

जल संसाधन प्रबंधन हेतु निर्णय समर्थन प्रणाली हेतु
परामर्शदाता फर्म के चयन
के लिए

(सीपीपीपी के ई-प्रोक्योरमेंट पोर्टल के माध्यम से)
ऑनलाइन बोली आमंत्रित हैं

निविदा संख्या : IIT(BHU)/CE/GIS/24-25/305, दिनांक: 28.03.2025

जमा करने की अंतिम तिथि: 18.04.2025, (04:00 PM)
निविदा खुलने की तिथि: 21.04.2025, (04:00 PM)



सिविल इंजीनियरिंग विभाग
भारतीय प्रौद्योगिकी संस्थान
(काशी हिंदू विश्वविद्यालय)
वाराणसी – 221005, उत्तर प्रदेश, भारत

ई-मेल: slcr@iitbhu.ac.in

Online Bids

(Through E-Procurement Portal of CPPP)

are invited

for

Selection of consultancy firm for Decision support
System for Water Resource Management

Tender No.: IIT(BHU)/CE/GIS/24-25/305, Dated: 28.03.2025

Last Date of Submission: 18.04.2025 (04:00 PM)

Tender Opening date: 21.04.2025 (04:00 PM)



Department of Civil Engineering
Indian Institute of Technology (BHU) Varanasi
Varanasi - 221005, Uttar Pradesh, India

E-mail: slcr@iitbhu.ac.in

भारतीय प्रौद्योगिकी संस्थान (काशी हिंदू विश्वविद्यालय), वाराणसी - 221005

**विभाग/स्कूल/इकाई/केंद्र का नाम : सिविल इंजीनियरिंग विभाग, भारतीय प्रौद्योगिकी संस्थान
(काशी हिंदू विश्वविद्यालय) वाराणसी-221005, (उ.प्र.)**

**विज्ञापित निविदा जांच दस्तावेज
(निविदा आमंत्रण सूचना)**

भारतीय प्रौद्योगिकी संस्थान (का.हि.वि.), वाराणसी द्वारा निम्नलिखित वस्तुओं के निर्माताओं (या उनके 'अधिकृत' वितरक से जिसे निविदा आमंत्रण सूचना के प्रत्युत्तर में प्रस्तुत करने के लिए अधिकृत किया गया हो) से ऑनलाइन निविदा आमंत्रित किए जाते हैं:

क्रम संख्या	निविदा संख्या और अंतिम तिथि	वस्तुओं की विशिष्टता और मात्रा	जमा की जाने वाली अग्रिम धनराशि
1.	निविदा संख्या: IIT(BHU)/CE/GIS/24-25/305, Dated: 28.03.2025 जमा करने की अंतिम तिथि: 18.04.2025, (04:00 PM)	जल संसाधन प्रबंधन हेतु निर्णय समर्थन प्रणाली हेतु परामर्शदाता फर्म का चयन सेवा की अवधि: 18 माह अनुलग्नक-I के अनुसार विशिष्टताएँ	अनुबंध-VIII के अनुसार बोली सुरक्षा घोषणा

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड किया जा सकता है। उचित निविदा का चयन करे एवं उन्हें सभी प्रासंगिक सूचनाओं से भरे और पूर्ण रूप से भरे हुए निविदा दस्तावेज को अगले पृष्ठ पर दी गई अनुसूची के अनुसार वेबसाइट <http://eprocure.gov.in/eprocure/app> पर ऑनलाइन जमा करें।

इच्छुक निविदादाता जिन्होंने नामांकन/पंजीकरण-खरीदारी नहीं की है, उन्हें वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले नामांकन/पंजीकरण करना चाहिए। पोर्टल पर पंजीकरण निःशुल्क है। निविदादाताओं को सलाह दी जाती है कि वे 'ऑनलाइन निविदा प्रस्तुत करने के निर्देश' में दिए गए निर्देशों को पढ़ें।

कोई भी निविदा हार्ड प्रति में स्वीकार नहीं की जाएगी। सभी कोटेशन (तकनीकी और वित्तीय दोनों) को ई-प्रोक्योरमेंट पोर्टल - <http://eprocure.gov.in/eprocure/app> पर केवल ऑनलाइन माध्यम से ही जमा किया जाना चाहिए।

निविदा प्रो. अनुराग ओहरी, प्रधान अन्वेषक, सिविल इंजीनियरिंग विभाग, भारतीय प्रौद्योगिकी संस्थान (काशी हिंदू विश्वविद्यालय) वाराणसी-221005, उ.प्र. को संबोधित किया जाना चाहिए एवं निविदा दस्तावेज में उल्लिखित समय सीमा के अनुसार निविदा खुलने के दिन या उससे पहले ऑनलाइन जमा/प्रस्तुत करें।

ऑनलाइन निविदा जमा करने में हुई किसी भी देरी के लिए संस्थान जिम्मेदार नहीं होगा। संस्थान के पास किसी भी निविदा को स्वीकार या अस्वीकार करने, बिना कोई कारण बताए निविदा को रद्द करने का अधिकार सुरक्षित है। इस संबंध में किसी भी पत्राचार पर विचार नहीं किया जाएगा।

यदि किसी भी स्तर पर निविदा द्वारा आपूर्ति की गई वस्तु के विषय में गलत विवरण/जानकारी पाया जाता है तो धरोहर राशि जब्त कर लिया जाएगा।

प्रो. अनुराग ओहरी
प्रधान अन्वेषक,
सिविल इंजीनियरिंग विभाग
भारतीय प्रौद्योगिकी संस्थान
(काशी हिंदू विश्वविद्यालय),
वाराणसी – 221005

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI
Varanasi - 221005, Uttar Pradesh, India

DEPARTMENT/ CENTRE: Department of Civil Engineering, Indian Institute of Technology (BHU)
Varanasi, Varanasi - 221005, Uttar Pradesh, India

Advertised Tender Enquiry Documents

(NOTICE INVITING TENDER)

IIT (BHU) Varanasi invites online tender from manufacturers (or their 'authorized' dealers that they have been authorized to quote in response to this NIT) of the following items are invited:

S. No.	Tender No. and Last Date	Specifications & Quantity of the item	Earnest Money Deposit to be submitted
1.	Tender No.: IIT(BHU)/CE/GIS/24-25/305, Dated: 28.03.2025 Last Date of Submission: 18.04.2025, (04:00 PM)	Selection of consultancy firm for Decision support System for Water Resource Management Duration of Service: 18 month Specifications as per Annexure-I	Bid Security Declaration as per Annexure-VIII

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Tenderers can access tender documents on the CPP Portal. 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 the next page.

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. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the e-procurement portal).

The tender should be addressed to **Prof. Anurag Ohri, Principal Investigator, Department of Civil Engineering, Indian Institute of Technology (BHU) Varanasi, Varanasi - 221005, Uttar Pradesh, India** and should be submitted online one or before the last Date of Submission as mentioned in critical date sheet.

The Institute shall not be responsible for any delay in submitting online Bids. 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.

Prof. Anurag Ohri
Principal Investigator
Department of Civil Engineering
Indian Institute of Technology (BHU)
Varanasi - 221005, Uttar Pradesh, India

भारतीय प्रौद्योगिकी संस्थान (काशी हिंदू विश्वविद्यालय), वाराणसी - 221005

**विभाग/स्कूल/इकाई/केंद्र का नाम : सिविल इंजीनियरिंग विभाग, भारतीय प्रौद्योगिकी संस्थान
(काशी हिंदू विश्वविद्यालय), वाराणसी – 221005**

जल संसाधन प्रबंधन हेतु निर्णय समर्थन प्रणाली हेतु परामर्शदाता फर्म का चयन की सेवा के लिए निविदा दस्तावेज

