



भारतीय प्रौद्योगिकी संस्थान इंदौर  
Indian Institute of Technology Indore  
सिमरोल, खंडवा रोड़ इंदौर – 453552  
Simrol, Khandwa Road, Indore- 453552

**E-PROCUREMENT MODE**

**Bidding Documents for**

**Insurance Coverage of Institute Fixed Assets**

**Document to be submitted online  
for**

**(Technical & Financial Bid as per Schedule of requirement)**

सहायक रजिस्ट्रार  
(सामग्री प्रबंधन विभाग)  
Assistant Registrar  
(Materials Management Section)



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल खंडवा रोड इंदौर भारत, पिन- 453552  
Indian Institute of Technology Indore  
Simrol, Khandwa Road, Indore- 453552

Tel.: 07316603592/3551  
Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)

### TENDER DOCUMENT FOR E-PROCUREMENT

Online Tenders are invited by IIT Indore (in Two bid System) from **Authorized distributors/ Accredited Indian Agents /sole selling agents**. IIT Indore intends for insurance coverage of Institute's stores, fixed assets including equipment, furniture & fixtures, Computer/Peripherals, Electrical Installations, Library Books & Journals, Audio-Visual Equipment, Plant & Machinery, Cycles etc. for fire, earthquake, theft, Burglary & peril including flood, terrorism, Riots, commotion etc. coverage. For engagement of insurance company in respect of the above requirement, the subject tender in two-bid system has been invited from the Public Sector Units (Govt. of India undertakings) Insurance Companies. Details as mentioned below:-

Sl. No.	Name of the Service	NIT No.	EMD
01.	Insurance Coverage of Institute Fixed Assets	252	Exempted As per Circulars of IRDA- IRDA/38/GEN/Misc/2014-15 dated 20/3/2015 and GIC dated 07/06/2011.

**Note:**

- I. Tender Documents with detailed terms & conditions can be downloaded from websites: <https://www.iiti.ac.in/tender> & <https://eprocure.gov.in/eprocure/app>
- II. All the details/documents pertaining to the tender such as tender document, corrigendum, and any further updates shall be available on IIT Indore website, and Central Public Procurement Portal.
- III. Bids/Quotations may be submitted directly by the Authorized distributors/Dealers/Resell Agents/Channel Partners with valid proof of authorization.

IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons.

For any issues related to tender please contact Material Management Section,  
Tel: +91- 0731-660 Ext 3551/3580/3592 Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)

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MM Section, IIT, Indore

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**CHAPTER- 1**  
**Schedule of Tendering:**

Sl. No.	Event	Date and Time/ Remarks
01	Commencement of Downloading of Tender Document	<b>August 18, 2022</b> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and <a href="https://www.iiti.ac.in/tender">https://www.iiti.ac.in/tender</a>
02	Bid Submission Start Date	<b>August 18, 2022</b>
03	Last date & Time of Submission of Bids Online (Technical and Financial Bid)	<b>August 29, 2022 up till 03:00 PM, (IST)</b> Please refer NIT Documents
04	Date & Time of Opening of Technical Bids	<b>August 30, 2022 at 03:00 PM, (IST)</b> Please refer NIT Documents
05	All communications with respect to the tender shall be addressed to:	<b>Assistant Registrar, MM Section</b> 4th Floor, Abhinandan Bhawan (West Wing), Indian Institute of Technology, Indore Khandwa Road Simrol, Indore- 453552 Tel.: 0731-660 Ext 3551/3580/3592 Email: mms@iiti.ac.in
06	For any assistance required	<b>CPP Portal website: <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a></b> <b>CPP Portal Help Desk Toll-Free No.:</b> <b>18002337315, 180030702232</b>

**# Note:**

- 1) Prospective bidders are advised to submit their doubts/questions/clarifications as per Annexure-VIII, if any, bearing tender no., title and marked "Queries for Insurance Coverage of Institute Fixed Assets" through Mail, (Mail ID: mms@iiti.ac.in & swapnil@iiti.ac.in).
- 2) If the tender doesn't open on the above-mentioned date, because of any unforeseen circumstances, then the next working day will be considered as the tender-opening date.

