



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, इंदौर, पिन- 453552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

Bidding Documents for

Laboratory services for Makerspace Laboratory

आवश्यकता की अनुसूची के अनुसार तकनीकी एवं वित्तीय बोली के दस्तावेज़ ऑनलाइन
जमा करने हेतु

**Documents to be submitted online for
(Technical & Financial Bid as per Schedule of requirement)**

सहायक कुलसचिव
(सेवा अनुबंध)
Assistant Registrar
(Service Contracts)



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

Tel.: 0731-6603408/3369
Email: servicecontracts@iiti.ac.in

निविदा आमंत्रण सूचना / NOTICE INVITING TENDER (NIT)
for
Laboratory services for Makerspace Laboratory

Online e- Tenders are invited by IIT Indore (in Two Bid System) for the "(Laboratory services for Makerspace Laboratory) with the following details.

Sl. No.	Description	NIT No.	EMD
1.	Laboratory services for Makerspace Laboratory	IITI(SC)/CW/NIT/VAS/443/2024-2025	Rs. 34,000/- (Rupees Thirty-Four Thousand Only) Online EMD Submission: Bidder can submit their EMD online by visiting to the below link: https://www.onlinesbi.sbi/sbicollect/

SUBMISSION OF BIDS ONLINE IN TWO BID: <https://CPPP.gov.in>

***NIT No. 443 should be mentioned for the purpose of EMD Submission and the Tender No. should be referred for bid submission/communication etc.**

Note:

- I. Tender Documents with detail terms & conditions can be downloaded from our website: <https://www.iiti.ac.in/tender> & <https://eprocure.gov.in/eprocure/app>
- II. The pre bid report will be published as a part of the tender document.
- III. All the details pertaining to the NIT such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.

IIT Indore shall not be responsible for non-receipt of bid due to internet issues or any other reasons. **For any issues related to tender please contact Service Contracts Section, Tel: +91-0731-6603408/3369 Email: servicecontracts@iiti.ac.in**

भारतीय प्रौद्योगिकी संस्थान इंदौर
(संयुक्त रूप से)
सिमेंट रोड, इंदौर - 453552
सिमेंट रोड, इंदौर - 453552

अनुभाग 1 / SECTION 1**निविदा की अनुसूची/ SCHEDULE OF TENDER**

Sl. No.	Event	Date and Time/ Remarks
01	निविदा दस्तावेज़ डाउनलोड करने की तारीख Downloading of Tender document online from CPPP	From March 04, 2025 http://www.IIT Indore.ac.in/tender
02	ऑनलाइन बोली जमा करने की अंतिम तिथि और समय (तकनीकी और वित्तीय बोली) Last date & Time of Submission of Bids Online (Technical and Price Bid)	March 12, 2025 upto 02.00 PM (IST) Please refer tender Terms at IIT INDORE
03	तकनीकी बोलियाँ खोलने की तिथि एवं समय Opening of Technical Bids Online	March 13, 2025 at 02.30 PM (IST) Please refer tender Terms at IIT INDORE
04	निविदा के संबंध में सभी संचार को संबोधित करने हेतु All the communications with respect to the tender shall be addressed to:	Assistant Registrar (Service Contracts) IIT Indore, 4th Floor West Wing (Toward's Gate-1), Abhinandan Building, Khandwa Road, Simrol, Indore- 453552 Tel.: 0731-6603408/3369, Email: servicecontracts@iiti.ac.in
05	Submission of Bid Online	https://eprocure.gov.in/eprocure/app
06	Contract Period	Initially 01 year from the date of issue of work-order which may be extended further upto 02 years subject to satisfactory performance in the spell of 1 year at the absolute discretion of IIT Indore.
07	Schedule of Price Bid Opening	Schedule for opening of Price Bids will be notified via CPPP only to the bidders qualifying the Technical Bid evaluation.
08	किसी भी आवश्यक सहायता के लिए संपर्क करे FOR TAKING ASSISTANCE, IF ANY	CPPP Portal website: https://eprocure.gov.in/eprocure/app CPPP Portal Help Desk Toll Free No.:18004193436

अनुभाग 2 / SECTION 2

ऑनलाइन बोली जमा करने के लिए बोलीदाताओं को निर्देश
INSTRUCTIONS TO THE BIDDERS FOR ONLINE BID SUBMISSION

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.

1. 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: https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPPP Portal.
2. More information useful for submitting the online bids on the CPPP Portal is available/ obtained at ([URL: https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)).
3. For Registration: Bidders are required to enroll on the Central Public Procurement Portal ([URL: https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)).
4. 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 stipulates any condition of his own, such conditional tender is liable to be rejected.
5. IITI reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Technical Committee constituted by the IITI shall have the right to verify the particulars furnished by the bidder independently.
7. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
8. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line <https://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
9. The bidders may submit duly filled and completed bidding documents ONLINE as per instruction contained in the bidding documents. The incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in the complete bid document.
10. In case, a 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 IITI reserves the right to accept or reject any or all the tenders.
11. The detailed instruction for online submissions of bid(s) through the e-procurement module of Central Public Procurement Portal, the bidder(s) may visit following link:- [URL: https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app).

