  
Mumbai - 400076

We, M/s..... (name of the firm) , with ref. to RFx  
No.....dtd ..... hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period, submit performance guarantee within the stipulated period and honour the contract after award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honour the contract after final award or failure to submit performance guarantee, our firm may be debarred from participation in any tender/contract notified by Indian Institute of Technology, Bombay for a period of one year.

Yours faithfully,  
(Signature with date and seal)

**Format 2**

**FORMAT FOR PERFORMANCE GUARANTEE BOND**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT MUMBAI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MUMBAI OR ANY SCHEDULED BANK SITUATED AT MUMBAI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

**LETTER OF GUARANTEE**

To,  
Registrar,  
Indian Institute of Technology Bombay  
Powai, Mumbai – 400 076.

WHEREAS Indian Institute of Technology, Bombay (Buyer) have invited Tenders vide Tender No/Purchase Order ..... Dt. .... for purchase of ..... AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“The Registrar, Indian Institute of Technology Bombay”** in the form of Bank Guarantee for Rs ..... (3% (three percent) of the purchase value) and valid till one year or upto warranty period whichever is later from the date of issue of Performance Guarantee Bond may be submitted along with the Order Acknowledgment as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology Bombay on demand and without protest or demur Rs ..... (Rupees .....).

This Bank further agrees that the decision of Indian Institute of Technology Bombay (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology, Bombay (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs. .... (Indian Rupees ..... only).
2. This Bank Guarantee shall be valid up to ..... (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Bombay serve upon us a written claim or demand on or before ..... (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,

Signature and seal of the guarantor:  
Name of Bank:  
Address:  
Date:

**Format 3**

**Previous Supply Order Details**

Name of the Firm \_\_\_\_\_

| <b>Order placed by (Full address of Purchaser)</b> | <b>Order No. and Date</b> | <b>Description and quantity of ordered equipment</b> | <b>Value of Order</b> | <b>Date of completion of delivery as per contract</b> | <b>Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order &amp; those quoted to us</b> | <b>Has the Equipment being installed satisfactorily (Attach a Certificate from the Purchaser/ Consigner)</b> | <b>Contact Person along with Telephone No., Fax No. and e-mail address.</b> |
|--|---------------------------|--|-----------------------|---|---|--|---|
|  |                           |  |                       |   |   |  |   |

Signature and Seal of the Manufacturer/Bidder \_\_\_\_\_

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

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