



**ACADEMIC SECTION
INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

Telephone: [044] 2257 8044



**K Vijayalakshmi
Deputy Registrar**

Date: 30.05.2023

Tender No. IITM/Acad/Jute Folder/01/2023-24/SPL

Tenders are invited in two bid system namely "technical bid and financial bid" for supply of 2300 Nos. of Jute Folder as per the technical specification below.

Sample Jute Folder may be inspected in the Academic Section, 4th Floor, Administration building, IIT Madras, Chennai 600 036 between 10am and 5pm from 31.05.2023 to 05.06.2023

Specification for supplying folders for degree certificate:

Folder Size (10" X 14") – JUCO (Fine Lenin type) Folders requirement - 2300 Nos with following specification

1. Paper Board inside.
2. IITM emblem, Roll No., Name all in embroidery,
3. Nylon piping of 10 different colours,
4. Corners of right side (inner) with 2 holders for inserting the certificates (min 4 sheets)
5. Printing of pledge left side of the folder (inner – 90 words approx.)

Last date for receipt of tender	19.06.2023 @ 02:00 PM
Date & time of opening of tender	19.06.2023 @ 03:00 PM

Terms & Conditions:

1. Photographs of sample Jute Folder and logo design is given Annexure-A.
2. Non submission of sample will lead to rejection of bid.
3. Sample will be evaluated for the compliance of required specification and the other instructions mentioned in the tender document.
4. The tenderer who have complied with all technical specification and other terms and conditions of the tender will be technically qualified.
5. "The sealed quotation should be submitted to the following address along with due date and time on the top of the master envelope (with two separate sealed covers for technical bid & financial bid). Late quotation will be summarily rejected."

**Deputy Registrar (Academic Research),
4th Floor, Academic section,
Administration Building,
IIT Madras,
Chennai- 600036.
Phone: 044 2257 8044/8045.**

