

भारतीय प्रौद्योगिकी संस्थान मुंबई
INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

सामग्री प्रबंधन प्रभाग
MATERIALS MANAGEMENT DIVISION



रसायन, कांच के बर्तन और प्रयोगशाला के सामान के लिए
पैनल और वार्षिक दर अनुबंध के लिए निविदा

TENDER FOR EMPANELMENT AND ANNUAL RATE
CONTRACT FOR CHEMICALS, GLASSWARE, AND
LABWARE

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SECTION 1 – INVITATION FOR BIDS

निविदा संख्या / Tender No.	MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026
निविदा तारीख / Tender Date	30th May 2025
वस्तुविवरण / Item Description	EMPANELMENT AND ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARE, AND LABWARE
निविदा का प्रकार / Tender Type	Open Tender
बोली-पूर्व बैठक की तारीख और समय / Pre- Bid Meeting Date & Time	06th June 2025 at 11:00 a.m.
बोली-पूर्व बैठक स्थल / Pre-Bid Meeting Place	Conference Room, Materials Management Division Ground Floor, Nandan Nilekani Main Building, Indian Institute of Technology Bombay, Powai, Mumbai 400076.
बोली जमा करने की अंतिम तिथि और समय / Last date & time of submission of Bid	20th June 2025 up to 1:00 p.m.
बोली जमा करने का स्थान / Place of Submission of Bid	Materials Management Division, Ground Floor, Nandan Nilekani Main Building, Indian Institute of Technology Bombay, Powai, Mumbai 400076.
बोली जमा करना / Submission of Bids	Two Bid System: The two-bid system will be followed for this tender. In this system, bidders must submit their offer in separate sealed envelopes: Technical Bid and Commercial Bid. Both the Technical Bid and the Commercial Bid envelopes should be clearly marked as "Envelope No.1- Technical Bid "and "Envelope No. 2 - Commercial Bid", respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the concerned department/ section mentioned in the Tender document.
बोली खुलने की तारीख और समय / Bid Opening Date & Time	20th June 2025 at 4:00 p.m.

बोली खोलने का स्थान / Bid Opening Place	Conference Room, Materials Management Division, Ground Floor, Nandan Nilekani Building, Indian Institute of Technology Bombay, Powai, Mumbai 400076
अग्रिम धन राशि / Earnest Money Deposit	Bidders have to submit an undertaking for BID Security. MSME/NSIC certificate, mandatory as per enclosed Annexure 6 .
प्रदर्शन सुरक्षा जमा / Performance Guarantee	The successful bidders would be required to furnish a Performance Guarantee of Rs. 1,00,000/- (Rupees One lakh Only), in the form of a Bank Guarantee from any Scheduled Bank in favor of "The Registrar, IIT Bombay" payable at Mumbai. The Performance Security should be valid till 60 days beyond the contractual obligations of the supplier.
अन्य स्पष्टीकरण / Any Clarification	Name: Asst. Registrar (MM) Dept: Materials Management Division, IIT Bombay Email: purchase.mmd@iitb.ac.in Contact No.: 022-2576 5009
हस्ताक्षर प्राधिकारी/ Signing Authority	Asst. Registrar (MM)

SECTION 2 - ELIGIBILITY CRITERIA

1. The bidder must have an established firm for a minimum of five years in the supply of Chemicals, Glassware or Labware. A copy of the Certificate of Incorporation or Registration Certificate of the firm must be provided. If the firm is a partnership, include an attested copy of the Partnership Deed.
2. Bidders must have supplied chemicals/labware or glassware to government organizations or educational/research institutes for a cumulative amount of at least ₹10,00,000 (Rupees Ten Lakhs) during the last three years. Provide copies of purchase orders and work completion certificates. Details should be mentioned in Annexure-4 (Previous Supply Order Details).
3. Bidders should have a minimum Annual Business Turnover of at least ₹50 Lakhs for the past two financial years, i.e., 2022-23 and 2023-24. Submit a copy of Audited Annual Accounts for the last two years (Annexure-3).
4. Bidders must have filed Income Tax Returns (ITR) for the last two years, i.e., A.Y. 2023-24 and A.Y. 2024-25. Submit copies of the filed acknowledgments (Annexure-3).
5. Local dealers, distributors, or stockists must possess a valid Authorization Certificate from the OEM. A copy of the Authorization Certificate must be attached with the bid.
6. Bidders must not be blacklisted, suspended, or have any service-related disputes with any Government organizations, Semi-Government organizations, Institutions in India or abroad. (Annexure-2)
7. Bidders must have a GST registration number and submit a duly filled Bidders Information form along with the Tender (Annexure-1)
8. Bidders should submit a copy of the firm's PAN CARD.
9. Bidders should submit a Declaration of Acceptance of Tender Terms and Conditions as per Annexure-5.
10. Bidders should submit an Undertaking/Bid Security Declaration as per Annexure-6.
11. Bidders should submit a Price Fall Clause Certificate as per Annexure-7.
12. Bidders should submit a Certificate of Compliance as per Annexure-8.

