TENDER DOCUMENT
(Tender Notice no. IITKGP/TSG/IITM/T&M/21-22/02 date 15th Nov 2021)

FOR

(DESIGN & SUPPLY OF TROPHIES & MEMENTOS
FOR 10TH INTER IIT TECH MEET 2021-22)

OF

(TECHNOLOGY STUDENTS’ GYMKHANA)
IIT KHARAGPUR

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR – 721302
WEST BENGAL
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NOTICE INVITING TENDER

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites sealed bids from all Indian Manufacturers/Service providers or their authorized vendors, having registered office in India who fulfill the criteria mentioned in the Tender document and have adequate credential, for the (Design & Supply of Trophies & Mementos) at Technology Students’ Gymkhana, IIT Kharagpur.

Interested parties may submit their sealed bids under Two-Bid system as per Technical Specifications given at Annexure I and General Terms & Conditions and other formats given at Annexure II to XIII. Two covers (Technical Bid and Price Bid) are to be sealed and placed in one large Cover superscribed with tender reference number Tender No. (IITKGP/TSG/IITM/ T&M/21-22/02) Dated 15th November 2021 and submitted to “President, Technology Students’ Gymkhana, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN: 721 302 on or before (9th December 2021) at 12.00 PM. Sample Evaluation & Technical Bids will be opened on (09/12/2021) at 01.30PM.

The technical bid will be evaluated first for the vendors whose samples are selected by the Technical Evaluation Committee and price bids will be opened in respect of those OEMs/Vendors, whose samples are selected and are found technically qualified after evaluation of Technical bids. Date for opening price bids will be intimated later.

Kindly refer to the Institute website www.iitkgp.ac.in [link: http://www1.iitkgp.ac.in/topfiles/tenders.php] for complete tender details. The same is also available in the CPP Portal [https://eprocure.gov.in/epublish/app]. If there is any corrigendum/addendum, it shall only be published on Institute’s Website and Central Public Procurement Portal.

Signature of President,
(Technology Students’ Gymkhana)
IIT Kharagpur

To

1. Institute Website
2. CPP Portal
3. Department Notice Board

Signature and seal of Bidder
## TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES

<table>
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<th>Tender No. &amp; Date</th>
<th>(IITKGP/TSG/IITM/T&amp;M/21-22/02), 15th Nov 2021</th>
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<tr>
<td>Brief Description of Tender</td>
<td>(Design &amp; Supply of Trophies &amp; Mementos For 10th Inter IIT Tech Meet 2021-22)</td>
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<tr>
<td>Estimated cost, if any</td>
<td>Rs. 2.22 Lakhs</td>
</tr>
<tr>
<td>Tender fee (Non refundable)</td>
<td>NIL</td>
</tr>
<tr>
<td>EMD</td>
<td>NIL (Please Fill Annexure-VIII)</td>
</tr>
<tr>
<td>Pre -bid Meeting, if any</td>
<td>NOT REQUIRED</td>
</tr>
<tr>
<td>Bid submission start date &amp; time</td>
<td>(16th November 2021) at (10:00AM)</td>
</tr>
<tr>
<td>Last date &amp; time for submission of sealed tenders/quotations</td>
<td>(9th December 2021) at (12:00PM)</td>
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<tr>
<td>Sample Evaluation &amp; Technical Bid opening date &amp; time</td>
<td>(9th December 2021) at (01:30PM)</td>
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<td>Two Bid System</td>
<td>Two bids – (i) Technical and (ii) Price bid, in two separate envelope- placed &amp; sealed in one envelope</td>
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<td>Bid validity</td>
<td>180 days from the opening of Price Bid</td>
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<tr>
<td>Submission of bids (by speed post) (Addressed to)</td>
<td>President Technology Students’ Gymkhana IIT Kharagpur Kharagpur-721302, West Bengal</td>
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<td>Bid opening place</td>
<td>Board Room, TSG, IIT Kharagpur, Kharagpur –721302, West Bengal</td>
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<tr>
<td>Any clarification</td>
<td>Telephone No: 03222-81186 eMail ID: <a href="mailto:presidenttsg@hijli.iitkgp.ac.in">presidenttsg@hijli.iitkgp.ac.in</a></td>
</tr>
</tbody>
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**Note:-**

