



Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)
630 Gnan Marg, Sri City, Chittoor District - 517 646, Andhra Pradesh, India
e-mail: procurement@iiits.in, www.iiits.ac.in

Annual Rate Contract for Supply of Office Stationery and Housekeeping material to IIIT Sri City Chittoor
[Technical bid and Price bid system – e-Procurement mode]

e-Tender Event No. IIITS/Rate Contract/2022/09/01/S & HK, dt.26.09.2022

Indian Institute of Information Technology Sri City, Chittoor, Inviting e-Tenders through e-Wizard portal from eligible bidders (Two Bid System) for Rate Contract for Supply of Stationery Items and housekeeping material to IIIT Sri City, Chittoor. Details are given below:

TENDER SCHEDULE

Tender Enquiry No.	IIITS/Rate Contract/2022/09/01/S & HK, dt.26.09.2022
Submission of offer	E-tendering through https://mhrd.euniwizarde.com only
Bid Issue Date	26 September, 2022
Pre-Bid Meeting	7 October, 2022 @ 14:00 Hrs @ IIIT Sri City Chittoor
Last Date for submission of e-bids	15th October, 2022 @ 11:00 Hrs
Opening of Technical bid	15th October, 2022 @ 11:10 Hrs
Opening of Financial bid	The date will be communicated to the technically qualified bidders.
Earnest Money Deposit (EMD)	The Earnest Money Deposit amounting to Rs.10,000/- (Rupees Ten thousand only) must deposit through RTGS / NEFT to IIIT Sri City Chittoor Opex Account (Bank details are in Page 3)
Performance Bank Guarantee	Performance Security of Rs.25,000/- (Rupees Ten Thousand Only) in the form of Bank Guarantee

NOTICE INVITING e-TENDER

Rate Contract for Supply of Stationery and Housekeeping materials to IIIT Sri City Chittoor

1. Notice inviting Bids:

e-Bids are invited under two bid system (**Part I** Earnest Money Deposit, **Part II** Technical bid and **Part III** Financial bid), by the Indian Institute of Information Technology Sri City, Chittoor, 630, Gnan Marg, Sri City, Chittoor District, Andhra Pradesh from eligible prominent manufacturers & whole-sellers on annual Rate Contract basis for Supply of Stationery Items and housekeeping material to IIIT Sri City Chittoor, for a period of one year from the date of commencement of award as specified in the Schedule 2 of tender document. If the performance is found satisfactory, the contract would be extendable further for a period as may be agreed mutually by both the parties.

2. Issue of Tender Document:

- a. The Tender documents can be downloaded from institute website www.iiits.ac.in and <https://mhrd.euniwizarde.com/>
- b. Any change that will be made in the Tender document by the Competent Authority after issue of the Tender can be checked from <https://mhrd.euniwizarde.com> in the form of Corrigendum/Addendum for incorporating the same in the Bid document before submitting the Bid. The prospective bidders are requested to visit our website from time to time. No separate notification in this regard will be made in the newspaper.
- c. No alterations and additions anywhere in the Bid Document are permitted. If any of these are found, the Bid may be summarily rejected.
- d. The Bidder shall bear all costs associated with the preparation and submission of its Bid.
- e. The IIIT Sri City Chittoor shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the Bidding process
- f. Detailed description and requirements of the bidder and Terms & Conditions of the contract are mentioned in the tender document. Bidders are advised to read tender documents and check their eligibility before participating in the bid.
- g. Neither IIIT Sri City Chittoor nor E-wizard shall be responsible for non-accessibility of e-Procurement portal due to technical glitches or internet connectivity issues at bidders end.

3. Earnest Money Deposit (EMD)

- a. The Earnest Money Deposit amounting to Rs.10,000/- (Rupees Ten Thousand only) must be credited in the form of NEFT to “IIIT Sri City Chittoor Opex Account” (A/c.No.38329375681, IFSC Code.SBIN0016527, (16527) - Sri City (Mallavaripalem) Branch, 115, Peepul Boulevard Sri City, Chittoor District, AP-517 646.
- b. EMD of all unsuccessful bidders will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Bank Guarantee. In the case of a successful bidder, the EMD may be adjusted towards the Performance Bank Guarantee on request.
- c. The amount of EMD is liable to be forfeited if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Bank Guarantee.
- d. No interest will be paid on the EMD / Performance Bank Guarantee.
- e. The Bidders will have to upload a scanned copy of Payment details towards EMD and the same will be accepted only on verification and confirmation by the Institute.
- f. Any delay in credit will not be entertained by the IIIT Sri City Chittoor.
- g. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying bidder. If any bidder approaches for EMD, it will be forfeited at the discretion of the competent authority of IIIT Sri City Chittoor.

