

Notice Inviting Quotation (E-Publishing mode)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

Dated: 12/01/2024

Open Tender Notice No. IITD/SPS(SP-79)/2024

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

Details of the item	Annual Rate Contract for the supply of Chemicals, Labware & Glassware
Earnest Money Deposit to be submitted	Rs.1,00,000/- (Rs. One Lakh Only)
Performance security	For successful bidder, EMD will be converted to Security Deposit and will be retained with IIT Delhi till the expiry / termination of rate contract

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/epublish/app> . Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/epublish/app> .The portal enrolment is free of cost. This is an offline tender process where bidders needs to submit physical bids at office of the indenter (Ref. Para 7 of Schedule, Next page).

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document offline on the website <http://eprocure.gov.in/epublish/app> as per the schedule given in the next page.

SCHEDULE

1.	Price of Tender Document EMD Amount (If applicable)	Rs.< <u> </u> > (Rupees <u> </u> only) Rs. 1,00,000/- (Rupees One Lakh only) (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the offline quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
2.	Issue of Tender Document	12.01.2024 AT 17:00 HRS
4.	Date of pre bid meeting <optional>	24.01.2024 AT 15:00 HRS
5.	Last Date and Time for receipts of Bids	02.02.2024 AT 15:00 HRS
6.	Opening of Technical Bid	02.02.2024 AT 15:30 HRS
7.	Place of Bid Submission & Opening of Bids	Stores and Purchase Section Indian Institute of Technology, Hauz Khas, New Delhi - 110016
8.	Address of Communication	Stores and Purchase Section Indian Institute of Technology, Hauz Khas, New Delhi - 110016
9.	Contact Phone Numbers	011-26597154, 26591727
10.	Fax Number	011-26597131
11.	E-mail Address	

*Tender document can also be downloaded (from <12.01.2024> to <02.02.2024>) from IIT Delhi Website (www.iitd.ac.in/tenders).

Stores and Purchase Section
Indian Institute of Technology
Hauz Khas, New Delhi-110 016

NOTICE INVITING QUOTATIONS

Dated: 12/01/2024

Subject : **Annual Rate Contract for the supply of Chemicals, Labware & Glassware.**

Invitation for Tender Offers

Indian Institute of Technology Delhi invites offline Bids (Technical bid and Commercial bid) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for the supply of Chemicals, Labware & Glassware as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/epublish/app> .

INSTRUCTIONS TO BIDDER: Enclosures to the Bid:

Sl. No.	Enclosures to the Bid:
1	Annual Rate Contract (ARC) application Form duly filled-in, as digitally signed (Ref. Annexure II)
2	Commercial Bid
3	EMD payment through RTGS (UTR No. UTR date & Bank Details attached)
4	Authorization Letter from Manufacturer for the dealers / distributors
5	Document related to the dealer's/ Auth. Dealer's Sales Tax and Income Tax
6	Copies of the ARC or order for similar stores from any IITs or any Govt. organizations.
7	ENCLOSE THE CATALOGUE /PRICE LIST (xls/ pdf format only) (MANDATORY)

Eligibility of Bidders:

8	Copy of GST Registration to be enclosed.
9	Copy of PAN to be enclosed
10	A valid EMD Exemption certificate issued by NSIC (A Govt. of India Enterprise) is acceptable. To get EMD exemption, copy of this certificate must be enclosed. It may be noted that mere MSME registration is not enough to get benefit of EMD exemption.
11	The bidder should have entered in Annual Rate Contract (ARC) for the supply of Chemicals, Labware & Glassware with at least three Government Departments/Educational Institute/Universities/ PSUs OR should have supplied the said items in at least six such organizations during the last three years. Copies of the Annual Rate Contract/ Supply order issued by the clients must be attached.