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**CHAPTER- 2**  
**INSTRUCTIONS TO THE TENDERERS**

1. The tender shall be submitted in accordance with these instructions and any tender not conforming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.
2. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are requested to submit the copies of their bids electronically (digitally) on CPP Portal, using valid Digital Signature Certificates. More useful information regarding submission of the online bids is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) on the CPP Portal.
3. The Bidders are requested to read and tender document carefully and ensure all the compliance with instructions herein. Non-Compliance of the instructions contained in this document may disqualify the bidders from the tender process.
4. **For Registration:** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "**Click here to Enroll**". Enrolment on the CPP Portal is free of charge.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
6. IIT Indore reserves the right to reject any tender/bid wholly or partly without assigning any reason/justification to any.
7. The Technical Evaluation Committee constituted by the IIT Indore shall have the right to verify the particulars furnished by the bidder independently.
8. Tenderer shall take into account all costs of services at site i.e. IIT Indore before quoting the rates. In this regard no claim for any extra payment/work for any reason shall be entertained.
9. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
10. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. **The Bids sent through FAX, E-mail, by hand and/or by any post/courier shall not be accepted/ processed, in any case.**
11. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents Incomplete bid shall be liable to be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
12. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IIT Indore reserves the right to accept or reject any or all the bids at any stage.
13. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:- <http://eprocure.gov.in>

  
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### **CHAPTER - 3**

#### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As a part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 7) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 8) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 9) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum/prebid report published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor valid certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

#### SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload\ the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be liable to be rejected. **The vendor/firm should fill the complete details as mentioned in BOQ and exclusion of any cell of BOQ (Financial bid), the cost will be treated as inclusive of GST and other charges as mentioned in the BOQ column.**
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

Online Bid Form

The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, service cover, a brief description of the service, their country of origin, quantity and prices.

Online Bid prices

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the services it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the online bids for any one or more schedule specified in the "Schedule of Requirement" and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of service and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

Prices indicated in the online price schedule shall be entered separately in the following manner.

I. **Bid currencies:** Prices shall be quoted in Indian rupees only. Commission for Indian Agent, if payable, shall also be quoted in Indian Rupees only.

II. **Period of validity of online bids:** Online Bids shall remain valid for acceptance for **180 days** after the date of bid submission.

Note – Non-compliance of the above mentioned points may disqualify your offer for further consideration.

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**CHAPTER- 4**  
**GENERAL TERMS AND CONDITIONS**

1. **Bidder:** Tenders are invited only from **Authorized distributors/ Accredited Indian Agents /sole selling agents.** IIT Indore intends for insurance coverage of Institute's stores, fixed assets including equipment, furniture & fixtures, Computer/Peripherals, Electrical Installations, Library Books & Journals, Audio-Visual Equipment, Plant & Machinery, Cycles etc. for fire, earthquake, theft, Burglary & peril including flood, terrorism, Riots, commotion etc. coverage. For engagement of insurance company in respect of the above requirement, the subject tender in two-bid system has been invited from the Public Sector Units (Govt. of India undertakings) Insurance Companies. Bidder are requested to **attach valid proof** to show that they are the Authorized Dealers of the service.
2. **Tender Type: Two- Bid through Online Mode.**
  - a. **Technical Bid:** Technical bid will be opened on the due date for technical evaluation of bids. The technical evaluation matrix will be uploaded on CPP Portal for intimation to the firms. The technically disqualified firms can represent disqualification within a week of uploading of technical evaluation matrix on CPP Portal. **Non- representation within the stipulated time the tender will be processed further and no representation will be accepted thereafter.**
  - b. **Financial Bid:** The financial bids of technical qualified responsive bidders will be opened.
3. **Confidentiality:** Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.  
Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.
4. **Bid Submission:** Bidders are requested to submit the bids in the two parts of the bid shall be submitted online on <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by any post/courier shall not be accepted/ processed, in any case.
5. **Late Bids:** IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons.
6. **Bid Validity:** The bids shall be valid for a period of **180 days** from the date of opening of the tenders.
7. **Modification and withdrawal of bids:** No bid can be modified subsequent to the deadline for submission of bids. No bid can be withdrawn after the deadline for submission of bids and the expiration of the period of bid validity.
8. **Opening of Tenders:** The decryption of the bids would be done as specified schedule mentioned in the tender document on the Central Public Procurement Portal. In the event of the specified date of Bid opening being declared a holiday for the IIT, Indore the Bids shall be opened at the appointed time and location on the next working day. In two-parts bidding, the financial bid shall be opened only for those who qualified in the technical evaluation stage by the committee.
9. **Bid Security (EMD):**
  - a. Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with:-
    - (i) **Central Purchase Organization (CPO)**
    - (ii) **Concerned Ministry / Department.**
    - (iii) **Startups as recognized by the Department of Industrial Policy & Promotion (DIPP).**
  - b. In such case, a copy of the valid certificate showing registration with the abovementioned institutions to be uploaded in Cover-I of the e-tender in PDF format.

