

Notice Inviting Quotation (E-Procurement mode)

कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योरमेंट मोड)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

भारतीय प्रौद्योगिकी संस्थान दिल्ली

HAUZ KHAS, NEW DELHI-110016

हौज खास, नई दिल्ली -110016

Dated/ दिनांक : 17/09/2020

Open Tender Notice No. / खुला प्रस्ताव निविदा सूचना नंबर: IITD/DMS(SP-3155)/2020

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

इंडियन इंस्टीट्यूट ऑफ टेक्नोलॉजी दिल्ली निम्नलिखित मदों की खरीद की प्रक्रिया में है।

Details of the item आइटम का विवरण	Service (Hiring of Market Research Agency for Data Collection)
Earnest Money Deposit to be submitted बयाना जमा करने के लिए जमा राशि	Not Applicable
Warranty वारंटी अवधि	Not Applicable
Performance security निष्पादन सुरक्षा	Not Applicable
Delivery Schedule	75 days

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदा दस्तावेज केन्द्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छुक बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है कि 'ऑनलाइन बोली के लिए निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

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 online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी दिल्ली निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पर पूरा निविदा दस्तावेज ऑनलाइन जमा करें। अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

कोई मैनुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करना चाहिए)

SCHEDULE

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open
Tender Category (Services/Goods/works)	Service
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Service
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Source of Fund (Institute/Project)	Project Code <u>RP03895G</u>
Currency	Indian Rupee (INR)
Date of Issue/Publishing	17/09/2020 (15:00 Hrs)
Document Download/Sale Start Date	17/09/2020 (15:00 Hrs)
Document Download/Sale End Date	08/10/2020 (15:00 Hrs)
Date for Pre-Bid Conference	24/09/2020 (10:00 Hrs)
Venue of Pre-Bid Conference	Online (The link for the meeting is given below) <u>Join Microsoft Teams Meeting</u> Learn more about Teams Meeting options
Last Date and Time for Uploading of Bids	08/10/2020 (15:00 Hrs)
Date and Time of Opening of Technical Bids	09/10/2020 (15:00 Hrs)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Dr. Smita Kashiramka ,Department of Management Studies,Vishwakarma Bhawan, Saheed Jeet Singh Marg,Indian Institute of Technology Delhi,Hauz Khas, New Delhi-110016.
Contact No.	9560764264(M) / 01126591224(O)
Email Address	smitak@dms.iitd.ac.in

**Chairman Purchase Committee
(Buyer Member)**

Instructions for Online Bid Submission/ ऑनलाइन बोली (बिड) के लिए निर्देश:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). 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.

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाण पत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों का मतलब है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां ऑनलाइन जमा करें।

More information useful for submitting online bids on the CPP Portal may be obtained at:

अधिक जानकारी सीपीपी पोर्टल पर ऑनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

बोलीदाताओं को "नामांकन के लिए यहां क्लिक करें" लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन निःशुल्क है

- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

- 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.

बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इन का उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी (जैसे सिफ़ी / टीसीएस / एनकोड / ई-मुद्रा आदि) , उनके प्रोफाइल के साथ

- 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 DSCs to others which may lead to misuse.

केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार हैं कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

- 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 / eToken.

बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी / ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग ऑन करता है।

SEARCHING FOR TENDER DOCUMENTS/ निविदा दस्तावेजों के लिए खोजना

- 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.

सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोलीदाताओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

- 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 / e-mail in case there is any corrigendum issued to the tender document.

बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं 'मेरी निविदाओं' फ़ोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी कि गई है।

- 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.

बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

PREPARATION OF BIDS / बोली (बिड) की तैयारी

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

- 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.

कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझने के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिनमें बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या - जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

बोलीदाता, अग्रिम में, निविदा दस्तावेज / अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ / एक्सएलएस / आरएआर / डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

- 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 certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाण पत्र आदि)) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध "मेरा स्पेस" क्षेत्र का उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे "मेरा स्पेस" क्षेत्र से जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की ज़रूरत नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

SUBMISSION OF BIDS/ बोली (बिड) का जमा करना

- 1) Bidder should log into the site well in advance for bid submission so that he/she 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.

बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन करना चाहिए ताकि वह समय पर बोली अपलोड कर सके या फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

- 3) Bidder has to select the payment option as "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).

