



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

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



GeM Custom Bid

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)

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 working "(Laboratory services for Makerspace Laboratory) with the following details.

The agency submitting the offer against this proposal should be able to deploy adequate number of manpower for handling Laboratory requirement of the Makerspace Laboratory.

Sl. No.	Description of Stores	NIT No.	EMD
1.	Laboratory services for Makerspace Laboratory	IITI(SC)/CW/NIT/VAS/443/2024-25	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://gem.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: http://www.IITIndore.ac.in/tender_mms.php & <https://gem.gov.in>
- II. The pre-bid report will be published as a part of the tender document.
- III. All the details/documents 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 Government e-Marketplace (GeM).

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: +91-0731-6603369/3408 Email: servicecontracts@iiti.ac.in.**

Assistant Registrar (Service Contracts)

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(सेवा अनुबंध)
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अनुभाग-1 / SECTION-I

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 GeM	From February 05, 2025 https://gem.gov.in & http://www.IIT Indore.ac.in/tender_mms.php
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)	February 26, 2025 upto 03.00 PM (IST) Please refer tender Terms at IIT INDORE
03	तकनीकी बोलियाँ खोलने की तिथि एवं समय Opening of Technical Bids Online	February 26, 2025 at 03.30 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 Western 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://gem.gov.in
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 GeM only to the bidders qualifying the Technical Bid evaluation.
08	किसी भी आवश्यक सहायता के लिए संपर्क करे FOR TAKING ASSISTANCE, IF ANY	GeM Portal website: www.gem.gov.in GeM Portal Help Desk Toll Free No.:18004193436

रजिस्ट्रार (सर्विस कंट्रैक्ट्स)
Assistant Registrar (Service Contracts)

अनुभाग-2 /SECTION-II

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 confirming 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 Government E-Marketplace ([URL:http://gem.gov.in](http://gem.gov.in)). The bidders are required to submit copies of their bids electronically on the GeM Portal.
2. More information useful for submitting the online bids on the GeM Portal is available/ obtained at ([URL:http://gem.gov.in](http://gem.gov.in)).
3. For Registration: Bidders are required to enroll on the Government E-Marketplace ([URL:http://gem.gov.in](http://gem.gov.in)).
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. IIT INDORE reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Technical Committee constituted by the IIT INDORE shall have the right to verify the particulars furnished by the bidder independently.
7. Bidder(s) shall take into account that all costs including expenses on Salary, EPF, ESIC, Group Insurance, Uniform etc. shall be borne by the bidder and no claim for any extra payment for any reason shall be entertained.
8. The contractor shall be responsible for any damage caused to the institute by the deputed staff.
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 should and must be uploaded On-line <http://gem.gov.in>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
11. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall 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 tenders.
13. The detailed instruction for online submissions of bid(s) through e-procurement module of Government E-Marketplace, the bidder(s) may visit following link:- [URL:http://gem.gov.in](http://gem.gov.in).

Assistant Registrar (Service Contracts)

सहायक कुलसचिव
(सेवा अनुबंध)

Assistant Registrar
(Service Contracts)

अनुभाग-3 /SECTION-III

सामान्य निर्देश / GENERAL INSTRUCTIONS:

1. Indian Institute of Technology Indore (IIT INDORE) invites **Online tender for the work of "Laboratory services for Makerspace Laboratory"**.
2. **Tender Form:** Tender documents will not be issued in person. The tender document can be downloaded from IIT INDORE Website www.iiti.ac.in & gem.gov.in. Tender documents are in 2 (two) parts viz.,
 - a) **Part I (Technical Bid)**
 - b) **Part II (Price Bid).**Please go through the following carefully before submitting the bid/tender:
 3. Details of EMD, submission of tender, etc. are indicated elaborately in the tender document.
 4. **Opening of Part II of the bid: After verification of Part I (Technical Bid), price bid of only those bidders who satisfy all the eligibility criteria laid down in this notification will be opened.**
 5. In case, any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.
 6. Conditional, Incomplete tenders, Tender in any form other than the prescribed form issued by IIT INDORE or bids received in any mode other than the mode of submission prescribed will be rejected. In such cases, EMD submitted with the tender will be forfeited.
 7. The tender is not transferable under any circumstances.
 8. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
 9. **Evaluation of tender: In case two or more tenders are equal in monetary terms, work will be awarded to the contractor who has executed contracts of higher values.**
 10. IIT INDORE reserves the right to:
 - a) reject any or all the tenders without assigning any reason whatsoever;
 - b) not bind himself to accept the lowest or any tender; and
 - c) accept the whole or any part of the tender and the bidder shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website www.IIT Indore.ac.in.

अनुभाग-4 /SECTION- IV
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 IITI.
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.

अनुभाग-5 /SECTION-V**कार्यों का दायरा****SCOPE 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-VI**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-7 /SECTION-VII**तकनीकी बोली अनुपालन आव्यूह****TECHNICAL 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 should be as per GeM_GTC Clause 04, Point no (xiii), m, (i)	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	

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/Cumasta 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 - 2

निविदा शर्तों की स्वीकृति हेतु

ACCEPTANCE CERTIFICATE

(To be submitted on Service Provider/ Company Letterhead)

Date: DD/MM/YYYY

To,
The Registrar
Indian Institute of Technology Indore

Sub: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____, 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. 01 to 28 (including all documents like sections, 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. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
6. I/We agree to hold this offer open until 180 days and shall be bound to supply/commission/install/test the equipment and dispatch the same within the specified period.
7. I/We agree that in case if we fail to supply of services 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.
8. The services 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 services shall be final and binding on me. Should the said officer deem it necessary to change any services on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
9. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same items during the current Financial Year.
10. 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 supply the services at prices and rates not exceeding those mentioned in the price bid.