- c. In case the unit is not covered as above, the EMD should be submitted online via <https://www.onlinesbi.sbi/sbicollect/collecthome.htm> and the payment reference should be attached in PDF with Cover I.
- d. The EMD will be returned to the unsuccessful bidders after the order (s) are placed with the successful technically qualified L-1 bidder.
- e. The EMD will be forfeited if the technically qualified L-1 bidder fails to accept the order based on his/her offer/bid or fails to start/cover the service.
- f. No interest will be payable by the Purchaser on the Earnest Money Deposit. **The earnest money of all the unsuccessful tenderers will be returned to them after the finalization of order or immediately after the completion of the validity of the bid.** The Earnest Money of the successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to start/cover the service as per Purchase Order (PO) terms and conditions within the stipulated period, the earnest money shall be liable to be forfeited by IIT Indore.
- 10. Preliminary Examination:** The technical evaluation committee shall examine the bids to confirm that all documents and technical documentation requested in Chapter-5 have been provided, and to determine the completeness of each document submitted. If any of these documents or information is missing, the offer shall be liable to be rejected.
- (a) Technical Bid and Price Bid,  
(b) All the tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the tender enquiry document. The tenders, who do not meet the basic requirements, are to be treated as unresponsive and shall be ignored.
- 11.** The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents and verified by the technical committee as technically qualified bidder as per Tender.
- 12. Bid Evaluation Procedure:** For the purpose of selection of the bidder, a two-stage bidding process will be followed.
- i. The response to the tender should be submitted in two parts viz. Technical Bid & Commercial Bid.
- ii. Evaluation will be done strictly on Pre-Qualification and Technical criteria as mentioned chapter 5 & 6. If required, the committee may invite the bidders to discuss the terms & conditions, features of the quoted service as part of the technical evaluation.
- iii. In Indigenous, All the bid shall be evaluated on the basis of final landed cost at IIT which includes all taxes duties and other charges. If bidders quote different GST slabs for a product, then IIT will follow HSN code and GST rules of GOI for uniform comparison of all bids.
- iv. **Award Criteria:** The Purchaser reserve the rights to award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- v. **Purchaser's Right to vary Quantities at Time of Award:** The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity/numbers of services originally specified in the tender without any change in unit price or other terms and conditions. The Purchaser reserves the right to accept or reject any bid at any stage and to annul the bidding process and reject all bids at any time prior to award of Contract.
- vi. **Option Clause:** The Purchaser reserves the right to increase or decrease the quantity of the required service, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period).
- vii. **Fall Clause:** The price quoted by the supplier should not be higher than the maximum retail price, if any, for the stores and the same shall not be higher than the price usually charged by the supplier for stores of the same nature, class or description to any other purchaser. The price charged for the stores supplied under the contract by the supplier shall in no event exceed the lowest price at which the supplier sells the stores of identical description to any other person during the period till performance of all supply orders placed during the currency of the contract is completed.

- viii. **Purchaser's right to accept any bid and to reject any or All Bids:** The Purchaser reserves the right to accept or reject any bid at any stage and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- ix. **Notification of Award:** Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted and a separate purchase order shall follow through post.
- x. **Signing of Contract:** The IITI shall send the successful Bidder the Purchase Order. Within 05 (Five) days of date of the Purchase Order, the successful Bidder shall sign, date, and return it to the IITI.
- xi. **Order Acceptance:** The successful bidder should submit Order acceptance within 14 days from the date of issue of order/signing of contract, failing which it shall be presumed that the vendor is not interested and his bid security is liable to be forfeited
- xii. **Place of service & schedule:** IIT Indore, Simrol, Khandwa Road, Indore – 453552 and should be delivered within given schedule.
- 13. Conflict of Interest among Bidders/Agent:** The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
- they have controlling partner (s) in common; or
  - they receive or have received any direct or indirect subsidy/financial stake from any of them; or
  - they have the same legal representative/agent for purposes of this bid; or
  - they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
  - bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/subassembly/assemblies from one bidding manufacturer in more than one bid.
  - in cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:
    - The principal manufacturer directly or through one Indian agent on his behalf; and
    - Indian/foreign agent on behalf of only one principal.
  - Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;
  - in case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/common business/ management units in same/similar line of business
- 14. Right of Acceptance:** This Institute does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.
- 15. Subletting of Service:** The firm shall not assign or sublet the Service/work/job or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.
- 16. No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.**
- 17. FURNISHING FRAUDULENT INFORMATION/ DOCUMENT-** If it is found that a bidder has furnished fraudulent document/information, the bid security/performance security (wherever applicable) shall be forfeited and the bidder/vendor will be debarred for a period of 3 (three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced.

18. IIT Indore reserves the right to call for techno-commercial/price negotiations. The company should depute a competent representative for such discussion/negotiations whenever called for and he shall be competent to make on-the-spot decisions.
19. IIT Indore does not bind itself to accept the lowest or any tender and may cancel/withdrawal the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IIT Indore.
20. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage, fire, floods, explosion, epidemic, quarantine restrictions, any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.
21. The firm may give any of their commercial terms, if required, in their techno-commercial offer only, and price quotation should contain only the price.
22. Please inform the IIT Indore in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.
23. IIT Indore **reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.**
24. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.
25. **Breach of Terms and Conditions:** IIT- Indore reserves the right to accept or reject or cancel any or all inquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of with Terms and Conditions and Breach of the Contract, No compensation will be paid towards the progress of order/procurement.
26. **Payment:** Payment will be released through wire transfer/bank RTGS transfer. 100 % Premium shall be paid by IIT Indore immediately on submission of proforma invoice
27. **Governing Law:** The order placed will be a contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction. All Domestic and International disputes are subject to Indore jurisdiction only.

**Note** – Non-compliance of the above mentioned points may disqualify your offer for further consideration.

Assistant Registrar

सहायक कुलसचिव  
(सामग्री प्रबंधन विभाग)  
Assistant Registrar  
(Materials Management Section)

**CHAPTER- 5****Pre- Qualification Criteria****LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID as Annexure- I**

Sl. No.	Details	Supporting Document Should be Submitted
1.	The Bidder should be Authorized distributors/ Accredited Indian Agents /sole selling agents etc. and should have the existence of firm for a minimum period of 5 Years.	Valid Certificate of Incorporation/Registration Certificate of the firms.
2.	<b>WORK EXPERIENCE:</b> The Bidders should have work experience as per the following parameters.  Policies/premium copies of similar completed work costing not less than Rs. 10,00,000/- in last 5 (Five) years preferably for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, NITTTRs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) where they have completed the similar works.	Service/work orders and satisfactory completion valid certificates issued by respective buyer organization of the above order in support of experience to be enclosed. <b>Without submission of completion certificate the experience will not be considered.</b>  <b>The valid certificate should be in Letter Head of the concerned government organization with authorized signatory.</b>
3.	Bidder Information	<b>As per enclosed Annexure II</b>
4	List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder has provided services or having the similar type of contracts and a valid certificate regarding the satisfactory performance of the contract.	<b>As per enclosed Annexure III</b>
5	Bidder Acceptance of Tender Document	<b>As per enclosed Annexure IV</b>
6	The bidder should not have been blacklisted by any Government / Semi Government / Board /Corporations /Autonomous Body/ PSU. An undertaking/declaration in this regard should be closed. If any such matter i.e. of blacklisting /suspension is subjudice, even then the concerned firm shall be technically disqualified	<b>As per enclosed Annexure V</b>
7	<b>FINANCIAL TURNOVER:</b> The firm should have annual financial turnover more than Rs. 20 Lakh during the past four financial years namely 2017-18, 2018-19, 2019-20 and 2020-21.  The Bidders should not have incurred any loss during the last 4 (four) years (as of 31 <sup>st</sup> March, 2021).Profit after Tax should be positive for the above mentioned period.	<b>As per enclosed Annexure VI</b> and Attach a separate neatly typed sheet on the letter head of Registered Chartered Accountant OR enclose copies of audited Balance Sheet and Profit & Loss Statement for the previous 4 financial year as specified in bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
8	The bidding firm/company must be a single company and no consortium should be allowed.	(Declaration from be Authorized distributors/ Accredited Indian Agents /sole selling agents etc should be submitted)
9	The bidder should be an Indian insurance Company and must be registered and approved from IRDA. The Insurance Company must have its fully functional branch at Indore.	Attached relevant documents