4. All pages of tender documents should be duly signed and stamped by the bidder.
5. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
6. The technical bid will be opened by a committee constituted for tender opening as per the dates given in the schedule in page 1 at IIIT Sri City Chittoor through MHRD ewizard portal and the financial bids of those bidders who are technically qualified will be opened at a later date under intimation to them through MHRD ewizard portal

7. IIIT Sri City Chittoor reserves the full rights:

1. to accept or reject or cancel any or all tenders at any time either in whole or in part or to invite revised price bids or to annul the bidding process or to relax/amend/withdraw any of the terms and conditions as continued in the tender documents without assigning any reason, thereof.
2. to postpone and/or extend the date of receipt/opening of tender or to withdraw the same at any time before finalization without incurring any liability to the affected bidder / Bidder.
3. to omit/delete any item(s) of work from the schedule at the time of allotment or before the commencement of work without assigning any reason whatsoever.
4. to increase/decrease the quantity of items in the tender as per requirement.
5. If the date of opening of the tender is declared as holiday, it will be opened on the next working day at the same time.
6. Any inquiry after submission of the tender will not be entertained.
7. In event of any dispute arising between the supplier'(s) and the IIIT Sri City Chittoor during the currency of the contract or after conclusion thereof the same shall be settled by arbitration in accordance with the provisions of the arbitration and conciliation act 1996 or any statutory amendments thereof or any statute enacted for replacement thereof and shall be referred to the sole arbitrator to be appointed by the Director, IIIT Sri City Chittoor whose decision shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator the Director, IIIT Sri City Chittoor may appoint a new arbitrator. The venue of arbitration shall be the respective office of the arbitrator or a place suitable to IIIT Sri City Chittoor unless otherwise specified in the arbitral award the cost of such arbitration shall be borne by the supplier and there will be no objection to this effect by any of the parties & Any dispute outside the purview of the arbitration clause is subject to the jurisdiction of Tirupati District Court.
8. The Tender Document has been divided into the following chapters:-
 - Chapter-1: General Instructions to Bidders
 - Chapter-2: Terms and Conditions of Contract
 - Chapter-3: Schedule of requirements
 - Chapter-4: Technical Bid
 - Chapter-5: Check List
 - Chapter-6: Contract Form and Performance Bank Guarantee Form (Page No.21)
 - Chapter-7: Financial Bid

Chapter– I

GENERAL INSTRUCTIONS TO BIDDERS

1. The bidder must fulfill the following specifications/conditions:-
 - (a) A Registered Office or branch office of the bidder must be located within 100 Kms of Road Distance from IIIT Sri City Chittoor. Availability of a responsible person on call on all working days between 09.00 am to 6.30pm.
 - (b) The bidder should have its own Bank Account, PAN, TAN, TIN, GST Number. Payment will be made electronically only.
 - (c) The bidder should be a reputed supplier having at least three years dealing experience with the Educational Institutes(IIIT's, NIT's, IIT's...)/Public Sector Undertakings. Certificate in token of Proof of experience, of the concerned Organization should be enclosed for ready reference.
 - (d) The bidders are also required to submit sample of each **Stationery and Housekeeping material** for which rates have been quoted (only Technically Qualified Bidders are required to submit samples along with their quoted items nos. and their firm name without indicating any prices before opening of Financial Bid to the Registrar Office for Inspection).
 - (e)The rates are to be quoted on FOR-Destination basis only. However, their breakup is necessary.
 - (f) The offer of bidder's quoting rates as per specifications laid down in Financial Bid (Chapter-7) for less than 60% items shall not be entertained.
 - (g) The bidder should submit self-attested copies of the Income Tax Returns for the last three financial years.
 - (h) The bidder should give an Affidavit duly Notarized on Stamp Paper worth Rs. 50/- in clear and un-ambiguous language that it has never been blacklisted/no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.
 - (i) The bidder should be financially sound and in a position to make bulk supply on a short notice of the items not covered in the list but auxiliary/ancillary/incidental to **"Dictionary meaning"** of Stationery but not covered in the list given in Financial Bid (Chapter-7).
 - (j) It is mandatory for the bidders to sign and stamp all pages of tender documents before submission of the tender

Chapter -2

TERMS AND CONDITIONS

1. The initial Rate contract shall be for a period of one year from the date of award of contract or as indicated in the Letter of Award (LoA). The contract may be extendable year to year, on the same terms and conditions or as may be agreed mutually by both the parties on the satisfactory performance of the Contractor and at the same or a lesser price under the prevailing circumstances. The performance would be reviewed by the Committee at any time during contract period.