1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.
2. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
3. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
4. The President, TSG, IIT Kharagpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the President, TSG in this regard shall be final and binding to all.
5. The addendum/ corrigendum if any shall only be published on Institute’s website and CPP Portal.
### TECHNICAL SPECIFICATIONS

**ANNEXURE-I**

(Design & Supply of Trophies & Mementoes for 10th Inter IIT Tech Meet 2021-22)  
**Tender No (IITKGP/TSG/IITM/T&M/21-22/02) Dated: 15/11/2021**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the item &amp; Specifications</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
</table>
| 1      | **Trophy (Event) In Set of 3 (1st, 2nd, 3rd)**  
**Colour:** Gold, Silver & Brass  
**Base:** Seasoned wood  
**Trophy:** Preferably made from Corrosion Resistant Alloys. (Stainless steel, Aluminium, Copper, bronze or brass, Galvanized steel)  
1st: 20 inches, 1800 Grams  
2nd: 18 inches, 1650 Grams  
3rd: 16 Inches, 1500 Grams  
Base Width: 5 to 7 Inches  
Base Height: 4 to 5 Inches  
Base Thickness: 4 to 6 Inches  
(Variation of 10% in total Height & weight is permitted)  
In Set of 3 | | 12 |
| 2      | **Trophy (General Championship) In set of 3 (1st, 2nd, 3rd)**  
**Colour:** Gold, Silver & Brass  
**Base:** Seasoned wood  
**Trophy:** Preferably made from Corrosion Resistant Alloys. (Stainless steel, Aluminium, Copper, bronze or brass, Galvanized steel)  
1st: 28 inches, 2500 Grams  
2nd: 26 inches, 2300 Grams  
3rd: 24 Inches, 2150 Grams  
Base Width: 6 to 8 Inches  
Base Height: 4 to 6 Inches  
Base Thickness: 4 to 6 Inches  
(Variation of 10% in total Height & weight is permitted)  
In Set of 3 | | 1 |
| 3      | **Mementos (Event) In set of 3 (1st, 2nd, 3rd)**  
Acrylic Plastic/ Moulded Plastic or equivalent material  
1st: 16 inches, 700 Grams  
2nd: 14 inches, 600 Grams  
3rd: 12 Inches, 500 Grams  
(Variation of 10% in total Height & weight is permitted)  
In Set of 3 | | 2 |

**Note:**
1. A Sample each (One for Trophy & One for Memento) is needed to be submitted to President TSG on or before the last date for submission of Bids.
2. The Materials used and Quality will be checked by the Technical Evaluation Committee.
3. The financial bid will be opened for the bidders whose sample is selected by the Technical Evaluation Committee and are technically qualified.
4. The final design will be provided to the successful bidder, along with the Purchase Order.
GENERAL TERMS AND CONDITIONS

1. **Tender Fee**: Nil

2. **Bid Security Declaration in lieu of EMD**: No EMD shall be deposited; however the bidder should submit the Bid Security Declaration as per **Annexure – VIII** with the Technical bid, without which the bid shall be straightway rejected. If a successful bidder fails to act on the offer made by the Institute and/or the bidder withdraws/amends his bids after opening of the tender, the bidder shall be suspended from being eligible for bidding in any contract with IIT Kharagpur for a period equal to the duration of the contract for tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of Goods’ from the date of notification of the Tender document.

3. **Payment Terms & Performance Bank Guarantee (PBG)**: 100% payment shall be made after receipt of stores in good order and condition, after certification of technical evaluation committee w.r.t. the sample submitted.

4. **Liquidated Damages**: In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 5% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 20%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

5. **Warranty/Guarantee & On-site skill support**: Not Applicable

6. **Supply of spares and accessories**: Not Applicable

7. **Delivery of Stores**: The store items are to be supplied within **30 (Thirty) days** from the Date of receipt of the Purchase Order.

