



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
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The Senior Manager (Project Purchase)

Date: 08.05.2024

Open Tender Reference No: MS/RAHUL/019/2024/SIIPORTAL

GEM NAR ID: GEM/GARPTS/29042024/UYSNXQ37JGDZ

Due Date/Time: 28.05.2024@ 3:00 PM

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, digitally signed online bids are invited in two bid system from Class-I Local Suppliers and Class II Local Suppliers, for the supply of: **“SII PORTAL HOSTING, MANAGEMENT, ISSUE RESOLUTION AND NEW CHANGES”** Conforming to the specifications given in **Annexure -A.**

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at **“Help for Vendors”**. [Special Instructions to the Vendors / Bidders for the e-submission of the bids online through this eProcurement Portal”]

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT Madras’. Thereafter, click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/eprocure/app> as per the schedule attached.

No manual bids will be accepted. All tender documents including Technical and Financial bids should be submitted in the E-procurement portal.

1)	Pre-bid Meeting Details	:	If required will be intimated
2)	ICSR Vendor Registration	:	<p><u>Vendor registration:</u> Vendor registration with IC&SR (IITM) is mandatory for bidders to participate in tenders.</p> <p>** <u>For Vendor Registration & Guidelines, Please follow the website :</u> https://icandsr.iitm.ac.in/vendorportal; Helpdesk: vendorhelpdesk@icsrpiis.iitm.ac.in</p>

Last date for receipt of tender	:	28.05.2024@ 3:00 PM
Date & time of opening of tender	:	29.05.2024@ 3:00 PM

3. Instructions to the Bidder:

A)	Searching for tender documents	:	<ul style="list-style-type: none"> • There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal. • Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. • The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
B)	Assistance to bidders	:	<ul style="list-style-type: none"> • Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. • Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005]
C)	Enrollment Process to Bidders	:	<p><u>REGISTRATION</u></p> <ul style="list-style-type: none"> • Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL:https://etenders.gov.in/eprocure/app by clicking on “Online Bidder Enrollment”. Enrollment on the CPP Portal is free of charge. • As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. • Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. • Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.) • Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. • Bidder then may log in to the site through the secured log-in by

			<p>entering their user ID / password and the password of the DSC / eToken.</p> <ul style="list-style-type: none"> • Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app • Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://etenders.gov.in/eprocure/app under the “Information about DSC”.
D)	Preparation of bids	:	<ul style="list-style-type: none"> • Bidder should take into account any corrigendum published on the tender document before submitting their bids. • Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. • Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option. • To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
E)	Submission of bids	:	<ul style="list-style-type: none"> • Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. • The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. • Bidder has to select the bid security declaration. Otherwise, the tender will be summarily rejected. • A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as

		<p>name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.</p> <ul style="list-style-type: none"> • The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. • The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. • The uploaded tender documents become readable only after the tender opening by the authorized bid openers. • Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. • Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet. • More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocare/app. • All tender documents including pre-qualification bid, Technical Bid & Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. No manual bid submission will be entertained.
F)	Marking on Technical Bid	<ul style="list-style-type: none"> • The bidder eligibility criteria, technical specification and supply of item for this tender is given in Annexure A. • The Bidders shall go through the specification and submit the technical bid. • The Technical bid should be submitted in the proforma as per Annexure-B in pdf format only through online (e-tender). No manual submission of bid will be entertained. • The technical bid should have a page-wise heading as "Technical Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents. • The technical bid should consist of bidder eligibility criteria details and all technical details along with catalogue/ pamphlet which will give a detailed description of product with technical data sheet so that technical compliance can be verified.
G)	Marking on Price Bid	<ul style="list-style-type: none"> • Financial bid (BoQ) should be submitted in the prescribed proforma format as per Annexure-C in xls format through e-tender only. No manual or other form of submission of Financial Bid will be entertained

4)	<p>Preparation of Tender: The bidders should submit the bids in two bid system as detailed below.</p> <p>Bid I _Technical Bid</p> <p>The technical bid should consist of bidder eligibility criteria and technical specification compliance sheet as per the Technical Bid Proforma (Annexure-B).</p> <p>Bid II _Price Bid</p> <p>The price bid should be submitted in the Tabular format (BoQ) as per the Financial Bid Proforma (Annexure -C) uploaded in the e-Tender web site. The Quoted price should be for supply and installation of the item and inclusive of all cost and statutory levies at IIT Madras.</p>
5)	<p>Price:</p> <ul style="list-style-type: none"> a) The rate quoted shall be all inclusive of all taxes and no extra payment will be made other than statutory revisions as per the terms and conditions stipulated in this contract document. b) The offer/bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately.
6)	<p>Tenderer shall submit along with this tender:</p> <ul style="list-style-type: none"> (i) Proof of having ISO or other equivalent certification given by appropriate authorities. (ii) Name and full address of the Banker and their swift code and PAN No. and GSTIN number. (iii) GST registration proof showing registration number, area of registration etc. (iv) All of your future correspondences including Invoices should bear the GST No. and Area Code.
7)	<p>Period for which the offer will remain open:</p> <p>The offer shall remain valid for 120 days from the date of opening of the tender. However, the day up to which the offer is to remain valid being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain valid for acceptance till the next working day.</p>
8)	<p>EMD:</p> <p>The EMD of Rs.4,00,000 to be transferred to the account details mentioned in Annexure I and proof should be enclosed in the Technical Bid. Any offer not accompanied with the EMD shall be rejected summarily as non-responsive.</p> <p>As per rule no. 5.1.4 (vi) of the Manual of Procurement of Goods, no bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this period will result in forfeiture of the bidder's bid security (EMD) and other sanctions.</p> <p>The Institute shall not be liable for payment of any interest on EMD.</p> <p>As per the Public Procurement Policy for MSEs, Order 2012 dated 25.03.2022, EMD is exempted for Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by the Department of Industrial Policy & Promotion (DIPP). (MSE/MSME/DIPP PROOF should be enclosed in the cover containing the technical bid)</p>
9)	<p>Performance Security: -</p> <p>The successful bidder should submit Performance Security for an amount of 5% of the basic invoice value of the contract/supply. The Performance Security may be furnished in the form of an Insurance Surety Bond, Account Payee DD, FD Receipt in the name of "The Registrar, IIT Madras" from any scheduled commercial bank or Bank Guarantee from any scheduled commercial bank in India or online</p>