Assistant Registrar (Service Contracts)

**सहायक कुलसचिव
(सेवा अनुबंध)
Assistant Registrar
(Service Contracts)**

अनुभाग- 3 / SECTION- 3

बोली लगाने वालों के लिए निर्देश

INSTRUCTIONS TO BIDDER

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

- 1) 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.
- 2) 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.
- 3) 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 NIT / 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 the 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 must 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 service provider should fill in the complete details as mentioned in BOQ and exclude 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 the 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/etoken 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>
- 4) The bids should be in computer printouts or neatly typed and submitted online complying with the guidelines of CPP Portals. The bidder's name and signature should appear on each page of the bid document.
- 5) Tenderer who has downloaded the tender from the Institute's website and Central Public Procurement Portal (CPPP) shall not tamper/modify the tender document including downloaded Financial Offer template in any manner. In case if the same found tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited, and tenderer is liable to be debarred from doing business with IITI
- 6) Intending tenderers are advised to visit Institute website and CPPP website regularly till the closing date of submission of tender for any corrigendum/addendum/ amendment.
- 7) **The bidder may seek detailed clarifications on technical & financial issues (if any) on the conditions of bidding document through email (arsc@iiti.ac.in) addressed to the Assistant Registrar (MM), IIT Indore.**
- 8) Online Bid Form-The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, inter alia for the service to be supplied, a brief description with scope of service.
- 9) **Online Bid prices-**
 - a) The Bidder shall indicate the price on the BOQ as per defined scope of work 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 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.
 - b) **Price should be quoted on a per student per day basis (total of all four meals i.e Breakfast, Lunch, Evening snacks & Dinner).** The total cost per day per student should be quoted in words as well as figures (typed). The figures are to be quoted in Indian Rupees including all and any taxes, duties or other levies, surcharges etc.
- 10) **Prices indicated in the online price schedule shall be entered separately in the following manner.**
 - a) The price of the per day meal for 10 days should be clearly mentioned along with GST.
 - b) Any other service or charge applicable should be clearly mentioned and if not any additional amount will not be considered later on.
 - c) Any element of cost, taxes, duties levies etc. not specifically indicated in the online bid, shall not be paid by the IITI. **If the 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 the EMD will be forfeited.
- 11) **Period of validity of online bids:** Online Bids shall remain valid for acceptance for 60 days after the date of bid submission.

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

अनुभाग 4 / SECTION 4

सामान्य नियम और शर्तें

GENERAL TERMS & CONDITIONS

Please carefully review the following instructions regarding the submission of your tender for for the work of "Laboratory services for Makerspace Laboratory". Upon agreeing to the terms, kindly submit your acceptance in the prescribed format along with your Technical Bid.

1. **Tender Type:** This is a two-part tender process to be submitted through online mode.
 - a) **Part A – Technical Bid:** This will be opened on the due date for technical evaluation. A technical evaluation matrix will be uploaded on the CPP Portal. Technically disqualified bidders may submit representations within one week of the matrix upload. Non-representation within the stipulated time will result in the tender being processed without further opportunities for representation.
 - b) **Part B – Financial Bid:** The financial bids of technically qualified bidders will be opened subsequently.
2. **Pre-Bid Meeting:** A pre-bid meeting will be held as per the date and time provided in the tender schedule. This meeting is mandatory for bidders to clarify any doubts related to the scope of work and terms. Questions for the meeting must be submitted via email to servicecontracts@iiti.ac.in using Form 6, bearing the tender number and title, as per the provided schedule. Any amendments resulting from the meeting will be notified on the IIT Indore website and CPP Portal. No further queries will be entertained after the pre-bid meeting.
3. **Bid Submission:** Bidders must submit their bids only after considering any changes discussed in the pre-bid meeting. The bid must be submitted online via <http://eprocure.gov.in/eprocure/app>. Bids sent through fax, email, hand delivery, or post/courier will not be accepted.
4. **Bid Validity:** Bids must remain valid for a period of 60 days from the date of bid opening.
5. **Modification and Withdrawal of Bids:** No bid may be modified after the submission deadline. Bids cannot be withdrawn once submitted.
6. **Bid Security (EMD):** Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with:-
 - (i) Micro and Small Enterprises (MSEs)
 - (ii) Central Purchase Organization (CPO)
 - (iii) Concerned Ministry / Department.
 - (iv) Startups as recognized by the Department for Promotion of Industry and Internal Trade (DPIIT).
7. **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.

8. **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 IITI in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.
9. **Preliminary Examination:** The technical evaluation committee shall examine the bids to confirm that all documents and technical documentation requested in Section - 7 & 8 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 pre-qualification, technical scoring as incorporated in the NIT. The tenders, who do not meet the basic requirements, are to be treated as unresponsive and shall be disqualified for further process.
 - (c) The technical committee will call the bidders for presentations for experience, scope of service, planning of event, performance certificate, capability etc. as part of the evaluation process.
10. **Award Criteria:** The IITI reserves 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 highest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
11. **Right to vary Quantities at Time of Award:** The IITI reserves the right at the time of Contract award to increase or decrease the number of pax originally specified in the tender without any change in unit price or other terms and conditions. The IITI 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.
12. **IITI's right to accept Any Bid and to reject any or All Bids:** The IITI 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.
13. **Order Acceptance:** The successful bidder should submit service **order acceptance within 48 hours from the date of issue of order**, failing which it shall be presumed that the service is not interested, and his bid security is liable to be forfeited.
14. **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:
 - i. they have controlling partner (s) in common; or
 - ii. they have the same legal representative/agent for purposes of this bid; or
 - iii. they have relationships 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
 - iv. 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.

