

Online Bids

are invited

for

Procurement of Matka Silk Sadri of Different Sizes for 13th Convocation of IIT(BHU)
Varanasi to be held on 28th October, 2024

Tender No.: IIT(BHU)/ACD/2024-25/13Conv/01 dated 09.09.2024

Online Bid Submission Start Date: 09.09.2024

Online Bid Submission End Date: 30.09.2024

Physical Submission of Clothing Material Sample End Date: 30.09.2024

Online Technical Bid Opening Date: 01.10.2024



**Indian Institute of
Technology
(Banaras Hindu University)
Varanasi-221005**

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SECTION I

NOTICE INVITING E-TENDER

1. Bids under two bid systems (Technical and Financial) are invited Online at CPP Portal from only eligible and experienced KVIC registered bidders for Procurement of Matka Silk/ Bhagalpuri Silk Sadri of Different Sizes for 13th Convocation of IIT(BHU) Varanasi to be held on 28th October, 2024. **Manual bids will not be accepted.**
2. Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> or from IIT(BHU) website <https://www.iitbhu.ac.in/tenders>.
3. Bidders can access tender documents on the CPP Portal. They are required to select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in this tender document. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.
4. Bidders are advised to go through instructions provided at "Instructions for online Bid Submission". Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above mentioned websites. The bidder should go through the tender documents/instructions carefully before submitting/uploading the bids.
5. No manual bids will be accepted. All bids (both Technical and Financial) should be submitted on the E- procurement portal on or before the last date as mentioned in critical data sheet. **However, the samples of the Matka Silk / Bhagalpuri Silk clothing material shall be submitted physically in the office of DoAA before the stipulated Last Date and Time as mentioned in the Critical Date Sheet.** Further, all communications should be addressed to the Dean of Academic Affairs.
6. The Institute shall not be responsible for any delay in submitting online Bids, physical submission of samples. The Institute reserves the right to accept or reject any bid, cancel the tender without assigning any reason thereof. No correspondence in this regard will be entertained. Suitable action will be taken, if it is found at any stage that information/particulars given by bidder are false.
6. The interested bidders can visit the office of Dean of Academic Affairs (DoAA) between 11:00 AM to 5:00 PM from 10-09-2024 to 23-09-2024. The cost of such visit shall be borne by the Bidder. They may contact office of the DoAA during office hours on any working day for ascertaining the job requirements and any other additional information/clarification required by them. **The samples of submitted clothing material shall be the property of the Institute and the Interested bidder has to bear the cost of sample(s).**
7. Conditional bids shall not be considered and will be rejected summarily.
8. The Financial Bids of only those bidders shall be opened, who have submitted the Sample of Matka Silk/ Bhagalpuri Silk clothing material, who qualify in the technical bid stage, by fulfilling the required technical eligibility criteria and also whose submitted Matka Silk/Bhagalpuri Silk clothing material samples are approved by the tender committee. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, suitable action will be taken against the firm.
9. The Institute reserves the right to reject any or all the bids submitted by the bidders at any time or relax/withdraw/add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof.
10. Any subsequent Updates, Addendums, Corrigendum etc., if any, will be published only on the website <http://eprocure.gov.in/eprocure/app> and www.iitbhu.ac.in. All bidders are required to regularly check the websites for any updates.
11. Since, the Procurement of Matka Silk/Bhagalpuri Silk Sadri of Different Sizes is time specific, therefore, no time extension under any circumstances shall be given for bid submission.

