



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
Chennai 600 036



Telephone: [044] 2257 9763
E-mail: tender@imail.iitm.ac.in

The Manager (Project Purchase)

Date: 03.02.2023

Open Tender Reference No: ACR/MAHE/81/2022/CONSULTFIRM

GEM ID: GEM/GARPTS/17012023/1LOMMDUGYS2D

Due Date/Time: 23.02.2023 @ 3:00 PM

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system from Class-I local suppliers and Class II local suppliers, for the work of: “**Consultancy firm for Content Design & Development for Reports & Documents**” 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 contractors**”. [Special Instructions to the Contractors/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’. 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.

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| 1) | Pre-bid Meeting Details | : | The Pre-bid meeting will be held on 09/02/2023 @ 3 PM at the Office of Alumni and Corporate Relations (ACR), 2 nd floor of ICSR Building, IIT Madras. Interested bidders are requested to write an email to deanacroffice@iitm.ac.in and rajalakshmi@acr.iitm.ac.in with the Participant Name, Company Name, Email and Phone Number on or before 08/02/2023 by 5 PM. |
| 2) | ICSR Vendor Registration | : | Vendor registration code. Vendor registration with IC&SR (IITM) is mandatory for bidders to participate in tenders. ** For Vendor Registration & Guidelines, Please follow the website: https://icandsr.iitm.ac.in/vendorportal ; Helpdesk: vendorhelpdesk@icsrpis.iitm.ac.in |

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

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| Last date for receipt of tender | : | 23/02/2022 @ 3 PM |
| Date & time of opening of tender | : | 24/02/2022 @ 3 PM |

3. Instructions to the Bidder:

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| <u>A)</u> | 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. |
| <u>B)</u> | 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] |
| <u>C)</u> | 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/e procure/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 entering their user ID / password and the password of the DSC / eToken. • Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name |

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| | | | <p>is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app</p> <ul style="list-style-type: none"> • 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”. |
| <u>D)</u> | 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. |
| <u>E)</u> | 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 name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected. • 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. |

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| | | <ul style="list-style-type: none"> • 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/eprocure/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 not be entertained |

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| 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 Annexure-B.</p> <p>Bid II _Price Bid</p> <p>The price bid should be submitted in excel format (BoQ) as per the proforma (Annexure C) uploaded in the e-Tender web site. The Quoted price should be inclusive of all cost and statutory levies at IIT Madras.</p> |
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| 5) | <p>Price:</p> <p>a) The rate quoted shall be in INR 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.</p> <p>b) The offer/bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately.</p> |
| 6) | <p>Tenderer shall submit along with this tender:</p> <p>(i) Proof of having ISO or other equivalent certification given by appropriate authorities.</p> <p>(ii) Name and full address of the Banker and their swift code and PAN No. and GSTIN number.</p> <p>(iii) GST registration proof showing registration number, area of registration etc.</p> <p>(iv) All of your future correspondences including Invoices should bear the GST No. and Area Code.</p> |
| 7) | <p>Period for which the offer will remain open:</p> <p>The Tender shall remain open for acceptance/validity till: 120 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p> |
| 8) | <p>EMD: N/A</p> |
| 9) | <p>Performance Security: - N/A</p> |
| 10) | <p>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.</p> |
| 11) | <p>Risk Purchase Clause : In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.</p> |
| 12) | <p>Payment:</p> <p>(i) 100% payment against completion of the work.</p> <p>(ii) Advance Payment: No advance payment is generally admissible. In case a specific percentage of advance payment 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> |
| 13) | <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> |
| 14) | <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 of Tender.</p> |
| 15) | <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 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</p> |

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| | <p>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> |
| 16) | <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, it's 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> |
| 17) | <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-F. 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 as mentioned.</u> |
| 18) | <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-E 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-E 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. <p>**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, 29.05.2019and 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</p> |
| 19) | <p>Evaluation of Bids</p> <p>Bid evaluation will take place in two stages.</p> |

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| | <p>Stage I Technical Bid evaluation All bidders who have fully complied with bidder eligibility criteria I, II and technical evaluation (Annexure A) will only be considered for opening of price bid.</p> <p>Stage II: Price Bid Evaluation The price bid evaluation will be based on price quoted by the bidder. The rate quoted for Consultancy firm for Content Design & Development for Reports & Documents will alone be taken up for arrival of Lowest Bid (L1) value.</p> |
| 20) | <p>Selection of successful bidder and Award of Order The order will be directly awarded to the technically qualified bidder as per the condition in para 3A of DIPP, MoCI Order No. 45021/2/2017-PP (BE II) dated 16th September 2020.</p> |
| 21) | <p>Period of Service: The contract for Content Design & Development for Reports & Documents will be initially awarded for 1 year and shall extend the service for another 1 + 1 year on satisfactory performance. This can be done with the same terms and conditions of this tender.</p> |
| 22) | <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> |
| 23) | <p>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.</p> |
| 24) | <p>The bidders will not be entertained to participate in opening of Bids. Since the tender is e-tender, the opening of the bids may be checked using the respective logins of the bidders.</p> |

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 Consultancy firm for Content Design & Development for Reports & Documents

Tender No. ACR/MAHE/81/2022/CONSULTFIRM

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.

