

**Indian Institute of Information Technology, Design and
Manufacturing Kancheepuram, Melakkottaiyur,
Chennai – 600 127, Tamil Nadu, India**



Tender (E-Procurement Mode)

For

Supply and Installation of Vinyl Cutter

Notice Inviting E-Tender (E-Procurement Mode)

Date: 11/04/2022

The Registrar, IIITDM Kancheepuram is interested in E-Procurement of the articles mentioned below as per the terms and conditions attached. Please submit your bid documents on <https://mhrd.euniwizarde.com> as per the due date and time. The bid documents may please be submitted on <https://mhrd.euniwizarde.com>.

Item	:	Supply and Installation of Vinyl Cutter (Specification/Quantity details enclosed as Annexure-1)
Tender Enquiry No	:	IIITDMK/22-23/S&P/VINYL CUTTER/002
EMD	:	Bidders are to execute a Bid declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract they will be debarred for the period of one year for bidding for any tender of the institute. Further, the debarment will be intimated to all department of government of India/ governmental organizations for bidding by the firm for any tender. (declaration format enclosed as annexure-2)

CRITICAL DATE SHEET

STAGE	DATE & TIME
Bid Submission End Date & Time	2 nd May 2022- 15:00 HRS
Bid Opening Date & Time	2 nd May 2022- 15:30 HRS

Important:

All communications are to be addressed to in the name of The Registrar, IIITDM Kancheepuram only and not in the name of any officer and mails has to be sent to official purchase email id purchase@iiitdm.ac.in

IIITDM Kancheepuram Institute is an Educational Institution under Ministry of Education, Government of India. The rate may be quoted as applicable to Educational Institution/Universities.

Terms and Conditions

1. The Bidders are requested to give detailed tender in two bid format.

Bid-I : **Technical Bid**
Bid-II : **Commercial Bid**

2. The tender document can be downloaded from the Ewizard Portal <https://mhrd.euniwizarde.com>. The duly filled tenders should be submitted **on or before due date 15.00 HRS, 2nd May 2022**. Extension of due date will not be entertained. The instruction regarding e-bidding is enclosed.

3. Tenders which are submitted without following the two bid offer system will summarily be rejected.

4. **Bid -1 : Technical Bid**

The online Technical bids should be uploaded containing the scanned copy of the following documents in (.pdf file)

- I. The technical bid compliance sheet (**Annexure-1**)
- II. The bid security declaration form (**Annexure-2**)
- III. Certificate by Bidder – DPIIT Registration (**Annexure -3**)
- IV. Declaration of Local Content (**Annexure-4**)
- V. Authorization Letter from OEM (**Annexure-5**)
- VI. Experience Certificate: Should have Supplied Two similar equipment to reputed organizations/ research institutions/ Universities etc. on or after 1/1/2016 (PO copies to be enclosed) (**Annexure -6**)
- VII. Item Description Leaflet. (**Annexure-7**)
- VIII. Bids should have a validity of **60 days**. The technical offer should not contain any price information.

Important:

The Technical bid consisting of all annexures and other documents should be serially numbered and to be uploaded as a single pdf file and the page number details has to be furnished in the compliance sheet. The total number of pages uploaded to be mentioned in the relevant column.

5. **Bid-2: Commercial Bid**

- i. This should contain only the price information along with commercial terms & conditions and **shall be uploaded in company letter head as PDF file through online only. The bidder can use their own format for quoting the price and it should contain all the details.** (refer clause No.8 for further details)
- ii. Submission of commercial bids by any other means shall not be accepted by the Institute in any circumstances.
- iii. Online submission of the bid will not be permitted on the portal after expiry of submission time and the bidder shall not be permitted to submit the same by any other mode.

6. Technical Evaluation

All the technical aspects of the bids will be evaluated for suitability and specification. Further, the institute may verify from the end users specified in the technical bid about the execution and satisfactory completion of the item quoted if required.

7. Opening of Commercial Bids

IIITD&M Kancheepuram will open commercial bids of only the shortlisted bidders in technical evaluation.

8. Price

- i. The price can be quoted either in **INR or in Foreign Currency**. The price quoted should be for FOR Destination at IIITD&M Kancheepuram, Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.
- ii. The packing, forwarding, freight, insurance and clearance charges, if any extra may be quoted separately in price bid.
- iii. The Institute is exempted from custom duty (as applicable to Research Institutes/University) vide Custom and Excise notification no. 51/96 dt 23.07.1996 and 10/97 dt 01.03.1997 respectively.
- iv. The institute is eligible for Concessional GST at the rate not exceeding 2.5% in terms of notification no.45/2017 – Central Tax (Rate) dated 14.11.2017 and 2.5% in terms of notification no.G.O.(Ms) No.161-SGST dated 14.11.2017.