बोलीदाता को निविदा शुल्क / ईएमडी को भुगतान के लिए "ऑन लाइन" के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से ऑन लाइन पर भुगतान करने की आवश्यकता होती है (अनुसूची, पेज नं .2 देखें)।

- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. 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 rejected.

एक मानक BoQ प्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQ फाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सफेद रंगीन (असुरक्षित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अन्य कक्ष नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने पर, बोलीदाता को इसे सहेजना होगा और इसे ऑनलाइन जमा करना होगा, बिना फाइल नाम बदलना। यदि BOQ फाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को खारिज कर दिया जाएगा।

- 5) 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.

सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

- 6) 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.

बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

- 8) Upon the successful and timely submission of bids, 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.

बोलियों के सफल और समय पर जमा होने पर, पोर्टल एक सफल बोली प्रस्तुत करने का संदेश देगा और एक बोली सारांश बोली संख्या के साथ प्रदर्शित किया जाएगा। और अन्य सभी प्रासंगिक विवरणों के साथ बोली प्रस्तुत करने की तारीख और समय।

- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

ASSISTANCE TO BIDDERS / बोलीदाताओं को सहायता

- 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.

निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए या निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

- 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. The contact number for the helpdesk is 1800 233 7315.

ऑनलाइन बोली प्रस्तुत करने या सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7 सीपीपी पोर्टल हेल्पडेस्क पर निर्देशित किया जा सकता है। हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 है

General Instructions to the Bidders / बोलीदाताओं के लिए सामान्य निर्देश

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से ऑनलाइन प्राप्त होंगी तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को। पीडीएफ प्रारूप में अपलोड करना होगा।

- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

कंपनी के नाम में स्मार्ट कार्ड / ई-टोकन के रूप में मान्य क्लास II / III डिजिटल हस्ताक्षर प्रमाण पत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाण पत्र अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी "डीएससी के बारे में सूचना" लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

- 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 <https://eprocure.gov.in/eprocure/app>.

निविदाकर्ता को सलाह दी जाती है कि वे निविदाकार को निर्देश दिए गए हों ताकि ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्ॉर्ममेंट पोर्टल के जरिए <https://eprocure.gov.in/eprocure/app> पर ऑनलाइन निविदाएं जमा कर सकें।

NOTICE INVITING QUOTATIONS

Subject : <Purchase of services/ Hiring of Market Research Agency for data collection

Indian Institute of Technology Delhi invites Online Bids (Technical bid and Commercial bid) from eligible and experienced professional survey agencies/market research organisations/consultancy organisations to conduct a nationwide survey and collect primary data for the study titled ‘Technical Textiles Industry in India: Opportunities and Challenges’ being conducted for Ministry of Textiles, Government of India. This will enable IIT Delhi and other government agencies to better understand Technical Textiles industry. IIT Delhi will use the results of this survey to draw insights which will be helpful in improving the planning and decision making for future endeavors.

The questionnaires for conducting the survey along with the tentative list of target firms/organizations will be provided by IIT Delhi. IIT Delhi reserves the right to award the work contract to the same agency if the sample size is increased during the course of the study.

The bids are to be submitted as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>.

TECHNICAL SPECIFICATION:

Sl. No.	Technical Specifications
1	The sample size for the assignment is 300 Product manufacturing firms/organisations, 23 Raw material manufacturing firms/organisations and 30 Machine manufacturing firms/organisations. The sample must have appropriate representation of firms/organisations from all the 12 specified segments of Technical Textile industry.
2	The approval of Principal Investigator (PI) from IIT Delhi will have to be taken for the list of respondents that will be covered in the study. The identification of firms/organisations that will serve as respondents will have to be done with the full knowledge and approval of the PI for the subject study at IIT Delhi at each stage.
3	The agency must provide completion certificates/letter or a message from client confirming completion of assignment/proof of final payment for at least five projects conducted in the last three years, where they have undertaken market surveys/surveys of beneficiaries/surveys of stakeholders with a sample size of 500 or more in India, each carried out within a period of three months.
4	The agency must provide work order copies/work contracts/purchase orders or equivalents for at least five projects undertaken where they have collected data from manufacturing

	companies/processors/assembly units (B2B) in India with a sample size of 300 or more.
5	The agency must have at least Rs.20 crore annual turnover in each of the last two years FY 2018-19 and FY 2019-20.
6	The agency must have at least 50 employees with at least 10 of them having Masters' degree or more. The proof of qualification (copies of degree certificates) must be provided for each of the Masters' degree (or above) holding employee.
7	The agency must agree to complete the final survey and submit the final tabulated data within 75 days from the date of assignment of work order.
8	The agency must conduct a pilot study (sample size: 5) and submit soft copy (MS-Excel sheet) and one hard copy of tabulated data in 15 working days from the date of work order.
9	The agency must agree to furnish an Inception Report within 15 days of date of work order. The inception report must contain detailed work plan, respondents as identified by the agency, geographical and segment wise breakup, work schedule with committed dates for intermediate achievements of survey milestones, results of pilot testing of five respondents two of which must be Product Manufacturing organisations and one each from the two categories (Raw material and Machine manufacturing firms) must be covered.
10	The agency must state their willingness to agree to be monitored in the data collection process by the Project Team. The agency must submit fortnightly progress reports on 5th and 20th of calendar month to update the Project Team of IIT Delhi.
11	The agency must submit the original data in both excel and SPSS File Format along with hard copies of the draft report (One copy) and final report (five copies). The agency must also submit soft copy (in MS word and PDF) of all the filled up questionnaires duly signed by the respondents to the project team at IIT Delhi.
12	The Project team of IIT Delhi will cross verify and validate the data from time to time and the agency must extend cooperation and data for the same.
13	The data collected by the agency must not be shared, used, and reproduced in parts or in full with anyone except the PI of the project.
14	The data collection agency must not use the data collected for this project in any form during or after the project completion for any other purpose.
15	The data collection agency will sign an undertaking, taking the responsibility for the collection of correct data.
16	The study will involve surveying the following types of firms/organisations in the Indian technical textile industry: <p style="text-align: center;">I. Product manufacturing firms/organisations II. Raw material manufacturing firms/organisations III. Machine manufacturing firms/organisations</p> The questionnaires seek firm/organisation related details as well as sector level information from the targeted sample firms/organisations.

I. Questionnaire for Product manufacturing firms/organisations:

This questionnaire pertains to different aspects of technical textile product manufacturing firms/organisations, comprising of 36 questions, divided into the following sections:

Section Description	Number of questions
Section A: General information about the firm/organization	04
Section B: Technical textile product offerings	04
Section C: Production details (product-wise and segment-wise)	05
Section D: Raw material, production process, and machine	10
Section E: Financial performance, trade, and foreign investment information	03
Section F: Human resource	03
Section G: Future growth potential	03
Section H: Challenges and opportunities	04
Total number of questions	36

- i. The questionnaire comprises of both close-ended (Section A to G) and open-ended (descriptive type) (Section H) questions. There are 4 open-ended Questions and 32 close-ended Questions.**
- ii. There are 4 questions pertaining to production, production capacity, and total sales revenue (product-wise and segment-wise), financial performance, and human resource that require data from financial year 2014-15 to financial year 2019-20.**
- iii. The sample size for the assignment is 300 respondent firms/organisations. The sample must have appropriate representation of firms/organisations from all the 12 specified segments of technical textiles.**

II. Questionnaire for Raw material manufacturing firms/organisations:

- i. This questionnaire pertains to different aspects of technical textile raw material manufacturing firms/organisations, comprising of 14 questions.**
- ii. The questionnaire comprises of both closed-ended and open-ended (descriptive type) questions. There are 3 open-ended questions and 11 close-ended questions.**
- iii. There are 2 questions pertaining to production and total supply (including export) that require data from the financial year 2014-15 to financial year 2019-20.**
- iv. The sample size specified is 23 respondent firms/organisations.**

III. Questionnaire for Machine manufacturing firms/organisations

- i. This questionnaire pertains to different aspects of technical textile machine manufacturing firms/organisations, comprising of 16 questions.**

- ii. The questionnaire comprises of both close-ended and open-ended (descriptive type) questions. There are 5 open-ended questions and 11 close-ended questions.
- iii. There is one question pertaining to production and production capacity that requires data from the financial year 2014-15 to financial year 2019-20.
- iv. The sample size specified is 30 respondent firms/organisations.

In reference to the abovementioned 3 questionnaires:

- The study must be conducted by interacting with firms/organisations and obtaining the responses from such firms/organisations directly. The information in each questionnaire will have to be endorsed/signed by a responsible official of every such respective respondent firm/organisation along with furnishing of their individual Names and Phone Numbers in each case.
- The agency may reach out the PI for any questionnaire related clarifications. The questionnaire may be shown during the pre-bid conference.

