

**Indian Institute of Information Technology
Design and Manufacturing Kurnool**

**An Institute of National Importance
Funded by Ministry of Education, Government of India.**



**EXPRESSION OF INTEREST
FOR**

**RUNNING OF STATIONARY AND PROVISION STORE SERVICES
at IIITDM Kurnool, Kurnool, Andhra Pradesh.**

Bid No: IIITDMKNL/2021-22/EOI/SA/Stationery and Stores/48

Telephone: 08518-289115

E-mail Id : purchase@iiitk.ac.in

Website: www.iiitk.ac.in

DISCLAIMER

1. The information contained in this Bid document or subsequently provided to Bidders, whether in the document or verbal or any other form by or on behalf of Indian Institute of Information Technology Design and Manufacturing Kurnool (IIITDM Kurnool) by any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this Bid document and such other terms and conditions subject to which such information is provided.
2. The purpose of this Bid document is to provide interested parties with information that may be useful to them in eliciting their proposals according to this Bid document. This Bid document may not be appropriate for all persons, and it is not possible for the Institute, its employees, or advisors to consider the investment objectives, financial situation, and particular needs of each party who reads or uses this Bid document.
3. This Bid document includes statements, which reflect various assumptions and assessments made by the Institute in relation to the Contract. Such assumptions, assessments, and statements do not purport to contain all the information that each Bidder may require.
4. The assumptions, assessments, statements, and information contained in this Bid document, may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, statements, and information contained in this Bid document and obtain independent advice from appropriate sources.
5. Information provided in this document to the Bidder(s) is on a wide range of matters, some of which depend upon the interpretation of the law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
6. The Institute, its employees, and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid document or arising in any way in this Bid Stage.
7. Institute reserves the right to reject any or all the Bids at any stage or accept them in part or reject the lowest Bid without assigning any reason thereof and the decision of the Institute in this respect shall be final.

Registrar I/c

1. PREAMBLE

Bid No: IIIITDMKNL/2021-22/EOI/SA/Stationary & Stores/48

Date: 20 Jan.2022

Indian Institute of Information Technology Design and Manufacturing Kurnool (IIITDM Kurnool) expression of interest from Registered Firms/ Agencies/ Contractors/ Suppliers for providing the Goods/Services at IIITDM Kurnool, Kurnool, Andhra Pradesh, as specified in the following scope of Work.

1. **Scope of Work: “Running of Stationary and Provision Stores Services at IIITDM Kurnool, Andhra Pradesh”** as per the terms & conditions outlined in this Bid document.

Tender Title: “Running of Stationary and Provision Stores Services at IIITDM Kurnool, Kurnool, Andhra Pradesh.”

- 2.
3. **Technical Specifications of Stationary and Provision Stores Services:** Provided in “Annexure-I”
4. The Bid document can be downloaded from either Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> or the Institute website www.iiitk.ac.in.
5. The Bids can either be dropped in the Bid Box in the Administrative Building of the Institute or sent by **Indian Speed Post / Registered Post only** to the address given below.
To:
Registrar I/c,
IIITDM Kurnool,
Jagannathagattu, Dinnidevarapadu,
Kurnool-518007.
The Institute will not take any responsibility for postal delays.
6. The following are the critical timelines of this Bid:

Sl. No.	Particulars	Date & Time
1	Date of Publication and Download of Bid	10 March.2022
2	Pre-bid meeting	16 March 2022 (Wednesday)
3	Bid submission Start Date	16 March.2022
4	Bid submission End Date & Time	28 March 2022 (Monday)
5	Opening of Technical Bid	29 March 2022 (Tuesday)
6	Opening of Financial Bid	Will be intimated later

7. Queries, if any, can be made through e-mail only to purchase@iiitk.ac.in on or before 30-November-2021. Queries received via any other mode shall not be entertained. The queries should only be sent in the following format on the official letterhead of the company.

S. No	Page No (Bid Ref)	Clause (Bid Ref)	Description (Bid Ref)	Query

8. If there is any addendum/corrigendum related to the Bid, it shall only be published on the Institute website. The Bidders are advised to check the Institute website regularly. No other mode of notice will be given.
9. The Bidders are requested to submit the bids after the issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying with the changes/ amendments issued, if any, during a pre-bid meeting in their bid.
10. Bidders need to submit **self-attested** hard copies with relevant documents.
11. If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date. Physical submission of financial bid only shall be considered.

**2. BID PROCESSING FEE, EARNEST MONEY DEPOSIT (EMD) AND
PERFORMANCE GUARANTEE**

1. The Bidders are required to pay (i) Bid processing fee and (ii) Earnest Money Deposit (EMD) as specified below in the form of DD/ Banker’s Cheque, drawn from any nationalized bank in favor of “The Director, IIITDM Kurnool, Kurnool, Andhra Pradesh”, payable at SBI, Nandyal Road Branch, Kurnool- IFSC Code SBIN0021660.

	Bid Processing Fees (Non-Refundable)	Earnest Money Deposit (EMD) (Refundable)	Performance Guarantee
Amount	Rs. 500/-	Rs. 5,000/-	Rs. 10,000/-
Validity	--	With a validity period of 90 days beyond the opening of the Technical bid	Contract period + minimum 2 months.
MSEs / NSICs Exemption	Not Exempted (Mandatory to pay the processing fee)	YES (By Submitting Bid Security Declaration as per Annexure- V)	--

2. Bids received without Bid processing fee and EMD shall be summarily rejected.
3. The Successful Bidder shall furnish a **Performance Guarantee** in the form of DD in the favor of “The Director, IIITDM Kurnool, Kurnool, Andhra Pradesh”, payable at SBI, Nandyal Road Branch, Kurnool- IFSC Code SBIN0021660. The validity period and amount of the Performance Guarantee are specified in the previous table.
4. EMD of Bidder shall be forfeited if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of his/her bid.
5. Further, if the successful Bidder fails to furnish the Performance Guarantee within the specified period, his/her EMD shall be forfeited.
6. In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the Bid, EMD / Performance Guarantee shall be forfeited.
7. In cases of 4, 5, and 6, apart from forfeiting EMD/Performance Guarantee, the Institute may initiate any penal action against the Bidder/successful Bidder, which the Competent Authority deems to be fit.
8. EMD will be returned to Unsuccessful Bidders without any interest whatsoever, after allotment of LOA.

3. METHOD OF SUBMISSION OF BIDS

1. The bids should be filled in two bid formats (Technical Bid and Financial Bid) with all the required documents as enclosures in separate sealed covers.
2. There should be the main envelope, called a Master envelope, and four more envelopes, namely: Envelope-1, Envelope-2, Envelope-3, and Envelope-4.
 - a) Envelope-1: Superscripted as **“Bid processing Fees for Running of Stationary and Provision Stores Services at IIITDM Kurnool, Andhra Pradesh”**. The Demand Draft/Banker’s Cheque towards the Bid processing fee should be kept in this envelope and sealed.
 - b) Envelope-2: Superscribed as **“EMD for Running of Stationary and Provision Stores Services at IIITDM Kurnool, Andhra Pradesh”**. The Demand Draft/Banker’s Cheque / EMD exemption declaration (**Annexure-V**) towards EMD should be kept in this envelope and sealed.
 - c) Envelope-3: Superscribed as **“Technical Bid for Running of Stationary and Provision Stores Services at IIITDM Kurnool, Andhra Pradesh”**. The complete Bid document (downloaded from the websites) along with the required supporting documents needs to be **spiral-bounded** and should be kept in this envelope and sealed.
 - d) Envelope-4: Superscribed as **“Financial Bid for Running of Stationary and Provision Stores Services at IIITDM Kurnool, Andhra Pradesh”**. The Financial Bid (as per the template in **Annexure-VI**) should be kept in this envelope and sealed.
3. All the documents in Envelopes 3 and 4 should be duly **signed by the Bidder with the stamp** of the firm.
4. All these four envelopes, Envelope-1, 2, 3, and 4 should be kept in the **Master envelope**.
5. The master envelope should be super-scribed with the **“Running of Stationary and Provision Stores Services at IIITDM Kurnool, Andhra Pradesh”**.
6. Incomplete bids or bids not submitted in the prescribed format are liable for rejection. Also, the Bids received after the due date and time shall be summarily rejected.
7. The Bids should be valid for a period of 240 days from the date of opening of the Technical Bid.

4. ELIGIBILITY CRITERIA

1. The bidder should have a Service tax certificate on or before 01-April-2016 and/or a GST certificate.
2. Bidder must have a PAN Card.
3. Bidder / OEM must have the latest valid ISO certification as applicable.
4. The bidder must provide an authorization certificate from OEM (as per the template in **Annexure-III**)
5. The Bidder / OEM should have at least three years of experience in “**Running of Stationary and Provision Stores Services**” in Central Funded Institutions/ Higher Educational Institutions / National Laboratories etc. Copies of purchase orders should be enclosed for this reference.(this is a desirable condition)
6. In the Last 3 years, the Bidder / OEM should have completed at least:
 - i. Five similar works, each of value not less than **Rs. 01 Lakhs** (or)
 - ii. Three similar works each of value not less than **Rs. 02 Lakhs** (or)
 - iii. One similar work of value not less than **Rs. 05 Lakhs**

Note: - Here for S.I no 6, similar equipment means “**Running of Stationary and Provision Stores Services**”.

7. The Bidder / OEM should have an average Annual Financial Turnover of not less than **Rs. 10 Lakhs** during the last three financial years. The bidder should attach a copy of the audited/ITCC Certificate for the last three financial years.
8. The Bidder and OEM should submit: Income tax returns of the Last Three financial years Audited financial statements.
9. A declaration undertaking on the Letterhead of the Bidder/Agency that all the terms and conditions as given in the Bid document are acceptable and the Agency has not been blacklisted by any of the organizations at any point of time and no criminal case is pending against the said firm/agency (as per the template in **Annexure-IV**) should be given.
10. Each page of the Bid document along with all other submitted documents must be duly signed by the **authorized signatory** with Bidder’s company seal and initial, otherwise, the document will be invalid. (power of attorney, if any, to be submitted)

5. EVALUATION PROCEDURE

1. At the first stage, the Technical Bids will be opened as per the specified date and time in the presence of Bidders, who may like to be present in the Purchase section of the Institute.

(In the wake of covid-19, only one person per company is allowed for Pre-Bid Meeting)

2. A Committee duly constituted by the Competent Authority would evaluate the Technical bids submitted by the Bidders.
3. Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the Bid document. A substantially responsive bid is one that conforms to all the terms and conditions of the bidding/Bid document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract, etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. The Financial bids of those Bidders who are technically qualified in the Technical Evaluation only shall be opened, by giving prior intimation to the technically qualified bidder for the date and time of the Finance Bid opening.
6. The Financial Bids will be opened as per the specified date and time in the presence of Bidders, who may like to be present in the Purchase section of the Institute.

(In the wake of covid-19, only one person per company is allowed for Pre-Bid Meeting)

7. The Contract will be awarded to the L1 Bidder, i.e. the bidder who quotes the more shop rent among all the technically qualified bidders. The decision of the Director, IITDM Kurnool, Kurnool, Andhra Pradesh, is final in this regard.
8. The Bidder should quote the License Fee in the financial bid in figures as well as in words.
9. Bids with revised/modified rates/offers after the opening of the Bids shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the Bid shall be forfeited.
10. The Bid is not transferable under any circumstances.
11. Telegraphic, conditional or incomplete Bids shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Bidder.
12. Institute reserves the right to reject any or all the Bids at any stage or accept them in part or reject the lowest Bid without assigning any reason thereof and the decision of the Institute in this respect shall be final.

Tie-Breaking procedure:

In case of a tie-in the least quoted price, tie-breaking points shall be given for the following.

Sl. No	Description	Points	Total (50 Points)
1	No. of years of work experience in Government Higher Educational Institutions. (From 26AS must be submitted for the period of Experience claimed)	1 point per each running year	Max. 10 points
2	No. of years of work experience in Pvt. Institutions/ Organizations. (From 26AS must be submitted for the period of Experience claimed)	0.5 points per each running year	Max. 10 points

3	Financial turnover of the Firm certified by Chartered Accountant with UDIN	0.5 Point for each Lakhs	Max. 10 points
4	Total no. of employees to which PF paid during the Last FIVE years. (PF challans/TRRN has to be submitted for proof)	1 Point for every 1 employee	Max. 20 points

Note:

- 1) The contract will be awarded to the bidder, who scores the highest points in the above table.
- 2) In case of a further tie, the bidder will be selected by the toss of a coin.
- 3) The Bidders must submit the hardcopies of documentary proofs for the above items attested by a gazetted officer.

I/we accept all the terms and conditions of the Bid notice.

Date.....

Place.....

Name and Signature of Bidder with seal

6. DETAILED SCOPE OF WORK AND OTHER TERMS AND CONDITIONS

It should be noted that the staff involved in running the store should be properly dressed and shall be well trained with aspects of hygiene and behavior.

The Vendor is expected to provide the following items at a discounted price on MRP/Market Rate to the staff, students, and visitors of the institute as per order and should make availability of items as per general demand:

- Stationery: Note Books, Text Books, Laboratory Books as prescribed by each Laboratory of the Institute, White and Colour papers, Pens, Pencils, Erasers, Sharpeners, Gums, Mini Drifters, Printing of Stationery Items as required by the institute, Printing, and photocopy of any documents (Black & White and Colour), different types of files and folders, Envelop covers with different sizes, Clips, Markers, Sketch pens, Drawing Sheets and Charts, Graph sheets, pen drives, DVDs/CDs, Adhesive tapes, Punch Machines, spiral/hard binding facility, laminations, writing pads, foldable chairs for reading, stapler pins, tape, LAN cable, Staplers, scissors, and other stationery items as per demand.
- General Items: Soaps and detergents, shampoos, Tongue Cleaners, body wash liquids, toothpaste, brush, sanitary napkins, hand sanitizers, cosmetics, hair oils, Water sippers/bottles, jug, mattresses, buckets, lock with keys, bedsheets, packed biscuits, packed chips, chocolates, Sanitary Pads/Tampons, Moisturisers, Sunscreens, mouth wash, Dettol, Band-aids, Zandu balm, volini spray, Vicks, Perfume, umbrellas, caps, socks, face masks, Eyeliners, Mascara, Kajal, Face wash, scrub, conditioners, detergent powders/liquid and comfort, hangers, Glucose/Tang powder, Nail polish, polish remover, Stickers(eyetex), Face powder, mirror, hairpins, safety pins, rubber bands, Razor, Veet, wax strips, dishwashing gel, room fresheners, combs, Agarbatti, matchbox, mosquito coils and repellents, liquid refills, and other items with the permission from the authority.

The important terms and conditions are listed below:

- 1) All items should of a reputed brand.
- 2) At least 5% discounts on original MRP or Market rate.
- 3) Only those parties will be considered who are found suitable and meet the eligibility criteria.
- 4) Institute reserves the right to accept/reject any or all Bid without assigning any reason thereof.
- 5) Before submitting the Bid, the service provider is advised to visit the Institute to apprise himself of the logistics of the prospective assignment.
- 6) The Stationery and Provisional Stores is a facility provided to the students, staff, and visitors of the institute, in addition to the regular student mess and cafeteria.
- 7) The Stationery and Provisional Stores will be open on all days.
- 8) The contract will be awarded initially for a period of one year to the successful vendor. This period may be extended in the future with mutual consent, on yearly basis after reviewing the previous performance of the vendor and the need of the Institute. Requirement for future extension will lie with The Director IIITDM Kurnool, the vendor will not have any right to the extension of the contract.
- 9) The successful vendor shall be bound to execute an agreement on a non-judicial stamp paper of Rs. 100/- for each term of an awarded or extended contract within a month after the award of contract/extended contract.
- 10) The Institute considering the benefit of its students and resident community reserves the right to reject some or all the applications without assigning any reason whatsoever.
- 11) Documents having Corrections and Alterations shall not be accepted.
- 12) Furniture for the Stationery shop will be provided by the licensee. All the equipment required for the Stationery/Xerox shop have to be purchased by the licensee itself. Maintenance of all the equipment being used by the vendor is solely his responsibility.
- 13) The minor work (maintenance) will be borne by the Stationery shop contractor.
- 14) The rent should be deposited by the 7th of every month of advance. Electricity, Water Charges, as per actual at a commercial tariff. The rent can be enhanced @ 10% per annum till it comes at par with the

- rent fixed/notified by the institute from time to time. The bidder should be in a position to take over immediately if the contract is awarded
- 15) If the Licensee fails to pay the License Fee, and Electricity Charges in time or does not abide to their terms and conditions of the License, the License will be terminated and it will be awarded to another party.
 - 16) The quality of stuff/material will be of good quality and branded. The prices of all the items shall be fixed in consultation with Institute committee approved by the Registrar and full price list shall be displayed on prominent places.
 - 17) The Licensee shall be personally responsible for strict and genuine compliance of Municipal by laws relating to sanitary conditions and provide liveries to the staff of the Stationery shop.
 - 18) The Stationery shop will not be closed on any working day except with the prior permission of the Registrar.
 - 19) Rate list should be displayed in the Stationery shop written with white paint on black. Any modifications/changes to be made in the prices, approval should be taken from the Registrar.
 - 20) It will be the sole responsibility of the Licensee to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract.
 - a) The Employees Provident Funds and Miscellaneous Provision's Act, 1952.
 - b) Minimum Wages Act, 1946.
 - c) Contract Labour (Regular and Abolition) Act, 1970.
 - d) Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
 - e) Maternity Benefit Act, 1960.
 - f) Industrial Disputes Act, 1961.
 - g) Payment of Bonus Act, 1965.
 - h) Building and Other Construction Workers (Regulation of Employment and Condition of Service) Act, 1966.
 - i) Labour Laws (Exemption from Furnishing Returns and Maintaining Registers by Certain Establishments) Act, 1988.
 - j) Child Labour (Prohibition & Regulation) Act, 1986.
 - k) Equal Remuneration Act, 1976.
 - l) Payment of Gratuity Act, 1979.
 - m) Industrial Employment (Standing Orders) Act, 1946.
 - 21) The Registrar reserves the right to reject or accept any Bid without assigning any reason whatsoever.
 - 22) Contractor Company must have experience of running the Stationery shop in educational institutions/colleges or similar places.
 - 23) The licensee shall furnish his shop with high quality furniture and start his business immediately, failing which the license shall be treated as cancelled.
 - 24) Issues related to cleanliness and shopkeeper in the shop: Cleaning and housekeeping of shop area will be the sole responsibility of the vendor. IIITDM Kurnool would reserve the right to check on cleanliness and upkeep of premises and quality of provisions.
 - 25) The agency/firm/company should ensure that all the employees are free from communicable diseases. Medical Certificate to this effect should be available for inspection by the authorities. If any worker is found medically unfit, he/she may not be given permission to continue his/her duties and contractor has to replace them immediately without fail.
 - 26) All expenses related to the functioning of the employees engaged by the agency/firm/company shall be in the scope of the agency/firm/company.
 - 27) Liability/responsibility in case of any accident causing injury/death to Stationery shop worker or any of his staff shall be of the contractor. The Institute authorities shall not be responsible in any means in such cases.
 - 28) The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
 - 29) The contracting agency/firm/company shall get suitable instructions from the Registrar / Designated Official of IIITDM Kurnool and shall provide the services promptly as per requirement.

- 30) The Registrar, IITDM Kurnool reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- 31) The Committee of the Institute will overall supervise the Stationery shop operations.
- 32) The company/agency is responsible for the removal and disposal of waste/garbage from daily Stationery shop operations.
- 33) The Company / Firm / Agency shall collect the charges from users and the Institute is not responsible for the collection of any charges from users.
- 34) Ensure that all employees are well mannered and display courteous behavior.
- 35) No accommodation, no changing/resting room, will be provided to the workmen of the vendor.

Timings:

The service hours of the provision store shall be between **08:00 AM and 07:00 PM** (in emergencies service must be provided beyond service hours) for all seven days of the week i.e., the store will remain open for the whole of the week. The time for opening and closing of the store may change with mutual consent which will be intimated in writing. The provision store will remain open during vacations too.

License Fee/Rent/Charges:

The vendor shall pay monthly rent in advance, at the rate as decided by the Institute. The current base rate is **Rs. 100/-** per square meter per month plus GST as applicable as or higher than the price quoted. The vendor has to quote the maximum price to win the bid.

Jurisdiction:

The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kurnool Jurisdiction only.

Force Majeure:

- a) IITDM Kurnool may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failures to perform its obligations under the contract, is the result of a force majeure.
- b) If the due date of submission of Bid/Bid opening is declared a holiday for the Institute, the due date for submission of Bid/Bid will be extended to the same time on the next working day.

Arbitration:

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance, etc., shall be referred by either party (IITDM Kurnool or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of the dispute and will be referred to the arbitrator to be nominated by The Registrar In-charge, IITDM Kurnool. The venue for arbitration shall be Kurnool.

Acceptance of the terms and conditions of the Bid document:

The bidders have to accept all the terms and conditions of this Bid document and it is made known that the bidders quoting for this Bid had impliedly accepted the terms and conditions of this Bid.

Interpretation of the clauses in the Bid Document:

In case of any ambiguity/dispute in the interpretation of any of the clauses in this Bid document, interpretation of the Registrar I/c, IITDM Kurnool shall be final and binding on all parties. The IITDM Kurnool reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Registrar I/c

All the information furnished above should be supported by documentary evidence.

I/we accept all the terms and conditions of the Bid notice.

Place:

Date:

Signature of the Bidder with Seal

Organization Information

1	Name of the organization	
2	Address of the organization	
	Registration No.	
3	Contact Details	
	Email:	
	Land Line Number:	
	Cell Number	
4	Registration Documents	
	PAN	
	TAN	
	GST	
	VAT (TIN)	
	Firm Incorporation Certificate	
5	If a Co-operative Society, please indicate Registration No. and date of Registration.	
6	Bank Account Details	
	Account Number	
	Account Type	
	Account holder Name	
	Bank and Branch Name	
	IFSC and MICR Code	
7	Mention the names & address along with contract Details of Organizations with whom worked in past ten years on similar works. (Attached separate sheet if required)	
	1 st Organization Details	
	2 nd Organization Details	

	3 rd Organization Details	
	4 th Organization Details	
	5 th Organization Details	
8	Total years of experience in similar works	
9	Names and address of the organizations with whom presently working and staff deployed at Stationery shop/provisional store (Attached separate sheet if required)	
	1 st Organization Details	
	2 nd Organization Details	
	3 rd Organization Details	
	4 th Organization Details	
	5 th Organization Details	
10	Give detail show the units/ canteen/supplies, mentioned above, and is being supervised by the Proprietor/Head.	

All the information furnished above should be supported by documentary evidence.

I/we accept all the terms and conditions of the Bid notice.

Place:

Date:

Signature of the Bider with Seal

EOI (checklist)

(The Bidder may use the checklist below, to ensure that the Bid submitted is complete in all respects)

Sl. No	Particulars	Yes	No	Document Page No
1	Self-attested copy of original Bid document downloaded from either Central Public Procurement (CPP) Portal http://eprocure.gov.in/eprocure/app or the Institute website www.iiitk.ac.in (self-attested copy)			
2	Organizational Details (Annexure-I)			
3	Service Tax certificate (self-attested copy)			
4	GST registration (self-attested copy)			
5	PAN card (self-attested copy)			
6	Manufacturer Authorization Form			
7	Firm Incorporation Certificate (Annexure-III)			
8	Self-attested copies of relevant work/purchase order(s)			
9	Self-attested copies of relevant work completion certificate(s)			
10	Self-attested copies of satisfactory performance certificate(s)			
11	Copies of last 3 years' Income Tax Saral form>Returns along with form 26 AS			
12	Copies of last 3 years' audited financial statements issued from Chartered Accountant on his/her letterhead.			
13	Declaration in the format given by the Institute (Annexure-III)			
14	Power of attorney, if any, to be submitted (self-attested copy)			
15	Bid processing fee cover			Envelop-I
16	EMD cover (Demand Draft/Banker's Cheque / EMD exemption declaration as per Annexure-IV)			Envelop-II
17	Financial bid cover (as per Annexure-V)			Envelop-IV

Note:

- All the pages of the original bid document along with other hard copies should be **serially numbered**, and **document page numbers should be filled** in the above table.
- Bidders need to submit **self-attested** hard copies with relevant documents duly attested by **Gazetted Officer / Chartered Accountant**.

Name and Signature of the Bidder with stamp

DECLARATION**(To be provided on the letterhead of the Bidder and submit along with Technical bid)**

To:

The Registrar In-charge.
IIITDM Kurnool.
Jagannathagattu, Dinnidevarapadu,
Andhra Pradesh -518007.

Bid Ref. No.: IIIITDMKNL/2021-22/EOI/SA/Stationery & Stores/48**Date:** 20 Jan.2022

I/We, the undersigned, declare that:

1. I / We do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since the inception of the firm/company.
2. All the terms and conditions given in the Bid document with reference to the above, are acceptable to us.
3. I/We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in the case at a later date it is found out by the Institute (IIITDM Kurnool) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.
4. Undertaking/Declarations from vendors for not selling the following prohibited items: Cigarette, Bedi, Pan Masala, Gutka, Pan, any other Tobacco made items, Prohibited Soft Drinks, Liquor in any form, any Prohibited Drugs in any form, or any other prohibited consumables/Non-Consumable items by the Law as applicable to Educational Institutes.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Company:

Contact No:

Company Seal

DECLARATION FOR EXEMPTION OF EMD
registered with MSEs/NSICs)

(To be provided on the letterhead of the Bidder and submit along with Technical bid)

To
The Registrar In-charge.
IIITDM Kurnool.
Jagannathagattu, Dinnidevarapadu,
Andhra Pradesh -518007.

Bid Ref. No.: IIIITDMKNL/2021-22/EOI/SA/Stationery & Stores/48 Date: 20 Jan.2022

I/We, the undersigned, declare that I/We are registered with MSME/NSIC and hence may be exempted, in view of the submission of **Bid Securing Declaration**, from payment of EMD.

1. I/We accept that:

I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of five (5) years upon receipt of your Blacklisting Order and pay 5% on work order value/purchase order as a fine on the Use of Bid Securing Declaration if I/we have committed any of the following actions:

- i. Withdrawn or Modify my/our Bid during the period of bid validity required in the Bidding Documents; or
- ii. Fail or refuse to accept the award and enter into a contract or perform any and all acts necessary to the execution of the contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity; or
- iii. Fail or refuse to submit performance security before the deadline defined in the Bidding Documents.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Company:

Contact No:

Company Seal

Enclosure: Copy of MSME / NSIC registration certificate.

FINANCIAL BID**(To be provided on the letterhead of the Firm)**

Bid Reference No.: IIIITDMKNL/2021-22/EOI/SA/Stationery & Stores/48

Date: 20 Jan.2022

Bidder Name & Addresses

Quotation for "Running of Stationary and Provision Stores Services at IIIITDM Kurnool, Andhra Pradesh".

S.no	Description of the Item	Amount
1.	License Fee to be paid to the IIIITDM KURNOOL Per Month	Rs. _____ (In Words. _____)

COMMERCIAL TERMS:

1. We hereby undertake to strictly abide by the Commercial and other terms laid down in the Bid.

[AUTHORIZED SIGNATORY]
NAME IN BLOCK LETTERS
SEAL OF THE BIDDER