



भारतीय प्रौद्योगिकीसंस्थानमद्रासचेन्ने 600 036  
**INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036**  
भंडार एवं क्रय अनुभाग  
**STORES & PURCHASE SECTION**  
Email: [adstores@iitm.ac.in](mailto:adstores@iitm.ac.in)  
दूरभाष: (044) 2257 8285 / 8287 / 8288 / 8290 फ़ैक्स: (044) 2257 8082  
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GSTIN: 33AAAAI3615G1Z6



**P K SHEBA SABARI**

*Assistant Registrar (Stores & Purchase)*

Date: 30.09.2022

**Tender No. IITM/SPS/Departmental Store/009/2022-23**

**Due Date: 21.10.2022  
Before 3.00 pm**

Dear Sir / Madam,

Sub: Tender for Operating Departmental Store at Shopping Centre of IIT Madras Campus – Reg.

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On behalf of the IIT Madras, sealed quotations are invited in the prescribed format for Operating Departmental Store at Shopping Centre of IIT Madras Campus as per the following details:

a)	Schedule - A	Terms & Conditions
b)	Annexure - A	Scope of Work
c)	Annexure - B	Technical Bid
e)	Annexure - C	Proforma for Technical Bid
f)	Appendix - A	Details of Experience
g)	Annexure - D	Proforma for Financial Bid (BOQ)
h)	Annexure - E	Land Border Sharing Certificate
i)	Annexure - F	Local Content Declaration
j)	Annexure - G	Firm Not blacklisted / debarred

Sd/-  
**(SHEBA SABARI P.K.)**  
Assistant Registrar  
Stores and Purchase



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### TENDER DOCUMENT

NAME OF WORK	:	Tender for Operating Departmental Store at Shopping Centre of IIT Madras Campus
VALIDITY OF THE TENDER	:	120 days from the date of opening of the tender.
Earnest Money Deposit (EMD)	:	Rs.2,00,000/- (Rupees two lakhs only)
Performance Security Deposit	:	Rs.2,00,000/- (Rupees two lakhs only)
PRE-BID MEETING	:	Pre-bid Meeting will be conducted via Google Meet on <b>07.10.2022 @ 3.00 p.m.</b> Please see the below link to join the meeting <a href="https://meet.google.com/bjf-ozzf-hug">https://meet.google.com/bjf-ozzf-hug</a>
LAST DATE FOR SUBMISSION OF TENDER DOCUMENTS	:	21.10.2022 @ 3.00 p.m.
ADDRESS FOR SUBMISSION OF TENDER	:	The Assistant Registrar, Stores and Purchase Section 3 <sup>rd</sup> Floor, Admin Building IIT Madras, Chennai 600036.
DATE OF OPENING OF TECHNICAL BID AND VENUE	:	21.10.2022 @ 4.00 p.m.  <b>Venue:</b> Conference Room, 3 <sup>rd</sup> Floor, Administration Building, IIT Madras
DATE OF OPENING OF FINANCIAL BID	:	Bidders who have qualified in Technical evaluation, will be called for opening of Financial Bid. The date and time will be intimated later to the bidders.

Sd/-  
(SHEBA SABARI P.K.)  
Assistant Registrar  
Stores and Purchase

**TENDER FOR OPERATING DEPARTMENTAL STORE AT SHOPPING CENTRE OF IIT MADRAS CAMPUS**

**TERMS AND CONDITIONS**

1. IIT Madras invites bidders to operate the Departmental Store in the campus to cater the Campus residents and student community as per the scope of the work in **Annexure A**.
2. This document is also available in the following websites  
<http://tenders.iitm.ac.in>  
<https://eprocure.gov.in/epublish/app> (CPP Portal)
3. **Preparation of bids:** The tender should be submitted as two-bid system i.e. Technical bid and Financial bid in two separate envelopes and these two envelopes have to be sealed in a single big envelope.
4. **Submission of tender:** The tender shall be sent to the address mentioned below, either by post or by courier (duly sealed and superscribed on the envelope with the bidder email id, contact nos., tender reference nos., due date and time before the due date and time specified in the schedule. The offer / bid can also be dropped in the tender box on or before the due date and time specified.