8. **Price**:
   a. The Price should be quoted in INR only.
   b. The price should be quoted”FOR IIT Kharagpur” basis. The price should be all inclusive.
   c. Indian institute of Technology Kharagpur is a public Funded Academic & Research institute under the Ministry of Education and is eligible for GST @5% vide Notification No.47/2017 dated:14.11.2017 and 10/2018-Integrated Tax (Rate) dated:25.01.2018 by the Ministry of Finance, Department of Revenue. Necessary certificate in this regard will be issued as per requirement and on request of the successful bidder.
   d. The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
   e. Discount, if any, should be indicated separately/prominently.
   f. Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.

9. **Bid**: Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope.

10. **Award of the Contract**: The order shall be placed to successful L1 bidder, whose samples are selected by the technical evaluation committee and is Technically Qualified.
11. **Acceptance of Tender:** The Authority of IIT Kharagpur does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

12. The addendum/corrigendum if any shall be published on Institute's **Website i.e. www.iitkgp.ac.in and on CPP Portal.**

13. The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to IIT Kharagpur by the selected OEM/vendor.

14. **Past Performance of the Vendors will be judged at the time of Technical Evaluation.**

15. The Institute does not bind itself to offer any explanation to those bidders whose technical bids as well as samples have not been found acceptable by the Technical Evaluation Committee of the Institute.

16. **Bidders should enclose the following documents:**
   
   a. Purchase order to be placed on: Should be mentioned in the quotation with full address, email address, phone number.
   
   b. Proforma Price Bid (without mentioning the price rate) may be attached with technical bids.
   
   c. Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories (if applicable).

17. **All tenders are to be handed over in a sealed box in the Office of President, Technology Students' Gymkhana, IIT Kharagpur-721302.** 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. For speed post, the Postal Address is “

   **President**
   **Technology Students' Gymkhana,**
   **IIT Kharagpur-721302, West Bengal**

18. **Opening of Price Bids:** The Price Bid(s) of only those vendor(s) whose samples are selected by the Technical Evaluation Committee and 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 by email.

19. **Tenderer or his/her authorized representative (with proper authorization letter for attending 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.
20. **Disqualification of Tender:** The tenders are liable for rejection in the following circumstances:

a) If they are not in line with the terms and conditions of this tender notice
b) Conditional quotations
c) Incomplete tenders
d) Tenders without Tender Fee and/or Bid Security Declaration
e) Tenders submitted through Fax or e-mail
f) If two bid system is not followed
g) Bid received simultaneously from Indian agent on behalf of Principal/OEM and Principal/OEM itself for same item/product/services in the same tender
h) The Firm need to quote all the charges/prices as per the tender requirement, if any firm quote nil charges/consideration, the bid shall be treated as Unresponsive bid and will not be considered.
i) Sample not submitted along with the Technical Bid.

**IMPORTANT**

I. President, Technology Students’ Gymkhana may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.

II. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.

III. In case of any dispute, the decision of the President, Technology Students’ Gymkhana of this Institute shall be final and binding on the bidders.

IV. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.

V. The Bidders are requested to submit the bids after issue of clarifications only considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, in their bid.
INSTRUCTIONS & SPECIAL CONDITIONS

1. **General:** Only Indian Manufacturers/Service provider or their authorized vendors, having registered office in India are invited to quote.

   **A. Compliance under Rule 144 (xi) of the General Financial Rules (GFRs) 2017**

   I. **As per Ministry of Finance, Department of Expenditure, Public Procurement Division Order (Public Procurement No.1) issued from file No.6/18/2019-PPD dated 23rd July, 2020 & the Order issued from time to time** regarding Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) 2017, it is directed that any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority i.e. the Department for Promotion of Industry and Internal Trade (DPIIT).