9. Delivery Period / Timelines

The deliveries and installation must be completed **within 8 weeks** from the date of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet this expectation, as this is linked to student's Labs / classes.

10. Supply & services

- i) The items covered by this document is required to be supplied and installed at **Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur-Kelambakkam Road, Melakkottaiyur, Chennai – 600 127, Tamil Nadu.**
- ii) IIITD&M Kancheepuram will not provide any accommodation / transportation for the engineers / representatives for attending installation, commissioning and demonstration work. It is the absolute responsibility of the principal supplier / agent to make their own arrangements.

11. Make in India Policy

This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly, preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of

the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

12. Restriction on Purchase on Grounds of Defense of India

The Institute follows Ministry of Finance and Department of Expenditure OM No.6/18/2019-PPD dated 23rd July 2020 and subsequent order dated 23rd July 2020 will be binding and the evaluation will be done accordingly and the bidders are required to submit the certificate in the format given in **Annexure- 3**.

13. Installation

- i) Bidder shall be responsible for installation / demonstration as applicable and for after sales service during the warranty and thereafter.
- ii) Installation and demonstration to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the equipment at site.

14. Warranty / Support

- i) The items supplied shall carry the warranty as per the requirement mentioned in the technical specification.
- ii) The defects, if any, during the guarantee / warranty period are to be rectified free of charge by arranging free replacement wherever necessary.

15. Indemnity

The vendor shall indemnify, protect and save IIITD&M Kancheepuram against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc., or such other statutory infringements in respect of all the items supplied by them.

16. Freight and Insurance

The items to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IIITD&M Kancheepuram site.

17. Payment

- i) **INR Terms:** 100% payment after delivery, installation and acceptance by IIITD&M on submission of Bank Guarantee for an equivalent value of 3% of PO value valid till warranty period plus 2 months
- ii) **Foreign currency terms:** 100% LC with 97% payment against submission of documents and balance 3% after delivery, installation and acceptance by IIITD&M against submission of Bank Guarantee for an equivalent value of 3% of PO value valid till warranty period plus 2 months.

18. Penalty for delayed services / LD

- i) As time is the essence of the contract, delivery period mentioned in the purchase order should be strictly adhered to. Otherwise LD clause will be applied / enforced.
- ii) If the supplier fails to supply, and fix the item as per specifications mentioned in the order within the due date, the supplier is liable to pay liquidated damages of 1% of order value for delay of every week or part thereof subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
- iii) IIITD&M Kancheepuram reserves the right to cancel the order in case the delay is more than 04 weeks and the contractor is not eligible for any damage from the Institute and contractor will forfeit his claim for EMD.

19. Jurisdiction

The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kancheepuram Jurisdiction only.

20. Force Majeure

- a) IIITD&M Kancheepuram may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.
- b) If the due date of submission of tender / tender opening is declared a holiday for the Institute, the due date for submission of tender / tender opening will be extended to same time on next working day.

21. Arbitration

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIITD&M Kancheepuram or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by Director, IIITD&M Kancheepuram, India. The Venue for arbitration shall be Chennai, India.

22. Acceptance of the terms and conditions of tender document

The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

23. Interpretation of the clauses in the Tender Document

In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of Director, IIITD&M Kancheepuram shall be final and binding on all parties. The IIITD&M Kancheepuram reserves the right to accept the

offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

24. Integrity Clause

No official of a procuring entity or a bidder shall act in contravention of the codes which includes prohibition of making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

कुलसचिव / Registrar
IIITD&M Kancheepuram

TECHNICAL BID

Technical Compliance Sheet (to be filled and uploaded)

Name of the Agency						
Office Address:						
Name and Mobile No. of contact person:						
SI No	Description			Compliance Yes/No/N.A.	Deviation (If Any)	Remarks
1.	Vinyl Cutter	Maximum Cutting range	0 - 2 mm thick non hard material			
2.		Vacuum pump	1.5 kw			
3.		Laser registration system to cut pre- printed samples	Included			
4.		Rubber Mat	Provided			
5.		Tools for	cut, crease, pen, half cut			
6.		5 blades	Included			
7.		Installation & Training	Provided			
8.		Control software	Included			
9.		Warranty	3 Years			
10.		Any other information (may be enclosed as annexure)				

ELIGIBILITY CRITERIA

Sl.No	Description		Compliance Yes/No/N.A.	Page No.
1	Technical Sheet	Technical Compliance Sheet (Annexure-1)		
2	EMD	Declaration Enclosed (Annexure-2)		
3	Certificate By Bidder	DPIIT Registration (Annexure -3)		
4	Declaration of Local Content	Local Content certificate (Annexure-4)		
5	Authorization Letter from OEM	Authorization Letter from OEM (Annexure-5)		
6	Experience Certificate	Should have Supplied Two similar equipment to reputed organizations/ research institutions/ Universities etc. on or after 1/1/2016 PO copies to be enclosed (Annexure-6)		
7	Leaflet	Product Leaflet (Annexure-7)		
8	Bid Validity	60 Days		
9	Total Number of pages uploaded in the technical bid			
Please Enclose Relevant Document Only.				