महत्वपूर्ण डाटा शीट

संगठन का नाम	भारतीय प्रौद्योगिकी संस्थान (का.हि.वि.), वाराणसी
निविदा	खुली निविदा
प्रकार/अनुबंध का प्रारूप (कार्य/आपूर्ति/नीलामी/सेवा/खरीद/ इंपैनेलमेंट/ बिक्री)	सेवा
मूल निविदा जारी/प्रकाशित करने की तिथि	28.03.2025 (05:00 PM)
दस्तावेज डाउनलोड प्रारंभ तिथि	28.03.2025 (05:00 PM)
निविदा-पूर्व बैठक की तिथि* (यदि कोई प्रश्न हो, जिस पर चर्चा की जानी हो, तो उसे निविदा-पूर्व बैठक की तिथि से पहले पर ईमेल किया जाना चाहिए)	लागू नहीं
शुद्धिपत्र, यदि कोई हो	यदि कोई हो तो - सूचित किया जाएगा
निविदाएं अपलोड करने की अंतिम तिथि और समय	18.04.2025 (04:00 PM)
तकनीकी निविदा खोलने की तिथि और समय	21.04.2025 (04:00 PM)
निविदा प्रसंस्करण शुल्क (जीएसटी सहित लागू)	रु. 2,360/- (निविदा प्रसंस्करण शुल्क के लिए) (निम्नलिखित विवरण के अनुसार आरटीजीएस/एनईएफटी के माध्यम से भुगतान किया जाना है:) खाते का नाम: रजिस्ट्रार, आईआईटी (बीएचयू) बैंक का नाम: भारतीय स्टेट बैंक शाखा का नाम: आईटी, बी.एच.यू., वाराणसी खाता संख्या: 32778803937 आईएफएससी: SBIN0011445 भुगतान का प्रमाण तकनीकी बोली के साथ संलग्न होना चाहिए।
ईएमडी (अर्नेस्ट राशि जमा)	रु. शून्य/- (ईएमडी के लिए, बोली सुरक्षा घोषणा जमा करें)
कवरों की संख्या (1/2)	02
निविदा वैधता दिन	180
संचार के लिए पता	प्रो. अनुराग ओहरी, प्रधान अन्वेषक, सिविल इंजीनियरिंग विभाग, भारतीय प्रौद्योगिकी संस्थान (बनारस हिंदू विश्वविद्यालय), वाराणसी – 221005, (उ.प्र.)
ई-मेल पता	slcr@iitbhu.ac.in

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI

Varanasi - 221005, Uttar Pradesh, India

DEPARTMENT/ CENTRE: Department of Civil Engineering, Indian Institute of Technology (BHU)
Varanasi, Varanasi - 221005, Uttar Pradesh, India

TENDER DOCUMENT FOR

Selection of consultancy firm for Decision support System for Water Resource Management

CRITICAL DATA SHEET

Name of Organization	Indian Institute of Technology (BHU) Varanasi
Tender	Open
Type/ Form of Contract (Work/ Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Service
Date of Issue/Publishing Original Tender	28.03.2025 (05:00 PM)
Document Download Start Date	28.03.2025 (05:00 PM)
Pre-Bid Meeting Date* (*Queries, if any, to be discussed, must be emailed to SLCR@iitbhu.ac.in, before the date of Pre-Bid meeting for consideration.)	NO PREBID MEETING
Corrigendum, if any	If any - Will be intimated
Last Date and Time for Uploading of Bids	18.04.2025 (04:00 PM)
Date and Time of Opening of Technical Bids	21.04.2025 (04:00 PM)
Tender Processing Fee (including GST as applicable)	Rs. 2360/- (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: SBIN0011445 The proof of payment must be enclosed with Technical Bid.
EMD (Earnest Money Deposit)	Rs. Nil/- (For EMD, submit Bid Security Declaration)
No. of Covers (1/2/3/4)	02
Bid Validity Days	180 Days (From last date of opening of the tender)
Address for Communication	Prof. Anurag Ohri Principal Investigator Department of Civil Engineering IIT (BHU) Varanasi Varanasi - 221005, Uttar Pradesh, India
E-mail Address	slcr@iitbhu.ac.in

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI
Varanasi - 221005, Uttar Pradesh, India

DEPARTMENT/ CENTRE: Department of Civil Engineering, Indian Institute of Technology (BHU) Varanasi, Varanasi - 221005, Uttar Pradesh, India

TENDER DOCUMENT FOR

Selection of consultancy firm for Decision support System for Water Resource Management

INVITATION FOR BIDS

Online bids are invited from eligible bidders for the following:

S. No.	Tender No. and Last Date	Specifications & Quantity of the item	Earnest Money Deposit to be submitted
1	Tender No.: IIT(BHU)/CE/GIS/24-25/305, Dated: 28.03.2025 Last Date of Submission: 18.04.2025, (04:00 PM)	Selection of consultancy firm for Decision support System for Water Resource Management Duration of Service: 18 month Specifications as per Annexure-I	Bid Security Declaration as per Annexure-VIII

- Interested eligible Bidders may obtain further information from IIT (BHU) Varanasi website: www.iitbhu.ac.in/iitnotifications/purchase_enquiries/ or from Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app> .
- Intending bidders are advised to visit IIT (BHU) website www.iitbhu.ac.in/iitnotifications/purchase_enquiries/ and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of BID submission of tender for any corrigendum/ addendum/ amendment.
- Tender Processing Fee is to be deposited electronically by RTGS/NEFT in the account of Registrar, IIT (BHU) in the Bank details mentioned above. Bidders are required to submit the scan copy of payment receipt details of Tender processing fees payment at the time of Bid Preparation.
- This Tender Document contains the following:
 - Instructions for Online Bid Submission
 - Instruction to Bidders
 - General conditions of contract (GCC)
 - Special Condition of Contracts
 - Checklist for Bid/Tender submission
 - Declaration Certificate
 - Technical specifications for the complete project (Annexure I)
 - Compliance Sheet

SECTION 1: INSTRUCTION FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (<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 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 useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

1. Registration

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
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.
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/ n-Code/ e-Mudhra, etc.), with their profile.
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.
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/ e-Token.

2. Searching for Tender Documents

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. 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 Tenders’ 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.
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

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. 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.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. 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.

4. Submission of Bids

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 bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “on-line” to pay the tender processing fee as applicable and enter details of the instrument/software. Whenever, Tender processing fees are sought, bidders need to pay the tender processing fee on-line through RTGS.
4. 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 white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
5. 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.
6. 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.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. 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.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

5. Assistance to Bidders

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.
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.

6. General Instructions to the Bidders

1. The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in **.pdf format**.
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”.
3. Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

SECTION 2: INSTRUCTIONS TO BIDDERS

A. Introduction

1. Scope of Work

IIT (BHU) invites online bids from the manufacturers/suppliers on behalf of The Director, IIT (BHU) for supply of Equipment as per the technical specifications given in Annexure- III and as per terms and conditions of this tender document. Supplier should assure complete commissioning of the system including installation and application training for efficient utilization of **Selection of consultancy Firm for Decision support System for Water Resource Management.**

2. Cost of Bidding

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

B. The Bidding Documents

3. Tender Processing Fees

The Tender Processing fees (Rs. 2360/-) should be submitted ONLINE as per the details mentioned above. Further, the proof of payment must be uploaded with Technical Bid. The exemption will be applicable as per Govt. of India norms.

4. Content of Bidding Documents

4.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to Invitation of Bids, the bidding documents include:

- (a) Instructions for Online Bid Submission
- (b) Instruction to Bidders (ITB)
- (c) General Conditions of Contract (GCC)
- (d) Special Conditions of Contract (SCC)
- (e) Schedule of Requirements
- (f) Tender Form (Technical Bid)
- (g) Tender Form (Financial Bid)

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 substantially 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 Purchaser 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 All prospective bidders who have received the bidding documents will be notified of the amendment in writing, which will be binding on them.

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

C. Preparation of Bids

6. Language of Bid

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

7. Documents Comprising the Bid

7.1 Techno commercial un-priced bid and priced bid: The bids are to be submitted in two parts i.e.

Techno commercial un-priced bid and priced bid.

- (a) Techno commercial un-priced bid along with Bid Securing Declaration Form (EMD) as shown in invitation to bids shall be submitted through CPP Portal. If the proof of Bid Securing Declaration Form as EMD is not received along with the technical bid, such bid will not be considered. The samples (if required) of all the items shown in the schedule of requirements of each tender should also accompany the techno commercial un-priced bid in a separate cover.
- (b) Priced bid.

7.2 Techno commercial un-priced bid: The techno commercial un-priced bid prepared by the bidder shall be provided in the following Model Response Format:

Model Response Format

- (a) Standing of each Bidder Manufacturer/Dealer/Service Provider and past experience in supply of the Service/material (certificates to be enclosed), proof of office/manufacturing Unit/Dealership along with all the documents required for proving the credentials regarding the fulfilment of essential pre-bid criteria.
- (b) List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is supplying service/material or having the similar type of contracts and a certificate regarding the satisfactory performance of the contract (In the Annexure III format).
- (c) Copy of the audited balance sheet of the vendor for the previous financial year indicating the turnover in supply of the relevant materials/service.
- (d) Details of Permanent Account Number and latest income tax clearance certificate.
- (e) Details of GST No. along with a copy of certificate to be attached.
- (f) Submission of samples if required, for all items indicated in the schedule of requirements. The make of items proposed to be supplied should be indicated in the format of the schedule of requirements and submitted along with the techno commercial un-priced bid without indicating the pricing components.
- (g) Willingness to execute all orders which are placed to meet emergency requirement on priority basis. The Bidder shall note that standards for Service, workmanship, material and equipment, and references to brand names designated by the Purchaser in the schedule of requirements are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names and/or catalogue numbers in his bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

7.3 Price Bid: The price bid shall comprise the techno commercial bid along with the price component indicating the Unit prices for each and every item/service indicated in schedule of requirements (Annexure I).