   II. **“Bidder”** (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participated in a procurement process.

   III. **“Bidders from a country which shares a land border with India”** for the purpose of this Order means:

   a) An entity incorporated, established or registered in such a country; or
   b) A subsidiary of an entity incorporated, established or registered in such a country; or
   c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
   d) An entity whose **beneficial owner** is situated in such a country; or
   e) An Indian (or other) agent of such an entity; or
   f) A natural person who is the citizen of such a country; or
   g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

   IV. The **beneficial owner** for the purpose of above will be as under:

   1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercise control through other means.
Explanation-

a) “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of share or capital or profit of the company;
b) “Control” shall include the right to appoint majority of the directors or to control the management of policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

2. In case of a partnership firm, the beneficial owner is the natural person (s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

V. An agent is a person employed to do any act for another, or to represent another in dealings with third person.

VI. For Works contracts, including Turnkey contracts, the successful bidder shall not be allowed to subcontract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

A certificate (duly filled & signed) shall be submitted by bidders in the tender documents regarding their compliance with the said order as per Annexure XI. If the certificate submitted by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

B. Compliance under Rule 153 (iii) of the General Financial Rules (GFRs) 2017

It is mandatory for bidders to quote items having 20% or more local content. Refer revised Public Procurement (Preference to Make in India), Order 2017 P-45021/2/2017-B.E-II dated 16.09.2020 and the order issued from time to time by Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India. (Submit duly filled Annexure XII for the same).

Also, as per DPIIT, Ministry of Commerce and Industry OM vide no: P-45021/102/2019-BE-II-Part(1) (E-50310) dated 04.03.2021, bidders can’t claim themselves as Class-I local supplier / Class-II local supplier by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.
2. **Deviation from Specifications:** It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements. Otherwise, your tender will not be considered at all.

3. **TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER:** (i) Complete address and tele links for contact persons of manufacturers/service providers/authorized vendors offices dealing with this purchase. (ii) Name and full address of the manufacturers/service providers/authorized vendors (iii) **Country of origin** is to be provided for each item. (iv) Purchase order to be placed on: Should be mentioned in the quotation with full address.

4. **Performance Bank Guarantee:** Not Applicable

5. **Guarantee:** The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications.

6. **Patent Rights:** The Supplier shall indemnify IIT Kharagpur against all third-party claims of infringement of patent, trademark or industrial design rights, copy rights arising from use of the Goods or any part thereof in India.

7. **Indemnity:** The vendor shall indemnify, protect and save IIT Kharagpur against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment(s) supplied by him.

8. **Jurisdiction:** All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e. Jurisdiction of KOLKATA HIGH COURT. Acceptance to this effect is also necessary at the time of opening of Technical Bid.

9. **Acknowledgment:** It is hereby acknowledged that we have gone through all the points listed under “Instructions & Special Conditions” outlined above, and those in the accompanying note on “Important Conditions”, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.
ANNEXURE - IV

MINIMUM ELIGIBILITY CRITERIA / PRE-QUALIFICATION CRITERIA

1. **Registration Certificate(s):** Certificate of incorporation, PAN, GST, Trade License shall be provided with the bid document.

   a. **Past Experience of the bidder:** Copies of at least one work order/satisfactory work for Supplying Trophies, Mementoes or any other similar material (Not less than **Rs. 2 Lakhs**) Or Two Work Orders (Not less than **Rs. 1 Lakh** each) Or Three Work Orders (Not less than **Rs. 65 Thousands** each) for events/conferences etc. of any IIT/NIT/IISER/IIM/ Academic organization/ University or Government Institutions during **last five years** as on the last date of submission of the tender.

   Necessary supporting document with work orders/Purchase Order, list of satisfactory clients, completion certificate shall be enclosed with the bid document.

2. **Annual Average turnover for last three Financial Years:** Not less than **Rs. 6 Lakhs** (FY-2020-21, FY 2019-20, FY-2018-19). Bidder shall enclose CA Certificate/Audited statement.