12	Rate contract proposal will be accepted from the reputed OEM (Original Equipment Manufacturer) firms/suppliers/dealers positioned in India. The firm should be Registered in India, should have a manufacturing center in India and should be in existence for minimum three years.
13	Average Annual Turnover of company should be Rs.25 crores or above for the last three consecutive years. Turnover in terms of P&L and B/sheet statement for the FYs 2020-21, 2021-22 and 2022-23 should be certified by an Accounts Professional (Chartered Accountant).
14	The bidders should not have been blacklisted by any Government / Semi Government / Board/ Corporations/ Autonomous Body during the last two years. A self-declaration is to be submitted by the firm to this effect.
15	The bidders should have a Standard Price List of all the products applicable throughout the country. Electronic version of the catalog indicating the price of each items be provided. The List of items may be provided in xls or pdf format only. No other format is acceptable.
16	The quoted price shall be valid and remain the same for the entire duration of the contract.
17	Any change in price due to unforeseen reasons, the same should be brought to the attention of SP Section IIT Delhi along with valid proof towards the price change. The change in the price will come into effect only after the approval of the Competent Authority of the Institute.
18	Bills with revised price submitted without the approval of Competent Authority will be summarily rejected.
19	The bills for all the delivered goods should be submitted within 15 days of supply failure to do so will result in the rejection of bill.
20	The last date for the submission of bills in a financial year shall be 10th of March.

A complete set of tender documents* may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/epublish/app> . Bidder has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) online through RTGS/NEFT only.

Terms & Conditions Details

Sl. No.	Specification
1.	Due date: The tender has to be submitted off-line before the due date. The offers received after the due date and time will not be considered.
2.	Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format i.e Financial Bids to be submitted in PDF format. The Technical bid and the financial bid should be submitted Offline.
3.	EMD (if applicable): The tenderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. Refer to Schedule (at page 1 of this document) for its actual place of submission.
4.	Refund of EMD: The EMD will be returned to unsuccessful Tenderer only after finalizing tenders. In case of successful bid, it will be converted into Security Deposit and will be retained by the Institute till expiry of the Rate Contract. After expiry, EMD will be refunded as per norms.
5.	Opening of the tender: The Offline bid will be opened by a committee duly constituted for this purpose. Offline bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at “Annexure: Schedule” in presence of bidders’ representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened offline first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the on offer/bid which technically meets all requirements as per the specification and will be opened in the presence of the vendor’s representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
6.	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.
7.	<p>Pre-qualification criteria:</p> <ul style="list-style-type: none"> (i) Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed. (ii) An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well. (Ref. Annexure-II) (iii) OEM should be nationally/ internationally reputed Branded Company. (iv) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid. (v) In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. (vi) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

8.	Performance Security: The supplier shall require to submit the performance security in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank for an amount which is stated at page #1 of the tender document within 21 days from the date of receipt of the purchase order/LC and should be kept valid for a period of 60 days beyond the date of completion of warranty period.
9.	Packing Instructions: Each package will be marked on three sides with proper paint/indelible ink, the following: i. Item Nomenclature ii. Order/Contract No. iii. Country of Origin of Goods iv. Supplier's Name and Address v. Consignee details vi. Packing list reference number
10.	Delayed delivery: If the delivery is not made within the due date for any reason, the Committee will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value / price.
11.	Prices: The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of taxes & duties shall be clearly indicated. The price should be quoted without custom duty and excise duty, since IIT Delhi is exempted from payment of Excise Duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued on demand.
12.	Validity: Contract will be valid initially for two years from the date of award of contract. However, it may be extended for one more year if there is no complaint and performance/ services of the Contractor are found satisfactory
13.	Notices: For the purpose of all notices, the following shall be the address of the Purchaser and Supplier. Purchaser: Assistant Registrar, Store & Purchase Section, Indian Institute of Technology Delhi Hauz Khas, New Delhi - 110016. Supplier: (To be filled in by the supplier) (Supplier should submit its detail as per Annexure-II).
14.	Inspection and Tests: Inspection and tests prior to shipment of Goods and at final acceptance are as Follows, if required: <ul style="list-style-type: none"> • After the goods are manufactured and assembled, inspection and testing of the goods shall be carried out at the supplier's plant by the supplier, prior to shipment to check whether the goods are in conformity with the technical specifications attached to the purchase order. Manufacturer's test certificate with data sheet shall be issued to this effect and submitted along with the delivery documents. The purchaser shall be present at the supplier's premises during such inspection and testing if need is felt. The location where the inspection is required to be conducted should be clearly indicated. The supplier shall inform the purchaser about the site preparation, if any, needed for installation of the goods at the purchaser's site at the time of submission of order acceptance. • The acceptance test will be conducted by the Purchaser, their consultant or other such person nominated by the Purchaser at its option after the equipment is installed at purchaser's site in the presence of supplier's representatives. The acceptance will involve trouble free operation and ascertaining conformity with the ordered specifications and quality. There shall not be any additional charges for carrying out acceptance test. No malfunction, partial