	<p>payment in an acceptable form. The performance security should be furnished within 14 days from the date of the purchase order.</p> <p>Performance Security in the form of Bank Guarantee: - In case the successful bidder wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed directly to IIT Madras from the Bank.</p> <p>The Performance Security Deposit should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.</p>
10)	For the same tender, either the OEM or the authorized dealer/service provider can only quote. But both of them cannot quote separately for the same tender.
11)	The offers/bids should be submitted only for an item/Equipment of the exact standard that is acceptable to IIT Madras without Prejudice. The details of a list of customers in India for whom the item is already supplied with must accompany the quotations. Quotations for a prototype machine will not be accepted
12)	Original catalogue (not any photocopy) of the quoted model duly signed by the principals must accompany the quotation in the technical bid.
13)	Compliance or Confirmation report with reference to the specifications and other terms & conditions should also be obtained from the principal/OEM.
14)	<p>Risk Purchase Clause</p> <p>In the event of failure of contractual obligation during the schedule, the Office of Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras has all the right to engage other sources on the total risk of the sanctioned vendor under risk purchase clause.</p>
15)	<p>Payment:</p> <p>(i) As per GFR 2017 Terms: 90% Payment after supply and 10% after installation are agreed to wherever the installation is involved.</p> <p>(ii) Advance Payment: No advance payment is generally admissible. In case a specific percentage of advance payment (not more than 30%) is required, the Vendor has to submit a Bank Guarantee from a scheduled commercial bank in India equivalent to the amount of advance payment.</p>
16)	<p>Acceptance and Rejection:</p> <p>Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers.</p> <p>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.</p>
17)	<p>Debarment from Bidding:</p> <p>In case of breach of Terms & Conditions, Bidder may be suspended from being eligible for bidding in any contract with the IIT Madras up to 2 Years [as per Rule 151(iii) of GFR] from the date as fixed by IIT Madras.</p>
18)	<p>Disputes and Jurisdiction:</p> <p>Settlement of Disputes: Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate</p>

	<p>one arbitrator and the Project Coordinator of IITM shall nominate an arbitrator. The Dean IC&SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceeding shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai.</p> <p>a. The Applicable Law: The Purchase Order shall be construed, interpreted and governed by the Laws of India. Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.</p> <p>b. 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.</p>
19)	<p>Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>For purposes of this Clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
20)	<p>Eligibility Criteria:</p> <ul style="list-style-type: none"> ➤ As per the Government of India Order, only “Class - I Local Suppliers” and “Class - II Local Suppliers” <u>can participate in this tender.</u> ➤ <u>Bidder should confirm their acceptance that they comply with the provisions with report to “Guidelines for eligibility of a bidder from a country which shares a land border with India as detailed at Annexure-E. The bidder should submit Certificate for “Bidder from/ Not from Country sharing Land border with India & Registration of Bidder with Competent Authority” as per Order of DoE F.No.6/18/2019-PPD dated 23.07.2020 and No.F.7/10/2021-PPD(1) dated 23.02.2023 and No.F.7/10/2021-PPD(1) dated 23.02.2023.</u>
21)	<p>Preference to “class I Local Suppliers”: preference will be given to “class 1 local suppliers” (subject to class -I local supplier’s quoted price falling within the margin of purchase preference) as per public procurement (preference to make in India) order 2017 .O.M No P- 45021/2/2017 – pp(BE - 11) dt 04/06/2020 subject to the conditions that the “class 1 Local Supplier” should agree to supply goods / provide service at L1 rate and furnish a certificate with the technical bid document that the goods/service provided by them consists local content equal to or more than 50%.(certificate from Chartered Accountant in case value of contract exceeds Rs 10 crore).</p> <ul style="list-style-type: none"> ➤ ‘Class - I local supplier’ means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to or more than 50% as defined under the above said order. Declaration to be provided as per Annexure-D per item/service/work. ➤ ‘Class - II local supplier’ means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to 20% but less than 50% as defined under the above said order. Declaration to be provided as per Annexure-D per item/service/work. ➤ ‘Margin of purchase preference’: - The margin of purchase preference shall be 20%. The Definition of the margin of purchase preference is defined in the Govt. of India Order No: P-45021/12/2017-PP (BE-II) Dt.4th June, 2020) Order 2017. As per the Government of India

Order – “Margin of Purchase Preference” means the maximum extent to which the price quoted by a “Class-I local supplier” may be above the L1 for the purpose of purchase preference.

****Note: Local content percentage to be calculated in accordance with the definition provided at clause 2 of revised 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**

22)

Evaluation of Bids

Bid evaluation will take place in two stages.

Stage I Technical Bid evaluation

All bids received within due date and time will be opened for technical evaluation as per scheduled time.

All bidders who have fully complied with bidder eligibility criteria I, II and technical Specification (Annexure B) will only be considered for opening of financial bid.

All bidders who qualify in the Stage I (Bidder Eligibility Criteria I & II) will be required to make a presentation before the Evaluation Committee. The technical submission and technical presentation together will be considered for technical bid evaluation. The date of the presentation and the Google Meet link will be intimated later by email

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

PARAMETERS - TABLE - 1		Maximum marks
1. BACKGROUND OF THE ORGANIZATION		
As per Eligibility Criteria II – (2) - INR 1.2 Crores (Minimum eligibility requirement)		
a. INR 1.5 to 2 Crores	- 3 marks	5
b. More than INR 2 Crores up to 3 Crores	- 4 marks	
c. More than INR 3 Crores	- 5 marks	
1. EXPERIENCE		
As per Eligibility Criteria II – (3) – 3 projects (Minimum eligibility criteria, average value INR 40 lakhs per project) One page write-up describing the functionality needs to be submitted (along with the relevant documents)		
a. Minimum 4 project	- 8 marks	15
b. 5-6 projects	- 12 marks	
c. More than 6 projects	- 15 marks	
PARAMETERS - TABLE - 2		
PRESENTATION		
Evaluation will be based on the parameters listed below:		
• Development		50

	<ul style="list-style-type: none"> • Testing • Service experience of developing managing, • Hosting • Active portals for government agencies. • Experience with building, managing IT applications and services projects on cloud for an organization. 		
Total		70	
<p>The technical bid will be evaluated for 70 marks and the bidder should score minimum 49 marks to qualify the technical bid. The bidders who have scored less than 49 marks will be rejected. The technical bid of bidders who have scored 49 marks (i.e 70%) and more alone will be qualified for opening of price bid.</p>			
<p>Stage II: Financial Bid Evaluation</p>			
<ul style="list-style-type: none"> • Financial Bid with the lowest quoted amount (L1) will be assigned a financial score of 30 and other bids will be assigned scores that are inversely proportional to their quoted amount. 			
<p>The Financial bid evaluation will be based on price quoted by the bidder in Financial Bid (BoQ).</p>			
23)	<p>In accordance to the Rule 173 of GFR,2017 and relevant provisions thereof in Procurement Manuals, 2022, IC&SR, IITM reserves the right to carry out the negotiation process through its purchase/technical committee with L1/H1 (as applicable) vendor to ensure price reasonability before final recommendation to the Competent Authority. The negotiation details, if any, on case-to-case basis shall be recorded in minutes of meetings suitably for records.</p>		
24)	<p>Selection of successful bidder and Award of Order</p> <p>The successful bidder will be selected based on assessment of skills, experience, and understanding/analysis of the project scope and cost (QCBS).</p> <p>The total score, both technical and financial, shall be obtained by weighing the technical (70%) and cost (30%) scores and adding them up. The combined technical and financial scores of all the bidders will be calculated as per formula given below:</p> $\begin{aligned} \text{Marks obtained by a Bidder for the technical bid} &= M \\ \text{Amount quoted by the lowest bidder} &= L1 \\ \text{Amount quoted by a Bidder} &= L \\ \text{Points for Financial proposal of the bidder} &= (L1/L) \times 30 \\ &= F \text{ Combined} \\ \text{technical and financial score (H) of the bidder} &= M + F = \\ &H \end{aligned}$ <p>The combined technical and financial scores of all the bidders will be calculated as above and the bidder who secures the highest combined score (H) will be selected as the successful contractor. In case of tie, a bidder with higher technical score will be considered for award of work.</p>		
25)	<p>All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through e-Tender portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids.</p>		

26)	The tenderer shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions of the contract.
27)	Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal.
28)	In the e-tender process, participation of bidders after the due date is not possible. The eligible bidders can login to the e-Procurement portal to ascertain the tender status.

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

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

**Bidder Eligibility Criteria and Technical Specification for SII PORTAL HOSTING,
MANAGEMENT, ISSUE RESOLUTION AND NEW CHANGES**

Tender No. MS/RAHUL/019/2024/SIIPORTAL

Bidder Eligibility Criteria – I (Public Procurement – Preference to Make in India)

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 (ANNEXURE – D)

Bidder Eligibility Criteria – II

1. Vendor Registration ID/Proof.
2. Land Border Certificate (ANNEXURE – E).
3. Non- Debarment Declaration (ANNEXURE – H).
4. Mandate Form (ANNEXURE – J)
5. EMD as per Tender, to be remitted in the account number as given in the (Annexure – I) or 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) and Startups as recognized by Department of Industrial Policy & Promotion (DIPP). (MSE/MSME/DIPP PROOF should be enclosed in the cover containing technical bid).
6. The bidder should have average Annual Turnover of minimum INR 120 Lakhs per year over the last 3 financial years (2020-21, 2021-22, 2022-23). This should be certified by a Chartered Accountant. Necessary document proof should be submitted).
7. The bidder shall have experience in executing projects (similar to the tendered item) of application building & cloud services provided on MEITY empaneled cloud and IT/ITES/ICT, FMS for any Central/State Govt./Autonomous Institutions in India during last three financial years 2021-22, 2022-23, 2023-24 with three projects of aggregate value of at least INR 120 Lakhs.