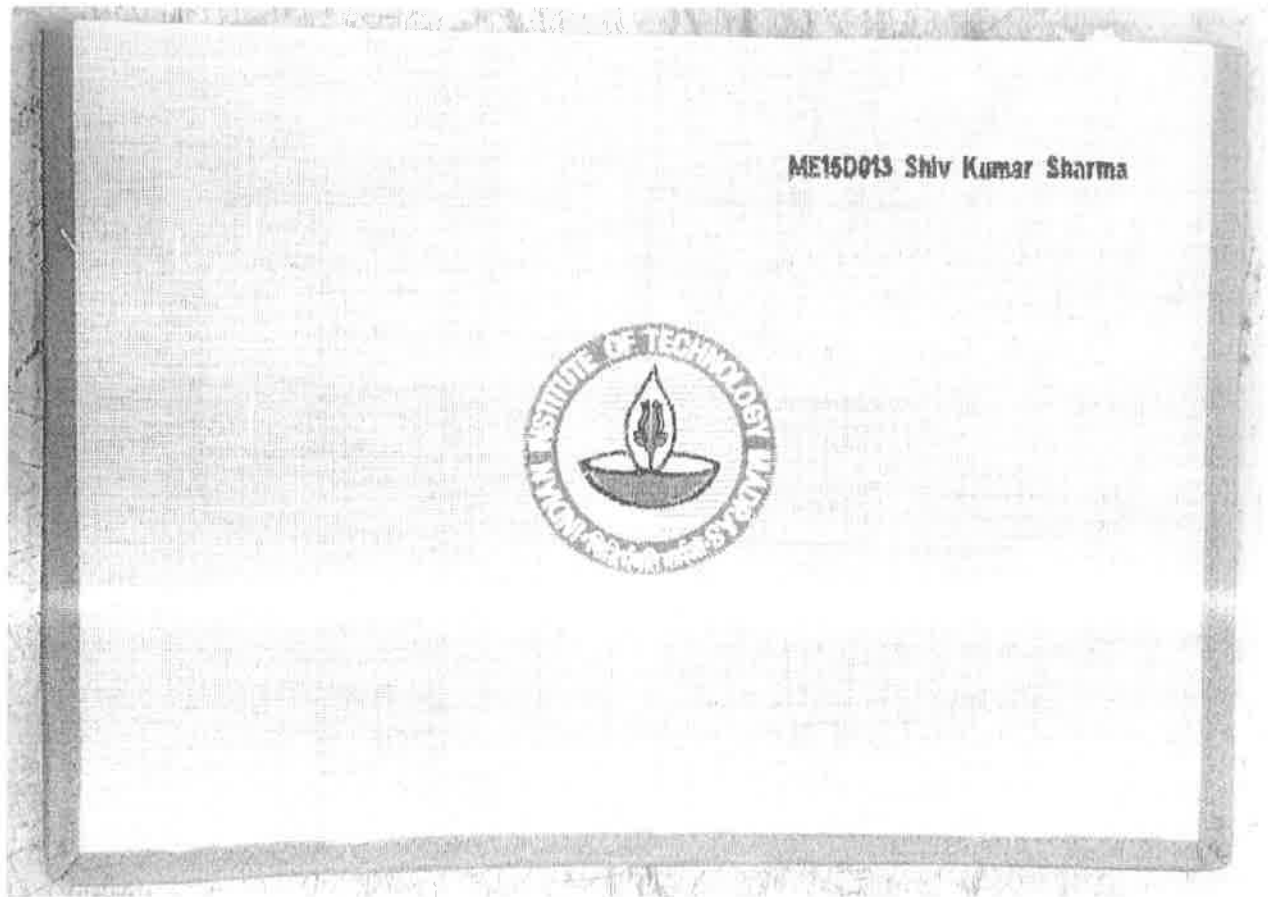
6. The sample should be submitted along with Annexures B, C, D, E within the due date and time in technical bid. Late quotation will be summarily rejected."
7. Financial bid should be submitted separately in a sealed cover.
8. The rate to be quoted should include price such as tax, delivery charges, freight, packing, loading, unloading etc.
9. You are requested to mention the enquiry number along with due date on the envelope while sending the quotation.
10. Discount if any should be mentioned separately.
11. The quote should be valid for 90 days from the date of opening the bids.
12. Delivery: 20 days from the date of Purchase Order.
13. The payment will be made after supply of our requirements in good condition.
14. For any clarifications regarding the description etc. contact the email or phone no. as given above.
15. **Jurisdiction:** All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of tender is issued.
16. **Dispute Settlement:** It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIT Madras whose decision shall be final and binding on both the parties. It is also agreed that in case of any disagreements / disputes in connection with the Arbitrator's award, the same shall be settled under the Court of Law with its jurisdiction at Chennai. The resultant contract will be interpreted under Indian Laws.