ELIGIBILITY/EVALUATION CRITERIA

2. The bidder must fulfill the following specifications (all documentary proofs, self-attested and stamped(seal), are required to be submitted alongwith the technical bid):
 - (a) The bidder must have an average annual turnover of Rs. 15.00 lakhs per annum during the 3 out of last 5 financial years (2017-18 to 2021-22).Balance Sheet, Profit & Loss Account in support of turnover (along with Income Tax Returns of the relevant years) must be uploaded with the Technical Bid.
 - (b) The bidder must have at least 3 years of experience for running a Firm/Agency/Company/Shop in supplying/providing Stationary / Housekeeping material to the Government Departments/ PSUs/ Autonomous Bodies/Private Sector/Renowned Educational Institutions etc. with satisfactory service period should be between years 2016 to 2021.
 - (c) The bidder should have satisfactorily completed contracts with any one of the Government Departments/ PSUs/ Autonomous Bodies/Private Sector/Renowned Educational Institutions etc. at least one contract costing more than Rs.4 lakhs (or)
 - (d) The bidder should have satisfactorily completed contracts with any one of the Government Departments/ PSUs/ Autonomous Bodies/Private Sector/Renowned Educational Institutions etc. at least two contracts costing more than Rs.2 lakhs each (or)
 - (e) The bidder should have satisfactorily completed contracts with any one of the Government Departments/ PSUs/ Autonomous Bodies/Private Sector/Renowned Educational Institutions etc. at least three contracts costing more than Rs.1 lakhs each
 - (f) The bidder should submit a certificate, along with its Technical bid, indicating that their representative will have to submit and place the sample of stationery and housekeeping items in the Registrar Office for Inspection with clear marking of Agency/Firm Name to IIIT Sri City, Chittoor (without indicating prices on submitted sample items), when they (bidder) get the Official Intimation from IIIT Sri City, Chittoor that their firm found "Technical Responsive" and the rates for each stationery items and housekeeping material have been quoted in the Financial bid (Chapter 7) accordingly. The bidder should also enclose a duly stamped signed copy of the Terms & Conditions of the tender documents with Technical bid conveying acceptance thereof.
 - (g) The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items or minimum 60% of Items as per the specifications laid down in Financial Bid (Chapter-7). The offer of bidders quoting rates for less than 60% items shall not be entertained.
 - (h) The Technical Responsive bidders Financial Bid shall only be opened and L-1 bidder shall be decided on the basis of **maximum number of items in L-1 rate** shall be given opportunity by the competent authority of IIIT Sri City, Chittoor.

- (i) The successful bidder shall have to deposit a **Performance Security of Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of Bank Guarantee (Format enclosed at Chapter-6)**. The performance security should remain valid for a period of Ninety days beyond the date of completion of all contractual obligations including warranty. In case, the contract is further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.
- (j) Details regarding quality, brand, specification etc. have been given against each item in the Financial Bid (Chapter-7). Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for best available/good quality product conforming to the prescribed/prevaling standards.
- (k) In his own interest the bidder is advised to submit the desired papers/documents with their technical bid as per the specifications indicated in **Chapter-5 (Check list)** failing which their bids shall be declared un-responsive.

OTHER ESSENTIAL TERMS & CONDITIONS:-

1. The selected bidder would be required to arrange supply on a regular basis as per the Dispatch Instructions/Purchase cum Supply Order during the working hours of the Institute. Since the rates are to be quoted on a destination basis, no other charges whatsoever are payable extra.
2. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangements for supply of the desired items even on short notice to IIIT Sri City Chittoor.
3. Order shall be issued on a requirement basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by IIIT Sri City, Chittoor.
4. If the selected firm fails to deliver the items or replace the defective/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Rupees Five Hundred only) on per day basis, subject to maximum of Rs.5000/- per item as penalty and the actual cost paid to be an outside agency by the IIIT Sri City Chittoor, for the desired stationery items and housekeeping material, shall be deducted from the firm's pending bills or Performance Security, as the case maybe.
5. IIIT Sri City Chittoor shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which no additional payment shall be made.
6. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on the bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of GST or other applicable taxes deposited

to Tax Authorities by the firm for a recent period, just before the submission of Bills must also be enclosed for reference of IIIT Sri City Chittoor authorities.

7. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the IIIT Sri City, Chittoor while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be canceled and performance security shall be stand forfeited.
8. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the IIIT Sri City Chittoor, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
9. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (ies) without prior written consent of the IIIT Sri City, Chittoor. If it is found that the firm has given a sub-contract for supply of stationery items and housekeeping material on the basis of procurement/supply order, the contract shall stand canceled & the performance security shall stand forfeited.
10. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
11. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form (Chapter-7) only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
12. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the IIIT Sri City Chittoor shall have the authority to forfeit the EMD of Rs. 10,000/- (Rupees Ten Thousand only) deposited with the technical bid.
13. IIIT Sri City Chittoor shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items and housekeeping material.
14. The tenders will be opened through mhrd.euniwizarde.com portal only as per the date and time mentioned in the tender document / corrigendum / amendment to the tender, if any
15. The IIIT Sri City Chittoor reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise, to any other firm(s)in emergency/unavoidable situation.
16. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.

- 17. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the stationery items and housekeeping material are being supplied by it to other Govt. Institutes/Ministries/ Departments/PSUs/Educational Institutes etc. If subsequently it is found that the firm has supplied stationery items and housekeeping material at higher rates to the IIT Sri City Chittoor, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs.1,500/- (Rupees Fifteen Hundred only) on firm on such occasion and shall be doubled on subsequent occasions.
- 18. Any complementary scheme offered by the manufacturer shall be provided to the IIT Sri City, Chittoor with no additional cost.

(Authorized Signatory)
All Terms and Conditions Read & Signed by me

Signature :.....

Name of bidder.....

Rubber Stamp.....

Chapter-3

Schedule of Requirement

1. The items mentioned in the Financial Bid (Chapter-7) will be required by this office. The demand for these items will be given to the tendering Firm/Agency/Company by way of Dispatch Instructions/Purchase cum Supply Order from time to time during the contract period. IIIT Sri City, Chittoor shall demand items over and above the items mentioned in the Financial Bid (i.e. auxiliary/ancillary/incidental to “Dictionary Meaning” of Stationery) and the Agency will have to supply the same as per the rate mutually agreed upon as per than prevailing market rates.
2. The supply order may be given for single or bulk items and the Agency will have to supply them immediately but not later than the period as stipulated in the Dispatch Instructions/Purchase cum Supply Order.
3. The items will be supplied at the destination location (Place) as stated in the Dispatch Instructions/Purchase cum Supply Order.
4. IIIT Sri City, Chittoor shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which no additional payment shall be made.

Chapter- 4

TECHNICAL BID

1. For the Supply of Stationery Items and Housekeeping material to IIIT Sri City, Chittoor
2. Name of Stationery Supplier and Housekeeping material : _____
Company/Firm/Agency
3. Name of proprietor/Director : _____
of the Company/Firm/Agency
4. Full Address of Reg. Office(A : _____
copy of Company/ Firm/
Agency registration must be
enclosed) _____
Telephone Nos. : _____
Fax Nos. : _____
E-mail id : _____
5. Details of Banker of the Firm : _____
with full address _____
Telephone Nos. of Banker : _____
Fax Nos. of Banker : _____
E-mail Id of Banker : _____
6. Bank Ac/s No. of Firm for ECS : _____
Payments
7. PAN, TIN, TAN, GST Registration : _____
No of the
Firm (Enclose copies of the
same) _____
8. Details of EMD : _____
9. Un-priced duly signed : _____
stamped List of Items (for
minimum 60% items or for all the
items mentioned in Financial Bid
(Chapter-7),Bidder interested to be
participated under this tender must be
accompanied **a list of those items with
Technical Bid without indicating
price)**

10. Annual Turnover of the Tendering Company/Firm Agency for the last three Audited Financial Years (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2019-2020		
2020-2021		
2021-2022		

11. Give details of major contracts handled by the tendering Company / Firm / Agency for the last three years in the following format (enclose the self-attested copies):(if the space provided is insufficient, a separate sheet may be attached)

Sr. No.	Details of client along with address, telephone numbers and active email ids	Amount of Contract (Rs. in Lakh)	Duration of Contract	
			From	To
1				
2				

(Signature of authorized person)

