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|  <p>सामग्री प्रबंधन अनुभाग भारतीय प्रौद्योगिकी संस्थान, रुड़की रुड़की-247667, हरिद्वार, उत्तराखण्ड, भारत Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in GSTIN-05AAALI0033R422 PAN-AAALI0033R</p> | <p>Material Management Section Indian Institute of Technology Roorkee Roorkee-247667(Haridwar) (Uttarakhand) (India) Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in</p> |  |
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निविदा पत्र/Enquiry Letter

Enquiry Letter No: 2025260175/MM-1/DOMS/168

Date 7-Aug-25

Bids are invited from the reputed manufacturer/authorized supplier/dealer for the following items. **The bids complete in all respect has to be sent through e-mail to mmiitr@iitr.ac.in** . The same must to mentioned e-mail id on or before:-

22 August 2025 15:00 Hrs

Quotations/Prices will be accepted in INR only.

The bid may be sent only through E-mail. Hard copy (manual bids) will not be considered.

वस्तु की तकनीकी विशिष्टताये/ Technical Specifications of item:

| Sr. No | Name of item / Specifications/ | QTY | UOM |
|--------|-------------------------------------|-----|-----|
| 1 | Capstone 2.0 Simulation + Assesment | 1 | Set |

Note: The bid must be sent only through E-mail. Hard copy (manual bids) will not be considered.

(For Detailed Technical Specifications plz refer Annexure-V)

नोट-1: कृपया वस्तु का मूल्य एवं कर अलग-अलग दर्शाए।

Note-1: Please quote the Rate & Taxes of the item separately.

Note-2: E-way bill is to be issued by the Venders/Transporter

Note-3: The HSN / SAC Code of the item must be mentioned.

For Reasonability of rates, The firm must enclose the last two supply orders for the same item with Bid.

Chapter-1 : Instruction to bidders

- A. The Tender should be enclosed with proper certifications like Agency Certification, Authorization certificate and/or Proprietary Certificate, as the case may be , in support of your offer.
- B. **बोली का जमा किया जाना/ Submission of Bids:**
 - 1 **The bids should be submitted with Annexure-I, II, III, IV & V**
 - 2 The bids should be printed on official pad preferably with GST Number of the firm
 - 3 The quotations should bear full details and where possible may be duly supported with catalogues, pamphlets, literature, samples of the item/items as the case may be for comparing the quality and rates of the item(s).
 - 4 Quotation received after the closing date and time shall not be considered.
 - 5 The transportation cost, insurance charge etc., if any, percentage/ rate of GST or all other taxes and duties should be clearly mentioned.
 - 6 The bids / rates / tenders should remain valid for a minimum period of 90 days from the date of opening.
 - 7 **There should not be any over-writing or cutting on rates quoted. However, all cutting/corrections must be duly authenticated else the offer will be rejected.**
 - 8 The rates shall not be subject to escalation of any nature.
 - 9 The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
 - 10 While quoting / sending rates, the firm shall give an undertaking as per Annexure-II.
 - 11 The quotations should be given for the items in the same order as in the enquiry letter.

- C. विधि निक्षेप/ Earnest Money Deposit (EMD): NA
- D. निष्पादन बैंक प्रत्याभूति/ Performance Bank Guarantee (PBG): NA
- E. **बोलियों का खोला जाना/ Opening of Bids:**
- 1 The Bids will be opened as given below:-

| | | | | |
|--------------------|-----------------------|------------------|----------------|-------------------------------------------------|
| Bid Opening | 22 August 2025 | 15:30 hrs | Venue : | Material Management Section, IIT Roorkee |
|--------------------|-----------------------|------------------|----------------|-------------------------------------------------|