- (i) The prices quoted must be net per unit as shown in the Schedule and must include all charges for delivery at the designated stores i.e., F.O.R. IIT (BHU) Varanasi and should be mentioned clearly.
- (ii) 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.
- (iii) Quoted prices should be firm and inclusive of taxes/duties. However, the prices must be reflected clearly in BoQ format by mentioning basic rate, GST, Any other Taxes/Duties/Levies and exemptions thereon as applicable to IITs.
- (iv) The prices once accepted by the Institute shall remain valid till the successful execution of the order and till supplies is fully effected and accepted or 12 months from the date of acceptance of tender whichever is later. 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.
- (v) 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 Prices

8.1 The Bidder shall indicate on the Schedule of requirements (BoQ), the unit prices of the goods it proposes to supply under the Contract and enclose it with the priced bid.

8.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) The prices quoted must be net per unit as shown in the schedule of requirements and must include all charges for delivery at the designated stores.
- (ii) Any Indian duties, GST and other taxes which will be payable on the goods, if this Contract is awarded.

8.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.

9. Bid Currencies

Prices shall be quoted in Indian Rupees only.

10. Period of Validity of Bids

10.1 Bids shall remain valid for **180** days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

10.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder granting the request will not be required nor permitted to modify the bid.

10.3 Bid evaluation will be based on the bid prices without taking into consideration the above modifications.

D. Submission of Bids

11. 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.**

12. Deadline for Submission of Bids

12.1 Bids must be received by the Purchaser **ONLINE** not later than the time and date specified in the Invitation for Bids.

12.2 The Purchaser may, at his discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

13. Late/Delayed Bids

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

14. Modifications and Withdrawal of Bids

14.1 The Bidder may modify or withdraw its bid after the **ONLINE** bid's submission, as per the provision of CPP Portal.

14.2 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.

14.3 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.

E. Bid Opening and Evaluation of Bids

15. Opening of Techno commercial un-priced Bids

The purchaser will open all techno commercial un-priced bids in the first instance.

16. Clarification of Bids

- 16.1** During evaluation of the bids, the purchaser 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.
- 16.2** No Bidder shall contact the purchaser 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.
- 16.3** Any effort by a Bidder to influence the purchaser in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

17. Evaluation of Techno commercial un-priced Bid

- 17.1** Prior to the detailed technical evaluation, the purchaser 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 essential pre-bid criteria. If any bidder does not meet the essential pre-bid criteria as laid down in the Instruction to Bidders, then his bid will be summarily rejected. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.
- 17.2** The purchaser will reject a bid determined as not substantially responsive.
- 17.3** The bidders may be called for discussion and may be allowed to modify their technical bids to suit the organization's requirement. The idea is to arrive at a threshold level of acceptability above which all the bidders shall be treated on par. Those whose technical specifications do not reach the threshold level of acceptability shall be rejected as technically unsuitable. The price bids of the bidders who finally emerge as technically acceptable shall be opened, evaluated and the contract awarded to the lowest evaluated bidder.
- 17.4** The bidders short-listed by the purchaser based on meeting the essential pre-bid criteria and detailed evaluation regarding satisfying the technical criteria laid down in this tender document may be called for detailed discussions with a team selected for the purpose, at a specified date, time and venue, if needed.

18. Opening of Priced Bids

- 18.1** The Purchaser will open the Priced Bids of only those bidders who meet the essential pre-bid criteria and whose techno commercial un-priced bids have been found to be substantially responsive.
- 18.2** The priced Bids of the technically qualified bidders shall be opened by the tender committee.

19. Evaluation and Comparison of priced Bids

- 19.1** 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
- 19.2** Bidders shall state their bid price for the payment schedule outlined in the Clause 06 of General Conditions of Contract. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The purchaser may consider the alternative payment schedule offered by the selected Bidder but it may not be binding on the purchaser.
- 19.3** The purchaser, at its option may ask some more bidders to match the rates of the lowest bidder for creating parallel suppliers.
- 19.4** The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is: Indian Rupees
- 19.5** The source of exchange rate shall be: Reserve Bank of India/Any other authentic source.

19.6 The date for the exchange rate shall be: **Last day for submission of Bids.**

20. Purchasers right to accept any bid and to reject any bid or all bids

The Purchaser 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 Purchaser's action.

21. Award Criteria

- a. IIT (BHU) shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.
- b. If more than one BIDDER happens to quote the same lowest price, IIT(BHU) Varanasi reserves the right to award the contract to more than one BIDDER or any BIDDER.

22. Notification of Award

Prior to the expiration of the period validity, the purchaser will notify the successful Bidder in writing by letter or by fax, to be confirmed in writing by speed post or hand delivered letter, that its bid has been accepted.

23. Factors Affecting the Award of Supply

23.1 The bidder should have its own Contract support facilities. The support facilities should be fully owned and managed by the bidder.

23.2 Conformity with the Request for Bid/Tender required and conditions.

23.3 The assessment based on the response to Model Response Outline.

23.4 The assessment of the capability of the bidder to meet the terms and conditions.

23.5 The bidders must have executed similar orders, for which the bidder is quoting, for Govt./Semi-Govt./Autonomous Organizations.

23.6 The cost and the discount offered, if any.

24. Fall clause

24.1 The price quoted by the supplier 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 supplier for stores of the same nature, class or description to any other purchaser.

24.2 The price charged for the stores supplied under the contract by the supplier shall in no event exceed the lowest price at which the supplier sells the stores of identical description to any other person during the period till performance of all supply orders placed during the currency of the contract is completed. If at any time during the period the supplier 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 purchaser 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.

24.3 If it is discovered that the supplier has contravened the above conditions, then without prejudice to any other action which might be taken against him, it shall be lawful for the purchaser to (a) revise the price at any stage so as to bring it in conformity with sub-clause(i) above, or (b) to terminate the contract and purchase the items of stores at the risk and cost of the supplier and in that event the provisions of Clause 18 of General Conditions of Contract shall, as far as possible, be applicable or recover the loss.

SECTION 3: GENERAL CONDITION OF CONTRACTS

1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

- (a) "The order" means the agreement entered between the Purchaser and the Supplier including all the attachments and appendices and all documents incorporated as per notification of award.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all the items, which the Supplier is required to supply to the Purchaser under the Contract.
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services training and other obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "The Purchaser" means the organization purchasing the Goods i.e., IIT (BHU) VARANASI.
- (g) "The Purchaser's country" is India.
- (h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (i) "Day" means calendar day.

2. Application

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

3. Use of Contract Documents and Information

- 3.1** The Supplier shall not, without the Purchaser'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 Purchaser in connection therewith, to any person other than a person employed by the Supplier 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 Supplier shall not, without the Purchaser's prior written consent, make use of any document or information except for purposes of performing the Contract.
- 3.3** Any document, other than the Contract itself, shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so, required by the Purchaser.
- 3.4** Bidder can contact Dr. Anurag Ohri, PI for any additional information regarding DSS etc. Before the last bid Submission last date.

4. Patent Rights

The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India. Supplier can't patent and have no copyrights on the developed DSS or any of its module.

5. Submission of the Bids

- 5.1** 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 Bid Securing Declaration Form as earnest money etc. shall be rejected.
- 5.2** The Tender document for this supply is available on the website of IIT (BHU) Varanasi (www.iitbhu.ac.in/iitnotifications/purchase_enquiries/) or from Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>.
- 5.3** Interested bidders may submit their bid through the Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>.

6. Payment

- 6.1** Awarded consultant firm has to submit **PBG @ 3%**. The 15% payment shall be made each after 3 months after satisfactory progress certificate issue by the client. Final payment is made after the satisfactory completion of project
- 6.2** The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Services performed, and by documents, and upon fulfilment of other obligations stipulated in the contract.

7. Prices

Prices charged by the Services performed under the Contract shall not vary from the prices quoted by the Supplier in his bid. The bidder must mention the applicable taxes/duty and exemptions thereon, if any, as per the Government of India norms. The Institute will provide requisite certificate, if any, required by the bidder as per the applicable Govt. of India norms.

8. Change Orders

If any change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

9. Contract Amendments

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

10. Assignment

The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

9. Subcontracts

The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in his original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

10. Delays in the Supplier's Performance

- 10.1** Performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser as per GCC clause.
- 10.2** If at any time during performance of the Contract, the Supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 10.3** Except as provided under GCC Clause 13, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to GCC Clause 11, unless an extension of time is agreed upon pursuant to GCC Clause 10.2 without the application of liquidated damages.

11. Penalty

Subject to GCC Clause 13, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies

under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1% per week and the maximum deduction is 10% of the contract price of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 12.

12. Termination for Default

12.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- (a) If the Supplier fails to deliver any or all of the service within the period(s) specified in the purchase order, or within any extension thereof granted by the Purchaser pursuant.
- (b) If the Supplier fails to perform any other obligation(s) under the Contract;
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

‘For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”

12.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 12.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

13. Force Majeure

13.1 Notwithstanding the provisions of GCC Clauses 10 & 11, the Supplier shall not be liable for imposition of 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.