Date: _____ Full Name: _____

Place: _____ Seal: _____

CERTIFICATE

1. I _____ S/o/D/o of Shri _____
Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. I, do hereby certify that the representative of our firm shall place the samples of stationery items and housekeeping material quoted by our firm (without indicating price, clear marking of firm/agency name in each of item) to Registrar Office of IIIT Sri City Chittoor, on the receiving of official intimation from competent Authority of IIIT Sri City, Chittoor regarding the “Technical Responsiveness of our firm for this Tender”.
4. The rates of each stationery item and housekeeping material, those samples kept at IIIT Sri City, Chittoor have already been quoted in the Financial Bid (Chapter 7) accordingly, and sealed, signed, Financial Bid should be uploaded in MHRD ewizard portal.
5. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
6. I, do hereby declare that our firm has neither been black listed and no criminal case is pending against him/our firm (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 50/-) stating that no criminal/Black listing case is pending against the firm) by any of the Govt. Institute/Ministries/Departments/PSUs/Renowned Educational Institutes etc with which the firm had contracted for supply of stationery items and housekeeping material etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious stationery items and housekeeping material etc.

(Signature of authorized person)

Date: _____ Full Name: _____

Place: _____ Seal: _____

Chapter-5

CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID and FINANCIAL BID

A) DOCUMENTS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID:-

1. EMD of Rs. 10,000/- (Ten Thousand Only) as per the process mentioned in the tender document.
2. Technical bid form duly Filled, Signed & Stamped.
3. Un-priced duly signed stamped List of Items (for those all items or minimum 60% items bidder interested to participate under this tender must be accompanied with Technical Bid without indicating price) is must be kept in Technical Bid envelope.
4. Tender document each page duly Signed, Stamped and page numbering done.
5. Proof of Office Address.
6. Proof of Bank account Number.
7. Attested Copy of PAN, TAN, TIN, GST Registration Number etc.;
8. Self-attested copies of the IT returns for last 3 Years
9. A certificate, with Technical bid, indicating that their representative will have to submit and place the sample of stationery items and housekeeping material in the Registrar Office of IIIT Sri City Chittoor for Inspection with clear marking of Agency/Firm Name to IIIT Sri City Chittoor (without indicating prices on submitted sample items), when they (bidder) get the Official Intimation from IIIT Sri City Chittoor that their firm found “Technical Responsive”
10. The rates for quoted items (all items or minimum 60% Items) shall have quoted in the Format given in Financial Bid (Chapter7) and sealed, signed Financial Bid kept in Financial Bid Envelope separately.
11. Attested copy of three year experience certificate obtained from Govt. Deptt./PSU/Renowned Educational Institutes etc.
12. An Affidavit duly Notarized on Stamp Paper worth of Rs.100/- in clear and unambiguous language that the bidder has never been black listed/no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply must be accompanied with Technical Bid.

B. DOCUMENTS REQUIRED TO BE SUBMITTED WITH FINANCIAL BID

1. The tendering Firm/Agency/Company may quote their rates for all the items or minimum 60% Items as per the list and specification laid down in Financial Bid (Chapter-7), failing which their bids shall be out rightly rejected. Financial Bid must be quoted and submitted through mhrd.euniwizarde.com portal
2. e-Bids (Technical Bid and Financial Bid) should be submitted under two bid system (**Part I** Earnest Money Deposit, **Part II** Technical bid and **Part III** Financial bid). The interested firms/agencies are advised to submit Technical Bid and Financial Bid through mhrd.euniwizarde.com only.

CHAPTER – 6
Contract Form
(To be made on Rs.100 Non Judicial Stamp/E Stamp Paper)

DRAFT AGREEMENT FORMAT

This agreement is made at Sri City on the _____ day of _____ Two Thousand Twenty Two between _____ **acting through Shri** _____, (hereinafter called “**Client**” which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal heirs /representatives and assignees) of the **First Part.**

AND

M/s _____, having its registered office at (hereinafter called as the “**Agency**” which expression unless repugnant to the context shall mean and include its successors, legal heirs /representatives and assignees etc.) of the **Second Part.**

WHEREAS the “**Client**”s desirous to engage the “**Agency**” for providing Stationery & Housekeeping Materials for IIIT Sri City Chittoor as per the terms and conditions stated below:-

1. The Registered Office or Branch Office of the Agency should be located within a radius of 100 Kms. from IIIT Sri City Chittoor. The Agency should submit a proof of its office address.
2. The selected Agency services would be required to supply the Stationery & Housekeeping Materials on a regular basis to IIIT Sri City Chittoor on all working days between 09.00 am. to 5.30 pm. No separate charges for delivery of goods would be paid by this office.
3. Order for items shall be placed on a requirement basis. Bills in triplicate for the items supplied by the selected Agency should be raised for payment. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected Agency immediately for which no extra payment shall be made.
4. If the selected Agency fails to deliver the stationery items and housekeeping material or replace the defective/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Five Hundred) on per day basis, subject to maximum of Rs. 5000/- per item as penalty and the actual cost paid to an outside agency by IIIT Sri City Chittoor, for the desired stationery items and housekeeping material, shall be deducted from the firm’s pending bills or Performance Security, as the case may be.
5. The Agency shall be bound by the details furnished by him/her to the IIIT Sri City Chittoor while submitting the tender or at subsequent stages. Upon selection of the Agency, if at

any stage, the documents furnished by him/her is/are found to be false or the quality of the articles supplied is poor or rates are found higher than the rates on which the same item is supplied to any other government agency or is found of different specifications, it would be deemed to be a breach of the terms and conditions of the contract, the contract shall be canceled and performance security shall stand forfeited.

6. The rates quoted by the selected Agency, and as approved by the IIIT Sri City Chittoor, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of the contract, shall not be entertained at any stage during the currency of the contract.
7. The selected Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the IIIT Sri City Chittoor. If it is found that the firm has given a sub-contract for supply of stationery items and housekeeping material on the basis of procurement/supply order, the contract shall stand canceled / terminated & the performance security shall stand forfeited.
8. IIIT Sri City shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items and housekeeping material.
9. The Competent Authority of IIIT Sri City Chittoor reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the IIIT Sri City Chittoor.
10. The rate submitted by the Agency should not be higher than the rates at which the stationery items and housekeeping material are being supplied by it to other Govt. Institutes/Ministries/Departments. If subsequently it is found that the firm has supplied stationery items and housekeeping material at higher rates to the IIIT Sri City Chittoor, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs.1,000/- on firm on such occasion and shall be doubled on subsequent occasions.
11. Any complementary scheme offered by the manufacturer shall be provided to the IIIT Sri City Chittoor with no additional cost.
12. The contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable year to year, subject to maximum period of 3 years, on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful stationery and Housekeeping material supplier Agency and IIIT Sri City Chittoor.

13. The IIT Sri City Chittoor reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise, to any other firm(s) in emergency/unavoidable situation i.e. auxiliary/ancillary/incidental to **“Dictionary meaning”** of Stationery.

THIS AGREEMENT will take effect from _____ day----- of _____ Two Thousand Twenty Two and shall be valid for one year.

IN WITNESS WHEREOF both the parties hereto have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Paonta Sahib in the presence of the witnesses:

For and on behalf of the **“Agency”**

For and on behalf of the **“IIT Sri City Chittoor”**

Signature of the authorized Official

Signature of the authorized Officer

Name of the Official

Name of the Officer

Stamp / Seal of the **“Agency”**

SIGNED, SEALED AND DELIVERED

By the Said

By the said

_____ Name

_____ Name

on behalf of the **“Agency”**

on behalf of the **“IIT Sri City Chittoor”**

in presence of

in presence of

Witness: _____

Witness: _____

Name: _____

Name: _____

Address: _____

Address: _____

Format of Performance Bank Guarantee
(To be made on Rs 100.00 Non Judicial Stamp/E Stamp Paper)

To,

The “Registrar”,
IIIT Sri City Chittoor,

WHEREAS _____ (Name and address of the supplier)
(Hereinafter called “the supplier”) has undertaken, in pursuance of contract no
dated _____ to supply (description of goods and services) (hereinafter called “the
Supplier”).

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

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

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

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

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

This guarantee shall be valid up to 15 (Fifteen) months from the date of issue (indicate date)
..... valid up to

.....
(Signature with date of the authorized officer of the Bank)

.....
Name and designation of the officer
.....

.....
Seal, name & address of the Bank and address of the Branch

Chapter-7

Financial Bid (Stationery Items)

Rate Contract for supply of Stationery Items to IIIT Sri City Chittoor, Andhra Pradesh-517646..

*IIIT Sri City Chittoor authorities reserve the full rights to increase/decrease the quantity of items at the time of award of tender as per its actual requirement. The quantities mentioned below in this tender against each item are only indicative/tentative in nature. The approved design format of IIIT Sri City Chittoor for printing of various Registers/other paper stationery items shall be provided only to successful bidder(s) after the Award of work.