Chapter-2 : Conditions of Contract

- F. ठेका देना/ Award of Contract:
The final selection of the bidder for the award of the contract will be made on the basis of the lowest commercial bid amongst the Technically Qualified Bidders.
- G. पूर्व-आपूर्ति निरीक्षण/ Pre-supply Inspection:
Authorized representative of the Institute shall make the final inspection before supply of the item at site of the firm, if required.
- H. वस्तु की आपूर्ति/ Supply of Item:
The whole supply as per order shall have to be completed within the time mentioned in the order failing which the I.I.T. Roorkee shall have the right to accept or reject any quantity of items ordered. The firm will have to arrange for supply of the material in good condition.
- I. भुगतान की शर्तें/ **Payment Terms:**
- A. **Payment in INR for supply of goods:**
Where installation is not required: 100% payment will be made after satisfactory delivery of material duly certified by the HOD/P.I.
OR
Where Installation is required :100% payment will be made after satisfactory delivery and installation of the material duly certified by the HOD/P.I.
OR
80% payment will be made on receipt and acceptance of goods and balance 20% on successful installation and commissioning duly certified by the HOD/P.I.
- J. **दंड/ Penalty:**
A penalty of 0.5% of the total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value.
In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PBG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a period of a minimum two year.
- K. **अप्रत्याशित घटना/ Force Majeure:**
For the purpose of and within the scope of contract by way of indication and not of limitation, the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.
- L. **मध्यस्थता/ Arbitration:**
If any dispute which may arise with respect to any term and condition or with respect to the interpretation of any term and condition of the Purchase Order/Work Order, which may be issued to the qualified and successful tenderer subsequently, the same shall be settled strictly in accordance with and in compliance of the Arbitration procedure which is mentioned descriptively in the Purchase Order/ Work Order.
- M. **बोली अस्वीकृती के लिए मानदंड/ Criteria for bid rejection:**
- 1 If technical bid found without the required undertaking (Annexure-II) & Self Certificate for local content (Annexure-IV), then the bid shall be rejected outrightly.
 - 2 If not received on or before due date and time.
 - 3 If bid found without the required undertaking (Annexure-II).
 - 4 If it found at a later date that any information given in the bids is Incorrect/false then the bid is liable to be disqualified/rejected.
 - 5 Canvassing in any form will result to disqualification.
 - 6 If "extra, as actual" etc. are mentioned against any of the price components in the bid the bid will be rejected.
 - 7 If any bidder submitting two/multiple bids for the same item of a tender, both/all the bids of that bidder will be outrightly rejected.

- 8 If the firm quotes 'NIL' charges / consideration, the bid shall be treated as unresponsive and will not be considered.

Chapter-3 : Schedules of requirements

- N. टिप्पणी / Note:
- 1 If the supplier/firm is manufacturer/authorized dealer/sole distributor/of the item, the certificate to this effect should be attached.
 - 2 **Annexure-I, II, III, IV & V have to be submitted with bid.**
 - 3 It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
 - 4 The firm is required to give its Bank Account details with IFSC for the purpose of making e-payment.
 - 5 The Indian Institute of Technology (IIT) Roorkee reserves the right to reject any quotation wholly or partly without assigning any reason.
 - 6 The quantity shown against the item is approximate and may vary as per demand of the Institute at the time of placing order. Also, the final requirement of each line item will be decided by the Institute at the time of placing the PO.
 - 7 The decision of the institute in all matters relating to eligibility, acceptance, rejection of the bid will be final and binding on the applicants.
 - 8 IIT Roorkee discourages High Sea Sale purchase. All tenders with High Sea Sale will be rejected.
 - 9 The firms should clearly mention (in the financial bid) the Harmonized System of Classification (HS code) defined by the Central Custom and Excise Board (Govt. of India)- for the item(s) involving import.
 - 10 **If the due date happens to be a holiday, then the bid will be accepted till 12.00 Noon and opened at 3.30PM of the next working day followed by the holiday.**
 - 11 If an agent submits bid on behalf of the Principal/OEM, the same agent can not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
 - 12 Indian Agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.
 - 13 The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
 - 14 Any corrigendum/addendum/errata in respect of the Tender Notice/ Enquiry letter shall be made available only at our Institute website www.iitr.ac.in. Hence prospective bidders are advised to visit the Institute website regularly.
 - 15 Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is Incorrect/false then the bid is liable to be disqualified/rejected.
 - 16 Institute will not be responsible for non-receipt of bid(s) within the stipulated date due to delay for any reason.
 - 17 Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
 - 18 In case the item/product is under rate contract with DGS&D or GeM, then Bidder should certify that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.
 - 19 **In case calculation mistakes are found in the financial bid, then the Institute will consider / calculate the total amount on the basis of rate quoted per unit OR total amount as per the total column, whichever is less. If the total amount is considered as per the total column, the rate per unit will be calculated accordingly and will be processed further.**
 - 20 The Institute reserves the right to rectify any discrepancy of this advertisement, If found later on. In case of any Inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.
 - 21 **Only 'Class-I local supplier' and 'Class-II local supplier', as defined in the Public Procurement (Preference to Make in India), Order 2017 shall be eligible to bid in tender. For more details please refer: Order No.: P-45021/2/2017-PP (BE-II), DPIIT, Ministry of Commerce and Industry issued Dated: 16th Sept. 2020.**

However, in case the total quoted amount is less than 5 Lac then supplier is exempted from the mentioned order of Public Procurement (Preference to Make in India), Order 2017.