15. **Right of Acceptance:** This Institute does not pledge itself and reserves to itself the right to accept the whole or any part of the tender or portion of the quantity offered, and the service provider shall supply the same at the rate quoted. The service provider 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 service provider.
16. **Subletting of Work:** The service provider shall not assign or sublet the service/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.**
17. **No Unsolicited Correspondence:** 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 service provider is liable to be blacklisted.
18. **Techno-Commercial Discussions:** IITI 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 take on the spot decisions.
19. **Right to Modify Tender:** IITI reserves the right to modify/alter/Insertion or deletion on any part of the tender document to ensure fulfillment of its service requirement at any stage.
20. IITI does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.
21. **Force Majeure:** Neither the Agency 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.
22. **Breach of Terms and Conditions:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or bids at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
23. **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.**
24. **Settlement of Disputes**
 - i. **Amicable Settlement:** In case a dispute arises between the (IITI and the Agency (parties) regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. **The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receiving receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, Arbitration Clause shall become applicable.**

- ii. **Arbitration:** In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration of the **Registrar, IIT Indore or his nominee on mutual agreement of both the parties.**
- iii. The award of such Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever the Registrar, IIT Indore shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the above said terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. The Arbitration and Conciliation Act, 1996, shall deem to apply to arbitration proceedings. The venue of arbitration shall be Indore.

25. CANCELLATION OF CONTRACT:

- a) Notwithstanding any other provisions in this contract, the IITI reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The Agency is not eligible for any compensation or claim in the event of such cancellation.
- b) If at any later date, it is found that the documents and certificates submitted by the Agency are forged or have been manipulated, the work order issued to the Agency shall be canceled and Security Deposit issued to the IITI shall be forfeited without any claim whatsoever on IITI and the Agency is liable for action as appropriate under the extant laws.

26. Termination of the contract: The contract may be terminated in any of the following contingencies:

- i. By either party on giving notice in writing of 30 days to the other party (without assigning any reason).

OR

- ii. on assigning of the contract or any part thereof or any benefit or interest therein or there under by the Agency to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.

OR

- iii. on Agency being declared insolvent by the competent Court of Law without any notice.

OR

- iv. In case the Agency is not interested to continue the contract subject to the condition that the Agency shall give a minimum of three months' notice.

OR

- v. If the Agency does not give the requisite notice as mentioned above, then his security deposit shall be forfeited and Bank Guarantee shall be encashed in proportion to the period falling short of the specified notice period ; "Provided that during the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging his duties as before till the expiry of notice period".

अनुभाग 5 / SECTION 5

कार्य का दायराSCOPE OF WORK

Laboratory services are required to conduct practical classes of Makerspace (IC-152) Manufacturing Processes Lab (ME-258) and Machining Science and Metrology Lab (ME-355), Tinkerer's Lab and fabrication work. The laboratory services and assistance are required to ensure smooth functionality, safety, and efficiency of all machines and tools while also supporting the makerspace team through training and technical expertise. The details of the work are as follows:

Equipment Operations Support

- Support in operating various machines and tools.
- Provide real-time troubleshooting to address equipment malfunctions and minimize downtime.
- Ensure that equipment is operated in compliance with established safety protocols.
- Operations and maintenance of Makerspace/Tinkerer's equipment's
- Regularly monitoring the equipment for any abnormalities or potential issues

Technical Coordination

- Work with the makerspace/Tinkerer's management team to plan and implement operational schedules.
- Provide input for necessary technical improvements or upgrades.
- Conduct laboratory training sessions for students, staff and users, focusing on:
 - Safe and efficient equipment operation.
 - Basic troubleshooting techniques for common operational issues.
- Create user-friendly guides, including standard operating procedures and troubleshooting instructions.
- Orientation and training program for students/staff/faculty member.
- Assisting with routine machine operations and troubleshooting.

The scope includes operational support for the following types of equipment:

S.no.	Equipment name
1	Desktop Milling Machine
2	PCB Printing Machine
3	Single Nozzle 3D Printer
4	Soldering Station
5	Table Top Multimeter
6	Digital Oscilloscope
7	Power supply

8	Computerised Sewing Machine
9	Dual nozzle 3D Printer
10	Laser cutting machine
11	Vinyl Printing & Cutting Machine
12	3D Scanner
13	Vacuum forming Machine
14	Lathe Machine - CNC
15	Milling Machine - CNC
16	CNC Router
17	Band Saw
18	Scroll Saw
19	Resin printer

Penalty Clause:

- a) In case the Agency fails in fulfilling the obligations fully and in time, the IITI shall have the absolute right to take up the work at the Agency's cost and risk and recover any and all such expenses from the amounts due to the Agency including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
- b) The Agency shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IITI from any claims in this regard.
- c) If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated, and Security deposit forfeited. The Agency will have no claims what so ever on the IITI.

PAYMENT:

Monthly payment will be paid by the IIT Indore for the services in accordance with the agreement.

Payment of bills for services rendered will be on reimbursement basis of monthly payment cycle. The bills when submitted shall be supported by the following documents: -

- i) Bill on the Company letter-head giving details of services provided.
- ii) Amount shall be claimed along with details of payment made to the staff engaged for the previous month (copy of the Attendance Particulars to be attached) on reimbursement basis.
- iii) The company will ensure that all of their staff personnel should possess bank account in a national bank and their salaries are remitted to their account.
- iv) Income Tax will be recoverable from the Contractor's monthly bill as per rules.
- v) Required Certificates for safe disposal of wastes from the relevant government agency to the IIT Indore.

A. COMMENCEMENT OF WORK:

The Contractor is required to start the work with requisite manpower with effect from the date of acceptance of the contract. In case it is found that the work has not been

taken up from the above date, then IIT INDORE at its sole discretion may cancel the work order.

B. TERMINATION:

The contract may be terminated in the event of occurrence of any of the following contingencies: -

- i) Without any prior notice on the expiry of the contract period.
- ii) Either party may terminate the Contract by giving the other 30 days prior written notice of the same and this agreement will stand terminated on the expiry of the 30 days period provided always that the Company has fulfilled and complied with all its obligations to IIT INDORE in connection with and under this Agreement on the date of such termination. ***This is without prejudice to the right of institute to terminate the contract within first three months of initial deployment in which the institute may terminate the contract by giving notice of 2 weeks.***
- iii) In case of breach of any of the terms of this Agreement by the Company, IIT INDORE shall be entitled to terminate this agreement immediately without giving any written notice to the Company for the same. At this stage IIT INDORE shall be entitled to retain from and out of any amount then due to the Company hereunder or which become due after termination thereof, any amount which, according to IIT INDORE is due and owing to it by the Company arising directly or indirectly under this contract.
- iv) Notwithstanding any other provisions in this contract, IIT INDORE reserves the absolute right to terminate the contract forthwith, if it is found that continuation of the contract is not in public interest or the performance is not as per the requirement of IIT INDORE. The contractor is not eligible for any compensation or claim in the event of such cancellation.
- v) If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the IIT INDORE shall be forfeited without any claim whatsoever on IIT INDORE and the contractor is liable for action as appropriate under the extant laws.
- vi) IIT Indore shall reserve the right to impose a penalty or cancellation of the contract.

C. Post Termination Responsibility of the Company

Upon termination of this Agreement or on renewal of the same, the Company shall immediately deliver to IIT INDORE all the Documents and any/all data, held by it and which are in possession/custody/control of its Facility Staff to IIT INDORE. The Company shall also forthwith remove its entire Staff together with its machines/equipment/vehicle whatsoever from the premises of IIT INDORE. This is further subject to the fact that IIT INDORE may at its option direct the Company to finish any particular work/works which may at the date of termination be outstanding.

Any breach of the obligation or delay in its implementation shall, without prejudice to IIT INDORE's other rights at law, result in damages at the rate of Rs.10,000 per day with

interest thereon at the rate of 18% per annum. This amount may without prejudice to all other rights of recovery vesting by law in IIT INDORE be, also recovered from the outstanding monies, if any, of the Company which may at the date be outstanding in the hands of IIT INDORE.

D. Non-Exclusive

It is agreed and clarified that this Tender/Agreement is on a non-exclusive basis and the parties are at liberty to enter into similar agreements with others. (Provided, however, the Company shall ensure that its entering into agreement/s with other parties, shall not in any way conflict with or affect IIT INDORE's interests, rights, remedies under this Agreement or in law).

अनुभाग - 6 / SECTION - 6

विशेष नियम और शर्तें

SPECIAL TERMS AND CONDITIONS

(Please read the following carefully and give acceptance for the same in the prescribed format and submit it with the Technical Bid).

1. The vendor must have 2 years of experience of providing laboratory services in any Makerspace/ Tinkerer's laboratory of IITs.
2. The vendor must provide the resumes of the prospective laboratory service engineer that they want to deploy in the makerspace IIT.
3. The perspective laboratory service engineer deployed by the vendor has to demonstrate good hands-on skills on the equipment located in the Makerspace laboratory and has to appear in the lab activity test followed by a presentation.
4. The prospective laboratory service engineer must be B.E/B.Tech in Mechanical/Electrical Engineering with First class.
5. The prospective laboratory service engineer deployed by the vendor must have 1-2 years of experience in any Makerspace laboratory/Tinkers' laboratory.
6. The age limit for prospective laboratory service engineer is between 25-30 yrs.
7. The prospective laboratory service engineer must take up laboratory demonstration and research work requests on research work.
8. The prospective laboratory service engineer will not be allowed to change or replace during the contract period.
9. The prospective laboratory service engineers deployed by the vendor has to provide services Monday to Saturday as per the Institute time in the laboratory.
10. The laboratory service engineers must assist with office work, record maintenance, and coordinate with other sections/departments/Centers of the Institute for various laboratory works.
11. Capable of providing training to students and good communication skills.
12. Thorough knowledge of CAD software, CNC programming, PCB milling and engineering drawing.
13. Understand the drawing submitted by the user and incorporate their suggestions. Knowledge of design and drafting of components.
14. Maintain the usage record, logbooks, and inventory.
15. Good knowledge of laboratory safety procedures and safety practices.