**The Assistant Registrar,  
Stores and Purchase Section  
3<sup>rd</sup> Floor, Admin Building  
IIT Madras,  
Chennai 600036**

5. IIT Madras reserves the right to accept/reject any or all the tenders without assigning any reason thereof.
6. EMD of INR 2,00,000/- (Rupees Two Lakhs only) should be transferred through NEFT/RTGS to the following bank account on or before 21.10.2022 before 3:00 p.m. Proof of transfer of EMD to IIT Madras account should be submitted along with Technical bid.

**Name : The Registrar IIT Madras  
Bank : State Bank of India  
Account No. : 10620824305  
Branch : IIT MADRAS  
IFSC CODE : SBIN0001055**

7. As per Rule 170 of GFR 2017, exemption of EMD will be given subject to submission of undertaking by the firm seeking such exemption. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document.
8. As per O.M. No.F.1/2/2022-PPD Dated 01.04.2022, the EMD will be returned to the unsuccessful Bidder(s), within 30 days after declaration of result of first stage i.e. technical evaluation etc. The EMD shall be forfeited if any Bidder withdraws the offer before finalization of the tender. Tenders without EMD will be summarily rejected.
9. The successful bidder shall submit a **Performance Security amount of Rs.2,00,000/- (Rupees Two lakhs only)** in favour of **“The Registrar, IIT Madras”** within 15 (fifteen) days from the date of issue of Order by IIT Madras, which shall be released on expiry/termination of the contract after adjustment of dues, if any.
10. The Tenders will be opened on **21.10.2022 at 4.00 p.m.** in the Stores and Purchase Section, of Administration Building, IITM on the same day. Bidders or their authorized representatives may be present during the opening of Tenders. All the Tenders will be opened on that day even if a Bidder or his authorized representative is not present at that time.
11. The Tenders received after the due date and time will not be considered and the same will be returned unopened to the respective bidders.
12. Bidders shall agree to keep their offer open for 120 (One Hundred Twenty) days from the date of opening of Tenders and not make any modifications in the stated terms and conditions.
13. The participating bidders should undertake to acknowledge that they have gone through all the Schedules and Annexures of this Tender document and agree to abide by them.
14. IIT Madras reserves the right to shortlist/reject any or all the tenders and accept the whole or any part of a tender without assigning any reason therefore.
15. Any legal disputes arising out of this tender process shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

16. The successful bidder shall execute an Agreement with the IITM accepting the terms and conditions as listed in various Schedules. The Agreement can be terminated by either side with a notice of one month.
17. **Duration of the contract:** Initially, the contract will be awarded for Two years. The period may be further extended upto a maximum of three more years on annual basis, based on the feedback and performance. Performance appraisal of the service provider will be carried out by the IITM by obtaining Feedback from the end users on half yearly basis / yearly basis. The total tenure of the contract cannot be more than 5 years.
18. **PENALTY:** Penalty will be imposed for violation / non-compliance in respect of any one or more of the following - Hygiene, Quality, Service, Behavior of the personnel, Ambience, Cleanliness littering & garbage disposal, Display, Availability of items (as per tender), **selling expired product**, Not registering complaint, late remittance of payments / dues, violation of Institute rules. The penalty will be as follows:
  - Warning for the first three occasions
  - 20% of license fee for the fourth time
  - 40% of license fee for the fifth time
  - 60% of license fee for the sixth time
  - Thereafter, cancellation of contract, if any of the complaints listed above is repeated after sixth time.
19. **Indemnity clause:** The successful bidder has to take responsibility of issues arising due to un-hygienic, personal hygiene issues and (or) storage of items and any such issues that may cause harm to the customers due to inefficient/improper operation.
20. **Gate Passes:** The shop shall arrange to obtain security passes from the Security Section of IIT Madras for all their employees and issue the same to them. No employee must stay in the premises of IIT Madras after working hours. The shop must obtain the necessary written permission from the competent authority to enable overnight stay of their employees in the campus at times of exigencies. The facility cannot also be used for the accommodation of staff when they are not on duty.
21. **Force Majeure:** If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the Individual/firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic/pandemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the firm may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to the IITM within **seven calendar days** from the date of occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of IITM as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.
22. **Number of Bids and their Submission:**