**Note –**

- a) Non-compliance of the above mentioned points may disqualify your offer for further consideration.
- b) Bidder should submit documentary evidence in support of along with techno- commercial bid. On each page of the tender document, there should be bidder's seal and signature with date.

Assistant Registrar  
सहायक कुलसचिव  
(सामग्री प्रबंधन विभाग)  
Assistant Registrar  
(Materials Management Section)

**CHAPTER-6**  
**TECHNICAL BID**

(Bidder should submit compliance matrix along with Technical Bid)

Service details and technical specification as mentioned below:

Sum Insure Value from Research & Development Department

Sl.No.	Assets	Original Cost as on 01-04-2021	Additions during the year 20221-22 (as on 31.03.2022)	Total
1	Laboratory Equipment	22,66,41,426.00	4,08,10,764.30	26,74,52,190.30
2	Computers	3,19,51,682.00	1,21,91,576.00	4,41,43,258.00
3	Furniture, Fixtures and Fittings	60,17,510.00	13,00,626.00	73,18,136.00
4	Software	88,34,764.00	31,700.00	88,66,464.00
5	Books	62,525.00	5,91,212.00	6,53,737.00
<b>Total Rs. ==&gt;</b>		27,35,07,907.00	5,49,25,878	32,84,33,785.30

Sum Insure Value from Finance and Accounts department

Gross value/purchase value of Assets (Main A/c.) as on 15.07.2022

S. No.	Nature of Assets	Cost of Assets as on 31.03.2022	Addition during FY 2022-23 (UP TO 15.7.2022)	Total
1	Laboratory Equipment's	1,14,66,30,378.00	40,79,683.00	1,15,07,10,061.00
2	Equipment's Other	14,63,43,192.00	12,75,810.00	14,76,19,002.00
3	Furniture, Fixtures and Fittings	32,95,20,192.00	3,09,91,931.00	36,05,12,123.00
4	Computers & Peripherals	24,59,93,844.00	11,25,290.00	24,71,19,134.00
5	Electrical Installation	2,68,17,393.00	7,70,568.00	2,75,87,961.00
6	Library Books	7,46,76,893.00	1,75,429.00	7,48,52,322.00
7	Cycle	30,180.00	-	30,180.00
8	Audio Visual Equipment's	12,38,45,785.00	62,856.00	12,39,08,641.00
9	Plant & Machinery	2,36,52,543.00	2,31,626.00	2,38,84,169.00
<b>Total Rs. ==&gt;</b>		2,11,75,10,400.00	3,87,13,193.00	2,15,62,23,593.00

**Policy Features:-** Safeguarding of the institute assets from risk of fire, earthquake, theft, Burglary and peril, including flood, terrorism , Riots, commotion, accident etc.

**Terms & Conditions :-****a) Scope of Insurance Coverage:**

1. The Institute's stores, Fixed Assets, including equipment, furniture & fixtures, Computer/Peripherals, Electrical Installations, Library Books & Journals, Audio-Visual Equipment, Plant & Machinery, Cycles etc. for fire, earthquake, theft, Burglary & peril including flood, terrorism, Riots, commotion, accident coverage and other hazards.

**b) OTHER TERMS & CONDITIONS:**

1. For the total sum assured amount of insurance, IIT Indore shall consider number of policies as deemed fit in consultation with successful bidder.
2. Firm should submit price bid as chapter-7 and BOQ.
3. Completion of Job: -Insurance Policy/policies as per requirement of IIT are to be issued within 24 hours from date of award of tender. All insurance coverage's shall be effective immediately after award of the tender or as per the agreed terms and remain valid for one year.
4. Claims, if any, against the policies shall be settled within maximum 15 days from the date of submission of claims.
5. **Operating Authority:** - Operating authority of the insurance contract shall be Registrar, IIT Indore.