	<p>or complete failure of any part of the equipment is expected to occur. The Supplier shall maintain necessary log in respect of the result of the test to establish to the entire satisfaction of the Purchaser, the successful completion of the test specified.</p> <ul style="list-style-type: none"> • In the event of the ordered item failing to pass the acceptance test, a period not exceeding one weeks will be given to rectify the defects and clear the acceptance test, failing which the Purchaser reserve the right to get the equipment replaced by the Supplier at no extra cost to the Purchaser. • Successful conduct and conclusion of the acceptance test for the installed goods and equipment shall also be the responsibility and at the cost of the Supplier.
15.	<p>Resolution of Disputes: The dispute resolution mechanism to be applied pursuant shall be as follows:</p> <ul style="list-style-type: none"> • In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Technology (IIT) Delhi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. • In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. <p>The venue of the arbitration shall be the place from where the order is issued.</p>
16.	<p>Applicable Law: The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to the place of jurisdiction. The place of jurisdiction would be New Delhi (Delhi) INDIA.</p>
17.	<p>Right to Use Defective Goods</p> <p>If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.</p>
18.	<p>Supplier Integrity</p> <p>The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.</p>
19.	<p>Governing Language</p> <p>The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.</p>
20.	<p>Notices</p> <ul style="list-style-type: none"> • Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address. • A notice shall be effective when delivered or on the notice's effective date, whichever is later.
21.	<p>Taxes</p> <p>Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so, stipulated in the order.</p>

22.	<p>Duties IIT Delhi is exempted from paying custom duty under notification No.51/96 (partially or full) and necessary “Custom Duty Exemption Certificate” can be issued after providing following information and Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute, (no certificate will be issued to third party): The procured product should be used for teaching, scientific and research work only.</p> <p>a) Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists) b) Forwarder details i.e. Name, Contact No., etc.</p> <p>IIT Delhi is exempted from paying Excise Duty and necessary Excise Duty Exemption Certificate will be provided for which following information are required-</p> <p>a) Quotation with details of Basic Price, Rate, Tax & Amount on which ED is applicable b) Supply Order Copy c) Proforma-Invoice Copy.</p>
23.	<p>Termination for Default The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:</p> <p>i. If the Supplier fails to deliver any or all the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or ii If the Supplier fails to perform any other obligation(s) under the Contract. iii If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</p> <ul style="list-style-type: none"> ● For the purpose of this Clause: <ul style="list-style-type: none"> i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;” <p>In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.</p>
24.	<p>“In case of CIF/CIP shipments, kindly provide the shipment information at least 2 days in advance before landing the shipment along with the documents i.e. invoice, packing list, forwarder Name, address, contact No. in India to save demurrage charges (imposed by Indian Customs). Otherwise these charges will be recovered from the supplier/Indian Agent.”</p>
25.	<p>GENERAL TERMS AND CONDITIONS:</p> <p>Period of the Contract: The Annual Rate Contract (ARC) will be valid initially for two years from the date of award of contract. However, it may be extended for one more year if there is no complaint and performance/ services of the supplier are found satisfactory.</p> <p>Delivery Schedule:</p> <p>1. Materials should be door delivered at IIT Delhi.</p>

