TENDER DOCUMENT

(Tender Notice No.: IIT/VGSoM/Admission/2021-2022 dated: Thursday, September 30, 2021)

FOR

(Admission video for 2022-24 batch of Vinod Gupta School of Management)

OF

(Vinod Gupta School of Management)

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 fulfil the criteria mentioned in the Tender document and have adequate credential, for the (Audio Visual film for Vinod Gupta School of Management) at the Department of (Vinod Gupta School of Management), IIT Kharagpur.

Interested parties may submit their sealed bids under Two-Bids 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. IIT/VGSoM/Admission/2021-2022 DT: Wednesday, September 30, 2021) and submitted to “Chairman, Departmental Purchase Committee, (Vinod Gupta School of Management), Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before (Last date of Bid submission) at Wednesday, November 10, 2021 at 5 pm. Technical Bids will be opened on (Friday, November 12, 2021 at 3 pm).

The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids. Date for opening price bids will be intimated later.

Signature of Indenter/ Chairman, Departmental Purchase Committee,
(Vinod Gupta School of Management)
IIT Kharagpur

Signature of Head
(Vinod Gupta School of Management)
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>
<thead>
<tr>
<th>Tender No. &amp; Date</th>
<th>IIT/VGSoM/Admission/2021-2022); Thursday, September 30, 2021</th>
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<tbody>
<tr>
<td>Brief Description of Tender</td>
<td>Audio Visual film for Vinod Gupta School of Management</td>
</tr>
<tr>
<td>Estimated cost, if any</td>
<td>Rs. Lakhs</td>
</tr>
<tr>
<td>Tender fee (Non refundable)</td>
<td>Nil (By way of Demand draft from any Nationalized Bank/Commercial Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur)</td>
</tr>
<tr>
<td>EMD</td>
<td>Nil (Bidders should submit the Bid Security Declaration as per Annexure VIII)</td>
</tr>
<tr>
<td>Bid submission start date &amp; time</td>
<td>The date tender is published</td>
</tr>
<tr>
<td>Last date &amp; time for submission of sealed tenders/quotations</td>
<td>10th November 2021 5 pm</td>
</tr>
<tr>
<td>Pre -qualification &amp; Technical Bid opening date &amp; time</td>
<td>12th November 2021 3 pm</td>
</tr>
<tr>
<td>Two Bid System</td>
<td>Two bids – (i) Technical bid with sample preferably from your past projects (in CD/DVD or flash drive) and (ii) Price bid, in two separate envelope- placed &amp; sealed in one envelope</td>
</tr>
<tr>
<td>Bid validity</td>
<td>...120.........days from the opening of Price Bid</td>
</tr>
<tr>
<td>Submission of bids (by speed post) (Addressed to)</td>
<td>Chairman Departmental Purchase Committee (Vinod Gupta School of Management) Kharagpur-721302, West Bengal (State)</td>
</tr>
<tr>
<td>Bid opening place</td>
<td>(Vinod Gupta School of Management), IIT Kharagpur, Kharagpur – 721302, West Bengal (State)</td>
</tr>
<tr>
<td>Any clarification</td>
<td>Dr. S. Srinivasan Telephone No: +91-9841159821 eMail Id: <a href="mailto:srinivasan@vgsom.iitkgp.ac.in">srinivasan@vgsom.iitkgp.ac.in</a></td>
</tr>
</tbody>
</table>

### 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 Director, 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 Director 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

**Audio Visual Film for Vinod Gupta School of Management**  
(IIT/VGSoM/Admission/2021-2022; Thursday, September 30, 2021)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Item &amp; Specifications</th>
<th>Unit</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>1</td>
<td>Audio Visual Film for MBA Admission</td>
<td></td>
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<tr>
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<td>• Total duration of the audio-visual film should be 10-12 minutes of high quality.</td>
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<td>• The video should portray the culture and vibe of VGSoM and IIT Kharagpur.</td>
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<td></td>
<td>• It should be able to highlight VGSoM as a premier B-school from learning and career perspective.</td>
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Please refer to the admission videos of earlier years –

**Year 2020:**  
[https://www.youtube.com/watch?v=hHZoa2rwdBQ](https://www.youtube.com/watch?v=hHZoa2rwdBQ)

**Year 2019:**  
[https://www.youtube.com/watch?v=Pm12sGRXDIY](https://www.youtube.com/watch?v=Pm12sGRXDIY)

**Year 2018:**  
[https://www.youtube.com/watch?v=N9dLBzm1nFU](https://www.youtube.com/watch?v=N9dLBzm1nFU)

**Year 2017:**  
[https://www.youtube.com/watch?v=Qj2RirLxRVE](https://www.youtube.com/watch?v=Qj2RirLxRVE)

**Year 2016:**  
[https://www.youtube.com/watch?v=FDnt3CK832U](https://www.youtube.com/watch?v=FDnt3CK832U)

**Year 2015:**  
[https://www.youtube.com/watch?v=ru9-fVbnwz8](https://www.youtube.com/watch?v=ru9-fVbnwz8)
GENERAL TERMS AND CONDITIONS

