



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**  
**Chennai 600 036**

Telephone: [044] 2257 9723/9798  
E-mail: tender@iim.ac.in



The Senior Manager (Project Purchase)

Ref: ME/2020/008/BVSS/MCMA

Dated: 11.06.2020

Special Limited Tender No: ME/2020/008/BVSS/MCMA

**Due Date: 25.06.2020, 5:00pm**

**Pre-Bid meeting: - Not required.**

**Technical Bid opening meeting on Due Date: 26.06.2020, 3:00pm**

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, offers are invited for the supply of “**Miscellaneous components manufacturing and Assembly**” conforming to the specifications given in (Annexure-I).

**Terms and Conditions of Limited Tender**

1. **Preparation of Bids:** - The Special Limited tenders should be submitted under **Two bid system** (i.e.) Technical- and -Financial bid.
2. **Delivery of the tender:** - The tender shall be sent to the below-mentioned addresses either by post or by courier (duly sealed and super scribed on the envelope with the reference No and due date) so as to reach the following address before the due date and time specified in our Schedule:  
**The Senior Manager,  
Project Purchase,  
IC & SR Building, 2nd floor,  
I.I.T. Madras,  
Chennai – 600 036**
3. **Price:** - The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges.
  - a. The offer/bid should be exclusive of taxes and duties. The percentage of tax & duties should be clearly indicated separately. IIT Madras is eligible for concessional GST and relevant certificate will be issued.
  - b. In case of import supply, the price should be quoted without custom duty. IIT Madras is exempted from levy of IGST on Imports and eligible for concessional custom duty (not exceeding 5%) and the price should be quoted on EX-WORKS and CIP (stating the Cost, Insurance, Freight separately) and indicating the mode of shipment.
4. **Terms of Delivery:** - The item should be supplied to our Departments as per Purchase Order. In case of import supply, the item should be delivered at the cost of the supplier to our Institution. The Installation/Commissioning should be completed as specified in our important conditions.
5. **Catalogue:** Original catalogue (not any photocopy) of the quoted model duly signed must accompany the quotation in the Technical bid
6. **Late offer:** - The offers received after the due date and time will not be considered

7. **Payment:** - No Advance payment will be made for Indigenous purchase. However, 90% Payment against Delivery and 10% after installation are agreed to wherever the installation is involved. In case of import supplies the payment will be made only through 100% Letter of Credit i.e. (90% payment will be released against shipping documents and 10% after successful installation wherever the installation is being done).
8. **Advance Payment:** - No advance payment is generally admissible. In case of specific percentage of advance payment is required, the Foreign Vendor has to submit a Bank Guarantee equal to the amount of advance payment and it should be routed through the Beneficiary Bank to the end user Bank. Otherwise, the Indian Agent of the foreign vendor has to submit a Bank Guarantee through a Nationalized Bank of India.
9. **On-site Installation:** - The equipment or machinery has to be installed or commissioned by the successful bidder within number of days (as prescribed by PI's) from the date of receipt of the item at site of IIT Madras.
10. **Warranty/Guarantee:** - The offer should clearly specify the warranty or guarantee period for the machinery/equipment.
11. **Validity:** Validity of Quotation not less than 60 days from the due date of tender
12. **Technical Bid Opening:** The technical bid will be opened on **26.06.2020 3:00pm** at the Department of Mechanical Engineering, IIT Madras and the **financial bids** of those tenders who are technically qualified will be opened at a **later date under intimation to them.**
13. **EMD:** - The **EMD (Should be in INR) in the form of Account Payee Demand Draft / Banker's Cheque for 2% of the quoted value of the item; drawn in favor of The Registrar-IIT Madras, payable at Chennai should be enclosed in the cover containing financial bid.** Any offer not accompanied with the EMD shall be rejected summarily as non-responsive.

The EMD of the unsuccessful bidders shall be returned within 30 days of the end of the bid validity period. The same shall be forfeited, if the tenderers withdraw their offer after the opening during the bid validity period. The Institute shall not be liable for payment of any interest on EMD. EMD is exempted for Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME).