4. **Non-blacklisting certificate:** The bidder should not have been suspended or blacklisted by any Govt. Organization. *(An undertaking to this effect must be submitted by the bidder that the firm has not been suspended or blacklisted by any Govt. Organization in the past or as on the date of bidding).*

   **Note:** The condition of prior turnover and prior experience may be relaxed for Start-ups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications and making suitable provisions in the bidding document (Rule 173 (i) of GFR 2017)
### TECHNICAL BID

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<th>Description</th>
<th>Submitted (Yes / No) (If Yes- Page No.)</th>
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<tr>
<td>1</td>
<td>Certificate of Incorporation / Registration Certificate</td>
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<td>2</td>
<td>Trade License, PAN and GST Certificates</td>
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<tr>
<td>3</td>
<td>Status of the Tenderer (attach documents, if registered company/ partnership /propriety ship)</td>
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<td>4</td>
<td>Manufacturer (OEM certificate) or Service Provider /Dealer (Authorization and OEM certificate from Manufactures)</td>
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<td>5</td>
<td>Details of key top official/authorized official with e-mail id and contact number</td>
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<td>6</td>
<td>Experience certificate (Previous Work Orders/Purchase Orders, list of satisfactory clients with address and contact number, completion certificates, etc.)</td>
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<td>7</td>
<td>Technical Compliance Statement, as per Annexure - VI</td>
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<td>8</td>
<td>Average turnover of company in last three Financial years (FY-2020-21, FY 2019-20, FY-2018-19), Bidder shall enclose CA Certificate/Audited statement as per Annexure - VII</td>
<td></td>
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<td>10</td>
<td>Bid Security Declaration as per Annexure - VIII</td>
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<td>Undertaking / Self-Certification of non-blacklisting as per Annexure - X</td>
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<td>15</td>
<td>Other documents like literature, catalogues etc.,(if any)</td>
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**NOTE:**

1. **Attach all relevant documents in the same serial order as above, properly indexed, duly signed.**

2. **This is to be submitted in a separate sealed envelope** super scribing “TECHNICAL BID”, Notice inviting **Tender Reference no.** and name of the bidder.

3. Price bid of that company/firm only will be opened which do technically qualify and the sample submitted is selected by the Technical Evaluation Committee, for further consideration. **Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.**

**Signature and seal of the Bidder**
## TECHNICAL COMPLIANCE STATEMENT

<table>
<thead>
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<th>S. No</th>
<th>Specification</th>
<th>Specification Description</th>
</tr>
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</table>
|       | **Trophy (Event) In Set of 3** (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) | **Base**: Seasoned wood  
**Trophy**: Preferably made from Corrosion Resistant Alloys. (Stainless steel, Aluminium, Copper, bronze or brass, Galvanized steel)  
1<sup>st</sup>: 20 inches, 1800 Grams  
2<sup>nd</sup>: 18 inches, 1650 Grams  
3<sup>rd</sup>: 16 Inches, 1500 Grams  
Base Width: 5 to 7 Inches  
Base Height: 4 to 5 Inches  
Base Thickness: 4 to 6 Inches  
(Variation of 10% in total Height & weight is permitted) |
| 1     | **Trophy (General Championship) In set of 3** (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) | **Base**: Seasoned wood  
**Trophy**: Preferably made from Corrosion Resistant Alloys. (Stainless steel, Aluminium, Copper, bronze or brass, Galvanized steel)  
1<sup>st</sup>: 28 inches, 2500 Grams  
2<sup>nd</sup>: 26 inches, 2300 Grams  
3<sup>rd</sup>: 24 Inches, 2150 Grams  
Base Width: 6 to 8 Inches  
Base Height: 4 to 6 Inches  
Base Thickness: 4 to 6 Inches  
(Variation of 10% in total Height & weight is permitted) |
| 2     | **Mementos (Event) In set of 3** (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) | Acrylic Plastic/ Moulded Plastic or equivalent material  
1<sup>st</sup>: 16 inches, 700 Grams  
2<sup>nd</sup>: 14 inches, 600 Grams  
3<sup>rd</sup>: 12 Inches, 500 Grams  
(Variation of 10% in total Height & weight is permitted) |
| 3     | **Mementos (Event) In set of 3** (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) | Acrylic Plastic/ Moulded Plastic or equivalent material  
1<sup>st</sup>: 16 inches, 700 Grams  
2<sup>nd</sup>: 14 inches, 600 Grams  
3<sup>rd</sup>: 12 Inches, 500 Grams  
(Variation of 10% in total Height & weight is permitted) |
ANNEXURE – VII