The bidders should submit the bids in **two bid system** as detailed below.

**Bid I Technical Bid**

The technical bid should consist of **proof of EMD transfer, filled-in proforma of Technical bid submission** as per details given in **Annexure-C along with Appendix A.**

The bidder should go through the scope of work (Annexure- A) and Technical bid (Annexure – B) of the tender document, understand the requirement of IITM before bidding and submit the technical bid covering the following details along with all relevant document proof. **Any tender documents without these details shall be invalid and rejected.**

**Bid II Financial Bid**

The financial bid should be submitted as per the proforma in **Annexure D. The Quote should in Percentage.**

23. **Evaluation of Bids:**

**(i) Technical Bid Evaluation:**

Technical bid evaluation will be done in two stages:

In the 1<sup>st</sup> stage, each point given in technical bid (Annexure-B) will be evaluated. Bidders who have satisfied all the conditions stipulated in the 1<sup>st</sup> stage alone will be qualified for 2<sup>nd</sup> stage of technical evaluation.

In the 2<sup>nd</sup> stage, the technical Specification offered by the bidders will be evaluated by the Committee and marks will be given as per the parameters mentioned in the tabulation below. **Onsite visit is part of technical bid evaluation.**

The parameter to be considered for Technical Evaluation and the maximum marks for each parameter of the technical bid are as under

Sl. No	Parameter	Maximum Marks	
1	<b>Background of the Organization:</b>	20	
	# Parameter		Maximum Marks
	a <b>Aggregate financial turnover for 3 years (2019-20, 2020-21 and 2021-22)</b> i) Minimum Rs.10 Crores : 3 marks ii) More than Rs.10 Crores and Upto Rs.15 Crores : 4 marks iii) Above Rs.15 Crores : 5 marks		5
	b <b>Total Years of experience in operating Departmental Store outlets in Greater Chennai Corporation Limits</b> i) Minimum 5 years of experience : 8 marks ii) More than 5 to 7 years of experience : 10 marks iii) More than 7 to 10 years of experience : 12 marks iv) Above 10 years of experience : 14 marks		15
<b>Documentary proof for the above parameters should be submitted in the technical bid</b>			
2	<b>Onsite Visit</b>	10	
	# Parameter		Maximum Marks
	a Variety of products		2
	b Quality of products		2
	c Range of branded products		2
	d Reliability of Service		2
e Hygiene aspects	2		
<b>TOTAL Technical Score (TS)</b>		<b>30</b>	

**Onsite Visit to Bidders' Functioning Locations:** Details of currently running outlets of the bidders must be enclosed with the Technical bid as per **Appendix B**. The Tender Evaluation Committee will carry out surprise visits to location(s) currently operated by the bidders as a part of Technical Evaluation. After evaluation of Technical bid including their onsite visit, the financial bids of only those firms which have **secured a minimum of 21 marks (70%)** in the stage II of Technical bid evaluation will only be declared as technically qualified for opening of financial bid.

**(ii) Financial Bid Evaluation:**

The technically qualified bidder who **has offered the highest discount on MRP** will be declared as successful bidder (H1) and the contract will be awarded to the successful bidder (H1) subject to other usual conditions.