Copies of the document listed below should be submitted as a proof for the above work experience:

- a. Work Order
- b. Project Completion Certificate/or User performance Certificate from End User (minimum 3 reference including contact details (name of the person-in-charge, email, and phone number).

**III. Technical Specification for SII PORTAL HOSTING, MANAGEMENT, ISSUE
RESOLUTION AND NEW CHANGES**

“Service Partner for Hosting and Management of the Study in India Portal”

SCOPE OF WORK

The Study in India (SII) portal (<https://www.studyinindia.gov.in/>) is a Ministry of Education system for the foreign students to apply for various academic programs in India. The portal is currently live and taking in new student registrations for the academic year 2024-25.

IIT Madras is taking over the management of the portal. Towards that the service providers are invited to bid to host and manage for IIT Madras.

The service provider (SP) shall be handed over the source code and the database using which the portal can be hosted on a public cloud. The SP shall be responsible for maintaining the portal, host the same on a public cloud (mutually agreed by the SP and Institute), resolve stakeholder issues, and also build new features. The new feature development and testing may be need based and requirements for the same shall be communicated to the SP by the Institute team. The SP should resolve all the issues and bugs within 72 hours of them being reported. For the development and deployment of new features, the timelines shall be decided mutually by the SP and Institute.

(i) Installation services

- a) The cloud resources shall be made ready for the SII portal installation. Appropriate cloud resources shall be provisioned to host a test instance of the SII portal.
- b) The SP shall install the necessary OS. All the required files, services, libraries shall be installed and configured by the SP.
- c) The SP shall complete the code and the database installation.
- d) The SP shall install and configure the necessary database system (e.g. MySQL). All other supporting systems (for OS and applications) shall be installed, configured and optimized. Necessary version of PHP shall be installed on the machine.
- e) The SII portal installed on the machine shall be available on the web browsers as well as the mobile devices.
- f) The services shall be hosted with a domain name provided by the Institute.
- g) The data of the existing users, their information, customizations and data shall be migrated to the newly installed SII portal on the cloud.
- h) The SII portal shall be set up with authentication methods provided by the Institute. Only authenticated users shall be allowed to login and use the SII portal services.

(ii) Development, testing and deployment services

- a) SP shall complete the development, testing work to build new features on SII based on the requirements shared by the Institute and other stakeholders.
- b) SP shall ensure that all the business and technical requirements are fully understood. SP shall present detailed scenarios and ensure that all cases are covered before the development starts.
- c) The SP shall take prior approval on the effort estimation for each of the requirements from the Institute to ensure timely completion and fair billing.

- d) SP shall provide a reasonable timeline for completing the development, testing and deployment work for each requirements. If the deployment is delayed beyond the agreed timelines, SP shall sustain deductions as punitive charges as decided by the Institute.
- e) The development work, and testing shall be completed on compatible platform, language and using appropriate database that allows faster deployment to the live SII portal instance.
- f) SP shall take all the necessary precautions while deploying the new development on the live SII portal instance and ensure error-free, smooth transition for all the users.
- g) SP shall complete the deployment only after the final approval of the Institute and other stakeholders on the completion of the requirements.
- h) A log of all change requests shall be kept at all times in a manner such that the Institute has visibility on the same.
- i) A ticketing system shall be introduced on the SII portal to record the change requests from various stakeholders. This ticketing system should separate reporting of bugs and issues from the users and changes requested by the stakeholders.
- j) It is understood that websites created on the domain are subject to the Guidelines for Indian Government Websites (GIGW). The current version applicable is GIGW 3.0.
- k) SP shall create detailed documentation of all new features, and change requests that were deployed in the live instance. The documentation shall be shared with the Institute and other stakeholders.

(iii) Maintenance services

- a) The SII portal shall be stable for use.
- b) The hardware and the services shall be configured and optimized for on average 3000 concurrent users. For a brief period of time, the concurrent users may go to a maximum of 5000 users. That is, the hardware should be prepared for 3000 hits to the site per second on an average; the peak load may see 5000 hits per second. These brief periods of high concurrency shall be managed with the required hardware made available from the cloud. The timing and the duration of high concurrency shall be decided with inputs and suggestions from the Institute.
- c) The instance shall have maximum uptime. Best efforts shall be made to ensure 100% availability of the SII portal for the users, minimum availability shall be 99.8%.
- d) Periodically the security patches for the server shall be reviewed and necessary patches shall be installed. The web server and the database systems shall be secured against potential threats of data leakage, and/or malicious attacks (such as hacking or ransomware attacks). General server maintenance and support activities shall be carried out.
- e) The SP shall conduct a third-party security audit (VAPT, and other relevant testing and audits) of the portal periodically. The period shall be decided in consultation with the Institute.
- f) The SP shall ensure 24x7 monitoring of the SII portal, the code and database.

- g) The SP shall have the responsibility of the upkeep of the web-server, PHP and the database (MySQL or other), with necessary security and upgrade packages as recommended.
- h) The SP shall ensure periodic database maintenance, tuning, archival, restoration and backup. The backup and archival strategies shall be decided after inputs from the Institute. These backup mechanisms shall be implemented and maintained. A file system backup, database copy, and script to launch the SII portal on a fresh instance shall be demonstrated. Such an instance for recovery need not run all the time. The bidder shall provide mechanisms for this in their technical bid document.

