

**निविदा / कोटेशन के लिए आमंत्रण**  
**INVITATION FOR TENDER / QUOTATION**

Telephone : 91-532-227+1122, +1123  
Fax : 0532-2545341, 2545822  
GRAM : MNNIT  
Website : <http://www.mnnit.ac.in>  
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मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
इलाहाबाद-211004 (भारत)  
Motilal Nehru National Institute of Technology Allahabad  
Allahabad-211004 (India)  
An Institute of National Importance as Declared by NIT Act, GOI, 2007

**दो बोली खुली निविदा TWO BID OPEN TENDER**

**“संस्थान में एकीकृत संस्थान प्रबंधन प्रणाली की खरीद हेतु” के लिए**

**FOR “Procurement of Integrated Institute Management System at MNNIT Allahabad”  
Integrable with existing Library Software (Libsys 7)**

निविदा संख्या Tender No.: OT-59/MNNIT/AUTOMATION SYSTEM  
सेवा में To,

Date: 24.03.2014

विषय दो बोली प्रणाली के तहत मुहरबंद निविदा के लिए आमंत्रण  
Sub: Invitation of Sealed bids under ‘Two-Bid System’.

प्रिय महोदय Dear Sir

निदेशक, मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद, योग्य पात्र निविदाकर्ताओं बोलीदाताओं से ‘संस्थान में एकीकृत संस्थान प्रबंधन प्रणाली की खरीद हेतु’ निविदा दस्तावेज में दिए गए नियमों और शर्तों के अनुसार दो बोली प्रणाली के तहत, मुहरबंद निविदाएं आमंत्रित करते हैं:

The Director, MNNIT Allahabad, invites sealed OPEN TENDER in “Two Bid System”, i.e., Technical Bid (Part-1) and Price Bid (Part-2), from eligible bidders/ agencies, for ‘Procurement of Integrated Institute Management System at Institute’ on the terms and conditions as per tender document, for procurement of following item(s):

Sl. No.	Description of Items	Tests/ Quantity
1.	<b>Procurement of Integrated Institute Management System at MNNIT Allahabad Integrable with existing Library Software (Libsys 7)</b> (Detailed Specifications enclosed at ‘Annexure-A’)	01 Job

सभी इच्छुक तथा योग्य पात्र निविदाकर्ता बोलीदाता, इस निविदा दस्तावेज में दिए गए मापदंड के अनुसार, अपनी सर्वश्रेष्ठ प्रतिस्पर्धी बोलियों को प्रस्तुत करने के लिए आमंत्रित हैं। कृपया नीचे दिए गए रूप में अपनी निविदा बोली को दो भागों में प्रस्तुत करें:

All interested eligible tenderers/bidders are invited to submit their best competitive bids as per the criteria given in this tender document. Kindly submit your bids in two parts as under:

- क) तकनीकी बोली (भाग -1) सभी तकनीकी जानकारी तथा वाणिज्यिक नियमों और शर्तों के साथ, तथा  
ख) मूल्य बोली (भाग-2), तकनीकी बोली में वर्णित सब सामानों के मद वार मूल्य के साथ
- a) Technical bid (Part-1) consisting of all technical details along with commercial terms and conditions, and  
b) Price bid (Part-2) indicating item-wise price for the items mentioned in the technical bid.

मुहरबंद निविदाएं नीचे दिए गए पते पर **23 अप्रैल, 2014 को 11:30 बजे तक** या इससे पहले निश्चित रूप से प्रस्तुत की जानी चाहिये:  
The sealed tenders must be submitted at the address given below, on or before **23 April, 2014 up to 12:00 hours**:

संकाय प्रभारी (क्रय) का कार्यालय  
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
इलाहाबाद-211004

OFFICE of Faculty In-charge (Purchase)  
Motilal Nehru National Institute of Technology Allahabad  
Allahabad-211004 (U.P.) India

सभी प्राप्त निविदाओं को निविदाकर्ताओं बोलीदाताओं के उन अधिकृत प्रतिनिधियों की उपस्थिति में 23 अप्रैल, 2014 को 12:00 बजे खोला जाएगा, जो प्रक्रिया में भाग लेंगे तथा अपनी उपस्थिति के साक्ष्य में एक रजिस्टर पर हस्ताक्षर करेंगे।

The received tenders will be opened on **23 April, 2014 up to 12:00 hours** in the presence of authorized representatives of tenderers/bidders, who choose to attend and shall sign a register evidencing their attendance.

निविदा सारांश / TENDER SUMMARY			
Tender Fee: ₹ 1000/-		Earnest Money Deposit (EMD) : ₹ 1,00,000/-	
निविदा प्रपत्र विक्रय आरम्भ होने की तिथि / Date of commencement of sale of Tender Document: <b>24-03-2014</b>			
निविदा प्रपत्र विक्रय बन्द होने की तिथि / Last date of sale of Tender Document: <b>22-04-2014</b> को सायं <b>17.30</b> बजे तक / upto 17.30 Hrs.			
	तिथि Date	समय Time	स्थान Venue (at MNNIT Allahabad)
प्री बिड सम्मेलन / Pre-bid conference	<b>09.04.2014</b>	at 15.00 Hrs.	Institute Conference Room
निविदा जमा करने की अंतिम तिथि / Last date of submission of tenders	<b>23.04.2014</b>	upto 11.30 Hrs.	Purchase Office
तकनीकी निविदा (भाग-1)का खोला जाना / Technical Bid (Part-1) Opening	<b>23.04.2014</b>	at 12.00 Hrs.	Institute Conference Room
मूल्य निविदा (भाग-2)का खोला जाना / Price Bid (Part-2) Opening	To be informed later		Institute Conference Room

संकाय प्रभारी (क्रय) Faculty In-charge (Purchase)  
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद Motilal Nehru National Institute of Technology Allahabad  
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**GENERAL INSTRUCTIONS**

- निविदा दस्तावेज क्रय अनुभाग, मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान, इलाहाबाद से प्राप्त किए जा सकते हैं तथा ये संस्थान की वेबसाइट [www.mnnit.ac.in](http://www.mnnit.ac.in) पर भी उपलब्ध है। इच्छुक निविदाकार इसे वेबसाइट से डाउनलोड कर सकते हैं तथा अपने प्रस्ताव ₹ 1000.00 प्रत्येक (रेखांकित डिमाण्ड ड्राफ्ट के रूप में) के निविदा शुल्क के साथ प्रस्तुत करें। अपना प्रस्ताव प्रस्तुत करते समय लिफाफे के ऊपरी भाग पर निविदा सं० तथा नियत तिथि लिखें। यदि दस्तावेज डाक द्वारा मंगाए जा रहे हैं तो कृपया निम्न बातों का ध्यान रखें:  
Tender documents can be bought from the Purchase Section, Motilal Nehru National Institute of Technology and are also available on Institute Website [www.mnnit.ac.in](http://www.mnnit.ac.in). Interested tenderers may download the same from the website and submit their offer along with Tender fee of ₹ 1000.00 each (In the form of Crossed Demand Draft). While submitting your offer mark Tender No., and due date on the envelope. If the documents are requisitioned by post, kindly consider the following points:
  - निविदा दस्तावेज मंगाने के लिए/भेजे जा रहे निवेदन पत्र पर निविदा संख्या लिखा हो तथा अप्रतिदेय निविदा शुल्क ₹1000.00 प्रत्येक (किसी भी राष्ट्रीयकृत बैंक द्वारा जारी रेखांकित डिमाण्ड ड्राफ्ट के रूप में, निदेशक, मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान, इलाहाबाद के पक्ष में) के साथ संकाय प्रमारी (वस्तु क्रय) मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान, इलाहाबाद-211004 को भेजा जाए।  
Request letter shall be sent for requisitioning tender documents indicating tender number together with non-refundable tender fee ₹ 1000.00 each (In the form of Crossed Demand Draft issued by any Nationalized Bank in favour of Director, MNNIT, Allahabad) to the Faculty In-charge (Purchase), MNNIT, Allahabad-211004.
  - जिस लिफाफे में इस प्रकार का निवेदन भेजा जा रहा हो उसके ऊपर "निविदा दस्तावेजों के लिए अनुरोध" अंकित होना चाहिये।  
The Envelope containing such request shall be marked with 'REQUISITION FOR TENDER DOCUMENTS'.
  - डिमाण्ड ड्राफ्ट विज्ञापन की तिथि से पूर्व तिथि का नहीं होना चाहिए।  
Demand Draft should not be dated prior to the date of advertisement.
  - प्रत्येक निविदा दस्तावेज के लिए अलग निवेदन पत्र एवं अलग डिमाण्ड ड्राफ्ट भेजा जाए।  
Separate request letter and separate Demand Draft shall be sent for each tender document.
  - डिमाण्ड ड्राफ्ट के पीछे निविदाकर्ता का नाम एवं निविदा संख्या दर्ज होनी चाहिए।  
Tenderer's name and tender number shall be indicated on the reverse side of the Demand Draft.
- बिना निविदा शुल्क के प्राप्त दर सूचियों पर विचार नहीं किया जाएगा।  
Quotations received without tender fee will not be considered.
- नियत निविदा तिथि बढ़ाए जाने के निवेदन पर कोई विचार नहीं किया जाएगा।  
No request for extension of the due tender date will be considered.
- अंतिम समय सीमा से पूर्व प्राप्त निविदाएँ उपस्थिति निविदाकारों/उनके द्वारा प्राधिकृत प्रतिनिधियों की उपस्थिति में उसी दिन नियत समय व स्थान पर खोली जाएंगी।  
Tenders received before the deadline shall be opened in the presence of attending tenderers/their authorized representatives on the same day at scheduled time and venue.
- ऊपर निर्दिष्ट किसी तिथि को यदि अवकाश घोषित हो जाता है तो संस्थान का अगला कार्य दिवस निविदाओं की प्राप्ति एवं खोलने के लिए नियत तिथि माना जाएगा।  
In the event any date indicated above is declared as holiday, the next working day at Institute shall be considered as the due date for receiving & opening of tenders.
- विलम्ब/देरी से प्राप्त प्रस्ताव स्वीकार नहीं किए जाएंगे।  
Late / Delayed offers will not be accepted.

**अति आवश्यक सूचना**

**VERY IMPORTANT NOTE**

इस निविदा से संबंधित सभी सुधार/शुद्धिपत्र/संशोधन, यदि जारी किये जाते हैं तो, निविदा दस्तावेज का भाग/अंश होंगे।

**Corrigendum, if issued any for the tender, shall form part of the Tender Document.**

सुधार/शुद्धिपत्र/संशोधन केवल मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद की वेबसाइट ([www.mnnit.ac.in](http://www.mnnit.ac.in)) पर ही उपलब्ध होंगे। बोलीकर्ताओं/निविदादाताओं से अनुरोध है कि इस संबंध में नियमित रूप से वेबसाइट देखते रहें, तथा निविदा दस्तावेज के सुधार/शुद्धिपत्र/संशोधन को बिना किसी त्रुटि के नोट करें व उसके अनुसार निविदा जमा करें।

**Corrigendum will be posted ONLY on MNNIT Allahabad website ([www.mnnit.ac.in](http://www.mnnit.ac.in)). Bidders/Tenderers are requested to visit MNNIT Allahabad website regularly and note the corrigendum / amendments to the tender without fail and submit the offer accordingly.**

सुधार/शुद्धिपत्र/संशोधन की अनभिज्ञता के लिये मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद जिम्मेदार नहीं होगा।  
**MNNIT will not be responsible for ignorance of corrigendum.**

निविदा दस्तावेज जमा करने की अंतिम तिथि के उपरान्त कोई भी अंतरिम सवाल/प्रश्न ग्रहण नहीं किया जायेगा।

**After last date of receipt of Tender Documents, no interim query will be entertained.**

## **CHAPTER-1**

### **INSTRUCTIONS TO BIDDER/TENDERER (ITB)**

#### **Eligible Bidders/Tenderers**

1. Bidder should be registered as a company/firm under Companies Act of India.
2. The company should be ISO 9001 certified for software development and services.
3. Bidder should submit certified notary copies of PAN, valid service tax and valid sales tax registrations.
4. **Bidder should have minimum standing of FIVE years with average annual turnover of atleast 1 Crores in last 3 years.**
5. The vendor should have minimum 5 live sites of Integrated Institute Management System, including 3 NITs/IITs. The sites should be in operations at least for last 2 years. Provide certificates from sites.
6. Original Developer and Service provider of the Institute Management Software should only submit the bids.
7. IIMS should have been developed in core Java/EJB having support of standard backend RDBMS (Oracle/MS-SQL/My-SQL/PostGreSQL).
8. Bidder will deploy own resources at onsite location during implementation phase.
9. Bidder should provide the list and the number of Technical professionals in various technology platforms, along with their qualifications, on role at the time of bidding.
10. Bidder should provide its client list and specify the list of successfully executed projects.
11. Bidder should provide copies of purchase orders executed during last two years for such project.
12. Above mentioned functionality/features are providing a general view of the requirements. Any feature not mentioned in modules in this bid document shall be covered by the Bidder for inclusion during SRS process/Warranty as per need without any additional cost.
13. The IIMS software should be integrated with existing library software Libsys in respect to fine payments, member registration etc.
14. Bidder should visit institute after the award of PO and interview different category of users – employees and faculty at different levels, students and obtain data, rules, regulations, scheme, syllabus, reports and study the working of the institute at various levels. Only then the software implementation shall start.
15. Bidder has to submit a road map for deployment of IIMS on the basis of scope of work and discussion with MNNIT authorities.
16. It shall be the responsibility of the Bidder to provide platform/gateway for sending emails and SMSs during the period of warranty and AMC.
17. Bidder shall make arrangement for providing Payment-Gateway services for fee / fine payments etc. into institute's bank accounts.
18. Software must be web enabled and should be thoroughly tested against different security threats and attacks including injection and malware attacks. Certain client nodes will be required to be secured with MAC / IP locking as decided by the institute. Users of the software will use Login/Password and there should be facility of changing/reset passwords by user/administrator. The passwords will be stored in encrypted form in database.
19. Old data migration from earlier system to be handled by Bidder free-of-cost.
20. Encryption should be used for all secure accesses. Login/Passwords are to be handed over to Institute. After successful implementation of project all modifications to the source code/database/data/procedures will be done onsite i.e. at Institute only.
21. Certain user screens will be on the Internet to allow faculty /staff /students / parents access from outside the institute LAN. It may be with limited access only. Accordingly secure procedures (digital signature/key) should be incorporated by the Bidder in the system for software access and its security.
22. All hardware to run the software will be installed at Institute premises i.e. database server/web application server/backup server will be at Institute only.
23. Database will be mirrored and backed up on regular intervals. All backups /
24. recovery procedures are to be documented and submitted by the Bidder.
25. If Government of India / Institute rules on Accounting / Income Tax / PF/ Salary Slabs / DA / Examination/ Academic regulations etc. change during warranty / AMC period then free support to modify the software should be provided by the vendor.
26. Bidder should have prior demonstrable experience of implementing similar project for automation. During technical evaluation of bids bidders may be asked to demonstrate actual live working of previous experience of any two modules out of student record/examination/accounts – payroll showing in data entry, view, print, search, save etc. Bidders shall have to make suitable arrangements on their own for this demonstration.
27. **Payment Schedule: The payment will be as under:**
  - (i) 40% on installation and existing data migration
  - (ii) 60% on acceptance, demonstration and training of operational aspects at MNNIT Allahabad.
28. Warranty for one year. Provision for extended warranty for additional two years including system maintenance and free updates.
29. The work must be completed within 120 days or period extended by the Institute on the written request of the Bidder submitted before expiry of completion period. In case of late completion of work an amount @0.5% per week of the quoted price shall be deducted. The maximum deduction will be 10%.
30. The bid should mention Taxes/Duties as **clearly and separately**. All tax components should be clearly mentioned.
31. The Bidder should quote for AMC charges after expiry of warranty period.
32. The selected vendor will be required to furnish the **bank guarantee of 10% of the value of order** after successful installation and commissioning for a period of 3 years. The EMD amount then will be returned to the vendor concerned.

**1. Cost of Bidding**

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

**2. Fraud and corruption:**

- (i) The purchaser requires that the Bidder/Tenderer's suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:
  - (a) "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;
  - (b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
  - (c) "Collusive practice" means a scheme or arrangement between two or more bidders/tenderers, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, noncompetitive levels; and
  - (d) "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;
- (ii) The purchaser will reject a proposal for award if it determines that the Bidder/Tenderer, recommended for award, has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract.

**3. Cost of Bidding Documents**

Interested eligible bidders/tenderers may purchase the bidding documents on payment of the cost of bidding documents as indicated in the invitation for bids; OR alternatively, the bidding documents can be downloaded from our website (<http://www.mnnit.ac.in/tenders.html>), free of cost.

**4. Content of Bidding Documents**

- (i) The goods required, bidding procedures and contract terms are prescribed in the bidding documents which should be read in conjunction. The bidding documents, apart from the invitation for bids have been divided into **Five** chapters as under:

<b>Chapter 1</b>	:	Instructions to Bidder/Tenderer ( <b>ITB</b> )
<b>Chapter 2</b>	:	General Conditions of Contract ( <b>GCC</b> ) and Special Conditions of Contract ( <b>SCC</b> )
<b>Chapter 3</b>	:	Specific Technical Conditions ( <b>STC</b> ), Specifications and Compliance Details <ul style="list-style-type: none"> <li>(a) SPECIFIC TECHNICAL TERMS &amp; CONDITIONS (STC)</li> <li>(b) SCOPE OF WORK</li> <li>(c) ANNEXURE: A: TECHNICAL SPECIFICATIONS</li> <li>(d) ANNEXURE: B: COMPLIANCE WITH ANNEXURE: A, as offered by the Bidder</li> <li>(e) ANNEXURE: C: BIDDER'S COMPLIANCE STATEMENT FOR STC</li> </ul>
<b>Chapter 4</b>	:	Technical bid (Part-1) <ul style="list-style-type: none"> <li>(a) Format – A : Check List for Eligibility Criteria</li> <li>(b) Format – B : Bid Proposal Sheet</li> <li>(c) Format – C : Bidder's Statement</li> <li>(d) Format – D : Bill Of Material (BOM)</li> <li>(e) Format – E : Deviation Statement</li> <li>(f) Format – F : Manufacturers' Authorization Form (MAF)</li> <li>(g) Format – G : Price Reasonability Certificate</li> <li>(h) Format – H : Bid Security (BS)/Earnest Money Deposit (EMD) Form</li> <li>(i) Format – I : Performance Security Form</li> <li>(j) Format – J : Capability Statement Form</li> <li>(k) Format – k : Affidavit regarding blacklisting/ non-blacklisting</li> <li>(l) Format – L : Custom Duty Exemption Certificate (CDEC)</li> </ul>
<b>Chapter 5</b>	:	Price Bid (Part-2)

- (ii) The Bidder/Tenderer is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish **all information required** by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder/Tenderer's risk and may result in rejection of its bid.

**5. Clarification of bidding documents**

A prospective Bidder/Tenderer requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser's address specified in the Special Conditions of Contract (**SCC**), latest by the date specified in the invitation for Bids/NIT which would be deliberated as per clause 39 of Instructions to the Bidders/Tenderers.

No request for clarification or query shall be normally entertained after the pre bid conference. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under Clause relating to amendment of bidding documents and Clause relating to Deadline for Submission of Bids. The clarifications and amendments issued would also be hosted on the website of the MNNIT (<http://www.mnnit.ac.in/tenders.html>) for the benefit of the other prospective bidders/tenderers.

**6. Amendment of Bidding Documents**

- (i) At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/Tenderer, modify the bidding documents by amendment as enumerated in clause 39 of ITB. These amendments would be hosted **ONLY** on the website of MNNIT (<http://www.mnnit.ac.in/tenders.html>) and all prospective bidders/tenderers are expected to surf the website before submitting their bids to take cognizance of the amendments.
- (ii) In order to allow prospective Bidder/Tenderer's reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids and host the changes **ONLY** on the website of MNNIT (<http://www.mnnit.ac.in/tenders.html>).

**7. Language of Bid**

- (i) The bid prepared by the Bidder/Tenderer shall be written in **English language only**.
- (ii) The Supplier shall bear all costs of translation, if any, to the English language and all risks of the accuracy of such translation, for documents provided by the Supplier.

**8. Documents Comprising the Bid**

The bid prepared by the Bidder/Tenderer shall include:

- (i) Bid Security (BS)/Earnest Money Deposit (EMD) and Tender fee, as specified in the Invitation to Bids.
- (ii) Documents establishing goods eligibility & conformity to tender documents, Compliance statements for specifications and STC.
- (iii) Service support details Form; Deviation Statement Form; Performance Statement Form; Manufacturer's Authorization Form etc.
- (iv) All required documentary evidence establishing that the Bidder/Tenderer is eligible to bid and is qualified to perform the contract if its bid is accepted.
- (v) Bid form and applicable Price Bid Form.

For further details, please refer **CHAPTER-4** and **CHAPTER-5** of tender document.

**9. Bid form and price schedule**

- (i) The Bidder/Tenderer shall complete the 'Bid/Tender Form' and the **appropriate** 'Price Bid (Part-2)', **without any alterations** to its format and no substitutes shall be accepted.
- (ii) All blank spaces shall be filled in with the information requested.

**10. Bid Prices**

- (i) The Bidder/Tenderer shall indicate on the appropriate Price Bid (Part-2), the unit prices and total bid prices of the goods it proposes to supply and Installation under the contract.
- (ii) Prices indicated on the price-schedule form shall be entered separately in the following manner:

**(a) For Goods being offered from India**

- i. The price of the goods quoted ex works including taxes already paid.
- ii. VAT and other taxes like excise duty etc. which will be payable on the goods if the contract is awarded.
- iii. The charges for inland transportation, insurance and other local services required for delivering the goods at the desired destination as specified in the Price Bid (Part-2).
- iv. The installation, commissioning, training charges
- v. Non comprehensive AMC (Annual Maintenance contract) charges per annum (**optional**).

**(b) For Goods being offered from abroad**

- i. The price of the goods, quoted on FCA (named place delivery abroad) or FOB (named port of shipment), as specified in the Price Bid (Part-2).
- ii. The charges for insurance and transportation of the goods to the port/place of destination.
- iii. The agency commission etc., if any.
- iv. The installation, commissioning, training charges
- v. Non comprehensive AMC charges per annum (**optional**).

- (iii) The terms FOB, FCA, CIF, CIP etc. shall be governed by the rules prescribed in the current edition of the Incoterms published by the International Chambers of Commerce, Paris.
- (iv) Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc. such offer shall be **rejected as incomplete** and prices quoted by the Bidder/Tenderer shall be fixed during the Bidder/Tenderer's performance of the Contract and not subject to variation on any account.
- (v) All lots and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be **assumed to be included in the prices of other items**. Lots or items not listed in the Price Schedule shall be assumed to be not included in the bid.
- (vi) The purchases made by the purchaser for scientific purpose are exempt from excise duty and Custom Duty at a concessional rate is leviable.
- (vii) The prices quoted by the Bidder/Tenderer shall be fixed during the Bidder/Tenderer's performance of the contract and not subject to variation on any account.

**11. Bid Currencies**

Prices shall be quoted in Indian Rupees for offers received for supply and Installation within India and in freely convertible foreign currency in case of offers received for supply and Installation from foreign countries.

**12. Documents Establishing Bidder/Tenderer's Eligibility and qualifications**

- (i) The Bidder/Tenderer shall furnish, as part of its bid, documents establishing the bidders/tenderers' eligibility to bid and its qualification to perform the contract if its bid is accepted.
- (ii) The documentary evidence of the bidders/tenderers qualification to perform the contract if the bid is accepted shall establish to the purchasers satisfaction that;
  - (a) The Bidder/Tenderer meets the qualification criteria listed in bidding documents.
  - (b) Bidder/Tenderer that doesn't manufacture the goods it offers to supply and Installation shall submit Manufacturers' Authorization Form (MAF) using the form specified in the bidding document to demonstrate that it has been duly authorized by the manufacturer of the goods to quote and/or supply and Installation the goods.
  - (c) In case a Bidder/Tenderer not doing business within the purchasers' country, that the Bidder/Tenderer is or will be represented by an agent in the country equipped and able to carry out the supply and Installation, maintenance, repair obligations etc. during the warranty and post-warranty period or ensure a mechanism at place for carrying out the supply and Installation, maintenance, repair obligations etc. during the warranty and post-warranty period.
- (iii) The technical and price bids should be unconditional. Any conditional bids shall stand disqualified
- (iv) automatically and no evaluation of technical or price bid shall be admissible
- (v) All the pages/documents of the Tender should bear the **dated signature (in ink) of the bidder/tenderer with stamp of Firm**. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.

**13. Bid Security (BS)/Earnest Money Deposit (EMD)**

- (i) The Bidder/Tenderer shall furnish, as part of its bid, a Bid Security (BS)/Earnest Money Deposit (EMD) (BS) for an amount as specified in the Invitation for Bids. In the case of foreign bidders/tenderers, the BS shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders/tenderers; the BS shall be submitted by the manufacturer or their specifically authorized dealer/Bidder/Tenderer.
- (ii) The Bid Security (BS)/Earnest Money Deposit (EMD) is required to protect the Purchaser against the risk of Bidder/Tenderer's

conduct, which would warrant the security's forfeiture.

- (iii) The Bid Security (BS)/Earnest Money Deposit (EMD) shall be in Indian Rupees for offers received for supply and Installation within India and denominated in the currency of the bid or in another freely convertible currency in the case of offers received for supplies from foreign countries in equivalent Indian Rupees. The Bid Security (BS)/Earnest Money Deposit (EMD) shall be in one of the following forms at the Bidder/Tenderers' option:
  - (a) A bank guarantee issued by a Nationalized/Scheduled bank/Foreign Bank in the form provided in the bidding documents and valid for 45 days beyond the validity of the bid; or
  - (b) A Banker's cheque or demand draft in favour of the purchaser.
- (iv) BS must be issued in favour of Director, MNNIT Allahabad. The Bid Security (BS)/Earnest Money Deposit (EMD) shall be payable promptly upon written demand by the purchaser in case the conditions listed in the ITB clause 14(x) are invoked.
- (v) The Bid Security (BS)/Earnest Money Deposit (EMD) should be submitted in its original form. Copies shall not be accepted.
- (vi) Any bid not secured in accordance with above will be rejected by the Purchaser as non-responsive.
- (vii) The Bid Security (BS)/Earnest Money Deposit (EMD) of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 15 days after the expiration of the period of bid validity or placement of order whichever is later.
- (viii) The successful Bidder/Tenderer's Bid Security (BS)/Earnest Money Deposit (EMD) will be discharged upon the Bidder/Tenderer furnishing the performance security.
- (ix) The firms registered with DGS&D & NSIC, if any, are exempted from payment of BS provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies.
- (x) The Bid Security (BS)/Earnest Money Deposit (EMD) may be forfeited:
  - (a) If a Bidder/Tenderer withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder/Tenderer on the Bid Form; or
  - (b) In case of a successful Bidder/Tenderer, if the Bidder/Tenderer fails to furnish order acceptance within 15 days of the order and/or fails to furnish Performance Security within 21 days from the date of contract/ order.

#### 14. Period of Validity of Bids

- (i) Bids shall remain **valid for 120 days** after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be REJECTED by the Purchaser as non-responsive.
- (ii) In exceptional circumstances, the Purchaser may solicit the Bidder/Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable, telex, fax or e-mail). The Bid Security (BS)/Earnest Money Deposit (EMD) provided shall also be suitably extended. A Bidder/Tenderer may refuse the request without forfeiting its Bid Security (BS)/Earnest Money Deposit (EMD). A Bidder/Tenderer granting the request will not be required nor permitted to modify its bid.
- (iii) Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

#### 15. Format and Signing of Bid

- (i) The bids **MUST** be submitted in two parts as specified in the Invitation for Bids.
- (ii) One part shall contain Technical bid comprising all documents listed under clause relating to Documents Comprising the Bid excepting bid form and price schedules. The other part shall contain the priced-bid comprising bid form and price-schedules. The Bidder/Tenderer shall prepare two copies of the bid, clearly marking each "Original Bid" and "Copy Bid", as appropriate.
- (iii) The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder/Tenderer or a person or persons duly authorized to bind the Bidder/Tenderer to the Contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.
- (iv) Any interlineations, erasures or overwriting shall be valid **ONLY** if they are initialed by the persons or persons signing the bid.
- (v) Bids submitted in a single envelope against the requirement of two bid system would **NOT** be considered for further evaluation.
- (vi) The tender/quotations **NOT** submitted in the prescribed format or Incomplete in any respect will be outrightly rejected.

#### 16. Submission

The Bidders/Tenderers may submit their bids by mail or by hand, at the following address:

"OFFICE of Faculty In-charge (Purchase),  
Motilal Nehru National Institute of Technology Allahabad, Allahabad-211004 (U.P.) INDIA"

#### 17. Sealing and Marking of Bids

As the Bidders/Tenderers are invited in Tenders in Two Parts, i.e., **Part I – Technical and Commercial Bid**, and **Part II – Price Bid**; all Bidders/Tenderers are requested to follow carefully the following instructions before preparing their offer.

##### I. **Part I: TECHNICAL & COMMERCIAL BID**

##### Part – (a) Technical

- (i) This part should contain detailed specifications of the items quoted by you along with technical literature and leaflets if any.
- (ii) A compliance statement showing the compliance of the item quoted by you with that of item tendered by us should be prepared and enclosed to this.
- (iii) Any other information called for in the tender related technical and commercial specifications can also come in this part.
- (iv) Prices **SHOULD NOT** be indicated in TECHNICAL BID (Part-1).

##### Part – (b) Commercial terms: (WITHOUT PRICE)

- (i) The commercial terms applicable for the items quoted by you should be indicated in this part.
- (ii) If any compliance statement is called for the commercial terms/contractual terms and conditions, the same is to be attached in this part.
- (iii) Prices should **NOT** be indicated in this part. However a copy of the price bid (**without prices**) can be enclosed in this part to enable to understand whether all the items required to be quoted by you have been quoted in the price bid. **Alternatively** a statement is to be made indicating that you have quoted prices for all the items as per the tender and enclosed in the Price Bid as per the format.
- (iv) The Commercial terms such as delivery terms, delivery period, payment terms, Warranty, validity of the offer, installation & commissioning, duties and taxes etc., shall come into this.

**Note:** 1. Either Technical Specifications or terms & conditions as above should be very clearly reflected item-wise with reference to the items called for in the tender.

2. Please note that the **PRICE SHOULD NOT BE** indicated in this part.
3. Technical and Commercial part as described above shall be prepared and put it in a sealed cover & marked and addressed as follows:

Tender No.	:	.....
Due Date	:	.....
<b>PART I</b>	:	<b><u>TECHNICAL &amp; COMMERCIAL BID (PART-I)</u></b>
		To,
		The Faculty In-charge (Purchase)
		Motilal Nehru National Institute of Technology Allahabad
		Allahabad-211004 (India)
From	:	.....
		.....

**II. Part II : PRICE BID**

- (i) The prices applicable for the items, item-wise in response to the tender shall come into this part.
- (ii) Tenderer shall indicate very clearly item-wise prices with reference to their technical offer.
- (iii) Price part prepared as above shall be enveloped and marked as follows:

Tender No.	:	.....
Due Date	:	.....
<b>PART II</b>	:	<b><u>PRICE BID (PART-II)</u></b>
		To,
		The Faculty In-charge (Purchase)
		Motilal Nehru National Institute of Technology Allahabad
		Allahabad-211004 (India)
From	:	.....
		.....

- III. These two separate SEALED ENVELOPES containing 'Technical & Commercial Bid (Part I)' and Price Bid (Part II), prepared as above along with 'Tender fee' (if applicable) should be inserted in another envelope and marked as follows:

Tender No.	:	.....
Due Date	:	.....
		<b><u>PART I &amp; PART II ARE INDIVIDUALLY SEALED AND KEPT INSIDE</u></b>
		<b><u>(DD towards Tender fee with Covering Letter is also kept inside, in separate envelope)</u></b>
		To,
		The Faculty In-charge (Purchase)
		Motilal Nehru National Institute of Technology Allahabad
		Allahabad-211004 (India)
From	:	.....
		.....

**IMPORTANT NOTE:**

- (i) Being a Two-Part Tender, fax quotations will not be accepted.
- (ii) Please ensure your offers are received before due date and time.
- (iii) In case you are going to download the documents from our website (<http://www.mnnit.ac.in/tenders.html>) and submitting the offer, you are requested to submit the DD towards **Tender fee** in a separate envelope along with a covering letter duly marked on the cover "**Tender fee for Tender No. \_\_\_\_\_**".
- (iv) The bidders are requested to enclose only requisite and relevant data, which has been asked for.
- (v) Each & every pages of the submitted bid must carry the page numbers.
- (vi) The bidders are not allowed to make additional and alteration in the tender document, any additions and alteration in the tender document, any additions and alterations shall be at bidder's risk. Conditional/modified tender are liable to be rejected.
- (vii) The tender/quotations NOT submitted in the prescribed format or Incomplete in any respect will be outrightly rejected.
- (viii) If any commercial or price details are found alongwith TECHNICAL BID (Part-1), such bids will be outrightly rejected
- (ix) Any offer containing both the 'Technical bid (Part-1) and PRICE BID (Part-2) in the same envelop will be outrightly rejected.

**18. Deadline for Submission of Bids**

- (i) Bids must be received by the Purchaser at the address specified in Invitation for bids no later than the time and date specified therein. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received upto the appointed time on the next working day.
- (ii) The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders/Tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

**19. Late Bids**

- (i) Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected.
- (ii) Such tenders shall be marked as late and not considered for further evaluation. They shall not be opened at all and be returned to the bidders/tenderers in their original envelope without opening.

**20. Opening of Bids by the Purchaser**

- (i) The Purchaser will open all bids one at a time in the presence of Bidder/Tenderers' representatives who choose to attend, as per the schedule given in invitation for bids. The Bidder/Tenderers' representatives who are present shall sign the quotation opening sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day.
- (ii) In two part system, the Price bid shall be opened only for technically acceptable (short listed) bids, found RESPONSIVE after technical evaluation.
- (iii) Price bids of only short-listed RESPONSIVE bidders/tenderers will be opened in presence of the representatives of the bidders/tenderers who decide to remain present during the bid opening. The date of opening of the price bid will be

notified on institute website (<http://www.mnnit.ac.in/tenders.html>).

- (iv) It may be noted that the dates of opening of Technical bid (Part I) and Price bid (Part II) are **DIFFERENT**.
- (v) Bids that are received late shall not be considered further for evaluation, irrespective of the circumstances.

**21. Confidentiality**

- (i) Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders/tenderers or any other persons not officially concerned with such process until publication of the Contract Award.
- (ii) Any effort by a Bidder/Tenderer to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.

**22. Clarification of Bids**

To assist in the examination, evaluation, comparison and post qualification of the bids, the Purchaser may, at its discretion, ask the Bidder/Tenderer for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest Bidder/Tenderer, at the discretion of the purchaser. **Any clarification submitted by a Bidder/Tenderer in respect to its bid which is not in response to a request by the purchaser shall not be considered.**

**23. (A.) Preliminary Examination**

- (i) The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 9 have been provided, and to determine the completeness of each document submitted.
- (ii) The Purchaser will examine the technical bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. The purchaser may discuss the technical bid with the bidders/tenderers, if required who may modify their bids to suit the requirement. Those whose technical specification does not reach the threshold level of acceptability will be rejected as technically unsuitable. The bidders/tenderers who finally emerge as technically acceptable will be allowed to withdraw their price bids and send again a revised bid in a sealed envelope or to adhere to the original price bid sent. These price bids will be opened, evaluated and the contract awarded to the lowest evaluated Bidder/Tenderer.
- (iii) Undertaking for subsequent submission of any of the above documents will NOT be entertained under any circumstances.
- (iv) Bid should be COMPLETE and covering the entire scope of job / supply and should conform to the technical specifications indicated in the bid documents, duly supported with technical catalogues / literatures wherever required. INCOMPLETE AND NON-CONFORMING BID WILL BE REJECTED OUTRIGHT.
- (v) All pages of bid document, including duly filled in annexure or any other enclosure, **must be signed by the bidder or his authorized representative**, as a token of acceptance of all the terms and conditions contained therein.
- (vi) The Purchaser will examine the technical bids to determine whether
  - (a.) They are complete,
  - (b.) Required sureties have been furnished,
  - (c.) The documents have been properly signed, and
  - (d.) The bids are generally in order.
- (vii) The bidders/tenderers who finally emerge as technically acceptable RESPONSIVE BIDDERS will be considered for opening of PRICE BID (Part-2) and will be intimated for the same THROUGH Institute's website <http://mnnit.ac.in/tenders.html>

As per intimated schedule/program, these PRICE BIDs (Part-2) will be opened, evaluated and the contract will be awarded to the lowest evaluated (L-1) Bidder/Tenderer.

**(B.) REJECTION CRITERIA**

An incomplete and/or ambiguous and/or late response will be summarily rejected.

Offers of following kinds will also be SUMMARILY REJECTED:

- i) Bids of the bidders not fulfilling the eligibility/ pre-qualification conditions given in tender document.
- ii) Bids received without Tender Fees, in case of downloaded tender form.
- iii) Bids received without EMD/Bid Security, duly considering the exemptions offered in Clause 14(ix) of CHAPTER-1: ITB of tender document.
- iv) Bids not submitted in "Two-Bid System". Please refer Clause 18 of CHAPTER-1: ITB of tender document for sealing and marking of bids.
- v) Telex / Telegraphic / Fax / e-Mail / Xerox / Photo copy offers of bids.
- vi) Bids having scanned signature.
- vii) Original bids which are not signed manually with seal.
- viii) If all pages of bid document, including duly filled in annexure or any other enclosure, are NOT SIGNED WITH SEAL by the bidder or his authorized representative.
- ix) Offers which do not confirm unconditional validity of the bid for 120 days from the date of opening of technical bid (Part-1).
- x) **Bids which do not conform to MNNIT's price bid format, as given in CHAPTER-5: PRICE SCHEDULE FORM of tender document. (VERY IMPORTANT).**

**24. Responsiveness of Bids**

- (i) Prior to the detailed evaluation, the purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:
  - (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
  - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder/Tenderer's obligations under the Contract; or
  - (c) if rectified, would unfairly affect the competitive position of other bidders/tenderers presenting substantially responsive bids.



- (ii) The purchasers' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- (iii) If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder/Tenderer by correction of the material deviation, reservation or omission.

**25. Non-Conformity, Error and Omission**

- (i) Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- (ii) Provided that a bid is substantially responsive, the Purchaser may request that the Bidder/Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder/Tenderer to comply with the request may result in the rejection of its Bid.
- (iii) 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 sub-totals, the sub-totals shall prevail and the total shall be corrected; and
  - (c) if, there is a discrepancy between words and figures, the higher of the two would be taken as the bid price, 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.
- (iv) If the Bidder/Tenderer that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security (BS)/Earnest Money Deposit (EMD) may be forfeited.

**26. Examination of Terms & Conditions, Technical Evaluation**

- (i) The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder/Tenderer without any material deviation or reservation.
- (ii) The Purchaser shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in Schedule of Requirements and Technical Specifications of the Bidding Documents have been met without any material deviation or reservation.
- (iii) If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 25, it shall reject the Bid.

**27. Conversion to Single Currency**

To facilitate evaluation and comparison, the Purchaser will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to Indian Rupees at the selling exchange rate established by Reserve Bank of India on its website, on the date of bid opening .

**28. Evaluation and comparison of bids**

- (i) The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- (ii) To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology shall be permitted.
- (iii) The bids shall be evaluated on the following basis which shall be arrived as under:

**For goods being offered from India.**

- a. The price of the goods quoted ex-works.
- b. VAT and other taxes like excise duty etc. which will be payable on the goods if the contract is awarded.
- c. Charges for inland transportation, insurance and other local services required for delivering the goods at the desired destination.
- d. The installation, commissioning, training charges.
- e. Non comprehensive AMC charges per annum for a period of 05 years (**optional**).

**For goods being offered from Abroad**

- a. The price of the goods, quoted on FCA (named place of delivery abroad) or FOB (named port of shipment), as specified in the Price Bid (Part-2).
- b. The agency commission etc., if any.
- c. The installation, commissioning, training charges
- d. Non comprehensive AMC charges per annum for a period of 05 years (**optional**).
- (iv) The comparison between the indigenous and the foreign offers shall be made on FOR destination basis and FOB/FCA basis respectively including the transportation, insurance, installation, commissioning and training charges.

**Note: Where there is no mention of packing, forwarding, freight, transportation, insurance charges, taxes etc. such offers shall be REJECTED as incomplete.**

- (v) The insurance and freight charges being obtained by the Bidder/Tenderer is purely for the purpose of academic interest only.

**29. Contacting the Purchaser**

- (i) Subject to Clause 23, no Bidder/Tenderer shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- (ii) Any effort by a Bidder/Tenderer to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder/Tenderer's bid.

**30. Post qualification**

- (i) In the absence of pre-qualification, the Purchaser will determine to its satisfaction whether the Bidder/Tenderer that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.
- (ii) The determination will take into account the eligibility criteria listed in the bidding documents and will be based upon an

examination of the documentary evidence of the Bidder/Tenderer's qualifications submitted by the Bidder/Tenderer, as well as such other information as the Purchaser deems necessary and appropriate.

- (iii) An affirmative determination will be a prerequisite for award of the contract to the Bidder/Tenderer. A negative determination will result in rejection of the Bidder/Tenderer's bid.

**31. Negotiations**

There shall not be any negotiation normally. Negotiations, if at all, shall be an exception and only in the case of items with limited source of supply and Installation. Negotiations shall be held with the lowest evaluated responsive Bidder/Tenderer. Counter offers tantamount to negotiations and shall be treated at par with negotiations.

**32. Award Criteria**

Subject to ITB Clause 34 the Purchaser will award the contract to the successful Bidder/Tenderer whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder/Tenderer is determined to be qualified to perform the contract satisfactorily.

**33. Purchaser's right to accept Any Bid and to reject any or All Bids**

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder/Tenderer or Bidders/Tenderers.

**34. Notification of Award**

- (i) Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder/Tenderer in writing by registered letter or by cable or telex or fax or e-mail that the bid has been accepted by way of a purchase order/contract.
- (ii) Until a formal contract is prepared and executed, the notification of award should constitute a binding contract.
- (iii) Upon the successful Bidder/Tenderer's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 37, the Purchaser will promptly notify each unsuccessful Bidder/Tenderer and will discharge its Bid Security (BS)/Earnest Money Deposit (EMD).

**35. Signing of Contract / Order Acceptance**

- (i) Promptly after notification, the Purchaser shall send the successful Bidder/Tenderer the Agreement / Purchase Order for signatures which should be returned within 21 days.
- (ii) The successful Bidder/Tenderer should submit Order acceptance within 15 days from the date of issue of purchase order, / submit the signed version of the contract failing which it shall be presumed that the vendor is not interested and his Bid Security (BS)/Earnest Money Deposit (EMD) is liable to be forfeited pursuant to clause 14(x) of ITB.

**36. Performance Security (PS)**

- (i) Within 21 days of receipt of the notification of Award / Purchase Order / Agreement, the Supplier shall furnish performance security in the amount specified in **SCC**, valid till 60 days after the warranty period. Alternatively, the PS may also be submitted at the time of release of final payment in cases where part payment is made against delivery & part on installation. The PS, where applicable, shall be submitted in advance for orders where full payment is to be made on Letter of Credit (LC) or on delivery. In this case, submission of Performance Security at the time of negotiation of documents through Bank would be stipulated as a condition in the LC.
- (ii) The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- (iii) The Performance Security shall be denominated in Indian Rupees for the offers received for supplies within India and denominated in the currency of the contract in the case of offers received for supply and Installation from foreign countries.
- (iv) In the case of imports, the PS may be submitted either by the principal or by the Indian agent and, in the case of purchases from indigenous sources, the PS may be submitted by either the manufacturer or their dealer/Bidder/Tenderer.
- (v) The Performance security shall be in one of the following forms:
- (a) A Bank guarantee issued by a Nationalized/Scheduled bank located in India or a bank located abroad in the form provided in the bidding documents.

**OR**

- (b) A Banker's cheque or Account Payee demand draft in favour of the purchaser.
- (vi) The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any warranty obligations, unless specified otherwise in SCC.
- (vii) In the event of any contract amendment, the supplier shall, within 21 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract, as amended for further period of 60 days thereafter.
- (viii) The order confirmation should be received within 15 days from the date of notification of award/purchase order.

**37. Purchaser's right to vary quantities at the time of award**

The Purchaser reserves the right at the time of award of Contract to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

**38. Pre bid conference**

A pre bid conference shall be held as indicated in invitation to bid. All prospective bidders/tenderers are requested to kindly attend the pre-bid conference. In order to facilitate MNNIT for proper conduct of the Pre-bid conference, all prospective bidders/tenderers are requested to kindly submit their queries (With envelope bearing Tender No. and date on top and marked "Queries for Pre-Bid Conference"/OR by email with subject "Queries for Pre-Bid Conference") so as to reach MNNIT as indicated in invitation to bid. MNNIT shall answer the queries during the pre-bid conference, which would become a part of the proceedings of the pre-bid conference, and all the participating bidders/tenderers shall sign the same. These proceedings will become a part of clarifications/amendments to the bidding documents and would become binding on all the prospective bidders/tenderers. These proceedings would also be hosted on MNNIT website (<http://www.mnnit.ac.in/tenders.html>) for the benefit of all the prospective bidders/tenderers. Before submitting their bids, all prospective bidders/tenderers are advised to surf through the MNNIT website after the Pre-bid Conference, in order to enable the make cognizance of the changes made in the bidding document.

## **CHAPTER-2** **CONDITIONS OF CONTRACT**

### **(A.) GENERAL CONDITIONS OF CONTRACT (GCC)**

#### **1. Definitions**

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

The following words and expressions shall have the meanings hereby assigned to them:

- (i) "Contract" means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (ii) "Contract Documents" means the documents listed in the Contract Agreement, including any amendments thereto.
- (iii) "Contract Price" means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- (iv) "Day" means calendar day.
- (v) "Completion" means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (vi) "GCC" means the General Conditions of Contract.
- (vii) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (viii) "Related Services" means the services incidental to the supply of the goods, such as transportation, insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
- (ix) "SCC" means the Special Conditions of Contract.
- (x) "Subcontractor" means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- (xi) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.
- (xii) Institute means Motilal Nehru National Institute of Technology, Allahabad.
- (xiii) "The final destination," where applicable, means the place named MNNIT Allahabad.

#### **2. Contract Documents**

Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

#### **3. Fraud and corruption:**

- (i) The purchaser requires that the bidder's suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:
  - (a) "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;
  - (b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
  - (c) "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, noncompetitive levels; and
  - (d) "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;
- (ii) The purchaser 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;

#### **4. Joint Venture, Consortium or Association**

If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

#### **5. Scope of Supply**

The Goods and Related Services to be supplied shall be as specified in chapter 3 (B).

#### **6. Suppliers' Responsibilities**

The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with Scope of Supply Clause of the GCC, and the Delivery and Completion Schedule, as per GCC Clause relating to delivery and document.

#### **7. Contract price**

Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

#### **8. Copy Right**

The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party

#### **9. Application**

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

#### **10. Standards**

The Goods supplied and services rendered under this Contract shall conform to the standards mentioned in the Technical Specifications and Schedule of Requirements, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned institution.

**11. Use of Contract Documents and Information**

- (i) The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.
- (ii) The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated above except for purposes of performing the Contract.
- (iii) Any document, other than the Contract itself, enumerated above shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

**12. Patent Indemnity**

- (i) The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause12(ii), indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:
  - (a) the installation of the Goods by the Supplier or the use of the Goods in India;
  - (b) the sale in any country of the products produced by the Goods.
- (ii) If any proceedings are brought or any claim is made against the Purchaser, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

**13. Performance Security (PS)**

- (i) Within 21 days of receipt of the notification of Award / Purchase Order / Agreement, the Supplier shall furnish performance security in the amount specified in **SCC**, valid till 60 days after the warranty period. The PS, where applicable, shall be submitted in advance for orders where full payment is to be made on Letter of Credit (LC) or on delivery. In this case, submission of PS at the time of negotiation of documents through Bank would be stipulated as a condition in the LC.
- (ii) The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- (iii) The Performance Security shall be denominated in Indian Rupees for the offers received for supplies within India and denominated in the currency of the contract in the case of offers received for supply from foreign countries.
- (iv) In the case of imports, the PS may be submitted either by the principal or by the Indian agent and, in the case of purchases from indigenous sources, the PS may be submitted by either the manufacturer or their dealer/bidder.
- (v) The Performance security shall be in one of the following forms:
  - (a) A Bank guarantee issued by a Nationalized/Scheduled bank located in India or a bank located abroad in the form provided in the bidding documents. Or
  - (b) A Banker's cheque or Account Payee demand draft in favour of the purchaser.
- (vi) The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any warranty obligations, unless specified otherwise in **SCC**.
- (vii) In the event of any contract amendment, the supplier shall, within 21 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract, as amended for further period of 60 days thereafter.
- (viii) The order confirmation should be received within 15 days from the date of notification of award/purchase order.

**14. Inspections and Tests**

The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in Chapter 3.

**15. Packing**

- (i) The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the price schedule form/Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- (ii) The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in **SCC** and in any subsequent instructions ordered by the Purchaser.

**16. Delivery and Documents**

- (i) Delivery of the Goods and completion and related services shall be made by the Supplier in accordance with the terms specified by the Purchaser in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in **SCC**.
- (ii) The terms FOB, FCA, CIF, CIP etc shall be governed by the rules prescribed in the current edition of the Incoterms published by the International Chambers of Commerce, Paris.
- (iii) The mode of transportation shall be as specified in **SCC**.
- (iv) **Delivery Schedule:**

The Purchaser requires that the goods/service under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements. The estimated time of arrival of the goods/service at the project site should be calculated for each bid after allowing for reasonable transportation time. Treating the date as per schedule of requirements as the base, a delivery "adjustment" will be calculated for other bids at 2% of the ex-factory price including excise duty for each month of delay beyond the base and this will be added to the bid price for evaluation. No credit will be given to earlier deliveries and bids offering delivery beyond 6 weeks of stipulated delivery period will be treated as non-responsive.

**17. Insurance**

- (i) Should the purchaser elect to buy on CIF/CIP basis, the Goods supplied under the Contract shall be fully insured in Indian Rupees against any loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in **SCC**.
- (ii) Where delivery of the goods is required by the purchaser on CIF or CIP basis the supplier shall arrange and pay for Cargo Insurance, naming the purchaser as beneficiary, initiate & pursue claims till settlement, on the event of any loss or damage.
- (iii) Where delivery is on FOB or FCA basis, insurance would be the responsibility of the purchaser.
- (iv) With a view to ensure that claims on insurance companies, if any, are lodged in time, the bidders and /or the Indian agent, if any, shall be responsible for follow up with their principals for ascertaining the dispatch details and informing the same to the Purchaser and he shall also liaise with the Purchaser to ascertain the arrival of the consignment after customs clearance so that immediately thereafter in his presence the consignment could be opened and the insurance claim be lodged, if required, without any loss of time. Any delay on the part of the bidder/Indian Agent would be viewed seriously and he shall be directly responsible for any loss sustained by the purchaser on the event of the delay.

**18. Transportation**

- (i) Where the Supplier is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the Purchaser or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract price.
- (ii) Where the Supplier is required under the Contract to deliver the Goods CIF or CIP, transport of the Goods to the port of destination or such other named place of destination in the Purchaser's country, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
- (iii) In the case of supplies from within India, where the Supplier is required under the Contract to transport the Goods to a specified destination in India, defined as the Final Destination, transport to such destination, including insurance and storage, as specified in the Contract, shall be arranged by the Supplier, and the related costs shall be included in the Contract Price.

**19. Incidental Services**

The supplier may be required to provide any or all of the services, as discussed during the course of finalizing the contract.

**20. Spare Parts**

The Supplier shall be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (i) Such spare parts as the Purchaser may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- (ii) In the event of termination of production of the spare parts:
  - (a) Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
  - (b) Following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if requested.

**21. Warranty**

- (i) The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- (ii) The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in India.
- (iii) Unless otherwise specified in the **SCC**, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **SCC**, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.
- (iv) The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- (v) Upon receipt of such notice, the Supplier shall, within a reasonable period of time expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- (vi) If having been notified, the Supplier fails to remedy the defect within a reasonable period of time; the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

**22. Terms of Payment**

- (i) The method and conditions of payment to be made to the Supplier under this Contract shall be as specified in the **SCC**.
- (ii) The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, Acceptance Certificate and by documents, submitted pursuant to Delivery and document Clause of the GCC and upon fulfillment of other obligations stipulated in the contract.
- (iii) Payments shall be made promptly by the Purchaser but in no case later than thirty (30) days after successful demonstration, installation/training.
- (iv) Payment shall be made in currency as indicated in the contract.
- (v) **Deviation in Payment Schedule:**

The General Conditions of Contract (GCC) stipulate the payment schedule offered by the Purchaser. If a bid deviates from the schedule and if such deviation is considered acceptable to the Purchaser, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared to those stipulated in this invitation, at a SBI rate of interest 12 percent per annum.

**23. Custom Clearance:**

- (i) After arrival of the goods at **New Delhi Airport**, Indian agent or Indian subsidiary of the principal firm is solely responsible for getting the material clearance from customs. Institute will provide all custom documents for custom clearance on the demand of agent/Firm. Transportation from New Delhi to MNNIT Allahabad, Allahabad is also the responsibility of authorized agent. All charges/ expenses incurred in this process will be reimbursed to firm after submitting the bill along with documentary proof in original. **Please note that the freight forwarder or clearing agent should be approved from IATA. NO DEMURRAGE / WHARFAGE CHARGES WILL BE PAYABLE BY THE INSTITUTE UNDER ANY CIRCUMSTANCES. NO ADVANCE**

**PAYMENT WILL BE PAYABLE FOR CUSTOM CLEARANCE/ FREIGHT / INSURANCE ETC.** The certificate to this effect will also be provided that the rates charged are as per IATA, FIATA and does not contain any item other than ordered by the Institute.

(ii) **Custom/Excise Duty Exemption Certificate will be provided by MNNIT Allahabad after receiving your request letter for the same.** MNNIT Allahabad avails Custom Duty Exemption in terms of Government Notification N. 51/96-Customs dated 23 July, 1996, and Central Excise Duty Exemption in terms of Government Notification N. 10/97-Central Excise dated 01 March, 1997, as amended from time to time. **(Certificate enclosed at FORMAT-L)**

**(iii) Change Orders and Contract Amendments.**

- (i) The Purchaser may at any time, by written order given to the Supplier pursuant to Clause on Notices of the GCC make changes within the general scope of the Contract in any one or more of the following:
- (c) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
  - (d) The place of delivery; and/or
  - (e) The Services to be provided by the Supplier.
  - (f) The delivery schedule.
- (ii) If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier's receipt of the Purchaser's change order.
- (iii) No variation or modification in the terms of the contract shall be made except by written amendment signed by the parties.

**(iv) Assignment**

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

**(v) Subcontracts**

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

**(vi) Extension of time**

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

**(vii) Penalty clause**

Subject to **GCC** Clause on Force Majeure, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 0.5 percent of the delivered Contract value for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10 Percent of the Contract value. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to **GCC** Clause on Termination for Default.

**(viii) Termination for Default**

- (i) The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part
- (g) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause on Extension of Time; or
  - (h) If the Supplier fails to perform any other obligation(s) under the Contract.
  - (i) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices as defined in GCC Clause on Fraud or Corruption in competing for or in executing the Contract.
- (ii) In the event the purchaser terminates the contract in whole or in part, he may take recourse to any one or more of the following action:
- (j) the Performance Security is to be forfeited;
  - (k) the purchaser may procure, upon such terms and in such manner as it deems appropriate, stores similar to those undelivered, and the supplier shall be liable for all available actions against it in terms of the contract.
  - (l) however, the supplier shall continue to perform the contract to the extent not terminated.

**(ix) Force Majeure**

- (i) Notwithstanding the provisions of GCC Clauses relating to extension of time, penalty and Termination for Default the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- (ii) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (iii) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within 21 days of its occurrence. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- (iv) If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of force majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial

repercussions on either side.

**(x) Termination for Convenience**

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

**(xi) Settlement of Disputes**

- (i) The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- (ii) If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.
- (iii) The dispute settlement mechanism/arbitration proceedings shall be concluded as under:  
In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director MNNIT Allahabad and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
- (iv) The venue of the arbitration shall be the place from where the purchase order/contract is issued.
- (v) Notwithstanding any reference to arbitration herein,  
(m) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; (b) the Purchaser shall pay the Supplier any monies due the Supplier.

**(xii) Governing Language**

The contract shall be written in English language which shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the English language only.

**(xiii) Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction as specified in **SCC**.

**(xiv) Notices**

- (i) Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address specified in the **SCC**.
- (ii) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**(xv) Taxes and Duties**

- (i) For goods manufactured outside India, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside India.
- (ii) For goods Manufactured within India, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred till its final manufacture/production.
- (iii) If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in India, the Purchaser shall make its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

**(xvi) Right to use Defective Goods**

If after delivery, acceptance, installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.

**(xvii) Protection against Damage**

The system shall not be prone to damage during power failures and trip outs, etc. as per SCC. The normal voltage and frequency conditions available at site as:

- (a) Voltage 230 volts – Single phase/ 415 V 3 phase ( $\pm 10\%$ )  
(b) Frequency 50 Hz. ( $\pm 10\%$ )

**(xviii) Site preparation and installation**

The Purchaser is solely responsible for the construction of the equipment sites in compliance with the technical and environmental specifications defined by the Supplier. The Purchaser will designate the installation sites before the scheduled installation date to allow the Supplier to perform a site inspection to verify the appropriateness of the sites before the installation of the Equipment, if required. The supplier shall inform the purchaser about the site preparation, if any, needed for installation, of the goods at the purchaser's site immediately after notification of Award / Purchase Order / Agreement.

**(B.) SPECIAL CONDITIONS OF CONTRACT (SCC)**

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

<b>GCC 1.1(xii)</b>	The Purchaser is: The Director, MNNIT, Allahabad.
<b>GCC 1.1(xiii)</b>	The Final Destination is: Motilal Nehru National Institute of Technology, Allahabad-211004 (India).
<b>GCC 13.1</b>	The amount of the Performance Security shall be: 10 % of the contract value
<b>GCC 16.1</b>	Details of Shipping and other Documents to be furnished by the Supplier are: <b>(i) For Goods being offered from India</b> Within 24 hours of dispatch, the supplier shall notify the purchaser the complete details of dispatch and also supply

	<p>following documents by registered post / speed post and copies thereof by FAX.</p> <ol style="list-style-type: none"> <li>Two copies of Supplier's Invoice indicating, <i>inter-alia</i> description and specification of the goods, quantity, unit price, total value;</li> <li>Packing list;</li> <li>Certificate of country of origin;</li> <li>Insurance certificate, if required under the contract;</li> <li>Railway receipt/Consignment note;</li> <li>Manufacturer's guarantee certificate and in-house inspection certificate;</li> <li>Inspection certificate issued by purchaser's inspector, if any and</li> <li>Any other document(s) as and when required in terms of the contract.</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>The nomenclature used for the item description in the invoices(s), packing list(s) and the delivery note(s) etc. should be identical to that used in the contract. The dispatch particulars including the name of the transporter should also be mentioned in the Invoice(s)</li> <li>The above documents should be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses</li> </ol> <p><b>(ii) For Goods being offered from abroad</b></p> <p>Within 24 hours of dispatch, the supplier shall notify the purchaser the complete details of dispatch and also supply following documents by Registered Post/ courier and copies thereof by FAX.</p> <ol style="list-style-type: none"> <li>Two copies of supplier's Invoice giving full details of the goods including quantity, value, etc.;</li> <li>Packing list;</li> <li>Certificate of country of origin;</li> <li>Manufacturer's guarantee and Inspection certificate;</li> <li>Inspection certificate issued by the Purchaser's Inspector.</li> <li>Insurance Certificate, if required under the contract;</li> <li>Name of the Vessel/Carrier;</li> <li>Bill of Lading/Airway Bill;</li> <li>Port of Loading;</li> <li>Date of Shipment;</li> <li>Port of Discharge &amp; expected date of arrival of goods and</li> <li>Any other document(s) as and when required in terms of the contract.</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>The nomenclature used for the item description in the invoices(s), packing list(s) and the delivery note(s) etc. should be identical to that used in the contract. The dispatch particulars including the name of the transporter should also be mentioned in the Invoice(s)</li> <li>The above documents should be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses</li> </ol>
<b>GCC 16.3</b>	In case of supplies from within India, the mode of transportation shall be by Rail/Road. In case of supplies from abroad, the mode of transportation shall be by Air.
<b>GCC 17.1</b>	The Insurance shall be for an amount equal to 110% of the CIF or CIP value of the contract from within "warehouse to warehouse (final destination)" on "all risk basis" including strikes, riots and civil commotion.
<b>GCC 21.3</b>	The warranty shall remain valid for 12 months from the date of acceptance at final destination.
<b>GCC 22.1</b>	<p>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p><b>Payment for Goods and services offered from abroad:</b></p> <p>Payment of foreign currency portion shall normally be made in the currency of contract in the following manner:</p> <p><b>(i) On Shipment:</b> Ninety (90) percent of the Contract Price of the Goods shipped shall be paid through irrevocable letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 16(i).</p> <p><b>(ii) On Acceptance:</b> Ten (10) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods and successful installation &amp; commissioning (as per ATP) upon submission of claim supported by the acceptance certificate issued by the Purchaser along with the Performance security, if any.</p> <p>The L/C will be confirmed at the suppliers cost, if requested specifically by the supplier. If L/C is requested to be extended/ reinstated for reasons not attributable to the purchaser, the charges thereof would be to the suppliers' account. All bank charges in India to the account of the opener and all bank charges outside India to the account of the beneficiary. Payment of local currency portion shall be made in Indian Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed. The LC for 100% value of the contract shall be established after deducting the agency commission payable, if any to the Indian agent from the FOB/FCA value.</p> <p><b>Payment for Goods and Services offered from India:</b></p> <p>Payment for Goods and Services supplied from within India shall normally be made in Indian Rupees, as follows:</p> <p><b>Payment Schedule: The payment will be as under:</b></p> <ol style="list-style-type: none"> <li>40% on installation and existing data migration</li> <li>60% on acceptance, demonstration and training of operational aspects at MNNIT Allahabad.</li> </ol>
<b>GCC 23</b>	<p>After arrival of the goods at <b>New Delhi Airport</b>, Indian agent or Indian subsidiary of the principal firm is solely responsible for getting the material clearance from customs. Institute will provide all custom documents for custom clearance on the demand of agent/Firm. Transportation from New Delhi to MNNIT Allahabad, Allahabad is also the responsibility of authorized agent. All charges/ expenses incurred in this process will be reimbursed to firm after submitting the bill along with documentary proof in original. <i>Please note that the freight forwarder or clearing agent should be approved from IATA. NO DEMURRAGE / WHARFAGE CHARGES WILL BE PAYABLE BY THE INSTITUTE UNDER ANY CIRCUMSTANCES. NO ADVANCE PAYMENT WILL BE PAYABLE FOR CUSTOM CLEARANCE/ FREIGHT / INSURANCE ETC.</i> The certificate to this effect will also be provided that the rates charged are as per IATA, FIATA and does not contain any item other than ordered by the Institute.</p>
<b>GCC 34.1</b>	The place of jurisdiction is Allahabad, India



**CHAPTER-3**  
**SPECIFIC TECHNICAL TERMS & CONDITIONS (STC),**  
**SPECIFICATIONS & COMPLIANCE DETAILS**

Specific Technical Conditions (STC), detailed technical specifications and Compliance Details are as follows:

**(A.) SPECIFIC TECHNICAL TERMS & CONDITIONS (STC)**

Please find enclosed herewith the technical terms & conditions to be made compliant with:

1. The Bidder/Tenderer is required to supply and Installation the items as per detailed specifications given in **Annexure: A**.
2. These items will be processed as 'Two-Parts tendering processes. The first part is Technical-Commercial (Bill of Materials **WITHOUT** the price bids) and second part consisting of **ONLY PRICE** bids. All the technical terms and conditions of the offer must be mentioned in the technical proposal and no additional terms will be accepted at a later stage. They should also submit the **Technical Compliance Table** for these items, as given in **Annexure: B**.
3. Bidders/Tenderers are required to note that they should substantiate the compliance statement, as given in **Annexure: B** with necessary and relevant documents, wherever applicable. They should not merely write a "Yes" or "No" in the "Bidder/Tenderer's Response" column but bring out salient features/limitations of their proposed equipments.
4. The Bidder/Tenderer should provide on-site comprehensive five (5) years OR three (3) years warranty for this proposed equipments. **(OPTIONAL)**
5. The Bidder/Tenderer is required to quote for supply and Installation, integration, testing and maintenance for all the hardware systems and software as listed in specifications along with compliance of the terms and conditions. Rate (All Inclusive) should be quoted for combined integrated system as per detailed specifications enclosed at '**Annexure-A**' of chapter-3.
6. Original copy of latest, currently dated, authorization letter from parent or OEM is required to be submitted, **which should address authorization to submit this bid to MNNIT** & supply and Installation spare parts and maintenance support for a minimum period of TEN (10) years, after warranty period, that is total of 11 years.
7. The Bidder/Tenderer has to install the equipments at MNNIT site with its associated systems, devices and software.
8. The Bidder/Tenderer may be required to give their technical presentation of their proposed equipments as part of the technical qualification criteria. Bidders/Tenderers should ensure full compliance to all the requirement/specification mentioned in these documents.
9. The Bidder/Tenderer should submit the technical brochures, data sheets, etc. describing various technical aspects of offered equipments with hardware and software (if applicable), operational performance etc. This should be substantiated with line diagrams, sub-system connectivity, detailing salient features covered in the proposed equipments, along with technical proposal.
10. The Bidder/Tenderer should submit along with the technical proposal detailed list of Bill of Materials (BoM) and bring out clearly that the proposed equipments as per the BoM will be satisfying all the requirements listed in the technical specifications. Bidder/Tenderer should give detailed justification on how the performance is going to be achieved in the offered equipments, with the submitted BoM.
11. **Payment Terms: Payment Schedule: The payment will be as under:**
  - (i) 40% on installation and existing data migration
  - (ii) 60% on acceptance, demonstration and training of operational aspects at MNNIT Allahabad.
12. **Warranty for one year.** Provision for extended warranty for additional two years including system maintenance and free updates. Specifications of the hardware items given in this bid document are the minimum requirements. **The bidder may offer items with higher specifications. However, no price advantage for such specifications shall be given.**
  - a) All rates quoted are inclusive of all applicable taxes, duties, comprehensive on-site warranty of 01 year, etc. and free delivery at Central Integrated Institute Management System , MNNIT Allahabad.
  - b) MNNIT Allahabad is exempted from the payment of custom/excise duty and therefore the quotee should quote accordingly. Exemption certificate will be provided.
  - c) The rates must be quoted both in figures and words and over-writing should be avoided.
  - d) The bid should be given for the items in the same order as in the Tender document.
  - e) Schedule of delivery of items/job work, etc. should be clearly mentioned.
  - f) If the supplier/firm is manufacturer/authorized dealer/sole distributor/authorized agent of any item, the certificate to this effect should be attached.
  - g) The quantity shown against each item is approximate and may vary as per the demand of the Institute at the time of placing order.
  - h) The Institute reserves the right to accept/reject any bid wholly or partly without assigning any reason.
13. **Performance Bank Guarantee:** Bidders /Tenderers should submit **Performance Bank Guarantee for 10% of order value**, valid till 60 days after the warranty period, on receipt of the notification of Award / Purchase Order / Agreement?
14. Bidder/Tenderer **MUST** include the Bill of Material, without the prices, along with technical proposal, i. e., Technical Bid (part-1).
15. Installation, integration and acceptance will be done at MNNIT site.
16. The entire responsibility of installation, integration and operational performance of the required equipments will be of the Bidder/Tenderer.
17. The Bidder/Tenderer is required to quote the **LATEST** system available in market, meeting the required specifications and supported by the OEMs. The offered equipments should be configured in such a way that any component is NOT to its end-of-life within the assured support period as given in point no. 6 above.
18. At the time of installation and commissioning of the configuration, if it is found that some additional hardware accessories and/or software items with licenses are required to complete the configuration to meet the operational performance requirement of the required equipments, which are not included in your original list of deliverables then you are required to supply and Installation such items to ensure the completeness of the equipment/machine at NO EXTRA COST TO MNNIT. Bidder/Tenderer should

ensure completeness of the list of deliverables in the offer to avoid such discovery during installation, in strict consultation with respective OEMs.

19. Bidder/Tenderer and its OEM will arrange for giving onsite technical training of at least three days for operations of the offered equipments. All salient features of operation for these equipments and day to day troubleshooting should be covered in the training.
20. The Bidder/Tenderer should provide all original user's manuals, technical documents, operating manual, system toolkit, application notes, user guides, software CDs and DVDs, Driver CDs and DVDs, and all printed / electronic media that comes with the offered equipments.
21. The Bidder/Tenderer should provide the following mandatory information:
  - i. Bidder/Tenderer must provide the information on the similar equipments supplied and installed in last 3 years. Bidder/Tenderer must submit satisfactory documentary proof from end-user.
  - ii. List of Organizations/Customers dealt by them with respect to above point no. (i).
  - iii. Latest copy of Income Tax Return Form and PAN number, as per government norms.
  - iv. Copy of Registration of Firm with CST/GST Nos.
  - v. List of all past supplies of such similar equipments and their satisfactory performance certified by their users.
22. The Bidder/Tenderer must be an Authorized System Integrator having a direct purchase and support agreement with the OEM of the EQUIPMENTS. The bidder/tenderer should have integrated, tested and supplied the equipment of similar type specified in the 'schedule of requirements' of an educational institute / organization.
23. The bidder/tenderer should be either a manufacturer or authorized agent of the foreign/Indian manufacturer. In latter case please enclose the authorization certificate.
24. The 'manufacture's authorization from (MAF)' each of the product quoted should be submitted in the enclosed format.
25. The principal vendor should have local offices in India.
26. The principal of the bidder/tenderer should have a 24 x 7 technical assistance center in India and the bidder must have service centers of their own in northern India with engineers qualified to handle the repair & maintenance work.
27. The bidder/tenderer must have supplied the **quoted model** to the institutions of repute respectively NITs/IITs/IIITs/Central Universities/IISERs/CSIR laboratories etc. and must have conducted a demo at these places.
28. The principal of the bidder/tenderer should have **average annual turnover of atleast 1 Crore in last three financial years** and should have at least 5 logistics support centers in India, to service/replace the faculty equipment within a time frame of 48 hours. The principal vendor should also have the valid sales tax registration number for the logistic support center in India for spare and replenishment.
29. To establish the goods' eligibility, the documentary evidence of the goods and services eligibility shall consist of a statement on the country of origin of the goods and services offered which shall be confirmed by a certificate of origin at the time of shipment.
30. To establish the conformity of the goods and services to the specifications and schedule of requirements of the bidding document, the documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings and data, and shall consist of:
  - (i) A detailed description of the essential technical and performance characteristics of the goods;
  - (ii) **A list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during the warranty period following commencement of the use of the goods by the Purchaser in the Priced- bid ; and**
  - (iii) An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions, in the format enclosed as 'deviation statement form' to the provisions of the Technical Specifications.
31. For purposes of the commentary to be furnished pursuant to above, the Bidder/Tenderer shall note that standards for workmanship, material and equipment, designated by the Purchaser in its Technical Specifications are intended to be descriptive only and not restrictive. The Bidder/Tenderer may substitute these in its bid, provided that it demonstrates to the Purchaser's satisfaction that the **substitutions ensure substantial equivalence to those designated in the Technical Specifications.**
32. Bidder/Tenderer should also provide the specimen and other material needed for training and demonstration of the system.
33. Compliance to above Specific Technical Conditions (points 1-31), given as **Annexure: C**, will be considered for overall evaluation of the bid and **non-compliance of any of the above technical terms & conditions/specifications may turn into rejection.**

## **(B.) SCOPE OF WORK**

1. The work includes the following:
  - (1.) The supply and Installation of software with accessories.
  - (2.) Testing of software.
  - (3.) to provide, one copy each of following documentation (on CD/DVD and printed manual, both)
    - a) installation manual,
    - b) operating manual, and
    - c) Service Manual.
  - (4.) Repair/Refurnishing work to restore the damage caused due to cabling or any other work related to installation.
  - (5.) Any other work required for equipment making functional up to the satisfaction of MNNIT Allahabad.

Place:

Date:

Signature and seal of the Manufacturer/Bidder

**(C.) ANNEXURE: A**  
**TECHNICAL SPECIFICATIONS OF INTEGRATED INSTITUTE**  
**MANAGEMENT SYSTEM**

The MNNIT ALLAHABAD invites sealed bids from eligible bidders for supply, testing and installation of INTEGRATED INSTITUTE MANAGEMENT SYSTEM in accordance with the equipments and works, listed below:

Sr. No	Module name	Features/functionality
1.	<b>Employee Management</b>	Setup, add, edit, update detailed employee information Employee I-Card generation and maintenance Complete online attendance Leave management – work flow, view etc. Set up, view and update employee types /duties assigned time to time Employee Leave management as per Leave types, LTC Management Personal file management along with qualifications/achievements as acquired from time-to-time House allotment management including record keeping Handling estate maintenance related complaints Notices / Circulars management – information dissemination through email and SMS channel to different levels of employees according to requirement To All or in Group Password protected view, save and print by each employee his/her salary statement (present and past), leave balance, loan history, loan status, pension, CPF and all other allowances / deductions status. Employee can view the ACR as per decisions of administration View of Government orders / Circulars as received/made by GA section CPDA utilization status advance Time Table Administrative duties assigned Activities organized Seminar, Conference Workshop attended Publications Research Project, Consultancy File management/letter movement and its tracking system by the employee/faculty Trace/tracking of reimbursements/indents and advances by employee/faculty to facilitate purchase/different activities for institutional /department /research. On line invigilation duties to faculty members. On line purchasing procedure particularly approval and submission of quotations Online availability of Faculty & Staff of the department List of students registered on the basis of subjects. List of students eligible to write end semester examination. List of students appearing in supplementary examination. The information under the Integrated Institute Management System [IIMS] pertaining to the Department fulfills departmental objective & requirements. Course file management, Assignment records, student feedback, course web page management. Lab record management, stock book, purchase comparative, purchase order. Meetings & Minutes of various Academic Committees (DUGC, DMPC, DDPC etc.) Student Management Dashboard, including ability to view Admission and Current Registration Status, Academic Records, Historical Records (for verification purpose), Student's Personal Database, Report of indiscipline and proctorial action against the student. Ability to create mailing groups of employees of students as per group/ elective/ specialization. Insurance Management Facility of login from institute's public portal into the system for limited access for viewing above as per policy of the institute
	<b>Director/ Registrar/ Dean/HOD Office Management</b>	Dash Board separate for each category File Movement File Tracking Meeting Management Conferences/Seminars/Workshops/Training Programme management Senate / BOG agenda/minutes uploading and circulation View / Print of current / minutes of Senate / BOG / Finance Committee agenda/minutes uploading View / Print of current / minutes of Finance Committee Office Record Keeping, Work assignment, Progress monitoring Dynamic Website, Automatic updation of information Office Record Keeping, Work assignment, Progress monitoring Dynamic Website, Automatic updation of information

		<p>File management/letter movement and its tracking system by the employee/faculty  Trace/tracking of reimbursements/indents and advances by employee/faculty to facilitate purchase/different activities for institutional /department /research.  On line invigilation duties to faculty members.  On line purchasing procedure particularly approval and submission of quotations  On line availability of student and alumni record of the department.  Online availability of Faculty &amp; Staff of the department  List of students registered on the basis of subjects.  List of students eligible to write end semester examination.  List of students appearing in supplementary examination.  Course file management, Assignment records, student feedback, course web page management.  Lab record management, stock book, purchase comparative, purchase order.  Meetings &amp; Minutes of various Academic Committees (DUGC, DMPC, DDPC etc.)</p>
	<p><b>Finance &amp; Accounts Management</b></p>	<p><b>(i) Payroll Management</b>  Finance Rules to be implemented as per latest GFR Finance period creation and maintenance Investments by Institute in Term Deposits  Generation of all kinds of reports required by the section including CAG  Statutory requirements like TDS management, Service tax, VAT, Sales Tax for goods and services  Transfer of money to respective project heads /departments/indentors  Consultancy Work – Payment received and distribution to involved employees  Number of pay scales –  Grade Pay wise/designation wise / employee wise salary structure  Quarter accommodation deduction of license fee  Conveyance Allowance  Processing of salary according to defined days of a month on which employee salary is claimed for preparation of salary of the employee  Facility of full attendance transfer to mark present for entire month initially and update leaves / make employee absent later to reduce data entry effort  Category/department /employee wise salary processing taking into account consideration components – allowances and deductions creation, HRA, CPF, Extra CPF, CPDA payment, LTC/ other reimbursement etc.  Medical Allowance / Reimbursement  CPDA management  Earned Leave Encashment Calculation and historical record  Salary slip generation  Salary report generation month wise, year wise  Posting of salary details into Bank  Processing of DA, other arrears  Contingent Bill for Leave Encashment, Other Payments  Loan structure, application &amp; sanction of loan / guarantors, installments  Income Tax Management – income tax slabs / surcharge, IT Rules definition, Employee Investment Details – Tax benefit instruments as per IT rules, TDS plan generation, investment, TDS certification, deposit of softcopy as per IT Department requirement  Employee annual increment details  Complete separation procedure (Retirement) – settlement and exit – full and final salary processing, gratuity etc.  Pension based on Old and New Pension Scheme  All kind of report/queries/searches in printable form for Employee Details  Monthly Summarized report of Income Tax collection  Income Tax History, Monthly Deduction details  Details of total tax due, advanced tax paid and balance tax due.  Generate consolidated Tax Slip for an Assessment  Year: Employee wise, Department wise  Form 16- A generation  <b>(ii) CPF Management</b>  Add/update PF account details for an Employee  Update Institutional contribution towards Provident Fund: Month wise and Year wise for an Employee  Update regular subscription and extra PF contribution for an Employee: Month wise and Year wise.  Provision to manage PF collection details by Employee type: Regular/Ad-hoc.  Statutory compliance like PF Return, Form 3a, Form 24, 12 Calculate limit of Loan amount that can be taken by an Employee against the PF accumulated</p>

		<p>till a specified date. Calculate the recovery amount on the Loan amount taken / installments for every month.  Maintain a CPF Personal Ledger for an Employee  Calculate interest amount on the accumulated CPF: quarterly, semi-annually and annually.  Monthly and yearly report of CPF collection  CPF access login account for each individual Employee  <b>(iii) Student fees management</b>  Read student data  Fee set up for Course wise fees details  Payment of fees for each course  Set different types of categories to be associated with student fees  Student fees can be set with different categories and different number of students.  Define 'n' number of fee heads and fee components in the institute like, college head, transport head, hostel head  Add and collect full/partial fee during student registration and admission  View, edit, update, cancel student fees and related information Receive student fee dynamically at the time of receiving fee Facility of receiving fee <b>through payment gateway</b> into institute's account  View received fee and fee transactions  Send information to student and his parent of cancellation of fee through email and SMS channel  Provides student ledger report  Provides transaction reports and details.  View for all session fee together and gives option to receive fee from there.  Functionality to add additional fee, for fine or any other amount type.  Facility to refund some or all amount and can also close student fee account.  Provides reports to view student fees.  Define fee structure at course level, branch level, batch level and semester level.  Define fee concessions for academic performances.  Define fee concessions for different categories of students like SC/ST/OBC/DASA  Define fine for any activity in the institute e.g. ragging, indiscipline.  Maintain fee and fine record paid and due for a student  Cancel fee receipts issued  <b>(iv) Sponsored Projects and Consultancy</b> Project/Consultancy proposal /approval Receiving of approved project proposal  Management of fund sanction, allocation &amp; expenditure and UC  Details for each individual project  Project wise PI/Co-PI details  <b>(v) Finance Accounting</b>  This Package is not required as part of Institute Management System. Institute is using Tally for this. However, as per details given above and below it should be possible to import any required data into Tally using CSV format. Further, reports and data as needed by Tally should be possible to print and convert into CSV/PDF format.  <b>(vi) Accounting Reports</b>  Account head / Sub head report  Challan / DD / Cash book / Bank book / Transfer / Contra report  Outstanding report Income tax details Request amount Trial balance report  Fund utilization report TDSS certificate search Yearly budget  Fee and fine collection for every semester: branch wise, course wise.  Fee and fine collection between any 2 dates. Fee and fine collection due.  List of concessions available. Fee and fine receipts.</p>
	<b>Training &amp; Placement</b>	<p>Student registration  Student academic data to be obtained from database Student to enter other data like class x, xii, training details, projects done  Student can register and select companies online  Placement calendar</p>
		<p>Visiting Bidder profile  Visiting Bidder can view registered student details Institution can maintain the record of placements as well as training of students through the system  Training and placement login, ability for TPO to activate/deactivate companies or students Verification of filled data to be done by TPO  Ability for TPO to filter job applications submitted by students Ability for TPO to verify grade and degree information for students.  Placement statistics</p>

	<b>Stores, purchase and inventory Management</b>	Stores transaction detail Category /sub category Item search Classification and stocking Maintenance of consumables/ assets Automatic updation of stocks on purchase and distribution Stock on hand-department wise / Stock verification details Purchase order generation and records Vendor list AMC maintenance for different equipments in different departments Stores audit Gate pass generation and record
	<b>Transportation</b>	Vehicle details Vehicle maintenance details Vehicle running history Driver information Distance covered Details of last purchase and last service Repairing agency and date/cost Issue and use details / Fuel log book Price and payment of fuel consumption-monthly, quarterly, yearly Contractor management Insurance information Online requisition and duty assignment Fitness of vehicles
	<b>Guest/Faculty house management</b>	Room type Room search / Booking Occupancy Record Management Check in date / Check out date Guest contract details, email Guest report monthly Guest report daily Reservation master Room/ Food Billing, Mode of payment, Service Tax Guest House Inventory Management, Kitchen Inventory Management
	<b>Security management</b>	Security Agency name and Details/Contacts Contract Period All security guards' name/ designation, personal details, address, phone number / duty hours / duty location / Date of duty / Nature of duty / Off days
	<b>RTI/Court Case monitoring system</b>	RTI/case registration like case no, year, individual/department name, legal notice receipt etc. Pending cases of all department pertaining to various courts (CAT/lower court/high court/ Supreme Court) Disposed cases of all department pertaining to various courts (CAT/ lower court/ high court/ Supreme Court) Individual/department wise case history Alert for next hearing Queries using date of hearing View/print of case existing / historical Reports on pending cases as on date-category wise/department Information regarding dealing branch and officials
	<b>System administrator rights</b>	Restriction of unauthorized access to various modules of the software System administrator can only access all the modules of the software System administrator can create, update, edit, view and remove any users System administrator can update functionality security System administrator can change any user id and password Create login accounts and permissions Setup /edit employee and student information Generate notices/circulars View all reports, records, results for employee and students <b>Document Management</b> as to search on any given keyword that could be name, employee id, roll no., role and also monthwise, yearwise etc. and show in formatted form on the screen. It should be possible to generate printout and save searched data in file form. Similar restricted facility should be possible for every user of the system. Overall administrative control over all modules
	<b>Student Record Management</b>	<b>(I) Student Module</b> Student data upload for UG/PG/Ph. D programmes Merit preparation module for PG/PhD admissions Student name-photograph & profile reading through OCR/online Qualification, address, local and parent's Email, Local and parent's mobile number Student Roll number generation Course Registration Address change / Duplicate I-Card request, generate and maintenance Name / Data / Branch change/correct request maintenance Course completion/Bonafide/Character certificate request maintenance Fee receipt request create and maintain Scholarship management – type, source, target, duration Scholarship start date / end date amount

		<p>Linkage of scholarship with fee</p> <p>Student statistics – Girls/Boys/ Category Ratio etc. Student address label for sending letters to parents Student feedback management</p> <p>Student misbehavior / Ragging records / Corrective action</p> <p>Email / SMS notification of misbehavior /achievements / General Information</p> <p>Maintain all type of records of student for their performance whether it</p> <p><b>(ii) Alumni module</b></p> <p>View and edit current profile and the name of the organization where he/she is working</p> <p>View current standing and degree information</p> <p>View archived data from previous years</p> <p>Forums and discussions with teachers and current students Alerts and emails regarding events, functions and placement Data visualization &amp; statistics of past students</p>
	<b>Hostel</b>	<p>Hostel admission</p> <p>Room search / Room allocation / Room discontinuation / Room transfer</p> <p>Room occupancy record keeping, Mess Bill Management</p> <p>Visitor log book, Security guard details / duty etc.</p>
	<b>Academic module</b>	<p>Provision of Subject allotment and faculty by concerned HOD Faculty may take theory / practical / project / thesis</p> <p>Concerned HOD can allow failed students to sit in Mid-Term Examination as allowed by Dean (Acad.)</p> <p>Provision to Faculty to enter students attendance – access through login</p> <p>Provision for reminding faculty to fill attendance through HOD via email</p> <p>Attendance visible to administration, faculty, student and parent modules</p> <p>Short attendance notice through e-notice/email/SMS to subject teacher, HOD, Dean (Acad.), Academic Officers, controller of exam, professor-in-charge, student, parent on a selectable frequency such as monthly/before mid-term examinations/ end-of-semester Attendance information dissemination to students/parents through Email/SMS channel</p> <p>Student Database</p> <p>Student Registration</p> <p>Student Program and Course Registration</p> <p>Faculty Database</p> <p>Faculty Assignment to courses</p> <p>Syllabus creation</p> <p>Pre-examination functionality</p> <p>Schedule of Mid Semester, Main or End Semester, Supplementary, Special Supplementary and Summer Semester Examinations</p> <p>Receiving of question papers for the Mid Semester, Main or End Semester, Supplementary, Special Supplementary and Summer Semester Examinations from the different departments.</p> <p>Invigilator, Hall management, Seating Arrangement, Hall ticket printing.</p> <p>Online attendance management for the registered students in a semester.</p> <p>Multiple eligibility checks for example attendance, valid registration etc. of students for appearing in examination</p> <p>Generation of attendance list of students and invigilators for examination.</p> <p>Conduct of Examination-record keeping of</p> <p>Student Attendance during examination</p> <p>Invigilator attendance during examination</p> <p>Answer-sheet distribution during examination</p> <p>Answer sheet distribution and return</p>
	<b>Learning Triggers</b>	<p>The software should facilitate student learning through online downloading-uploading of assignments/study material. There should be provision to create a learning plan (based on the syllabus) and link learning resources with it.</p>
	<b>Parents Module</b>	<p>Parents can view attendance via Internet in the Parent's Button on IIMS Maintenance of SCSA/Senate meetings (agenda/minutes current / historical view)</p>
	<b>Examination module</b>	<p>Faculty can enter internal and external marks of allotted subjects as coordinator/teacher</p> <p>Faculty can enter internal/external marks of back papers as allocated</p> <p>Editing of marks can be done before locking</p> <p>Print and Save option to become active only upon locking</p> <p>Backlog record of each student to be maintained</p> <p>Branch-wise/Semester-wise result generation</p> <p>Facility for conducting online and written examination. This submodule may be used by T&amp;P as well.</p> <p>System should generate DMC/CGPA/SGPA records of individual student and statistical reports of overall results semester wise, branch wise, batch wise, year wise</p>

		<p>in spreadsheet, and graphical form</p> <p>Student can fill form to appear in a particular or all subjects</p> <p>Faculty/student/parent can view result/placement details of the students if given authority by the management</p> <p>Examination related information – datesheet, change in exam date, result declaration through e-notice, email, SMS channels System to generate topper details, scholarship holder records, gold medalist details , best project</p>
	<b>Library management system</b>	<p>Link to existing Libsys software in institute library for library automation (automation to be done by Libsys; not required in this module)</p> <p>Processing of fine as per details generated by Libsys to be integrated with fee/fine module of IIMS</p> <p>Discussion groups / Library notice board</p> <p>Students Society / Newsletters - send regular scheduled updates through Email / SMS</p>
	<b>Health Center Management</b>	<p>Patient Record and Patient History management including referrals, medicines, reimbursement history</p> <p>Inventory Management of Medicines, consumables,</p> <p>Online availability of Laboratory Reports</p>

Signature (in ink, with date) and seal of Bidder/Tenderer



**ANNEXURE: B****BIDDER'S COMPLIANCE STATEMENT FOR ANNEXURE: A**

Sr. No	Module name	Features/functionality	Specifications of the product quoted	Deviation if any Higher/Lower
1.	<b>Employee Management</b>	<p>Setup, add, edit, update detailed employee information Employee I-Card generation and maintenance Complete online attendance Leave management – work flow, view etc. Set up, view and update employee types /duties assigned time to time Employee Leave management as per Leave types, LTC Management Personal file management along with qualifications/achievements as acquired from time-to-time House allotment management including record keeping Handling estate maintenance related complaints Notices / Circulars management – information dissemination through email and SMS channel to different levels of employees according to requirement To All or in Group Password protected view, save and print by each employee his/her salary statement (present and past), leave balance, loan history, loan status, pension, CPF and all other allowances / deductions status. Employee can view the ACR as per decisions of administration View of Government orders / Circulars as received/made by GA section CPDA utilization status advance Time Table Administrative duties assigned Activities organized Seminar, Conference Workshop attended Publications Research Project, Consultancy File management/letter movement and its tracking system by the employee/faculty Trace/tracking of reimbursements/indents and advances by employee/faculty to facilitate purchase/different activities for institutional /department /research. On line invigilation duties to faculty members. On line purchasing procedure particularly approval and submission of quotations Online availability of Faculty &amp; Staff of the department List of students registered on the basis of subjects. List of students eligible to write end semester examination. List of students appearing in supplementary examination. The information under the Integrated Institute Management System [IIMS] pertaining to the Department fulfills departmental objective &amp; requirements. Course file management, Assignment records, student feedback, course web page management. Lab record management, stock book, purchase comparative, purchase order. Meetings &amp; Minutes of various Academic Committees (DUGC, DMPC, DDPC etc.) Student Management Dashboard, including ability to view Admission and Current Registration Status, Academic Records, Historical Records (for verification purpose), Student's Personal Database, Report of indiscipline and proctorial action against the student. Ability to create mailing groups of employees of</p>		

		students as per group/ elective/ specialization. Insurance Management Facility of login from institute's public portal into the system for limited access for viewing above as per policy of the institute		
	<b>Director/ Registrar/ Dean/ HOD Office Management</b>	Dash Board separate for each category File Movement File Tracking Meeting Management Conferences/Seminars/Workshops/Training Programme management Senate / BOG agenda/minutes uploading and circulation View / Print of current / minutes of Senate / BOG / Finance Committee agenda/minutes uploading View / Print of current / minutes of Finance Committee Office Record Keeping, Work assignment, Progress monitoring Dynamic Website, Automatic updation of information Office Record Keeping, Work assignment, Progress monitoring Dynamic Website, Automatic updation of information File management/letter movement and its tracking system by the employee/faculty Trace/tracking of reimbursements/indents and advances by employee/faculty to facilitate purchase/different activities for institutional /department /research. On line invigilation duties to faculty members. On line purchasing procedure particularly approval and submission of quotations On line availability of student and alumni record of the department. Online availability of Faculty & Staff of the department List of students registered on the basis of subjects. List of students eligible to write end semester examination. List of students appearing in supplementary examination. Course file management, Assignment records, student feedback, course web page management. Lab record management, stock book, purchase comparative, purchase order. Meetings & Minutes of various Academic Committees (DUGC, DMPC, DDPC etc.)		
	<b>Finance &amp; Accounts Management</b>	<b>(i)Payroll Management</b> Finance Rules to be implemented as per latest GFR Finance period creation and maintenance Investments by Institute in Term Deposits Generation of all kinds of reports required by the section including CAG Statutory requirements like TDS management, Service tax, VAT, Sales Tax for goods and services Transfer of money to respective project heads /departments/indentors Consultancy Work – Payment received and distribution to involved employees Number of pay scales – Grade Pay wise/designation wise / employee wise salary structure Quarter accommodation deduction of license fee Conveyance Allowance Processing of salary according to defined days of a month on which employee salary is claimed for preparation of salary of the employee Facility of full attendance transfer to mark present		

		<p>for entire month initially and update leaves / make employee absent later to reduce data entry effort  Category/department /employee wise salary processing taking into account consideration components – allowances and deductions creation, HRA, CPF, Extra CPF, CPDA payment, LTC/ other reimbursement etc.  Medical Allowance / Reimbursement  CPDA management  Earned Leave Encashment Calculation and historical record  Salary slip generation  Salary report generation month wise, year wise  Posting of salary details into Bank  Processing of DA, other arrears  Contingent Bill for Leave Encashment, Other Payments  Loan structure, application &amp; sanction of loan / guarantors, installments  Income Tax Management – income tax slabs / surcharge, IT Rules definition, Employee Investment Details – Tax benefit instruments as per IT rules, TDS plan generation, investment, TDS certification, deposit of softcopy as per IT Department requirement  Employee annual increment details  Complete separation procedure (Retirement) – settlement and exit – full and final salary processing, gratuity etc.  Pension based on Old and New Pension Scheme  All kind of report/queries/searches in printable form for  Employee Details  Monthly Summarized report of Income Tax collection  Income Tax History, Monthly Deduction details  Details of total tax due, advanced tax paid and balance tax due.  Generate consolidated Tax Slip for an Assessment Year: Employee wise, Department wise  Form 16- A generation  <b>(ii) CPF Management</b>  Add/update PF account details for an Employee  Update Institutional contribution towards Provident Fund: Month wise and Year wise for an Employee  Update regular subscription and extra PF contribution for an  Employee: Month wise and Year wise.  Provision to manage PF collection details by Employee type: Regular/Ad-hoc. Statutory compliance like PF Return, Form 3a, Form 24, 12  Calculate limit of Loan amount that can be taken by an Employee against the PF accumulated till a specified date. Calculate the recovery amount on the Loan amount taken / installments for every month.  Maintain a CPF Personal Ledger for an Employee  Calculate interest amount on the accumulated CPF: quarterly, semi-annually and annually.  Monthly and yearly report of CPF collection  CPF access login account for each individual Employee  <b>(iii) Student fees management</b>  Read student data  Fee set up for Course wise fees details  Payment of fees for each course  Set different types of categories to be associated with student fees  Student fees can be set with different categories and different number of students.  Define 'n' number of fee heads and fee components</p>		
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		<p>in the institute like, college head, transport head, hostel head</p> <p>Add and collect full/partial fee during student registration and admission</p> <p>View, edit, update, cancel student fees and related information Receive student fee dynamically at the time of receiving fee Facility of receiving fee <b>through payment gateway</b> into institute's account</p> <p>View received fee and fee transactions</p> <p>Send information to student and his parent of cancellation of fee through email and SMS channel</p> <p>Provides student ledger report</p> <p>Provides transaction reports and details.</p> <p>View for all session fee together and gives option to receive fee from there.</p> <p>Functionality to add additional fee, for fine or any other amount type.</p> <p>Facility to refund some or all amount and can also close student fee account.</p> <p>Provides reports to view student fees.</p> <p>Define fee structure at course level, branch level, batch level and semester level.</p> <p>Define fee concessions for academic performances.</p> <p>Define fee concessions for different categories of students like SC/ST/OBC/DASA</p> <p>Define fine for any activity in the institute e.g. ragging, indiscipline.</p> <p>Maintain fee and fine record paid and due for a student</p> <p>Cancel fee receipts issued</p> <p><b>(iv) Sponsored Projects and Consultancy</b> Project/Consultancy proposal /approval Receiving of approved project proposal Management of fund sanction, allocation &amp; expenditure and UC Details for each individual project Project wise PI/Co-PI details</p> <p><b>(v) Finance Accounting</b> This Package is not required as part of Institute Management System. Institute is using Tally for this. However, as per details given above and below it should be possible to import any required data into Tally using CSV format. Further, reports and data as needed by Tally should be possible to print and convert into CSV/PDF format.</p> <p><b>(vi) Accounting Reports</b> Account head / Sub head report Challan / DD / Cash book / Bank book / Transfer / Contra report Outstanding report Income tax details Request amount Trial balance report Fund utilization report TDSS certificate search Yearly budget Fee and fine collection for every semester: branch wise, course wise. Fee and fine collection between any 2 dates. Fee and fine collection due. List of concessions available. Fee and fine receipts.</p>		
	<b>Training &amp; Placement</b>	<p>Student registration</p> <p>Student academic data to be obtained from database Student to enter other data like class x, xii, training details, projects done</p> <p>Student can register and select companies online</p> <p>Placement calendar</p>		
		<p>Visiting Bidder profile</p> <p>Visiting Bidder can view registered student details</p> <p>Institution can maintain the record of placements as</p>		

		<p>well as training of students through the system  Training and placement login, ability for TPO to activate/deactivate companies or students  Verification of filled data to be done by TPO  Ability for TPO to filter job applications submitted by students  Ability for TPO to verify grade and degree information for students.  Placement statistics</p>		
	<b>Stores, purchase and inventory Management</b>	<p>Stores transaction detail Category /sub category  Item search  Classification and stocking  Maintenance of consumables/ assets  Automatic updation of stocks on purchase and distribution  Stock on hand-department wise / Stock verification details  Purchase order generation and records  Vendor list  AMC maintenance for different equipments in different departments  Stores audit  Gate pass generation and record</p>		
	<b>Transportation</b>	<p>Vehicle details  Vehicle maintenance details  Vehicle running history  Driver information  Distance covered  Details of last purchase and last service  Repairing agency and date/cost  Issue and use details / Fuel log book  Price and payment of fuel consumption-monthly, quarterly, yearly  Contractor management  Insurance information  Online requisition and duty assignment  Fitness of vehicles</p>		
	<b>Guest/Faculty house management</b>	<p>Room type  Room search / Booking  Occupancy Record Management  Check in date / Check out date  Guest contract details, email  Guest report monthly  Guest report daily  Reservation master  Room/ Food Billing, Mode of payment, Service Tax  Guest House Inventory Management, Kitchen Inventory Management</p>		
	<b>Security management</b>	<p>Security Agency name and Details/Contacts  Contract Period  All security guards' name/ designation, personal details, address, phone number / duty hours / duty location / Date of duty / Nature of duty / Off days</p>		
	<b>RTI/Court Case monitoring system</b>	<p>RTI/case registration like case no, year, individual/department name, legal notice receipt etc.  Pending cases of all department pertaining to various courts  (CAT/lower court/high court/ Supreme Court)  Disposed cases of all department pertaining to various courts (CAT/ lower court/ high court/ Supreme Court)  Individual/department wise case history  Alert for next hearing  Queries using date of hearing  View/print of case existing / historical  Reports on pending cases as on date-category wise/department  Information regarding dealing branch and officials</p>		
	<b>System administrator rights</b>	<p>Restriction of unauthorized access to various modules of the software  System administrator can only access all the modules of the software  System administrator can create, update, edit, view and remove any users</p>		

		<p>System administrator can update functionality security System administrator can change any user id and password Create login accounts and permissions</p> <p>Setup /edit employee and student information</p> <p>Generate notices/circulars</p> <p>View all reports, records, results for employee and students <b>Document Management</b> as to search on any given keyword that could be name, employee id, roll no., role and also monthwise, yearwise etc. and show in formatted form on the screen. It should be possible to generate printout and save searched data in file form. Similar restricted facility should be possible for every user of the system.</p> <p>Overall administrative control over all modules</p>		
	<b>Student Record Management</b>	<p><b>(i) Student Module</b></p> <p>Student data upload for UG/PG/Ph. D programmes</p> <p>Merit preparation module for PG/PhD admissions</p> <p>Student name-photograph &amp; profile reading through OCR/online Qualification, address, local and parent's Email, Local and parent's mobile number</p> <p>Student Roll number generation</p> <p>Course Registration</p> <p>Address change / Duplicate I-Card request, generate and maintenance Name / Data / Branch change/correct request maintenance Course completion/Bonafide/Character certificate request maintenance Fee receipt request create and maintain</p> <p>Scholarship management – type, source, target, duration</p> <p>Scholarship start date / end date amount</p> <p>Linkage of scholarship with fee</p> <p>Student statistics – Girls/Boys/ Category Ratio etc.</p> <p>Student address label for sending letters to parents</p> <p>Student feedback management</p> <p>Student misbehavior / Ragging records / Corrective action</p> <p>Email / SMS notification of misbehavior /achievements / General Information</p> <p>Maintain all type of records of student for their performance whether it would be of</p> <p><b>(ii) Alumni module</b></p> <p>View and edit current profile and the name of the organization where he/she is working</p> <p>View current standing and degree information</p> <p>View archived data from previous years</p> <p>Forums and discussions with teachers and current students Alerts and emails regarding events, functions and placement Data visualization &amp; statistics of past students</p>		
	<b>Hostel</b>	<p>Hostel admission</p> <p>Room search / Room allocation / Room discontinuation / Room transfer</p> <p>Room occupancy record keeping, Mess Bill Management</p> <p>Visitor log book, Security guard details / duty etc.</p>		
	<b>Academic module</b>	<p>Provision of Subject allotment and faculty by concerned HOD Faculty may take theory / practical / project / thesis</p> <p>Concerned HOD can allow failed students to sit in Mid-Term</p> <p>Examination as allowed by Dean (Acad.)</p> <p>Provision to Faculty to enter students attendance – access through login</p> <p>Provision for reminding faculty to fill attendance through HOD via email</p> <p>Attendance visible to administration, faculty, student and parent modules</p>		

		<p>Short attendance notice through e-notice/email/SMS to subject teacher, HOD, Dean (Acad.), Academic Officers, controller of exam, professor-in-charge, student, parent on a selectable frequency such as monthly/before mid-term examinations/ end- of-semester Attendance information dissemination to students/parents through Email/SMS channel</p> <p>Student Database Student Registration Student Program and Course Registration Faculty Database Faculty Assignment to courses Syllabus creation Pre-examination functionality Schedule of Mid Semester, Main or End Semester, Supplementary, Special Supplementary and Summer Semester Examinations Receiving of question papers for the Mid Semester, Main or End Semester, Supplementary, Special Supplementary and Summer Semester Examinations from the different departments. Invigilator, Hall management, Seating Arrangement, Hall ticket printing. Online attendance management for the registered students in a semester. Multiple eligibility checks for example attendance, valid registration etc. of students for appearing in examination Generation of attendance list of students and invigilators for examination. Conduct of Examination-record keeping of Student Attendance during examination Invigilator attendance during examination Answer-sheet distribution during examination Answer sheet distribution and return</p>		
	<b>Learning Triggers</b>	The software should facilitate student learning through online downloading-uploading of assignments/study material. There should be provision to create a learning plan (based on the syllabus) and link learning resources with it.		
	<b>Parents Module</b>	Parents can view attendance via Internet in the Parent's Button on IIMS Maintenance of SCSA/Senate meetings (agenda/minutes current / historical view)		
	<b>Examination module</b>	<p>Faculty can enter internal and external marks of allotted subjects as coordinator/teacher Faculty can enter internal/external marks of back papers as allocated Editing of marks can be done before locking Print and Save option to become active only upon locking Backlog record of each student to be maintained Branch-wise/Semester-wise result generation Facility for conducting online and written examination. This submodule may be used by T&amp;P as well. System should generate DMC/CGPA/SGPA records of individual student and statistical reports of overall results semester wise, branch wise Student can fill form to appear in a particular or all subjects Faculty/student/parent can view result/placement details of the students if given authority by the management Examination related information – datesheet, change in exam date, result declaration through e-notice, email, SMS channels System to generate topper details, scholarship holder records, gold medalist details , best project</p>		

	<b>Library management system</b>	Link to existing Libsys software in institute library for library automation (automation to be done by Libsys; not required in this module) Processing of fine as per details generated by Libsys to be integrated with fee/fine module of IIMS Discussion groups / Library notice board Students Society / Newsletters - send regular scheduled updates through Email / SMS		
	<b>Health Center Management</b>	Patient Record and Patient History management including referrals, medicines, reimbursement history Inventory Management of Medicines, consumables, non-consumables, assets and equipments Online availability of Laboratory Reports		

Signature (in ink, with date) and seal of Bidder/Tenderer



**ANNEXURE: C**  
**BIDDER'S COMPLIANCE STATEMENT FOR**  
**SPECIFIC TECHNICAL TERMS AND CONDITIONS (STC)**

Bidders/Tenderers should critically go through this specific technical terms & conditions and make themselves compliant.

Bidders/Tenderers should NOT simply write Yes or No here but give detailed write-up after understanding the requirement of the feature described here and provide respective technical data sheets/brochure/documents.

Sr. No.	Compliance Statement for Specific Technical Terms and Conditions	Bidder/Tenderer's Response
1	Is the Bidder/Tenderer ready to supply and Installation these equipments' as per detailed specifications given in <b>Annexure: A?</b>	
2	The procurement of these equipments will be processed as Two-Parts tendering process. The first part is Technical-Commercial "Complete set of deliverables without the price bid" and second part consisting of ONLY PRICE bids. Has Bidder/Tenderer submitted this tender response in two-parts as directed?	
	Has Bidder/Tenderer agreed to all the technical terms and conditions of the offer, as mentioned in the technical proposal and no such additional terms & conditions from Bidder/Tenderer will be accepted, at a later stage?	
	Has the Bidder/Tenderer submitted the <b>Technical Compliance Table</b> for these items, as given in <b>Annexure: B?</b>	
3	Has the Bidder/Tenderer substantiated the Compliance Statement, as given in <b>Annexure: B</b> , with necessary and relevant documents, wherever applicable? <b>Bidder/Tenderer should not merely write a "Yes" or "No" in the "Bidder's Response" column but bring out salient features/limitations of their proposed equipments.</b>	
4	Has the Bidder/Tenderer provided on-site comprehensive five (5) years OR three (3) years warranty for offered equipments and has quoted for both these options <b>separately?</b>	
5	Has the Bidder/Tenderer quoted for supply and Installation, installation, integration, testing of the 'These equipment' and maintenance for all the hardware systems and software as listed in this RFP along with compliance of the terms and conditions. Rate (All Inclusive) should be quoted for combined integrated system as per detailed specifications enclosed at ' <b>Annexure-A</b> ' of chapter-3.?	
6	Has Bidder/Tenderer provided ORIGINAL copy of latest, currently dated, authorization letter from parent or OEM, <b>with authorization issued to submit this bid, provide these equipments to MNNIT &amp; supply and Installation/ spare parts and maintenance support</b> for a minimum period of TEN (10) years, after ONE (01) year warranty period, that is total of ELEVEN (11) years?	
7	Is the Bidder/Tenderer ready to install these equipments at MNNIT site and integrate them in respective laboratories at MNNIT, with its associated systems, components, devices and software?	
8	Is the Bidder/Tenderer ready to give their technical presentation of the proposed equipments, as part of the technical qualification criteria?	
	Does the Bidder/Tenderer ensure full compliance to all the requirement/specification mentioned in these documents?	
	Is the Bidder/Tenderer ready to provide all contents of technical discussion/presentation to MNNIT along with soft copy?	
9	Is the Bidder/Tenderer ready to submit the proposal specific to these equipments along with documents (technical brochures, data sheets, etc.) describing various technical aspects like integrated working of offered equipments with hardware and software, operational performance etc, substantiated with line diagrams, sub-system connectivity, detailing salient features covered in the proposed equipments, along with technical proposal?	
10	Has the Bidder/Tenderer submitted, along with the technical proposal, "the detailed list of deliverables" and has bring out clearly that the offered equipments, as per the BOM submitted, will be satisfying all the requirements listed in the technical specifications?	
	Has Bidder/Tenderer given detailed justification on how the performance is going to be achieved in the offered equipments with the submitted BOM?	
11	<b>Payment Schedule: The payment will be as under:</b> (i) 40% on installation and existing data migration (ii) 60% on acceptance, demonstration and training of operational aspects at MNNIT Allahabad. <b>Warranty for one year.</b> Provision for extended warranty for additional two years including system maintenance and free updates.	
	Has Bidder/Tenderer submitted compliance to these terms along with technical proposal itself?	
	The bidder may offer items with higher specifications. However, no price <b>advantage for such</b> specifications shall be given.  a) All rates quoted are inclusive of all applicable taxes, duties, comprehensive on-site warranty of 3 years, etc. and free delivery at Central Integrated Institute Management System , MNNIT Allahabad. b) MNNIT Allahabad is exempted from the payment of custom/excise duty and therefore the quotee should quote accordingly. Exemption certificate will be provided. c) The rates must be quoted both in figures and words and over-writing should be avoided. d) The bid should be given for the items in the same order as in the Tender document. e) Schedule of delivery of items/job work, etc. should be clearly mentioned. f) If the supplier/firm is manufacturer/authorized dealer/sole distributor/authorized agent of any item, the certificate to this effect should be attached.  The quantity/Module shown against each item is approximate and may vary as per the demand of the	

Sr. No.	Compliance Statement for Specific Technical Terms and Conditions	Bidder/Tenderer's Response
	Institute at the time of placing order. The Institute reserves the right to accept/reject any bid wholly or partly without assigning any reason.	
12	<b>Performance Bank Guarantee:</b> Does Bidder/Tenderer agree to submit <b>Performance Bank Guarantee for 10% of order value</b> , valid till 60 days after the warranty period, on receipt of the notification of Award / Purchase Order / Agreement?	
13	Has Bidder/Tenderer included the 'list of deliverables', without the prices, for the offered equipments, along with technical proposal, i. e., Technical Bid (part-1)?	
14	Does Bidder/Tenderer agree that Installation, integration and acceptance will be done at MNNIT site?	
15	Does the Bidder/Tenderer agree that the entire responsibility of installation, integration and operational performance of the 'Technical Specifications of required equipments' will be of the bidder/tenderer?	
16	Is the Bidder/Tenderer ready to quote the LATEST system available in market, meeting the required specifications and supported by the OEMs?	
	Are these equipments configured in such a way that any component is NOT to its end-of-life within the assured support period as given in <b>point no. 6</b> above?	
17	Does Bidder/Tenderer agree that at the time of installation and commissioning of the configuration, if it is found that some additional hardware accessories and/or software items with licenses are required to complete the configuration to meet the operational performance requirement of the configuration, which are not included in their original list of deliverables then they are required to supply and Installation such items to ensure the completeness of the configuration at NO EXTRA COST TO MNNIT?	
	Does the Bidder/Tenderer ensure the completeness of the list of deliverables in the offer to avoid such discovery during installation, in strict consultation with respective OEMs?	
18	Do Bidder/Tenderer and its OEM agree to arrange for "Technical training on the operation of the offered equipments for THREE days or more, as may be necessary to ensure a reasonable degree of comfort with the instrument"?	
	Are all salient features like day to day operation, troubleshooting, system administration of these equipments, covered in the training?	
19	Is the Bidder/Tenderer ready to provide all original user's manuals, technical documents, operating manual, system toolkit, application notes, user guides, software CDs and DVDs, Driver CDs and DVDs, and all printed / electronic media comes with the offered equipment'?	
20	Does the Bidder/Tenderer agree to provide the following mandatory information? :	
	i. Bidder/Tenderer must provide the information of similar equipments supplied and installed in last 3 years.	
	ii. List of Organisations/Customers dealt by them with respect to above point no. (i).	
	iii. The PAN No., as per Government records.	
	iv. Copy of Registration of Firm with CST/GST Nos.	
21	The Bidder/Tenderer is an Authorized Equipment Supplier having a direct purchase and support agreement with the OEM of the EQUIPMENTS.	
	Has the bidder/tenderer integrated, tested and supplied the equipments of similar type specified in the 'schedule of requirements' of any other educational institute / organization.	
22	The bidder/tenderer should be either a manufacturer or authorized agent of the Foreign/Indian manufacturer. In latter case please <b>mention the authorization certificate, reference no. and date</b> .	
23	Has the Bidder/Tenderer submitted the 'Manufacture's Authorization Form (MAF)' for each of the product quoted, in the enclosed format.	
24	Does the principal vendor have local offices in India. Please give no. of offices & their addresses?	
25	The principal of the bidder/tenderer have a 24 x 7 technical assistance center in India and the bidder has service centers of their own in northern India with engineers qualified to handle the repair & maintenance work. Please give details.	
26	Has the Bidder/Tenderer supplied the <b>quoted model</b> to the institutions of repute respectively NITs/IITs/IITs/Central Universities/IISERs/CSIR laboratories etc. and conducted a demo at these places. Please give details?	
27	Has the principal of the Bidder/Tenderer have <b>average annual turnover of at least 1 Crore in last three financial years</b> and have at least " <b>FIVE (05)</b> support centre, capable of serving/replacing the faulty equipment at MNNIT, within a time frame of 48 Hrs". Please give details.	
	The principal vendor has the valid trade tax registration number for the logistic support center in India for spare and replenishment. Please give details.	
28	To establish the goods' eligibility, the documentary evidence of the goods and services eligibility shall consist of a statement on country of origin of the goods and services offered which shall be confirmed by a certificate of origin at the time of shipment. <u>Is it attached here?</u> Please mention reference no. and date.	
29	Does the Bidder/Tenderer agree to provide the following documents: (i) A detailed description of the essential technical and performance characteristics of the goods; (ii) <b>A list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during the warranty period following commencement of the use of the goods by the purchaser in the Priced- bid ; and</b> (iii) An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions, in the format enclosed as 'deviation statement form' to the provisions	

Sr. No.	Compliance Statement for Specific Technical Terms and Conditions	Bidder/Tenderer's Response
	of the Technical Specifications.	
30	Does the Bidder/Tenderer agree with Clause 29 of STC? For purposes of the commentary to be furnished pursuant to above, the Bidder/Tenderer shall note that standards for workmanship, material and equipment, designated by the Purchaser in its Technical Specifications are intended to be descriptive only and not restrictive. The Bidder/Tenderer may substitute these in its bid, provided that it demonstrates to the Purchaser's satisfaction that the <b>substitutions ensure substantial equivalence to those designated in the Technical Specifications.</b>	
31	Does Bidder/Tenderer agree that Compliance to points 1-30 of Specific Technical Term & Conditions (STC), given as <b>Annexure: C</b> , will be considered for overall evaluation of the bid and <b>non-compliance of any of the above technical terms &amp; conditions/specifications may turn into rejection?</b>	

Signature (in ink, with date) and seal of Bidder/Tenderer

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## CHAPTER-4

### TECHNICAL BID (PART-1)

Technical Bid (Part-1) will be the compilation of following documents, **along with required supporting documents**. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.

Sl. No	Documents
1.	Cover letter by bidder (On the Letter Head of the Bidder)
2.	Format – A : Check List for Eligibility Criteria (On the Letter Head of the Bidder)
3.	Format – B : Bid Proposal Sheet (On the Letter Head of the Bidder)
4.	Format – C : Bidder's Statement (On the Letter Head of the Bidder)
5.	Format – D : BILL OF MATERIAL (BOM) (On the Letter Head of the Bidder)
6.	Format – E : DEVIATION STATEMENT (On the Letter Head of the Bidder)
7.	Format – F : MANUFACTURERS' AUTHORIZATION FORM (MAF)
8.	Format – G : PRICE REASONABILITY CERTIFICATE (On the Letter Head of the Bidder)
9.	Format – H : BID SECURITY (BS)/EARNEST MONEY DEPOSIT (EMD) FORM
10.	Format – I : PERFORMANCE SECURITY FORM
11.	Format – J : CAPABILITY STATEMENT FORM (On the Letter Head of the Bidder)
12.	Format – k : AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING
13.	Format – L : Copy of Custom duty exemption Certificate (CDEC)
14.	ANNEXURE: A: TECHNICAL SPECIFICATIONS FOR <b>"Integrated Institute Management System at MNNIT Allahabad"</b> <b>Integrable with existing Library Software (Libsys 7)</b>
15.	ANNEXURE: B : BIDDER's COMPLIANCE STATEMENT FOR ANNEXURE: A
16.	ANNEXURE: C : BIDDER's COMPLIANCE STATEMENT FOR SPECIFIC TECHNICAL TERMS AND CONDITIONS (STC)

**[NOTE:** The Technical Bid (Part-1) must be submitted in an organized and structured manner. None of the documents/brochures/ leaflets etc. should be submitted in loose form.]

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### Format – A

#### CHECK LIST FOR ELIGIBILITY CRITERIA

##### (ON THE LETTER HEAD OF THE BIDDER)

Sl. No	PARTICULARS	To be Filled by Bidder			
		YES	NO	N.A.	Enclosure No. (If YES)
1.	Enclose a copy, if registered with				
	a. NSIC				
	b. SSI				
	c. DGS&D				
2.	Required Tender Fees (in the form of DD)				
3.	Required Earnest Money deposit (in the form of FDR / BGR)				
4.	Format – A : Check List for Eligibility Criteria (On the Letter Head of the Bidder)				
5.	Format – B : Bid Proposal Sheet (On the Letter Head of the Bidder)				
6.	Format – C : Bidder's Statement (On the Letter Head of the Bidder)				
7.	Format – D : BILL OF MATERIAL (BOM) (On the Letter Head of the Bidder)				
8.	Format – E : DEVIATION STATEMENT (On the Letter Head of the Bidder)				
9.	Format – F : MANUFACTURERS' AUTHORIZATION FORM (MAF) (On the Letter Head of the Manufacturer)				
10.	Format – G : PRICE REASONABILITY CERTIFICATE (On the Letter Head of the Bidder)				
11.	Format – H : BID SECURITY (BS)/EARNEST MONEY DEPOSIT (EMD) FORM				
12.	Format – I : PERFORMANCE SECURITY FORM				
13.	Format – J : CAPABILITY STATEMENT FORM (On the Letter Head of the Bidder)				
14.	Format – k : AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING				
15.	Format – L : Copy of Custom duty exemption Certificate (CDEC)				
16.	Annexure: A: Technical Specifications, For <b>"Integrated Institute Management System at</b>				

<b>MNNIT Allahabad” Integrable with existing Library Software (Libsys 7)</b>				
17.	Annexure: B: BIDDER's COMPLIANCE STATEMENT FOR ANNEXURE: A			
18.	ANNEXURE: C : BIDDER's COMPLIANCE STATEMENT FOR STC			
19.	Copy of Firm's Registration (REF.: Item 4 of FORMAT-C)			
20.	Copy of Firm's Registration for <b>VAT/CST/LST/TIN</b>			
21.	Copy of the PAN no. of the Firm (REF.: Item 7 of FORMAT-C)			
22.	Copy of the TIN no. of the Firm (REF.: Item 8 of FORMAT-C)			
23.	Copy of the Service Tax Registration No. of the Firm (REF.: Item 9 of FORMAT-C)			
24.	Supporting Document showing Annual Turnover for the last 3 years (REF.: Item 10 of FORMAT-C)			
25.	List of Types of equipments supplied during preceding THREE years, as on date of signing the bid (REF.: Item 13 of FORMAT-C)			
26.	List and Details of supply and Installation similar equipments, supplied to reputed Indian organizations, especially NITs/ IITs/IIITs/ Central Universities/ IISERs/CSIR labs etc., during preceding THREE years, as on date of signing the bid. (REF.: Item 14 of FORMAT-C)			
27.	All documentary proofs showing satisfaction of the eligibility criteria, as laid down in the Tender document, are attached.			
28.	All prices quoted, for products and services, are valid for a period of <b>120 calendar days</b> from the last date of submission of bids. <i>No upward change in prices and 'terms and conditions' will be permitted to the bidder.</i>			
29.	The quoted prices are in Indian Rupees, and F.O.R. MNNIT Allahabad, Allahabad”, inclusive of Packing, Forwarding, Freight/Cartage and insurance charges. <i>Please note that MNNIT Allahabad is an educational institution and is exempted from payment of Custom Duty and certain taxes, as per rules of Government of India for which necessary certificates will be provided by the MNNIT Allahabad.</i>			
30.	In Price Bid (Part 2), all applicable taxes, duties etc are mentioned, clearly and separately. <i>If taxes are not mentioned, it would be assumed that the rates quoted are inclusive of taxes.</i>			
31.	<b>The bidder agrees that Price Bid (Part-2) conforms to MNNIT's price bid format, as given in CHAPTER-5: PRICE SCHEDULE FORM of tender document.</b>			
32.	The bidder is registered with Ministry of Finance. <i>If the bidder is supply and Installation of the imported materials, he must be registered with Ministry of Finance.</i>			
33.	All relevant Technical Literature/Catalogue/Pamphlets/Technical Literature is attached along with Technical Bid (Part-1).			
34.	Please provide your <b>delivery schedule</b> , attached along with Technical Bid (Part-1), failing which your quotation will <b>NOT</b> be considered. <i>The successful bidders are required to supply and Installation the goods within prescribed delivery schedule from the date of purchase order.</i>			
35.	In case of becoming success bidder, the bidder agrees to submit a performance Bank Guarantee of 10% of the cost of the material, as per the Purchase Order of MNNIT Allahabad, along with the Acceptance.			
36.	The bidder agrees that In case the equipment/accessories are not supplied within specified delivery period, or the installation and commissioning is delayed beyond the specified time, a <b>penalty @2% of the Purchase Order value for each month or part thereof</b> , will be charged from the supplier. The same would be deducted from the final payment.			
37.	The equipment must be warranted against all manufacturing defects for the standard warranty period from the date of successful installation and acceptance. In case, a part thereof or the whole equipment is found defective the same will have to be rectified/replaced on free of charge basis without lapse of time. In case the equipments are not repaired/ replaced within the “Service Time” quoted, the bidder agrees that suitable action may be taken by the MNNIT Allahabad.			
38.	The bidder agrees that all disputes, if arising related to this tender, shall be in courts of Allahabad.			
39.	The bidder agrees that the MNNIT Allahabad reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason. Further, Bill of Material (BOM) as indicated in this Tender Document is subject to change, determined by the needs of the MNNIT.			
40.	Each and every page of the bid document carries page numbers			

Place:

Date:

Signature and seal of the Manufacturer/Bidder

**FORMAT-B**  
**BID PROPOSAL SHEET**  
**(ON THE LETTER HEAD OF THE BIDDER)**

To  
Faculty In-charge (Purchase)  
MNNIT Allahabad, Allahabad

**Subject:** Supply and Installation and Installation of “**Integrated Institute Management System at MNNIT Allahabad**” **Integrable with existing Library Software (Libsys 7)** at MNNIT Allahabad, Allahabad.

Dear Sir,

We, the undersigned Tenderers, having read and examined in detail the specifications and scope of the work as specified in this document in respect of Supply and Installation and Installation of “**Integrated Institute Management System at MNNIT Allahabad**” **Integrable with existing Library Software (Libsys 7)** at MNNIT Allahabad, Allahabad do hereby propose to supply and Installation the required products and services.

<b>Tender No.</b>				
<b>Tender Fees</b> submitted		YES / NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			
<b>EMD</b> submitted		YES / NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	FDR /Bank guarantee			

- (i) **PRICE AND VALIDITY:** All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All prices quoted by us for the products and services shall remain valid respectively for a period of **120 days** from the last date of submission of bids.
- (ii) **DEVIATIONS:** We declare that all the services shall be performed strictly in accordance with the Technical specifications mentioned in the Tender document. No Technical deviation will be acceptable and any technical deviation is liable to the rejection of tender.
- (iii) **ADDITIONAL PURCHASE/WORK ORDER:** We understand that the MNNIT Allahabad, Allahabad, in case of the requirements may also place repeat purchase order/work order on the company. In such cases, we shall accept and execute all the purchase/work order placed on us by MNNIT Allahabd, Allahabad.
- (iv) **BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order as per the requirements of MNNIT Allahabad, Allahabad.
- (v) **QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- (vi) **CONTRACT PERFORMANCE SECURITY:** We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of Bank Guarantee for the amount of 10% of the total order value.
- (vii) **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.
- (viii) **CERTIFICATE AND DECLARATION:**
- I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which MNNIT Allahabad reserves the right to reject the tender and/or cancel the contract
  - It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that MNNIT Allahabad is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
  - In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and/or any penal action and other damages including withdrawal of all work /purchase orders being executed by us. Further MNNIT Allahabad is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
  - I / We assure the Institute that neither I /We, nor any of my /our workers, will do any act which is improper / illegal during the execution in case the tender is awarded to us.
  - I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.
  - Neither I / We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
  - The Firm / Company / Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
  - I/We certify that, I have understood all the terms & conditions (GCC, SCC, STC etc.), and scope of work, as indicated in Chapter-Two of the tender document, and hereby accept all the same completely.
  - I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
  - We understand that you are not bound to accept the lowest or any bid you may receive.
  - I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.
  - I/We certify that the tender document is duly paginated and contains from page no. 1 to .....

Signature and Seal of the Manufacturer/Bidder

**FORMAT-C****BIDDER'S STATEMENT****(ON THE LETTER HEAD OF THE BIDDER)**

[NOTE: Tenderer **MUST** submit **ALL** required documents in support of minimum eligibility criteria along with the tender. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender. **A list of all submitted documents should be provided.**]

1.	Name & Address of the Bidder									
2.	Website of firm									
3.	Place & year of the firm's Incorporation									
4.	Registration No. <b>(Copy to be enclosed)</b>									
5.	Constitution of the firm (Pvt. Ltd., Public, Proprietary)									
6.	Name of the Chief Executive of the firm									
7.	Permanent Account No. (Income Tax) <b>(Attach attested copy)</b>									
8.	Tax Identification No. (TIN) <b>(Attach attested copy)</b>									
9.	Service Tax Registration No <b>(Attach attested copy)</b>									
10.	Annual Turn over for the last 3 years <b>(Attach supporting documents)</b>									
	2011-12		2010-11	2009-10						
	Rs. ....		Rs. ....	Rs. ....						
11.	Classifications of Bidder									
	(i.)	Manufacturer								
	(ii.)	Authorized Agent								
	(iii.)	Dealer								
	(iv.)	Others (please specify)								
12.	Name and address of the contact person to whom all references shall be made regarding this tender enquiry.									
	(i.)	Name								
	(ii.)	Address								
	(iii.)	Telephone No.								
	(iv.)	Fax No.								
	(v.)	Mobile No								
	(vi.)	e-Mail								
13.	Types of equipments supplied during preceding THREE years, as on date of signing the bid. <b>(Attach supporting documents)</b>									
	Sl. No.	Name of equipment	Capacity size & model	Name of Manufacturers & Country of origin	Total Nos. supplied in India	No. of orders in hand				
	(i.)									
	(ii.)									
	(iii.)									
	(iv.)									
	(v.)									
14.	Details of supply and Installation similar equipments, supplied to reputed Indian organizations, especially NITs/ IITs/IIITs/ Central Universities/ IISERs/CSIR labs etc., during preceding THREE years, as on date of signing the bid. <b>(Attach supporting documents)</b>									
	Sl. No.	Order Placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Has the equipment been installed satisfactory? (Attach a certificate from the purchaser/ Consignee)	Contact person alongwith Telephone No., FAX No. and e-mail address
	(i.)									
	(ii.)									
	(iii.)									
	(iv.)									
	(v.)									
15.	Details of Testing facilities available									
	(i.)	List of testing equipments available								

	(ii.)	Give details of tests, which can be carried out on items offered.	
	(iii.)	Details of the testing organization available	
16.	Details of Nearest service centers		
	(i.)	Address	
	(ii.)	Phone No.	
	(iii.)	Year of Establishment	
	(iv.)	Name of contact person and contact details	
	(v.)	Status of working Days and Hours	
	(vi.)	No. of skilled employees	
	(vii.)	No. of Unskilled employees	
	(viii.)	No. of Engineering employees	
	(ix.)	No. of Administrative employees	
	(x.)	List of special repair/workshop facilities available	
	(xi.)	Storage space available for spares (sq.m.)	
	(xii.)	Value of minimum stock of spares available at all the service centers in Indian currency	
	(xiii.)	Value of the models/types by number of equipment serviced by the centre in the last THREE years	

Place:

Date:

Signature and seal of the Manufacturer/Bidder

=====

**FORMAT-D  
BILL OF MATERIAL (BOM)**

**(ON THE LETTER HEAD OF THE BIDDER)**

**Name of EQUIPMENT: "Integrated Institute Management System at MNNIT Allahabad" Integrable with existing Library Software (Libsys 7)**

S. No	Item	Unit	Qty	Compliance (Yes/No)
1		Nos.		
2		Nos.		
3		Nos.		

(A.) Warranty Details for Equipments and accessories :

(B.) Period of Delivery for Equipments and accessories:

Signature and Seal of the Manufacturer/Bidder

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**FORMAT-E  
DEVIATION STATEMENT  
(ON THE LETTER HEAD OF THE BIDDER)**

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (including justification)

**[NOTE: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".]**

Place:

Date:

Signature and seal of the Manufacturer/Bidder

**FORMAT-F**  
**MANUFACTURERS' AUTHORIZATION FORM (MAF)**

No. \_\_\_\_\_  
To \_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.

Date: [insert date (as day, month and year) of Bid Submission]  
Tender No.: [insert number from Invitation For Bids]

To: [insert complete name and address of Purchaser]

**WHEREAS**

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

Yours faithfully,  
(Name)  
(Name of manufacturers)

**Note:** *This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Bidder in its bid.*

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**FORMAT-G**  
**PRICE REASONABILITY CERTIFICATE**  
**(ON THE LETTER HEAD OF THE BIDDER)**

It is certified that the rates quoted against Tender No. .... dated .....for the items vide our Quotation No. ....dated .....are exclusively for supply and Installation to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU's for similar supplies made in recent past. If they have been approved by the Director, MNNIT Allahabad and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply and Installation to Government then in such condition MNNIT Allahabad, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,  
  
(Name of manufacturers)

(Signature with date)  
(Name and designation) Duly authorized to sign tender for and on behalf of



**FORMAT-H  
BID SECURITY (BS)/EARNEST MONEY DEPOSIT (EMD) FORM**

Whereas .....<sup>1</sup> (hereinafter called "the Bidder") has submitted its bid dated..... (date of submission of bid) for the supply and Installation of ..... (name and/or description of the goods/Service) (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE..... (name of bank) of..... (name of country), having our registered office at..... (address of bank) (hereinafter called "the Bank"), are bound unto..... (name of Purchaser) (Hereinafter called "the Purchaser") in the sum of \_\_\_\_\_ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

THE CONDITIONS of this obligation are:

- 1. If the Bidder
  - (a) Withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
  - (b) Does not accept the correction of errors in accordance with the ITB; or
- 2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
  - (a) Fails or refuses to execute the Contract Form if required; or
  - (b) Fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders;

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the Bank)

\_\_\_\_\_  
Name of Bidder

=====  
**FORMAT-I  
PERFORMANCE SECURITY FORM**

To: \_\_\_\_\_ (Name of Purchaser)

**WHEREAS** ..... (Name of Supplier/ service provider)  
Hereinafter called "the Supplier/ service provider " has undertaken, in pursuance of Contract (Notification of Award) No..... dated,..... 20... to supply and Installation.....(Description of Goods and Services) hereinafter called "the Contract".

**AND WHEREAS** it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

**AND WHEREAS** we have agreed to give the Supplier a Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier/ service provider, up to a total of ..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of.....20.....

Date.....20.....

Signature and Seal of Guarantors

.....  
.....  
Address:.....  
.....  
.....

**FORMAT-J**  
**CAPABILITY STATEMENT FORM (CSF)**  
**(ON THE LETTER HEAD OF THE BIDDER)**

1. Name & Address of the Bidder Phone:
2. Classifications (1) Manufacturer  
(2) Authorized Agent  
(3) Dealer  
(4) Others (please specify)
3. Plant: (a) Location  
(b) Description, Type & size of building  
(c) Is property on lease or free hold? If on lease indicate date of expiry of lease in such case
1. Type of equipment manufactured and supplied during last 2 years.

Name of equipment	Capacity/Size	Nos. manufactured	Nos. of orders on hand

2. Types of equipment supplied during last 2 years other than those covered under 4 above.

Name of equipment	Capacity size & model	Name of Manufacturers & Country of origin	Total Nos. supplied in India	No. of orders on hand

6. Turnover for similar equipments sold/ fixed in last two years.

7. Details of testing facilities available

- a) List testing equipment available  
b) Give details of tests, which can be carried out on items offered.  
c) Details of the testing organization available

8. Personnel/Organization:  
Give Organization chart for following indicating clearly the No. of employees at various levels.

- I. Quality assurance  
II. Production  
III. Marketing  
IV. Service  
V. Spare parts  
VI. Administrative

9. Nearest service centers to each of the destination installations:

Location: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Year of Establishment: \_\_\_\_\_

10. Details of Organization at Service Centre

- a) No. of skilled employees \_\_\_\_\_  
b) No. of Unskilled employees \_\_\_\_\_  
c) No. of Engineering employees \_\_\_\_\_  
d) No. of Administrative employees \_\_\_\_\_  
e) List of special repair/workshop Facilities available \_\_\_\_\_  
f) The storage space available for spare Parts (sq. m.) \_\_\_\_\_  
g) Value of minimum stock of spares Available at all the service centers in Respective currency \_\_\_\_\_  
h) Value of the modes/types by number of Equipment serviced by the centre in the Last 2 years \_\_\_\_\_

11. Names of two buyers to whom similar equipment was supplied in the past and to whom reference may be made by the Purchaser regarding the bidder's technical and delivery ability.

- 1) \_\_\_\_\_  
2) \_\_\_\_\_

**FORMAT-K**  
**AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN GOVT.TENDER BY**  
**DOT/GOVT. DEPT**

**(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)**

I / We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.-----has not been blacklisted or debarred in the past by MNNIT Allahabad or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.-----was blacklisted or debarred by MNNIT Allahabad, or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.-----

The period is over on-----and now the firm/company is entitled to take part in Government tenders. In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by MNNIT Allahabad, and EMD/SD shall be forfeited. In addition to the above MNNIT Allahabad, will not be responsible to pay the bills for any completed/ partially completed work.

Signature .....

Name.....

Capacity in which assigned: .....

Name & address of the firm: .....

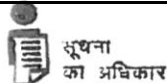
Date:

Signature of Bidder with seal.

**FORMAT-L**  
**CUSTOM DUTY EXEMPTION CERTIFICATE (CDEC)**



TELEGRAM : SGINDRECH  
दूरभाष/TEL : 28982819, 25567373  
: 26585694, 26582133  
: 26585687, 26582144  
: 26582134, 26582122 (EPBAX)  
फैक्स/FAX : 26980629, 26529745  
Website : http://www.csir.gov.in



भूषणा  
का अधिकार

भारत सरकार  
विज्ञान और प्रौद्योगिकी मंत्रालय  
वैज्ञानिक और औद्योगिक अनुसंधान विभाग  
टेक्नोलॉजी भवन  
नया महरौली मार्ग, नई दिल्ली - 110 018

GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE AND TECHNOLOGY  
Department of Scientific and Industrial Research  
Technology Bhavan  
New Mehrauli Road, New Delhi - 110 018

Fax No. 0532-2545341

No. TUN/RG-CDE(157)/2011

Dated: 11<sup>th</sup> January, 2013

To

The Director  
Motilal Nehru National Institute of Technology Allahabad  
Allahabad - 211004  
Uttar Pradesh.

**Subject: Renewal of registration of Public Funded Research Institutions of a University or an Indian Institute of Technology or Indian Institute of Science, Bangalore or a Regional Engg. College, other than a Hospital, for the purposes of availing customs/Central Excise duty exemption in terms of Govt. notification No.51/96-Customs dated 23.7.1996 and Central Excise Duty Exemption in terms of Govt. notification No.10/97-Central Excise dt.01.03.1997 as amended from time to time.**

With Reference: Your application dated November, 2012 on the above subject, this is the certificate of registration.

**CERTIFICATE OF REGISTRATION**

This is to certify that Motilal Nehru National Institute of Technology, Allahabad is registered with the Department of Scientific & Industrial Research (DSIR) for purposes of availing customs duty exemption in terms of Government Notification No. 51/96-Customs dated 23 July, 1996 and Central Excise duty exemption in terms of Government Notification No. 10/97-Central Excise dated 1 March, 1997 as amended from time to time. The registration is subject to terms and conditions mentioned overleaf.

This registration is valid from 01.09.2011 to 31.08.2016, subject to review of your research activities by Department of Scientific & Industrial Research (DSIR) in the year 2016. The Institution should submit the required information to DSIR for review purpose before 31.08.2016. Non-compliance of this will automatically cancel this registration on 31.12.2016. This issues with the approval of DSIR's Competent Authority.

Please acknowledge the receipt.

Yours faithfully,

Kaminimishra  
(K. Mishra)

Scientist F-3 Director

TRUE COPY ATTESTED

**CHAPTER-5**  
**PRICE BID (PART-2)**  
**(ON THE LETTER HEAD OF THE BIDDER)**

Price bid (Part-2)s for Goods being offered from India & Abroad are given as follows in form of ANNEXURE-D and ANNEXURE-E:

- (a) Annexure-D: Price Schedule for goods being offered from India  
(b) Annexure-E: Price Schedule for goods being offered from Abroad.

**ANNEXURE-D**  
**PRICE BID (PART-2) FOR GOODS BEING OFFERED FROM INDIA**  
**(ON THE LETTER HEAD OF THE BIDDER)**

Name of the Bidder/Tenderer \_\_\_\_\_  
Tender No. \_\_\_\_\_

1	2	3	4	5	6	7 (=5×6)	8	9	10	11
Sl. No.	Item Description	Country of origin	Unit	Quantity	Ex-works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid)	Total price Ex-Works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid)	VAT & other taxes like excise duty payable, if contract is awarded	Packing & forwarding up to station of dispatch	Charges for inland transportation, insurance to ultimate destination i.e. MNNIT, Allahabad	Installation, Commissioning and training Charges, If any

Total Bid price in Indian currency \_\_\_\_\_

In words: \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

**Note:** The cost of optional items shall be indicated separately.

=====

**ANNEXURE-E**  
**PRICE BID (PART-2) FOR GOODS BEING OFFERED FROM ABROAD**  
**(ON THE LETTER HEAD OF THE BIDDER)**

Name of the Bidder/Tenderer \_\_\_\_\_  
TENDER No. \_\_\_\_\_

1	2	3	4	5	6		7 (=5×6)		8		9	10	11	
Sl. No.	Item Description	Country of origin	Unit	Quantity	Unit price		Total price		Charges for Insurance & transportation to port/place of destination		Total price (7+8)		Indian Agents Commission as a percent of FOB /FCA price included in the Quoted price	Appx. Shipment weight and volume.
					FOB (named port of shipment)	FCA (named place of delivery)	FOB (named port of shipment)	FCA (named place of delivery)	Ocean	Air	CIF	CIP		

Total Bid price in foreign currency \_\_\_\_\_

In Words: \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Indian agents name & address: \_\_\_\_\_

**Note:** The cost of optional items shall be indicated separately.