FINANCIAL INFORMATION

Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three preceding years (Financial years) duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
<th>Year ending 31st March</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2018-19</td>
</tr>
<tr>
<td>01</td>
<td>Gross annual turnover in the similar works</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Profit (+) / Loss (-)</td>
<td></td>
</tr>
</tbody>
</table>

1. Income Tax Return
2. Audited Account of the company for last three years
3. Income Tax, PAN Details
4. GST No.

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

Dated: Signature of Chartered Accountant with seal and membership number
ANNEXURE - VIII

BID SECURITY DECLARATION

1. I, ---------------------------------------------------Son /Daughter of Shri ------------------
---------------------------------------------------Proprietor/Partner/CEO/MD/Director/Authorized
Signatory of M/s.--------------------------------------------------am competent
to sign this Bid Security Declaration and execute this tender document and hereby
declare that;

2. I/we understand that, according to your conditions, bid must be supported by a Bid
Securing Declaration.

3. I/we accept that I will automatically be suspended from being eligible for bidding in
any contract with IIT Kharagpur for a period equal to the duration of the contract
for tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of
Goods’ from the date of notification, if I am in a breach of any obligation(s) under
the bid conditions, because I;

   a. have withdrawn/modified/amended, impairs or derogates from the tender
during the period of bid validity specified in the bid document, or

   b. having been notified of the acceptance of our Bid by IIT Kharagpur during
the period of bid validity, (i) fail or refuse to execute the contract, if required,
or (ii) fail or refuse to furnish the Performance Security, in accordance with
the General terms and conditions & Instructions to Bidders.

4. I/we understand this Bid Securing Declaration shall cease to be valid if I am not the
successful Bidder, upon the earlier of (i) the receipt of your notification of the name
of the successful Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of
my Bid.

Signature of the Authorized Person

Date: ---------------------------

Full Name: ---------------------------

Place: ---------------------------

Company Seal: -------------
ANNEXURE - IX

DECLARATION

1. I, ________________________________Son /Daughter of Shri _____________________----
Proprietor/Partner/CEO/MD/Partner/Authorized
Signatory of M/s.---------------------------------------am competent to sign
this declaration and execute this tender document.

2. Tender ref no: ___________________________ dt:_______. I have carefully
read and understood all the terms and conditions of the tender and hereby convey
my acceptance of the same.

3. The information/ documents furnished along with the above application are true
and authentic to the best of my knowledge and belief.

4. 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.

5. 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: _______________
ANNEXURE - X

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT
(On Company / firm’s Letterhead)

I/We hereby confirm and declare that we, M/s -----------------------------, is not blacklisted/ Deregistered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services as on date.

Signature of the Authorized Person

Date: --------------------------

Full Name: --------------------------

Place: --------------------------

Company Seal: --------------------------
CERTIFICATE

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is not from such a country and is eligible to be considered.

OR (whichever is applicable)

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is from ________(Name of Country) and has been registered with the Competent Authority. I/we also certify that this bidder fulfils all the requirements in this regard and is eligible to be considered.