(iv) Support services

- a) An issue tracking system shall be made available with an appropriate escalation mechanism.
- b) A ticketing system to raise issues faced by users shall be designed and implemented and made available for the users.
- c) In general, the issues shall be resolved within 3 days of the creation of the issue. For serious issues and requests, appropriate Service Level Agreement shall be arrived at in consultation with the Institute.
- d) Monthly, quarterly and semester activity (and performance metrics) reports shall be generated and shared with the Institute. The performance review shall be carried periodically and remedial and preventive actions taken in consultation with the Institute. Dynamic pages shall be developed to view important statistics (these statistics shall be developed with the inputs of the Institute).

(v) Hosting services

- a) The hardware required to successfully host and run the SII portal shall be provisioned and made available. The hardware shall be on a public cloud. The hardware on cloud shall have sufficient storage capacity to manage more than two lakh users, their information, and data.
- b) The specifications of the hardware shall be decided by the SP in consultation with the Institute. It shall have sufficient storage capacity, the CPU, and RAM to manage the load typical to the Institute. All the required and desired features and services such as (but limited to) load balancing, bandwidth management, elasticity, etc.
- c) The hardware shall have required services to host and comfortably run the SII portal.
- d) There shall be sufficient provisioning for the backup and recovery.
- e) The system shall support appropriate DNS entries to facilitate domain URL mapping of the choice of the Institute. It shall support static as well as dynamic IP mappings.
- f) The system shall have appropriate protections against malicious attacks and/or data leaks. Appropriate sand-boxing technologies shall be made available.
- g) The SP shall take the overall responsibility for the hardware -- resources, management, support, availability, backup and recovery.

(vi) General Requirements

- a) The SP shall be responsible for both transitions of the services as well as migration of the VMs, Data, content and other assets to the new environment at no extra cost.
- b) The SP shall carry out the migration of the VMs, data, content and any other assets to the new environment created by the Institute or any other agency (on behalf of the Institute) on alternate cloud service provider's offerings to enable successful deployment and running of the portal on the new infrastructure including software licenses at no extra cost.
- c) The SP shall ensure that all the documentation required by the Institute for smooth transition (in addition to the documentation provided by the Hardware Service Provider) are kept up to date and all such documentation is handed over to the Institute during regular intervals as well as during the exit management process.
- d) The cloud services should be selected in such a way that the Primary and DR Data Centre (Cloud) shall be physically located in India. The data shall not be transferred outside of the country's boundary.
- e) The proposed cloud hardware must be Tier III or above for better availability of cloud services. The SP shall provide high availability and high throughput enabled virtual machines. The specifications for these virtual machines shall be declared in a public portal of the cloud provider.
- f) The SP shall NOT offer the SII portal resources and content or any other related data to anyone else at any time now or at any time in the future.
- g) The hardware on the cloud shall guarantee 99.99% uptime of the data center including all services as per SLA.
- h) The SP shall abide by the data protection rules and regulations of the Govt. of India including IT Act and its amendments carried out by Govt. of India from time to time.
- i) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisors in relation to this RFP.
- j) All information supplied by bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Institute on the basis of this RFP.
- k) No commitment of any kind, contract or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Institute.
- l) The Institute reserves the right to cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Institute.
- m) This RFP supersedes and replaces any previous public documentation & communications, and bidders shall place no reliance on such communications.
- n) Examination of RFP documents in preparing the proposal, the bidder is expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested in the RFP documents may result in rejection of a proposal.

TECHNICAL BID PROFORMA

Tender No. MS/RAHUL/019/2024/SIIPORTAL

Item Name: SII PORTAL HOSTING, MANAGEMENT, ISSUE RESOLUTION AND NEW CHANGES

1.0 Bidder Eligibility Criteria:

I	Bidder Eligibility Criteria-I (Public Procurement – Preference to Make in India)	Class I / Class II	Local Content Percentage	Ref. Page No.
I	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 th September 2020 and other subsequent orders issued therein (ANNEXURE – D)			

2.0 Bidder Eligibility Criteria:

II	Bidder Eligibility Criteria-II	Complied/Not Complied	Ref Page No.
1	Vendor Registration ID/Proof		
2	Land Border Certificate (ANNEXURE – E)		
3	Non- Debarment Declaration (ANNEXURE – H).		
4	Mandate Form (ANNEXURE – J)		
5	EMD as per Tender, to be remitted in the account number as given in the (Annexure – I) or 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) and Startups as recognized by Department of Industrial Policy & Promotion (DIPP). (MSE/MSME/DIPP PROOF should be enclosed in the cover containing technical bid).		
6	The bidder should have average Annual Turnover of minimum INR 120 Lakhs per year over the last 3 financial years (2020-21, 2021-22, 2022-23). This should be certified by a Chartered Accountant. Necessary document proof should be submitted).		
7	<p>The bidder shall have experience in executing projects (similar to the tendered item) of application building & cloud services provided on MEITY empaneled cloud and IT/ITES/ICT, FMS for any Central/State Govt./Autonomous Institutions in India during last three financial years 2021-22, 2022-23, 2023-24 with three projects of aggregate value of at least INR 120 Lakhs.</p> <p>Copies of the document listed below should be submitted as a proof for the above work experience:</p> <p>a. Work Order</p> <p>Project Completion Certificate/or User performance Certificate from End User (minimum 3 reference including contact details (name of the person-in-charge, email, and phone number)</p>		

3. **Technical Compliance Statement to accompany with** Unquoted offer to be enclosed with technical bid in detail mentioning Model number, Description of the goods / service if any, for the supply with terms and conditions in conformity with the Tender requirement.