11. 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.
12. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any 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 your Agency.
13. I/we undertake, If any under payment is discovered, the amount shall be duly paid to your Agency by the IIT Indore.
14. I/we undertake that we shall be 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.

Yours faithfully

(Signature of the Bidder)

Printed Name:

Designation:

Company Seal:

Date:

प्रपत्र - 3 / Form - 3

स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र
DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(To be submitted on Firm/Company Letterhead)

To,
The Registrar
Indian Institute of Technology Indore

Date:

Sub: NIT No.: "IITI(SC)/CW/NIT/VAS/443/2024-25"

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 / blacklisted/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	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.

Yours faithfully

(Signature of the Tenderer)

Printed Name:

Designation:

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)

प्रपत्र - 4 / FORM - 4

वार्षिक कारोबार की घोषणा और इनकम टैक्स रिटर्न

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

(To be submitted on Firm/Company Letterhead)

To,
The Registrar
Indian Institute of Technology Indore

Date :

Sub: NIT No.: "IITI(SC)/CW/NIT/VAS/443/2024-25"

Dear Sir,

I/we hereby declare that the details of our firm's Annual Turnover and Profit & Loss are as follows duly certified by my/our Chartered Accountant:

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

And,

2) I/we hereby declare that our firm had filed Income Tax Returns for last 3 years i.e. FY 2021-22 to FY 2023-24. Supported by copy of ITR of three years.

Yours faithfully

(Signature of the Tenderer)

Printed Name:

Designation:

Company Seal:

Business Address :

Date:

CERTIFIED

(Name of the Chartered Accountant/Firm)

Seal

Date:

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,
DD/MM/YYYY
The Registrar
Indian IIT Indore of Technology Indore
Khandwa Road, Simrol
Madhya Pradesh - 453552

Date:

Sub: NIT No. "IITI(SC)/CW/NIT/VAS/443/2024-25"

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	No. of Manpower Deployed	Tenure of contract	Value of contract

Date:

Authorized Signatory

Place:

Name:
Designation:
Contact No.:

Company Seal

प्रपत्र - 6 / FORM - VI

सेवित उच्च शिक्षण संस्थानों की सूची

List of Higher Educational Institution Served

List of higher educational institutions/ research institutions/ universities served earlier within last 03 Years for the annual turnover of Rs. 8 lakh or above:

Should be furnished in the following format- only:

Sl. No.	Name of the Institute and full address	No. of persons deployed	Value of contract in Rupees per annum

Date:

**Signature of Bidder,
Seal & address**

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

उपक्रम का प्रपत्र / FORM OF UNDERTAKING

We hereby declare that the advertisement inviting applications for Services of Collection, Segregation and Disposal of Dry & Wet Waste has been published on GeM dated _____ exclusively and wide publicity has been given. The bids have been evaluated with regard to the qualitative requirement as mentioned in the published invitation of application.

We will be liable to appropriate action as per the contract in case of any shortcomings omission and commission.

SIGNATURE OF THE CONTRACTOR OR HIS
AUTHORIZED SIGNATORY

DATE:

ADDRESS WITH SEAL OF THE AGENCY /FIRM

प्रपत्र - 9 / FORM - IX
बोली-पूर्व प्रश्न प्रपत्र/प्रारूप
PRE-BID QUERY FORM

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

प्रपत्र - 10 / FORM - X

सरकारी / अर्ध-सरकारी / स्वायत्त संगठन में प्रदान की गई

सेवाओं के लिए प्रदर्शन रिपोर्ट

Performance Report for Services provided in

Government/ Semi-Government/ Autonomous Organizations

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

1. Name of the Owner:
2. Name of the Company/Firm & Location:
3. Name of organization where services are provided:
4. Name and contact No. of the person in the Organization for verification:
5. Date of award of contract:
6. Date of expiry of license/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/Poor
(b)	Resourcefulness	Excellent/Very Good/Good/Fair/Poor
(c)	Behaviour and Attitude	Excellent/Very Good/Good/Fair/Poor
(d)	Redressal of complaints and Promptness	Excellent/Very Good/Good/Fair/Poor

Signature of Auth Representative

Name:

Designation:

Business Add:

Office Seal

(Signature of the Tenderer)

Name:

Designation:

Company Seal:

Business Address:

Date:

प्रपत्र - 11 / FORM - XI

परफॉर्मेंस सिक्योरिटी प्रारूप

PERFORMANCE SECURITY FORMAT

To,

.....
WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier 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 supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, 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 supplier 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 Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(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 so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(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 supplier 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 supplier 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 and address of the Branch
Phone No., Fax No. & e-mail id.

प्रपत्र - 12 / FORM - XII

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

प्रपत्र -13 / FORM-XIII**Format for Price Breakup/Financial Document****for****Laboratory services for Makerspace Laboratory****Name of the Bidder/ Bidding Firm / Company:** _____

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 =	

Note:

- All Terms & Conditions will be as per NIT Document uploaded on GeM.
- Format for Price Breakup (FORM-XIII) must be uploaded at the time of Price bid submission.
- Agency will be required to quote total price in INR as above in GeM bid and upload the price breakup in the above format in the price breakup field.**
- Ranking will be done on the basis of total financial quote of the technically qualified agencies. Technically qualified agency, quoting minimum total premium will be awarded the contract.

(Signature of the Tenderer)

Company Seal

Date: