



Basic Details

Organisation Chain	IIT BHUBANESWAR Stores and Purchase Section		
Tender Reference Number	IITBBS-ENQ-Annual Reports-2026-27-02		
Tender ID	2026_IITBR_917572_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid
2	Finance	.xls	Financial Bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

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Work /Item(s)

Title	Annual Report for English and Hindi				
Work Description	Annual Report 2025-26- English and Hindi				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	30
Location	IIT Bhubaneswar	Pincode	752050	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Store and Purchase
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	15-Jul-2026 05:00 PM	Bid Opening Date	05-Aug-2026 11:00 AM
Document Download / Sale Start Date	15-Jul-2026 05:00 PM	Document Download / Sale End Date	04-Aug-2026 11:00 AM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	15-Jul-2026 06:00 PM	Bid Submission End Date	04-Aug-2026 11:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Technical Bid	1992.98	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_964269.xls	Financial bid	326.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	suhanaparween@iitbbs.ac.in	Suhana Parween	SUHANA PARWEEN
2.	sambit@iitbbs.ac.in	Sambit Ranjan Mohanty	SAMBIT RANJAN MOHANTY
3.	biswaranjan@iitbbs.ac.in	BISWARANJAN PRADHAN	BISWARANJAN PRADHAN

GeMARPTS Details

GeMARPTS ID	634AFRPSAIT1
Description	Designing and Printing of Annual Report
Report Initiated On	15-Jul-2026
Valid Until	14-Aug-2026

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	The Registrar
Address	The Registrar, IIT Bhubaneswar

Tender Creator Details

Created By	G Ashok Kumar
Designation	Junior Accountant
Created Date	15-Jul-2026 04:14 PM



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
प्रशासनिक भवन, अरगूल , जटनि, भुवनेश्वर – 752050
ADMINISTRATIVE BUILDING, ARGUL, JATANI – 752050
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1. निविदा के लिए आमंत्रण / NOTICE INVITING TENDER

ENQUIRY NO. IITBBS/ENQ/Annual Reports/2026-27/02

DATE: 15/07/2026

To,
All Eligible Bidders

Dear Sirs / Madams,

विषय /Sub : निविदा के लिए अनुरोध / **Notice Inviting Tender for providing services for Annual Report**
(English & Hindi)

1.1 Indian Institute of Technology Bhubaneswar invites online Tenders through CPP Portal <https://eprocure.gov.in/eprocure/app> from eligible **Local and Non Local Suppliers** for procurement of above mentioned software.

1.2 All interested vendors are requested to send their quotation in **Two Bid System** for the supply/services of the above item as per details Technical Specification, General Terms and Conditions and other details including Annexure I to IX. Details of tender are as follows;

Sl. No	Particulars	Remarks
1	Tender Reference No. & Date	IITBBS/ENQ/Annual Reports/2026-27/02 Dt. 15/07/2026
2	Type of Tender	Two Bid System
3	Publish Date & Time	As per CPPP
4	Sale/document Download Start Date & Time	
5	Bid Submission Start Date & time	
6	Bid Submission End Date & Time	
7	Time and Date for Opening of Bid	
8	Bid Securing Declaration	To submit the Bid Declaration Form as per Annexure – VI
9.	Delivery	Within 30 days from the date of issue of the Purchase Order
10	Contact Telephone Numbers	0674 – 713 8755
11	For technical queries Contact through E-mail	Deputy Librarian, IIT Bhubaneswar <dylibrarian@iitbbs.ac.in>

1.2.1 Please refer CPPP system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website www.iitbbs.ac.in & <https://eprocure.gov.in/eprocure/app>

1.4 The bidders may submit their bid only through uploading in the CPP Portal <https://eprocure.gov.in/eprocure/app>. No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.

1.5 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 previously subject to the deadline will thereafter be subject to the deadline as extended.

1.6 As per Govt. of India procurement policies, the purchaser intends to give purchase preference to Make in India & MSE's Bidders by restricting the eligibility of suppliers to Indian suppliers/without any restriction on the eligibility of suppliers. (Retain any one only).

1.7 Further in pursuant to recent amendment to GFR and Order (procurement) dt.23/07/2020 issued by Ministry of Finance, Govt. of India as per enclosed Annexure – VII and VIII (Page No. 22 to 23). Bidders meeting the eligibility criteria in said Order only are allowed to submit their bid. Bidders not meeting the Eligibility Criteria in the said Order will not be considered.

2. Instructions for Online Bid Submission

2.1 The bidders are required to submit soft copies of their bids electronically on the CPPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP Portal.

2.2 More information useful for submitting online bids on the CPPP Portal may be obtained at: <https://etender.gov.in/eprocure/app>

2.3 REGISTRATION

2.3.1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etender.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPPP Portal is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPPP Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the CPPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPPP Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

2.6 SUBMISSION OF BIDS

2.6.1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.4) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.7) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.8) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.6.10) The bidder may please not that there is no facility of extension of the bid submission date for what so ever reason. Therefore they should ensure that the bid is uploaded well in advance without waiting for the last date and time as there could be issues like server not responding, internet speed slow, and document not getting uploaded and so on. IIT Bhubaneswar shall not be responsible for any of these factors.

2.7 ASSISTANCE TO BIDDERS

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to CPPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://etender.gov.in/eprocure/app..>

2.8 PRE-QUALIFICATION / ELIGIBILITY CRITERIA:

2.8.1 The Bidder should be operating in India for at least 3 years as on the last date of the bid submission. *(Attach valid certificate of incorporation / commencement of business / other statutory registrations / copies of purchase / work orders etc.)*

2.8.2 The Bidder must have the experience of printing of Annual Reports (including design, layout, composing, formatting, page setting, proofing, preparing ready-to-email soft copy and printing etc. of Annual Reports) for IITs, NITs, IIITs, PSUs, banks, Central/state govt organizations, during the last 3 financial years. *(Attach valid copy of purchase/work order/contract along with completion certificate/contract closure letter from the client/customer and/or last invoice with proof of payment etc and copies of previously produced Annual Report(s)).*

2.8.3 The Bidder shall submit valid documentary proof of GST Registration and Income Tax Registration number (PAN).

2.8.4 The Bidder must not have been blacklisted by any Government Department / CPSU / SPSU / Bank / Autonomous body / Statutory body in India at the time of submission of the bid. *(Attach self-declaration on letter-head, duly signed, sealed/stamped)*

2.8.5 The Bidder shall nominate a responsible person as the single point of contact for IIT Bhubaneswar and shall be solely responsible for providing all required services, support etc. *(Attach self-declaration on letter-head, duly signed, sealed / stamped).*

2.8.6 The Bidder should have an office with competent designer(s) and designing software(s) in Bhubaneswar. *(Attach the Proof of the Address of the Office in Bhubaneswar)*

2.9 SUBMISSION OF SAMPLES AND SELECTION PROCESS:

Bidders should submit the three sample Designs of the Cover Page and Inside Layout in A4 size paper (Multi Colour) for the designing of the Annual Report 2025-26 for the IIT Bhubaneswar. For the sample design, the bidder may use the photographs of IIT Bhubaneswar available on the internet. The final photographs for the design will be shared by the Institute. The samples details are as follows:

- i) Sample of Paper for the Cover Page
- ii) Sample of Paper for the Inside Page

The above samples hard copy should be submitted in a sealed A4 size envelope to the following address without fail on or before the tender closing date:

The Assistant Registrar (S&P), IIT Bhubaneswar, Admin Building, 3rd floor, Argul – 752050, Odisha

N.B. The samples/designs submitted as part of the Technical Bids shall be evaluated by a committee and the Price Bids of only the shortlisted vendors will be opened for evaluation. Hence, sample submission is mandatory.