Sl. No.	List of optional items
1	The agency may provide work order copies on projects conducted for public sector organizations or government organizations in India in the last 5 years.
2	The agency may provide details on ISO certification achieved.
3	The agency may provide one page CV of the project team leader, with contact details.
4	The agency may provide a project management structure with number of manpower engaged.
5	The agency may provide work orders for projects in the technical textile or textile sector.

A complete set of tender documents* may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/eprocure/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 on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will 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 BoQ_XXXX. The Technical bid and the financial bid should be submitted Online. Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as 'Optional' in the specs is not to be included for overall comparison.
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 the Tenders are finalized. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipment.
5.	Opening of the tender: The online bid will be opened by a committee duly constituted for this purpose. Online 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 online 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 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.	Pre-qualification criteria: (i) Bidders should be a firm registered under The Companies Act (1956/2013). (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) (ii) 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. (iii) The agency must have at least Rs.20 crore annual turnover in each of the last two years FY 2018-19 and FY 2019-20. (iv) The agency must have at least 50 employees with at least 10 of them having Masters' degree or more. The proof of qualification (copies of degree certificates) must be provided for each of the Masters' degree (or above) holding employee.
8.	Performance Security: The supplier shall require to submit the performance security in the form of irrevocable bank guarantee, as applicable, issued by any Indian Nationalized Bank for an amount which is stated at page #1 of the tender document within four working days from the date of issue of the purchase order/LC and should be kept valid for a period of 60 days beyond the date of completion of study period.
9.	Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure

	<p>to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <ul style="list-style-type: none"> For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
10.	Risk Purchase Clause: In event of failure of the agency to complete the survey within the stipulated delivery schedule, IIT Delhi has all the right to get the partial or full survey done from any other agency on the total risk of the original agency under the risk purchase clause.
11.	Packing Instructions: Each package will be marked on three sides with proper paint/indelible ink, the following: <ul style="list-style-type: none"> i. Item Nomenclature ii. Order/Contract No. iii. Supplier's Name and Address iv. Consignee details v. Packing list reference number
12.	Delivery and Documents: Performance Bank Guarantee, as applicable, valid for a period of at least 75 days after the expected/planned date of submission of the final report and data. Inception report as described earlier with contact details of sample respondents identified for carrying out the survey as well as results of the pilot sample survey (5 respondents out of which at 2-3 are Product manufacturers) Final data in the soft copy in the form of MS Excel sheet and SPSS format One soft copy (MS word and PDF) and one hard copy of draft report with tabulated data. One soft copy (MS word and PDF) and 5 hard copies of final report within 75 days of date of work order The agency must also submit soft copy (in MS word and PDF) of all the filled up questionnaires duly signed by the respondents.
13.	Delayed delivery/completion: If the survey is not completed 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.
14.	Prices: The price should be quoted in Cost per unit of completed questionnaire for the survey exclusive of all taxes (INR) as well as Cost per unit of completed questionnaire for the survey inclusive of all taxes (INR).
15.	<p>Notices: For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.</p> <p>Purchaser: Dr. Smita Kashiramka Department of Management Studies Vishwakarma Bhawan Indian Institute of Technology Hauz Khas, New Delhi - 110016.</p> <p>Supplier: (To be filled in by the supplier) (Supplier should submit its supplies information as per Annexure-II).</p> <hr/>

16.	Progress of Supply: The agency must furnish an Inception Report within 15 days of date of work order. The inception report must contain detailed work plan, respondents as identified by the agency, geographical and segment wise breakup, work schedule with committed dates for intermediate achievements of survey milestones, results of pilot testing of five respondents two of which must be Product Manufacturing organisations and one each from the two categories (Raw material and Machine manufacturing firms) must be covered.
17.	Resolution of Disputes: The dispute resolution mechanism to be applied pursuant shall be as follows: <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 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.
18.	Applicable Law: The place of jurisdiction would be New Delhi (Delhi) INDIA.
19.	Supplier Integrity: 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. The data collected by the agency must not be shared, used, and reproduced in parts or in full with anyone except the PI of the project. The data collection agency must not use the data collected for this project in any form during or after the project completion for any other purpose. The data collection agency will sign an undertaking, taking the responsibility for the collection of correct data.
20.	Governing Language: 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.
21.	Applicable Law: The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.
22.	Notices: <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 email 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.
23.	Taxes: 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 etc, in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order. For research purpose(s) ONLY , 5% GST will be applicable with concessional GST Certificate.
24.	Payment: (ii) 100% payment shall be made by the Purchaser against delivery, verification and acceptance of the inception and final reports at IITD to the entire satisfaction of the Purchaser and on production of unconditional performance bank guarantee as specified in Clause 8 of tender terms