Bidder Eligibility Criteria – II

- Agencies with **previous Content Development and Design experience** preferably in IIT'S, NIT'S, IIM'S or other similar Institutes of National Importance in last **2 years only** need to apply. Proof of Minimum 2 client references and **Ten samples** of the Agency's work pertaining to Donor Feedback reports, Technical Reports, funding proposals and any other documents completed in last 3 years need to be submitted along with technical bid.
- Agencies should have a **strong team of Human resource** to execute the project. **Details of the Design/Development Team** and their qualifications and experience need to be submitted.
- The Firm should be present **in Chennai**, Details of location to be submitted.
- The Agency/ Firm should not have been blacklisted by any Government organization/Department and Declaration to be submitted as per **Annexure G**
- **Timely Delivery**: Compliance to deliver the finished document within the timelines specified (few hours, if urgent, to 2-4 working days).

III. TECHNICAL SPECIFICATION for Consultancy firm for Content Design & Development for Reports & Documents

- Create/ edit and design **Donor Feedback Reports, Technical Reports, Funding Proposals**, and other related documentation.
- The agency is expected to work on both the **written content** as well as the **layout and design** i.e., images, graphic design. Inputs would be given as available, either unedited or partly edited / secondary sources shared, along with the requirement. The agency would be expected to convert the raw data into **grammatically correct, attractive, coherent** reports/ documents with usage of **graphs, images, image editing** and **infographics** as needed.
- **Error-free** and **high-quality written output** achieving the desired objective of the specific document - showcasing the project for funding or featuring the work done, is expected, with **any number of iterations** as necessary.
- On an **average**, creation of 100 - 110 pages a month would be the expected quantum of work. Turnaround time of submission for documents **not to exceed 2-4 working days**. There may be time-bound deadlines for **urgent** submission, in which case the Agency is expected to complete the work within a few hours' notice also.
- Final designed document to be shared with us both in print resolution and web resolution file.
- Source file of the final report/ document needs to be shared with us.
- If required, the concerned person from agency should be available for an in-person meeting at IIT Madras.

TECHNICAL BID PROFORMA

Tender No. ACR/MAHE/81/2022/CONSULTFIRMFIRM

Tender Name: Consultancy firm for Content Design & Development for Reports & Documents

1.0 Bidder Eligibility Criteria:

| I | Bidder Eligibility Criteria-I (Public Procurement – Preference to Make in India) | Class I / Class II | Local Content value | Reference, 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. | | | |
| 2.0 | Bidder Eligibility Criteria-II | Compliance (Yes/No) | Reference Page No. | Remarks, If any |
| 1 | Agencies with previous Content Development and Design experience preferably in IIT'S, NIT'S, IIM'S or other similar Institutes of National Importance in last 2 years only need to apply. Proof of Minimum 2 client references and Ten samples of the Agency's work pertaining to Donor Feedback reports, Technical Reports, funding proposals and any other documents completed in last 3 years need to be submitted along with | | | |
| 2 | Agencies should have a strong team of Human resource to execute the project. Details of the Design/Development Team and their qualifications and experience need to be submitted. | | | |
| 3 | The Firm should be present in Chennai , Details of location to be submitted. | | | |
| 4 | The Agency/ Firm should not have been blacklisted by any Government organization/Department and Declaration to be submitted as per Annexure G | | | |
| 5 | <u>Timely Delivery</u> : Compliance to deliver the finished document within the timelines specified (few hours, if urgent, to 2-4 working days). | | | |

3.0 Technical Compliance:

| S.NO | SPECIFICATION | Compliance (Yes/No) | Reference Page No. |
|------|---|---------------------|--------------------|
| 1. | Create/ edit and design Donor Feedback Reports, Technical Reports, Funding Proposals , and other related documentation. | | |
| 2. | The agency is expected to work on both the written content as well as the layout and design i.e., images, graphic design. Inputs would be given as available, either unedited or partly edited / secondary sources shared, along with the requirement. The agency would be expected to convert the raw data into grammatically correct, attractive, coherent reports/ documents with usage of graphs, images, image editing and infographics as needed. | | |
| 3. | On an average , creation of 100 - 110 pages a month would be the expected quantum of work. Turnaround time of submission for documents not to exceed 2-4 working days . There may be time-bound deadlines for urgent submission, in which case the Agency is expected to complete the work within a few hours' notice also. | | |
| 4. | Error-free and high-quality written output achieving the desired objective of the specific document - showcasing the project for funding or featuring the work done, is expected, with any number of iterations as necessary. | | |
| 5. | Final designed document to be shared with us both in print resolution and web resolution file | | |
| 6. | Source file of the final report/ document needs to be shared with us | | |
| 7. | If required, the concerned person from agency should be available for an in-person meeting at IIT Madras. | | |

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

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

Tender Name: Consultancy firm for Content Design & Development for Reports & Documents

Tender No. ACR/MAHE/81/2022/CONSULTFIRMFIRM

| It. No | Description of work | Quantity | Units | Basic Rate in INR | GST in Percentage | Total Amount with taxes in INR |
|--------|-------------------------------------|----------|-------|-------------------|-------------------|--------------------------------|
| 1 | Consultancy charges per page | 1 | Page | | | |
| | Grand Total | | | | | |

Total Amount Rupees in words _____

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: _____ %

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.

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

No. _____

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 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:

Date:

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

**FORM - A
NON-BLACKLISTING DECLARATION**

Date: XXXX

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

Subject: Non-Blacklisting 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 blacklisted 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