2.10 SPECIAL INSTRUCTIONS:

- 2.10.1 The vendor should have competent designers to execute the design of Annual Report.
- 2.10.2 The sample design submitted by the vendor along with the bid shall be the selection criteria for shortlisting the vendors for opening of the Price Bids. The shortlisted design and content may be modified as per the requirements during the final design of the Annual Report.
- 2.10.3 The photographs shall be provided by IIT Bhubaneswar.
- 2.10.4 Final content will be approved by IIT Bhubaneswar.

3. INSTRUCTIONS

1. Bidders must submit their digitally signed bids in first Envelop contains the following documents:
 - A. Cover 1**
 - Bid Securing Declaration Form (Annexure – VIII)
 - Technical Bid along with literature
 - copy of your Income Tax return copies (last three years) and copy of PAN
 - Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central Universities etc.,
 - Bidders details.
 - All other documents as per attached Annexures (I to IX Except Price Bid BoQ)
 - B. Cover 2**
 - Price Bid. (In Second Envelop in BoQ Ms-Excel format.)
2. **Bidders are requested to submit the samples mandatorily failing which their bid will be rejected.**
3. The offer must be submitted in **Two Bid - Two Envelope** only though uploading in the CPP Portal, before the last date & time for bid submission.
4. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.
5. In case, the firm quoting for above mentioned items is the Authorized Dealer / Distributor of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.
6. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head. A Scan copy of the cancelled cheque can also be attached for verification of IFSC code (if required).

The offer must comprise of the following failing which it will be treated as non-responsible hence rejected:

1. **Conditional tenders will not be accepted.**
2. **Price Bid must be submitted in as per BoQ in MS-Excel format only, no other format will be accepted. For imported items price-bid may be submitted in currencies (other than INR) mentioned in BoQ.**
3. **Bidders shall fill all the boxes in BoQ. No Box should be left blank. As the comparative statement will be generated by system. As system generates the comparative statement on the basis of the final landing cost. In case, any box left blank by Bidder such as taxes etc. system presumed that all break up prices included in the final landing cost.**
4. **The bidder shall complete the BOQ as provided in the bidding documents. The BoQ must be completed without any alterations to its format and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested in BoQ.**
5. **Optional items. There is no scope to quote optional items in BoQ. Bidders shall quote the price for all stores offered in Techno-commercial bid.**
6. **Late and delayed quotation:** Late and delayed tender will not be considered. If, in any case, an unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening. It will be the sole responsibility of the firm that the quotation should reach on or before the due date and time.
7. **E-Waybill:** E-Waybill issued by the institute against the invoice of the vendor. If required as per the Gol notification w.e.f 01.07.2017.
8. **TAXES:** Taxes must be either inclusive/extra in exact figure should be mentioned clearly by the bidder in Price Bid BoQ.
9. **The quoted price (final offer) must be F.O.R. i.e. IIT Bhubaneswar, Permanent Campus, Argul, near Jatni, 752050 including Packing & Forwarding, Freight, and Insurance etc. For imported items Institute reserves the right to place purchase order either on FOB/CIP/FOR basis and the purchase order will be issued in favor of Manufacturer/exporter.**
10. **For evaluation & comparison of the price bid/s (BoQ), foreign currency quoted in BoQ will be converted into INR as per prevailing exchange rates notified by xe.com/RBI website as on date of opening of the techno-commercial bids.**
11. **Institute may ask L1 Bidder to submit the sample within stipulated time period for approval. Purchase Order will be issued only after the sample approval.**
12. **Award of the Contract:** Contract will be awarded to lowest evaluated bidder subject to Purchase Preference Policies in Pursuant to Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2018 and Preference in pursuant to Make In India Modified Order dated 04/06/2020 & its subsequent amendments.
13. **Price Preference to Local Supplier as defined by to Make In India Modified Order dated 04/06/2020 & its subsequent amendments.**
 - a) **Tendered goods are divisible in nature, the following procedure shall be followed to evaluate L1 with the margin of purchase preference of 20% to Local supplier:**
 - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
 - ii. If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers, will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference i.e. (L1+20%), and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.