(Copy/evidence of valid registration by the Competent Authority is to be attached with the bid document)

Signature of the Authorized Person

Date: --------------------------

Full Name: --------------------------

Place: --------------------------

Company Seal: --------------------------
ANNEXURE – XI
(For Works Contracts, including Turnkey contracts)
(On Company / firm's Letterhead)

Tender No: IITKGP/TSG/IITM/T&M/21-22/02 Dated: 15th November 2021

CERTIFICATE

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is not from such a country and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

OR (whichever is applicable)

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we hereby certify that this bidder is from _________ (Name of Country) and has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I/we also certify that this bidder fulfils all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached with the bid document)

Signature of the Authorized Person

Date: --------------------------

Full Name: --------------------------

Place: --------------------------

Company Seal: ---------------

Signature and seal of Bidder Page 20 of 23
DECLARATION OF LOCAL CONTENT

(To be given on Company Letter Head – For tender value up to Rs.10 Crores)
(To be given by Statutory Auditor/Cost Auditor/ Practicing Cost Accountant/ Practicing Chartered Accountant for tender value in excess of Rs.10 Crores)

Tender No: IITKP/TSG/IITM/T&M/21-22/02 Dated: 15th November 2021

To
The President
Technology Students’ Gymkhana
IIT Kharagpur
PIN: 721302
Subject: Declaration of Local Content-reg.

1. Country of origin of Goods being offered:.................................................................
2. We hereby declare that items offered has.................% local content.
   (Clarification for Local content calculation as per OM No: P-45021/102/2019-BE-II-Part (1) (E-50310), dated 4th March 2021 of Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India.)
3. The details of the location(s) at which local value addition is made are given in the below table;

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the item</th>
<th>Location(s) of local value addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"Local Content" means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Important:
“False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules 2017 for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules 2017 along with such other actions as may be permissible under law.”

Date:

Yours faithfully,

(Signature of the bidder, with Official Seal)
ANNEXURE – XIII

FINANCIAL BID FORMAT

Tender No: IITKGP/TSG/IITM/T&M/21-22/02 Dated: 15th November 2021

TENDER FOR DESIGN & SUPPLY OF TROPHIES & MEMENTOES FOR 10TH INTER IIT TECH MEET 2021-22

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price without taxes (in Rs.)</th>
<th>Taxes Rs</th>
<th>Unit Price with Taxes (in Rs.)</th>
<th>Total Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Event Trophy in Set of 3 As per Annexure-I</td>
<td>12 Sets</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D=(B+C)</td>
</tr>
<tr>
<td>2</td>
<td>General Championship Trophy in Set of 3 As per Annexure-I</td>
<td>1 Set</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mementoes in Set of 3 As per Annexure-I</td>
<td>2 Sets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

Note: The total amount quoted will be considered for deciding L1 Bidder.

In words: Rupees ____________________________

1. Non-conformities between Figures and Words:
   a. If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price shall be corrected accordingly;
   b. If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
   c. If there is a discrepancy between words and figures, the amount in words shall prevail.

2. Indian Institute of Technology Kharagpur is a public Funded Academic & Research institute under the Ministry of Education and is eligible for GST @5% vide Notification No.47/2017 dated:14.11.2017 and 10/2018- Integrated Tax (Rate) dated:25.01.2018 by the Ministry of Finance, Department of Revenue.

Signature of the bidder along with seal
Checklist
(Bidder should fill up YES or NO without fail)

Tender No: IITKGP/TSG/IITM/T&M/21-22/02 Dated: 15th November 2021

Tender for Design & Supply of Trophies & Mementoes for 10th Inter IIT Tech Meet 2021-22

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/ No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Technical Bid (Envelope – A) contains the following documents</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Tender fee:</td>
<td>NA</td>
</tr>
<tr>
<td>2</td>
<td>Bid Security Declaration as per prescribed format <em>(Annexure-VIII)</em></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical Bid as per <em>Annexure – V</em> along with all supporting annexures, documents etc. as mentioned in the Tender document as per given sequence</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Signed Notice Inviting Tender (NIT) and corrigenda thereon, if any</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Any other supporting/ additional document/ information</td>
<td></td>
</tr>
</tbody>
</table>

Financial Bid (Envelope – B)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Price Bid (As per the format given at <em>Annexure – XIII</em>)</td>
<td></td>
</tr>
</tbody>
</table>

Note: All pages of the bid documents must be serially numbered and signed.

***********************

Signature and seal of Bidder

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