SECTION 3 - INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF OFFER

- a. The quotation must be enclosed in a sealed cover, superscribing the tender number and due date, and should reach the undersigned on or before the due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
- b. The tender should be dropped in the tender box kept in the office of the concerned department. No tender should be handed over to our staff personally unless otherwise specified. All communications should be addressed to the undersigned only.
- c. The bid can be submitted in person or through post/courier. IIT Bombay shall not be responsible for any postal delays or any other reason for not submitting the bid within the specified time, resulting in the disqualification or rejection of any bid. Bids must reach on or before the due date and time.

2. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid, including attending pre-bid meetings. The Purchaser shall not be responsible or liable for any of these costs, regardless of the conduct or outcome of the bidding process.

3. VALIDITY OF THE BID

The validity of the bid will be 180 days from the date of submission of the bid

4. AMENDMENT OF BIDDING DOCUMENT

- a. IIT Bombay may modify the bid document at any time before the deadline for submission of bids, whether on its initiative or in response to a clarification request by a prospective bidder.
- b. Any addendum or corrigendum, if issued, will be published only on the Institute's website and CPPP Portal.
- c. All prospective bidders who have downloaded the bidding document should visit the IIT Bombay website for amendments or corrigenda, which will be binding on them.

5. DEADLINE FOR SUBMISSION OF BIDS

Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. If the specified date for the submission of bids is declared a holiday for IIT Bombay, the bid-closing deadline will be extended to the next working day at the same time.

6. BID OPENING PROCESS

- a. In the case of a two-bid system, the technical bid will be opened first in the presence of the Technical Evaluation Committee (TEC), MMD, and representatives of the bidders at IIT Bombay.
- b. Commercial bids of only those bidders whose bids are found technically qualified will be opened.
- c. Commercial bids will be opened in the presence of the Technical Evaluation Committee (TEC), MMD, and representatives of the bidders. The date and time of the commercial bid opening will be intimated only to technically qualified bidders.
- d. One authorized representative from each of the bidders will be permitted to be present at the time of the bid opening.
- e. The authorized representative of bidders present at the time of the bid opening will be required to sign an attendance register as proof of having attended the technical/commercial bid opening session.

7. LATE BIDS

IIT Bombay will not be responsible for:

- i. Delayed or late quotations submitted/sent by post, courier, etc.
- ii. Submission or delivery of quotations to incorrect locations other than those specified in the tender.
- iii. Any bid inadvertently received by IIT Bombay after the deadline (due date and time for submission of bids) will not be accepted and will be returned.

8. SUPPLEMENTARY OFFER/ MODIFICATION OF ORIGINAL BID

- a. Tenders submitted against the above-mentioned tender will not be returned if the tender opening date is extended or postponed. Bidders wishing to modify their offer/terms may submit revised or supplementary offers within the extended Tender Opening Date (TOD), clearly stating the extent of updates made to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.
- b. If any bidder is silent on any clause mentioned in this tender document, IIT Bombay will construe that the bidder has accepted the clauses as per the invitation to tender. No further claims will be entertained.
- c. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

9. CONFIDENTIALITY

- a. Information relating to the evaluation of bids and the recommendation of contract awards shall not be disclosed to bidders or any other person not officially concerned with the process until the information on the contract award is communicated to all bidders.
- b. Any attempt by a bidder to influence the purchaser in the evaluation of bids or contract award decisions may result in the rejection of its bid.
- c. From the time of bid opening to the time of contract award, if any bidder wishes to contact the purchaser on any matter related to the bidding process, they must do so in writing.