13.2 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.

13.3 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.

14. Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.

15. Termination for Convenience

15.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

16. Resolution of Disputes

16.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

16.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified below. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.

16.3 In case of Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996 as amended from time to time.

17. Governing Language

The contract shall be written in English language. Subject to GCC Clause 18, English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

18. Applicable Law

18.1 The contract shall be governed by the Law of Contract for the time being in force.

18.2 Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

18.3 Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.

18.4 One-month notice will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise.

19. Taxes and Duties

Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

20. Performance Security

Successful bidder has to furnish **03%** of the order value as a performance security in the shape of Fixed Deposit Receipt / Bank Guarantee in favour of the Registrar, Indian Institute of Technology (BHU) Varanasi valid for a period of 60 days beyond the end of all warranty period / **obligations (i.e., must valid for minimum 17 months)**. Fixed Deposit Receipt / Bank Guarantee should be issued from a schedule bank in India.

21. Supplier Integrity

The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.

The Institute Reserves the Right to:

- 1.** Increase or decrease the quantity of the item(s) as per requirement and GOI Norms only, however, provided within the ceiling of the category in which the original order was placed i.e., if it is within 2.5 Lakh category than should not exceed the 2.5 lakh limit and so on.
- 2.** Reject the quotation in absence of not furnishing the documentary evidence in respect of Trade Tax Registration (G.S.T), Income Tax and Trade Tax clearance certificates together with the performance of supplies in various branches/institutions.
- 3.** Reject the quotation in the event of non-furnishing the authentic documentary evidence in respect of Testing reports / Performance report of the concerned Govt. Organization / Institutions about the

products being manufactured and marketed. The performance test of the product can be conducted at Institute level also for which charge will have to be borne by the suppliers.

4. Reject the supplies already made, if not found up to the mark. Thorough checking may be adopted to test the correctness of the supply. In such an event, further action may call to conform or discard the supply.
5. To reject any addition/alteration in respect of local dealerships intimated by the Principals after consideration of the case by the committee appointed by the Institute for the purpose.
6. Cancel this Tender at any point of time without assigning any reason thereof.
7. The Institute also reserves the right to reject the bid of any participated bidder.
8. The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:
 - a. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the purchase order, or within any extension thereof granted by the Purchaser.
 - b. If the Supplier fails to perform any other obligation(s) under the Contract.
 - c. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
9. To reject any or all the offers without assigning any reasons thereof.
10. All disputes are subject to "*Varanasi Jurisdiction*" only.
11. The decisions of the Institute in all respect shall be final and binding on all.
12. The Institute reserves the right to ask the successful bidder to produce all the original documents submitted along with the bids for verification at any point of time. During the verification of the document, if it is found that the bidder has concealed/falsified/fabricated any information, the bid and/or purchase order will be cancelled and performance security will be forfeited and action including blacklisting will be taken against the bidder as per norms of the Institute.
13. Please ensure that your offer is complete in all respect as no further clarifications shall be sought from you and reaches us within the last date mentioned above. **The Institute shall not be responsible for any delay etc.**

22. Declaration of Secrecy:

The firm and key professionals engaged with IIT(BHU) will be required to furnish oath of secrecy in prescribed format at the time of reporting for the engagement. During the period of assignment with IIT(BHU), the Consultants would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by him/her during the period of assignment to anyone who is not authorized to know/have the same.

Prof. Anurag Ohri
Principal Investigator
Department of Civil Engineering
IIT (BHU) Varanasi
Varanasi - 221005, Uttar Pradesh, India

SECTION 4: SPECIAL CONDITIONS OF CONTRACT

1. Essential Pre-Bid Criteria

1. Bidders should have consultant/service provider in the field of water resource management since last three years in India.
2. The bidder has to provide on their letterhead that they were never been black-listed by any IITs/NITs/Govt. Offices/ NIH Roorkee/CGWB/SGWB/NMCG/PSUs/Govt. Funded Universities/Govt. Funded Autonomous Bodies/Govt. Bodies and it must be uploaded along with the technical Bid under cover 1.
3. Certified Financial Statement of Bidder from a CA such as Balance Sheet and Profit & Loss account of last three financial years clearly indicating the annual turnover regarding the supply and installation of similar type of items. The annual financial turnover of the bidder must not be less than Rs. 1.5 crores during last 3 financial years.
4. The bidder/OEM or its parent organization must have experience in delivering at least two projects costing at least 20 lakh each in water resource sector (groundwater modelling, surface water modelling) and have experience of development of at least one Decision support System for Water Resources using DHI Mike Operations in the last three financial years to any of the IITs/NITs/ NIH Roorkee/CGWB/SGWB/NMCG /Govt. Offices/PSU/Govt. Funded Universities/Govt. Funded Autonomous Bodies/Govt. Bodies, World Bank/ADB funded project in India or abroad with order value of with order value of at least Rs. 20 lakhs for a single order. Copies of purchase order, satisfactory installation certificate, names of user, their mobile number/ phone number and email id need to be uploaded.
5. The bidder must have office in India and have at least two experts with minimum five year of experience of Water Resource modeling in DHI Hydro Basin and other software like HEC-HMS etc and minimum one expert having more than ten years of overall experience in water resource sector and have experience in development of Decision support System for Water Resources using Mike Operations software. All key experts proposed for the project must have been on the company's payroll for at least one year prior to the date of submission of the proposal. Proof of employment, such as salary slips or HR certification, their resume must be attached for verification.
6. The bidder has to give a LIVE VIDEO demonstration (if required) of their office space, software available, infrastructure present, interaction with key experts during the technical evaluation process (most probably within one week of opening of technical bid). The institute will inform the date and time through a separate email to all the participating bidders. This will be a part of technical evaluation. The bidder needs to upload an undertaking in this regard that they will provide the demonstration as and when required by the Institute in Annexure IX.
7. Adherence to all the technical specifications is compulsory.
8. Certificate as per Annexure V, VI on the letterhead of the company must be uploaded.
9. Only those bidders who will quote rates of all the items will be consider for evaluation. Lowest bidder will be decided on overall L1 basis.

NOTE: THE BID OF THOSE BIDDERS WHO FAILS TO COMPLY THE ABOVE ESSENTIAL CRITERIA WILL NOT BE CONSIDERED FOR TECHNICAL EVALUATION.

2. Documents Comprising the Bid

The tender/Bid shall be submitted online in two parts: Technical Bid and Commercial Bid.

I. Technical Bid

The following documents are to be scanned and uploaded as part of the Technical Bid as per the tender document:

- (a) Scanned copy of Tender Forms (Techno Commercial Un-Priced Bid), Declaration, Bidder's Information Form, and Tender Acceptance Letter.
- (b) Scanned copy of proof for submission of Tender Document Fee/ Earnest Money Deposit/Exemption Certificate, if any etc.
- (c) Scanned copy of written confirmation authorizing the signatory of the Bid to commit the Bidder.
- (d) Scanned copy of quoted product brochure.
- (e) Scanned copy of completely filled Annexure III with supporting documents

- (f) Scanned copy of Technical Bid and essential Pre-bid Details, if any.
 - i. Scanned copy of documentary evidence establishing the Bidder's qualifications to perform the contract if its bid is accepted and the Bidder's eligibility to bid.
 - ii. Scanned copy of documentary evidence, that the Goods and Related Services to be supplied by the Bidder are of eligible origin and conform to the Bidding Documents.
- (g) Scanned copy of Checklist, compliance of Essential pre-bid criteria and Technical Compliance Sheet (Annexure II) and any other document required as per the tender.

II. Commercial Bid

The commercial bid comprises of:

- (a) Scanned copy of Tender Form (Price Bid)
- (b) Price bid in the form of .xls format and to be uploaded in .xls and signed .pdf format.

The Price bid format is provided as .xls format along with this Tender Document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this .xls format and quote their offer/rates in the prescribed column.

In addition to the above requirements, bids submitted by a Joint Venture, shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all members and submitted with the bid, together with a copy of the proposed Agreement, there to.

The Bidder shall furnish in the Tender Forms information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.

4. Application Specialist

The Tenderer should mention in the Techno-Commercial bid the availability and names of Application Specialist and Service Engineers in the nearest regional office.

5. After contract Service

The Supplier is required to provide service for six months after contract period is over.

6. User List

The bidder must provide the list of users where they have deployed similar nature of services in last 03 years in prescribed format of Annexure III.

07. The vendor to provide compliance statement with respect to each technical specification in the tender document duly supported by the manufacturer's literature. Any other claim will not be accepted and may lead to rejection of the bid.

08. Printed literature in support of compliance to the prescribed specifications is to be submitted.

09. Compliance report needs to be submitted as a part of the technical bid.

10. Exemption is allowed from payment of Tender processing fees as per Government of India norms against submission of currently valid certificate specifically for the item(s) proposed to be procured through this Tender.

IMPORTANT NOTE

- 1. Non-compliance of tender terms, non-uploading of required documents, lack of clarity of the specifications, contradiction between bidder specifications and supporting literature etc. may lead to rejection of the bid.
- 2. In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.

3. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

Note:- All documents in support of above essential pre-bid criteria shall be scanned and uploaded under cover 1.

SECTION 5: CHECKLIST FOR BID/TENDER UPLOADING**(The following check-list must be filled in and uploaded with the bid documents)**

S. No.	Particulars Techno Commercial Unpriced Bid (Cover 1)	Yes/No
1	Have you uploaded the techno commercial unpriced bid form duly filled in appropriately?	
2	Have you uploaded a copy of the last three financial years audited balance sheet and P & L Account of your firm?	
3	Have you attached the details of the income tax clearance certificate, proof of manufacturing unit/ dealership letter/ general order suppliers and copy of GST registration certificate?	
4	Have your firm have experience in delivering at least two projects costing at least 20 lakh each in water resource sector (groundwater modelling, surface water modelling) and have experience of development of at least one Decision support System for Water Resource Management or similar field using DHI Mike Operations in the last three financial years to any of the IITs/NITs/ NIH Roorkee/CGWB/SGWB/NMCG /Govt. Offices/PSU/Govt. Funded Universities/Govt. Funded Autonomous Bodies/Govt. Bodies World Bank/ADB funded project in India or abroad with order value of at least Rs. 20 lakhs for a single order and uploaded the copies of relevant work orders and satisfactory installation certificates in prescribed Format?	
5	Do you have at least two experts with minimum five year of experience of Water Resource modeling in DHI Hydro Basin and other software like HEC-HMS etc and minimum one expert having more than ten years of overall experience in water resource sector and have experience in development of Decision support System for Water Resources using Mike Operations software. All key experts proposed for the project must have been on the company's payroll for at least one year prior to the date of submission of the proposal. Proof of employment, such as salary slips or HR certification, their resume must be attached for verification.	
6	Have you submitted DD/transferred online Tender Processing Fee asked for and Bid Securing Declaration Form as EMD separately and uploaded their proof of submission?	
7	Have you submitted samples of all items indicated in the respective schedule of requirements at the address of tender inviting authority within due date?	
8	Have you enclosed the schedule of requirement indicating the make offered without indicating the pricing components along with the techno commercial unpriced bid?	
9	Have you uploaded the bids both techno commercial unpriced and priced bid separately for the tender?	
10	Have you enclosed the statement of deviations from financial terms and conditions, if any?	
11	Have you submitted the Technical Compliance Sheet?	
12	Have you attached the compliance of Essential Pre-Bid criteria?	
13	Have you attached Manufacturer's Authorization certificate for this Tender?	
14	Have you attached a letter on the letter head that bidder has never been black-listed along with the technical Bid under cover 1?	

15	Have you attached the Declaration on the letter pad of Bidder?	
16	Have you attached the signed Tender acceptance letter?	
17	Have you attached a signed copy of the letter that a LIVE VIDEO DEMOSTERATION of their office space, software available, infrastructure present and interaction with key experts will be arranged to the committee?	
Price Bid (Cover 2)		
1	Have you signed and uploaded the priced bid form?	
2	Have you uploaded the schedule of requirements duly priced i.e., BOQ and its pdf version?	

NOTE: While arranging the Tender Documents, check list should be placed on TOP.

COMPLIANCE SHEET OF ESSENTIAL PRE-BID CRITERIA

Sl. No.	Essential Pre-Bid Criteria	Compliance
1	Bidder should have consultancy firm/service provider in the field of water resource management since last three years in India.	
2	The bidder has to provide on their letterhead that they were never been black-listed by any IITs/NITs/Govt. Offices/ NIH Roorkee/CGWB/SGWB/NMCG/PSUs/Govt. Funded Universities/Govt. Funded Autonomous Bodies/Govt. Bodies and it must be uploaded along with the technical Bid under cover 1.	
3	Certified Financial Statement of Bidder from a CA such as Balance Sheet and Profit & Loss account of last three financial years clearly indicating the annual turnover regarding the supply and installation of similar type of items. The annual financial turnover of bidder must not be less than 1.5 crores during last 3 financial years.	
4	The bidder/OEM or its parent organization must have experience in delivering at least two projects costing at least 20 lakh each in water resource sector (groundwater modelling, surface water modelling) and have experience of development of at least one Decision support System/flood Forecasting for Water Resource Management or similar field using DHI Mike Operations in the last three financial years to any of the IITs/NITs/ NIH Roorkee/CGWB/SGWB/NMCG /Govt. Offices/PSU/Govt. Funded Universities/Govt. Funded Autonomous Bodies/Govt. Bodies/World Bank/ADB funded project in India or abroad with order value of at least Rs. 20 lakhs for a single order. Copies of purchase order, satisfactory installation certificate, names of user, their mobile number/ phone number and email id need to be uploaded. The purchaser may ask for input from user where the quoted instrument/software has been installed.	
5	The bidder has to give a LIVE VIDEO demonstration (if required) of their office space, software available, infrastructure present, interaction with key experts during the technical evaluation process (most probably within one week of opening of technical bid). The institute will inform the date and time through a separate email to all the participating bidders. This will be a part of technical evaluation. The bidder needs to upload an undertaking in this regard that they will provide the demonstration as and when required by the Institute in Annexure VI.	
6	Manufacturer comprehensive warranty for 1 year.	
7	Certificate as per Annexure V and VI on the letterhead of the company must be uploaded.	

All documents in support of above essential pre-bid criteria shall be scanned and uploaded under cover 1.

Signature of the Authorized Person

Date: -----

Full Name -----

Place: -----

Company Address with Seal

SECTION 6:

DECLARATION

(On the letter head of the firm submitting the bid)

1. I, ----- Son /Daughter of Shri-----
----- Proprietor/ Partner/ CEO /MD/ Director/
Authorized Signatory of M/s. ----- am 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 hereby convey my
acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the
best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would
lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate
law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and
signed, and I take full responsibility for the entire documents submitted.
6. This is certified that our organization has been authorized (Copy attached) by the OEM to participate
in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid
down in this tender document. Moreover, OEM has agreed to support on regular basis with technology
/product updates and extend support for the warranty.
7. The prices quoted in the price bids are subsidized due to academic discount given to IIT (BHU)
Varanasi.
8. We, further specifically certify that our organization has not been Black Listed/De Listed or put to any
Holiday by any Institutional Agency/Govt. Department/Public Sector Undertaking in the last three
years.

Signature of the Authorized Person

Date: -----

Full Name -----

Place: -----

Company Address with Seal

निविदा प्रपत्र
तकनीकी सह वाणिज्यिक बिना मूल्य निविदा (Techno commercial un-priced Bid)
(निविदा जमा करने वाली फर्म के पत्र शीर्ष पर)

निविदा संख्या

सेवा में,

प्रो. अनुराग ओहरी, प्रधान अन्वेषक,
सिविल इंजीनियरिंग विभाग
भारतीय प्रौद्योगिकी संस्थान,
वाराणसी -221005, (उ.प्र.)

महोदय/महोदया,

1. मैं/हम निविदा दस्तावेजों की जांच किए हैं और निविदादाताओं को दिये गए निर्देशों के अनुसार जारी किए गए परिशिष्ट सहित, निविदा दस्तावेजों में कोई आरक्षण नहीं है।
2. मैं/हम पात्रता आवश्यकताओं को पूरा करते हैं और इसमें हितलाभ का कोई विरोध नहीं (no conflict of interest) है;
3. मैं/हम भारत में न तो निलंबित किए गए हैं और न ही अपात्र घोषित किए गए हैं;
4. मैं/हम निविदा दस्तावेजों के अनुरूप और आवश्यकताओं की अनुसूची में निर्दिष्ट वितरण अनुसूचियों के अनुसार निम्नलिखित सामान की आपूर्ति करने की पेशकश करते हैं: **[माल और संबंधित सेवाओं का संक्षिप्त विवरण दें];**
5. मैं/हम इस निविदा के लिए अनुसूची में सूचीबद्ध वस्तुओं की आपूर्ति करने की पेशकश करते हैं, जैसा कि आप निविदा की स्वीकृति में निर्दिष्ट अनुसूची में दिए गए मूल्य पर निर्दिष्ट कर सकते हैं और इस प्रस्ताव को की अवधि के लिए खुला रखने के लिए सहमत हैं। निविदा खुलने की तिथि से दिन।
6. मैं/हम आपके द्वारा जारी स्वीकृति के संचार के लिए बाध्य होंगे।
7. मैं/हम निविदा के आमंत्रण के साथ संलग्न प्रपत्र में निविदादाताओं को दिए गए निर्देश और अनुबंध की शर्तों को समझ लिए हैं और अनुसूची में उद्धृत विनिर्देशों की पूरी तरह से जांच की है और आवश्यक सामान की प्रकृति से पूरी तरह अवगत हूं/हैं और मेरे / हमारा प्रस्ताव विनिर्देशों और आवश्यकताओं के अनुसार समय से माल की आपूर्ति करना है।
8. कुलसचिव, आईआईटी (बीएचयू) वाराणसी के पूर्वोक्त खाते में निविदा प्रसंस्करण शुल्क के रूप में रुपये के भुगतान का प्रमाण
9. इस निविदा का हिस्सा बनने के लिए निम्नलिखित को जोड़ा गया है।