16. The bidder should provide consumables, uniform, safety equipment, tools and ID Card for their each and every staff for smooth and safe execution of services and the charges for the same will be borne by the bidder.
17. The person deployed for work should not be involved in any police case or any case should not be pending against them. The bidder will ensure that the police verification certificates are to be obtained from the staff to be deployed by him under the contract.
18. The Agency shall discharge obligations as provided under various applicable statutory enactments as mentioned below:
 - a. EPF and Miscellaneous Provision Act 1952
 - b. The Employees State Insurance (ESI) Act 1948
 - c. The Contract Labour (R&A) Act 1970 (Central Rules 1971)
 - d. The Inter-State Migrant Workmen (Regulation of Employment and conditions of service) act 1979
 - e. The Minimum Wages Act 1948 (Central Rules 1950)
 - f. The Payment of Wages Act 1936
 - g. The Workmen's Compensation Act 1923
 - h. Employment of Children's Act 1938
 - i. Payment of Bonus Act 1965
 - j. The Motor Vehicles (Amendment) Act 2019,
 - k. The Industrial Employment (Standing Orders) Act 1946,
 - l. Pollution Control and Environment Protection Laws,
 - m. And other relevant acts, rules and regulations, instructions, etc. issued /enforced from time to time.
19. The bidder must ensure that the quoted rates shall be as per the Central Minimum Wages for the particular work, prevailing during the period of the contract and other statutory requirements.
20. In case the bidder fails to fulfil the obligations fully and in time, IIT Indore shall have the absolute right to take up the work at the Bidder's cost and risk any and such expenses from the amounts due to the Bidder including Security Deposit. The institute shall have the right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill and/or security deposit.
21. The bidder will be fully responsible for any accident or mishaps involving workers engaged by the bidder and the bidder should meet the claims. The bidder shall indemnify IIT Indore from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the bidder at the Institute. The bidder will fully indemnify IIT Indore against all claims in this regard.
22. **Modification of specification of work:** IIT Indore reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate the contract.
23. **Tenure of Contract:** The contract will be for a period of 1 (one) year initially with a trial period of 3 (three) months. If the services during the trial period are satisfactory, the contract will be renewed for the remaining period of 9 (Nine) months. In case the services during the trial period do not meet the standard or found unsatisfactory, the contract will be terminated with two weeks' notice. IIT Indore may renew/extend the

contract to such further period(s), as it may deem proper and, in any case, not exceeding 2 (two) years in the spell of 1 year from the date of commencement of work, having regard to the quality and manner of the Service Provider's performance. However, it shall be with consent by the Service Provider on the same terms and conditions at the absolute discretion of IIT Indore.

24. In the event of local problems arising while discharging the functions at IIT Indore, the bidder will deal with such problems appropriately and the bidder will not bring IIT Indore on the scene of arising such matters.
25. IIT Indore reserves the right to terminate the contract without assigning any reason by giving a notice of one month. The bidder will also have to serve a notice of equal period, if bidder wishes to terminate the contract.
26. **Dispute Resolution:** The bidder shall abide by the rules and regulation of IIT Indore. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Court of Indore Jurisdiction or any other officer nominated by IIT Indore for arbitration whose decision shall be final and binding on the parties. The bidder agrees that the arbitrator could be an employee of IIT Indore and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration and Conciliation Act 1996.
27. IIT INDORE reserves the right to award the tender to a single party for the entire campus or may split among the multiple bidders based on the evaluation criteria.
28. **Performance Security:** The successful bidder must submit a performance security of 5% of the total cost of the tender within 7 days of the receipt of the Service Order, to be submitted from an Indian Scheduled Bank in the form bank guarantee valid from the date of commencing of services till 60 days beyond the date the closure of services. No interest will be payable by the IIT Indore on Performance Security. This Performance Security will be liquidated and forfeited in case the successful bidder performs poorly/ terminates the contract during the middle of contract period/ discontinue their service without prior notice/ incurs any loss to the IIT Indore property for reasons attributable to the successful bidder or as mentioned in this tender.
29. The above Performance Security amount shall be in one of the following forms:
 - (a) Unless otherwise stipulated in Tender Document or Contract, Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque drawn on any commercial bank in India, favoring the authority mentioned in therein.
 - (b) Issued by any commercial bank in India, in the prescribed form provided in **Form-XI**.
30. If the successful bidder, having been called upon by the IIT Indore to furnish Performance Security, fails to do so within the specified period, it shall be lawful for the IIT Indore at its discretion to annul the award and enforce Bid Securing Declaration (in lieu of forfeiture of the Bid Security), besides taking any other administrative punitive action like 'Removal from List of Registered Service providers' etc.