10. DEVIATION, RESERVATIONS AND OMISSIONS

During the evaluation of bids, the following definitions apply:

- a. "Deviation" refers to a departure from the requirements specified in the Bidding Documents.
- b. "Reservation" refers to the setting of limiting conditions or withholding complete acceptance of the requirements specified in the Bidding Documents.
- c. "Omission" refers to the failure to submit part or all of the information or documentation required in the Bidding Documents.

11. CORRECTION OF ARITHMETICAL ERRORS

- a. Provided that the bid is substantially responsive, the purchaser shall correct arithmetical errors on the following basis:
 - i) If there is a discrepancy between the unit price and the line item total (obtained by multiplying the unit price by the quantity), the unit price shall prevail, and the line item total shall be corrected unless the purchaser identifies an obvious misplacement of the decimal point in the unit price. In such cases, the line item total as quoted shall govern, and the unit price shall be corrected.

ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected.

iii) If there is a discrepancy between words and figures, the amount in words shall prevail unless it is related to an arithmetic error. In that case, the amount in figures shall prevail, subject to points (a) and (b) above.

- b. Bidders shall be requested to accept the correction of arithmetical errors. Failure to accept the correction in accordance with the above terms shall result in the rejection of the bid.

12. EVALUATION

- a. Mere submission of a proposal does not imply its acceptance. Firms shall be enlisted only after fulfilling the prescribed qualifying criteria, and the decision of IIT Bombay in this regard shall be final and binding on all parties.
- b. Any deviation from the Terms & Conditions mentioned above shall result in the disqualification of the firm.
- c. The financial bid shall be opened only for those bidders who have been found to be technically eligible. The financial bids shall be opened in the presence of representatives of technically eligible bidders who wish to attend. The Institute shall inform the date, place, and time for the opening of the financial bid.
- d. The price quoted should be in Indian Rupees. The price bid must be submitted in the Price Bid Format.
- e. If the price is not quoted in the Price Bid Format, IIT Bombay reserves the right to reject the bid.
- f. The price quoted must be inclusive of all taxes and charges.

13. CORRUPT AND FRAUDULENT PRACTICES

- a. IIT Bombay requires that bidders, suppliers, vendors, and consultants observe the highest standards of ethics during the procurement and execution of contracts. In pursuit of this policy, the terms set forth below are defined as follows:
 - i. **"Corrupt practice"** means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of a public official in the procurement process or in contract execution.
 - ii. **"Fraudulent practice"** means a misrepresentation or omission of facts to influence a procurement process or the execution of a contract.
 - iii. **"Collusive practice"** means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non-competitive levels.
 - iv. **"Coercive practice"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
- b. IIT Bombay will reject a proposal for an award if it determines that the bidder recommended for the award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.

14. TRANSFER AND SUBLETTING

The seller shall not sublet, transfer, assign or otherwise part with the acceptance of the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

15. CANCELLATION OF TENDER

- a. Notwithstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
 - i. To accept OR reject the lowest tender or any other tender or all the tenders.
 - ii. To accept any tender in full or in part.
 - iii. To reject the tender offer not conforming to the tender's terms.
 - iv. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
- b. Offer that deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - i. Non-submission of complete offers.
 - ii. Receipt of offers after the due date and time and or by email/fax (unless specified otherwise)
- c. Receipt of offers in open conditions:
 - i. Conditional Tenders and Unsigned Tenders will be rejected.
 - ii. If the quality of the product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

16. INSTRUCTIONS TO THE BIDDERS OF COUNTRIES WHICH SHARE LAND BORDER WITH INDIA

- a. Any bidder from a country which shares a land border with India will be eligible to bid on this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT).
- b. "Bidder" means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated herein before, including any agency branch or office controlled by such person, participating in a procurement process.
- c. "Bidder from a country which shares a land border with India" means: -
 - i. An entity incorporated, established, or registered in such a country; or
 - ii. A subsidiary of an entity incorporated, established, or registered in such a country; or
 - iii. An entity substantially controlled through entities incorporated, established, or registered in such a country; or
 - iv. An entity whose *beneficial owner* is situated in such a country; or
 - v. An Indian (or other) agent of such an entity; or
 - vi. A natural person who is a citizen of such a country; or
 - vii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- d. "Beneficial owner" for the purpose of point no. 16.c.iv above will be as under:
 - i. In the case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together or through one or more juridical persons, has a controlling ownership interest or who exercises control through other means.

Explanation-

"Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company.

"Control" shall include the right to appoint a majority of the directors or to control the management or policy decisions including by their shareholding or management rights or shareholders agreements or voting agreements;

- ii. In the case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together or through one or more juridical persons, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 - iii. In the case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together or through one or more juridical persons, has ownership of or entitlement to more than fifteen per cent of the property or capital or profits of such association or body of individuals;
 - iv. Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 - v. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen per cent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- e. "Agent" is a person employed to do any act for another, or to represent another in dealings with a third person.

SECTION 4 - TERMS AND CONDITIONS OF CONTRACT

1. AWARD OF CONTRACT

- a. A panel of suppliers shall be selected category-wise for the rate contract.
- b. The Empanelled suppliers shall abide by all the Terms & Conditions of the Tender Document.
- c. The highest discount percentage quoted for each brand shall be considered for finalization of the rate contract.
- d. IIT Bombay reserves the right to empanel one or more parties quoting the highest discount percentage for the same brand.
- e. IIT Bombay reserves the right to add or remove suppliers from the rate contract at its sole discretion at any time.
- f. The qualified suppliers will be empanelled initially for a period of one year, extendable further up to maximum two years based on satisfactory performance, with annual price list revisions, if any, subject to approval by the competent authority. The discount percentage quoted shall remain same during the currency of the contract.
- g. Purchase Orders will be placed from various departments/sections and centers with reference to the contract.
- h. Enlistment under Rate contract with this Institute does not guarantee business of any minimum quantum, whatsoever.

2. DISCOUNTS & PRICES

- a. **DISCOUNTS MUST BE QUOTED IN ENCLOSED COMMERCIAL BID FORM ONLY.**
- b. If the discounts are not quoted in the Commercial Bid Form provided in the tender document, IIT Bombay will reject the bid.
- c. Discounts should be quoted in the commercial bid with reference to **the latest price list/catalogue**, which shall remain valid for the currency of the contract.
- d. Bidders must offer a flat discount percentage on all items of a brand within a category, rather than quoting separate discounts for individual items.
- e. The prices mentioned in the pricelist must be firm and valid for the Rate Contract (RC) period, without any revision. However, in the event of any decrease in the prices during the contract period the same should be notified to IIT Bombay and shall be applicable to all subsequent supplies under the Rate Contract.
- f. **Price Fall clause:**
If it is found at any stage that the same or similar supplies were made by the bidder to any Organization/Ministry/Department of the Govt. of India, its Subsidiaries, other PSUs, or any other private organization at a lower price during the currency of the contract, then that lower price shall apply to all subsequent supplies, and any excess amount charged shall be recovered from the subsequent or unpaid bills.
- g. The bidder should ensure that the prices quoted are F.O.R. basis. Freight, insurance charges, if any, shall be borne by the supplier
- h. GST will be as per rates applicable for respective item.
- i. The supplier shall pay and bear all other liabilities, taxes, and duties not specifically agreed by the Purchaser in the contract.

3. TERMS OF PAYMENT

- a. Payment within 30 days from the date of delivery and receipt of Acceptance Certificate from the concerned Department / Section / Materials Management Division. No Advance payment will be made for the supplies. No Bill for part payment will be entertained. No payment will be made for unsatisfactory supply.
- b. Payment shall be made through RTGS/Electronic fund transfer offered by the Bank.

4. DELIVERY

- a. Free delivery at IIT Bombay.
- b. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed.
- c. If defective items or items not as per given brands or samples supplied, it must be taken back and replaced at no additional cost.
- d. Delivery of consumables within 24 hours up to 5:00 pm of the next day, unless delay is specified while taking order.
- e. In case of any discrepancies noticed after receipt and inspection of material, or during its usage such as issues related to quality, quantity, packaging, leakage, breakage, short supply, or damage, the supplier shall provide a free replacement of the affected material within 10 days.
- f. Any shortage or pilferage during transit shall solely be on account of the supplier and shall be intimated to the supplier by consignee for replenishment.