(क) आवश्यकताओं की अनुसूची, केवल विधिवत हस्ताक्षरित और मुद्रांकित को उद्धृत करते हुए।
(कीमत बताए बिना)

(ख) आयकर निकासी प्रमाण पत्र।

- (ग) पिछले लेखापरीक्षित बैलेंस शीट (last audited balance sheet) की प्रति ।
- (घ) वैध जीएसटी पंजीकरण प्रमाण पत्र की प्रति ।
- (ङ) आईआईटी/एनआईटी/सरकारी कार्यालय/पीएसयू/विश्वविद्यालय/स्वायत्त निकाय में विगत पांच वर्षों के दौरान निष्पादित समान प्रासंगिक प्रमुख खरीद आदेशों की प्रति ।
- (च) निर्माण इकाई का प्रमाण, डीलरशिप प्रमाण पत्र / सामान्य आदेश आपूर्तिकर्ता ।
- (छ) वित्तीय नियमों और शर्तों से विचलन का विवरण, यदि कोई हो ।
- (ज) कोई अन्य संलग्नक । (कृपया विवरण दें)
10. हम प्राथमिकता के आधार पर आकस्मिक आवश्यकताओं को पूरा करने के लिए रखे गए सभी आदेशों को निष्पादित करने का वचन देते हैं ।
11. प्रमाणित किया जाता है कि निविदा जमा करने वाला:

(क) एक एकल स्वामित्व वाली फर्म और निविदा दस्तावेज पर हस्ताक्षर करने वाला व्यक्ति एकमात्र मालिक / एकल स्वामित्व का कानूनी प्रतिनिधि है,

या

(ख) एक साझेदारी फर्म, और निविदा दस्तावेज पर हस्ताक्षर करने वाला व्यक्ति फर्म का भागीदार है और उसके पास साझेदारी समझौते के आधार पर/सामान्य मुख्तारनामा के आधार पर साझेदारी के व्यवसाय से संबंधित मध्यस्थता विवादों को संदर्भित करने का अधिकार है ।

या

(ग) एक कंपनी और दस्तावेज पर हस्ताक्षर करने वाला व्यक्ति विधिक प्रतिनिधि है ।

(नोट: जो लागू न हो उसे हटा दें। सभी सुधार/विलोपन अनिवार्य रूप से निविदा दस्तावेज पर हस्ताक्षर करने के लिए अधिकृत व्यक्ति द्वारा प्रमाणित होने चाहिए।)

12. हम एतद्वारा यह वचन देते हैं कि, प्राप्ति की औपचारिक अधिसूचना तक, यह निविदा, आपकी लिखित स्वीकृति के साथ, हमारे बीच एक बाध्यकारी अनुबंध का गठन करेगी ।
13. यदि हमारी निविदा स्वीकार कर ली जाती है, तो हम निविदा दस्तावेजों के अनुसार प्रदर्शन सुरक्षा प्राप्त करने के लिए प्रतिबद्ध हैं;
14. हम एक निविदादाता के रूप में या एक उपठेकेदार के रूप में, इस निविदा प्रक्रिया में प्रस्तुत वैकल्पिक बोलियों के अलावा एक से अधिक बोली में भाग नहीं ले रहे हैं;
15. हम एतद्वारा प्रमाणित करते हैं कि हमने यह सुनिश्चित करने के लिए कदम उठाए हैं कि हमारे लिए या हमारी ओर से कार्य करने वाला कोई भी व्यक्ति किसी भी प्रकार की धोखाधड़ी और भ्रष्टाचार में लिप्त नहीं होगा ।

निविदादाता का नाम*

निविदादाता की ओर से बोली पर हस्ताक्षर करने के लिए विधिवत प्राधिकृत व्यक्ति का नाम**

निविदा पर हस्ताक्षर करने वाले व्यक्ति का शीर्षक

ऊपर नामित व्यक्ति के हस्ताक्षर

तिथि हस्ताक्षरितदिन

* संयुक्त उद्यम द्वारा प्रस्तुत निविदा के मामले में संयुक्त उद्यम का नाम निविदादाता के रूप में निर्दिष्ट करें

** निविदा पर हस्ताक्षर करने वाले व्यक्ति के पास निविदा अनुसूचियों के साथ संलग्न करने के लिए निविदादाता द्वारा दिए गए मुख्तारनामा होंगे।

भवदीय,

(निविदादाता के हस्ताक्षर)

दिनांक व दिन _____

निविदादाता के हस्ताक्षर _____

संलग्नक का विवरण _____

पूरा पता: _____

टेलीफोन नंबर _____

मोबाइल नंबर: _____

फैक्सनंबर: _____

ई-मेल: _____

कंपनी की मुहर

निविदा प्रपत्र

(मूल्य बिड)

(निविदा दस्तावेज़ जमा करने वाली फर्म के पत्र शीर्ष पर)

संदर्भ: निविदा संख्या

दिनांक:

सेवा में,

प्रो. अनुराग ओहरी, प्रधान अन्वेषक,
सिविल इंजीनियरिंग विभाग
भारतीय प्रौद्योगिकी संस्थान,
वाराणसी -221005, (उ.प्र.)

महोदय/महोदया,

निविदा दस्तावेजों की जांच करने और उसके लिए तकनीकी वाणिज्यिक अमूल्य निविदा प्रस्तुत करने के बाद, हम, अधोहस्ताक्षरी, एतद्वारा आवश्यकताओं की अनुसूची के अनुसार और उक्त निविदा दस्तावेजों के अनुरूप वस्तुओं और सेवाओं की आपूर्ति के लिए मूल्य निविदा प्रस्तुत करते हैं।

- हम एतद्वारा आवश्यकता की संलग्न अनुसूची में उल्लिखित कीमतों और दरों पर वस्तुओं/सेवाओं की आपूर्ति करने की पेशकश करते हैं।
- हम एतद्वारा वचन देते हैं कि, हमारी निविदा की स्वीकृति की स्थिति में, वस्तुओं/सेवाओं की आपूर्ति आवश्यकता की अनुसूची में निर्धारित के अनुसार की जाएगी और हम सभी आकस्मिक सेवाओं का प्रदर्शन करेंगे।
- उद्धृत कीमतों में सभी शुल्क नेट सीआईपी नई दिल्ली/ फॉर आईआईटी (बीएचयू) वाराणसी (Net CIP New Delhi/FOR IIT (BHU) Varanasi) के लिए शामिल हैं और इसका स्पष्ट रूप से उल्लेख किया जाना चाहिए। हम आपके द्वारा अपेक्षित पूरी वित्तीय निविदा इसके साथ संलग्न करते हैं। यह भी शामिल है:
 - मूल्य अनुसूची (बिल ऑफ क्वॉंटिटी-BOQ)।
 - वित्तीय नियमों और शर्तों से विचलन का विवरण।
- हम निविदा दस्तावेजों को खोलने के लिए निर्धारित तिथि से 180 दिनों की अवधि के लिए हमारे प्रस्ताव का पालन करने के लिए सहमत हैं और हम उस समय के भीतर स्वीकृति हेतु बाध्य रहेंगे।
- हमने निविदा दस्तावेज के नियमों और शर्तों को ध्यान से पढ़ और समझ लिए हैं और हम इन नियमों और शर्तों के अनुसार आपूर्ति करने का वचन देते हैं। वित्तीय विचलन केवल वे हैं जिनका उल्लेख वित्तीय नियमों और शर्तों से विचलन के विवरण में किया गया है।
- हमने निविदा प्रक्रिया या अनुबंध के निष्पादन के संबंध में निम्नलिखित कमीशन, ग्रेच्युटी या शुल्क का भुगतान किया है, या भुगतान करेंगे: [प्रत्येक प्राप्तकर्ता का पूरा नाम, उसका पूरा पता, कारण जिसके लिए प्रत्येक कमीशन या ग्रेच्युटी का भुगतान किया गया था और ऐसे प्रत्येक कमीशन या उपदान की राशि और मुद्रा]

प्राप्तकर्ता का नाम	पता	कारण	राशि

(यदि कोई भुगतान नहीं किया गया है या भुगतान किया जाना है, तो "कोई नहीं" इंगित करें।)