Note- There is only single fire claim of Rs. 24 Lakh in past 3 years.

(Signature of the Bidder, with Official Seal)

**CONDITIONS FOR TECHNO-COMMERCIAL BIDS****TECHNICAL**

1. Give brief description of Fixed Asset Insurance service being offered is to be provided in case specifications offered are different, separate comparative offer specifications sheet shall be attached with details such as service offer, special condition and offered deviations if any, and remarks. Any product brief, test certificates available may be enclosed.
2. Any optional, if offered, be provided with their full technical details including their use and advantage.

**COMMERCIAL**

3. **Payment :** 100 % Premium shall be paid by IIT Indore immediately on submission of proforma invoice.

(Signature of the Bidder, with Official Seal)



**CHAPTER-7**  
**PRICE BID**

PRICE BID - Schedule of price bid in the form of BOQ format:

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>
2. **Bidders are advised to download this BoQ.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected.
4. Any element of cost, taxes, duties levies etc. not specifically indicated in the BOQ, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else.**
5. The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.

**OTHER CONDITIONS FOR PRICE BIDS**

1. No unilateral revision in price will be admissible.
2. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly on free delivery basis at IIT Indore and total value is also indicated in words.
3. Any optional indicated in techno-commercial bids must be priced separately.
4. The price must be stated for each service separately. The percentage of reduction, in the unit price should also be quoted, should an order to that extent be placed with you.

**Signature of the Tenderer**

**Name of the Firm:**

**Contact No.:**

**Email:**

**Seal:**

Annexure-I  
**LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID**

Sl. No	Details	Checklist Yes/No
1.	The Bidder should be Authorized/Distributors/Dealers/Firms etc. and should have existence of firm for a minimum period of 5 Years	
2.	Valid Manufacturers Authorization Form specific to this tender.	
3.	The details of service support (Escalation Matrix details).	
4.	<ul style="list-style-type: none"> <li>• Copy of valid PAN card,</li> <li>• Copy of valid GST registration certificate</li> </ul>	
5.	Work experience as per chapter 5	
6.	<b>Bidder Information- Annexure-II</b>	
7.	<b>Client Details- Annexure-III</b>	
8.	Tender Acceptance Letter - Annexure-IV	
9.	Declaration Regarding Clean Track -Annexure-V	
10.	Declaration Of Annual Turnover and Income Tax Return -Annexure-VI	
11.	Declaration from the firm regarding Single or Consortium	
12.	Quoted policy catalogue/brochure (if any)	

**Note:** All the statement copies of the certificates, documents etc., enclosed shall be given page numbers on the right corner of each certificate.

**Annexure-II**  
**BIDDER'S INFORMATION**  
 (To be submitted on Firm/Company Letterhead)

Details of Bidders		
1.	Registered Name of the Bidder	
2.	Year of Establishment	
3.	Registered Address of the Bidder	
4.	Status of the Company (Public Ltd./Pvt Ltd.)	
5.	Company single or consortium	
6.	Valid GST Registration No. with GST Registration State Name	
7.	Details of the Incorporation of the Company	
8.	Permanent Account No.(PAN)	
9.	Name and Designation of the Contact Person	
10.	Contact No. Email Address of the Contact Person	
11.	<b>Bank Details of the Agency:</b> Bank Name Name of the Branch Branch Code Bank Address Bank Type of Account Account Number NEFT/IFSC Code RTGS Code 9 Digit MICR Code	

\_\_\_\_\_  
 (Signature of the Tenderer)

Company Seal:

Date:

**Annexure-III  
CLIENT DETAILS**

(To be submitted on Firm/Company Letterhead)

To,  
The Joint Registrar  
Materials Management Section  
I.I.T. Indore,  
Simrol, Khandwa Road  
Indore –  
453 552.