In case of tie among the bidders in the financial bid evaluation, those bidders alone will be asked to resubmit the financial bids as a tie breaker.

In the event of tie in the resubmitted financial bids, the bidder who has the highest turnover will be selected as success bidder.

Sd/-  
**(SHEBA SABARI P.K.)**  
Assistant Registrar  
Stores and Purchase

**DECLARATION OF THE TENDER**

It is hereby acknowledged that I/We have gone through all the points listed under **“Specification, Scope of work and Terms and Conditions”** of tender document, the same is abided and agreed to be executed. In case, if any of the information furnished by me/us is found false, I/We are fully aware that the tender /contract will be rejected / cancelled by IIT Madras and EMD shall be forfeited.

Signature of the Bidder Name &  
Address of the Bidder with Office Stamp

**SCOPE OF WORK**

1. IIT Madras (IITM) requires a service provider to operate Departmental store in the campus to cater the campus residents and student community.
2. The service provider is expected to sell good quality and variety of products. The service provider should **make all attempt to sell the items based on the requirement of the campus community**.
3. Daily usage items like edible oils, all types of pulses, flours, kitchen grocery items, baby / toddler items, non-alcoholic drinks, spices, toiletries (Soap, shower gel, detergent, hand wash, toothpaste, hair oil etc), packed snacks (biscuit, namkeen, chocolates etc.), drinking bottles, perfume, deodorant, room fresheners and miscellaneous items etc. should be made available at all the time at a reasonable price, best quality, right quantity and range of reputed brands.
4. The service provider should **operate the shop from 7.00 am to 8.00 pm (without any break)** on all the 7 days of the week.
5. The service provider should make necessary arrangements for installation of racks and shelves and other facilities required for display and sale at their own cost with the prior approval of IITM.
6. Alteration / installation work of any nature shall be carried out in the shop only with the prior approval of IITM.
7. The service providers are not allowed to sell any other item incidental to groceries without prior permission. However, freebies by companies like utensils etc. along with the product will be counted as Groceries.
8. Adequate number of shopping cart/baskets should be made available at the departmental store.
9. Necessary arrangement/facility to place orders through phone, mobile app like WhatsApp should be provided. **The door delivery should be provided free of charge for the purchase value of Rs.500/- and above. For orders less than Rs.500/, delivery charge of Rs.10/- may be collected for each order.**
10. **Multiple payment options (like BHIM, GPay, PayTM, Net Banking, Swipe payment machine etc.) should be provided.** Bill indicating the rate of the items and receipt for payment of money should be provided for all sales.
11. Price list of each item should be displayed prominently. All items kept for sale shall clearly indicate MRP.
12. Sufficient man power to run the shops should be provided and should not engage persons below the age of 18 years as labourers and **shall adhere to all applicable Labour laws**.
13. The service provider and their employees should have a courteous and cordial relationship with the customers.
14. The shop should not go non-operational except in case of emergencies and with the prior information / permission of the Institute.
15. The service provider shall not store any oil and other items that are combustible in the premises and shall take necessary steps to safeguard against fire, explosion and other related hazards.
16. The arrangements for waste disposal should be made as per the terms and conditions specified by the Institute.
17. The service provider should make their own arrangements for obtaining necessary licenses / clearances / approvals, i.e., GST, FSSAI, permission for waste disposal, etc., from the Corporation of Greater Chennai and Government of Tamil Nadu, as the case may be wherever necessary, and also ensure compliance of all necessary statutory regulations. The Institute shall not hold any responsibility in any manner whatsoever for any breach of Law/Rules of the government by the service provider on this account.
18. All food safety norms and other guidelines pertaining to the operation of the Departmental Store shall be adhered by the service provider.  
**The campus is a “Plastic – Free Zone”.** One time use and throwaway plastics are strictly prohibited. The service provider should have paper covers/bags or jute/cloth bags (at nominal charges) and biodegradable material to pack the items sold in their shops, failing which it will attract penalty and also will lead to the cancellation of license.
19. IITM will provide space of **1893 sq.ft. in the ground floor** of Shopping Complex, IITM premises. Power supply and water supply will be provided in the shop on payment basis.