(To be printed in the letter head of the bidder)

Bid Declaration form

To

The Registrar,

IIITDM Kancheepuram

I/We M/s. _____ (Name) bid for the tender _____ (Tender No) towards supply and installation of _____ (Name of the item) declare that if we withdraw or modify our Bids either during the period of validity of bid or fail to execute the contract on award the purchase order/contract, we understand and agree that our firm will be debarred for the period of one year for further bidding of any tender of your institute. Further, we agree that your institute is at liberty to intimate this debarment to all departments/ organizations of government and governmental organizations.

Authorized signatory with seal

(To be printed in the letter head of the bidder)

Tender No:

Dated:

CERTIFICATE

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

OR (whichever is applicable)

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is from _____ (Name of Country) and has been registered with the Competent Authority. I/we also certify that this bidder fulfils 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 with the bid document)

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----

DECLARATION OF LOCAL CONTENT

(To be given on Company Letter Head – For tender value up to Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/ Practicing Cost Accountant/ Practicing Chartered Accountant for tender value in excess of Rs.10 Crores)

Tender No:

Dated:

To
The Registrar
IIITDM Kancheepuram,
Chennai -600127

Subject: Declaration of Local Content-reg.

1. Country of origin of Goods being offered:

2. We hereby declare that items offered has% local content.

(Clarification for Local content calculation as per OM No: P-45021/102/2019-BEII-Part (1) (E-50310), dated 4th March 2021 of Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India.)

3. The details of the location(s) at which local value addition is made are given in the below table;

Sl. No.	Name of the Item	Location (s) of Local Value Addition
1	2	3

“ Local Content” means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Important:

“False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules 2017 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 2017 along with such other actions as may be permissible under law.”

Date:

Yours faithfully,

(Signature of the bidder, with Official Seal)

PRICE BID

(Price bid shall be uploaded in company letter head as PDF file through online only. The bidder can use their own format for quoting the price and it should contain all the details)

Note:

- I. *The price can be quoted either in **INR or in Foreign Currency**. The price quoted should be for FOR Destination at IIITD&M Kancheepuram, Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.*
- II. *The packing, forwarding, freight, insurance and clearance charges, if any extra may be quoted separately in price bid.*
- III. *The Institute is exempted from custom duty (as applicable to Research Institutes/University) vide Custom and Excise notification no. 51/96 dt 23.07.1996 and 10/97 dt 01.03.1997 respectively.*
- IV. *The institute is eligible for Concessional GST at the rate not exceeding 2.5% in terms of notification no.45/2017 – Central Tax (Rate) dated 14.11.2017 and 2.5% in terms of notification no.G.O.(Ms) No.161-SGST dated 14.11.2017.*

INSTRUCTION TO BIDDERS:

MHRD, Govt of India had implemented e-tendering system solution through the ITI limited (a government of India enterprise) and mandated to adopt the e-wizard system and the accordingly the tender documents are published in <https://mhrd.euniwizarde.com>. The tender notification is also available in the IIITDM Kancheepuram website (www.iiitdm.ac.in)

The bidders are required to submit soft copies of their bids electronically on using valid Digital Signature Certificates.

Below mentioned instructions are meant to guide the bidders for registration on the Ewizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Ewizard Portal. For more information, bidders may visit the Ewizard Portal <https://mhrd.euniwizarde.com>.

Registration Process:

- a) Bidders to enroll on the Ewizard portal <https://mhrd.euniwizarde.com> "Click here to Enroll".
- b) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- c) 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. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
- d) 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.

Tender Documents Search:

- a) Various built in options are available in the Ewizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b) 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 Ewizard Portal.
- c) 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 Ewizard Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d) 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 Help desk.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://mhrd.euniwizarde.com>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com>) with clicking on the link "Online bidder Registration" on the e-Procurement Portal.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
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 with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
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 DSC"s to others which may lead to misuse.
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 / e-Token.
7. For any Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com, 8. The scanned copies (.pdf files) of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc
2. Once the bidders have selected the tenders they are interested in, the bidder can pay the processing fees (NOT REFUNDABLE) by net-banking / Debit / Credit card and then download the required documents / tender schedules, Bid documents etc. Once tender fee is paid, it will be moved to the respective "requested" Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS:

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids and no separate intimation will be provided to the vendors.
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.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
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 Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" 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.

SUBMISSION OF BIDS:

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "EMD Exemption" in place of EMD.
4. The bidder can use their own format for quoting the price and it should contain all the details.
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.
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. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.