“Service Partner for Hosting and Management of the Study in India Portal”

SCOPE OF WORK

The Study in India (SII) portal (<https://www.studyinindia.gov.in/>) is a Ministry of Education system for the foreign students to apply for various academic programs in India. The portal is currently live and taking in new student registrations for the academic year 2024-25.

IIT Madras is taking over the management of the portal. Towards that the service providers are invited to bid to host and manage for IIT Madras.

The service provider (SP) shall be handed over the source code and the database using which the portal can hosted on a public cloud. The SP shall be responsible for maintaining the portal, host the same on a public cloud (mutually agreed by the SP and Institute), resolve stakeholder issues, and also build new features. The new feature development and testing may be need based and requirements for the same shall be communicated to the SP by the Institute team. The SP should resolve all the issues and bugs within 72 hours of they being reported. For the development and deployment of new features, the timelines shall be decided mutually by the SP and Institute

S.No	Specifications	Complied/Not Complied	Ref Page No.
1.	Installation services		
	a) The cloud resources shall be made ready for the SII portal installation. Appropriate cloud resources shall be provisioned to host a test instance of the SII portal.		
	b) The SP shall install the necessary OS. All the required files, services, libraries shall be installed and configured by the SP.		
	c) The SP shall complete the code and the database installation.		
	d) The SP shall install and configure the necessary database system (e.g. MySQL). All other supporting systems (for OS and applications) shall be installed, configured and optimized. Necessary version of PHP shall be installed on the machine.		
	e) The SII portal installed on the machine shall be available on the web browsers as well as the mobile devices.		

	f) The services shall be hosted with a domain name provided by the Institute.		
	g) The data of the existing users, their information, customizations and data shall be migrated to the newly installed SII portal on the cloud.		
	h) The SII portal shall be set up with authentication methods provided by the Institute. Only authenticated users shall be allowed to login and use the SII portal services.		
	Development, testing and deployment services		
2	a) SP shall complete the development, testing work to build new features on SII based on the requirements shared by the Institute and other stakeholders.		
	b) SP shall ensure that all the business and technical requirements are fully understood. SP shall present detailed scenarios and ensure that all cases are covered before the development starts		
	c) The SP shall take prior approval on the effort estimation for each of the requirements from the Institute to ensure timely completion and fair billing.		
	d) SP shall provide a reasonable timeline for completing the development, testing and deployment work for each requirements. If the deployment is delayed beyond the agreed timelines, SP shall sustain deductions as punitive charges as decided by the Institute.		
	e) The development work, and testing shall be completed on compatible platform, language and using appropriate database that allows faster deployment to the live SII portal instance.		
	f) SP shall take all the necessary precautions while deploying the new development on the live SII portal instance and ensure error-free, smooth transition for all the users.		
	g) SP shall complete the deployment only after the final approval of the Institute and other stakeholders on the completion of the requirements.		
	h) A log of all change requests shall be kept at all times in a manner such that the Institute has visibility on the same.		

	<p>i) A ticketing system shall be introduced on the SII portal to record the change requests from various stakeholders. This ticketing system should separate reporting of bugs and issues from the users and changes requested by the stakeholders.</p>		
	<p>j) It is understood that websites created on the domain are subject to the Guidelines for Indian Government Websites (GIGW). The current version applicable is GIGW 3.0.</p>		
	<p>k) SP shall create detailed documentation of all new features, and change requests that were deployed in the live instance. The documentation shall be shared with the Institute and other stakeholders.</p>		
3	Maintenance services		
	<p>a) The SII portal shall be stable for use.</p>		
	<p>b) The hardware and the services shall be configured and optimized for on average 3000 concurrent users. For a brief period of time, the concurrent users may go to a maximum of 5000 users. That is, the hardware should be prepared for 3000 hits to the site per second on an average; the peak load may see 5000 hits per second. These brief periods of high concurrency shall be managed with the required hardware made available from the cloud. The timing and the duration of high concurrency shall be decided with inputs and suggestions from the Institute.</p>		
	<p>c) The instance shall have maximum uptime. Best efforts shall be made to ensure 100% availability of the SII portal for the users, minimum availability shall be 99.8%.</p>		
	<p>d) Periodically the security patches for the server shall be reviewed and necessary patches shall be installed. The web server and the database systems shall be secured against potential threats of data leakage, and/or malicious attacks (such as hacking or ransomware attacks). General server maintenance and support activities shall be carried out.</p>		
	<p>e) The SP shall conduct a third-party security audit (VAPT, and other relevant testing and audits) of the portal periodically. The period shall be decided in consultation with the Institute.</p>		
	<p>f) The SP shall ensure 24x7 monitoring of the SII portal, the code and database.</p>		
	<p>g) The SP shall have the responsibility of the upkeep of the web-server, PHP and the database (MySQL or other), with necessary security and upgrade packages as recommended.</p>		