Thanking You,

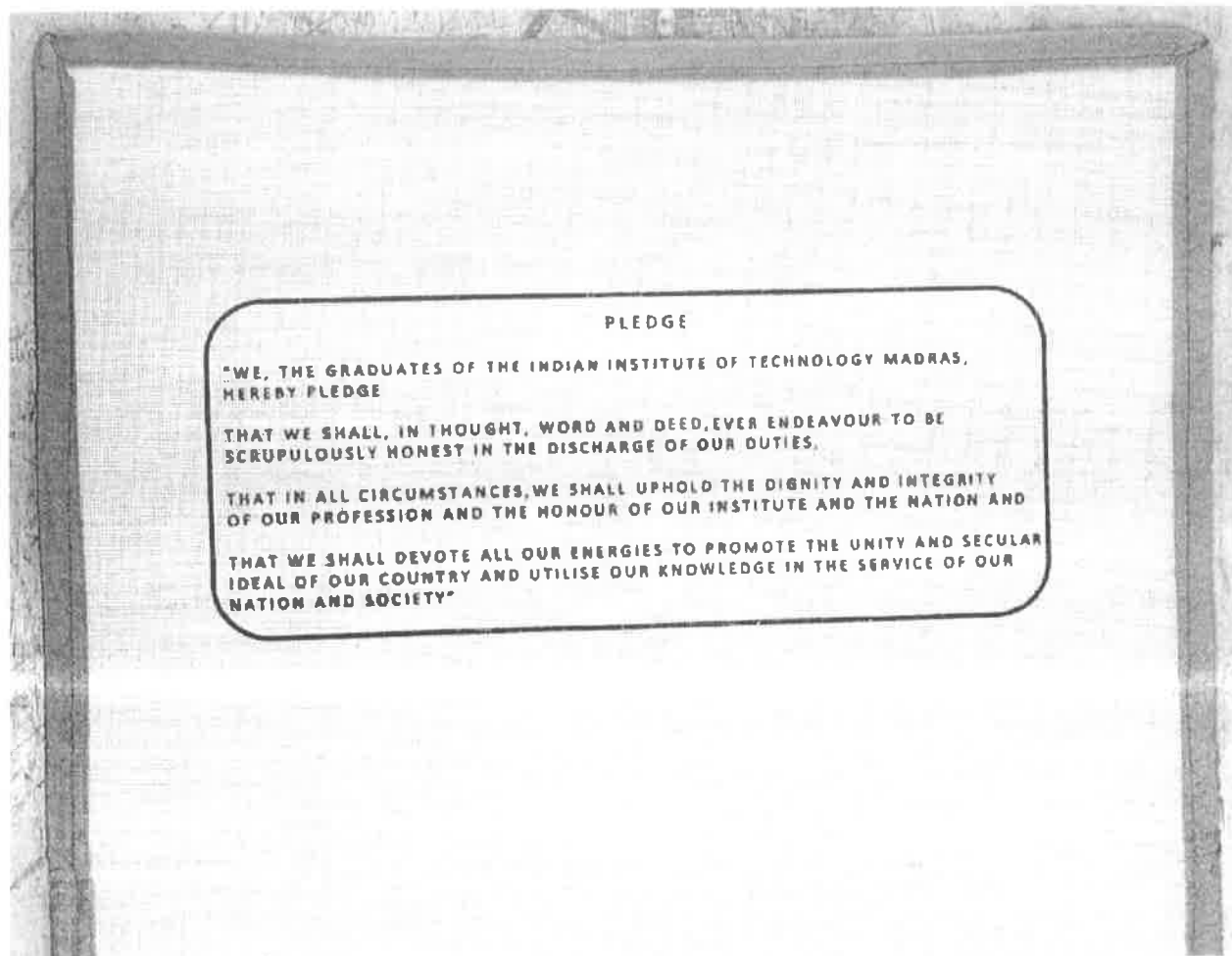

Deputy Registrar
(Academic Research)