तकनीकी बोली (अपलोड किए जाने वाले दस्तावेजों की सूची)**TECHNICAL BID (LIST OF MANDATORY DOCUMENTS TO BE UPLOADED)**

Sl. No.	Particulars	Details & Reference
1.	Earnest Money Deposit Acknowledgement	
2.	Bidder Information	As per Form I
3.	Acceptance Certificate	As per Form II
4.	Declaration of Annual Turnover, Profit & Loss and Income Tax Return	As per Form IV
5.	Letter of Consent	As per Form VII
6.	Form of Undertaking	As per Form VIII
7.	Pre-Bid Query Form	As per Form IX
8.	Performance Report for Services provided in Government/ Semi-Government/ Autonomous Organizations	As per Form X
9.	Performance Security Format	As per Form XI
10.	Details of previous and current clients	As per Form V
11.	List of higher educational institution served	As per Form VI
12.	Non-Disclosure Agreement (NDA)/ Third Party Non-Disclosure Agreement	As per Form XII
13.	PAN details of the firm have to be indicated along with a certified copy	
14.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been blacklisted or changed the name of the firm (in original). <i>The Notary should be self-attested.</i>	
15.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original). <i>The Notary should be self-attested.</i>	
16.	The Signed copy of NIT	

Note:

1. Non-submission of all the documents mentioned above, except Pre-Bid Query Form & Performance Security Format (to be submitted only if applicable), by the bidder will amount to non-eligibility for this tender and its bid shall be liable to be rejected summarily.

अनुभाग 8 / SECTION 8

तकनीकी बोली अनुपालन आव्यूहTECHNICAL BID COMPLIANCE MATRIX

Documents details to be mandatorily submitted:

SI. No.	Details	Supporting Document Should be Submitted
1.	The bidder's firm must be a legally valid entity i.e. a Proprietary/Partnership Firm/Limited Company/Society Legally Constituted or Registered under the relevant Act.	enclose a self-attested copy of the registration certificates/relevant documents
2.	Udyam Certificate if bidder claim MSEs	Self-certified copies of documents.
3.	Startup Certificate if bidder claim as a startup	Self-certified copies of documents.
4.	<p>WORK EXPERIENCE: The Vendors / Bidders should have work experience as per the following parameters.</p> <p>Three similar completed work costing not less than Rs. 6,65,520/- in last 3 (Three) years for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) where they have completed the similar works.</p> <p style="text-align: center;">OR</p> <p>Two similar completed work costing not less than Rs. 8,31,900/- in last 3 (Three) for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) where they have completed the similar works</p> <p style="text-align: center;">OR</p> <p>One similar completed work costing not less than Rs. 13,31,040/- in last 3 (Three) years for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) where they have completed the similar works.</p> <p>Note: Similar work means Laboratory services for Makerspace Laboratory.</p>	<p>Work orders and satisfactory completion valid certificates issued by respective buyer organization of the above order in support of experience to be enclosed. Without submission of completion certificate the experience will not be considered.</p> <p>The valid certificate should be in Letter Head of the concerned government organization with authorized signatory.</p>
5.	The service provider must have 3-4 years of experience of providing laboratory services and operation of equipment in any Makerspace/ Tinkerer's laboratory of IITs.	Enclosed previous order copies

6.	List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is supplying material or having the similar type of contracts and a valid certificate regarding the satisfactory performance of the contract	As per enclosed FORM VI
7.	Valid certificate of company incorporation and Establishment registration certificate	enclosed self-attested copies of the certificates
8.	The bidder must have valid license for supply of manpower to the organizations/institutions under Contract Labour (Regulation and Abolition) Act 1970.	enclose self-attested copy of the document
9.	The bidder must be registered with Employees Provident Fund Organization (EPFO), Employees State Insurance Corporation (ESIC), and such other Tax Authorities as Income Tax, Professional Tax and Goods and Services Tax (GST)	enclose self-attested copies of registration such as EPFO, ESIC, GST, PAN
10.	The bidder should not be an employee of any of the IITs, Central or State Government, Autonomous Body, R&D Labs, IISERs, CFTIs (Centrally Funded Technical Institutes) or PSUs	Declaration to this effect is to be submitted
11.	Provide the details of equipment operation and handling along with technical specifications.	
12.	The service provider must have OEM certification for operation and services of equipment	
13.	The service provider must have active participation certification in makerspace /Tinkerer's /innovation program of IITs	
14.	The service provider must submit details of upgradation/ development of new facilities in areas of makerspace /Tinkerer's /innovation in his laboratory of last 3 years	
15.	Experience of providing fabrication services to Educational Institute/ Industry of repute	
16.	The makerspace committee will examine technical competency and skills of service provider in terms of equipment operation and handling test followed by the presentation	

अनुभाग 9 / SECTION 9
वित्तीय बोली/ Financial Bid

FINANCIAL 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, the tender will be completely liable to be rejected and EMD shall be forfeited.
4. Any element of cost, taxes, duties levies, etc. not specifically indicated in the BOQ, shall not be paid by the IITI. If the 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 the EMD will be forfeited.
5. The tender shall remain valid for acceptance for 60 days, from the date of tender opening.