	<p>h) The SP shall ensure periodic database maintenance, tuning, archival, restoration and backup. The backup and archival strategies shall be decided after inputs from the Institute. These backup mechanisms shall be implemented and maintained. A file system backup, database copy, and script to launch the SII portal on a fresh instance shall be demonstrated. Such an instance for recovery need not run all the time. The bidder shall provide mechanisms for this in their technical bid document.</p>		
4	Support services		
	<p>a) An issue tracking system shall be made available with an appropriate escalation mechanism.</p>		
	<p>b) A ticketing system to raise issues faced by users shall be designed and implemented and made available for the users.</p>		
	<p>c) In general, the issues shall be resolved within 3 days of the creation of the issue. For serious issues and requests, appropriate Service Level Agreement shall be arrived at in consultation with the Institute.</p>		
	<p>d) Monthly, quarterly and semester activity (and performance metrics) reports shall be generated and shared with the Institute. The performance review shall be carried periodically and remedial and preventive actions taken in consultation with the Institute. Dynamic pages shall be developed to view important statistics (these statistics shall be developed with the inputs of the Institute).</p>		
5	Hosting services		
	<p>a) The hardware required to successfully host and run the SII portal shall be provisioned and made available. The hardware shall be on a public cloud. The hardware on cloud shall have sufficient storage capacity to manage more than two lakh users, their information, and data.</p>		
	<p>b) The specifications of the hardware shall be decided by the SP in consultation with the Institute. It shall have sufficient storage capacity, the CPU, and RAM to manage the load typical to the Institute. All the required and desired features and services such as (but limited to) load balancing, bandwidth management, elasticity, etc</p>		
	<p>c) The hardware shall have required services to host and comfortably run the SII portal.</p>		

	d) There shall be sufficient provisioning for the backup and recovery.		
	e) The system shall support appropriate DNS entries to facilitate domain URL mapping of the choice of the Institute. It shall support static as well as dynamic IP mappings.		
	f) The system shall have appropriate protections against malicious attacks and/or data leaks. Appropriate sand-boxing technologies shall be made available.		
	g) The SP shall take the overall responsibility for the hardware -- resources, management, support, availability, backup and recovery.		
6	General Requirements		
	a) The SP shall be responsible for both transitions of the services as well as migration of the VMs, Data, content and other assets to the new environment at no extra cost.		
	b) The SP shall carry out the migration of the VMs, data, content and any other assets to the new environment created by the Institute or any other agency (on behalf of the Institute) on alternate cloud service provider's offerings to enable successful deployment and running of the portal on the new infrastructure including software licenses at no extra cost		
	c) The SP shall ensure that all the documentation required by the Institute for smooth transition (in addition to the documentation provided by the Hardware Service Provider) are kept up to date and all such documentation is handed over to the Institute during regular intervals as well as during the exit management process		
	d) The cloud services should be selected in such a way that the Primary and DR Data Centre (Cloud) shall be physically located in India. The data shall not be transferred outside of the country's boundary		
	e) The proposed cloud hardware must be Tier III or above for better availability of cloud services. The SP shall provide high availability and high throughput enabled virtual machines. The specifications for these virtual machines shall be declared in a public portal of the cloud provider.		
	f) The SP shall NOT offer the SII portal resources and content or any other related data to anyone else at any time now or at any time in the future.		

g) The hardware on the cloud shall guarantee 99.99% uptime of the data center including all services as per SLA.		
h) The SP shall abide by the data protection rules and regulations of the Govt. of India including IT Act and its amendments carried out by Govt. of India from time to time.		
i) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisors in relation to this RFP.		
j) All information supplied by bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Institute on the basis of this RFP.		
k) No commitment of any kind, contract or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Institute.		
l) The Institute reserves the right to cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Institute.		
m) This RFP supersedes and replaces any previous public documentation & communications, and bidders shall place no reliance on such communications.		
n) Examination of RFP documents in preparing the proposal, the bidder is expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested in the RFP documents may result in rejection of a proposal.		

Note:

(i) It is mandatory for the bidders to provide the compliance statement (Complied/Not Complied) for the above points with document proof as required). If the compliance statement (Complied/Not Complied) is not furnished for the evaluation Bidders will be disqualified.

(ii) Technical Bid Should NOT Contain Price Bid/Financial Bid details (or) Indication. If the price Details are indicated, mentioned inside the technical bid, then bid will be disqualified and neither the Technical Bid nor the Price Bid/Financial Bid will be considered.

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

FINANCIAL BID (PROFORMA) - BILL OF QUANTITIES (BOQ)

Item Name: SII PORTAL HOSTING, MANAGEMENT, ISSUE RESOLUTION AND NEW CHANGES
Tender No. MS/RAHUL/019/2024/SIIPORTAL

It. No	Description of work	Quantity	Units	Rate per month in INR	GST in Percentage	Total Amount with taxes in INR
1	Development efforts	12 months	-			
2	Testing efforts	12 months	-			
3	Services efforts	12 months	-			
4	Cloud Hosting	12 months	-			
5	One-Time Charges if any	LS	-	N/A		
	Grand Total					

Total Amount Rupees in words _____

Note:

1. Price bid as per this format to be uploaded only at the financial document column in CPP Portal. Price disclosure at the technical bid will result in disqualification.
2. Technical Bid Should NOT Contain Price Bid/Financial Bid details (or) Indication. If the price Details are indicated, mentioned inside the technical bid, then bid will be disqualified and neither the Technical Bid nor the Price Bid/Financial Bid will be considered.
3. Unquoted offer to be enclosed with technical bid in detail mentioning Model number, Description of the goods / service if any, for the supply with terms and conditions in conformity with the Tender requirement.