	<ol style="list-style-type: none"> 2. Delivery must be made within a period of 2-7 working days from the date of Supply Order either directly or through their dealer network unless otherwise specified. 3. If the suppliers fail to deliver the stores within the allotted delivery period as specified above, the Purchaser may procure goods or services similar to those un-delivered upon such terms and in such manner as it deems appropriate from any other firm and the supplier will be liable to the purchaser for any excess cost. Part Supply is normally not acceptable. But may be allowed on genuine cases, on written request only. 4. If the suppliers fail to deliver the stores within the allotted delivery period as specified above, the Purchaser may procure goods or services similar to those un-delivered upon such terms and in such manner as it deems appropriate from any other firm and the supplier will be liable to the purchaser for any excess cost. 5. Part Supply is normally not acceptable. But may be allowed on genuine cases, on written request only.
26.	<p>Appointment of Local Dealer/ Stockiest:</p> <p>The Manufacturers (OEMs) /principals offering for the ARC may furnish the name and address of their local distributor /dealer so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealer/ stockiest has been nominated by the principal, the bills raised by them against our purchase order will be accepted.</p> <p>Any addition and deletion of dealership/ distributorship shall be intimated to the undersigned immediately on the authorization of a new party. If required, OEM can authorize maximum Two Dealers.</p>
27.	<p>Loss, Damage & shortage:</p> <p>IIT Delhi shall not be responsible for any loss, damages and shortage during transit. Payment shall be made for materials received in good conditions only.</p>
28.	<p>General:</p> <ol style="list-style-type: none"> 1. A panel of suppliers/dealers will be selected for the Supply of Laboratory Chemicals, Labware and Glassware. 2. Director, IIT Delhi reserves the right to enter into parallel Rate Contract for similar items any time during the period of Rate Contract with one or more parties. 3. The Rate Contract can be terminated at any time by giving one month's notice by either party. 4. The stores so supplied will have to be of high quality & grade and in the event if chemicals are found to be of inferior quality, the supplier is liable to be banned or suspended from doing business in IIT Delhi and other Govt. organizations. 5. The acceptance of the offer will rest with the Director, IIT Delhi, who does not bind himself to accept the lowest tender and reserves the right to reject/accept partially or wholly the tenders received, without assigning any reason. 6. Mere submission of application/ proposal does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which decision of Director, IIT Delhi shall be final and binding on the parties. 7. Printed terms and conditions of the applicant on their quotation Form/ Literature/ Letter etc. if any, will not be binding on us. 8. Enlistment under Rate Contract with this Institute does not ensure business of any quantum, whatsoever. 9. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.
29.	<p>Acceptance / Rejection:</p> <p>a) Director, IIT Delhi reserves the right to accept a quotation in part or in full or to reject all quotations or any of the quotations received, for non-compliance of any of the above items, conditions or instructions or for any other reason without assigning any reason thereof.</p>

30.	Force Majeure: Force Majeure will be accepted on adequate proof thereof.
31.	Legal Matter: All Domestic and International disputes are subject to Delhi Jurisdiction Only.
32.	The quoted price shall be valid and remain the same for the entire duration of the contract.
33.	Any change in price due to unforeseen reasons, the same should be brought to the attention of SP Section IIT Delhi along with valid proof towards the price change. The change in the price will come into effect only after the approval of the Competent Authority of the Institute.
34.	Bills with revised price submitted without the approval of Competent Authority will be summarily rejected.
35.	The bills for all the delivered goods should be submitted within 15 days of supply failure to do so will result in the rejection of bill.
36.	The last date for the submission of bills in a financial year shall be 10th of March.