Format of Price bid BOQ:

Sr. No.	Description	Number of months for services	Unit Price	Total Price
1.	<u>Laboratory services for Makerspace Laboratory</u>	12 Months		
Sub Total =				
GST @ 18% =				
Total =				

Yours faithfully

(Signature of the Tenderer)

Printed Name:

Designation:

Company Seal:

Date:

प्रपत्र - 1 / FORM - I**बोलीदाता सूचना प्रपत्र****Bidder Information Form***(To be submitted on Service Provider/ Company Letterhead)*

1.	Name of the Organization	
2.	Registration Number/ Incorporation/Gumasta License	
3.	Details of infrastructure persons employed and number of offices/branches available (attach separate sheet).	
4.	Registered Address with Pin code	
5.	Name of Director/ Partner(s)	
6.	Year of Establishment	
7.	Legal Status of the Organization (tick on appropriate option)	1. Limited Company 2. Undertaking 3. Joint Venture 4. Partnership 5. Others (In case of others, please specify)
8.	Category of the Organization	1. Micro Unit as per MSME 2. Small Unit as per MSME 3. Medium Unit as per MSME 4. Ancillary Unit 5. SSI 6. Others (In case of others, please specify)
9.	Contact Name, Email Id & Mobile No.	
10.	Bank Details	Name of Beneficiary : A/c. No. CC/CD/SB/OD: Name of Bank : IFSC NO. (Bank) : Branch Address and Branch Code:
11.	PAN No. of the Organization (copy should be enclosed)	
12.	GST No. of the Organization (copy should be enclosed)	
13.	EPF Registration No. of the Organization (copy should be enclosed), if applicable.	
14.	ESI Registration No. of the Organization (copy should be enclosed), if applicable.	
15.	Professional Tax Registration No. of the Organization (copy should be enclosed)	
16.	LWF Registration No. of the Organization (copy should be enclosed), if applicable.	
17.	Labour Registration No. of the Organization as per CL&RA Act 1970 (registration copy should be enclosed)	

Date:

Authorized Signatory

Place:

Name:
Designation:
Contact No.:

Company Seal

प्रपत्र - 2 / FORM - II

निविदा शर्तों की स्वीकृति हेतु/ Acceptance of Tender Terms

(To be submitted on Service Provider/ Company Letterhead)

Date: DD/MM/YYYY

To,
The Registrar
Indian Institute of Technology Indore
Khandwa Road, Simrol
Madhya Pradesh - 453552

Sub: Acceptance of Tender No. "IITI(SC)/CW/NIT/VAS/443/2024-2025" for Laboratory services for Makerspace Laboratory

1. I/ We have downloaded/ obtained this tender document(s) for the above mentioned 'Tender/service' from the website(s).
2. I/ We hereby certify that I/ we have read the entire terms and conditions of this tender from Page No. **02** to **36** (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement.
3. I/ We hereby unconditionally accept the tender conditions of the above-mentioned tender and its corrigendum(s) (if any) in its totality / entirety. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
4. I / We do hereby declare that our service provider has not been blacklisted/ debarred by any Govt. Department/Public Sector Undertaking/ Organization.
5. I / We do hereby declare that the prices quoted in our bid are inclusive of taxes, if not mentioned specifically.
6. I/ We agree to keep this offer open until **60 days** from the date of opening of the tender and shall be bound to provide the said services till the specified period.
7. I/ We agree that, if we fail to provide the services as per the terms and conditions of this tender and agreement, then the IIT Indore has full power to forfeit the Bid Security/ EMD or take any necessary action as deemed fit.
8. I/ We declare that no legal/ financial irregularities are pending against the proprietor/ partner of this service provider.
9. In case the tender is withdrawn within the validity period or the contract if awarded, I/We understand that our EMD will be forfeited, and I/We understand that I/We will be barred for future tendering.
10. I/We take full responsibility for the submission of authentic information/documents against the above cited bid.
11. I/We also hereby agree to abide by the rules and regulations of the IIT Indore, general conditions of the contract amended from time to time and to carry out the work according to the conditions laid down by the IIT Indore.
12. I/ We do hereby confirm that the prices/ rates quoted are fixed and are not higher than that approved by any other Govt. of State/ Central/ Institute/ Department/ PSUs during the current Financial Year. I/ We also offer to provide the services at prices and rates not exceeding those mentioned in the price bid.

(Signature of the Bidder, with Official Seal)

प्रपत्र - 3 / Form - III**स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र****DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION***(To be submitted on Service Provider/ Company Letterhead)*

I hereby certify that my service provider has neither been blacklisted/ debarred by any Institution of the Central or State Government, Govt. Departments/PSUs/Autonomous Bodies or concerned Bar Council in the last five years from the date of publishing of this tender and no bankruptcy/liquidation proceedings have been initiated against my service provider by any entity/government or quasi-government agency of PSU.

I also certify that the above information is true and correct in every respect and in case, later it is found that any details provided above are incorrect, any contract given to us may be summarily terminated and the service provider blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal

Or

I/we declare the following:-

No.	Country in which the company is debarred / blacklisted / case is pending	Blacklisted / 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.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal

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

प्रपत्र – 4 / FORM - IV

वार्षिक कारोबार की घोषणा और इनकम टैक्स रिटर्न

**DECLARATION OF ANNUAL TURNOVER, PROFIT & LOSS AND
INCOME TAX RETURN**

(To be submitted on Service Provider/ Company Letterhead)

To,
The Registrar
Indian Institute of Technology Indore
Khandwa Road, Simrol
Madhya Pradesh - 453552

Date: DD/MM/YYYY

Sub: NIT No. "IITI(SC)/CW/NIT/VAS/443/2024-2025"

Dear Sir,

I/we hereby declare that the details of our service provider's for Annual Turnover and Profit & Loss is as mentioned below, and the documentary evidence of the Audited Accounts is placed as enclosure:

Financial Year	Turnover	Profit & loss	Remarks
2021-2022			
2022-2023			
2023-2024			

I/we hereby also declare that our service provider had filed Income Tax Returns for the last three financial years and the filed copies of IT Return are enclosed.