I/We the bidder accept all the terms and conditions as per tender including all technical & commercial conditions.

Date:
Place:

Authorized Signatory
(_____)
Seal and signature

**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PREFERENCE TO MAKE
IN INDIA – PER ITEM**

Tender Reference Number:

Name of the item / 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 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.

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 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

Address _____

Percentage of Local content: _____%

Country of Origin of Goods: _____

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. Non-submission of this will lead to Disqualification of bids.

Land Border Sharing Declaration

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

In-line with Department of Expenditure's (DoE) Public Procurement Division Order vide ref.

F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020

Tender No. _____

Dated: _____

CERTIFICATE*(Bidders from India)*

"I/ we have read the clauses pertaining to Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1, 2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country which shares a land border with India. I/We hereby certify that I/ we _____ (Name of the bidder) is/are

a) Not from such a country and eligible to be considered for this tender.

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

I/We _____ (Name of the bidder) is/are from _____ (Name of the Country) and has been registered with the Competent Authority. I also certify that I fulfil 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

OEM CERTIFICATION FORM
(In Original Letter Head of OEM)

Tender No: Dated:

We are Original Equipment Manufacturers (OEM) of..... (Name of the company) Ms..... (Name of the vendor) is one of our Distributors/Dealers/Resellers/Partners (tick one) for the and is participating in the above-mentioned tender by offering our product model.....(Name of the product with model number).

..... is authorized to bid, sell and provide service support warranty for our product as mentioned above.

Name and Signature of the authorized signatory of OEM along with seal of the company with Date

TENDER CHECKLIST – Mandatory documents to be filled and attached along with technical bid document.

- (1) I have registered as a Vendor with IC&SR. (Proof to be enclosed)
 To submit document proof pertaining to point.no: 6 of tender ISO certificate, Active GSTIN certificate, valid PAN details.
- (2) Technical Bid details and Financial Bid details have to be provided in a separate folder
- (3) Completed and Signed Form of Tender. The Form of Tender document shall be signed by a person legally authorized. (Proof of Authorization to be enclosed)
- (4) Completed Technical Compliance Statement
- (5) Evidence of similar contracts completed/Product supplied in case if the details are requested in (**Annexure – A**)
- (6) Certification of Class I / Class II Local Supplier (Goods, Services, or Works) is submitted as part of the technical bid. (**Annexure – D**)
- (7) EMD as per tender norms is deposited and the proof is enclosed (**Annexure – I**)
- (8) Land Border sharing declaration document is submitted (**Annexure – E**)
- (9) Non- Debarment Declaration (**Annexure – H**)
-

The bid will be valid if all the above documents are provided. Bidders are asked to supply and tick off the required information. Failure to provide any of the stated documents as per tender norms may result in the bid being considered non-compliant and rejected.

Signature of the Bidder

**FORM - A
NON- DEBARMENT DECLARATION**

Date: XXXX

To,
The Indian Institute of Technology Madras,
Sardar Patel road,
Guindy, Chennai - 600036

Subject: Non-debarment declaration in connection with tender RFF No: XXXXXX for procurement of “XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX”

Dear Sir,

This is to notify you that our Firm/Company/Organization <provide Name of the Firm/Company/Organization> intends to submit a proposal in response to the invitation for procurement of “XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX” In accordance with the above we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

- b. We are not debarred by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities in last XX years.

Sincerely,

[BIDDERS NAME]

Name

Title Signature



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
Permanent Account Number (PAN)*	AAAAI3615G
GST REGISTRATION NO.	33AAAAI3615G1Z6
Telephone No./ Fax No.	Tel - 044-2257 8356
E- mail ID of the FO/AO/REG/DIR	dricsr@iitm.ac.in


B. Bank Account Details:

Institution Account Name (As per Bank Record)	The Registrar, Indian Institute of Technology - Madras
Account No.	2722101003872
IFSC CODE	CNRB0002722
SWIFT CODE	CNRBINBBIIT
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: 04/08/2023

कृते कनरा बैंक / For CANARA BANK


अधिकारी / Officer
आई आई टी चेंनाई शाखा / IIT Chennai Branch
चेन्नई / Chennai - 600 036

करोलिन लेमिना.म
M. KAROLINE LEMINA
अधिकारी
OFFICER
S.P. No:64356


Signature of the Competent Authority
of the Institution with seal.

उप कुलसचिव (आईसी एवं एसआर)
DEPUTY REGISTRAR (IC & SR)
आईआईटी मद्रास
I.I.T. MADRAS

MANDATE FORM

ELECTRONICS CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS)
FACILITY FOR RECEIVING PAYMENTS.

A. DETAILS OF ACCOUNT HOLDER: -

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/E MAIL	

B. BANK ACCOUNT DETAILS: -

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH <u>IFSC CODE</u>	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT(SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER(LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the Scheme.

(.....)
Signature of Bidder

Date:

Certified that the particulars furnished above are correct as per our records.
(Bank's Stamp)

(.....)
Signature of Bidder

Date :

1. Please attach a photocopy of the cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its upgradation to "RTGS Enabled" branch, please submit the information again in the above pro-forma to the Department at the earliest.