7. हम समझते हैं कि यह निविदा, आपकी लिखित स्वीकृति के साथ, जो आपके निर्णय की अधिसूचना में शामिल है, हमारे बीच एक बाध्यकारी अनुबंध का गठन करेगी, जब तक कि एक औपचारिक अनुबंध तैयार और निष्पादित नहीं किया जाता है; तथा
8. हम समझते हैं कि आप न्यूनतम मूल्यांकित निविदा या आपको प्राप्त होने वाली किसी अन्य निविदा को स्वीकार करने के लिए बाध्य नहीं हैं।

प्रमाणित किया जाता है कि निविदा देने वाला है:

एक एकल स्वामित्व वाली फर्म और निविदा दस्तावेज पर हस्ताक्षर करने वाला व्यक्ति एकमात्र मालिक / कानूनी प्रतिनिधि है,

या

एक साझेदारी फर्म, और निविदा दस्तावेज पर हस्ताक्षर करने वाला व्यक्ति फर्म का भागीदार है और उसके पास साझेदारी समझौते के आधार पर/सामान्य मुख्तारनामा के आधार पर साझेदारी के व्यवसाय से संबंधित मध्यस्थता विवादों को संदर्भित करने का अधिकार है,

या

एक कंपनी और निविदा दस्तावेज पर हस्ताक्षर करने वाला व्यक्ति कानूनी प्रतिनिधि है।

(नोट: जो लागू न हो उसे हटा दें। सभी सुधार/विलोपन को अनिवार्य रूप से निविदा दस्तावेज पर हस्ताक्षर करने के लिए अधिकृत व्यक्ति द्वारा विधिवत रूप से सत्यापित किया जाना चाहिए)

हम एतद्वारा यह वचन देते हैं कि, निर्णय की औपचारिक अधिसूचना तक, यह निविदा आपकी लिखित स्वीकृति के साथ, हमारे बीच एक बाध्यकारी अनुबंध का गठन करेगी।

दिनांक व दिन _____

निविदादाता के हस्ताक्षर _____

संलग्नक का विवरण _____

पूरा पता:

टेलीफोन नंबर _____

मोबाइल नंबर: _____

फैक्स नंबर: _____

ई-मेल: _____

कंपनी की मुहर

SECTION 7

TENDER FORM

(Techno commercial un-priced Bid)
(On the letter head of the firm submitting the bid)

Tender No.

To,
Prof. Anurag Ohri
Principal Investigator
Department of Civil Engineering
Indian Institute of Technology (BHU) Varanasi
Varanasi-221005, Uttar Pradesh, India

Dear Sir,

1. I/We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders;
2. I/We meet the eligibility requirements and have no conflict of interest;
3. I/We have not been suspended nor declared ineligible in India;
4. I/We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: *[insert a brief description of the Goods and Related Services]*
5. I/We offer to supply the items as listed in the schedule to this tender hereto/portion thereof as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of days from the date of opening of the tender.
6. I/we shall be bound by a communication of acceptance issued by you.
7. I/We have understood the Instruction to bidders and Conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
8. A proof of payment of Rs..... (Rupees.....only) as Tender Processing Fee in the aforementioned account of Registrar, IIT (BHU).
9. The following have been added to form part of this tender.
 - (a) Schedule of requirements, quoting the make only duly signed and stamped. (without indicating price)
 - (b) Income Tax clearance certificate.
 - (c) Copy of last audited balance sheet.
 - (d) Copy of Valid GST registration certificate.
 - (e) Copy of similar relevant major purchase orders executed during last three years in IITs/NITs/IISc/NIH Roorkee/CGWB/SGWB/NMCG/DRDO/Central Govt. Organization/World bank/ADB etc.,
 - (f) Proof of manufacturing Unit, dealership certificate/general order suppliers.
 - (g) Statement of deviations from financial terms & conditions, if any.
 - (h) Any other enclosure. (Please give details)
10. We undertake to execute all orders which have been placed to meet emergent requirements on priority basis.
11. Certified that the bidder is:
 - (a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

Or

 - (a) A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

(b) A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).

12. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
13. If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents.
14. We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process, other than alternative bids submitted.
15. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

Name of the Bidder*

Name of the person duly authorized to sign the Bid on behalf of the Bidder**

Title of the person signing the Bid

Signature of the person named above

Date signed day of

* In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

** Person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid Schedules.

Yours faithfully,

(Signature of bidder)

Dated this day of

Address:

Telephone No.:

FAX

E-mail

Company Seal

TENDER FORM

(Priced Bid)

(On the letter head of the firm submitting the bid)

Tender No.

To,
Prof. Anurag Ohri
Principal Investigator
Department of Civil Engineering
Indian Institute of Technology (BHU) Varanasi
Varanasi-221005, Uttar Pradesh, India

Dear Sir,

Having examined the bidding documents and having submitted the techno commercial unpriced bid for the same, we, the undersigned, hereby submit the priced bid for supply of goods and services as per the schedule of requirements and in conformity with the said bidding documents.

1. We hereby offer to supply the Services at the prices and rates mentioned in the enclosed schedule of requirement.
2. We do hereby undertake that, in the event of acceptance of our bid, the supply of Services shall be made as stipulated in the schedule of requirement and that we shall perform all the incidental services.
3. The prices quoted are inclusive of all charges net F.O.R IIT (BHU) Varanasi. We enclose herewith the complete Price Bid as required by you. This includes:
 - (a) Price Schedule (Bill of Quantity - BOQ) in .pdf format and .xls format
 - (b) Statement of deviations from financial terms and conditions, if any.
4. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
5. We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.
6. We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract: **[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]**

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none”).

7. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
8. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/ constituted attorney of sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document.)

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Dated this day of

Signature of Bidder

Details of enclosures

Full Address:

.....

Telephone No.

Mobile No.

Fax No.

E-mail:

Company Seal

BIDDER INFORMATION FORM

Date:

ADVT. No.:

1. Bidder's Name:
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Bidder's actual or intended country of registration:
4. Bidder's year of registration:
5. Bidder's Address in country of registration:
6. Bidder's Authorized Representative Information Name: Address: Telephone/Fax: Email: Address:
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement. <input type="checkbox"/> In case of Government-owned enterprise or institution, documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Bidder is not dependent agency of the Purchaser Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

**To,
Prof. Anurag Ohri
Principal Investigator
Department of Civil Engineering
Indian Institute of Technology (BHU) Varanasi
Varanasi-221005, Uttar Pradesh, India**

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.

Name of Tender/ Work:

.....

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:
as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. to (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)/ PERFORMANCE SECURITY

(To be typed on non-judicial stamp paper of the value of Indian Rupees of One Hundred)

[To Be Established Through Any of the Nationalized Commercial Banks (Whether situated at Varanasi or Outstation) with A Clause to Enforce the Same on Their Local Branch at Varanasi]

To,
The Registrar
Indian Institute of Technology (BHU) Varanasi
Varanasi – 221005, Uttar Pradesh, India

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology (BHU), Varanasi (Buyer) has invited tender vide Tender No..... dated..... for purchase of AND WHEREAS the said tender document requires that eligible successful bidder (seller)..... wishing to supply the service, etc. in response thereto shall establish an irrevocable Performance Bank Guarantee in favour of “The Registrar, Indian Institute of Technology (BHU) Varanasi” in the form of Bank Guarantee for Rs. (3% of the contract value) and the Performance Bank Guarantee shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the seller, from the date of issue of Performance Bank Guarantee and the eligible successful bidder (the seller) shall submit the same within 14 (Fourteen) days from the date of Award of Contract.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said bidder (seller) fails to abide by any of the conditions referred to in tender document / Award of Contract / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology (BHU), Varanasi on demand and without protest or demur Rs. (Rupees.....).

This Bank further agrees that the decision of Indian Institute of Technology (BHU) Varanasi (Buyer) as to whether the said bidder (Seller) has committed a breach of any of the conditions referred in tender document / Award of Contract shall be final and binding.

We, (Name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the bidder (Seller) and/ or Indian Institute of Technology (BHU), Varanasi (Buyer). **Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT (BHU), Varanasi serve upon us a written claim or demand on or before(date). This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

SECTION 8

ANNEXURE I

SELECTION OF CONSULTANCY FIRM FOR DECISION SUPPORT SYSTEM FOR WATER RESOURCE MANAGEMENT

Description: Selection of Consultancy Firm for Decision support System for Water Resource Management

Quantity: Consultancy Service for 18 months (Extendable upto 24 months)

Detailed Specifications

Sr. No.	Description of Services to be provided by Consultancy Firm	Time
1	Consultancy firm will draft and help in development of framework and GUI of proposed Web based DSS for WRM and Software requirement specification (SRS) using DHI Mike Operations, GIS and other open source/commercial software. The study area for case study will be a river having length around 200 km and basin of 3500 sq km.	0-3 months
2	Consultancy firm will advise client in making different groundwater, surface water, flood forecasting and other models of DSS mainly in DHI software's	0-12 months
3	Consultancy firm will draft and help in development of various scenarios of DSS for Groundwater potential assessment, Resource Estimation, Managed Aquifer Recharge, River Aquifer Interaction, Resource Estimation, Flood forecasting and management, Water bodies management, Water Demand and Forecasting and Resource Allocation	0-18 months
4	Consultancy firm will advice in the development of different modules (as mentioned in point 3) of DSS by advising in coding and other related task.	0-6 months
5	Consultancy firm will test different modules of DSS and will provide there feedback	3-18 months
6	Consultancy firm will help in integrating various models in DSS.	3-18 months
7	Consultancy firm will help in development of GIS outputs, reports etc	6-18 months
8	Consultancy firm will help in deployment of system	12-18 months
9	If required, Consultant will provide sitting space including computers etc. (Excluding travel etc.) up to two project staff at their premises, Other than salary all other facilities (Electricity, water, internet etc. in office) will be provided by consultant	1-18 months
10.	Expert of consultancy firm may be required to visit on average once in every 3 months (maximum for five days per visit) to Varanasi if asked by the client. TA/DA and local hospitality with the maximum limit to Rs. 25,000 per visit/expert will be paid by IIT(BHU).	0-18 months
11	Experts of consultancy firm may be required to attend the online meetings with IIT (BHU)/other stakeholders in the notice of one day whenever asked by client.	0-18 months
12.	Experts of consultancy firm may be required to attend the meetings with stakeholders in Delhi in the notice of three days whenever asked by client (Average once in four months). No TA/DA will be paid for such meetings.	0-18 months

Other Terms

1. Consultant will be responsible for data security and privacy. They have to give the undertaking that they will secure the data in their local drives and no data will be transferred outside India by any mean. They will not disclose the data or work to any unauthorized person without written approval of client.
2. Price of the facility should be quoted in Indian currency.
3. In case of award of work & subsequent extension on monthly basis the same rates shall be payable and no request for enhancement under any circumstances shall be acceptable.
4. Rates to be quoted in such a manner, so that the remain valid for the maximum 30 months period.

5. **Penalty:** A penalty of 1% of the order value will be applied for late delivery of services thereof subject to a maximum of 10%.
6. **Bank Guarantee (BG):** Successful bidder have to furnish **03%** of the order value as a performance security in the shape of Fixed Deposit Receipt / Bank Guarantee in favour of the Registrar, Indian Institute of Technology (BHU) Varanasi which will be valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Fixed Deposit Receipt / Bank Guarantee should be issued from a schedule bank in India. Bank guarantee is only applicable for the Supplier who will get the Award of Contract and will submit at the time of installation of the instrument/software.
7. **Payment:** The 15% payment shall be made each after 3 months after satisfactory progress certificate issue by the client. Final payment is made after the satisfactory completion of project.
8. Deductions shall be made by the Institute as per statutory rates and norms.
9. Technical evaluation by the Institute may include demonstration to verify facilities, meeting with key experts and other capabilities of the firm.
10. Supplier can't patent and have no copyrights on the developed DSS or any of its module.
11. IIT(BHU) has right to terminate the contract anytime without providing any reason for it. However, in the normal course, one month's notice will be provided to the Consultant firm. The Consultant firm can also seek for termination of the Contract upon giving one month's notice to IIT(BHU)

Note- Only those bidders who will quote rates of all the items will be consider for evaluation. Lowest bidder will be decided on overall L1 basis.

Prof. Anurag Ohri
Principal Investigator
Department of Civil Engineering
Indian Institute of Technology (BHU), Varanasi
Varanasi-221005, Uttar Pradesh, India

TECHNICAL COMPLIANCE STATEMENT*(To be submitted by bidder duly filled)*

Sr. No.	Description of Services to be provided by Consultancy Firm	Yes/No
1	Consultancy firm will draft and help in development of framework and GUI of proposed Web based DSS for WRM and Software requirement specification (SRS) using DHI Mike Operations, GIS and other open source/commercial software. The study area for case study will be a river having length around 200 km and basin of 3500 sq km.	
2	Consultancy firm will advise client in making different groundwater, surface water, flood forecasting and other models of DSS mainly in DHI software's	
3	Consultancy firm will draft and help in development of various scenarios of DSS for Groundwater potential assessment, Resource Estimation, Managed Aquifer Recharge, River Aquifer Interaction, Resource Estimation, Flood forecasting and management, Water bodies management, Water Demand and Forecasting and Resource Allocation	
4	Consultancy firm will advice in the development of different modules (as mentioned in point 3) of DSS by advising in coding and other related task.	
5	Consultancy firm will test different modules of DSS and will provide there feedback	
6	Consultancy firm will help in integrating various models in DSS.	
7	Consultancy firm will help in development of GIS outputs, reports etc	
8	Consultancy firm will help in deployment of system	
9	If required, Consultant will provide sitting space including computers etc. (Excluding travel etc.) up to two project staff at their premises, Other than salary all other facilities (Electricity, water, internet etc. in office) will be provided by consultant	
10.	Expert of consultancy firm may be required to visit on average once in every 3 months (maximum for five days per visit) to Varanasi if asked by the client. TA/DA and local hospitality with the maximum limit to Rs. 25,000 per visit/expert will be paid by IIT(BHU).	
11	Experts of consultancy firm may be required to attend the online meetings with IIT (BHU)/other stakeholders in the notice of one day whenever asked by client.	
12.	Experts of consultancy firm may be required to attend the meetings with stakeholders in Delhi in the notice of three days whenever asked by client (Average once in four months). No TA/DA will be paid for such meetings.	

**Signature of the Authorized
Official with Seal**

SECTION 9**PREVIOUS SIMILAR ORDER EXECUTED**

Please quote best minimum prices applicable for a premier Educational and Research Institution. The party must give details of purchase orders identical or similar service supplied to any IITs/NITs/Govt. Office/NIH Roorkee/CGWB/SGWB/NMCG/PSU/University/Autonomous Body/World Bank/ADB etc. as per below Format in last Three years (to be enclosed in Price Bid / Commercial Bid) along with the final price paid and details are mandatory.

Name of the Firm _____

Order placed by (Full address of Purchaser)	Order No. and Date	Description and quantity of ordered service	Value of Order	Date of completion of delivery as per contract	Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & those quoted to us	Has the Service being provided satisfactorily (Attach a Certificate from the Purchaser/ Consigner)	Contact Person along with Telephone No., Fax No. and e-mail address.

(Kindly enclose the scan copy of aforementioned purchase orders)

Details of Technical Expert

Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.		
Name of the organization	Name of Contact Person	Contact No.

Place:

Date:

Signature and Seal of the Manufacturer/ Bidder

BID SUBMISSION**Online Bid Submission**

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

Cover - 1			
S. No.	Document	Content	File Type
1	Technical Bid	Technical Compliance Sheet, Bidder information form	.pdf
2		Organization Declaration Sheet, Compliance sheets for Essential Pre-Bid Criteria	.pdf
3		Checklist, Tender Acceptance, Tender Form, Annexure I, etc.	.pdf
4		List of organizations/clients where similar products have been supplied (in last three years) along with their contact number(s). (Annexure III)	.pdf
5		Technical supporting documents in support of all claims made at Annexure I	.pdf
6		EMD and Tender fee submission proof	.pdf
7		Brochure of quoted product and other documents, if any	.pdf
8		Other Documents, if any which are not covered above	.pdf
Cover - 2			
S. No.	Document	Content	File Type
1	Price Bid	Duly filled and signed Tender Form (Price Bid)	.pdf
2		Duly signed BOQ	.pdf
3		BOQ in .xls Format	.xls/ .xlsx

BID SECURING DECLARATION FORM**(Letterhead of the bidder)**

To

(Insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with IIT(BHU) Varanasi for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity or its extended period, if any; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or refuse to execute the contract, if required, or
 - (ii) fail or refuse to furnish the Performance Bank Guarantee, in accordance with the Instructions to Bidders.
- (c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
- (d) If there is a discrepancy between words and figures quoted by the bidder then in that case the amount quoted in words will be treated as final.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

(Insert signature of person whose name and capacity are shown in Bid Securing Declaration)

Name:

(Insert complete name of person signing the Bid Securing Declaration)Duly authorized to sign the bid for an on behalf of *(Insert complete name of Bidder)*Dated on day of *(Insert date of signing)*

Corporate Seal (where appropriate)

(Note: In case of a consortium, the Bid Securing Declaration must be in the name of all partners to the consortium that submits the bid)

(to be submitted on the letterhead of Company)

UNDERTAKING FOR LIVE VIDEO DEMONSTRATION

**To,
Prof. Anurag Ohri
Principal Investigator
Department of Civil Engineering
Indian Institute of Technology (BHU) Varanasi
Varanasi-221005, Uttar Pradesh, India**

We, M/s do hereby confirms that the LIVE VIDEO
Demonstration of their office space, software available, infrastructure present, interaction with key experts
..... will be given by our company as and
when asked by the purchase committee, IIT (BHU) during the technical evaluation process.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

----END----