Self-certificate has to be provided in this regard that the item offered meets the local content requirement for 'Class-I local supplier' & 'Class-II local supplier'. (As per annexure-IV)

Chapter-4 : Specifications and allied Technical details

Plz. See Annexure- I, II, III, IV & V

Plz. See Annexure- III

Purchase Order is used as Contract Form

उप कुलसचिव/Deputy Registrar
सामग्री प्रबंधन
Material Management (सामग्री प्रबंधन)
आ. प्रौ. सं. न्यायाधीश/Asst. Registrar (NMA)
13/04/17

| | | | |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------|---------------------------------------------------------------|
| Prof. Rajat Agrawal, Head, Department of Management Studies, IIT Roorkee | Department of Management Studies, IIT Roorkee | Ph.-01332-28-5014 | Email: rajat@ms.iitr.ac.in, head@ms.iitr.ac.in |
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(अपने आधिकारिक लेटर हेड पर विफेता/फर्म द्वारा प्रस्तुत करने के लिए)

(to be submitted by the vendor/firm on its official letter head)

| Sr.No | Name & Required Specifications of Item(s) | Qty | UOM | Offered specifications of item(s) by the firm |
|-------|-----------------------------------------------------------------------------------------------------|-----|-----|-----------------------------------------------|
| 1 | Capstone 2.0 Simulation + Assesment | 1 | Set | |
| | Firm's Profile : | | | |
| 1 | Manufacturer/Authorized Agent/Distributor/Dealer/Supplier(valid certificate must be attached) | | | |
| 2 | E-mail I.D. & Telephone/Mobile No. Detail of Bank A/C | | | |
| Note: | 1. "offered specifications", should be filled up properly in the format provided as per Annexure-I. | | | |
| | 2. Volume & Weight of the item should also be mentioned. | | | |
| | 3. The HSN / SAC Code of the item must be mentioned. | | | |

Signature: _____

Name : _____

Designation : _____

Seal of the Organisation

उपबन्ध / UNDERTAKING

Ref. No. Enquiry Letter No: 2025260175/MM-1/DOMS/168
Dated:- 7-Aug-25

I/We hereby certify that we or Our OEM are not from such a country which shares a land border with India or, if from such a country, We are registered with the Competent Authority. [Where applicable, evidence of valid registration by the Competent Authority is attached.] (For details Please refer Order No.: F.No. 6/18/2019-PPD Dt.: 23rd July 2020)

Link of Order: [http://mm.iitr.ac.in/mmweb/public/forms/63374_GFR%20Rule%20144%20\(xi\).pdf](http://mm.iitr.ac.in/mmweb/public/forms/63374_GFR%20Rule%20144%20(xi).pdf)

That all the terms/conditions mentioned in the enquiry letter/tender against which the rates are being given are acceptable to the firm.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

It is certified that the firm has never been black-listed from any Government Department. (State/Central Govt./ Autonomous/ PSU)

Signature _____
Name _____
Designation _____
Seal of the Firm/Agency

(to be submitted by the vendor/firm on its official letter head)

Enquiry Letter No. 2025260175/MM-1/DOMS/168

Date: 7-Aug-25

Rates :

| Sr. No | Name of item / Specifications/ | Qty | UOM | Rate | Amount (INR) |
|------------------|-------------------------------------|-----|-----|------|--------------|
| 1 | Capstone 2.0 Simulation + Assesment | 1 | Set | | |
| Total | | | | | |
| GST etc. @.....% | | | | | |
| Grand Total Rs. | | | | | |

1) Price of the items should be clearly mentioned if supplied Free of Cost.

Terms & Conditions:

- 1 Prices (in Rs.): FOR Department of Management Studies, IIT Roorkee
- 2 Payment: Should be clearly mentioned, As per clause-I of enquiry letter.
- 3 Validity:
- 4 Delivery period:
- 5 Other charges:
- 6 Warranty:
- 7 Rejection: Item if found not as per the required specification would be rejected.
- 8 Penalty Clause: As per clause-J of enquiry letter.
- 9 **Order to be placed:**
(Name and complete address of the firm to whom Purchase/Work order is to be issued.)

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

Signature _____
 Name _____
 Designation _____
 Seal of the Firm/Organization _____

Details of Institute :

| | | |
|----------|-----------------|---------------------|
| IEC CODE | 0100000011 | |
| AD CODE | 0001009-2770325 | S.B.I., IIT ROORKEE |
| | 0303974-2770324 | P.N.B. IIT ROORKEE |

(to be submitted by the vendor/firm on its official letter head)
Self-Certificate for Local Content

Enquiry Letter No. 2025260175/MM-1/DOMS/168

Date: 7-Aug-25

We hereby certify that the items quoted by us against above mentioned tender no. has the local content as per below:

Local Content (in %):.....

Local Supplier Class:.....

The details of the Make in India items/parts used in the quoted products is/are as under:

- 1
- 2
- 3

The details of the location(s) at which the local value addition made/manufactured is/are as under:

- 1
- 2
- 3

We also understand, false declarations will be in breach of the code of integrity under rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

Signature:

Name:

Designation:

Seal of the Firm/Organization: