



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
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Ref: CCE/09-10/004/MHRD/KMAN

Date: 12.08.2012

Tender No.: NPTEL/KMAN/013/2012

N.E. Nagaraj
Special Officer (Project Purchase)
IC&SR, I.I.T. Madras

Due Date: 03.09.2012, 3:30pm

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, offers are invited for the Scope of work such as “**Conducting NPTEL awareness workshop and Text Transcription of NPTEL Video Lectures**” conforming to the specifications given in the Annexure.

I) Instructions to the Bidder

- (i) **Preparation of Bids:-** The tenders should be submitted under two-bid system (i.e.) Technical bid and Financial bid.
- (ii) **Delivery of the tender:-** The tender shall be sent to the below-mentioned address either by post or by courier so as to reach our office before the due date and time specified in our Schedule. The offer/bid can also be dropped in the tender box on or before the due date and time specified in the schedule. The tender box is kept in the office of the “Special Officer, Project Purchase” IC & SR Building 2nd floor, I.I.T. Madras, Chennai – 600 036.
- (iii) **Opening of the tender:-** The offer/Bids will be opened by a committee duly constituted for this purpose. The technical bids will be opened first and it will be examined by a technical committee which will decide the suitability of the bid as per our specifications and requirements. The financial offer/bid will be

opened only for the offer/bids which technically meet all our requirements as per the specification.

- (iv) **Prices:-** The price should be quoted in nett per unit. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of tax & duties should be clearly indicated.
- (v) **Commencement / Completion of Work:** The work should commence within 15 days from the date of P.O. and shall be completed within 6 months from the date of commencement of work.

Yours faithfully,



N.E. Nagaraj
Special Officer (Project Purchase)
IC&SR, I.I.T. Madras.

SCHEDULE

II) Important Conditions of the tender

1. The Last date for the submission of the tender is **03.09.2012, 3:30pm.**

2. The offer/bids should be submitted in two bid systems (i.e.) Technical bid and Financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item-wise price for the items mentioned in the technical bid. The Technical bid and the Financial bid should be put in separate covers and sealed. Both the sealed covers should be put into a bigger cover. The limited tender for scope of work **“Conducting NPTEL awareness workshop and Text Transcription of NPTEL Video Lectures”** should be written on the left side of the outer cover.

3. (i) EMD:- Two percent (2%) of the tender value quoted by the company. The EMD should be included in the Financial bid which will not be opened for Technical evaluation. **Enclosing the EMD in the Technical bid will automatically disqualify the tenderer.** EMD should be in the form of DD in favour of “The Registrar, Indian Institute of Technology Madras” and payable at Chennai. The tender without EMD would be considered as UNRESPONSIVE and REJECTED. Photo/FAX copies of the Demand Draft/Banker’s pay orders will not be accepted. No interest will be paid for the EMD and the EMD shall be converted as a security deposit of the successful bidder and the same will be returned after the successful completion of the work.

(ii) The EMD (Bid Security) will be refunded to the Successful bidder on receipt of 5% Bank Guarantee.

(iii) The Bank Guarantee should be valid for the period of 12 months from the date of Installation / Completion of work.

4. **Delivery Schedule:-** The tenderer should indicate clearly the time chart for completion of 25%, 50%, 75% and 100% of work within the stipulated time. In case there is any delay in the completion of work, penalty will be levied for the delay.
5. **Payment:-** Installment payments after 25%, 50% 75% and 100% of satisfactory completion of work will be made.
6. **Late offer:-** The offers received after the due date and time will not be considered.
7. **Acceptance and Rejection:-** I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.
8. **Disputes and Jurisdiction:-** Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.
9. **Acknowledgement:-** It is hereby acknowledged that the tenderer has gone through all the conditions mentioned above and agrees to abide by them.



**SIGNATURE OF TENDERER
ALONG WITH SEAL OF THE
COMPANY WITH DATE.**

10/8/2012

N.E. NAGARAJ
Special Officer (Project Purchase)
Centre for Industrial Consultancy & Sponsored Research
Indian Institute of Technology Madras
Chennai - 600 036.