1. Vendor is responsible for taking good quality video of the school, campus facilities, faculty members, and students.

2. Vendor is responsible for design and production of high-quality video which should be approved by VGSoM.

3. Vendor should deliver CD and softcopy of the video.

4. Cost should be all inclusive CIF VGSoM, IIT Kharagpur.

5. **Period of validity**: Bids shall remain valid for acceptance for a period of 120 days from the date of opening of Price bids.

6. Delivery should be within TEN DAYS after the approval of the design and quality.

7. Vendor to indicate if they have delivered similar products to any department of IIT Kharagpur.

8. VGSoM retains the right to reject all quotations without assigning any reasons.

9. All quotations must be sent in sealed covers to the sender of this enquiry so as to reach within the specified time. Enquiry number and last date of submission to be indicated on the cover.

10. Quotations will be opened at VGSoM on or after the date specified.

11. Payment will be made by electronic fund transfer for which the vendor is required to submit the following information.
    a. Name of Vendor with address
    b. PAN and GST
    c. CBS Bank Account Number
    d. IFSC number
    e. Name and Address of Bank
    f. There need to be two invoices, one for the placement brochure and other one for Interim Placement Report, Summer Placement Report, and Final Placement Report.

12. On receipt of invoice, payment will be made within 30 days of receipt of invoice or delivery of goods in satisfactory condition, whichever is later.

13. In case of any dispute, the problem shall be resolved mutually failing which the decision of the Dean, VGSoM will be final and binding on all.

14. Vendor must provide an email address for all formal communication regarding this enquiry.

15. **Tender Fee**: Tender fee(s) Nil / of Rs. __________/(By way of demand draft from any Nationalized Bank /Commercial Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur).

    IIT Kharagpur will give exemption for submission of tender fee who are registered with MSME, NSIC or start-ups as recognised by DIPP. However proper and valid document in this regard must be submitted by the bidders in support of their claim.

    Tender fee should be kept in separate covers and place in technical bid cover.

16. **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.

Signature and seal of Bidder
17. Payment Terms & Performance Bank Guarantee (PBG): 90% payment shall be made after receipt of stores in good order and condition, successful installation and demonstration thereafter certification by the Department. Balance 10% may be released against submission of Performance Bank Guarantee to the tune of 3% of the total Contract value or on completion of warranty period. PBG shall be issued from any nationalized bank/ commercial bank, which shall be valid for the period of warranty plus 60 days. No advance/mobilization support, is payable against supply of stores.

18. Liquidated Damages: 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.

19. Delivery of Stores: The store items are to be supplied within ......60....... days from the date of receipt of the Purchase Order.

20. 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 minister of Human Resource Development and is eligible for GST @ 12% 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.

21. Bid: Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Tender Fee, if any should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.

22. Award of the Contract: The order shall be placed to successful L1 bidder.

23. 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.

24. The addendum/corrigendum if any shall be published on Institute’s Website i.e. www.iitkgp.ac.in and on

25. Compliance List: The proposal should be properly indexed and a compliance list against the technical specifications should be provided.

26. 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.

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

28. 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.

Signature and seal of Bidder

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29. 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).

30. All tenders are to be handed over in a sealed box in the Office of (Vinod Gupta School of Management), 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 “

   Chairman, Departmental Purchase Committee
   (Vinod Gupta School of Management),
   IIT Kharagpur-721302, West Bengal (State)

31. 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 by email.

32. 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.

33. 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.

IMPORTANT
I. Director 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 Director 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.

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.
MINIMUM ELIGIBILITY CRITERIA / PRE-QUALIFICATION CRITERIA

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

2. The bidder should be an Indian registered company engaged in printing and publishing with minimum experience of **05 years.** The bidder should submit documentary proof for possessing sufficient infrastructure, technical and graphic design expertise and financial strength to undertake the contract.

3. Minimum AVERAGE ANNUAL TURNOVER of **Rs. 20 Lacs** in the last **3 financial years.** (Balance sheet/CA certificate to be enclosed, duly supported by the income tax return for financial years 2017-18, 2018-19 and 2019-20).

4. The bidder should have experience of preparation of admission video for other IITs/NITs/IIMs/IISERs/other reputed management institutes **[NOTE: Minimum 3 such sample brochures and 3 placement reports needs to be submitted along with the bid.]**

5. Price bid format: number of pages may be mentioned in (B)

6. **ISO Certification, if any:** (to be provided by the indenting department). Supporting document must be enclosed with the bid document.

7. **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)**

   **(Department to modify the Minimum eligibility criteria as per the requirement and nature of procurement)**
## TECHNICAL BID (to be modified by the department)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>Submitted (Yes / No) (If Yes- Page No.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certificate of Incorporation / Registration Certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Trade License, PAN and GST Certificates</td>
<td></td>
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<td>3</td>
<td>Status of the Tenderer (attach documents, if registered company/ partnership /propriety ship)</td>
<td></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>ISO ........................................ Certificate, if any</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Average turnover of company in last three Financial years, if any. Bidder shall enclose CA Certificate/Audited statement as per Annexure - VII</td>
<td></td>
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<tr>
<td>10</td>
<td>Income Tax Returns of last three Financial years</td>
<td></td>
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<td>11</td>
<td>Bid Security Declaration as per Annexure - VIII</td>
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<tr>
<td>12</td>
<td>Declaration as per Annexure - IX</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Undertaking / Self-Certification of non-blacklisting as per Annexure - X</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Certification on compliance under Rule 144 (xi) of the General Financial Rules (GFRs) 2017 as per Annexure – XI</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Certification on Compliance under Rule 153 (iii) of the General Financial Rules (GFRs) 2017 / Declaration for Local content as per Annexure - XII</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Other documents like literature, catalogues etc.,(if any)</td>
<td></td>
</tr>
</tbody>
</table>

**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, 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
1. Name of the company with contact details and email:
2. Relevant credentials as specified in the eligibility criteria:
   (1) Documentary proof for being a registered Indian company engaged in printing and
       publishing with minimum experience for five (5) years.
   (2) Balance Sheet/CA’s Certificate/IT returns in support of the turnover for the
       Last three financial years.
   (3) Sample video preferably from your past projects (in CD/DVD or flash drive)
3. Whether any such work done in past with IIT Kharagpur:
4. Attachment (Please attach CD)
   A. sample preferably from your past projects (in CD/DVD or flash drive)

Following document should be submitted along with Technical bid.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Yes/No</th>
<th>Deviation if</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Proof of registered company in India</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| II.  | Proof of similar kind of work executed in at least five
government agencies (Work orders and Appreciation letters) |        |              |
| III. | Proof of bidder turnover of more than Rs.20 lacs     |        |              |
| IV.  | Proof of VAT/GST                                     |        |              |
| V.   | Proof of PAN/TAN                                      |        |              |
|      | Proof of Service Tax                                   |        |              |
|      | Proof of ESI Registration                             |        |              |
|      | Proof of PF Registration                              |        |              |
|      | Proof of Trade License                                |        |              |

Signature and seal of Bidder
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI.</td>
<td>Provide a list of five references, with current contact person's mail address and phone number (verification will be done)</td>
</tr>
<tr>
<td>VII</td>
<td>Sample copies of video made for MBA Admission/Academic Institutes</td>
</tr>
<tr>
<td>VIII</td>
<td>Sample copies of video made for MBA Admission/Academic Institutes</td>
</tr>
<tr>
<td>IX</td>
<td>Letter of Assurance for at least two staff members available to carry out the project work during working days for editing and designing.</td>
</tr>
</tbody>
</table>
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>Year 1</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: -----------------------------
DECLARATION

1. 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.

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: ______________
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: ------------------------
ANNEXURE – XI
(For Goods/Service Contracts)

(On Company / firm’s Letterhead)

Tender No:…………………………… Dated:……………………………

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: ---------------

Signature and seal of Bidder
ANNEXURE – XI

(For Works Contracts, including Turnkey contracts)

(On Company / firm’s Letterhead)

Tender No:............................ Dated:...............................

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 22 of 25
DECLARATION OF LOCAL CONTENT

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

Tender No:.................................... Dated:.................................

To
The Chairman
Departmental Purchase Committee
Department of .......................  
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)
(on the official Letterhead of the company/firm)

FINANCIAL BID FORMAT

dated: ___________

ANNEXURE – XIII

Tender for Supply, Installation, Testing and Commissioning of (to be provided by the Department) equipment with (to be provided by the Department) years of warranty.

<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>Audio Visual Film for Vinod Gupta School of Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Quantity: 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Detailed Specification as mentioned above</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Soft copies only of video for MBA Admission 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>as per the guidelines of VGSWM Placement Committee.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide sample of videos made for similar purposes for other institutes of</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>repute.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|     | TOTAL                                                                       |     |                                   |          |                                 |                      |

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 minister of Human Resource Development 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)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender fee of Rs........./ Exemption certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bid Security Declaration as per prescribed format</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical Bid as per Annexure – V 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>
<tr>
<td></td>
<td><strong>Financial Bid (Envelope – B)</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Price Bid (As per the format given at Annexure – XIII)</td>
<td></td>
</tr>
</tbody>
</table>

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

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