	and conditions. In case of any shortfall in completing the specified number of responses, the payment will be made on pro-rata basis.
25.	<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> <ol style="list-style-type: none"> i. If the Supplier fails to deliver the final survey report 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. <ul style="list-style-type: none"> ● For the purpose of this Clause: <ol 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;” ● 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.
26.	Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within New Delhi.
27.	Compliance certificate: This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)
28.	<p>As per Ministry of Finance, Deptt. of Expenditure, Public Procurement Division Order (Public Procurement No.1) issued from file No.6/18/2019-PPD dated 23rd July, 2020 regarding Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) 2017, it is directed that any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority i.e. the Deptt. for Promotion of Industry and Internal Trade (DPIIT). <i>The said order will not apply to bidders from those countries (even sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects (updated lists of the countries are given in the Ministry of External Affairs)</i></p> <p>“Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participated in a procurement process.</p> <p>“Bidders from a country which shares a land border with India” for the purpose of this Order means:</p> <ol style="list-style-type: none"> i. An entity incorporated, established or registered in such a country; or ii. A subsidiary of an entity incorporated, established or registered in such a country; or ii. An entity substantially controlled through entities incorporated, established or registered in such

- a country; or
- v. An entity whose *beneficial owner* is situated in such a country; or
- v. An Indian (or other) agent of such an entity; or
- vi. A natural person who is the citizen of such a country; or
- ii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

The *beneficial owner* for the purpose of above will be as under: -

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercise control through other means.

Explanation-

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent of share or capital or profit of the company;
 - b. "Control" shall include the right to appoint majority of the directors or to control the management of policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
2. In case of a partnership firm, the beneficial owner is the natural person (s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

An agent is a person employed to do any act for another, or to represent another in dealings with the third person.

For Works contracts, including Turnkey contracts, the successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

A certificate shall be submitted by bidders in the tender documents regarding their compliance with the said order. If the certificate submitted by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law. Annexure VI (For Goods/ Services contracts)/ *Annexure VII (For Works contracts, including Turnkey contracts)*

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

Sl. No.	Technical Specifications	Compliance Y/N
1	The sample size for the assignment is 300 Product manufacturing firms/organisations, 23 Raw material manufacturing firms/organisations and 30 Machine manufacturing firms/organisations. The sample must have appropriate representation of firms/organisations from all the 12 specified segments of Technical Textile industry.	
2	The approval of Principal Investigator (PI) from IIT Delhi will have to be taken for the list of respondents that will be covered in the study. The identification of firms/organisations that will serve as respondents will have to be done with the full knowledge and approval of the PI for the subject study at IIT Delhi at each stage.	
3	The agency must provide completion certificates/letter or a message from client confirming completion of assignment/proof of final payment for at least five projects conducted in the last three years, where they have undertaken market surveys/surveys of beneficiaries/surveys of stakeholders with a sample size of 500 or more in India, each carried out within a period of three months.	
4	The agency must provide work order copies/work contracts/purchase orders or equivalents for at least five projects undertaken where they have collected data from manufacturing companies/processors/assembly units (B2B) in India with a sample size of 300 or more.	
5	The agency must have at least Rs.20 crore annual turnover in each of the last two years FY 2018-19 and FY 2019-20.	
6	The agency must have at least 50 employees with at least 10 of them having Masters' degree or more. The proof of qualification (copies of degree certificates) must be provided for each of the Masters' degree (or above) holding employee.	
7	The agency must agree to complete the final survey and submit the final tabulated data within 75 days from the date of assignment of work order.	
8	The agency must conduct a pilot study (sample size: 5) and submit soft copy (MS-Excel sheet) and one hard copy of tabulated data in 15 working days from the date of work order.	
9	The agency must agree to furnish an Inception Report within 15 days of date of work order. The inception report must contain detailed work plan, respondents as identified by the agency, geographical and segment wise breakup, work schedule with committed dates for intermediate achievements of survey milestones, results of pilot testing of five respondents two of which must be Product Manufacturing organisations and one each from the two categories (Raw material and Machine manufacturing firms) must be covered.	

10	The agency must state their willingness to agree to be monitored in the data collection process by the Project Team. The agency must submit fortnightly progress reports on 5th and 20th of calendar month to update the Project Team of IIT Delhi.																					
11	The agency must submit the original data in both excel and SPSS File Format along with hard copies of the draft report (One copy) and final report (five copies). The agency must also submit soft copy (in MS word and PDF) of all the filled up questionnaires duly signed by the respondents to the project team at IIT Delhi.																					
12	The Project team of IIT Delhi will cross verify and validate the data from time to time and the agency must extend cooperation and data for the same.																					
13	The data collected by the agency must not be shared, used, and reproduced in parts or in full with anyone except the PI of the project.																					
14	The data collection agency must not use the data collected for this project in any form during or after the project completion for any other purpose.																					
15	The data collection agency will sign an undertaking, taking the responsibility for the collection of correct data.																					
16	<p>The study will involve surveying the following types of firms/organisations in the Indian technical textile industry:</p> <p style="text-align: center;"> I. Product manufacturing firms/organisations II. Raw material manufacturing firms/organisations III. Machine manufacturing firms/organisations </p> <p>The questionnaires seek firm/organisation related details as well as sector level information from the targeted sample firms/organisations.</p> <p>I. Questionnaire for Product manufacturing firms/organisations:</p> <p>This questionnaire pertains to different aspects of technical textile product manufacturing firms/organisations, comprising of 36 questions, divided into the following sections:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Section Description</th> <th style="width: 30%;">Number of questions</th> </tr> </thead> <tbody> <tr> <td>Section A: General information about the firm/organization</td> <td style="text-align: center;">04</td> </tr> <tr> <td>Section B: Technical textile product offerings</td> <td style="text-align: center;">04</td> </tr> <tr> <td>Section C: Production details (product-wise and segment-wise)</td> <td style="text-align: center;">05</td> </tr> <tr> <td>Section D: Raw material, production process, and machine</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Section E: Financial performance, trade, and foreign investment information</td> <td style="text-align: center;">03</td> </tr> <tr> <td>Section F: Human resource</td> <td style="text-align: center;">03</td> </tr> <tr> <td>Section G: Future growth potential</td> <td style="text-align: center;">03</td> </tr> <tr> <td>Section H: Challenges and opportunities</td> <td style="text-align: center;">04</td> </tr> <tr> <td>Total number of questions</td> <td style="text-align: center;">36</td> </tr> </tbody> </table>	Section Description	Number of questions	Section A: General information about the firm/organization	04	Section B: Technical textile product offerings	04	Section C: Production details (product-wise and segment-wise)	05	Section D: Raw material, production process, and machine	10	Section E: Financial performance, trade, and foreign investment information	03	Section F: Human resource	03	Section G: Future growth potential	03	Section H: Challenges and opportunities	04	Total number of questions	36	
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- i. The questionnaire comprises of both close-ended (Section A to G) and open-ended (descriptive type) (Section H) questions. There are 4 open-ended Questions and 32 close-ended Questions.**
- ii. There are 4 questions pertaining to production, production capacity, and total sales revenue (product-wise and segment-wise), financial performance, and human resource that require data from financial year 2014-15 to financial year 2019-20.**
- iii. The sample size for the assignment is 300 respondent firms/organisations. The sample must have appropriate representation of firms/organisations from all the 12 specified segments of technical textiles.**

II. Questionnaire for Raw material manufacturing firms/organisations:

- i. This questionnaire pertains to different aspects of technical textile raw material manufacturing firms/organisations, comprising of 14 questions.**
- ii. The questionnaire comprises of both closed-ended and open-ended (descriptive type) questions. There are 3 open-ended questions and 11 close-ended questions.**
- iii. There are 2 questions pertaining to production and total supply (including export) that require data from the financial year 2014-15 to financial year 2019-20.**
- iv. The sample size specified is 23 respondent firms/organisations.**

III. Questionnaire for Machine manufacturing firms/organisations

- i. This questionnaire pertains to different aspects of technical textile machine manufacturing firms/organisations, comprising of 16 questions.**
- ii. The questionnaire comprises of both close-ended and open-ended (descriptive type) questions. There are 5 open-ended questions and 11 close-ended questions.**
- iii. There is one question pertaining to production and production capacity that requires data from the financial year 2014-15 to financial year 2019-20.**
- iv. The sample size specified is 30 respondent firms/organisations.**

In reference to the abovementioned 3 questionnaires:

- The study must be conducted by interacting with firms/organisations and obtaining the responses from such firms/organisations directly. The information in each questionnaire will have to be endorsed/signed by a responsible official of every such respective respondent firm/organisation along with furnishing of their individual Names and Phone Numbers in each case.**
- The agency may reach out to the PI for any questionnaire related clarifications. The questionnaire may be shown during the pre-bid conference.**

Sl. No.	List of optional items	
1	The agency may provide work order copies on projects conducted for public sector organizations or government organizations in India in the last 5 years.	
2	The agency may provide details on ISO certification achieved.	
3	The agency may provide one page CV of the project team leader, with contact details.	
4	The agency may provide a project management structure with number of manpower engaged.	
5	The agency may provide work orders for projects in the technical textile or textile sector.	

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. : _____

**<< Organization Letter Head >>
DECLARATION SHEET**

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 GST Number	
7 PAN Number	
(In case of on-line payment of Tender Fees)	
8 UTR No. (For Tender Fee)	
(In case of on-line payment of EMD)	
9 UTR No. (For EMD)	
10 Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Signature of the Tenderer)

Name: _____

Seal of the Company

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.

Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.		
Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

PREVIOUS SUPPLY ORDER DETAILS

Name of the Firm _____

Order placed by (Full address of Purchaser)	Order No. and Date	Description and quantity of order equipment	Value of order	Date of Completion of delivery as per contract	Has the equipment been installed satisfactorily (Attach a Certificate from the Purchaser/ Consignee)	Contact person along with Telephone No., Fax No. and email address)

Signature and Seal of the Manufacturer/ Bidder

Place: _____

Date: _____

ORIGINAL EQUIPMENT MANUFACTURER (OEM)
Manufacturing authorisation form (MAF)
(On Letter Head of Manufacturer)

ANNEXURE-V (Revised)

Tender No. :-

Date:-

To
The Director,
Indian Institute of Technology Delhi,
New Delhi- 110016

Dear Sir,

We manufactures of original equipment at (.....address of factory.....) do hereby authorize M/s (Name and address of Agent) to submit a bid, negotiate and receive the order format against your tender enquiry.

M/s. is authorized to bid and conclude the contract in regard to this business.

We hereby extend our full guarantee and warranty as per clause of the terms and conditions NIQ for the goods and services offered by the above firm.

Yours Faithfully,

(Name)

(Name & Seal of Manufactures)

Note: -

1. **Items of indigenous nature or quoted in INR**, more than 1 authorized representative may participate in the same tender and submit their bids on behalf of their OEM/Principal/Manufacturer if the OEM permits more than one authorized bidder in such case as per their policy.
2. **In cases of agents quoting in offshore procurements**, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. **One manufacturer can also authorize only one agent/dealer**
3. The letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The same should be included by the bidder in its techno-commercial unpriced bid.

No. _____

Dated: _____

CERTIFICATE

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is not from such a country.

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is from _____ (*Name of Country*) and has been registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached)

Signature of Bidder/ Agent

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

No. _____

Dated: _____

CERTIFICATE

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is not from such a country and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is from _____ (*Name of Country*) and has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached)

Signature of Bidder/ Agent

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

BID SUBMISSION

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below: -

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Document	Content	File Types
1.	Technical Bid	Compliance Sheet (Annexure – I)	.PDF
2.		Organization Declaration (Annexure – II)	.PDF
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)	.PDF
4.		Technical supporting documents in support of all claims made at Annexure-I	.PDF
5.		Previous Supply Order (Annexure – IV)	.PDF
6.		Original Equipment Manufacturing Manufacturing Authorization Form (MAF) (Annexure – V)	.PDF
7.		(For Goods/ Services Contracts)Certificate - Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority (Annexure-VI)	.PDF
8.		(For Works Contracts, including Turnkey Contracts)Certificate – Bidder Not from/ from Country sharing Land border with India, Registration of Bidder with Competent Authority & not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority (Annexure-VII)	.PDF
Envelope – 2			
Sl. No.	Document	Content	File Types
1.	Financial Bid	Price bid should be submitted in given BOQ_XXXX.xls format. <i>(Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as ‘Optional’ in the specs is not to be included for overall comparison.)</i> Bids for optional items are to be submitted in ‘sheet2_Quote for optional items’	.XLS