Photograph of Jute Folder

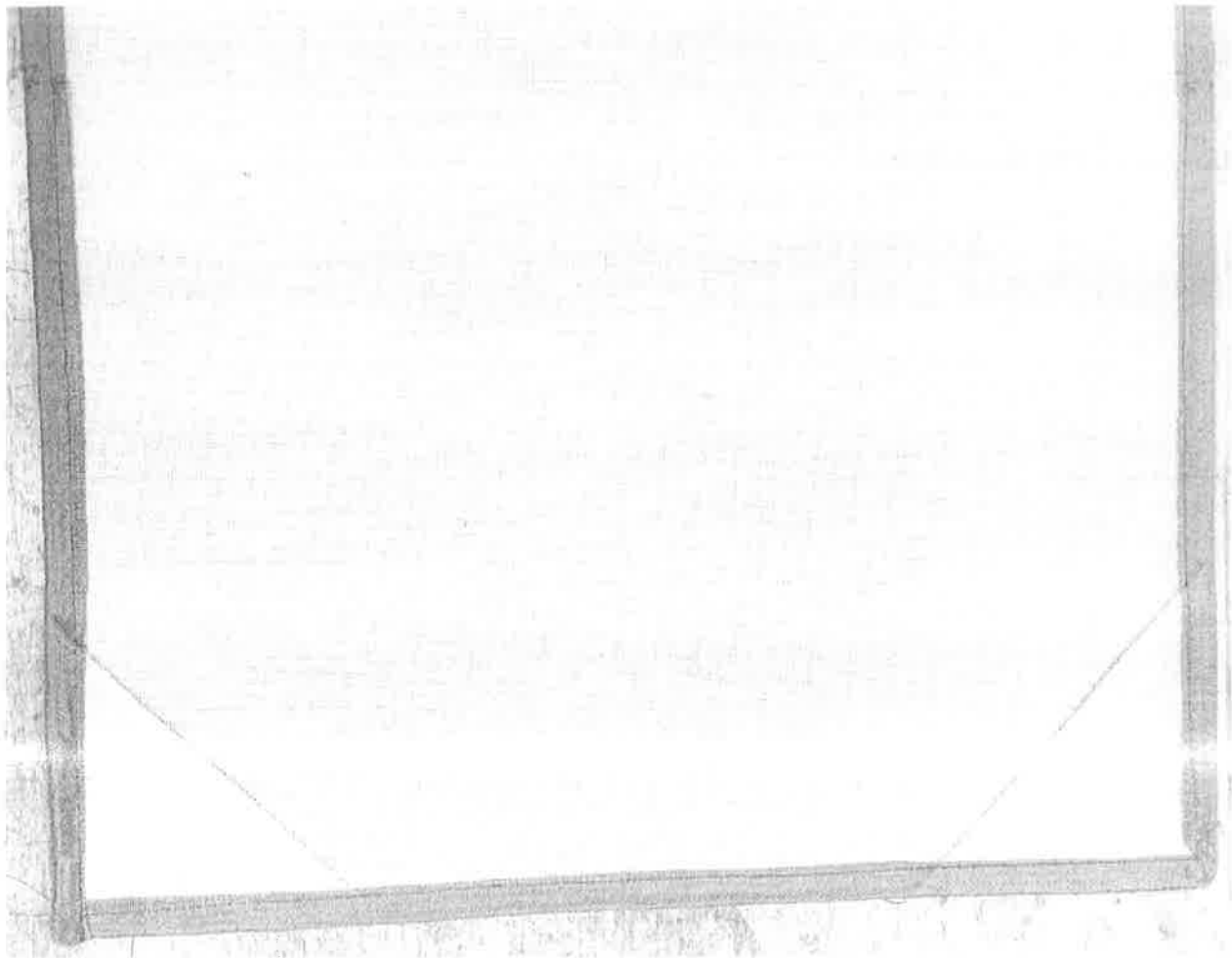
First side of Degree Folder:



Degree Folder inside (left):



Degree Folder inside (Right):



Degree Folder Back Side:



PROFORMA FOR TECHNICAL BID**Jute Folder**

Tender No. IITM/Acad/Jute Folder/01/2023-24/SPL

A. PRE QUALIFICATION CRITERIA

S. No.	Description	Compliance (Yes / No)	Reference Page No.
I	Eligibility Criteria - I		
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 as per format given in Annexure – C shall be submitted with the bid.		
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 16th 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 – d."		
3	The bidder nor any of its partners 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 – E .		

B. TECHNICAL SPECIFICATION:

S. No.	Specifications	Compliance (Yes / No)	Referene Page No.
1	Folder Size (10" X 14") with Paper Board inside.		
2	JUCO (Fine Lenin type)		
3	IITM emblem, Roll No., Name all in embroidery,		
4	Nylon piping of 10 different colours,		
5	Corners of right side (inner) with 2 holders for inserting the certificates (min 4 sheets)		
6	Printing of pledge left side of the folder (inner – 90 words approx.)		

(To be given on the Letter Head of the bidder)

Tender No. IITM/Acad/Jute Folder/01/2023-24/SPL

Dated:

CERTIFICATE

(Bidders from India)

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*)

(Bidders from Country which shares a land border with India)

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:

Signature of the Bidder

Date:

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.

Name of the Service:

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 Gol 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.

Tick (✓) and Fill the Appropriate 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 50% and come under " Class-I Local Supplier " 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 " Class-II Local Supplier " 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)

Self-Declaration that the Service Provider 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 any connection 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 BIDDER ALONG WITH SEAL OF THE COMPANY WITH DATE

PROCUREMENT OF JUTE FOLDER

Tender No. IITM/Acad/Jute Folder/01/2023-24/SPL

PROFORMA FOR FINANCIAL BID (BOQ)

Sl. No.	Item Description	Qty.	Unit Rate In INR	Tax (in %)	Total Amount In INR (Incl. of GST)
1	Jute Folder as per technical specification	2300			
GRAND TOTAL					

TOTAL AMOUNT IN WORDS:-----

Place:

Date:

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