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

Sl. No.	Enclosures to the Bid (Mandatory):	Compliance Y/N
1	Annual Rate Contract (ARC) application Form duly filled-in, as digitally signed (Ref. Annexure II)	
2	Commercial Bid	
3	EMD payment through RTGS (UTR No. UTR date & Bank Details attached) Copy of transaction be enclosed.	
4	Authorization Letter from Manufacturer for the dealers / distributors.	
5	Document related to the dealer's Sales Tax and Income Tax	
6	Copies of the ARC or order for similar stores from any IITs Or any organizations.	
7	ENCLOSE THE CATALOGUE /PRICE LIST (MANDATORY)	
8	GST: The bidder should enclose the copy of GST	
9	PAN: The bidder should enclose the copy of PAN	
10	The bidders submitting their offer must have received and exec order from any of IITs or Govt. agency for the similar items. Co such order must be enclosed with the offer. Non submission of such credentials shall lead to rejection of the offer.	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

ANNEXURE-II

APPLICATION FORM FOR ANNUAL RATE CONTRACT

Sl. NO.	PARTICULARS	
1	NAME & ADDRESS OF THE OEM/ FIRM/ VENDOR (With Tel./Fax/Mobile/ email address)	
2	NAME & ADDRESS OF LOCAL AUTHORISED DEALER/ DISTRIBUTER, IF APPLICABLE. (With Tel./Fax/Mobile/ email address) OEM may authorize maximum Two Dealers	i) ii)
3	GST NO. OF THE FIRM / DEALER (copy to be attached)	i) ii)
4	PAN NO. OF THE DEALER (copy to be attached)	i) ii)
5	UTR No. (if there is on-line payment of EMD) (copy of transaction to be attached)	
6	BANK DETAILS OF THE BIDDER- a) Name of the Bank b) Account Number c) Attach scanned copy of one Cheque book leaf to enable us to return the EMD to unsuccessful bidder	

(Signature of the Tenderer)

Name:

Seal of the Company

ANNEXURE III

Declaration

- We hereby declare that all the particulars given in this application are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked for by IIT Delhi. We understand that information provided by us will serve as Pre- qualification Criteria for enlistment on ANNUAL RATE CONTRACT and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract, our contract may be cancelled and all our claims may be forfeited by the IIT Delhi. We have read and understood all the terms and conditions of ANNUAL RATE CONTRACT and we fully agree to it.
- We also declare that we will not sell our products at a lesser price to other parties than those given to you and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of IIT Delhi.
- We also undertake that all the terms and such as Product Range, Price, Discount, Delivery/other charges, Terms of Payment and also the name/s of the Dealer/ Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will promptly change our distributor / supplier if a request/ complaint is received from your end with regard to this effect due to any reason.

Date:

Place:

Signature:

Name:

Designation:

Seal of the firm

Annexure-IV

List of Govt. Organization/Deptt.

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Annexure-V**COMMERCIAL BID**

Sr. No.	Particulars	
1	Percentage of discount offered on Catalogue Prices (Both in figure and words)	
2	GST charged on base price.	
3	Name of other IITs/Govt. Institutes having similar ARC/Orders (attach copies)	
4	Delivery Period	2-7 working days
5	Delivery of Materials	Door Delivery at IIT Delhi

We have also attached the .PDF copy of the price catalog of own product range which is valid on Pan India basis.

Authorized Signatory

Name of the Organization

Seal of the Organization

Bid Submission

Offline Bid Submission:

The Offline bids (complete in all respect) must be sealed in **two** Envelops as explained below-

Envelope – 1 (Following documents to be provided)		
Sl. No.	Content	Documents
1.	Compliance Sheet as per Annexure - I	Technical Bid
2.	Application Form for Annual Rate Contract as per Annexure - II	
3.	Organization Declaration Sheet as per Annexure - III	
4.	List of organizations/ clients where the same products have been supplied (in last three years) along with their contact number(s). (Annexure-IV)	
Envelope – 2		
Sl. No.	Content	Documents
1.	Price should be quoted in figures and words as per Annexure – V	Financial Bid
2.	Price catalog of all chemicals in form of soft copy in CD (pdf/.xls only)	