20. The service provider will be charged a license fee of **Rs.32/- per sq.ft** and 5% will be increased on yearly basis plus GST, Water charges of Re.1/- per sq.ft., Solid waste disposal at 20% on license fee and Electricity charges at the TNEB rates.
21. The license fee and other charges payable is subject to revision from time to time at the discretion of the Institute and payable from the date of its effect.
22. **TERMINATION OF LICENSE:** Application for discontinuing the trade and vacating the premises should be sent one month in advance from the date from which they desire to discontinue and vacate. The Institute has the sole and inalienable right to **terminate the agreement by giving one month's notice without assigning any reason.**
23. Any violation of the terms and conditions mentioned herein will entail immediate cancellation of the license and forfeiture of the Performance Security Deposit. In matters of disputes, the decision of the Institute shall be final and binding on the service provider.
24. Following shall be the responsibilities of the successful vendor:
  - a. Bills have to be provided to every customer
  - b. As far as possible, all the material to be sold are to packed and of standard and reputed brand.
  - c. Hygiene and sanitation standards should strictly comply with prevalent norms. The licensee shall maintain full hygienic conditions in the shop/outlet, in storage and in keeping the floor, furniture neat and clean, so as to maintain the standards and aesthetic values in the Shop/outlet. The licensee shall also have to make his own arrangements for safe storage of materials. Compliance to the hygiene standards will be checked periodically. Non-compliance to hygiene standards will be sufficient reason to terminate the contract.
  - d. Cleaning and maintenance of shop.
  - e. The licensee shall maintain the quality in goods/items to be sold / services to be provided. There shall be no compromise with regard to the quality of items to be sold / services to be provided in the shop / outlet premises.
  - f. The premises should be kept well ventilated and well lit. No display/encroachment/ storage is allowed outside the premises such as Corridor / Staircase space etc.
  - g. Pest / rodent control should be done on regular basis to control the harmful insects and rodents.
  - h. Unusable/old/not working/stale/expired items/parts/goods should not be kept for sale.
  - i. All expenses related to the employees engaged by the shop shall be borne by the Bidder / Licensee. In case of any accident or mishap to any employee of the shop, the Institute and its functionaries shall not be held responsible / liable in any manner whatsoever.
  - j. **Suggestion/Compliant Book** should be kept at the billing counter visible to all the customers. The Monitoring Committee shall have the rights to check this book (for a review of suggestions /complaints registered and action taken by the service provider) at any time.



## TECHNICAL BID

## ELIGIBILITY CRITERIA:

1. The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in **Annexure – E**.
2. Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16<sup>th</sup> September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per **Annexure – F**.
3. Neither the tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in **Annexure – G**.
4. The firm must have an aggregate financial turnover of at least Rs.10.00 Crores in the last three years i.e.2019-20, 2020-21 and 2021-22 (Should enclose the audited financial statement signed by the Chartered Accountant)
5. The firm should be in business with a minimum of 5 outlets (currently running) for the last five years in Greater Chennai Corporation Limits. (Relevant document proof should be attached i.e. Agreement etc.)
6. The firm should submit valid Food Safety and Standards Authority of India (FSSAI) Certificate.
7. The firm should have a Valid Labour License issued from Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970
8. The firm should have registration with EPF, ESI, GST and PAN (Necessary document proof should be attached)

**Sd/-**  
**(SHEBA SABARI P.K.)**  
Assistant Registrar  
Stores and Purchase

**PROFORMA FOR TECHNICAL BID SUBMISSION**

1	Name of the Tender Company / Firm / Agency		
2	Name of the Director / Proprietor of the Firm / Agency		
3	Full address of the Registered Office		
4	Contact Numbers	Office No.	
		Mobile No.	
5	Email ID		
6	GST Identification Number		
7	Labour License		
8	Local (Chennai) Office address		