b) Tendered goods are not divisible in nature, the following procedure shall be followed to evaluate L1 and award of contract:

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.
- ii. If L1 is not from a local supplier, the lowest bidder among the local suppliers, will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference i.e. (L1+20%), and the contract shall be awarded to such local supplier subject to matching the L1 price.
- iii. In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

c) For more clarity in this regard, following table is furnished:

Quantity of Tendered goods	Price quoted by Local suppliers	Finalization of tender
Can be Split	L1	Full order on Local supplier
Can be Split	Not L1 but within L1 + 20%	50% order on Local supplier subject to matching L1 price
Cannot be Split	L1	Full Order on Local supplier
Cannot be Split	Not L1 but within L1+20%	Full Order on Local supplier subject to matching L1 price

d) Definitions of terms applicable to this clause:

- i. 'Local content ' means the amount of value added in India which shall be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.
- ii. Self certification that the item offered meets the minimum local content of 50% giving details of the location(s) at which the local value addition is made in case the bidder wishes to avail the benefits under the Start up India/ make in India policy.
- iii. 'Local supplier' means a supplier or provider whose product offered for procurement, has Local Content equal to or more than 50% as defined under Make In India Modified Order dated 04/06/2020:
- iv. 'L1' means the lowest tender or lowest bid or the lowest quotation received in this tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
- v. 'Margin of purchase preference ' means the maximum extent to which the price quoted by a local supplier may be above the L1 for the purpose of purchase preference.

e) Verification of local content :

- i. The local supplier at the time of tender, bidding or solicitation shall be required to provide self-certification that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made.
- ii. In cases of procurement for a value in excess of ₹ 10 crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.
- iii. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Finance Rules along with such other actions as may be permissible under law.

14. Price Preference to MSEs in Pursuant to Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2018:

a). Tendered goods are divisible in nature , The following procedure shall be followed to evaluate L1 with the margin of purchase preference of 15% to MSEs bidder:

- i) In case MSME bidder is L1 entire value of the tender is to be ordered on the L1 MSME bidder.
- ii) In tender, participating Micro and Small Enterprises quoting price within price band of L1 + 15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply upto 25 percent of the total tendered value **(where the tender quantity can be split)**. Within this 25% (Twenty five Percent) quantity, a purchase preference of (4%) four percent is reserved for MSEs owned by Scheduled Caste (SC)/Scheduled Tribe (ST) entrepreneurs & (3%) three percent is reserved for MSEs owned by the Women entrepreneurs. *(if they participate in the tender process, price quoted by them within the L1+ 15% and match the L1 price).*

Illustration: Say total tender quantity is 100 Nos. Then L1 will get 75 Nos, L1+15% MSE(other than SC/ST or women ownership) will get 18 Nos, L1+15% MSE owned by SC/ST will get 4 Nos and L1+15% MSE owned by Women will get 3 Nos, if they match L1 price.

b) Tendered goods are not divisible in nature. The following procedure shall be followed to evaluate L1 with the margin of purchase preference of 15% to MSEs bidder:

- i) In case MSE bidder is L1 entire value of the tender is to be ordered on the L1 MSME bidder.
- ii) In case MSE bidder is not L1, then MSE shall be allowed to supply total tendered quantity provided their quoted price is within a price band of L1 + 15% and they match the L1 price.
- iii) If there are more than one eligible MSE bidders (price band within L1+15%) then the opportunity to match the L1 rate of the tender shall be given first to MSE (who have quoted lowest rate among the MSEs within the price band of L1+15%) and the total quantity shall be awarded to him after matching the L1 price of the tender.
- vi) If the MSE who have quoted lowest rate among the MSMES in the price band of L1 + 15% do not agree to match the rate of L1 of the tender, then the next ranked MSE bidder who has quoted within the price band of L1 + 15% in order shall be given chance to match the rate of L1 for award of the quantity/order.

v) For more clarity in this regard, following table is furnished:

Quantity of Tendered goods	Price quoted by MSE	Finalization of tender
Can be Split	L1	Full order on MSE
Can be Split	Not L1 but within L1+15%	25% order on MSE subject to matching L1 price subject to sub quota of SC/ST or Women MSE
Cannot be Split	L1	Full Order on MSE
Cannot be Split	Not L1 but within L1+15%	Full Order on MSE subject to matching L1 price

c) The purchase preference to MSE is not applicable for works contracts where supply of goods not produced by MSEs is involved.

d) The aforesaid Policy is meant for procurement of only goods produced and Services rendered by MSEs and not for any trading activities by them. An MSE unit will not get any Purchase Preference over any other MSE Unit.

e) Definition of MSEs unit ownership for SC/ST or Women (as applicable):

- i) In case of proprietary MSE, proprietor(s) shall be SC /ST or Women.
- ii) In case of partnership MSE, the SC/ST or Women partners shall be holding at least 51% (fifty-one percent) shares in the unit.
- iii) In case of Private Limited Companies, at least 51% (fifty-one percent) share shall be held by SC/ST or Women promoters.

(Note: Certificate to this effect to be submitted along with bid for availing purchase preference failing which not considered for purchase preference)

15. **Purchase preference to all eligible bidders falling within the ambit of the L1+15% or L1+20% as the case may be, the only bidder closest to L1 amongst them will be invited first to match L1 price, in case the offer is not accepted then the next higher eligible bidder within the margin of purchase preference shall be invited to match the L1 price.**
16. The Eligible MSEs / Local Supplier Bidder who intend to match the L1 Price (ultimately decided by the Institute) shall indicate the willingness to match the L1 **Price within 2 working** days from the date of communication from the Institute to avail the purchase preference. In the absence of a reply, it shall be presumed that MSE / the Local Supplier Bidder has rejected the offer and the Institute shall proceed further to Award the contract to lowest evaluated bidder.
17. **Option Clause:** The Purchaser reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions. Further, at the discretion of the purchaser, the quantities in the contract may be enhanced by 30% within the delivery period.
18. The quotations must be neatly typed or computer printed. **Hand written offer will be rejected.** Quotations must carry the numbers of GST No. invariably on the top.
19. **SPECIFICATION AND MAKE:** Quotation should be given for the exact specification and make as shown in the enquiry against Sl. No. of the item., if in the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately client list along with the order copy of similar equipment supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached.

In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.

The supplier must have submitted the catalogue of the product along with the technical bid. The supplier must also provide a list of premier institutions (Like IITs/ NITs or Internationally reputed Universities, etc.) to which similar product has been supplied with product details. A compliance certificate to be provided item wise as per the specification.
20. **Designer will be given Soft copy of English and Hindi of Annual reports in MS-Word typed in UNICODE format and Designer must have use the same for designing purposes with suitable Designing software. No request will be entertained that Hindi typesetting in Unicode is not compatible with designer software etc.**
21. **DELIVERY:** Designer and Printer strictly adhere to the delivery period, which is 15 days for designing and 15 days for printing. If Bidder accepts this delivery period, then only submit their bid. Unless otherwise stated, delivery of goods at IIT Bhubaneswar will have to be maximum within 30 days from the date of issue of the Work order or as given in the work order.
22. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Local firms are requested to deliver the goods in our stores before 3.00 PM on any working day.
23. **VALIDITY PERIOD:** The validity period of the offer should be clearly specified. It should be at least for **180 days** from the last date of submission of quotations.
24. **Sample:-** Sample of the Annual Reports to be inspected by the committee of the Institute before submitting the offer.
25. **PAYMENT:** 100% Payment within 30 days from from the date of received, tested/inspected/commissioned and found satisfactory with regard to quality, quantity, specifications and acceptance by the Indenter along with all relevant documents. In case of payment is to be made by Demand Draft, the draft commission charge will be deducted from the bill amount. Part payment for part delivery will not be allowed.