CRITICAL DATE SHEET

Date of Issue/Publication of Tender	09-09-2024 (06.55 pm)
Bid Document Download Start Date	09-09-2024 (06.55 pm)
Online Bid Submission Start Date	09-09-2024 (06.55 pm)
Office visit for additional information/clarification	10-09-2024 to 23-09-2024 (During 11:00 AM to 5:00 PM on all working days)
Last Date and Time for submitting e-mail queries regarding technical specifications and other conditions of tender document	23-09-2024 (5:00 PM) (Kindly note that all queries are to be sent on the e-mail address given at the bottom row of this sheet. No e-mail queries shall be entertained after the aforementioned date and time.)
Last Date & Time for Physical submission of Clothing Material Sample(s)	30-09-2024 (05:00 PM)
Bid Document Download End Date	30-09-2024 (05:00 PM)
Last Date and Time for Online Uploading of Bids	30-09-2024 (05:00 PM)
Technical Bid Opening Date	01-10-2024 (05:00 PM)
Tender Processing Fees (Non Refundable) (Exemption from submitting tender fees shall be granted as per GFR/Relevant Govt Notifications to bidders, who upload valid documents in support of claimed exemption)	Rs. 590/- Rupees Five Hundred Ninety Only (For Tender Processing Fee) (To be paid through RTGS/NEFT) as per the following details: Name of Account - Registrar, IIT(BHU) Name of the Bank - State Bank of India Name of Branch - IT, BHU, Varanasi Account No. - 32778803937 IFSC Code - SBIN0011445 The proof of payment must be enclosed with Technical Bid
Address For Communication	Office of the Dean of Academic Affairs, Indian Institute of Technology (Banaras Hindu University), Varanasi – 221005, U.P. Email: academics@itbhu.ac.in
Contract Duration	The lowest evaluated bidder shall complete the supply of items within 10-15 days of receipt of order, but in no case later than 20 th October, 2024.

SECTION II

INSTRUCTION FOR ONLINE BID SUBMISSION

As per the directives of the Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant only to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information for submission of online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

1. Registration

- 1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3 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.
- 1.4 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.), with their profile.
- 1.5 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.
- 1.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

2. Searching for Tender Documents

- 2.1 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.
- 2.2 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 / e-mail in case there is any corrigendum issued to the tender document.
- 2.3 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.

3. Preparation of Bids

- 3.1 Bidder should take into account any corrigendum published, if any in respect of the tender document before submitting their bids.
- 3.2 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule as PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 3.3 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, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” 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.

Documents Comprising the Bid

It is a **Two Bid System**, i.e. “Techno – Commercial Bid” and “Price Bid” to be prepared by the Bidder shall comprise the following:

A) Techno – Commercial Bid (Un priced Bid): [Upload online scanned copies in PDF format]

- i) Scanned copy of proof of deposition of Tender Processing Fee.
- ii) Scanned copy of Technical Bid (proforma given in Section – IX and other documents).
- iii) Scanned copy of Pan Card, GST registration & National Electronic Fund Transfer Form (NEFT).
- iv) Scanned copy of documents mentioned in Eligibility Criteria as per Section-VIII & IX.
- v) Scanned copy of all other relevant documents.

B) Price Bid: Fill in BOQ .xls format [Upload BOQ online also in PDF format as per Bidding Document]

Price Bid in duly filled up BOQ with all the details as per Section-IX.

It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents.

All pages of the Bid should be numbered and indexed.

The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and put initial on all the remaining pages of the Bid.

A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

Note: All documents should be uploaded in PDF format.

4. Submission of Bids

- 4.1 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the date and time of bid submission. Bidder will be responsible for delay in submission of bid due to any reason.
- 4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4.3 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Once the details have been completed, the bidder should submit it online. If the format of financial bid is found to be modified by the bidder, the bid will be rejected.
- 4.4 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.

- 4.5 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.
- 4.6 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.7 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.
- 4.8 Kindly submit scanned PDF of all relevant documents.

5. Assistance to Bidders

- 5.1 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.
- 5.2 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, 0120-6277787.

6 General Instructions to the Bidders

- 6.1 Tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>, in the Technical Bids, the bidders are required to upload all the documents in **pdf format only**.
- 6.2 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://eprocure.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://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 6.3 Bidders are advised to follow the instructions provided in the „Instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.
- 6.4 Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> and www.iitbhu.ac.in. **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tampered/ modified in any manner, tender will be summarily rejected and suitable action will be taken.

SECTION III

INSTRUCTIONS TO BIDDERS

1. Scope of Work

Scope of work is provided in Section IV of this document.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Institute will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3. Tender Processing Fee

The tender processing fee (Rs. 590/-) (non-refundable) (Scanned copy of proof of deposition in .pdf format to be uploaded online) is to be paid through RTGS/NEFT failing which the bid will be rejected. Exemption from submitting tender fees shall be granted as per GFR/Relevant Govt. of India Notifications, to bidders who upload valid documents in support of claimed exemption.

4. Content of Bidding Documents

4.1 The Product required, bidding procedures and contract terms are prescribed in the bidding documents.

In addition to Invitation of Bids, the bidding documents shall include:

- (a)** Instructions for Online Bid Submission
- (b)** Instruction to Bidders (ITB);
- (c)** Scope of Work
- (d)** Definitions
- (e)** Minimum Qualifications required for bidding
- (f)** Proforma for Technical & Financial Bid
- (g)** Evaluation Scheme
- (h)** General Conditions of Contract (GCC);

4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

5. Amendment of Bidding Documents

5.1 At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

5.2 In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, if any, the Institute, at its discretion, may extend the deadline for the submission of bids.

6. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

7. Documents Comprising the Bid

7.1 Techno commercial un-priced bid and priced Bids:

The bids are to be uploaded in two parts i.e. Techno commercial un-priced bid and priced Bids.

- (a) Techno commercial un-priced bid shall be submitted through CPP Portal. If the proof of Tender Processing Fee & Bid Securing declaration form as per Annexure V are not uploaded along with the technical bid, such bid will not be considered.
- (b) Priced bid.

7.2 Techno commercial un-priced bid:

Proforma for techno commercial un-priced bid is given at Section VII.

7.3 Price Bid

The price bid shall comprise the techno commercial bid along with the price component indicating the prices for each and every item and a scanned copy of completely filled BoQ to be uploaded under cover 2.

- (a) The prices quoted must be as per prescribed format as given in the Section VIII.
- (b) The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in word and figures the higher price quoted will be treated as final.
- (c) The prices once accepted by the Institute shall remain valid till the successful execution of the contract and till supplies is fully effected and accepted or **1 month** from the date of acceptance of tender whichever is earlier. The Institute shall not entertain any increase in the rates during the period. However, in the event, there is a reduction or increase in Government levy/duties/taxes during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/taxes/duty, if any.

8. Bid Currencies

Prices shall be quoted in Indian Rupees only.

9. Period of Validity of Bids

- 9.1** Bids shall remain valid for **15** days after the date of financial bid opening. A bid valid for a shorter period shall be rejected as non-responsive.
- 9.2** In exceptional circumstances, the Institute may solicit the Bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder May refuse the request. A Bidder granting the request will neither be required nor permitted to modify the bid.
- 9.3** Financial Bid evaluation will be based on the bid prices without taking into consideration the above modifications.

- 10.** The tender has to be submitted ONLINE before the due date. The offers received after the due date and time will not be considered. **No manual bids will be considered.**

11. Deadline for Submission of Bids and Samples

- 11.1** Bids must be received ONLINE not later than the time and date specified in the Invitation for Bids. Samples must be received physically not later than the time and date specified in the Invitation for Bids.
- 11.2** The Institute may, at its discretion, extend this deadline for submission of bids by amending the bid.

12. Late/Delayed Bids

The offers/samples received after the due date and time will not be considered.

13. Modifications and Withdrawal of Bids

- 13.1** The Bidder may modify or withdraw its bid after the ONLINE bid's submission, as per the provision of CPP Portal.
- 13.2** No bid may be modified subsequent to the deadline for submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.
- 13.3** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in suitable action against the bidder concerned.

14. Opening of Techno commercial un-priced Bids

All techno commercial un-priced bids (Cover 1) will be opened in the first instance.

15. Clarification of Bids

- 15.1** During evaluation of the bids, the Institute may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- 15.2** No Bidder shall contact the Institute authority on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Institute, it should be done in writing.
- 15.3** Any effort by a Bidder to influence the Institute's authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

16. Evaluation of Techno commercial un-priced Bid

- 16.1** Prior to the detailed technical evaluation, the authority of the Institute will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations and meets all the criteria. If any bidder does not meet the minimum criteria as laid down in this bid document, then its bid will be summarily rejected. No documents will be accepted in support of minimum criteria after the last date of submission of bids.
- 16.2** The bidders shall be short-listed by the tender processing committee based on the meeting of the essential & technical criteria and evaluation of physically submitted samples of clothing material as given in this tender document. Bidders may also be called for verification of the documents uploaded on CPPP from the original documents, as per the decision of the Committee, if required. The bidders will have to bear all the cost for this purpose. No payment shall be made by the Institute. Any deviation in the uploaded documents on CPPP from the original documents may lead to rejection, being unresponsive.

17. Opening of Price Bids

- 17.1** Price Bids of only those bidders who meet the essential & technical criteria and whose techno commercial un-priced bids have been found to be substantially responsive and their physically submitted clothing samples are declared qualified will be opened

17.2 The price Bids of the technically qualified bidders shall be opened in the presence of the tender committee.

18. Evaluation and Comparison of priced Bids

18.1 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price. If the Vendor does not accept the correction of errors, its bid will be rejected.

19. Institute's right to accept any bid and to reject any bid or all bids

The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Institute's action.

20. Award Criteria

The substantial responsive Bidder/Company/Firm/Caterer/ qualified in technical evaluation and presentation stage will be declared successful after financial evaluation and on Lowest Price basis.

21. Notification of Award

Prior to the expiration of the period validity, the authority of the Institute will notify the successful Bidder in writing by e-mail, to be confirmed in writing by e-mail/speed post or hand delivered letter, that its bid has been declared qualified.

22. Fall clause

22.1 The price quoted by the bidder should not be higher than the maximum retail price, if any, for the stores and the same shall not be higher than the price usually charged by the bidder for stores of the same nature, class or description to any other procuring entity.

22.2 The price charged for the stores supplied under the contract by the Company shall in no event exceed the lowest price at which the Company sells the stores of identical description to any other person during the period till performance of all contractual obligation placed during the currency of the contract is completed. If at any time during the period the Company reduces the sale price of such stores or sells such stores to any other person including his dealers at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale to the Institute and the price payable under the contract for these items of stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.

22.3 If it is discovered that the Bidder has contravened the above conditions, then without prejudice to any other action which might be taken against him, it shall be lawful for the Institute to (a) revise the price at any stage so as to bring it in conformity with sub-clause (22.1) above, or (b) to terminate the contract with recovery of loss.

SECTION IV

SCOPE OF WORK

1. Indian Institute of Technology (BHU), an Autonomous Institute of National Importance under the Ministry of Education, Government of India requires Matka Silk/Bhagalpuri Silk Sadri of Different Sizes for 13th Convocation of IIT(BHU) Varanasi, to be held on 28th October, 2024 **from only eligible and experienced KVIC registered bidders. The details of goods are given below:**

Sl. No.	Description of Item	Quantity
1.	Khadi made Matka Silk/Bhagalpuri Silk Sadri: Cream Colour having cloth lining, Nehru cut collar, 5 buttons – two pockets in both the lower side and one in upper left side.	Approx. 1,600 (Sixteen Hundred) Pcs.
2.	Following Sizes are required: 1. 28 Size 2. 30 Size 3. 32 Size 4. 34 Size 5. 36 Size 6. 38 Size 7. 40 Size 8. 42 Size 9. 44 Size 10. 46 Size 11. 48 Size	

Note:

1. The Above quantities are approximate, it may increase or decrease as per actual requirement at the time of placing the order, accordingly per unit cost along with minimum order quantity must be mentioned.
2. Sample of clothing material must be submitted failing which bid (s) may be summarily rejected without making any further reference to the bidder in this regard. If the bidder does not qualify his/her sample will not be returned.
3. Valid Khadi and Village Industries Commission (KVIC) registration certificate shall be the mandatory requirement for a bidder who needs to bid in this tender enquiry.
4. If the L1 supplier is unable to complete the supply of the items within the prescribed time limit then the order may be distributed among other willing suppliers who meets the quality and specifications at the rates quoted by L1 supplier.
5. Supply must be executed in full within 10-15 days from the date of receipt of the order.
6. Penalty @ 1% per week and a maximum of 10 % will be deducted in case of delay in supply.
7. Supply may be rejected, if not found up to the mark and in conformity with the sample provided.
8. Payment shall be done online after receipt of ordered items in the Institute in satisfactory condition.

SECTION V

DEFINITIONS

1. “Bid” (including the term ‘tender’, ‘offer’, ‘quotation’ or ‘proposal’ in certain contexts) means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in a document inviting such offers.
2. “Bidder” (including the term ‘tenderer’, in certain contexts) means any eligible person or firm or company, participating in a procurement process with a Procuring Entity.
3. “(Standard) Bid(ding) documents” (including the term ‘tender (enquiry) documents’ or means a document issued by the Procuring Entity, including any amendment thereto, that sets out the terms and conditions of the given procurement and includes the invitation to bid. A Standard (Model) Bidding Document is the standardized template to be used for preparing Bidding Documents after making suitable changes for specific procurement.
4. “Competent authority” means the Officer(s) who finally approves the decision.
5. “e-Procurement” means the use of information and communication technology (specially the internet) by the Procuring Entity in conducting its procurement processes with bidders for the acquisition of goods (supplies), works and services with the aim of open, non-discriminatory and efficient procurement through transparent procedures.
6. “Notice inviting tenders” (including the term ‘Invitation to bid’ or ‘request for proposals in certain contexts) means a document and any amendment thereto published or notified by the Procuring Entity, which informs the potential bidders that it intends to procure goods, services and/or works.
7. “Procurement Contract” (including the terms ‘Purchase Order’ or ‘Supply Order’ or ‘Withdrawal Order’ or ‘Work Order’ or ‘Contract for other services’ under certain contexts), means a formal legal agreement in writing relating to the subject matter of procurement, entered into between the Procuring Entity and the supplier, Caterer or Company/Firm/Agency on mutually acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the country.
8. “Service” is defined as any subject matter of procurement other than goods or works, except those incidental or consequential to the service and includes physical, maintenance, professional, intellectual, training, consultancy and advisory services or any other service classified or declared as such by a Procuring Entity but does not include appointment of an individual made under any law, rules, regulations or order issued in this behalf.

SECTION VI

MINIMUM QUALIFICATIONS REQUIRED FOR BIDDING

The bidders having following minimum qualification are eligible for bidding:

1. The bidder must be registered under Khadi and Village Industries Commission (KVIC) Scanned copy of Valid KVIC registration certificate to be uploaded as proof along with technical bid.
2. The bidder must have at least 1(One) executed supply order from the users for supplying the tendered item/clothing material or such similar item in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/ Central/State Government Departments/Central Research Organizations/Gandhi Ashrams during last five years. (Copies of relevant orders along with successful supply certificates to be uploaded as proof along with technical bid).
3. **The Bidder must have an average annual turnover of Rs.10 Lakhs or more during the last three (3) financial years.** (CA certified copies of annual accounts i.e. P&L account, Income and expenditure account along with Balance Sheet for the three years to be uploaded as proof along with the technical bid.)
4. The Bidder should have valid PAN and GST Number (Copies to be uploaded with technical bid).
5. The Bidder should have its own Bank Account in the name its business/firm.

Exemption to comply with any of the above criteria must be duly supported by the Government orders and/or OMs and other Government documents and copy(ies) of the same must be uploaded.

Non-compliance with any of the above conditions by the bidder will amount to non-eligibility for the product for which tender has been floated and its tender will be rejected being non responsive.

Bidders must upload documentary proof in support of meeting each of the above minimum qualification criteria.

SECTION VII

Proforma for Technical Bid (Techno Commercial Un-Priced Bid)

(Procurement of Matka Silk Sadri of Different Sizes for 13th Convocation of IIT(BHU) Varanasi to be held on 28th October, 2024)

1.	Name of Tendering Company/ Firm/ Agency (Upload Certificate of Registration)	
2.	Name of Director/Proprietor of Company/Firm/Agency	
3.	Full Address of Registered Office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail	
4.	Full Address of operating/ Branch office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail	
5.	Banker of Company/ Firm/Agency with full Address (Attach self-certified copy of Bank Passbook/ Statement)	
6.	PAN (Attach self-attested copy)	
7.	GST No. (Attach self-attested copy)	
8.	Details of at least 1(One) executed supply order from the users for supplying the tendered item/clothing material or such similar item in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/ Central/State Government Departments/Central Research Organizations/Gandhi Ashrams during last five years.	
10.	CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the last three years.	
11.	Details of Submission of Tender Processing Fees (i) UTR No. (ii) Date (iii) Amount Proof of transaction to be uploaded with technicalbid	
12.	Valid KVIC certification No.	
13.	Bidder agrees to supply in the prescribed time of 10-15 days on the letter head of Bidder.(Yes/No)	

Declaration

I, Son/Daughter/Wife of Shri.....
Director/Partner/Proprietor/Authorised signatory of the Company/Firm/Agency.....
is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to adhere to them;

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ We, am/are aware of the fact that furnishing of any wrong/false information/ fabricated document would lead to rejection of my/our tender at any stage besides any liabilities towards prosecution under the appropriate law.

Date: _____ Signature of the authorised person

Place: _____ Full Name

Seal

SECTION VIII

Performa for Financial Bid

(Procurement of Matka Silk Sadri of Different Sizes for 13th Convocation of IIT(BHU) Varanasi to be held on 28th October, 2024)

Name of the Bidder:

Sl. No.	Description of Item	Total price per Sadri(pc) (in Rs.)
1	The approximate required quantity of Sadri of different sizes is 1600. Khadi made Matka Silk/Bhagalpuri Silk Sadri: Cream Colour having cloth lining, Nehru cut collar, 5 buttons– two pockets in both the lower side and one in upper left side. Following Chest Sizes are required (Actual sizes and quantity shall be communicated with the order to the successful bidder): 28,30,32,34,36,38,40,42,44, 46 and 48	
2.	Rate of applicable GST % (as applicable)	
3.	TOTAL COST PER Sadri Pc INCLUSIVE OF GST (as applicable)	

Note: Quoted rates should be sufficient to meet out all the contractual obligations efficiently including statutory deductions.

SECTION IX
EVALUATION SCHEME

A. Technical Evaluation Scheme

Sl. No.	Description	Criteria for Evaluation	Document/Sample Provided (Remarks of the committee)	Report of Tender Committee
1.	The bidder must be registered under Khadi and Village Industries Commission (KVIC) Scanned copy of Valid KVIC registration certificate to be uploaded as proof along with technical bid.	Yes/No	Yes	Qualified/Disqualified
2.	The bidder must have at least 1(One) executed supply order from the users for supplying the tendered item/clothing material or such similar item in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/ Central/State Government Departments/Central Research Organizations/Gandhi Ashrams during last five years. (Copies of relevant orders to be uploaded as proof along with technical bid).	Yes/No	Yes	Qualified/Disqualified
3.	The Bidder must have an average annual turnover of Rs.10 Lakhs or more for at least three (3) financial years. (CA certified copies of annual accounts i.e. P&L account, Income and expenditure account along with Balance Sheet for the three years to be uploaded as proof along with the technical bid.)	Yes/No	Yes	Qualified/Disqualified
4.	The Bidder should have valid PAN and GST Number (Copies to be uploaded with technical bid).	Yes/No	Yes	Qualified/Disqualified
5.	The Bidder should have its own Bank Account in the name its business/firm.	Yes/No	Yes	Qualified/Disqualified
6.	Bidder agrees to supply in the prescribed time of 10-15 days on the letter head of Bidder.	Yes/No	Yes	Qualified/Disqualified
7.	Clothing Sample Submitted Physically as per bid requirement.	Approved/Not Approved	Yes	Approved/Not Approved

The technical committee will evaluate the proposals on various parameters as detailed in this document. Bidders meeting the bidder's minimum eligibility criteria and scoring a qualified remark from S. No. 1 to 6 and S.No. 7 submitted clothing sample Approved by the committee will be declared qualified for financial bid opening. The evaluation of the tendering committee will be final and binding.

B. Financial Evaluation Scheme

Financial bids of qualified bidders will be evaluated based on lowest price per unit.

However, the Institute reserves the right to reject any financial bid on the basis of abnormally low and/or high prices quoted in comparison to the prevailing market price (s)of any item and/or all items The Institute's decision shall be final and binding in this regard.

The substantial responsive Bidder/Company/Firm/Caterer will be declared finally successful for award of contract after financial evaluation based on Lowest Price basis.

SECTION X

GENERAL CONDITION OF CONTRACTS

1. Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

2. Standards

The product supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

3. Use of Contract Documents and Information

3.1 The Bidder shall not, without the Institute's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Institute in connection therewith, to any person other than a person employed by the Caterer in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

3.2 The Bidder shall not, without the Institute's prior written consent, make use of any document or information except for purposes of performing the Contract.

4. Submission of the bids.

4.1 All bids complete in all respect must be submitted online on or before the Bid Closing date and time as mentioned on Critical Data Sheet. Tenders received without sample, earnest money etc. shall be summarily rejected.

4.2 Tender documents are available on IIT (BHU) website: [www.iitbhu.ac.in/iitnotifications/purchase_enquiries/and Central Public Procurement Portal \(CPPP\) https://eprocure.gov.in/eprocure/app](http://www.iitbhu.ac.in/iitnotifications/purchase_enquiries/and_Central_Public_Procurement_Portal_(CPPP)_https://eprocure.gov.in/eprocure/app).

4.3 Interested bidders may submit their bid through Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>.

5. Other Conditions for bid submission

5.1 Any conditional bid shall not be considered and will be out rightly rejected in the very first instance.

5.2 The bidder shall quote the Technical and Financial bids as per the format enclosed for the same.

6. Other General Conditions

6.1 The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of the Government as amended from time to time and a certificate to this effect shall be provided to the Bidder by IIT (BHU).

6.2 In case, the bidder fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIT (BHU) is put to any loss / obligation, monetary or otherwise, IIT (BHU) will be entitled to get itself reimbursed out of the outstanding bills due to the bidder, to the extent of the loss or obligation in monetary terms.

6.3 Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before or after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation

or effect of the contract or out of or relating to the contract or breach therefore, shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of the dispute.

- 6.4 It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitrator at the time of invocation of arbitration under the clause. It is a terms of the contract that cost of an arbitration shall be borne by the parties them self. The venue of arbitration, if any, shall be at Varanasi. Subject as aforesaid the provision of the Arbitration and Conciliation Act 1996 and any statutory modification or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

7. Terms of Payment:

The Bidder/Firm/Agency will be paid as per approved rate (award of contract/work order) by IIT (BHU) for the product supplied on receipt of pre-receipted bill (in triplicate, at accepted bill of quantities), after invoice entry and certification that the satisfactory product has been delivered.

8. Contract Amendments

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

9. Force Majeure

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of god, war revolt, riots, fire, flood and act and regulations of the Government of India or any of its authorized agencies.

Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 7(seven) days of the alleged beginning and ending therefore giving full particulars and satisfactory proof. Time for performance or relative obligation suspended by the Force Majeure shall be extended by the period for which cause lasts or condoned by the Institute without any penalty. If the work is suspended by force majeure conditions lasting for more than 1 (one) month, the Institute Shall have the option to authorize the contract in whole or part therefore at its own discretion. Any Situation of force majeure shall not be payable by the Institute under any circumstances. For the period of force majeure, no amount shall be payable to the Bidder.

10. Penalty

If the Bidder fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Institute shall, without prejudice to its other remedies under the Contract, deduct from the final bill, a penalty, as decided by the tendering committee.

BID SUBMISSION CHECKLIST

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** covers as explained below:

Cover1 (Following documents to be uploaded as .pdf file)			
Sl. No.	Document	Content	File Types
1.	Technical Bid	Completely filled in and duly signed Technical Bid Proforma as provided in Section VII of tender document, Technical Compliance Sheet, Bidder information form	.pdf
2.		Organization Declaration Sheet, Compliance sheets for Essential Criteria and Checklist given in tender document	.pdf
3.		Tender Acceptance Declaration	.pdf
5.		All other supporting documents as required in Technical Bid as per Section VII, Technical Compliance Sheet given in tender document	.pdf
6.		Tender fee submission proof/Exemption Proof	.pdf
7.		Undertaking to supply in the prescribed time of 10-15 days on the letter head of Bidder	.pdf
Cover2			
Sl. No.	Document	Content	File Types
1.	Price Bid	Duly filled and signed financial bid proforma as per Section VIII (Price Bid)	.pdf

Technical Compliance Statement

Sl. No.	Description	Yes/No
1.	The bidder must be registered under Khadi and Village Industries Commission (KVIC) Scanned copy of Valid KVIC registration certificate to be uploaded as proof along with technical bid.	
2.	The bidder must have at least 1(One) executed supply order from the users for supplying the tendered item/clothing material or such similar item in Central Educational Institutions/ Autonomous Bodies/ Public Sector Undertakings/ Central/State Government Departments/Central Research Organizations/Gandhi Ashrams during last five years. (Copies of relevant orders to be uploaded as proof along with technical bid).	
3.	The Bidder must have an average annual turnover of Rs.10 Lakhs or more for last three (3) financial years. (CA certified copies of annual accounts i.e. P&L account, Income and expenditure account along with Balance Sheet for the three years to be uploaded as proof along with the technical bid.)	
4.	The Bidder should have valid PAN and GST Number (Copies to be uploaded with technical bid).	
5.	The Bidder should have its own Bank Account in the name its business/firm.	
6.	Clothing Sample Submitted Physically as per bid requirement.	
7.	Undertaking to supply in the prescribed time frame of 10-15 days on the letter head of Bidder	