My PAN No., GST Regn. No. are as follows:

PAN –

GST –

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal

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 3 financial year as specified in bid document and further details, if required, may be asked after opening of technical bids. There is no need to upload an entire voluminous balance sheet.

प्रपत्र - 5 / FORM - V

पिछले और वर्तमान अनुभव का विवरण

DETAILS OF PREVIOUS & CURRENT EXPERIENCE
(To be submitted on Service Provider/ Company Letterhead)

To,
The Registrar
Indian Institute of Technology Indore
Khandwa Road, Simrol
Madhya Pradesh - 453552

Date: DD/MM/YYYY

Sub: NIT No. "IITI(SC)/CW/NIT/VAS/443/2024-2025"

Dear Sir,

Details of previous and current experiences with the clients are furnished below:

Name of the Client and full address	Order No. and Date	Description of the services offered	Telephone and Email id of the client	Tenure of contract	Value of contract

Date:

Authorized Signatory

Place:

Name:
Designation:
Contact No.:

Company Seal

प्रपत्र – 6 / FORM - VI

बोली-पूर्व प्रश्न प्रपत्र

PRE-BID QUERY FORM

(To be submitted on Service Provider/ Company Letterhead)

Name of the Bidder: _____

Address: _____

Email ID: _____

Contact No.: _____

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/Deviation sought	Clarification/Response from IIT INDORE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

प्रपत्र - 7 / FORM - VII

सहमति - पत्र / Letter of Consent

Date:

To

The Registrar

Indian Institute of Technology Indore

Tender Ref. No.

Name of Work: 'Laboratory services for Makerspace Laboratory'

Dear Sir,

I/We understand the nature and quantum of work to be carried out. I/We have read various condition to the tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 180 days from the date fixed for opening the bid.

In case the tender is withdrawn within the validity period or the contract if awarded, I/We understand that our bid security declaration will be forfeited, and I/We understand that I/We will be barred for future tendering.

The rate quoted by us is firm and I/We will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance and terms of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the IIT Indore, general conditions of the contract amended from time to time and to carry out the work according to the conditions laid down by the IIT Indore.

Acceptance of this tender/contract shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signatures of Tenderer(s) with stamp, address

Note: *The formats have been made available in the word format in the document title 'Annexures'. The format may also be downloaded; no change should be made by the tenderers except filling up details. In case any change is made in the contents of the formats, except filling -up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.*

प्रपत्र - 8 / FORM - VIII

प्रदर्शन रिपोर्ट
Performance Report

(To be issued by the organization where Catering services is being provided)

1. Name of the Owner:
2. Name of the Company/Service Provider & Address:
3. Name and address of the organization where catering are provided:
4. Name and contact no. of the person in the organization for verification:
5. Date of award of contract:
6. Date of completion of contract:
7. Value of work in Contract:
8. Performance Report: Please tick/circle the correct option.

(a)	Quality of service	Excellent/Very Good/Good/Fair
(b)	Resourcefulness	Excellent/Very Good/Good/Fair
(c)	Behaviour and Attitude	Excellent/Very Good/Good/Fair
(d)	Redressal of complaints and Promptness	Excellent/Very Good/Good/Fair

Recommendation: _____

Seal of the Organization
Official

Signature of the Organization's

Designation:

Date:

प्रपत्र - 9 / FORM - IX

परफॉर्मेंस सिक्योरिटी प्रारूप / PERFORMANCE SECURITY FORMAT

(To be submitted on Service Provider/ Company Letterhead)

To,

.....

WHEREAS (name and address of the service provider) (hereinafter called "the service provider") has undertaken, in pursuance of contract no. Datedto supply (description of goods and services) (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the service provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the service provider such a bank guarantee:

NOW THEREFORE we hereby service provider that we are guarantors and responsible to you, on behalf of the service provider, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the service provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the IITI any money so demanded notwithstanding any dispute or disputes raised by the service provider(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment made by us under this bond shall be a valid discharge of our liability for payment thereunder and the service provider(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the service provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal:

Name & address of the Bank

Address of the Branch:

Phone No.:

E-mail ID.:

प्रपत्र - 10 / FORM - X

गैर-प्रकटीकरण समझौता (एनडीए)/तृतीय पक्ष गैर-प्रकटीकरण समझौता
Non-Disclosure Agreement (NDA)/ Third Party Non-Disclosure Agreement
(To be submitted on Service Provider/ Company Letterhead)

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with IIT Indore on contract is confidential and that the nature of the business of the IIT Indore is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the IIT Indore. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting of but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return all documents and property of IIT Indore to IIT Indore, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to IIT Indore's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes, or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the IIT Indore and are reasonable given the nature of the business carried on by the IIT Indore. I agree that this agreement shall be governed by and construed in accordance with the laws of the country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at _____, this ____ day of, 20____.

Date:

Authorized Signatory

Place:

Name:
Designation:
Contact No.:

Company Seal