5. EARNEST MONEY DEPOSIT AND PERFORMANCE BANK GUARANTEE

- a. Bidders have to submit an Undertaking for BID security, mandatorily as per the format provided in Annexure-6
- b. The successful bidder has to submit a Performance Guarantee as per the format provided in Section 7-Format 1
- c. The Performance Guarantee as prescribed above is to be sent to the Deputy Registrar, Materials Management Division, IIT Bombay along with order acknowledgment.
- d. The Performance Guarantee should be established in favor of "The Registrar, IIT Bombay".
- e. PBG is to be established through any of the National/ Scheduled Commercial Banks (whether situated at Mumbai or outstation) with a clause to enforce the same on their local branch of Mumbai.
- f. Performance Guarantee Bond shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded, or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
- g. The successful bidder shall be entirely responsible for the due performance of the contract, both in letter and in spirit, as well as all other documents referred to in the acceptance of tender.
- h. The Performance Security should be valid till 60 days beyond the contractual obligations of the supplier. In case, PBG needs to be extended then the service provider shall initiate extensions to PBG one month before the expiry of PBG.

6. PENALTY/ LIQUIDATED DAMAGES

- a. Timely delivery is the essence of the contract and hence in case of delay in delivery, liquidated damages at the rate of 0.5% of the price of the delayed consignment, for each week or part thereof shall be levied and recovered subject to a maximum of 10% of delayed supplies value.
- b. In the event of inordinate delay in delivery of ordered items or supply of inferior quality items, IIT Bombay reserves the right to cancel the order and impose penalty on the bidder apart from forfeiture of Performance Guarantee to recover cost.

7. FORCE MAJEURE

Force Majeure will be accepted on adequate proof thereof.

8. JURISDICTION

All disputes, claims, or differences arising out of or in connection with this contract, including but not limited to the interpretation, performance, breach, or termination thereof, shall be resolved exclusively in the courts of Mumbai, India.

9. APPOINTMENT OF LOCAL DEALER/ STOCKIST

- a. The Manufacturers (OEMs) / principals offering the Tender may furnish the name and address of their local distributor/dealers so that the copies of contract can be endorsed to them for expeditious supply. In such cases where local dealers / stockist has been nominated by the principal, the bill raised by them against our purchase order will be accepted.
- b. Any addition and deletion of dealership/ distributorship shall be intimated to the undersigned immediately upon the authorization of such new entity by OEM.

10. FURNISHING FRAUDULENT INFORMATION/ DOCUMENT

If it is found that a bidder has furnished fraudulent document/information, the bid security/performance security (wherever applicable) shall be forfeited and the bidder/vendor shall be debarred for a period of 2 (two) years from the date of detection of such fraudulent activity, besides the legal action. In case of major and serious fraud, the period of debarment may be enhanced.

11. TERMINATION

- a. The Rate Contract can be terminated at any time by either party by serving a notice of at least 60 days.
- b. The items supplied must be of high quality and grade. If any items are found to be of inferior quality, the rate contract shall be terminated and the supplier shall be debarred by IIT Bombay.
- c. In the event of any loss or damage to equipment caused by the poor quality of supplies, the losses shall be recovered from the Security Deposit, and the Rate contract shall be terminated.

SECTION 5- COMMERCIAL BID**EMPANELMENT & ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARE & LABWARE****Tender No.: MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026 dated 30th May 2025**

Sr. No.	LIST OF CHEMICAL BRANDS	DISCOUNT OFFERED ON CATALOGUE PRICE %	GST %
Sr. No.	LIST OF GLASSWARE BRANDS	DISCOUNT OFFERED ON CATALOGUE PRICE %	GST %
Sr. No.	LIST OF LABWARE BRANDS	DISCOUNT OFFERED ON CATALOGUE PRICE %	GST %

*Bidders may quote for all or any part of the above categories.

* It is mandatory to submit the manufacturer's latest printed catalogues (hard copy) along with the technical bid

Place:

Date:

GST Registration No. :

Signature :

Name :

Office Address :

Affix Rubber Stamp :

SECTION 6 - ANNEXURES

ANNEXURE 1 – BIDDER’S INFORMATION (On Company/firm’s Letterhead)

DETAILS OF THE BIDDER		
1	Name of the bidder	
2	Registered Office/Shop Address of the bidder	
3	Details of the Incorporation/Shop Establishment License of the Company	Registration No.
4	Valid GST Registration No.	
5	Permanent Account No. (PAN)	
6	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
7	Address for Communication	
8	Email Address of the contact person	
9	Telephone No. (with STD Code)	
10	Type of Bidder: (Tick the relevant)	
	a) Manufacturer	
	b) Local Authorised Dealer/ Stockist	
11	Name & Address of the Local Authorised Dealer/ Stockist (if applicable):	
	a) Permanent Account No. (PAN)	
	b) Valid GST Registration No.	

ANNEXURE 2 – DECLARATION REGARDING CLEAN TRACK

(On Company/firm's Letterhead)

To,
Deputy Registrar (MM)
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Sir,

Re: Tender No. **MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026** dated **30th May 2025** for
“EMPANELMENT & ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARE & LABWARE”

I/we carefully gone through the Terms & Conditions contained in the above referred Tender. I/we hereby declare that my company/firm is not currently debarred / blacklisted/convicted by any Government / Semi-Government Organizations / Institutions in India or abroad. I/we further certify that I'm a competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Blacklisted/debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the company/firm was blacklisted previously, please provide the details regarding the Period for which the company/firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the bidder)
Company Name
Designation
Seal

Date:
Business Address:

ANNEXURE 3: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN

(On Company/firm's Letterhead)

To,
Deputy Registrar (MM)
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Sir,

**Re: Tender No MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026 dated 30th May 2025 for
“EMPANELMENT & ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARE & LABWARE”**

- 1) I/we hereby declare that our firm's Annual Turnover and I/we have also supported an Audited Accounts for your reference:

<u>F.Y 2022-23</u>	<u>F.Y. 2023-24</u>

And,

- 2) I/we hereby declare that our firm has filed Income Tax Returns for the last two years i.e. A. Y. 2023-24 & 2024-25. Supported by a copy of the ITR of two years.

Yours faithfully,

(Signature of the bidder)
Company Name
Designation
Seal

Date:
Business Address:

ANNEXURE 4: PREVIOUS SUPPLY ORDER DETAILS**(On Company/firm's Letterhead)**

To,
Deputy Registrar (MM)
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Sir,

Re: Tender No MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026 dated 30th May 2025 for “EMPANELMENT & ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARE & LABWARE”

Brief particulars of the similar work done in government institutions: (Please attach a copy of supply orders for our reference):

Order Placed by (full address of client)	Order No. & date	Item Description	Value of order	Date of completion of contract	Contact Person along with Telephone No. and e-mail address

Yours faithfully,

(Signature of the bidder)
Company Name
Designation
Seal

Date:
Business Address:

ANNEXURE 5: DECLARATION OF ACCEPTANCE OF TENDER TERMS AND CONDITIONS
(On Company/firm's Letterhead)

To,
Deputy Registrar (MM)
Materials Management Division,
IIT Bombay,
Powai, Mumbai – 400 076.

Sir,

Ref: Tender No **MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026** dated **30th May 2025** for
"EMPANELMENT & ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARE & LABWARE"

I/we carefully went through the Terms & Conditions as mentioned in the above referred tender document. I/we declare that all the provisions of this tender are acceptable to my company. I /we further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date:

Business Address:

ANNEXURE 6: UNDERTAKING/ BID SECURITY DECLARATION
(On Company/firm's Letterhead)

To,
Deputy Registrar (MM)
Materials Management Division
Gr. Floor, Main Building,
I.I.T. Bombay,
Powai, Mumbai
400 076.

Sir,

Ref: Tender No **MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026** dated **30th May 2025** for
"EMPANELMENT & ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARE & LABWARE"

We, M/s(name of the firm)

with ref. to Tender No. **MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026** dated **30th May 2025**
hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that we will not modify our bid during the bid validity period, submit a Performance guarantee within the stipulated period, and honor the contract after the award of the contract.
- 3) In the event of any modification to our bid or failure on our part to honor the contract after the final award or failure to submit a performance guarantee, our firm may be debarred from participation in any tender/contract notified by the Indian Institute of Technology Bombay for one year.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date:

Business Address:

ANNEXURE 7: PRICE FALL CLAUSE CERTIFICATE
(On Company/firm's Letterhead)

To,
Deputy Registrar (MM)
Materials Management Division
Gr. Floor, Main Building,
I.I.T. Bombay,
Powai, Mumbai
400 076.

Sir,

Ref: Tender No **MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026** dated **30th May 2025** for
"EMPANELMENT & ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARE & LABWARE"

We, M/s(name of the firm), undertake that we have not offered to supply, supplied, or are not supplying the same or similar supplies at a lower price than that offered against Tender No. **MMD/CHEMICAL/GLASSWARE/LABWARE/RC/2025-2026** dated **30th May 2025** to any Organization/ Ministry/ Department of the Govt. of India, its Subsidiaries, other PSUs, or any other private organization during the currency of the contract. If it is found at any stage that the same or similar supplies were supplied by the bidder to any Organization/Ministry/Department of the Govt. of India, its Subsidiaries, other PSUs, or any other private organization at a lower price during the currency of the contract, then that lower price shall apply to all subsequent supplies, and any excess amount charged shall be recovered from the subsequent or unpaid bills.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date:

Business Address:

ANNEXURE 8: CERTIFICATE OF COMPLIANCE
(On Company/firm's Letterhead)

To,
Deputy Registrar (MM)
Materials Management Division
Gr. Floor, Main Building,
I.I.T. Bombay,
Powai, Mumbai
400 076.

Sir,

Ref: Tender No **MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026** dated **30th May 2025** for
"EMPANELMENT & ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARE & LABWARE"

We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. We declare that our company is not from such a country or, if from such a country, has been registered with the Competent Authority. We hereby certify that all requirements in this regard are fulfilled and are eligible to be considered [Where applicable, evidence of valid registration by the Competent Authority shall be attached].

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date:

Business Address:

SECTION 7- FORMATS

(Format 1- Format for Performance Bank Guarantee)

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT MUMBAI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MUMBAI OR ANY SCHEDULED BANK SITUATED AT MUMBAI. BONDS ISSUED BY COOPERATIVE BANKS ARE NOT ACCEPTED)

LETTER OF GUARANTEE

To,
The Registrar,
Indian Institute of Technology Bombay,
Powai, Mumbai – 400 076.

WHEREAS Indian Institute of Technology, Bombay (Buyer) has invited bids vide Tender No. MMD/CHEMICALS/GLASSWARE/LABWARE/RC/2025-2026 dated 30th May 2025 for Empanelment & Annual Rate Contract of Chemicals, Glassware, and Labware AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the goods in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “The Registrar, Indian Institute of Technology, Bombay” in the form of Bank Guarantee for Rs. 1,00,000/- (Rupees One Lakh Only) and the said guarantee shall be valid till 60 days beyond the contractual obligations of the supplier.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in the tender document / contract etc., this Bank shall pay to Indian Institute of Technology Bombay on demand and without protest or demur Rs. 1,00,000/- (Rupees One Lakh Only).

This Bank further agrees that the decision of the Indian Institute of Technology, Bombay (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in the tender document/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 Tenderer (Seller) and/ or Indian Institute of Technology Bombay (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 Bombay serves 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- CHECKLIST

The following items must be checked before the Bid is submitted:

1. ENVELOPE 1

- i. Manufacturer's latest printed catalogues
- ii. Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory)
- iii. Annexure 1: Bidder's Information
Annexure 2: Declaration Regarding Clean Track by Bidder
Annexure 3: Declaration of Annual Turnover and Income Tax Return
Annexure 4: Previous Supply Order Details
Annexure 5: Declaration of Acceptance of Tender Terms and Conditions
Annexure 6: Undertaking/Bid Security Declaration
Annexure 7: Price Fall Clause Certificate
Annexure 8: Certificate of Compliance

2. ENVELOPE 2

- i. Commercial Bid

Your quotation must be submitted in two envelopes: **Technical Bid (Envelope 1) and Commercial Bid (Envelope 2)** superscribing on both the envelopes the Tender No. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due date**.