NB: The necessary documents need to be submitted i.e Original Tax invoice, Delivery report duly certified by the end user.
26. **LIQUIDATED DAMAGES:** If a firm accepts an order and fails to execute the order in full or part as per the terms and conditions stipulated therein, it will be open to this institute to recover liquidated damages from the firm at the rate **0.5%** of the value of the undelivered stores per week or part thereof, subject to a maximum of **10%** of the value of undelivered stores. It will also be open to this institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon.

27. **PACKING:** The suppliers shall be responsible for the material being properly packed for the transport by Road/Air/Sea (as the case may be) so as to ensure there being free from lost or damage or arrival at destinations.
28. All communications are to be addressed to the undersigned only. Any kind of canvassing visit to the Institute Premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.
29. 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, modify the tender documents by amendment. The same would also be hosted on the website of the Purchaser and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments.
30. IIT Bhubaneswar reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
31. For any dispute, the place of jurisdiction shall be Bhubaneswar, India only.

Assistant Registrar
Store & Purchase Section
For & Behalf of IIT Bhubaneswar
E-mail: ar.sp@iitbbs.ac.in

Further in pursuant to recent amendment to GFR and Order (procurement) dt. 23/7/2020 issued by Fin. Min. GoI , following annexure is added to NIT for eligibility of bidders. Only those Bidders who meet the following eligibility criteria will be considered in addition to other eligibility criteria mentioned in NIT.

Annex III

Model Clause /Certificate to be inserted in tenders etc.

(While adhering to the substance of the Order, procuring entities and GeM are free to appropriately modify the wording of the clause/ certificate based on their past experience, local needs etc.)

Model Clauses for Tenders

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose *beneficial owner* is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- IV. The *beneficial owner* for the purpose of (iii) above will be as under:
 1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation—

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

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- b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership or entitlement to more than fifteen percent of capital or profits of the partnership;
 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. *[To be inserted in tenders for Works contracts, including Turnkey contracts]* The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Model Certificate for Tenders (for transitional cases as stated in para 3 of this Order)

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I hereby certify that this bidder is not from such a country and is eligible to be considered."

Model Certificate for Tenders

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the

Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

Model Certificate for Tenders for Works involving possibility of sub-contracting

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

Tender No. IITBBS/ENQ/Annual Reports/2026-27/02, Dt. 15.07.2026

Annual Report 2025-26- English & Hindi (Qty - 30 Nos. each)

Bidder Name & Address: _____

Annual Report 2025-26 - English & Hindi

Specifications	Dimensions
Size	21.5*28.5 cm
No. of pages:*	220 each for English & Hindi Versions approx. #
Paper Cover	Art Paper 300 GSM, Lamination Matt with UV (Made in India)
Paper Inside	White colour cedar 90 GSM (Made in India)
Printing	Multicolour
Binding	Perfect Binding with Section Sewing & Gumming
Quantity	30 English & 30 Hindi

The number of pages may increase or decrease depending upon the final approved design and content of the Annual Report.

- Only those bidders who are found technically qualified shall be eligible for the opening of the Financial Bid.
- A hard copy of the sample cover design for the Annual Report 2025–26, printed on A4-size paper, must be submitted to and received by IIT Bhubaneswar on or before the bid opening date. Failure to submit the sample cover design within the stipulated time shall render the bid liable for rejection.

Scope of Work for Annual Report

1. Designing, Formatting, Proof-reading, Digital Proofing, Printing and Fabrication along with delivery
2. Production of coloured Annual Report 2025-26 in English and Hindi
3. Conversion of the fully developed Annual Report 2025-26 in English and Hindi in PDF format for upload on our website