Sl. No.	I. ELIGIBILITY CRITERIA	Compliance (Yes/No)	Page Ref.No.
1.	The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in <b>Annexure – E</b> .		
2.	Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16 <sup>th</sup> September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per <b>Annexure – F</b> .		
3.	Neither the tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is <b>pending</b> against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in <b>Annexure – G</b> .		
4.	The firm must have an aggregate financial turnover of atleast Rs.10.00 Crores in the last three years i.e. 2019-20, 2020-21 and 2021-22 (Should enclose the audited financial statement signed by the Chartered Accountant)		
5.	The firm should be in business with a minimum of 5 outlets (currently running) for the last five years in Greater Chennai Corporation Limits. (Relevant document proof should be attached i.e. Agreement etc.)		
6.	The firm should submit valid Food Safety and Standards Authority of India (FSSAI) Certificate.		
7.	The firm should have a Valid Labour License issued from Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970		
8.	The firm should have registration with EPF, ESI, GST and PAN (Necessary document proof should be attached)		

**The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format.**

Place:  
Date:

Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp

**DETAILS OF DEPARTMENTAL STORE FUNCTIONING IN GREATER CHENNAI CORPORATION LIMITS***(Copies of relevant documents may be enclosed)*

Sl.No.	Period of operation	Details of Departmental Store with Address and Contact No.	Sq. ft. of the shop	Consolidated Billing Amount per annum
1.				
2.				
3.				
4.				
5.				

Certified that the above furnished information is true and correct. IIT Madras is permitted to verify the above details from any of the clients listed above.

Place:  
Date:

Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp

**PROFORMA FOR FINANCIAL BID (BOQ)**

**OPERATING DEPARTMENTAL STORE AT SHOPPING CENTRE OF IIT MADRAS CAMPUS**

**Tender No. IITM/SPS/Departmental Store/009/2022-23**

Sl.No.	Description	Exclusive of GST (in %)
1	Discount offered on the MRP for the sale of goods in the Departmental Store	

Place:

Date:

Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp

(To be given on the letter head of the bidder)

---

No. \_\_\_\_\_

Dated: \_\_\_\_\_

**CERTIFICATE**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

***OR (whichever is applicable)***

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from \_\_\_\_\_ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfill 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)*

Place:

Date:

Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp

**FORMAT FOR SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY  
(PREFERENCE TO MAKE IN INDIA) 2017**

**Tender Reference No. IITM/SPS/Departmental Store/009/2022-23**

**Name of the Service: OPERATING DEPARTMENTAL STORE AT SHOPPING CENTRE OF IIT MADRAS CAMPUS**

Date: \_\_\_\_\_

I/We \_\_\_\_\_ S/o, D/o, W/o, \_\_\_\_\_ resident of \_\_\_\_\_ hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

<b>Tick ( ✓ ) and Fill the Appropriate Category</b>	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under <b>“Class-I Local Supplier”</b> category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under <b>“Class-II Local Supplier”</b> category.

The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Percentage of Local content : \_\_\_\_\_ %\*\*

Location at which value addition done : \_\_\_\_\_

For and on behalf of ..... (Name of firm/entity)

**Authorized signatory (To be duly authorized by the Board of Directors)**

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

**This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.**

*\*\* Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition*

<Insert Name, Designation and Contact No.>

(To be given on the letter head of the bidder)

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**Self-Declaration that the Bidder has not been Black listed**

I .....S/o .....

R/o ..... police station ..... District.....Director

/ partner/ sole proprietor (Strike out whichever is not applicable) of .....

..... (Firm or Company) do hereby declare and solemnly affirm:

- I. That the Firm ..... has not been Blacklisted or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company Blacklisted or any partners or shareholder thereof has anyconnection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:

Date:

Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp