

EMPANELMENT AND ANNUAL RATE CONTRACT FOR PROCUREMENT OF PCs AND RELATED ITEMS



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

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SECTION 1 – INVITATION OF BIDS

Sealed Tenders are invited by the Indian Institute of Technology Bombay, Powai , Mumbai – 400 076, for the supply of PC's and related items. The Tender no. & brief description of the the item is given below.

Tender No.	MMD/CC/EQP/001/2017-18/REG/L
Tender Date	25/01/2018
Advt. No.	Advt. No. C-49/17-18
Item Description	Empanelment & Annual Rate Contract for Procurement of PCs and related items.
Pre- Bid Meeting Date & Time	07/02/2018 at 11.00 am
Pre-Bid Meeting Place	Materials Management Division, IIT Bombay, Powai, Mumbai - 400 076.
Last date & time of submission of Tender :	26/02/2018 at 1.00 pm
Place of Submission of Bids	Materials Management Division, IIT Bombay, Powai, Mumbai 400 076.
Tender Procedure	<p>Tenders will be obtained in Two Stages and the procedure is as follows :</p> <p>a) First Stage : In the first stage of the bidding process, the technical aspects and contractual terms and conditions of the proposed procurement without a bid price will be floated.</p> <p>i) All first stage bids which are otherwise eligible shall be evaluated through an appropriate committee and accordingly eligibility of the bidders will be scrutinized. The committee may take interview of the manager and engineer in the form of additional test/interview, to confirm their competency. The committee may reject the bid if committee finds that the engineers are not competent.</p> <p>ii) The committee may also hold discussion with the bidders and if any such discussion is held, equal opportunity shall be given to all bidders to participate in the discussion (Pre-Bid).</p> <p>b)Second Stage : In the second stage of the bidding process, the procuring entity shall invite bids from all those bidders whose bids at the first stage were not rejected, to present bids against specified items in an online process conducted by IIT Bombay,in response to terms and conditions of the procurement.</p>
Opening Date & Time of tender	26/02/2018 at 3.00 pm

Empanelment & Annual Rate Contract for the Procurement of PCs and related items.

Place of Opening Tender	Materials Management Division, IIT Bombay, Powai, Mumbai 400 076.
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 5,00,000/- (Rs. Five Lakh Only) in the form of Demand Draft in favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted along with the first stage bid.
Any Clarification	Name : Joint Registrar Dept : Materials Management Division ,IIT Bombay Email : drmm@iitb.ac.in Contact No. : 022-2576 8805/8800
Signinig Authority	Joint Registrar (MM)

SECTION 2 - ELIGIBILITY CRITERIA

1. The bidder should have existence of firm for a minimum period of ten years – (Certificate of Incorporation/Registration Certificate of the firms) **(Copy to be enclosed)**.
2. Copy of the PAN CARD of the firm. **(Copy to be enclosed)**.
3. It is mandatory for the bidder to have GST and registration no. and should submit duly filled Bidders Information along with the Tender. **Annexure-1.**
4. The bidder should accept Tender Terms & Conditions- **Annexure-2.**
5. The bidder must not be blacklisted/Suspended or involved in any service related dispute with any organisation/Govt. Organisations/Semi Govt org/Banks in India or outside India. **Annexure-3.**
6. The bidder should have an Annual Business Turnover of a minimum of 5 Crores for the past two Financial years i.e. 2015-16 & 2016-17. **Annexure 4 (Copy of Audited Annual Accounts for the last two years to be submitted).**
7. The Bidder should have submitted filed ITR for last two years i.e. A.Y. 2016-17 & A.Y. 2017-18. **Annexure-4 (Copy of field Acknowledgments to be submitted).**
8. The bidder should have successfully executed a minimum of three purchase orders each amounting Rs. 25,00,000 (twenty five lakh) or above, during last three years ending 31st Dec, 2017 from any government organisation. A copy of the POs is to be submitted and the corresponding work completion certificate for the same should also be enclosed. Details to be mentioned in **Annexure-5 (Client experience details).**
9. The bidder must have on their rolls one Techno Commercial Account Manager on site who can be available within one business day and must have 7 years experience in a similar profile in IT Service **(Qualification and experience document to be enclosed in Annexure 6).**
10. The bidder must have on their rolls two dedicated post sales technical support engineers who must be available on call within one business day and each with 3 years experience in a similar profile in IT Service **(Qualification and experience document to be enclosed in Annexure 6).** During the first stage evaluation, the committee members may take a test/interview of the manager and engineer to confirm their competence.

SECTION 3 – INSTRUCTIONS TO BIDDERS

1. Submission of Offer:

1.1. Tender MUST BE ENCLOSED IN A SEALED COVER superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.

1.2. Tender should be dropped in the tender box kept in the office of Joint Registrar (MM), Materials Management Division, IIT Bombay, Powai, Mumbai 400 076. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.

1.3. Tender 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 in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.

1.4. Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render them liable to be debarred from tendering/taking up of work in IIT Bombay.

1.5. You are requested to quote for configurations strictly meeting the listed specifications. In case the items with the specification given is not available in the marked, please leave the price blank, and list such items in a separate sheet.

1.6. Any bidder currently engaged in litigation with other Organizations, must inform their **status in writing**.

2. Cost of Bidding

2.1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

3. Amendment of Bidding Documents

3.1. At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.

3.2. All prospective BIDDERS who have downloaded the bidding document may visit IIT Bombay, website for amendments / modifications which will be binding on them.

4. Bid Opening Process:

4.1. In two stage bidding system, The first bid will be opened in the first instance in the presence of representatives of the bidders at IIT Bombay.

4.2. **Technical Bid and Financial Bid** will be obtained and opened only of eligible bidders by the Technical Evaluation Committee subsequently at a later date for further evaluation.

4.3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.

5. Cancellation of tender:

5.1. Notwithstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reason, reserves the rights:

- i) To accept OR reject 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 tenders terms.
- iv) **IIT Bombay will** give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.

5.2. Offer which 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 due date and time and or by email / fax (unless specified otherwise).
- iii) Receipt of offers in open conditions.
- iv) Conditional Tenders and Unsigned Tenders will also be rejected.
- v) **If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.**

6. Late tenders :

6.1. IIT Bombay will not be responsible:

- i) For delayed / late tender submitted / sent by post / courier etc.
- ii) For submission / delivery of quotations at wrong places other than the mentioned in the tender.
- iii) Fax / E-mail / Telegraphic / Telex tenders will not be considered.

iv) Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned unopened to the BIDDER, without any prejudice by hand/speed post/courier services.

7. Validity of the offer :

7.1. 180 Days from the date of opening of the bid .

8. Transfer and subletting :

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

9. DEVIATION, RESERVATIONS AND OMISSIONS:

9.1. During the evaluation of Bids, the following definitions apply:

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

10. Deadline for Submission of Bids :

10.1. Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay the bid-closing deadline will stand extended to the next working day up to the same time without any further notice.

11. Earnest Money Deposit & Security Deposit (GFR 2017 Rule 170) : Earnest Money Deposit is mandatory to be enclosed in the tender.

11.1. While submitting bid, the **BIDDER** shall deposit an amount mentioned in tender document as Earnest Money, with the IIT Bombay through the following instruments:

11.2. Earnest Money Deposit (EMD) of Rs. 5,00,000/- (Rs. Five Lakh Only) in the form of Demand Draft in the favour of '**The Registrar, IIT Bombay**' payable at Mumbai to be submitted along with the Bid. Failing which, submitted bid will be Rejected.

11.3. The Earnest Money shall be valid upto a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the **BIDDER** and the **BUYER**, including warranty period, whichever is later.

11.4. No interest shall be payable by the **BUYER** to the **BIDDER** on Earnest Money for the period of its currency.

11.5. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.

11.6 For successful tenderer/ bidder Earnest money deposit will be converted to Security Deposit and will be retained with IIT Bombay till the expiry / termination of rate contract without interest.

11.7. For successful bidders / Empaneled bidders EMD will be exempted for limited tenders upto 50 lakh issued by the IIT Bombay.

11.8. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

12. Penalty :

12.1. Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at that rate 0.5% of the price of the delayed consignment, for each week or part thereof shall be levied and recovered subject to maximum of 5% of total purchase order value.

13. Force Majeure :

13.1. Force Majeure will be accepted on adequate proof thereof.

14. LEGAL MATTER : All Domestic and International disputes are subject to Mumbai Jurisdiction only.

14.1. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.

15. CONFIDENTIALITY :

15.1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.

15.2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

Notwithstanding, 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, it shall do so in writing.

16. LOSS, DAMAGE & SHORTAGE :

16.1. IIT Bombay shall not be responsible for any loss, damages and shortage during transit. Payment shall be made for materials received in GOOD CONDITION only.

17. ACCEPTANCE/REJECTION :

17.1. IIT Bombay reserves the right to accept a quotation in part or in full or to reject all quotations or any of the quotation received, for non-compliance of any of the above items, conditions or instructions or for any other reason without assigning any reason thereof.

18. SERVICE AND SERVICE LEVEL AGREEMENT :

18.1. Vendor must respond within one business day for any complaint. Downtime for personal computing systems under warranty should not exceed three business days, and for networks and servers under warranty, two business days, after receipt of complaint. Replacements are to provided for items (e.g, CDROM drive, Ethernet cards, hard disk, display cards, network switches, printers, scanners, etc.) taken away for repairs if period exceeds stated above.

19. CORRUPT & FRAUDULENT PRACTICES:

19.1. IIT Bombay requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

(a) The terms set forth below are defined as follows:

- Corrupt practice”means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- “Fraudulent practice”means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- “Collusive practice”means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
- “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 award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

20. SUPPLEMENTARY OFFER /MODIFICATION OF ORIGINAL BID:

20.1. Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updation done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

21 . Financial Evaluation :

21.1. Bids submitted will be displayed to all bidders on the website(without name of the vendor).

21.2. Vendors who have erroneously quoted a very low price for a few items will be permitted to withdraw their bid for that item. Possible erroneous bids will be identified by the committee by an unbiased objective formula to identify outliers on the lower side.

21.3. For each item, L1 will be calculated after above step.

21.4. For each item, all vendors whose quote is greater than the maximum of $L1 * 1.10$ will be dropped for that item. The remaining vendors for that item will be allowed to either match L1 or withdraw their bid for the **item**.

22. Correction of Arithmetical Errors :

22.1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

(a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;

(b) 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; and

(c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

22.2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the **correction in accordance with the same, shall result in the rejection of the Bid.**

SECTION 4 : TERMS & CONDITIONS OF CONTRACT

1. Award of Contract

- 1.1.** A panel of bidders/suppliers shall be selected for rate contract.
- 1.2.** The Empaneled suppliers will be abide by all the Terms & Conditions of the Tender Document.
- 1.3.** The qualified suppliers will be empaneled initially for the period of one year and maybe extended further for two years subject to annual revision, if their performance found satisfactory.
- 1.4.** Price should be valid for at least One year from the date on which Rate Contract is entered into.
- 1.5.** Product upgradation and Price revision of existing items will be allowed after 4 months in case of valid reasons, subject to approval by IIT Bombay.
- 1.6.** Purchase Orders will be placed from various department/sections and centers with reference to the contract.
- 1.7.** The Rate contract will be terminated, in case there is loss or damage to the equipment or unsatisfactory, IIT Bombay by the vendor then such losses will be adjusted from as penalty amount will be deducted from the Security Deposits.
- 1.8.** If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.
- 1.9.** Warranty as per manufacturer.
- 1.10.** Warranty and support shall be provided by the vendor in case the warranty of items are valid beyond the termination of the contract.
- 1.11.** The Vendor must supply all the items listed in the rate contract. However, manufacturers /distributors and authorized vendors of branded items on the rate contract list may quote for only products of that manufacturers; such vendors will be considered under a separate category from vendors who quote for all items.
- 1.12.** All products are covered under Warranty for the listed period and scope of WARRANTY applies as per Standard Manufacturer Terms and condition. Manufacturer provides replacement only in case of a DOA (Dead on Arrival) policy which is valid only for 3 days max from the date of invoice. If product found defective, Manufacturer offers a replacement.
- 1.13.** Vendors have to make sufficient number of your maintenance engineers available for attending calls at IIT Bombay campus to provide effective services.

1.14. Vendors must perform regular preventive maintenance (at least within 3 months interval) for items under warranty.

1.15. PCRC vendors are strictly instructed not to entertain requests for any discounts on the RC prices. In case of large orders, the purchase procedures of the institute may be followed

1.16. We also reserve the right to place orders at any time during the current Rate Contract with any other Vendor, if market rates are significantly lower than the agreed upon contract or due to deficiency in service. The Vendor will not be entitled to make any representations on this account.

1.17. PCRC vendors are strictly instructed not to entertain requests for any discounts on the RC prices. In case of larger orders, the purchase procedures of the institute may be followed.

1.18. Vendors are expected to attend to complaints within 24 hours. Downtime should not exceed 48 hours.

1.19. All call sheets that arise out of complaint calls, are signed by a faculty member or any equivalent staff authorized to sign.

1.20. All systems must be labeled provided by the vendor, indicating the date of purchase and date upto which the warranty is valid.

1.21. Downtime for systems should not exceed 48 hours and for networks 24 hours. Replacements are to be provided for items taken away for repairs if period exceeds that stated above (eg. CDROM drive, floppy drive, Ethernet card, etc.)

2. Terms of payment :

2.1. Payment within 30 days from the date of delivery , installation and Acceptance of Certificate of concerned Department / Section / Materials Management Division. Advance payment will be made against Bank Guarantee.

2.2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the Bank.

2.3. Whenever there will be a fluctuation in dollar by 10% either way (from the date of submission of first quotations (i.e the due date) the actual quoted price will be increased or decreased by 5% as the case may be only after approved by the committee.

3. Delivery schedule :

3.1. Free delivery and installation at IIT Bombay.

3.2. 100% Payment will be made within 30 days from the date of receipt, installation and acceptance of machine / material.

3.3. Delivery and installation within 15 days after placing the order, failing which penalty @ 0.5% of Purchase Order value per week will be levied, limiting to 5% maximum. Delivery of consumables within 24 hours up to 5:00 PM of the next day, unless delay is specified while taking order. For bulk order or special equipment the delivery period will be as per the purchase order.

3.4. Vendor should supply sample of items for inspection in IIT Bombay premises if necessary.

3.5. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

3.6. For bulk purchase, delivery schedule will be as per PO.

4. Security Deposit :

4.1. For successful tenderer/ bidder Earnest money deposit will be converted to Security Deposit and will be retained with IIT Bombay till the expiry / termination of rate contract without interest.

4.2. The successful tenderer is entirely responsible for due performance of the contract in all respects according to the speed, intent and meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.

5. Penalty :

5.1. Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 5% of total purchase order value.

6. Force Majeure :

6.1. Force Majeure will be accepted on adequate proof thereof.

7. Legal matter :

7.1. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.

SECTION 5 - INFORMATION REGARDING TECHNICAL BID AND FINANCIAL BID

1. Technical Specification & Financial Bid :

1.1. List of Items to be supplied will be provided to the empaneled bidders.

1.2 Quoting of Price (s) : Price should include all charges like delivery, installation etc. Taxes as per GST and GST to be shown separately.

SECTION 6 - ANNEXURES

ANNEXURE 1 : BIDDER'S INFORMATION

(On Company / firm's Letterhead)

Details of the bidders :		
1	Name of the bidder	
2	Address of the bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Details of the Incorporation of the Company	Date:
		Ref. Document-
5	Permanent Account No. (PAN)	
6	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
7	Telephone No. (with STD Code)	
8	Email Address of the contact person	
9	Fax No. (with STD Code)	
10	GST No.	
11	State of GST Registration	

**ANNEXURE 2 : DECLARATION FOR ACCEPTANCE OF Tender TERMS AND
CONDITIONS**

(On Company / firm's Letterhead)

Date :

To,

The Joint Registrar
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Sir,

**Re: Tender No. MMD/CC/EQP/001/2017-18/REG/L Dt. 1st November 2017, “Tender for
Empanelment & Annual Rate contract for Purchase of PCs and related items”.**

I/we carefully gone 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'm 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 3 – DECLARATION REGARDING CLEAN TRACK
(On Company / firm's Letterhead)

Date :

To,

The Joint Registrar
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Sir,

Re: Tender No. MMD/CC/EQP/001/2017-18/REG/L Dt. 1st November 2017, “Tender for Empanelment & Annual Rate contract for Purchase of PCs and related items”.

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 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 Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the bidder)

Printed Name
Designation

ANNEXURE 4 : DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On Company / firm's Letterhead)

Date:

To,

The Joint Registrar
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Sir,

Re: MMD/CC/EQP/001/2017-18/REG/L Dt. 1st November 2017, “Tender for Empanelment & Annual Rate contract for Purchase of PCs and related items”.

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

F. Y. 2015– 16	F. Y. 2016– 17

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last years i.e. A.Y. 2016-17 & A.Y. 2017-18. Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date :

Business Address :

Encl : As above

ANNEXURE 5 : CLIENT EXPERIENCE DETAILS

(On Company / firm's Letterhead)

Date:

To,

The Joint Registrar
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Sir,

Re: MMD/CC/EQP/001/2017-18/REG/L Dt. 1st November 2017, “Tender for Empanelment & Annual Rate contract for Purchase of PCs and related items”.

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

Order Placed by (full add of client)	Order No. &date	Item Description	Value of order	Date of completion of contract	Contact Person along with Telephone No., Fax No. and email address.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date : Business Address :

Encl : As above

ANNEXURE 6 : EMPLOYEE EXPERIENCE DETAILS

(On Company / firm's Letterhead)

Date:

To,

The Joint Registrar
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Sir,

Re: MMD/CC/EQP/001/2017-18/REG/L Dt. 1st November 2017, “Tender for Empanelment & Annual Rate contract for Purchase of PCs and related items”.

Brief particulars of the employee experience detail in your organisation :

Sr. No.	Name of Employee	Employee Education Detail	Employee Designation	Year of Experience	Employee Work Details

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date : Business Address :

Encl : As above

SECTION 7 - CHECKLIST

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

- a) Demand Draft for Rs. 5 lakh/- (Rs. Five lakh only) towards Earnest Money Deposit.
- b) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
- c) Copy of this Tender document duly sealed and signed by the authorized signatory on every pages.
- d) Annexure 1 : Bidder's Information

Annexure 2 : Declaration for Acceptance of Tender Terms and Conditions

Annexure 3 : Declaration Regarding Clean Track by Bidder

Annexure 4 : Declaration Of Annual Turnover And Income Tax Return

Annexure 5 : Client's Experience Details

Annexure 6: Employee Experience Details