



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR – 721 302

Tender No. IIT/TGH/ENQ/LINEN ITEMS/RATE CON./2016-17 Date: February 22nd, 2017

Sub: Tender for “Rate Contract for Supply of Linen Items in various Institute Guest Houses.

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed Tenders under two bids system viz., Part-I Technical Bid and Part-II Financial Bid from reputed **Manufacturers/authorized distributors/dealers/suppliers** for “Rate Contract for Supply of Linen Items in Institute Guest Houses at IIT, Kharagpur” as shown in the Annexure- I of this document. The approximate value of annual procurement is ₹ 4 Lakh. The **Manufacturers or authorized distributors/dealers/suppliers** must have adequate credential for manufacturing and supply of quality Linen Items (of Star Hotel category) with certification for quality product.

Interested vendors are requested to send their sealed bids as per **Technical Specifications (Annexure-I)** along with details in the **Minimum Qualification required for bidding as per Annexure-II (A) & Fill up the Technical Bid Document at par with Annexure-II (B) and Price Bid as per format given in Annexure- III, General Terms & Conditions (Annexure-IV)** and signed **Declaration (Annexure-V) under a Two-Bid System**. A compliance statement, fulfilling all requirements on the product and vendor profile and capability shall also be submitted. Tender documents can be downloaded from www.iitkgp.ac.in (Link: Tenders), the same is also available on Central Public Procurement Portal (<https://eprocure.gov.in>).

Interested vendors are required to submit two sealed envelopes containing Technical Bid (Envelope – I) and Financial/Commercial Bid (Envelope – II) placed in a larger sealed envelope super-scribing with reference number **(IIT/TGH/ENQ/LINEN ITEMS/RATE CON./2016-17, Dated: February 22nd, 2017)** to the Office of the Prof.-in-Charge, Guest Houses, **Technology Guest House**, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 **on or before March 28th, 2017 (Tuesday) at 3:30 pm.**

The technical proposals along with actual samples submitted by the Manufacturers/Vendors will be evaluated first by a technical committee and the price bids submitted by only the technically qualified Manufacturers/Vendors will be opened for price comparison.

The Technical bids will be opened on March 28th, 2017 (Tuesday) at 4:00 pm in the Conference Room, New Technology Guest House, IIT Kharagpur.

Copy to:
1. Institute website
2. CPPP
3. Notice Board

Prof.-in-Charge, GH
For Director, IIT
Kharagpur

INFORMATION SHEET

Tender Number and Date	IIT/TGH/ENQ/LINEN ITEMS/RATE CON./2016-17, Dated: February 22nd, 2017
Issue of Tender Forms	Tender Documents can be downloaded from the Institute's website (www.iitkgp.ac.in) link: Tenders
Tender Submission Fee	₹ 1,000.00/- (Rupees One Thousand Only) in the form of Demand Draft in favour of Indian Institute of Technology Kharagpur , payable at Kharagpur.
Earnest Money Deposit (EMD)	Earnest money of ₹ 10,000.00/- (Rupees Ten Thousand Only) in the form of Demand Draft in favour of Indian Institute of Technology Kharagpur , payable at Kharagpur.
Last Date for Submission of Bids	March 28th, 2017 (Tuesday) at 3:30 pm.
Date of opening of Bids	March 28th, 2017 (Tuesday) at 4:00 pm in the Conference Room of New Technology Guest House, IIT Kharagpur
Contact Person and Address for enquiry and submission of sealed tender documents	Professor-in-Charge, Guest Houses Technology Guest House Office Indian Institute of Technology Kharagpur Kharagpur 721 302, West Bengal
Contact Phone Number (s) E-mail Address	+91-3222-/ 282840 / 282834 / 282842 tgh2016@adm.iitkgp.ernet.in
Website	http://www.iitkgp.ac.in Link: Tenders

Schedule of Requirement

- i. **The number of items and quantity mentioned in each category is only indicative in nature and can be increased/ decreased as per requirement of the Institute. Institute reserves the right to withdraw any item mentioned in the tender document and no compensation shall be payable for the same.**
- ii. The specifications mentioned should be strictly adhered to and a certificate from authorized agency should be provided for the same.
- iii. Mere fulfillment of specifications may not necessarily qualify the bidder at technical stage.
- iv. **The quality certificate and actual samples supplied shall be examined by a committee who will recommend the qualifying bidders at technical stage. The Financial Bid of only these bidders shall be opened.**