S. No.	Name of the item	Make	Unit	Rate	Tax	Total Price
1	All Pin (Stainless Steel)					
2	Binder Clip					
	25mm					
	32mm					
	41mm					
3	Box File					
4	Brown File					
5	Board File white with side cloth					
6	Plastic File Cover A- 4 size					
7	L folder /File cover					
8	File Flaps					
9	Executive Bond Paper (70 GSM)					
10	A4 Sheet					
11	A3 Sheet					
12	Brown Paper Sheet					
13	Drawing Sheet (A0 & A3)					
14	Glossy Paper (A-4 Size)- 120 GSM					
15	Carbon Paper (Blue A-4 Size)					
16	Brown Tape (48 mm x 65 mtr.)					
17	Cello tape					
	(big) tixc-12 mm 65 mtr.					
	(Small) Tixo- 12mm x 9 mtr.					
	½ inch (15 Mtr)					
	1 inch (15 Mtr)					
	2 inch (30 Mtr)					
	2"65 Mtr					
18	Cello Tape Dispenser (Small & Big)					
19	Calculator 12 digit Big Screen Type					
20	Business Card Holder					
21	Call Bell / Door Bell Electric Type (in Different voices)					
22	Pen Drive					
	8GB					
	16GB					
	32GB					

S. No.	Name of the Item	Make	Unit	Rate	Tax	Total Price
23	Double Sided Tape					
	1"width X 15 Mtr.					
	2" width X 15 Mtr.					
24	Envelope (White & Yellow)					
	10" x 12"					
	4½" x 3"					
	6" x 3½"					
	9" x 4"					
	10" x 8"					
	9" x 4"					
26	Eraser /Pencil					
27	Blue/Black Pens					
28	Pilot Pen /Parker					
29	Fevi stick					
	8 Gram					
	15 gm					
30	Fevicol 30gm					
31	Key Chain					
32	Scale (Small & Big)					
33	Rubber Band (Small & Big)					
34	Lock					
	(3 Lever)with 4 Keys					
	(4 Lever)with 4 Keys					
	(7 Lever)with 4 Keys					
35	Note sheet pad					
	Size 12½" x8 ½")					
	F/S Size					
36	Officer's Pen Stand					
	2 Socket					
	4 Socket					
37	Page Markers (1"X3") 50X3 Colour					
38	Paper Clip (Small & Medium)					
39	Paper Cutter					
40	Paper Shredder Machine					
41	Paper Tray					
	2 tier					
	3 tier					
42	Paper Weight					
43	Permanent Marker					
44	Register					
	Cash Book					
	Attendance					

S. No.	Name of the Item	Make	Unit	Rate	Tax	Total Price
	Dispatch Register					
	Inward Register					
	Stock Ledger					
	Ruled Ordinary					
	Visitor/Gate Entry Record					
45	Scissor					
	6"					
	8"					
	9"					
46	Inbuilt Stamp					
47	Stapler (Small - Medium - Big)					
48	Stapler Pin					
49	Thermocol Sheet					
50	Tissue paper (100 X 100 mm, 100 pulls x 2 Ply)					
51	White board Magnetic Duster					
52	White Board Marker					
53	Normal Duster					
54	White Chalk					
55	Sticky Notes					
	Cell					
	AA 1.5 volts (Pair- pack of 2 cells)					
	AAA size 1.5 volts (Pair-pack of 2 cells)					
56	Big size 1.5 Volts (Pair-pack of 2 Cells)					
57	Whitener Pen					
58	Paper Puncture (Small-Medium-Large)					
59	Highlighter					
60	Sketch Pen					

Chapter-7
Financial Bid (Housekeeping material)

Rate Contract for supply of Housekeeping material to IIIT Sri City Chittoor, Andhra Pradesh-517646..

IIIT Sri City Chittoor authorities reserve the full rights to increase/decrease the quantity of items at the time of award of tender as per its actual requirement. The quantities mentioned below in this tender against each item are only indicative/tentative in nature. The approved design format of IIIT Sri City Chittoor for printing of various Registers/other paper stationery items shall be provided only to successful bidder(s) after the Award of work.

S.No.	Name of the Item	Make	Unit	Rate	Tax	Total Price
1	White Phenol		Ltrs			
2	Soap oil		Ltrs			
3	Taski R1		Ltrs			
4	Taski R2		Ltrs			
5	Taski R3		Ltrs			
6	Taski R4		Ltrs			
7	Taski R5		Ltrs			
8	Taski R6		Ltrs			
9	Taski R7		Ltrs			
10	Taski R8		Ltrs			
11	Taski R9		Ltrs			
12	Sterill-G Hand Sanitizer		Ltrs			
13	Acid (Super Lime a way)		Ltrs			
14	Liquid Soap (for hand wash)		Ltrs			
15	Naphthalene Balls		Kg.			
16	Surf Powder		Kg.			
17	Colin (500 ml)		Bottle			
18	Room Freshener (200 ml)		Bottle			
19	Dust Picker or Pan		No.			
20	Wet Mop with 5ft Stick		No.			
21	Wet Mop Refill big		No.			

