

**Indian Institute of Information Technology, Design and Manufacturing,
Kancheepuram, Melakkottaiyur,
Chennai – 600 127, Tamil Nadu, India**



Short tender notice (E-Procurement Mode)

For

Supply of water treatment plant chemicals

Notice Inviting E-Tender (E-Procurement Mode)

IIITDM Kancheepuram invites the bids for the articles mentioned below through E-Procurement mode, the terms and conditions attached. Please submit your bid documents in <https://mhrd.euniwizarde.com> as per the due date and time. The intending, bidders must be registered with eWizard procurement <https://mhrd.euniwizarde.com>.

Item	:	Supply of water treatment plant chemicals (Specification/Quantity details enclosed as Annexure-1)
Tender Enquiry No.	:	IIITDMK/2022-23/Engg/010; Dt.: 22.11.2022
EMD / Bid Declaration	:	Bidders are to execute a Bid declaration form, accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract, they will be debarred for the period of one year for bidding for any tender of the institute. Further, the debarment will be intimated to all department of government of India/ governmental organizations for bidding by the firm for any tender. (Declaration format enclosed as annexure-2)

CRITICAL DATE SHEET

STAGE	DATE & TIME
Bid Submission End Date & Time	02 nd December 2022- 15:00 Hrs.
Bid Opening Date & Time	02 nd December 2022- 15:30 Hrs.

Important:

All the communications are to be only addressed to The Registrar, IIITD&M Kancheepuram and not in the name of any other officer and all the correspondence to be done through eWizard portal.

IIITDM Kancheepuram Institute of National Importance under Ministry of Education, Government of India. The rate may be quoted as applicable to Educational Institution/Universities.

GENERAL TERMS AND CONDITIONS:

1. The quotations should be valid for 60 days from the due date and material shall be delivered on quarterly basis (or) as and when required for a period of 01 year from the date of issue of Purchase order, the material shall be delivered within 5 days from the date of communication from the institute.
2. The Price shall be quoted in INR.
3. No unsolicited correspondence shall be entertained after the submission of the offer.
4. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional/special features, compatibility, etc.
5. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
6. The rate quoted should be inclusive of all supply, men, material, labour, transportation and all of the items at the designated place.
7. The bidder has to quote the rate for one (01) year period. The rates cannot be altered either side in the agreed period.
8. The bidder shall have registered office at Chennai for ease of delivery and communication.
9. **Quantity mentioned in the technical compliance sheet may subject to vary.**
10. Goods should be supplied carriage paid and insured.
11. Goods shall not be supplied without any official email or letter communication.
12. Goods supplied shall be as per the product quality. Nonstandard items will not be taken into the institute account and if found the material shall be replaced with good quality without any additional cost.
13. Quoted rate included transportation, dispatch etc., as required.
14. Penalty for delayed Services / LD
 - (i) As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to.
 - (ii) If the supplier fails to Supply, and fixes the item as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
 - (iii) The Institute reserves the right to cancel the order in case the delay is more than 4 weeks.
15. **Payment:** Quoted rates are fixed throughout the year, PO will be issued accordingly, Items need to be supplied monthly/Quarterly based on the communication received as per the requirement, payment will be made after the delivery of materials and acceptance by IIITD&M.
16. The bidders have to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.
17. If the due date of submission of tender / Tender opening is declared a holiday for the Institute, the due date for submission of tender / Tender opening will be extended to same time on next working day.
18. The Institute reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Sd/-

कुलसचिव / Registrar
IIITD&M Kancheepuram

Annexure-1**Technical Compliance Sheet (To be filled and uploaded)**

Name of the Agency					
Office Address:					
Name and Mobile No. of contact person:					
GST NO.:					
Sl. No.	Name of the Item	Approximate Quantity required per Annum	Unit	Price per Rs.	Total Price/ Annum in Rs.
1.	Alum powder	5,475	Kgs		
2.	Sodium hypochlorite liquid 6%	7,300	Ltrs		
GRAND TOTAL PER ANNUM IN Rs.					

* Table refers the total annual requirement, Items to be supplied monthly/Quarterly subject to the communication received.

ELIGIBILITY CRITERIA

Sl. No	Description		Compliance Yes/No/N.A.	Remarks
1.	Technical Sheet	Technical bid compliance sheet and Eligibility Criteria (Annexure-1)		
2.	EMD	Bid Security Declaration Form (Annexure-2)		
3.	Bid Validity	60 Days		
4.	Total Number of pages uploaded in the technical bid			
Please Enclose Relevant Documents Only.				

(To be printed in the letter head of the bidder)

Bid Declaration form

To

The Registrar,

IIITDM Kancheepuram.

I/We M/s. _____ (Name) bid for the tender
_____ (Tender No) towards supply and installation
of _____ (Name of the item) declare that if we withdraw or modify our Bids
either during the period of validity of bid or fail to execute the contract on award the purchase
order/contract, we understand and agree that our firm will be debarred for the period of one year
for further bidding of any tender of your institute. Further, we agree that your institute is at liberty
to intimate this debarment to all departments/ organizations of government and governmental
organizations.

Authorized signatory with seal

INSTRUCTION TO BIDDERS:

MOE, Govt. of India had implemented e-tendering system solution through the ITI limited (a government of India enterprise) and mandated to adopt the e-wizard system and the accordingly the tender documents are published in <https://mhrd.euniwizarde.com>. The tender notification is also available in the IITDM Kancheepuram website (www.iitdm.ac.in)

The bidders are required to submit soft copies of their bids electronically on using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the Ewizad Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Ewizad Portal. For more information, bidders may visit the Ewizad Portal <https://mhrd.euniwizarde.com>.

Registration Process:

- a) Bidders to enroll on the Ewizad portal <https://mhrd.euniwizarde.com> "Click here to Enroll".
- b) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- c) 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. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
- d) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

Tender Documents Search:

- a) Various built in options are available in the Ewizad Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b) 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 Ewizad Portal.
- c) 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 Ewizad Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d) 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 Help desk.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://mhrd.euniwizarde.com>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com>) with clicking on the link "Online bidder Registration" on the e-Procurement Portal.
2. As part of the enrolment process, the bidders will be required to choose a unique user name 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 with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra 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 DSC"s 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.
7. For any Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com, 8. The scanned copies (.pdf files) of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.,
2. Once the bidders have selected the tenders they are interested in, the bidder can pay the processing fees (NOT REFUNDABLE) by net-banking / Debit / Credit card and then download the required documents / tender schedules, Bid documents etc. Once tender fee is paid, it will be moved to the respective "requested" Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS:

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids and no separate intimation will be provided to the vendors.
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 in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
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 Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well 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 "EMD Exemption" in place of EMD and shall upload bid declaration form.
4. The bidder can use the above specified format for quoting the price and should fill all the requested details.
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. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
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 bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.