Sl. No.	Name of Items with Specifications	Approx. Qty
<u>CATEGORY-A (Bed Linen)</u>		
1.	Single Bed Sheets <u>Specifications</u> Bed sheet Size- 152.4 cm. X 254 Cm (with 2" fold on Border of length side) As per sample. Quality- Fine Color- White Plain Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%	300 Pcs.
2.	Double Bed Sheets <u>Specifications</u> Bed sheet Size- 274 Cm. X 254 Cm (with 2" fold on Border of length side) As per sample. Quality- Fine Color- White Plain Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%	50 Pcs.
3.	Pillow Covers (of similar material and color) in size 46 Cm x 69 Cm) <u>Specifications</u> Pillow Size- 46 Cm x 69 Cm with the border Quality- Fine Color- White Plain Material-100% Cotton Thread Counts- 180 TC per 2.5 Cms. Shrinkage percentage 3% to 5%	300 Pcs.

<u>CATEGORY-B (Bath Linen)</u>		
4.	Bath Towel Material- 100% Cotton Color- White as per sample Size- 75 Cm. X 150 Cm. Minimum Weight: 600 Grms. Logo- with IITKGP logo weaved as per approved sample	200 Pcs.
5.	Hand Towel Material- 100% Cotton Color- White Size- 40 Cm. X 60 Cm. As per sample Logo- with IITKGP logo weaved as per approved sample Minimum Weight: 150 Grms.	200 Pcs
6.	Bath Mat Material- 100% cotton Color- White Size- 50 Cm. X 70 Cm. As per sample Logo- with IITKGP logo weaved as per approved sample Minimum Weight: 300 Grms.	200 Pcs
<u>CATEGORY-C (Blankets)</u>		
7.	Plain Woolen Blanket for (Double bed) <u>Specifications</u> Size: 220 Cm. X 240 Cm Weight: 3800 grms Material: Wool+Micro Fiber. Machine washable	25 Pcs
8.	Plain Woolen Blanket for (Single bed) <u>Specifications</u> Size: 160 Cm x220 Cm. Weight: 2300 grms. Material: Wool+Micro Fiber. Machine washable	50 Pcs
9.	Plain Light weight fleece Blanket for (Double bed) <u>Specifications</u> Size: 220 Cm. X 240 Cm Colour: Camel Material: Soft polyester Machine washable	25 Pcs or as per requirement
10.	Plain Light weight fleece Blanket for (Single bed) <u>Specifications</u> Size: 160 Cm x220 Cm Colour: Camel Material: Soft polyester Machine washable	50 Pcs or as per requirement
11.	Blanket Cover Cover Material: Plain White Cotton Cover of TC-300 quality Size: Proper fit for blanket of above Sizes i.e. 220Cm. X 240Cm. and 160 Cm x220 Cm.	As per requirement

<u>CATEGORY-D (Other Items)</u>		
12.	Soft Pillow of reputed brand, Blend- 100% Cotton Fabric filled with approved brand of Polyfill Minimum- 800 Gms. Size- 43 Cm. X 66 Cm.	50 Pcs
13.	Shower Curtains with quality Hooks to Hang on Rods Size: 1.8 mtr X 2.0 Ntr Colour: White Material: 100% Polyester, Must be Easy to Clean, Water repellent, Dries quickly and Machine wash at 40°C.	150 Pcs
14.	Mattress Protecting Cover for Mattress Size- 78"x36"x4" Single White (Quilted Cotton) with Fibre	50 Pcs
15.	Mattress Protecting Cover for Mattress Size- 78"x72"x4" Double White (Quilted Cotton) with Fibre	25 Pcs
<u>CATEGORY-E (Optional Bed Linen)</u>		
16.	Single Bed Sheets <u>Specifications</u> Bed sheet Size- 152.4 cm. X 254 Cm (with 2" fold on Border of length side) As per sample. Thread Counts- 300 TC Quality- Fine Quality 1 Cm Satin Strips Material-100% Cotton with satin weaving 300 T.C. (thread counts) fabric. Shrinkage percentage 3% to 5%	As per requirement
17.	Double Bed Sheets <u>Specifications</u> Bed sheet Size- 274 Cm. X 254 Cm (with 2" fold on Border of length side) As per sample. Thread Counts- 300 TC Quality- Fine Quality 1 Cm Satin Strips Material-100% Cotton with Satin weaving, 300 T.C. (thread counts) fabric. Shrinkage percentage 3% to 5%	As per requirement
18.	Pillow Covers (of similar material and color) in size 46 Cm x 69 Cm) <u>Specifications</u> Pillow Size- 46 Cm x 69 Cm with the border Thread- 300TC Quality- 1 Cm self Satin Striped design. Material-100% cotton with Satin weaving 300 T.C. (thread counts) fabric. Shrinkage percentage 3% to 5%	As per requirement

MINIMUM QUALIFICATION REQUIRED FOR BIDDING

- (a) An Indian **Manufacturers/authorized distributors/dealers/suppliers** engaged in supplying Bulk Linen items in Government Departments/Autonomous Bodies/Ministries of the Government of India/Public Sector Undertakings, Star category Hotels/ Government Guest Houses shall have a **minimum 2 (Two) years of experience in supplying quality Linen Items in bulk** as on tender submission deadline. Name, address/ contact details of the present and past **satisfactory clients** to be provided.
- (b) Experience of having received **minimum Two (02) Orders** and successfully supplied the similar quality Linen Items as indicated in **(Annexure- I)** in **bulk** to the Government Departments/Autonomous Bodies/Ministries of the Government of India/Public Sector Undertakings **during the last 03 (Three) years** as on the tender submission deadline. (Signed copies of **minimum Two (02) Purchase Orders** received from Govt. Deptts./PSUs//Autonomous Bodies/Ministries of the Government of India/ **during the last three years** to whom such supplies are being/have been extended must be enclosed with the technical bid)
- (c) All bidders should submit along with their tender, copies of the valid Trade license, PAN Card, VAT Registration No.
- (d) A certificate (Affidavit) to be signed by MD / CEO of the company that they haven't been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational institute/ university or state/ Central Government Depts. /Ministries of the Govt. of India/PSUs and no criminal case/legal proceeding or industrial dispute is pending or contemplated against them.
- (e) The bidder must submit copy of acknowledgement of Income Tax return for the three financial years 2013-14, 2014-15 and 2015-16.
- (f) **The bidders must provide Samples of Linen Items for selection by Technical Committee.** Technical Specification of samples w.r.t. Fabric, Thread Count, Microfibre/Polyfill Weight or any other specification which tenderer may like to bring on record.

NOTE :

- 1. Bidders must submit the documentary proof in support of meeting the minimum qualification criteria. Simply an undertaking by the bidder for any item of the criteria **shall not suffice** the purpose. All documentary proof must be listed on the letterhead of the company.
- 2. The bidders must submit quality certificate and actual samples of the product quoted in the price bid. The same will be examined by a committee who will recommend the qualifying bidders at technical stage. The Financial Bid of only those bidders shall be opened who qualifies the technical stage.

TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE Manufacturers/authorized distributors/dealers/suppliers for submitting Tender for “Rate Contract for Supply of Linen Items in Institute Guest Houses at IIT, Kharagpur” as shown in the Annexure- I

Sr. No.	Description	Compliance with valid documents duly signed & sealed
1.	Name, address and contact details of the Tenderer (Attach details)	
2.	Minimum 2 (Two) years of experience in supplying quality Linen Items in Government Departments/Autonomous Bodies/Ministries of the Government of India/Public Sector Undertakings, Star category Hotels/ Government Guest Houses as on tender submission deadline. Name, address/ contact details of the present and past satisfactory clients to be provided.	
3.	Experience of having successfully supplied a minimum of Two (02) similar orders in bulk to the Government Departments/Autonomous Bodies/Ministries of the Government of India/Public Sector Undertakings Star category Hotels/ Government Guest Houses during the last 03 (Three) years as on the tender submission deadline. (Signed copies of two Purchase Orders received from Govt. Deptts./PSUs//Autonomous Bodies/Ministries of the Government of India/ Star category Hotels/ Government Guest Houses during the last Three years to whom such supplies are being/have been extended must be enclosed with the technical bid). for quality Linen Items as indicated in (Annexure- I) in bulk.	
4.	Copies of the Valid Trade license,	
a)		
b)	PAN Card	
c)	VAT Registration No.	
5.	A certificate (Affidavit) to be signed by MD / CEO of the company that they haven't been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational institute/ university or state/ central government and no criminal case/legal proceeding or industrial dispute is pending or contemplated against them.	
6.	Income Tax return for the three financial years 2013-14, 2014-15 and 2015-16.	
7.	Details of Tender Fee/Bank Draft No., issuing branch and date	
8.	Details of EMD/Bank Draft No., issuing branch and date	
9.	Samples of Linen Items for selection by Technical Committee.	

