

Notice Inviting Quotation (E-Publishing mode)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

Dated: 20/10/2020

Open Tender Notice No.IITD/ISPS(SP-13)/2020

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	Gold & Silver Medals for Convo-2020
Earnest Money Deposit to be submitted	Rs.50,000/-
Warranty	N/A
Performance security	N/A

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)	<p>Rs. NIL Rs. 50,000/- (Rupees Fifty Thousand 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)</p>
2.	Issue of Tender Document	20/10/2020 AT 16:00 HRS
5.	Last Date and Time for receipts of Bids	26/10/2020 AT 15:00 HRS
6.	Opening of Technical Bid	26/10/2020 AT 15:30 HRS
7.	Place of Bid Submission & Opening of Bids	<p>Stores Purchase Section Indian Institute of Technology, Hauz Khas, New Delhi - 110016</p>
8.	Address of Communication	<p>Stores Purchase Section Indian Institute of Technology, Hauz Khas, New Delhi - 110016</p>
9.	Contact Phone Numbers	(+91)-11- 26597154
10.	Fax Number	(+91)-11- 26597131
11.	E-mail Address	drstores@admin.iitd.ac.in

*Tender document can also be downloaded (from **20/10/2020** to **26/10/2020**) from IIT Delhi Website (www.iitd.ac.in/tenders).

Stores Purchase Section

**Indian Institute of Technology
Hauz Khas, New Delhi-110 016**

NOTICE INVITING QUOTATIONS

Dated: 20/10/2020

Subject : **Gold & Silver Medals for Convo-2020**

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 supply of Gold & Silver Medals for Convo-2020 as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/epublish/app> .

TECHNICAL SPECIFICATION:

Sl. No.	Technical Specifications
1.	Bidder must have supplied Gold/ Silver Medals in Govt. Educational Institutions. Copy of Supply Order is to be attached.
2.	Bidders must have their manufacturing unit or shop in Delhi/ NCR.

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.

Detail of items to be procured

Following items are to be procured-

Sl. No.	Name of article & full specification	Unit	Qty.	Remarks
1	Gold Medal 22 gms (Purity 14 CT)	Nos.	02	
2	Gold Medal 18 gms (Purity 9 CT)	Nos.	06	
3	Silver Medal 20 gms (Purity 99%)	Nos.	14	
4	Engraving (in English) Charges	Nos.	22	
5	Velvet Box	Nos.	22	
	Note: a) Diameter of all the Medals should be 4cm. b) All Gold medals should have hallmark by government agencies. c) Name of the student, medal name, entry number should be engraved on one side and Institute logo should be engraved on the other side of the medal d) Please mention GST number on the quotation. e) Only local bidders are allowed to participate in this tender f) Quantity is tentative may increase/decrease			

- Bidder should read carefully and comply all the above points while submitting the quotation.
- The quotation will be received by the office of the undersigned up to 3.00 p.m. Quotation received later than 3.00 p.m. on due date are liable to be ignored.
- The quotation will be opened by the PC constituted by the competent authority at 3:30 PM in the o/o the AR(Stores) on the due date.

Terms & Conditions Details

Sl. No.	Specification
1.	Due date: The tender has to be submitted offline before the due date. The offers received after the due date and time will not be considered.
2.	Local Supplier: Only local supplier can participate in this tender. Bidders must have their manufacturing unit or shop in Delhi/ NCR.
3.	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.
4.	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.
5.	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.
6.	Opening of the tender: The bids received will be opened by a committee duly constituted for this purpose. 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 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.
7.	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.
8.	<p>Pre-qualification criteria:</p> <p>(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.</p> <p>(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)</p> <p>(iii) OEM should be Nationally/Internationally reputed Company.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p>
9.	<p>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 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