Annexure – II**PRICE BID****As Per BoQ Format only to be submitted.**

1. Price BoQ in Ms-Excel format only.
2. Name of the Bidder with Registered office Address:
.....
- 3.

Sr. No.	Annual Report 2025-26- English & Hindi (Specifications as per Annexure-I)	No of Books Required	Unit Price	Total Price
1.	Design & Layout for both English & Hindi Language for Annual Report. Total Pages: 220 each for English and Hindi (Approx.) including photo retouching, photo editing & enhancing in High module graphics and comprehensive page layout. Including cover: 1+1	60 Nos. (30 English X 30 Hindi)	XXXXXX	XXXXXX
2.	Printing of Annual Report (Hindi & English) Size: 21.5*28.5 cm No. of Pages: 220 each for English & Hindi Versions approx. Paper Cover: Art Paper 300 GSM, Lamination Matt with UV (Made in India) Paper Inside: White Color Cedar 90 GSM (Made in India) Colour: Multicolour Binding: Perfect Binding with Section Sewing & Gumming. Book Quantity: Total 60 (30 English & 30 Hindi)	60 Nos. (30 English X 30 Hindi)*60]	XXXXXX	XXXXXX
Sub Total:				XXXXXX
Add: GST :				XXXXXX
(*subject to Actual as per final design) For IIT Bhubaneswar Total Price :				XXXXXX
Total Price in Words:				XXXXXX

Bidder Information Form

- (a) The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: Tender No. IITBBS/ENQ/Annual Reports/2026-27/02, Dt. 15.07.2026.

Page 1 of _____ pages

01.	Bidder's Legal Name <i>[insert Bidder's legal name]</i>
02.	In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
03.	Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
04.	Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
05.	Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
06.	Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
07.	Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> Articles of Incorporation or Registration of firm named in 1, above.
08.	Whether firm is MSEs Unit: YES/ NO If YES then please Specify the category of ownership: SC/ST or Women: (Please Submit the Documentary Evidence for UAM and ownership details.)
09.	Whether firm is Local Supplier as per Make in India Order: YES/NO If Yes then Please Specify: Class I or Class II (Please Submit the Documentary Evidence for Local Content as per Annexure VII) Country of Origin of quoted Goods:
10	Bidder Undertaking: "I have read the clause regarding restrictions on Procurement form a bidder of a country which shares a land border with India; I certify that this bidders is not from such a country or, if from such country, has been registered with the Competent Authority. I hereby Certify that this bidder fulfils all requirements in this regard and is eligible to be considered.(Whenever applicable, evidence of valid registration by the Competent Authority shall be attached.)" (Please refer Para 5 on page 10 to 12 of NIT.)

Signature & Seal of Bidder _____

Name _____

Business Address _____

(To be given on Company Letter Head)

Date: _____

To,
Registrar,
Indian Institute of Technology Bhubaneswar,
Argul, Jatani – 752050

Sub: Acceptance of Terms & Conditions of Tender.

Tender No. IITBBS/ENQ/Annual Reports/2026-27/02, Dt. 15.07.2026.

Name of Tender / Work: _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from **Page No. ____ to ____** (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

VENDOR MASTER FORM

(To facilitate registration under PFMS and fund transfer through RTGS, NEFT/ INTRA BANK Transfer-One time information required on Bidder's letter head)

SI No.	Information required	Data furnished
1	Name of the supplier company /firm	
2	CIN Number (in case of company)	
3	Complete contact address with PIN number	
4	Landline phone number	
5	Mobile number of contact person/ Finance Executive (for SMS on payment details)	
6	e-Mail ID (for receiving payment details)	
7	PAN Number	
8	GST Registration Number (with copy of GST registration certificate)	
9	TAN Number	
10	Bank account number (with a copy of cancelled cheque or Xerox copy of cheque leaf)	
11	Name of the Bank	
12	Name of the Bank Branch	
13	IFSC Code of Bank	
14	MICR Code of Bank	
15	Bank Account details where LC is to be opened in case of foreign suppliers (if applicable)	

I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reason of incomplete or incorrect information, the Indian Institute of Technology, Bhubaneswar will not be responsible.