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the OEM/Vendor

NOTE : This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”, Notice inviting Tender No. IIT/TGH/ENQ/LINEN ITEMS/RATE CON. /2016-17, Dated: February 22nd, 2017) and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do **technically qualify based on Minimum Qualification required for bidding as per Annexure II (A)**, for further consideration. **Attach all relevant documents duly signed and sealed. The bidders are also instructed to provide 1 sample for each item that should be used at technical Evaluation stage.**

Price- Bid Format

Sl. No.	Name of Items with Specifications	Size/Dim./ Width (Cm.)	Basic Price per unit/Each Pc. (INR)	Logo Printing Charges , if any	Taxes/ duties if any (INR)	Total price per unit/Each Pc. (sum of 4+5+6) in ₹
1	2	3	4	5	6	7
CATEGORY-A (Bed Linen)						
1						
2						
3						
Total Rate of CATEGORY-A (Bed Linen) 1+2+3=A in ₹						
CATEGORY- B (Bath Linen)						
4						
5						
6						
Total Rate of CATEGORY-B (Bath Linen) 4+5+6=B in ₹						
CATEGORY- C (Blankets)						
7						
8						
9						
10						
11						
Total Rate of CATEGORY-C (Blankets) 7+8+9+10+11=C in ₹						
CATEGORY- D (Other Items)						
12						
13						
14						
15						
Total Rate of CATEGORY-D (Other Items) 12+13+14+15=D in ₹						

Price- Bid Format

Sl. No.	Name of Items with Specifications	Size/Dim./ Width (Cm.)	Basic Price per unit/Each Pc. (INR)	Logo Printing Charges , if any	Taxes/ duties if any (INR)	Total price per unit/Each Pc. (sum of 4+5+6) in ₹
1	2	3	4	5	6	7
<u>CATEGORY-E (Optional Bed Linen)</u>						
16						
17						
18						
Total Rate of CATEGORY-E (Optional Bed Linen) 16+17+18= E in ₹						

GENERAL TERMS AND CONDITIONS

(1)

- a) Indian Institute of Technology Kharagpur, an Institute of National Importance is proposing to enter into a “ Rate Contract for Supply of Linen items as listed in Annexure-I from manufacturers/ authorized distributors/dealers/suppliers of Linen Items for various Institute Guest Houses. The rates contract will initially remain in force for a period of one year from the date of award of contract which may be extended further for another 2 years on yearly basis on the same approved terms and conditions subject to satisfactory performance of the supplier and adherence to the time schedule of supply. The rates are to be submitted in Price Bid Format given in Annexure- III. IIT, Kharagpur will not entertain any request for the increase of rates during the period of contract.
- b) The Price bids will be evaluated for each category separately and lowest bidder (L-1) in each category will be eligible for the award of the tender.**
- c) The supply of the Linen Items in Institute Guest Houses has to be made within 21 working days from the date of Purchase order.
- d) If there is any complaint about the quality of the Linen items, the remaining quantity in the particular batch will be returned to the supplier and value equal to the quantity returned will be recovered from the supplier.
- e) Tender Fee: An amount of Rs.1,000.00 (Rupees One thousand only) as tender fee (non refundable) is to be paid.** The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. **Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.**
- f) Sealed bids along with the **Earnest Money Deposit (EMD) of ₹ 10,000.00/- (Rs. Ten thousand only)** in the form of demand Draft in favour of **Indian Institute of Technology Kharagpur**, payable at Kharagpur are to be submitted. Bid security is to be submitted by all bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department.
- g) Bids received without the EMD will be rejected summarily.**
- h) All bids should be duly sealed/taped and clearly marking the bidder’s name and address on the top of the sealed envelopes as suggested in the tender document.
- i) The successful bidder shall collect the sample of linen items from Technology Guest House Office, IIT, Kharagpur before quoting their prices in the Price (Financial) Bid.**
- j) The specifications mentioned should be strictly adhered to and a certificate from authorized agency must be provided for the same. Mere fulfillment of specifications may not necessarily qualify the bidder at technical stage.

- k) **The bidders are also instructed to provide 1 sample for each item that should be used at technical evaluation stage** and returned back to unsuccessful bidder along with EMD. The sample of successful bidder should remain with us to compare future supplies in the institute Guest Houses.
- l) The Institute shall not be liable to make payment for the linen items which are defective and not according to the specification and samples of the linen Items.

Important Dates

- **Last Date of Submission of Sealed Bids: *March 28th, 2017 (Tuesday) at 3:30 pm*** at the Office of the Prof.-in-Charge, Guest Houses, **Technology Guest House**, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302.
 - **Date of opening of the Technical Bids: *March 28th, 2017 (Tuesday) at 4.00 p.m. (In the Conference Room, NTGH, Indian Institute of Technology Kharagpur)***
- (2) **Payment Terms:** 100 % Payment for successful supply/delivery of the linen items will be made on submission of bills within 60 days subject to inspection and finding it acceptable and in accordance with the instructions given in the Acceptance of Tender. Payment will be made only for those linen items which are found to be of satisfactory quality as per approved sample and duly certified by the Prof.-in-Charge, Guest Houses.

