



भारतीय प्रौद्योगिकीसंस्थानमद्रासचेन्नै 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 / 8286 / 8287 / 8288 फ़ैक्स: (044) 2257 8292  
Telephone : (044) 2257 8285/8286/8287/8288 FAX: (044) 2257 8292  
GSTIN: 33AAAAI3615G1Z6



**P K Sheba Sabari**  
*Assistant Registrar (Stores & Purchase)*

Date: 19.05.2023

Tender No. IITM/SPS/Angavasthram Box/05/2023-24/SPL

Due Date: 05.06.2023 @3.00 p.m.

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system for

**HARD CUPPA BOARD BOX WITH IIT MADRAS LOGO FOR IIT MADRAS CONVOCATION 2023**

**Detailed Specifications for Angavasthram - Quantity: 2500 Nos.**

1. Size: 17.5 cm X 28.5 cm X2.5 cm
2. Color: 4 color Printing as per the sample
3. Lamination: Glossy
4. Die cut and pasting finishing with magnet closure using imported 2mm Cuppa board /Glossy art paper.
5. IIT Madras Logo in front side and back side as per images attached. IIT Madras logo has four colours (Maroon, Red, Black and Yellow) with English and Hindi text (as per sample photo attached).

**Terms & Conditions:**

1. Sample Hard cuppa board Box may be inspected in Stores & Purchase Section, 3<sup>rd</sup> Floor, Administration building, IIT Madras, Chennai 600 036 between 10am and 5pm from Monday to Friday on or **before 30.05.2023**
2. Photographs of sample Hard cuppa board Box is given Annexure-A.
3. **Non submission of sample will lead to rejection of bid.**
4. Sample will be evaluated for the compliance of required specification and the other instructions mentioned in the tender document.
5. The tenderer who have complied with all technical specification and other terms and conditions of the tender will be technically qualified.

6. Sample with IITM logo and quotation should be submitted in one master envelope with two separate sealed envelopes (Technical and financial bids) by mentioning the enquiry no to the following address on or before 05.06.2023. Otherwise quotation will not be considered.

**Assistant Registrar**

**Stores & Purchase Section**

**3<sup>rd</sup> Floor, Administration building**

**IIT Madras, Chennai 600 036**

7. The technical bid should be submitted along with **Annexures B, C, D, E & F** within the due date and time. Late quotation will be summarily rejected.
8. The rate to be quoted should include price such as tax, delivery charges, freight, packing, loading, unloading etc.
9. Discount if any should be mentioned separately.
10. The requirement is very urgent and hence delivery should be effected within 30 days from the date of Purchase order.
11. Delivery should be made to Stores & Purchase Section, 3<sup>rd</sup> floor, Administration Building, IIT Madras, Chennai 600 036.
12. The payment will be made after supply of our requirements in good condition.
13. For any clarifications regarding the description etc. contact the email or Phone No. as given below.

Assistant Registrar

Stores & Purchase Section

3<sup>rd</sup> Floor, Administration building

IIT Madras, Chennai 600 036

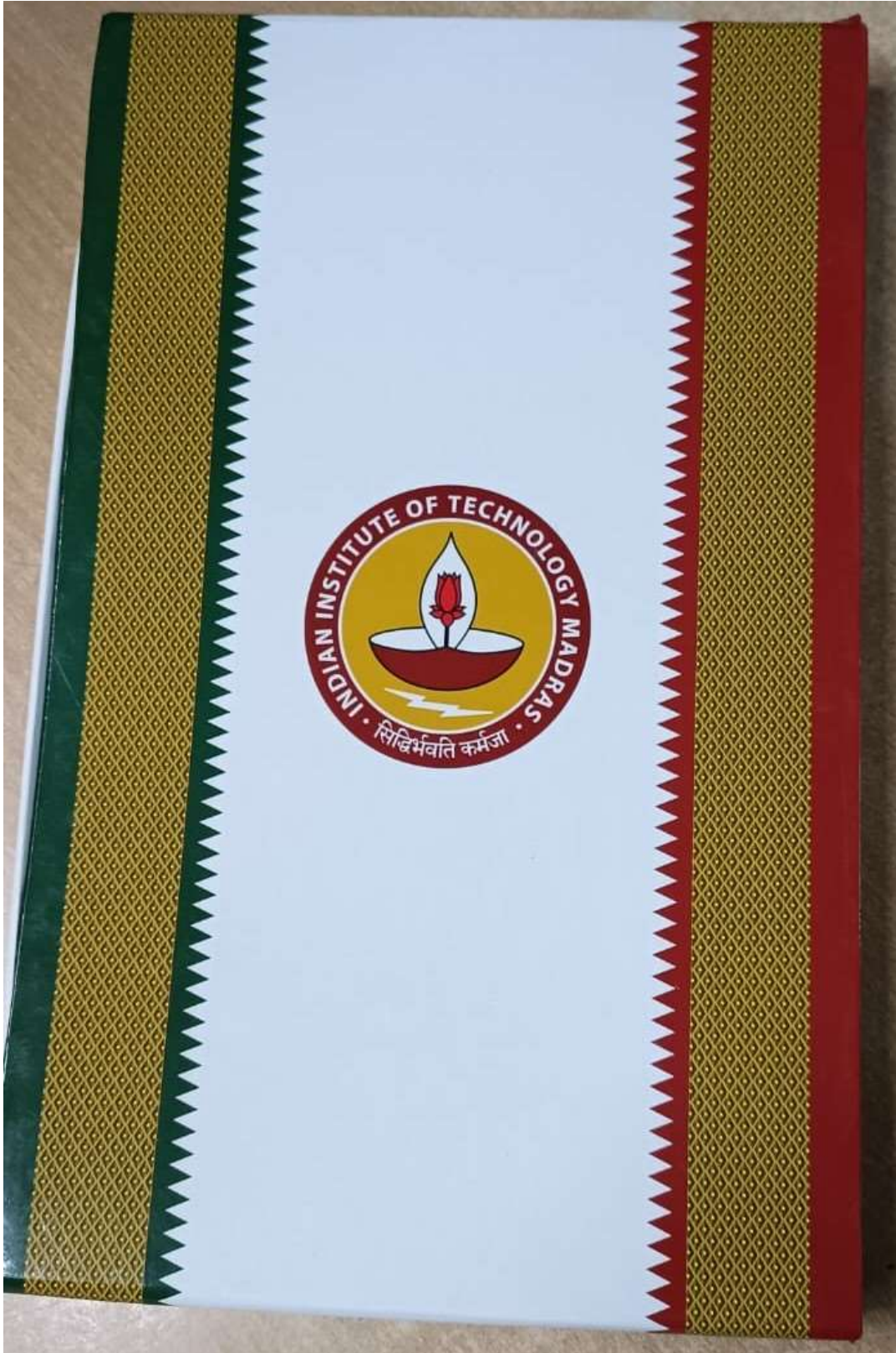
Phone: 044 2257 8287/8285 / 8288/8290

Email: [adstores@iitm.ac.in](mailto:adstores@iitm.ac.in)

Sd/-

**Assistant Registrar (S&P)**

Photograph of Hard cuppa board Box

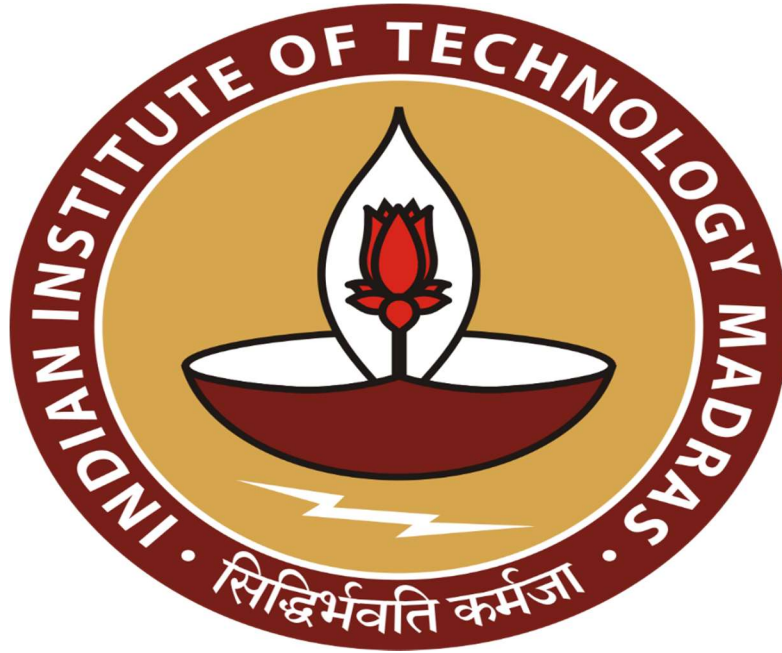






## Images

- I. Hard cuppa board box front side IITM Logo



- II. Hard cuppa board box back side Logo



Sd/-

Assistant Registrar (S&P)

**PROFORMA FOR TECHNICAL BID****Hard Cuppa Board Box (With IIT Madras Logo)**

Tender No. IITM/SPS/Angavasthram Box/05/2023-24/SPL

**A. PRE QUALIFICATION CRITERIA**

S. No.	Description	Compliance (Yes / No)	Reference Page No.
<b>I</b>	<b>Eligibility Criteria - I</b>		
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 <b>Annexure – D</b> shall be submitted with the bid.		
2	Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P45021/2/2017-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 <b>Annexure – E</b> .		
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 <b>Annexure – F</b> .		

**B. TECHNICAL SPECIFICATION:**

S. No.	Specifications	Compliance (Yes / No)	Referene Page No.
1	Size: 17.5 cm X 28.5 cm X2.5 cm		
2	Color: 4 color Printing as per the sample		
3	Lamination: Glossy		
4	Die cut and pasting finishing with magnet closure using imported 2mm Cuppa board /Glossy art paper		
5	IIT Madras Logo in front side and back side as per images attached. IIT Madras logo has four colours (Maroon, Red, Black and Yellow) with English and Hindi text (as per sample photo attached)		

**PROFORMA FOR FINANCIAL BID (BOQ)**

**Hard Cuppa Board Box (With IIT Madras Logo)**  
**Tender No. IITM/SPS/Angavasthram Box/05/2023-24/SPL**

<b>S.No</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>GST (%)</b>	<b>Total Cost (Incl of GST &amp; all other charges)</b>
<b>1</b>	<b>Hard Cuppa Board Box</b>	<b>2500 Nos.</b>			
<b>TOTAL COST INCLUSIVE OF ALL **</b>					

\*\*The prices quoted must be Nett considering all scope of supply, Transport, loading & unloading.

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

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Tender No. **IITM/SPS/Angavasthram Box/05/2023-24/SPL**

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)**

***(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 am from \_\_\_\_\_ (Name of Country) and have registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and am eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:

Date:

**SIGNATURE OF BIDDER ALONG WITH  
SEAL OF THE COMPANY WITH DATE**



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

**Tender Reference Number: IITM/SPS/Angavasthram Box/05/2023-24/SPL**

**Name of the item : Hard Cuppa Board Box (With IIT Madras Logo)**

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

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

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**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**