Authorised signatory with date and seal

I. CALCULATION OF LOCAL CONTENT(LC) – GOODS

Note: Formula for calculation of Local Content

1. % LC Goods =
$$\frac{\text{Total cost} - \text{Total Imported component cost} \times 100}{\text{Total Cost}}$$
2. % LC Goods =
$$\frac{\text{Total domestic component cost} \times 100}{\text{Total Cost}}$$
3. The certificate may be prepared under letterhead of the OEM and submitted duly signed by the authorized signatory.

Date:

Place:

Name, Sign & Seal of the OEM

Bid-Security Declaration Form

Date: **[insert date (as day, month and year) of Bid Submission]**

Tender No. IITBBS/ENQ/Annual Reports/2026-27/02, Dt. 15.07.2026.

To: **IIT Bhubaneswar, Argul – 752050, Odisha**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of **Two Year** from the date of notification if I am /We are in breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).

Price reasonability Declaration

To

**Indian Institute of Technology Bhubaneswar
Argul-752050, Khurda, Odisha**

Ref: (i) Tender No. IITBBS/ENQ/Annual Reports/2026-27/02, Dt. 15.07.2026.

(ii) In response to your bid, our offer No. dt

Sir,

With reference to the above, this is to confirm that the price quoted for supply & installation of is best lowest price offered by us to IIT Bhubaneswar.

Further we certify that, we have not supplied the same equipment to any other organization with a lesser price than the offered price to IIT Bhubaneswar in past one year.

Name of the Firm: M/s

Date:.....

**DECLARATION REGARDING NONBLACKLISTING/DEBARRING FOR PARTICIPATION IN
TENDER**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non-judicial Stamp paper by the bidder scan copy to be submitted along with bid and original to be sent to S&P Office, IIT Bhubaneswar, Argul, Jatni 752050.)

Tender Enquiry No. : IITBBS/ENQ/Annual Reports/2026-27/02**Dated 15.07.2026**

I / We _____ (Name Of Authorized Signatory) of
M/S. _____ (Firm/Agency Name) hereby declare that the firm/agency namely

M/s. _____ has not been blacklisted or debarred
in the past by Union / State Government, PSU/Autonomous organization from taking part in Government
tenders in India. And no case is pending with the police or in court of law against their name or firm/agency.

Or

I / We _____ (Name Of Authorized Signatory) of (Firm/Agency Name)
M/s. _____ Hereby declare that the Firm/company namely
M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking
part in Government tenders for a period of _____ Years
w.e.f. _____ to _____. The period is over
on _____ and now the firm/company is entitled to take part in
Government tenders. And no case is pending with the police or in court of law against their name or
firm/agency.

In case the above information found false I/we are fully aware that the tender/ contract will be
rejected/cancelled by Registrar, IIT Bhubaneswar and EMD/Performance Security and Security deposit shall
be forfeited. And I/We accept that I/We may be disqualified from bidding for any tender/contract with you
for a period of two year from the date of notification.

In addition to the above Director, IIT Bhubaneswar will not be responsible to pay the bills for any completed
/ Partially completed work.

DEPONENT (Bidder)

Name

Address

Check list for Technical Bid

Sl. No.	Documents asked for	Yes/No	If Yes Page No.:
1.	Bid Security Declaration as per Annexure VI		
2.	Valid PAN card issued by the Income Tax Department with copy of Income Tax Returns of the last 3 financial years.		
3.	Valid GST Registration Certificate		
4.	Valid Registration Certificate of the firm/agency.		
5.	Technical Specification compliance for quoted items as per Annexure - I		
6.	Copies for similar Purchase Order		
7.	Bidder Details as per Annexure – III		
8.	Price Reasonability Declaration as per Annexure-VII		
9.	Acceptance for Tender Terms and Conditions as per Annexure-IV		
10.	Bank Mandate Form as per Annexure-V		
11.	Any other Documents as per Annexure I to IX to be submitted as per NIT.		

Note:

1. Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided. Non submission of any of the above documents may lead to rejection of the bid.

2. Technical bid to be submitted as per above order with clearly mentioning the page number duly signed by Bidder.

**(Signature of the bidder)
Name and Address (with seal)**