S.No.	Name of the Item	Make	Unit	Rate	Tax	Total Price
22	Dry Mop set 18inch		No.			
23	Dry Mop Refill 18inch		No.			
24	Glass Wiper		No.			
25	Floor Wiper		No.			
26	Floor Scrubber with 5ft Stick		No.			
27	Cobweb Brush		No.			
28	Fan Brush		No.			
29	Odonil (50 gm pack)		No.			
30	Floor Duster		No.			
31	Table Duster		No.			
32	Micro Fiber Cloth		No.			
33	Normal Checked Cloth		No.			
34	Scrubbing Pad		No.			
35	Soft Brooms		No.			
36	Hard Brooms		No.			
37	Dust Bin Covers Jumbo		No.			
38	Dust Bin Covers XL		No.			
39	Dust Bin Covers Medium		No.			
40	DustBin Covers Small		No.			
41	W C Brush (Best quality)		No.			
42	Plastic Brush (Long)		No.			
43	Wire Brush (Long)		No.			
44	Caution Boards		No.			
45	Dust Bin 120-150ltrs (Green)		No.			
46	DustBin 50-60lts		No.			
47	Dust Bin 10-15lts		No.			
48	Rubber Hand Gloves (Standard Size)		No.			
49	Nose Mask (Standard Size)		No.			
50	Hand Sanitizer Bottles		No.			

Note: Above quantities may be increased or decreased as per requirement of the Institute and additional items may be added in future on the rates decided by both parties.

ANNEXURE “4”**Format of Experience certificate**

Project Name	Name of the Employer *	Description of work	Contract No.	Value of Contract (Rs. in Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed)

* Attach certificate(s) of payments.

** Immediately preceding the financial year in which bids are received.

ANNEXURE "5"

DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 3 (THREE)
YEARS

Name of the Agency.....

ANNEXURE “6”DECLARATION

From:- M/s.....

.....

To

The Registrar,
 Indian Institute of Information Technology Sri City Chittoor,
 No.630, Gnan Marg, Sri City , Andhra Pradesh - 517646..

1. I, _____ Son / Daughter / Wife of Shri Proprietor/Director/ authorized signatory of the agency/Firm/company, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the organization was or is Proprietor or Partner or Director of any organization with whom the Government has banned /suspended business dealings. I/We further undertake to report to IIIT Sri City Chittoor, immediately after we are informed but in any case not later than 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.

ANNEXURE**"7"****FORMAT FOR BANK GUARANTEE TOWARDS PERFORMANCE SECURITY**

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To,

Indian Institute of Information Technology Sri City Chittoor,
No.630, Gnan Marg, Sri City-517646..

In consideration of Indian Institute of Information Technology Sri City Chittoor[hereinafter referred to as IIT Sri City Chittoor', which expression unless repugnant to the context and meaning thereof shall include its successors, heirs , legal representatives and assignees]having agreed to exempt M/s _____ [hereinafter referred to as 'supplier /contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with IIT Sri City Chittoor a sum of Rs. _____ (Rupees _____) towards security/performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. _____ (Rupees _____) as required under the terms and conditions of contract / work order No dated _____ [hereinafter referred as the order'] placed by IIT Sri City Chittoor on the said supplier/contractor. We, _____ the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay IIT Sri City Chittoor an amount not exceeding Rs. _____ (Rupees _____) on the demand made by IIT Sri City Chittoor on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract/order.

1. We _____ the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from IIT Sri City Chittoor stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by IIT Sri City without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____).
2. We, the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of IIT Sri City Chittoor under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till IIT Sri City Chittoor certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.
3. We the bank, undertake to pay to IIT Sri City Chittoor any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.
4. We _____ the bank further agree that IIT Sri City Chittoor shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said

supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the IIT Sri City Chittoor against the said supplier / contractor and to forbear or enforce any of terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of IIT Sri City Chittoor or any indulgence by IIT Sri City to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

- 5. Our liability under this guarantee is restricted to Rs. _____ (Rupees _____) and shall remain in force upto _____ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. _____. We shall be discharged from all liabilities under this guarantee thereafter.
- 6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier /contractor.
- 7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to The Medical Superintendent, Indian Institute of Management, Sirmaur.
- 8. We, _____ the bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the IIM in writing.
Signed on the _____ day of _____

Signature

For the Bank

**Witness:
Name & Address**

Name(s) & Designation(s)