No advance/mobilization support, is payable against supply of stores.

In case of any deviation /fault in the quality, the Institute shall have the right either to reject linen items or deduct part payment from the bill. All the expenditure related to removal and replacement of these rejected linen items will have to be borne by the Supplier. The Purchaser's decision as regards the rejection shall be final and binding on the Contractor.

In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

- (3) **Warranty:** Supplier warrants that the linen items supplied under this contract are new, unused and shall have no defect, arising from design, materials or workmanship or from any act or omission of the supplier that may develop under normal use of supplied linen items.
- (4) **Delivery of Stores:** The order for supply of Linen items specified in the tender document will be placed as and when the Tender is finalised. The Linen items must be delivered within 21 working days counted from the date of placement of Purchase Order for the same. The linen items must be delivered at the stores of Institute Guest Houses, TGH, Kharagpur or SLGH, Kolkata within the working hours i.e. 9 A.M. to 5 P.M. Failure to deliver Linen items at the above mentioned time and place will be deemed as non-delivery. Way Bill may be issued to the vendor within Ten(10) days after receipt of the way bill request and Proforma invoice (PI).

- (5) **Tender Fee:** An amount of Rs. 1,000.00 (Rupees One thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. **Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.**
- (6) **Earnest Money Deposit (EMD):** An amount of Rs. 10,000.00 (Rupees Ten Thousand only) in the form of Demand Draft be enclosed along with the bid. The E.M.D. shall be from any Nationalized Bank and to be drawn in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. The validity of the EMD should be 3 (three) months from the date of issue. **Any bid without EMD will not be considered.** This will be refunded to the unsuccessful vendors once the process of technical and price bid opening is complete. The EMD of vendor getting the purchase order will be retained and returned six months after successful completion of the work, to be treated as security deposit. No interest is payable on refunds. EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same. **E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document.**
- (7) **Price:** The price shall be **quoted in Indian Rupees only**, on free delivery at IIT Kharagpur. This shall be inclusive of all taxes, and **summary** of total cost to be indicated. Inter-state transit Way Bill (Form-50) will be issued within Ten (10) days after receipt of the way bill request along with PI only to the selected bidder as may be mentioned in the Purchase Order. Excise Duty Exemption/Custom Duty Exemption Certificate will be provided by the Institute on request by the vendor.
- (8) Submission of **Bids:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. **The Manufacturers may bid directly, for other vendors on behalf of Manufacturer, original authorization certificate from the Manufacturers is required to be enclosed.**
- (9) **Acceptance of Tender:** The Authority of IIT Kharagpur reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
- (10) **Compliance List:** The proposal must be properly indexed and a compliance list against the technical specifications should be provided.
- (11) **Conditional Offer** will not be accepted.
- (12) **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.
- (13) The benefit of downward prices (revision on account of budget/financial policy, tax revision, EPZ etc.) should be given to IIT Kharagpur by the selected Manufacturer/vendor.

- (14) **The Institute does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.
- (15) **All tenders are to** be submitted or handed over to the Office of the Prof.-in-Charge, Guest Houses, **Technology Guest House**, Indian Institute of Technology, Kharagpur, and acknowledgement to be obtained. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future. Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.
- (16) **The person/officer signing** the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.
- (17) **Opening of Price Bids** : The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). **The date for opening of price bids will be notified separately.**
- (18) Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

(19) **IMPORTANT**

1. A bid submitted with false information will not only be rejected but also the Manufacturer/vendor will be debarred from participation in future tendering process.
2. The Manufacturers/Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.
3. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
4. For any query pertaining to this bid document, correspondence be addressed to
 - (a) The Prof.-in-Charge, Guest Houses, **Technology Guest House**, Indian Institute of Technology, Kharagpur-721 302
[Ph.: 03222-282840, 282842, 282834]
 - (b) Deputy Registrar (S&P)
Indian Institute of Technology, Kharagpur-721 302
[Ph: 03222-282210, 282216, Fax : 282218, 255303]
5. In case the due date for opening tender happens to be a holiday, the same will be accepted on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed during Saturdays & Sundays.

DECLARATION

3. I, _____ Son/Daughter of Shri _____

Proprietor/partner/CEO/MD/Director/
Authorized Signatory of M/s _____ am
competent to sign this declaration and execute this tender document.
4. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
5. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
6. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
7. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Person

Date : _____

Full Name : _____

Place : _____

Company Seal : _____