	<p>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.</p> <ul style="list-style-type: none"> • 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 supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.
11.	Delivery: Delivery of the goods should be made within 7 days from the date of placement of purchase order. The rates quoted must be for door delivery/ F.O.R. IIT Delhi after allowing the discount, if any.
12.	Purity: Purity of Gold and Silver should not be lesser what stated in this Tender Document. At any point of time, if it is found that purity is lesser, IIT Delhi has full right to recover double of the difference from the payment due against invoice or EMD.
13.	Delayed delivery: If the delivery is not made within the due date for any reason, the Committee will have the right to impose a penalty of 1% per day and the maximum deduction is 10% of the contract value / price.
14.	Taxes & Rates: The price quoted should be inclusive of all Taxes and quoted both in figures and words.
15.	Validity of Quotations: Quotation will be valid for 3 months from the last date of receipt of quotation unless otherwise stated.
16.	Correspondence: No correspondence regarding acceptance/rejection of quotation (s) will be entertained.
17.	Institute Rights: Institute reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing the quantities is also lies with the Institute.
18.	Discount/ Rebate: Special discount/rebate wherever admissible keeping in view that the supplies are being made for Educational purpose in respect of Public Institution of National importance may please be indicated.
19.	Rejection: Quotation not conforming to the set procedure as above will rejected.
20.	<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. • The venue of the arbitration shall be the place from where the order is issued.
21.	Applicable Law: The place of jurisdiction would be New Delhi (Delhi) INDIA.
22.	Right to Use Defective Goods 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.
23.	<p>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.</p>
24.	<p>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.</p>
25.	<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 place of jurisdiction.</p>
26.	<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.
27.	<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: 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. a) Quotation with details of Basic Price, Rate, Tax & Amount on which ED is applicable b) Supply Order Copy c) Proforma-Invoice Copy.</p>
28.	<p>Payment: Normally payment will be made within 30 days after receipt of goods in sound condition through RTGS.</p>
29.	<p>User list: Brochure detailing technical specifications and performance, list of industrial and educational establishments where the items enquired have been supplied must be provided. (Ref. Annexure-III)</p>
30.	<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 any or all of 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. <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

	<p>to influence the action of a public official in the procurement process or in contract execution.</p> <p>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> <ul style="list-style-type: none"> ● 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.
31.	<p>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.</p>
32.	<p>Compliance certificate: This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)</p>

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

Sl. No.	Technical Specifications	Compliance Y/N
1	Bidder must have supplied Gold/ Silver Medals in Govt. Educational Institutions. Copy of Supply Order is to be attached.	
2	Bidders must have their manufacturing unit or shop in Delhi/ NCR.	

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 (if applicable).		
Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

PREVIOUS SUPPLY ORDER DETAILS

Annexure - IV

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	Contact person along with Telephone No., Fax No. and email address)

Signature and Seal of the Manufacturer/ Bidder

Place: _____

Date: _____

ORIGINAL EQUIPMENT MANUFACTURING (OEM)
PURITY CERTIFICATION
(On Letter Head of Manufacturer)

Annexure-V

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 certify that we are BIS licensed Jeweler. Copy of Registration is enclosed herewith.

We understand that if later purity is found lesser, our payment will be stopped and will be released after making deductions as deemed fit. We have no objection if purity of medals is tested in any authorized lab within India and the same will be acceptable to us.

We hereby extend our full guarantee of purity of Gold and Silver Medals as per items specs and T&Cs of this Tender Document.

Yours Faithfully,

(Name)

(Name & Seal of manufactures)

Bid Submission

Offline Bid Submission:

The Offline 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
1.	Technical Bid	Compliance Sheet as per Annexure - I
2.		Organization Declaration Sheet as per Annexure - II
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)
4.		Technical supporting documents in support of all claims made at Annexure-I (Annexure-IV)
5.		PREVIOUS SUPPLY ORDER as per Annexure - IV
6.		ORIGINAL EQUIPMENT MANUFACTURING (OEM) PURITY CERTIFICATION as per Annexure - V
Envelope – 2		
Sl. No.	Document	Content
1.	Financial Bid	Price bid should be submitted in the given format as per Annexure-VI

Stores Purchase Section
Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016

Date: 20/10/2020

Subject: Gold & Silver Medals for Convo-2020

S. No.	Description of Item & Specification	Qty. in Units (tentative)	Discounted Unit Price in Rs.	GST %	Total Price in Rs.
1.	Gold Medal 22 gms (Purity 14 CT)	02			
2.	Gold Medal 18 gms (Purity 9 CT)	06			
4.	Silver Medal 20 gms (Purity 99%)	14			
5.	Engraving (in English) Charges	22			
6.	Velvet Box	22			
Total					