Date :

**Sub: NIT No. IITI(MM)/MM/10/10A/252/SR/2022-23 dated Aug 18, 2022 for “Insurance Coverage of Institute Fixed Assets”**

Dear Sir,

Brief particulars of the similar work done in government institutions: (Please attach copy of Service/work orders for our reference)

Order Placed by (full add of client)	Order No. & date	Brief Description of similar work done Rate Contract with other Companies / govt organization	Value of order	Date of completion of contract	Contact Person along with Telephone No., Fax No. And email Address
1	2	3	4	5	6

\_\_\_\_\_  
(Signature of the Tenderer)

Company Seal:

Date:

Annexure-IV  
**TENDER ACCEPTANCE LETTER**  
(To be submitted on Firm/Company Letterhead)

To, \_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender. NIT No. IITI(MM)/MM/10/10A/252/SR/2022-23 dated Aug 05, 2022 for "Insurance Coverage of Institute Fixed Assets"**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein and I have no objection for any of the content of the bid document and I undertake not to submit any complaint/ representation against the bid document after submission date and time of the bid. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **180 days** and shall be bound to start the service within the specified period.
8. I/We agree to start the service and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/receipt of supply/service order.
9. **I/We agree that in case if we fail to cover the service/complete the work/supply within the stipulated time, then institute has full power to compound the liquidity damages or forfeit the Bid Security/Security Deposit or any necessary action as deemed fit can be taken by the IIT Indore.**
10. The articles shall be of the best quality and of the kind as per the requirement of the institution. The decision of the IIT Indore, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me. Should the said officer deem it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
11. / /We declare that no legal/financial irregularities are pending against the proprietor/partner of the bidding firm or manufacturer.
12. I/We undertake that the rates quoted by me when approved and selected by the IIT Indore will be valid for one year from the date of approval of the tender/Notification of award or till extended as mutually agreed upon. I undertake to start the service within stipulated period and if fail to supply order during the stipulated period the necessary action can be taken by the IIT Indore, India.
13. I/We undertake that if the rates of service are lowered due to any reason, I will charge the lower rates.
14. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same service during the current Financial Year.
15. Affidavit regarding No CBI Inquiry/FEMA/ Criminal proceeding/Blacklisting/debarring is pending or going on against the manufacturer/bidder firm is also enclosed. I undertake that I will not submit any irrelevant documents with the bid and in doing so I will not have any objection if my bid is rejected on that ground.

16. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of State/Central//Institute/Department/PSUs. I/we also offer to start the service at the prices and rates not exceeding those mentioned in the price bid.
17. I/We do hereby confirm that I/we aware about the provisions of "Make in India"/startup initiatives and directives regarding Price Preference Policy to Make in India Registered Bidders and I/We undertake for following the same as per directions of IIT Indore in respect of this E-Bid Enquiry.
18. I/We undertake to respect Anti-Profiteering Rule under GST Act 2017 of Govt. of India and will have mandatorily to pass on the benefit due to reduction in rate of tax to the IIT Indore by way of commensurate reduction in our prices. And if I/we will found defaulter for following of above said rule (i.e. passing all the benefits of GST Tax Regime price reductions to IIT Indore), the IIT Indore have the right to initiate necessary action deemed fit as per GST Act 2017 against our firm.
19. I/we also declare that in case of change of Indian Agent or for any other change. Merger, dissolution solvency etc. in the organization, we would take care of the services and will provided written confirmation for the same.
20. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any Supply/work done by our Agency or alleged to have been done by our Agency under this bid, it shall be recovered by the IIT Indore from our Agency.
21. I/we undertake, If any under payment is discovered, the amount shall be duly paid to our Agency by the IIT Indore.
22. I/we undertake that we shall liable to provide all the relevant records copies during the concurrency period of Contract or otherwise even after the Contract is over, whenever required by IIT Indore.

(Signature of the Tenderer)

Company Seal:

Date:

**Annexure-V**  
**DECLARATION REGARDING CLEAN TRACK**  
 (To be submitted on Firm/Company Letterhead)

To,  
 The Joint Registrar  
 Materials Management Section  
 I.I.T. Indore,  
 Simrol, Khandwa Road  
 Indore – 453 552.

Date :

**Sub: NIT No. IITI(MM)/MM/10/10A/252/SR/2022-23 dated Aug 18, 2022 for “Insurance Coverage of Institute Fixed Assets”**

Dear Sir,

I/we carefully gone through the Terms & Conditions contained in the above-referred NIT.  
 I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi-Government Organizations / Institutions in India or abroad.  
 I/we further certify that I'm a competent officer in my company /firm to make this declaration.