***When a foreign vendor does not have a local agent in India, he can submit a demand draft equal to 2% or wire transfer the amount to our account as detailed in the attachment (Annexure II) and enclose the proof with the financial bid***

14. **Performance Security:** -The successful bidder should submit Performance Security for an amount of 5% of the value of the contract/supply within 21 days from the issue of work/purchase order. The Performance Security should be furnished in the form of an Account Payee DD / FD Receipt from the commercial bank (or) Bank Guarantee from any nationalized bank in India.
15. **Accept /Reject:** IIT Madras reserves the full right to accept / reject any tender at stage without assigning any reason.
16. **Settlement of Disputes:** 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.
17. **Risk Purchase Clause:** - In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.

**18. Unsolicited offers:** “This notice is being published **for information only** and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may apply for registration as per procedure.” The Website for Registration of vendors is <http://web.iitm.ac.in/supplier/> and the mail address for queries is “ [workflow@rt.iitm.ac.in](mailto:workflow@rt.iitm.ac.in) “.

Yours sincerely,

**The Senior Manager (Project Purchase)**  
**IC&SR Building, I.I.T. Madras,**  
**Chennai - 600 036.**

ANNEXURE II



CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH (IC&SR)  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
CHENNAI 600 036



**ELECTRONIC CLEARING SERVICE (Credit Clearing)/ REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

**A. Details of Account Holder**

Name of the Institution	Indian Institute of Technology - Madras
Complete Contact Address	Industrial Consultancy and Sponsored Research Indian Institute of Technology-Madras, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036
Telephone No./ Fax No.	Tel - 044-22578355 / Fax - 044-22570545
E- mail ID of the FO/AO/REG/DIR	dricrs@iitm.ac.in

**B. Bank Account Details:**

Institution Account Name (As per Bank Record)	The Registrar, Indian Institute of Technology - Madras
Account No.	2722101001741
Account Print Name	IIT F A/C , The Registrar IIT Madras
IFSC CODE	CNRB0002722
Bank Name (in full)	Canara Bank
Branch Name	IIT-Madras Branch
Complete Branch Address	Canara Bank, IIT-Madras Branch, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036
MICR No.	600015085
Account Type	Savings Account

Certified that the Institute's account is in an RTGS enabled branch.  
I hereby declare that the particulars given above are correct and complete.

Date: \_\_\_\_\_ Signature of the Competent Authority of the Institution with seal, *K. M. Gopinath*  
**DEPUTY REGISTRAR (IC&SR) (IC)**  
**IC & SR, I.I.T. MADRAS**  
**CHENNAI - 600 036**

Certified that the particulars furnished above are correct as per our records.

Date: \_\_\_\_\_  *[Signature]* for CANARA BANK  
Signature of the Authorized Bank Official with Bank Seal.  
**SENIOR MANAGER**  
**B. SEKAR**  
**Senior Manager**  
**SP No 39312**



CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH (IC&SR)  
 INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
 CHENNAI 600 036



K VIJAYALAKSHMI  
 DEPUTY REGISTRAR (IC&SR) i/c

Project Accounts  
 July 5, 2019

TO WHOMSOEVER IT MAY CONCERN

In connection with project, US currency may be transferred to CANARA BANK, IIT – MADRAS  
 Branch In connection with the following details.

FOR TRANSFER OF CURRENCY US DOLLAR

Please Credit in USD (THROUGH)

JP MORGAN CHASE, NEW YORK  
 SWIFT CODE: CHASUS33

For credit to

USD ACCOUNT No: 001 – 1395969, of CANARA BANK INTERNATIONAL DIVISION MUMBAI

For Further Credit to

ACCOUNT NO: 2722101001741 of IIT Chennai – Swift Code: CNRBINBBIIT OF THE  
 REGISTRAR, IIT, MADRAS

*K Vijaya*  
 DEPUTY REGISTRAR(IC & SR) i/c

This is to certify that particulars furnished are correct.

*[Signature]*  
 Senior Manager  
 Canara Bank – IIT Madras branch

B. SEKAR  
 Senior Manager  
 SP No. 39312



DEPUTY REGISTRAR (IC&SR) (i/c)  
 IC & SR, I.I.T. MADRAS  
 CHENNAI - 600 036