**Or**

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government Semi Government Organizations / Institutions	Reason	Since when and for how long

In case the above information is found false I/we are fully aware that the tender/contract shall be liable to be rejected/cancelled by the IIT Indore and EMD / SD shall be forfeited.

In addition to the above, IIT Indore will not be responsible to pay the bills for any completed / partially completed work.

\_\_\_\_\_  
 (Signature of the Tenderer)

Company Seal:

Date:

(NOTE: In case the company/firm was blacklisted previously, please provide the details regarding the period for which the company/firm was blacklisted and the reason/s for the same)

**Annexure-VI**  
**DECLARATION OF ANNUAL TURNOVER AND**  
**INCOME TAX RETURN**

(To be submitted on Firm/Company Letterhead)

To,  
The Joint Registrar  
Materials Management Section  
I.I.T. Indore,  
Simrol, Khandwa Road  
Indore – 453 552.

Date :

**Sub: NIT No. IITI(MM)/MM/10/10A/252/SR/2022-23 dated Aug 18, 2022 for “Insurance Coverage of Institute Fixed Assets”**

Dear Sir,

I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references :

F.Y 2017-18	F.Y 2018-19	F.Y 2019-20	F.Y 2020-21

And,

I/we hereby declare that, our firm had filed Income Tax Returns for last years i.e. F.Y. 2017-18, 2018-19, 2019-20, & F.Y. 2020-21. Supported by copy of ITR of four years.

\_\_\_\_\_  
(Signature of the Tenderer)

Company Seal:

Date:



**Annexure-VII**  
**PRICE REASONABILITY CERTIFICATE**  
(To be submitted on Firm/Company Letterhead)

1. I/We \_\_\_\_\_ hereby certify that the prices quoted by us in our offer letter No.....are not higher than prices to any Government Department/PSU/Institution.
2. I/We further certify that I/We have not quoted for any service in offer letter at prices lower than those quoted for the relevant service to any Government/Semi-Government/ Public/Institution within the period of 90 days preceding the last date of submission of the offer.
3. I/We hereby undertake that I/We will not quoted for any service in offer letter at prices lower than those quoted for the relevant service to any Government/Semi-Government/ Public/ Institution/ within the period of validity of the offer.
4. I/We also undertake to bring the attention of the Authorities, any incidence of breach of any of the above paras within 30 days from the occurrence of the breach and further undertake to refund/reimburse the difference which may arise due to breach of any of the above paras and I/We also understand that the decision of Authorities, regards to the determination of quantum payable shall be final.

\_\_\_\_\_  
(Signature of the Tenderer)

Company Seal:

Date:

## Annexure-VIII

(To be submitted on Firm/Company Letterhead)

**UNDERTAKING**

I/We hereby declared that all the information compliances as per Standard terms & conditions mentioned in the NIT Document No: \_\_\_\_\_ for “**Insurance Coverage of Institute Fixed Assets** \_\_\_\_\_” will be submitted by us, if required/asked.

Further, we will provide all Statuary valid Certificates/Permissions/License as required for smooth running of the services.

Furthermore, I/We hereby declare that, our quoted prices against this E-Bid Enquiry are not higher than prices offered by us to any others Govt. Institutions/Other Institutions/Departments as per prevailing market prices and we are liable for passing of all the benefits of GST in terms of cost reduction on account of various tax factors to IIT Indore as per the provisions of GST Act 2017. If any time IIT Indore will get the information that we have supplied service on higher prices in comparison to other institutes on the basis of prevailing applicable prices, we are undertaking that, we are liable for refunding and depositing back such difference amount to IIT Indore from our side without any question.

I/We are also undertaken that the Department of Commerce or Ministry/any other Department has been not debarred/blacklisted our firm as per best of our knowledge, if any such debarment/blacklisting come to the notice of IIT Indore Authorities during execution of Supplies against this E-Bid Enquiry, Indore have right to reject our proposal and take appropriate action deemed fit against our firm as per prevailing applicable Rules & Regulations.

\_\_\_\_\_  
(Signature of the Tenderer)

Company Seal:

Date: