



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल-462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institution of National importance under Ministry of Education, Govt. of India)

No:-MANIT/S&P/2026/522

Dated: 24.07.2026

Notice

Subject : Revised Limits of Procurement of Goods/Services/Works in GFR 2017 – Procedure to be followed for procurement of Goods/Services/Works

This is to notify all concerned that the Board of Governors, in its 88th meeting held on 09.04.2026, on the recommendations of the 58th meeting of the Finance Committee held on 09.04.2026, has approved the adoption of revised monetary procurement limits for procurement of Goods, Services, and Works as prescribed in Office Memorandum No. 1/3/2024-PPD dated 10.07.2024 issued by the Department of Expenditure, Ministry of Finance, Government of India (copy enclosed).

Accordingly, the following guidelines are notified to be adhered to for procurement of Goods/Services/Works:

1. Rule 149 of the General Financial Rules (GFR) :-

- i. To ensure compliance with Rule 149 of the General Financial Rules (GFR), all procurements of goods and services at the Institute shall be made through the GeM portal. All buyers, therefore must ensure to procure items through GeM preferably under catalogue mode. In case the required goods/services are not available through catalogue mode, procurement may be initiated through GeM Custom Bidding or GeM BOQ Bidding, as applicable.
- ii. All the officers/functionaries with the delegated financial powers shall ensure that the procurement of all the items are made through GeM only. Further, all reasonable efforts shall be made to procure goods and services through GeM by utilizing available modes on GeM such as Catalogue Mode, Custom Bid Mode or BoQ Bid Mode, as applicable.

Still, if any item, which could not be procured through GeM by all these three modes, GeM non-availability report GeM AR & PTS will be required to be generated from the GeM Portal mandatorily with generic specification not with brand name, and to be enclosed along with the recommendations of the payment of items procured outside the GeM. In absence of GeM AR&PTS, and GeM AR&PTS generated prior to the date of procurement outside GeM, payment shall not be processed.

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- iii. Procurement through any mode other than GeM, without generating GeM AR&PTS and without making due efforts to procure through custom bids/BoQ bids on the GeM portal, is not permitted under any circumstances.

The following conditions/guidelines are to be followed for GeM procurement:

- Minimum 21 Days should be given for any Bids.
- Mandatory Eligibility Criteria: -
The Bidder/OEM must have supplied same Goods/ Items in last three years to Central/State government/ Quasi-Government organization/ Public listed company in India. Copies of Purchase Order (PO) shall be attached without hiding/erasing price.
- In case of items of proprietary nature, the bidders must have supplied same product/items to other organisations of comparable stature.
- EMD should be 2% of estimated tender value.
- Performance security should be 5% of contract value.
- Turnover Criteria: -
In case of OEM participated, it should be 4 times of tender value.
In case of bidder participated, it should be 50% of tender value.
- Reverse Auction (RA) with bid evaluation should be the integral part of Bidding and to be undergone invariably, without exception.
- In case of BOQ bid, the primary product having highest value should meet the criteria.
- MII/MSME/Start-up preference should be given.

2. Special Provisions for Scientific Ministries/Departments in GFR 2017

The Board has also adopted the provisions communicated by the Ministry of Education, Government of India, vide Letter No. 33-3/2022-TS.III dated 07.05.2025 (copy enclosed), regarding the revised monetary procurement limits for procurement of scientific equipment and scientific consumables.

- Accordingly, faculty/staff of any Department/Office/Section intending to undertake non-GeM procurement of scientific equipment and consumables shall submit proposal(s), along with all supporting documents, to the Institute Store & Purchase Section for obtaining **approval of the**

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Director for initiating procurement outside GeM. The proposal must be accompanied by the GeM Availability Report and Past Transaction Summary (GeMAR&PTS) generated for the concerned scientific equipment/consumables along with reasons for procuring outside GeM. It is mandatory that the GeMAR&PTS be generated using generic search strings and not brand/product-specific keywords.

The monetary ceilings under Rule 154, 155, 161 & 162 of GFRs, 2017 for procurement of scientific equipment and consumables only for research purposes shall be as follows:

The revised monetary limits are as under.

GFR Rule	Mode of Procurement	Revised Monetary Limit
154	Purchase of Goods without Quotation	Up to ₹2,00,000 (₹ Two Lakh)
155	Purchase of Goods through Purchase Committee	Above ₹2,00,000 and up to ₹25,00,000
162	Limited Tender Enquiry (LTE)	Up to ₹1,00,00,000 (₹1 Crore)
161	Advertised Tender Enquiry /Open Tender Enquiry	Above ₹1,00,00,000 (₹1 Crore)

ii. It is further reiterated that the above-mentioned provisions are strictly applicable only for procurement of scientific equipment and consumables required for research purposes. These provisions shall not be extended to procurement of furniture, office equipment, general consumables, or any other non-research-related items. A consolidated list of such procurements shall be compiled and shared with the Ministry of Education at the end of each financial year.

iii. A model Bid Document for inviting bids through GeM Portal is enclosed at **Annexure-I**. In all cases, the Model Tender Document and the Terms & Conditions mentioned in the same has to be followed invariably, without exception. In specific cases, where it is proposed to deviate from the Terms & Conditions of the Model Tender, the same need to be clearly mentioned on the note sheet along with deviation marked and clearly incorporated in the Tender Document. Tender shall be published only after the approval of the Terms & Conditions by the Director through the Internal Audit Cell.



3. Procurement through other than GeM (Other Rules of GFR):-

- In the event that the required items still cannot be procured through GeM by catalogue mode, BoQ Bid mode and Custom Bid mode, the concerned Department/Office/Section shall submit a proposal for **approval of the Director** for procurement outside GeM, along with documentary evidence of the efforts made for procurement through the GeM platform.
- Procurement outside GeM, without generating GeMARPTS and without making due efforts to procure through custom bids/BoQ bids on the GeM portal, is not permissible under any circumstances.
- It shall be mandatory to procure goods/services through the **e-procurement method on the CPPP** portal after making all due efforts for procurement through the GeM portal.

The following conditions/guidelines are mentioned for e-procurement tender at CPPP:

- Minimum 21 days and maximum 30 days should be given for any Bids.
- Mandatory Eligibility Criteria :-
The Bidder/OEM must have supplied same/similar Goods/ Items in last three years to Central/State government/ Quasi-Government organization/ Public listed company in India. Copies of Purchase Order (PO) shall be attached without hiding/erasing price.
- In case of proprietary procurement the bidders must have supplied same product/items.
- EMD should be 2% of estimated tender value.
- Performance security should be 5% of contract value.
- Turnover Criteria:-
In case of OEM participated, it should be 4 time of tender value.
In case of bidder participated, it should be 50% of tender value.
- MII/MSME/Start-up preference should be given.
- The declaration of local content should be declared by the OEM of the offered product.

3A. Bid Security & Performance Security Range :- Only in case of Bids:

Earned Money Deposit (EMD)	Non-Consumable Items/Services	Rs. 5 Lakhs & above	2% of Estimated Value
Performance Guarantee (PG)	Non-Consumable Items/Services	Rs. 5 Lakhs & above	5% of Contract Value

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3B. Tendering Process :-

- i. Page numbering in each page should be marked for evaluation of bid.
- ii. Technical, Commercial comparative statement to be prepared homogeneously with page marking against criteria documents.
- iii. A model Tender Document for inviting bids through CPP Portal is enclosed at **Annexure-II**. In all cases, the Model Tender Document and the Terms & Conditions mentioned in the same has to be followed invariably, without exception. In specific cases, where it is proposed to deviate from the Terms & Conditions of the Model Tender, the same need to be clearly mentioned on the note sheet along with deviation marked and clearly incorporated in the Tender Document. Tender shall be published only after the approval of the Terms & Conditions by the Director through the Internal Audit Cell.
- iv. In case any other conditions are to be added/deleted, prior approval of the competent authority should be obtained invariably with justification in draft tender documents.
- v. The declaration of local content should be declared by the OEM of the offered product.
- vi. Before publishing tender the conditions may be vetted by the Internal Audit Cell, if required.

4. Works related:

- i. The revised monetary procurement limits for procurement of works, as prescribed in Office Memorandum No. 1/3/2024-PPD dated 10.07.2024 issued by the Department of Expenditure, Ministry of Finance, Government of India (copy enclosed), have been adopted by the Institute with the approval of the Board of Governors in its 88th Meeting held on 09.04.2026.
- ii. All works shall be undertaken only after obtaining approval of the Building Works Committee (BWC), wherever applicable.
- iii. Administrative Approval and Expenditure Sanction shall be obtained prior to commencement of any work. Detailed estimates shall be prepared in accordance with the applicable CPWD Works Manual and relevant guidelines. In case of any doubt or clarification regarding procurement of works, reference may be made to the Manual for Procurement of Works issued by the Ministry of Finance, Government of India, as amended from time to time.
- iv. All minor works tenders shall be processed through the e-Procurement system on the Central Public Procurement Portal (CPPP).



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- v. A minimum bid submission period of 21 days and a maximum period of 30 days shall ordinarily be provided for tendering, unless otherwise permitted under applicable rules and guidelines.
- vi. Pre-audit and post-audit of all works shall be conducted by the Internal Audit Cell of the Institute to ensure compliance with applicable rules, procedures, and financial propriety.

The above conditions/guidelines are for guidance purpose but not exhaustive. In case of any doubt or clarification regarding procurement through GeM or e-procurement on the CPPP portal, reference may be made to the GFR-2017, Manual for Procurement of Goods and Manual for Procurement of Consultancy & Other Services as amended from time to time available on the website of the Ministry of Finance, Government of India.

The draft tender/bid document is enclosed for reference purposes only and may be used as a guiding document while preparing the final tender.

All concerned are requested to take note of the above instructions and ensure strict compliance.

This issues with the approval of the Competent Authority.

[Signature]
23/07

कुलसचिव/Registrar

Copy to:-

1. All Deans.
2. All HoDs/Chairman, Centers for circulation amongst the employees.
3. All Assistant Registrars/Joint Registrar.
4. PA to Registrar, for record.
5. PA to Director, for kind information.

[Signature]
23/07

कुलसचिव/Registrar

No.F.1/3/2024-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

502, Lok Nayak Bhavan,
Khan Market, New Delhi,
10.07.2024

OFFICE MEMORANDUM

Subject: - Amendment in General Financial Rules, 2017.

It has been decided with the approval of Finance Minister to make following amendments in the General Financial Rules, 2017:

S. No.	Existing Rule	Amended Rule
1.	Rule133(1) A Ministry or Department at its discretion may directly execute repair works estimated to cost up to Rupees Thirty Lakhs after following due procedure indicated in Rule139,159 & 160.	Rule133(1) A Ministry or Department at its discretion may directly execute repair works estimated to cost up to Rupees Sixty Lakhs after following due procedure indicated in Rule 139, 159 & 160.
2.	Rule 133 (2) A Ministry or Department may, at its discretion, assign repair works estimated to cost above Rupees thirty Lakhs and original/ minor works of any value to any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorised to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO), etc. or Ministry/ Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space etc.	Rule 133 (2) A Ministry or Department may, at its discretion, assign repair works estimated to cost above Rupees Sixty Lakhs and original/ minor works of any value to any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorised to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO), etc. or Ministry/ Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space

S. No.	Existing Rule	Amended Rule
3.	Rule 133 (3) As an alternative to 133(2), a Ministry or Department may award repair works estimated to cost above Rupees thirty Lakhs and original works of any value to: (i) any Public Sector Undertaking set up by the Central or State Government to carry out civil or electrical works or (ii) to any other Central/ State Government organisation/ PSU which may be notified by the Ministry of Housing and Urban Affairs (MoHUA) for such purpose after evaluating their financial strength and technical competence. For the award of work under this sub-rule, the Ministry/ Department shall ensure competition among such PSUs/ Organisations. This competition shall be essentially on the lump sum service charges to be claimed for execution of work. In exceptional cases, for award of work under (i) and (ii) above, on nomination basis, the conditions contained in Rule 194 would apply. The work under these circumstances shall also be awarded only on the basis of lump sum service charge.	etc. Rule 133 (3) As an alternative to 133(2), a Ministry or Department may award repair works estimated to cost above Rupees Sixty Lakhs and original works of any value to: (i) any Public Sector Undertaking set up by the Central or State Government to carry out civil or electrical works or (ii) to any other Central/ State Government organisation/ PSU which may be notified by the Ministry of Housing and Urban Affairs (MoHUA) for such purpose after evaluating their financial strength and technical competence. For the award of work under this sub-rule, the Ministry/ Department shall ensure competition among such PSUs/ Organisations. This competition shall be essentially on the lump sum service charges to be claimed for execution of work. In exceptional cases, for award of work under (i) and (ii) above, on nomination basis, the conditions contained in Rule 194 would apply. The work under these circumstances shall also be awarded only on the basis of lump sum service charge
4.	Rule 139: Procedure for Execution of Works. The broad procedure to be followed by a Ministry or Department for execution of works under its own arrangements shall be as under: -	Rule 139: Procedure for Execution of Works. The broad procedure to be followed by a Ministry or Department for execution of works under its own arrangements shall be as under: -



S. No.	Existing Rule	Amended Rule
	(iv) Open tenders will be called for works costing Rs. Five lakh to Rs.Thirty lakh; (v) limited tenders will be called for works costing less than Rupees five lakhs	(iv) Open tenders will be called for works costing Rs. Ten lakh to Rs. Sixty lakh; (v) Limited tenders will be called for works costing less than Rupees Ten lakhs
5.	Rule 149: Government e-Marketplace (GeM). Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under: (i) Up to Rs.25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. <i>Note: In case of automobiles, procurement under this sub-rule is permitted without any ceiling limit.</i> (ii) Above Rs.25,000/- and up to Rs.5,00,000/- through the GeM	Rule 149: Government e-Marketplace (GeM). Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under: (i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. <i>Note: In case of automobiles, procurement under this sub-rule is permitted without any ceiling limit.</i> (ii) Above Rs.50,000/- and up to Rs.10,00,000/- through the



S. No.	Existing Rule	Amended Rule
	Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs. 5,00,000. (iii) Above Rs.5,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.	GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs. 10,00,000/-. (iii) Above Rs. 10,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
6.	Rule 154 : Purchase of goods without quotation Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand) only only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format. "I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."	Rule 154 : Purchase of goods without quotation Purchase of goods upto the value of Rs. 50,000/- (Rupees fifty thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format. "I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."
7.	Rule 155: Purchase of goods by Purchase Committee. [In case a certain item is not available on the GeM portal,] Purchase of goods costing above [Rs.25,000	Rule 155 : Purchase of goods by Purchase Committee. [In case a certain item is not available on the GeM portal,] Purchase of goods costing above



S. No.	Existing Rule	Amended Rule
	(Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only)] on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under: "Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Expenditure or Ministry/ Department concerned."	[Rs.50,000/- (Rupees Fifty thousand only) and upto Rs. 5,00,000/- (Rupees Five lakh only)] on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under: "Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Expenditure or Ministry/ Department concerned."
8.	Rule 161 : Advertised Tender Enquiry (i) Subject to exceptions incorporated under Rule 154, 155, 162 and 166, invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs. 25 lakhs (Rupees Twenty Five Lakh) and above. Advertisement in such cases should be given on <i>Central Public Procurement Portal (CPPP)</i> at	Rule 161 : Advertised Tender Enquiry (i) Subject to exceptions incorporated under Rule 154, 155, 162 and 166, invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs. 50 lakhs (Rupees Fifty Lakh) and above. Advertisement in such cases should be given on GeM as well as on GeM- Central



S. No.	Existing Rule	Amended Rule
	<i>www.eprocure.gov.in</i> and on GeM. An organisation having its own website should also publish all its advertised tender enquiries on the website.	Public Procurement Portal (CPPP). An organisation having its own website should also publish all its advertised tender enquiries on the website.
9.	Rule 162 : Limited Tender Enquiry (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty five Lakhs. Copies of the bidding document should be sent directly by speed post/ registered post/ courier/ email to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150 above. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis. Further, an organisation should publish its limited tender enquiries on <i>Central Public Procurement Portal (CPPP)</i> as per Rule 159. Apart from CPPP, the organisations should publish the tender enquiries on the Department's or Ministry's website. (iii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty-five Lakhs, in the following circumstances.	Rule 162 Limited Tender Enquiry (LTE) (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Fifty Lakhs. Copies of the bidding document should be sent directly by speed post/ registered post/ courier/ email to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150 above. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis. Further, an organisation should publish its limited tender enquiries on GeM as well as on GeM- CPPP. Apart from GeM, the organisations should publish the tender enquiries on the Department's or Ministry's web site. (iii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees Fifty Lakhs, in the following circumstances.

S. No.	Existing Rule	Amended Rule
	(a) The competent authority in the Ministry or Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Departments should also put on record the nature of the urgency and reasons why the procurement could not be anticipated. (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry. (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.	(a) The competent authority in the Ministry or Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated. (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry. (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.
10.	Rule 173 : Transparency, competition, fairness and elimination of arbitrariness in the procurement process (xxii) In case a purchase Committee is constituted to purchase or recommend the procurement, no member of the purchase Committee should be reporting directly to any other member of such Committee in case estimated value of procurement exceeds Rs. 25 lakhs.	Rule 173 : Transparency, competition, fairness and elimination of arbitrariness in the procurement process (xxii) In case a purchase Committee is constituted to purchase or recommend the procurement, no member of the purchase Committee should be reporting directly to any other member of such Committee in case estimated value of procurement exceeds Rs. 50 lakhs.



S. No.	Existing Rule	Amended Rule
11.	Rule 183 Identification of likely sources. (i) Where the estimated cost of the consulting service is up to [Rupees twenty-five lakhs], preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, Chambers of Commerce & Industry, Association of consultancy firms etc. (ii) Where the estimated cost of the consulting services is above Rupees twenty-five lakhs, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published on <i>Central Public Procurement Portal (CPPP)</i> at <i>www.eprocure.gov.in</i> and on GeM. An organisation having its own website should also publish all its advertised tender enquiries on the website. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the Ministry or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should	Rule 183 Identification of likely sources. (i) Where the estimated cost of the consulting service is up to [Rupees Fifty lakhs], preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, Chambers of Commerce & Industry, Association of consultancy firms etc. (ii) Where the estimated cost of the consulting services is above Rupees Fifty lakhs, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published on GeM as well as on GeM-CPPP. An organisation having its own website should also publish all its advertised tender enquiries on the website. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the Ministry or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting

S. No.	Existing Rule	Amended Rule
	be allowed for getting responses from interested consultants.	responses from interested consultants.
12.	Rule 201: Invitation of Bids. (i) For estimated value of the non-consulting service up to Rupees ten lakhs or less: The Ministry or Department should scrutinise the preliminary list of likely contractors as identified as per Rule 199 above, decide the prima facie Eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should be more than three. (ii) For estimated value of the non-consulting service above Rs.10 lakhs: The Ministry or Department should issue advertisement in such case should be given on <i>Central Public Procurement Portal (CPPP) at www.eprocure.gov.in</i> and on GeM. An organization having its own website should also publish all its advertised tender enquiries on the website. The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.	Rule 201: Invitation of Bids. (i) For estimated value of the non-consulting service up to Rupees Fifty lakhs or less: The Ministry or Department should scrutinise the preliminary list of likely contractors as identified as per Rule 199 above, decide the prima facie Eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should be more than three. (ii) For estimated value of the non-consulting service above Rs. 50 lakhs: The Ministry or Department should issue advertisement in such cases on GeM as well as on GeM-CPPP. An organisation having its own website should also publish all its advertised tender enquiries on the website. The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.
13.	Rule 218: Modes of Disposal. (i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be	Rule 218: Modes of Disposal. (i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Four Lakh should be



S. No.	Existing Rule	Amended Rule
	disposed of by: (a) obtaining bids through advertised tender or (b) public auction. For surplus or obsolete or unserviceable goods with residual valueless than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Ministries/ Departments should, as far as possible prepare a list of such goods.	disposed of by: (a) obtaining bids through advertised tender or (b) public auction. For surplus or obsolete or unserviceable goods with residual value less than Rupees Four Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Ministries/ Departments should, as far as possible prepare a list of such goods.

2. It is clarified that the specific relaxation in the GFRs already provided to Scientific Ministries etc. vide OM No. 20/42/2021-PPD dated 20.05.2024 will continue to be available to them.

3. This OM is also available on website of Department of Expenditure; www.doe.gov.in -> Notification -> Circular -> Procurement Policy OM.


 (Anil Kumar)
 Deputy Secretary (Procurement Policy)
 Tel.24627920
 email: anil.kumar14@nic.in

To,

All the Secretaries and Financial Advisors to Government of India.

F.No.33-3/2022 -TS.III
भारत सरकार / Government of India
शिक्षा मंत्रालय / Ministry of Education
उच्चतर शिक्षा विभाग / Department of Higher Education
तकनीकी अनुभाग- III / Technical Section-III

Shastri Bhawan, New Delhi
Dated: 07th July, 2025

To

- (i) The Directors of all 31 NITs; and
- (ii) The Director, IEST Shibpur (W.B.)

Subject: Special provision for Scientific Ministries/ Departments in General Financial Rules (GFRs), 2017 - regarding.

Madam/Sir,

I am directed to forward herewith a copy of the Office Memorandum No.F.20/42/202-PPD dated 05.06.2025 (copy enclosed) issued by the Procurement Policy Division of the Department of Expenditure, Ministry of Expenditure with regard to special provisions in General Financial Rules (GFR), 2017 for procurement of scientific equipment and consumables for research purposes in Scientific Ministries / Departments / academic Institutions. The competent authority has approved to extend the special provisions in GFR, 2017 to the NITs & IEST, Shibpur for implementation for the purpose enunciated in the aforesaid communication.

2. In this context, it is informed that the provisions of said O.M. are strictly for Scientific equipment and consumables required for research purposes. These provisions should not be used for other items like furniture, other consumables and office equipment in the Institute by claiming that these are needed for research. Further, the GEM portal should be used, wherever necessitated, as envisaged by Department of Expenditure in their references issued from time to time. Any misuse of these provisions may immediately be rolled back and the Institutions should exercise the special provisions carefully.

Yours faithfully,

Encl.: As above


(Vikas Tripathi)
Under Secretary to the Govt. of India
Tel: 23388030

Copy for information to:

- 1. The Registrars of all 31 NITs & IEST Shibpur.
- 2. Integrated Finance Division, Ministry of Education, Department of Higher Education, Shastri Bhawan, New Delhi.

No.F.20/42/2021-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

709, Chandarlok Building,
Janpath, New Delhi
Dated 05.06.2025.

OFFICE MEMORANDUM

Subject: Special provisions for Scientific Ministries/ Departments in General Financial Rules (GFRs), 2017.

Attention is invited towards this Department's OMs of even number dated 20.05.2024 vide which amendments in the GFRs were carried out by this Department for Scientific Ministries/ Departments/ Organisations.

2. The above said amendments are applicable only to the following Ministries/ Departments/ Organizations of Government of India:

- (i) Department of Science and Technology
- (ii) Department of Biotechnology
- (iii) Department of Scientific & Industrial Research
- (iv) Department of Atomic Energy
- (v) Department of Space
- (vi) Ministry of Earth Sciences
- (vii) Defence Research & Development Organization
- (viii) Indian Council of Agricultural Research (ICAR), including its affiliated institutions and Universities;
- (ix) Department of Health Research (DHR), including Indian Council of Medical Research;
- (x) Educational and Research Institutes conducting post-graduate/ doctoral level courses or research, under any Ministry/ Department.

3. In pursuance of Committee of Secretaries (CoS) recommendations dated 22.04.2025 and in the continuation of the OM of even number dated 20.05.2024, following has been decided with respect to the **procurement of scientific equipment and consumables for research purposes** by Ministries/ Departments/ Organisations at para 2 above:

- i. Vice-Chancellors/ Directors of scientific organisations / academic institutions under Ministries/ Department/ Organisations indicated at para 2 above are permitted to make non-Government e-Marketplace (GeM) procurement of scientific equipment and consumables.
- ii. The monetary ceilings under Rule 154, 155, 161 & 162 of GFRs, 2017 for procurement of scientific equipment and consumables by the Ministries/ Departments/ Organizations mentioned under para 2 above shall be as follows:

Rule of GFR	Objective	Current limit	Amended limit
154	Purchase of goods without quotation	Rs. 1,00,000/- (Rupees one lakh)	Rs. 2,00,000/- (Rupees two lakh)
155	Purchase of goods by Purchase Committee.	Rs. 1,00,000/- (Rupees one lakh) and upto Rs. 10,00,000/- (Rupees ten lakh)	Rs. 2,00,000/- (Rupees two lakh) and upto Rs. 25,00,000/- (Rupees twenty five lakh)
162	Limited Tender Enquiry (LTE)	Upto Rs. 50 lakh	Upto Rs. 1 crore
161	Advertised Tender Enquiry	Above Rs. 50 lakh	Above Rs. 1 crore.

iii. For procurement of scientific equipment and consumables required only for research purpose by procuring entities mentioned under para 2 above, Vice-Chancellors/ Directors concerned, as the case may be, shall be the competent authority to approve issuance of Global Tender Enquiry (GTEs) upto Rs.200 crore under Rule 161(iv) of GFRs, 2017, where they are satisfied that there is justification for such exemption.

4. It is reiterated that these amendments are applicable only for the Ministries/ Departments/ Organizations mentioned at para 2 alone and for the procurement of scientific equipment and consumables for research purpose only. A list of such procurements may be compiled and shared with concerned Administrative Ministry at the end of every Financial Year.

5. The Ministries/ Departments/ Organisations indicated under para 2 above may also adhere to the extant instructions issued in this regard vide this department's OM Nos. 13/4/2017-PPD(Pt.) dated 04.05.2018 para 1(b), 20/45/2020 dated 08.01.2021 and 20/42/2021-PPD dated 20.05.2024.

6. This issues with the approval of Secretary (Expenditure).



(Sher Bahadur)
Under Secretary (Procurement Policy)
Email: sher.bahadur@nic.in

To

Secretaries/ Financial Advisers of all Ministries/ Departments.

Annexure - I



बिड संख्या/Bid Number:

दिनांक /Dated:

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	← Minimum 21 Days
बिड खुलने की तारीख/समय /Bid Opening Date/Time	
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	National Institute Of Technology (nit)
कार्यालय का नाम/Office Name	462003
कुल मात्रा/Total Quantity	
वस्तु श्रेणी /Item Category	High End Desktop Computer (Q2)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	← 50% of Tender Value
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	← 4 time of Tender Value
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
विगत प्रदर्शन /Past Performance	50 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	2 %

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

Warranty Period + 2 Months

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Director
462003, Department of Higher Education, National Institute of Technology (NIT Bhopal), Ministry of Education
(Director)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता / MII Purchase Preference

एमआईआई खरीद वरीयता / MII Purchase Preference	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में है / Purchase Preference to MII sellers available upto price within $L1+X\%$	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50
सार्वजनिक खरीद (मेक-इन-इंडिया को प्राथमिकता) आदेश 2017 के अनुसार केवल क्लास 1/क्लास 2 के स्थानीय आपूर्तिकर्ताओं को ही भागीदारी की अनुमति है दिनांक 16.09.2020 (समय-समय पर संशोधित एवं लागू) / Allow participation only from Class 1/Class 2 local suppliers as per the Public procurement(Preference to Make-in-india) order 2017 date 16.09.2020(as amended and applicable time to time)	Yes, in compliance with the MII ORDER : DPIIT Order(as amended and applicable time to time)

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	25
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
7. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
8. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.
[OM No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
9. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are

validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

10. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 50% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

11. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- If number of technically qualified bidders are only 2 or 3.
- If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

High End Desktop Computer (250 pieces)

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

[* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1				

Special terms and conditions-Version:7 effective from 28-07-2025 for category High End Desktop Computer

1.

For Buyers:

Annexure - II

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल			
Maulana Azad National Institute of Technology Bhopal			
(भारत सरकार, शिक्षा मंत्रालय के अधीन राष्ट्रीय महत्व का संस्थान)			
(An Institution of National Importance under MoE, Govt. of India)			
			
<u>Draft Tender Document</u>			
सीमित निविदा पृष्ठताछ			
LIMITED TENDER ENQUIRY(e-procurement)			
सामग्री/वस्तु का नाम Name of Goods/Items			
Website	www.manit.ac.in	Fax No:	0755-2670562
Email Address:	info@manit.ac.in	Telephone No:	0755-4051000, 0755-4052000

अनुक्रमणिका / INDEX		
क्रमांक S No	विवरण / Description	पृष्ठ क्रमांक Page No.
1	निविदा आमंत्रण सूचना Notice Inviting Tenders	
2	एक नजर में महत्वपूर्ण जानकारी Important Information at a Glance	
3	बोलीदाता के लिए निर्देश Instructions to Bidders	
4	संलग्नक – I वस्तु की मात्रा एवं विवरण ANNEXURE-I-- Bill of Quantity and Specifications	
5	संलग्नक – II मूल्य बोली का प्रारूप ANNEXURE-II-- Price Bid Form	

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल	
Maulana Azad National Institute of Technology Bhopal	
(भारत सरकार, शिक्षा मंत्रालय के अधीन राष्ट्रीय महत्व का संस्थान)	
(An Institution of National Importance under MoE, Govt. of India)	
No. MANIT/S&P/20_____ :	दिनांक / Date:_____
निविदा आमंत्रण सूचना	
NOTICE INVITING TENDERS (e-procurement)	
सामग्री / वस्तु का नाम Name of Goods/Items	
उपरोक्त सामग्री / वस्तु के लिए निविदाएँ आमंत्रित की जाती हैं। इच्छुक निर्माता/अधिकृत भागीदार/ एंजेंसियाँ, अधिक जानकारी के लिए संस्थान के वेबसाइट www.manit.ac.in और CPPP वेबसाइट www.eprocure.gov.in/epublish/app पर लाग-इन कर सकती हैं। निविदा दस्तावेज डाउनलोड कर विधिवत रूप से मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल – 462003 जमा किया जा सकता है। सम्पूर्ण निविदा मय दस्तावेज प्रस्तुत करने की अंतिम तिथि अपराह्न 12.00 बजे तक है। संस्थान निदेशक, बिना कोई कारण बताए किसी या संपूर्ण निविदा को पूर्ण या आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।	
	कुलसचिव
Tenders are invited for aforesaid Goods/ Items. Interested Manufacturers/ Authorized Partner/Agencies may log on Institute website www.manit.ac.in and CPPP website www.eprocure.gov.in/epublish/app for further details. Tender Document can be downloaded and the duly completed be submitted to the _____ Maulana Azad National Institute of Technology- Bhopal- 462003. Last date of submission of complete tender document is _____ up to 12.00 hours. The Director of the Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.	
	Registrar

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल
Maulana Azad National Institute of Technology Bhopal

एक नजर में महत्वपूर्ण जानकारियाँ		
IMPORTANT INFORMATION AT A GLANCE		
निविदा क्रमांक एवं दिनांक Tender No & Date	No. MANIT/ S&P/20 ____ : Date:	
निविदा का कार्यक्षेत्र / SCOPE OF TENDER		
सामग्री / वस्तु का संक्षिप्त विवरण Brief Description of Goods/Items	संख्या Quantity	टिप्पणी Remarks
		संलग्नक- I पर विस्तृत विवरण Detailed Specification at Annexure-I
निविदा की अनुमानित लागत Estimated cost of Tender	Rs. _____	
आपूर्ति एवं स्थापना का स्थान Location of Supplies & Installation	_____ at Institute	
निविदा दस्तावेज की उपलब्धता Availability of Tender Document	www.manit.ac.in www.eprocure.gov.in/epublish/app	
निविदा जमा करने के अंतिम दिनांक एवं समय Last Date & Time of Submission of Tender	_____ up to 12:00 hours	
निविदा खुलने की दिनांक एवं समय Date & Time of Opening of Bids	_____ at 15:00 hours	
निविदा वैधता की अवधि Tender Validity period	60 days from the date of opening of the Technical Bid	
वितरण / आपूर्ति की अवधि Delivery/ Supply period	04 to 06 weeks from the date of issue of Supply Order	
वारंटी अवधि Warranty Period	_____ year (s) from the date of successful Installation & Commissioning of equipment/ items	
बोली सुरक्षा / बयाना राशि Bid Security/ EMD	2% of tender value	
निष्पादन सुरक्षा राशि Performance Security Amount	5% of the contract value	

बोलीदाता के लिये निर्देश/अनुदेश / INSTRUCTIONS TO BIDDERS		
1	Scope of Supplies & Work:	
a	The Goods/ Items shall be supplied as per the Bill of Quantity and Specifications mentioned in ANNEXURE-I . However higher specification of equipment may be considered subject to their cost economics competitiveness.	
b	Bidder should supply illustrated leaflet product datasheet giving technical details of Goods/ Item and attach the same with the tender to facilitate evaluation.	
c	No option(s) regarding price of Goods/ Items shall be entertained in the price bid. Bidder should quote the price of only one best & appropriate model of Good/Item available with them.	
d	Purchase preference will be given to “Make in India Products” as defined in Purchase preference with Local Content (PP-LC) Policy.	
e	Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs). If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the product offered or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.	
f	Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), claiming EMD exemption and relaxation in turnover as prescribed in the certificate / Start Up scheme of DPIIT.	
g	Bidder may be asked to supply sample of offered product/item before supply in bulk quantities.	
h	Where ISI certification marked goods are available in the market, procurement should generally be limited to goods with those or equivalent marking only. The warranty/AMC required must be specified	
i	After the supply of Goods/ Items & Accessories as mentioned in the ANNEXURE-I , the bidder must execute its installation at the designated location(s). No extra cost shall be paid for this reason.	
2	Delivery of Supplies & Installation:	
a	The purchaser is interested in complete delivery of Goods/items along with Installation, Testing and Commissioning and Training within stipulated time limit as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. However, the bidder has an option to submit the best Delivery/ Installation time.	
b	The material shall be inspected on receipt at site and the bidder shall be responsible for any damage during the transit of Goods/Items.	
c	The insurance cover including insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/ installation shall be obtained by the bidder in his own name and not in the name of purchases.	
3	Warranty & After Sales Services:	

	a	The bidder shall offer on-site comprehensive warranty of equipment as mentioned at IMPORTANT INFORMATION AT GLANCE sheet at the designated location & shall cover each and every part of the equipment including parts having limited life etc. The purchaser is not liable to pay any extra charges on any account during the warranty period.			
	b	The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.			
4	Eligibility Criteria:				
	a	Bidder should be a Company/Partnership firm/ Proprietary firm/ Agency and operational from at least 03 years (Three) as on close date of tender. A copy of registration shall be attached.			
	b	The Bidder must have supplied same or similar Goods/ Items in last three years to Central/State government/ Quasi-Government organization/ Public listed company in India. Copies of Purchase Order (PO) <u>pertaining to the past 03 financial years shall be attached with price & quantity.</u>			
	c	i. Bidder should have minimum average annual turnover (50% of value of estimated cost of tender) in last three years. CA certification <u>of Turnover and</u> Audited P&L Statement in this regard is to be submitted. ii. OEM should have minimum average annual turnover (Four times the value of estimated cost of tender) in last three years. CA certification and Audited P&L Statement in this regard is to be submitted. <u>In case of foreign OEM, the condition of 400% T.O. may be relaxed.</u>			
	d	The Earnest Money Deposition slip / proof of payment.			
	e	Bidder should have GST Number & Income PAN both.			
	f	OEM Authorization Letter.			
5	Earnest Money Deposit: The bidder is instructed to submit EMD @2% of the estimated tender value in the form of DD/FDR/RTGS/NEFT/BG/Bank deposition slip along with bid to prove the transfer of payment to the purchaser's Account.				
	a	Purchaser's Bank Account details:			
		Account Name	Bank Name	Bank A/c No.	Bank IFS Code
		Maulana Azad National Institute of Technology, Bhopal	State Bank of India	10020150107	SBIN0001608
	b	The EMD will be returned to the unsuccessful bidders soon after placement of order and the successful bidder shall get its EMD after supply of material.			
	c	The bidder seeking EMD exemption must submit the valid supporting document for the relevant category. Manufacturers for <u>offered</u> goods and service providers for services are eligible for exemption from EMD under MSE Category. Traders are excluded from the purview of this policy.			
6	Amendment of Tender Document:				
	a	At any time prior to the date submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective bidder, amend bid document by issuing corrigendum. The corrigendum will be notified/ published in e-tendering website www.eprocure.gov.in/epublish/app and Institute website only.			
7	Price Bid				
	a	The Prices should be quoted in Indian Rupees only.			
	b	Bidder shall take into account all costs including unloading at the location of purchaser, cartage etc. for giving delivery of material at site(s) before quoting the rates. In this regard no claim whatsoever shall be entertained.			
	c	The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted unit prices.			

	d	The price quoted in the price bid shall be firm but subject to change in rate of applicable taxes if any.
	e	The Bidder should avoid the use of vague term such as “Extra as applicable”. Such offers shall be treated as non-responsive.
	f	No extra payment shall be paid on account of any discrepancy in the nomenclature of items. The bidder shall seek clarifications if any before submitting the tender.
8	Bid Submission:	
		The bidder is instructed to give their offline offer through two bid system for this tender. The tender must be placed in a properly sealed envelope super-scribed “ <i>Tender for the Supply of _____</i> .” with tender inquiry number and its due date addressed to The Director, Maulana Azad National Institute of Technology- Bhopal- 462003 and must reach the office of The _____, Maulana Azad National Institute of Technology, Bhopal on or before as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. The sealed Envelope should consist of followings:
	a	Copy of Certificate of Registration of firm, GST Number and Income Tax PAN.
	b	Proof of submission of EMD amount
	c	Copy of Purchase Order (PO) received from the government shall be attached.
	d	Certificate mentioning of Turnover for the last 3 year and OEM authorization letter.
	e	BOQ Annexure-I and Price Bid Annexure-II duly filled and signed.
9	Evaluation of Bids:	
		The Institute may evaluate all the required Goods/Items in this tender together or independent depending upon nature of items & compatibility and compare the quotations determined to be substantially responsive i.e. which
	a	are properly signed;
	b	Confirm to the eligibility criteria of the vendor; and
	c	Confirm to the terms & conditions, and technical specifications.
	d	In case, required goods/items in this tender are independent and complete in nature. Institute may evaluate independently as far as price is concerned for placing order(s).
10	Validity of Tender:	
	a	The tender shall be valid as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. Terms and financial details submitted in the bid shall be treated as firm during the validity period.
	b	In exceptional circumstances, prior to the expiry of the bid validity period, the purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.
11	Notification of Award:	
	a	Prior to the expiry of the period of bid validity, the purchaser shall notify the successful bidder, in writing, that its bid has been accepted. The notification letter shall specify the sum that the purchaser will pay to the bidder in consideration of the supply of equipments, installation, testing & commissioning.
	b	Purchaser may issue purchase order in the name of OEM on the request of bidder with a copy to bidder.
	c	As far as foreign currency quote is concerned, Purchaser may issue Purchase order is dual currency i.e. foreign currency and Indian Rupees based on bidder request. This request may be considered to meet local expenditure in Indian

		Rupees.			
	d	The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order.			
	e	Bidder is required to provide complete pre-installation advice regarding electric power and other requirement along with acceptance of Purchase order so that installation requirement can be fulfilled before supply of equipment.			
12	Performance Security Deposit: The bidder is required to submit Performance Security @5% of the contract value in the form of DD/FDR/RTGS/NEFT/BG/Bank Deposit after installation of material along with the bill to the Institute.				
	a	Purchaser's Bank Account details:			
		Account Name	Bank Name	Bank A/c No.	Bank IFS Code
		Maulana Azad National Institute of Technology, Bhopal	State Bank of India	10020150107	SBIN0001608
	b	In case of breach of contract, performance security shall be forfeited and the bidder shall be blacklisted for such period as decided by the competent authority in addition to cancellation of order.			
	c	Performance Security shall be returned to the bidder without any interest, whatsoever, after completion warranty period as specified in the tender.			
13	Penalty Clause:				
	a	The bidder shall indicate the period within which the ordered quantity will be supplied along with Installation & Commissioning of Goods/ Items. The bidder shall note that in case bidder fails to do so within the period of delivery indicated by the bidder in price bid of this tender, penalty @ 0.50 % on total value of the PO per week of delay would be levied subject to maximum 20 weeks. It means, the bidder shall have the liability of delayed supply to the maximum of 20 weeks after expiry of scheduled delivery date.			
14	Terms of Payment:				
	a	The Payment shall be made within 30 days by purchaser after supply and installation of Goods/ Items.			
15	Jurisdiction:				
	a	In the event of any dispute the legal matter shall be subjected to the jurisdiction of Bhopal court only.			
16	Details of Contact Persons for Query if any				
Name					
Designation					
Tel No					
Email					

ANNEXURE-I			
मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल Maulana Azad National Institute of Technology Bhopal			
सामग्री की मात्रा एवं विवरण BILL OF QUANTITY AND SPECIFICATION			
SN	Name of Product/ Items	Quantity	Remarks
1			
2			
NB: Drawing/ Design is enclosed herewith. We confirm with our acceptance to the technical specification as given above.			
Date:		BIDDER'S NAME & SIGNATURE WITH SEAL	

				ANNEXURE- II		
FORMAT FOR SUBMISSION OF BID PRICE						
To,						
The Director						
MANIT- Bhopal- 462 003						
Sub:		Tender Document dated ____ / ____ /20____.				
SN	Product Description with make & Model	Discounted unit price	Qty	Qty Price	GST	Total Price
1	2	3	4	5	6	7(5+6)
1						
2						
Total offered Price						
Total (In Words):						
Delivery Period required:						
The followings things are confirmed and undertaken by us that:						
a	The price quoted above are inclusive of statutory Levies & Taxes, Duties, Transportation and other charges (Insurance, Loading/ unloading, Packing & Forwarding charges, Installation etc.) at site.					
b	Taxes are subject to change/ revision.					
c	We agree with the terms and conditions specified in “Instructions to Bidders” and if selected, the execution of supplies would be made as per bill of Quantity & Specification.					
Date:		Signature of Authorized Bidder with proper rubber stamp				
		Name:				
		Designation:				
		Mobile No:				

Annexure -II

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल Maulana Azad National Institute of Technology Bhopal (भारत सरकार, शिक्षा मंत्रालय के अधीन राष्ट्रीय महत्व का संस्थान) (An Institution of National Importance under MoE, Govt. of India)			
			
<u>Draft Tender Document</u> विज्ञापित निविदा पूछताछ			
ADVERTISED TENDER ENQUIRY (e-procurement)			
सामग्री/वस्तु का नाम Name of Goods/Items			
Website	www.manit.ac.in	Fax No:	0755-2670562
Email Address:	info@manit.ac.in	Telephone No:	0755-4051000, 0755-4052000

अनुक्रमणिका / INDEX		
क्रमांक S No	विवरण / Description	पृष्ठ क्रमांक Page No.
1	निविदा आमंत्रण सूचना Notice Inviting Tenders	
2	एक नजर में महत्वपूर्ण जानकारीयाँ Important Information at a Glance	
3	अध्याय – I बोलीदाता के लिए निर्देश Chapter-I---Instructions to Bidders	
4	अध्याय – II पात्रता एवं योग्यता मापदण्ड Chapter-II---Eligibility & Qualification Criteria	
5	अध्याय – III अनुबंध की सामान्य शर्तें Chapter-III---General Conditions of Contract	
6	संलग्नक – 1 बोलीदाता सूचना प्रपत्र ANNEXURE-1-- Bidder Information Form	
7	संलग्नक –2 प्राथमिक अनुपालन प्रतिवेदन ANNEXURE-2-- Primary Compliance Statement	
8	संलग्नक –3 वस्तु की मात्रा एवं तकनीकी विवरण ANNEXURE-3-- Bill of Quantity & Technical Specification	
9	संलग्नक –4 बोलीदाता का वचनपत्र ANNEXURE-4-- Undertaking from Bidder	
10	संलग्नक – 5 मूल्य बोली का प्रारूप ANNEXURE-5-- Format of Price Bid	
11	संलग्नक – 6 निर्माता प्राधिकरण प्रमाण-पत्र ANNEXURE-6-- Manufacturers Authorization Certificate	

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल	
Maulana Azad National Institute of Technology Bhopal	
(भारत सरकार, शिक्षा मंत्रालय के अधीन राष्ट्रीय महत्व का संस्थान)	
(An Institution of National Importance under MoE, Govt. of India)	
No. MANIT/S&P/20 ____ :	दिनांक / Date: _____
विज्ञापित निविदा पृष्ठताछ	
ADVERTISED TENDER ENQUIRY (e-procurement)	
सामग्री / वस्तु का नाम Name of Goods/Items	
उपरोक्त सामग्री / वस्तु के लिए ऑन-लाईन निविदाएँ अमंत्रित की जाती हैं। इच्छुक निर्माता/अधिकृत भागीदार/ एंजेन्सियाँ, अधिक जानकारी के लिए संस्थान के वेबसाइट www.manit.ac.in और CPPP वेबसाइट https://eprocure.gov.in/eprocure/app पर लाग-इन कर सकती हैं। बोलीदाता द्वारा भारत सरकार के CPP पोर्टल पर पंजीयन करने के पश्चात् निविदा दस्तावेज डाउनलोड किया जा सकता है। सम्पूर्ण निविदा मय दस्तावेज ई.प्रस्तुत करने की अंतिम तिथि अपरान्ह 17.00 बजे तक है। संस्थान निदेशक, बिना कोई कारण बताए किसी या संपूर्ण निविदा को पूर्ण या आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।	
	कुलसचिव
Online Tenders are invited for aforesaid Goods/ Items. Interested Manufacturers/ Authorized Partner/Agencies may log-on Institute website www.manit.ac.in and CPPP website https://eprocure.gov.in/eprocure/app for further details. Tender Document can be downloaded after registration of bidder on CPP Portal of Government of India. Last date of E-submission of complete tender document is _____ up to 17.00 hours. The Director of the Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.	
	Registrar

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल
Maulana Azad National Institute of Technology Bhopal

एक नजर में महत्वपूर्ण जानकारी
IMPORTANT INFORMATION AT A GLANCE

निविदा का कार्यक्षेत्र Scope of Tender	Supply, Installation, Testing, Commissioning and Training of _____.
निविदा दस्तावेज की उपलब्धता Access of Tender Document	Institute website www.manit.ac.in or CPPP website: https://eprocure.gov.in/eprocure/app
निविदा की अनुमानित लागत Cost of Tender	Rs. 00.00
निविदा दिनांक एवं समय Date & Time of Pre-bid Meeting	___/___/20___ at 11.00 hours Institute Committee Room (Minimum 21 Days)
बोली सुरक्षा/बयाना राशि Earnest Money Deposit (EMD)	Rs. _____
निविदा जमा करने के अंतिम दिनांक एवं समय Last Date & Time of Submission of Tender	_____ up to 17:00 hours <u>(Maximum 30 days for advertise Tender)</u>
तकनीकी निविदा खुलने की दिनांक एवं समय Date & Time of Opening of Techno-commercial Bids	_____ at 12:00 hours <u>(After 24 hours of Last date of submission of tender)</u>
मूल्य बोली खुलने की दिनांक एवं समय Date & Time of Opening of Price Bids	Shall be informed after evaluation of techno-commercial bid through website https://eprocure.gov.in/eprocure/app
निविदा वैधता की अवधि Tender Validity period	120 days from the date of opening of the Technical Bid
वितरण/आपूर्ति की अवधि Delivery/ Supply period	90 days from the date of issue of Supply Order <u>or as per requirement</u>
वारंटी अवधि Warranty Period	_____ Year (s) from the date of successful Installation & Commissioning of equipments.
निष्पादन सुरक्षा राशि Performance Security	05% of Contract Order
परिसमाप्त क्षति खण्ड Liquidated damages Clause	0.5% of the value of the order per week for delayed SITC&T

		CHAPTER-I	
बोलीदाता के लिये निर्देश/अनुदेश / INSTRUCTIONS TO BIDDERS			
1	General Preface:		
	a	मौलाना आजाद राष्ट्रीय तकनीकी संस्थान, तकनीकी शिक्षा के क्षेत्र में राष्ट्रीय महत्व के एक अग्रणी संस्थानों में से एक है। मध्य भारत में उत्कृष्टता केंद्र विकसित करने के उद्देश्य से स्थापित इसका लक्ष्य शिक्षण एवं शोध को सुदृढ़ बनाने के साथ ही ग्रामीण समुदाय, समाज एवं उद्योग की आवश्यकताओं को पूरा करने वाला तकनीकी शिक्षा का बहुविषयी केंद्र बनना है। संस्थान शिक्षा मंत्रालय, भारत सरकार द्वारा वित्त पोषित है तथा इसका संचालन नेशनल इंस्टिट्यूट ऑफ टेक्नोलॉजी, साइंस एजुकेशन एण्ड रिसर्च एक्ट 2007 के प्रावधानों अनुसार गठित संचालक मंडल द्वारा किया जाता है। Maulana Azad National Institute of Technology (MANIT) is one of the leading institutions of national importance in the area of technical education, established with the objective of developing a “Centre of Excellence” in the central region. Its aim at becoming a multi-disciplinary Centre for technical education by strengthening both teaching and research activities besides contributing to the needs of rural community, society and industry at large. Institute is fully funded by Ministry of Education, Government of India and is governed as per provisions made under the National Institute of Technology, Science Education and Research Act 2007. (NITSER Act 2007).	
	b	Bidders are encouraged to inspect and assess the site and its surroundings before submitting their bids, ensuring they fully understand the nature of the ground and sub-soil (to the extent practicable), the site's layout, access routes, and any accommodation requirements. In addition, bidders should gather all necessary information regarding risks, contingencies, and other factors that may impact their bids. It will be assumed that bidders have complete knowledge of the site, whether they choose to inspect it or not, and no additional charges will be permitted based on any misunderstandings or lack of information.	
2	Scope of Supplies & Work:		
	a	The equipments & accessories shall be supplied as per the Bill of Quantity and Technical Specifications ANNEXURE-3	
	b	The specifications of the equipment mentioned in the Bill of Quantity are the requirements of tender, however higher specifications of equipments may be considered subject to their cost economics competitiveness in the financial terms for the particular location.	
	c	Bidder should offer only one best & appropriate model of equipment available with them along with its brochure, data sheet, pre-installation advice and power requirement. Bid offering multiple models shall liable to be rejected.	
	d	After the supply of equipments & accessories as mentioned in the Bill of Quantity the bidder has to execute its installation at the designated location(s).	
	e	Any accessories/ manuals that are required to make the equipment (s) operational but not mentioned in the document are required to be supplied by the bidder as to make the equipment (s) fully & systematically operational.	
	f	Manufacturer shall provide comprehensive trainings to Faculty and Technicians	

		of Institute by the expert for operation of instrument as mutually agreed upon. No extra cost shall be paid for such training including cost of material etc.
	g	Purchase preference will be given to “Make in India Products” as defined in Purchase preference with Local Content (PP-LC) Policy.
	h	Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs). If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the product offered or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total QUANTITY.
	I	Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), holding valid Startup Recognition Certificate which is to be uploaded while bidding and claiming EMD exemption and relaxation in turnover as prescribed in the certificate / Start Up scheme of DPIIT.
	j	No bidder is allowed to sub-contract any part of the work to any firm/party.
3	Pre-bid Information:	
	a	Bidders may attend the pre-bid meeting scheduled as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. Techno-commercial queries may also be submitted through email only on or before pre-bid meeting for consideration.
4	Delivery of Supplies & Installation:	
	a	The purchaser interested in complete delivery of Goods/items along with Installation, Testing and Commissioning and Training by bidder as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. Delivery period shall start from issuance of order or the date of opening Foreign Letter of Credit (FLC) whichever is later. However, the bidder has an option to submit the best delivery/installation period from the date of issue of supply of order by purchaser.
	b	The material shall be inspected on receipt at site and the bidder shall be responsible for any damage during the transit of equipments.
	c	The insurance cover including insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/ installation shall be obtained by bidder in his own name and not in the name of purchases. The purchaser will as soon as possible but not late than 45 days (forty-five) from the date of arrival of goods at destination shall notify the bidder of any loss or damage to the goods.
5	Warranty & After Sales Services:	
	a	The bidder shall offer on-site comprehensive warranty of equipment as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. The warranty shall cover each and every part of the equipment including parts having limited life etc. Warranty period shall be started from the date of successful Installation & Commissioning of equipment. The purchaser is not liable to pay

Subject to
modification
as per nature
of work

on ure		any extra charges on any account during warranty period.		
	b	The bidder shall provide lifetime support & up-dation of software provided with the machine, <u>if any.</u>		
	c	The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.		
	d	Any part or parts fail or prove defective within the on-site warranty period specified above, owing to defect in Design, Material or Workmanship, the bidder shall have to replace them at the place of installation without asking for any charges. Such breakdown period shall not be counted under warranty and shall be extended further		
	e	<u>During the warranty period, expert(s) shall be deputed at site by the bidder within five working days from the date of request from purchaser, for service support and to rectify and fix the defects of equipment at the location where equipment installed. The cost of deputation of expert(s) and any other associated expenditure shall be borne by the bidder.</u>		
	f	<u>During the warranty period, the bidder shall provide at least two preventive maintenance visits. The cost of deputation of expert(s) and any other associated expenditure shall be borne by the bidder.</u>		
	g	<u>The bidder should ensure to extend service & spare support at least triple of the warranty period, after the specified warranty period at separate commercial terms mutually agreed upon.</u>		
6	Tender & its Clarification:			
	a	The tender document can only be downloaded free of cost after registration of bidder on website: https://eprocure.gov.in/eprocure/app between start date and end date of tender.		
	b	A prospective bidder requiring clarification on the tender document may notify the concerned HOD/ Sectional head in writing, well before the prescribed date for clarification and a response will be sent in writing to the clarifications sought prior to the date of opening of the tenders.		
7	Amendment & Corrigendum:			
	a	At any time prior to the date submission of bids, the purchaser, may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective bidder, amend bid document by issuing corrigendum.		
	b	The corrigendum will be notified/ published in e-tendering website https://eprocure.gov.in/eprocure/app & Institute website only. Any corrigendum, addendum etc issued shall be part of this tender document and shall be made available on this e-tending portal.		
	c	In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the last date for the receipt of bids if required.		
8	Earnest Money Deposit:			
	a	The EMD amount as mentioned at IMPORTANT INFORMATION AT GLANCE sheet, shall be remitted through DD/FDR/RTGS/NEFT/BG/Bank deposition into Institute bank account as under:		
		Account Name	Bank Name	Bank A/c No.
		Maulana Azad National Institute of Technology, Bhopal	State Bank of India	10020150107
			Bank IFS Code	SBIN0001608
		The bidder is instructed to submit the RTGS/ NEFT/ Demand Draft/ Bank Guarantee and Bank deposition slip in along with Techno-commercial Bid to prove the transfer of payment to the purchaser's Account. The offers without EMD from the bidders shall be rejected.		

	b	The Purchaser shall not be liable for payment of any interest on EMD.			
	c	Any request by the bidders to consider their EMD already furnished by them to any of the other office of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.			
	d	The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder.			
	e	The EMD will be returned to the successful bidder soon after supply <u>and installation</u> of material at Institute.			
	f	The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category. Manufacturers for <u>offered</u> goods and service providers for services are eligible for exemption from EMD under MSE Category. Traders are excluded from the purview of this policy.			
9	Performance Security Deposit:				
	a	The bidder has to deposit performance security for warranty period plus two months as mentioned at IMPORTANT INFORMATION AT GLANCE sheet through DD/FDR/RTGS/NEFT/BG/Bank Deposit along with submission of invoice:			
		Account Name	Bank Name	Bank A/c No.	Bank IFS Code
		Maulana Azad National Institute of Technology, Bhopal	State Bank of India	10020150107	SBIN0001608
	b	In case of breach of contract, performance security shall be forfeited and the bidder shall be blacklisted for such period as decided by the competent authority in addition to cancellation of order.			
	c	Performance Security shall be returned to the bidder without any interest, whatsoever, after completion warranty period as specified in the tender.			
10	Submission of Tender:				
	a	The person signing the tender form or any other documents on behalf of the bidder shall be deemed to warrant that he has authority to bind the bidder. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any other civil & criminal remedies cancel the tender and hold the bidder liable for all costs, charges and damages.			
	b	The bidder is expected to examine all Instructions, Forms, Terms & Conditions and Specifications in the tender document and to furnish with its bid all documents or information as required in tender document through e-tendering website i.e. https://eprocure.gov.in/eprocure/app . No documents shall be submitted in hard copy (s).			
	c	The bidder is instructed to give their online offer through two bid system for this tender. i.e. Techno-commercial Bid and Price Bid.			
	d	The Techno-commercial bid cover shall include/ contain illustrated leaflet/ <u>technical product datasheet</u> giving technical details & technical specifications of offered equipment with make & model and also the commercial documents as mentioned in tender document for the supplies to be made and the services to be rendered EXCLUDING ANY PRICE DETAILS THEREOF.			
	e	The Price bid cover shall <u>contain</u> only prices of the equipment offered for supply and the charges for the services to be rendered.			
	f	Tenders received in open covers/ letters/ fax/ email will not be considered.			
	g	Complete & concise bids (Techno-commercial & Price) must be uploaded on the website https://eprocure.gov.in/eprocure/app within the stipulated time frame of the tender.			
	h	The Institute may, at its discretion, extend the deadline for the submission of bids by amending the tender documents, in which case all rights and obligations			

		of the Institute and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective bidders are advised to remain in touch with website for any update in respect of their tender.
11	Techno-commercial Bid Submission:	
	Bidder should submit following documents sequentially duly signed along with technical bid:	
	a	ANNEXURE-1, 2, 3, 4 and 6 duly filled & signed.
	b	Copy of other documents as mentioned in Chapter-II “ELIGIBILITY & QUALIFICATION CRITERIA”
12	Price Bid Submission:	
	a	The Prices should be quoted in the ANNEXURE-5 preferably in Indian Rupees. In case of foreign OEM, prices may be quoted either in its currency or US Dollar. Indian bidder shall quote the price considering F.O.R. Institute Bhopal and foreign bidder shall quote the price considering Delivered Duty Paid (DDP as defined in the current edition of INCOTERMS) at Institute, Bhopal. The institute will provide necessary documents upon request of bidder in advance.
	b	Bidder shall prepare price bid as per the format in .xls format and upload the same in CPPP. In case find any difficulty, may contract on toll free numbers available on CPPP.
	c	The bidder would have to quote the prices for the total scope of work in the Bill of quantity and Technical Specification. Partial quote are liable to be rejected.
	d	The bidder shall take into account all costs including unloading at the location of purchaser, cartage etc. for giving delivery of material at site(s) before quoting the rates. In this regard no claim what so ever shall be entertained.
	e	The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted unit prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the lowest, the purchaser shall avail such discount at the time of award of contract.
	f	The price quoted in price bid shall be firm but subject to change in rate of applicable taxes if any.
	g	No extra payment shall be paid on account of any discrepancy in the nomenclature of items. The bidder shall seek clarifications if any before submitting the tender.
	h	No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed to the designated location.
13	Opening of Techno-commercial & Price Bid:	
	a	The Techno-commercial Bid of tenders will be opened as per the schedule mentioned at Important Information at a glance sheet.
	b	The Price bid of only technically qualified bidders will be opened on the stipulated due date. The date & time for opening of Price Bid shall be intimated to the technically qualified bidders through website https://eprocure.gov.in/eprocure/app or telephonically or email, after the evaluation of Technical Bid.
14	Withdrawal & re-submission:	
	a	The bidder, after submitting the tender, is permitted to withdraw and re-submission as per laid down the procedure given on Government CPPP up to the date and time of the tender through on-line only. Any such request received after

		the prescribed date and time of receipt of tender will not be considered. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's EMD and imposition of other sanctions.
15	Evaluation of Bids:	
	a	Price bid shall be submitted preferably in Indian Rupees. In case of foreign OEM, foreign currency conversion rate shall be taken into consideration on the date of opening of opening Price bid.
	b	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.
	c	If there is an error in a total corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected.
	d	If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	e	To assist in the examination, evaluation, comparison of the bids and qualification of the bidders, the purchaser may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a bidder in respect to its Bid and that is not in response to a request by the purchaser shall not be considered. The purchaser's request for clarification and the response shall be in writing only.
	f	If a bidder does not provide clarifications of its bid by the date and time set in the purchaser's request for clarification, its bid may be rejected.
	g	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 supply order, without thereby incurring any liability to bidders. In case of annulment, all bids submitted and specifically bid document, EMD deposits shall be promptly returned to the bidders.
	h	The purchaser shall compare the evaluated prices of all substantially responsive bids to determine the lowest evaluated bid for a particular location. The comparison shall be on the basis of landed cost at individual destination.
	i	At the time the contract is awarded, the purchaser may increase the quantity of Equipments without any change in the unit prices or other terms & conditions of the bid and the bidding documents subject to the acceptance of bidder in writing for the same.
	j	The purchaser have the right to verify the particulars furnished by the bidder independently.
16	Validity of Tender:	
	a	The tender shall be valid as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. Validity days shall be calculated from the date of opening of the Techno-commercial bid. Terms and financial details submitted in the bid shall be treated as firm during the validity period.
	b	In exceptional circumstances, prior to the expiry of the bid validity period, the purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.
17	Causes of rejection of Tender:	
	a	The bidder must be a single company, <u>partnership firm/proprietorship</u>

		consortium will not be allowed.										
	b	While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.										
	c	If any bidder stipulates any condition of his own, such conditional tender is liable to be rejected.										
18	Forfeit of Earnest Money Deposit:											
	a	If any bidder withdraws his tender before the period of 90 days from the date opening of Technical Bid or makes any modifications in the terms and the conditions of the tender which are not acceptable to the purchaser, then the purchaser shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.										
	b	<table><tr><td>i</td><td>If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.</td></tr><tr><td>ii</td><td>If the bidder fails to supply the Equipments with specifications as mentioned in Annexure –3</td></tr><tr><td>iii</td><td>If the bidder delays supply beyond a reasonable time resulting in disruption of project.</td></tr><tr><td>iv</td><td>Bidder for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.</td></tr><tr><td>v</td><td>Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.</td></tr></table>	i	If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.	ii	If the bidder fails to supply the Equipments with specifications as mentioned in Annexure –3	iii	If the bidder delays supply beyond a reasonable time resulting in disruption of project.	iv	Bidder for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.	v	Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.
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19	Notification of Award:											
	a	Prior to the expiry of the period of bid validity, the purchaser shall notify the successful bidder, in writing, that its bid has been accepted. The notification letter shall specify the sum that the purchaser will pay to the bidder in consideration of the supply of equipments, installation, testing & commissioning.										
	b	Purchaser may issue purchase order in the name of OEM on the request of bidder with a copy to bidder.										
	c	As far as foreign currency quote is concerned, Purchaser may issue Purchase order is dual currency i.e. foreign currency and Indian Rupees based on bidder request. This request may be considered to meet local expenditure in Indian Rupees.										
	d	The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order.										
	e	Bidder is required to provide complete pre-installation advice regarding electric power and other requirement along with acceptance of Purchase order so that installation requirement can be fulfilled before supply of equipment.										
20	Packing of Equipments:											
	a	The bidder shall provide packing of the equipments, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the purchaser would not accept the delivery.										
	b	The equipments shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The bidder shall be responsible for any loss/ damage to material during transportation to the designated location.										

21	Time Limit for Supply & Liquidated damages: <table border="1"> <tr> <td data-bbox="276 208 347 577">a</td><td data-bbox="347 208 1410 577">The bidder shall indicate the period within which the ordered quantity will be supplied along with Installation & Commissioning of equipment. The Bidder or OEM shall note that in case Bidder or OEM fails to do so within the period of delivery indicated by the bidder in Techno-commercial Bid of this tender, penalty @ 0.50% on total value of the order per week of delay would be levied subject to maximum 20 weeks. It means, the Bidder or OEM shall have the liability of delayed supply to the maximum of 20 weeks after expiry of scheduled delivery date. Afterwards, it shall be sole discretion of the purchaser whether to accept the material with penalty or cancel the supply order, forfeit the EMD and debar from participation in any future tenders.</td></tr> <tr> <td data-bbox="276 577 347 723">b</td><td data-bbox="347 577 1410 723">The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful bidder shall complete supplies strictly as per the accepted delivery period.</td></tr> </table>	a	The bidder shall indicate the period within which the ordered quantity will be supplied along with Installation & Commissioning of equipment. The Bidder or OEM shall note that in case Bidder or OEM fails to do so within the period of delivery indicated by the bidder in Techno-commercial Bid of this tender, penalty @ 0.50% on total value of the order per week of delay would be levied subject to maximum 20 weeks. It means, the Bidder or OEM shall have the liability of delayed supply to the maximum of 20 weeks after expiry of scheduled delivery date. Afterwards, it shall be sole discretion of the purchaser whether to accept the material with penalty or cancel the supply order, forfeit the EMD and debar from participation in any future tenders.	b	The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful bidder shall complete supplies strictly as per the accepted delivery period.				
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d	All the payment to bidder shall be made by crossed account payee Cheque/ RTGS/ NEFT/FLC for which the bidder shall send bills in duplicate (Original + copy) giving the reference number of the purchase order along with copies of delivery note & satisfactory report on the Installation of Equipment, from committee of the Institute. The details about the authorized person to take the delivery of equipment shall be informed to the successful bidder through the supply order placed for the supply of equipment.								
23	Claims: <table border="1"> <tr> <td data-bbox="276 1610 347 1834">a</td><td data-bbox="347 1610 1410 1834">If the specification of supplied equipments are found to be lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the supplied equipments to claim for compensation from bidder. The bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The bidder shall also compensate for losses, if any, sustained by purchaser due to defective packing and/or wrong marking of the equipments.</td></tr> <tr> <td data-bbox="276 1834 347 1906">b</td><td data-bbox="347 1834 1410 1906">The bidder shall be responsible for arranging the rejected equipment (s) to be removed at his cost from purchaser premises.</td></tr> </table>	a	If the specification of supplied equipments are found to be lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the supplied equipments to claim for compensation from bidder. The bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The bidder shall also compensate for losses, if any, sustained by purchaser due to defective packing and/or wrong marking of the equipments.	b	The bidder shall be responsible for arranging the rejected equipment (s) to be removed at his cost from purchaser premises.				
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24	Jurisdiction: <table border="1"> <tr> <td data-bbox="276 1946 347 2018">a</td><td data-bbox="347 1946 1410 2018">In the event of any dispute the legal matter shall subject to the jurisdiction of Bhopal court only.</td></tr> </table>	a	In the event of any dispute the legal matter shall subject to the jurisdiction of Bhopal court only.						
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25	Address for communication:								

	a	All the communication with respect to the tender shall be addressed to: The Head of Department Department of _____ Maulana Azad National Institute of Technology- Bhopal- 462 003		
26	Details of Contact Persons for Techno-commercial Query through email.			
Details of Contact Person for Technical Query	1	Name		
		Designation		
		Department		
		Contact No		
		Email		
	2	Name		
		Designation		
		Department		
		Contact No		
		Email		
Details of Contact Person for Commercial Query	1	Name		
		Designation		
		Department		
		Contact No		
		Email		

CHAPTER-II		
ELIGIBILITY & QUALIFICATION CRITERIA		
1	Bidder should be a Company/Partnership firm/ Proprietary firm/ Agency with registered office in India and operational from at least 03 years (Three) as on close date of tender. Copy of registration shall be attached.	
2	The Bidder/OEM must have supply of same/ similar product/ equipment in last 3 financial years to Central/State government Organizations, PSU's, Government research Institute or Public listed companies in India. Copies of Purchase Order (PO) as a documentary evidence for the same shall be furnished with installation reports and customer details. Following information should be provided as a proof (i) PO copies pertaining to the last 03 financial years without erasing consideration price and quantity (ii) Installation reports with customer names, contact details such as phone number, email-id.	
3	The bidder must have average financial turnover i.e. 50% and 400% for OEM of tender value during the last three consecutive financial years. Relevant supporting documents audited Profit & Loss Account and CA certification of Turnover shall be submitted.	
4	Bidder shall submit brochure, complete Data sheet of offered equipment along with pre-installation advice & power requirement. The same should also reflect on bidder/ OEM website.	
5	Bidder shall remit The EMD through DD/FDR/RTGS/NEFT/BG/Bank deposition into Institute bank account as mentioned at IMPORTANT INFORMATION AT GLANCE sheet.	
6	The bidder should be OEM or Authorized Dealer/Distributor/System Integrator of the OEM of the offered product. Authorization Letter from OEM specific to this tender need to be submitted with validity period of such authorization.	
7	The Bidder/ OEM must have its own Service/ Support Centre in India preferably in MP for attending complaints / suggestions.	
8	The bidder should have a clean Track record, i.e. The Bidder should not have been blacklisted by any Central/State government Organizations, PSU's/GeM Government research Institute or Public listed companies in India at any point of time.	
9	The bidders who have refused to execute any work order issued by MANIT in the past are disqualified from participating in this tender.	

Note: In case an OEM is from out-side India i.e. foreign OEM this condition of Turnover may be relaxed.

		CHAPTER-III	
GENERAL CONDITIONS OF CONTRACT			
1	Abbreviations & Acronyms:		
	a	Abbreviations & Acronyms and Definitions used in this tender document shall be in accordance with GFR 2017 and Manual for procurement of Goods 2017 as amended time to time.	
2	Language of Bids:		
	a	The bids prepared by the bidder and documents relating to the bids exchanged by the bidder and the Purchaser, shall be written in the English language only. Moreover, the printed literature/Technical details may be furnished in English/Hindi.	
3	Standards of Performance:		
	a	The bidder shall perform the Services and carry out its obligations under the contract with due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, engineering practices. It shall employ prudent technical and engineering practices. It shall employ advanced technology and safe and effective equipment, machinery, material and methods. The bidder shall always act, in respect of any matter relating to this contract, as faithful advisors to the client and shall, at all times, support and safeguard the client's legitimate interests in any dealings with third Parties.	
4	Force Majeure:		
	a	In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days “notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.	
5	Code of Ethics:		
	a	The purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”, during the Supply & Installation or execution of such contracts. If the bidders are found in bid pooling or against law against fraud and corruption then their firms may be blacklisted.	

BIDDER INFORMATION FORM

Year of Establishment→		Name of Agency→	
		Registered Complete Address→	
Type of Agency→ Company / Partnership Firm/ /Proprietary Firm/			
Name of Owner / Authorized Person→			
Contract No with e-mail ID→			

Details of Statutory compliances and its valid Numbers:

SN	Particular	Number	Remarks
1.	Bidder's Registration Gumasta License		
2.	Income Tax PAN		
3.	GST Number		

Details of Bank Account:

Beneficiary Name			
Bank Name		Branch	
Account Number		IFSC	

DECLARATION

It is certified that the information furnished in this form is complete and correct to the best of our knowledge & belief.

Signature of authorized Person and Seal

		ANNEXURE- 2	
PRIMARY COMMERCIAL COMPLIANCE STATEMENT			
Ref:	Tender Document No: MANIT/___/20__ / ___ dated: _____		
SN	Institute Requirement as per tender document	Compliance Yes/ No	Deviation if any
1	Copy of Certificate of Registration of Company/ Firm/ Agency		
2	Undertaking for participation ANNEXURE-4		
3	Authorization Certificate from Original Equipment Manufacturer for components ANNEXURE-6		
4	Details of Service/ Support Centre		

Details of EMD & its Exemption			
Amount	Mode of Deposition	Date of Deposition	Reference No
Basis of EMD Exemption			

Details of installation of same product/ similar equipment as per eligibility & qualification criteria in Chapter-II. (Copies of Purchase orders / Work Completion Certificate must be attached)					
SN	Name of the organization with address	Period of Contract		Nature of Work	Value of Contract
		From	To		
1					
2					
3					
Details of financial Turnover during last three years (Please attach copy of P&L Accounts/ CA Certificate)					
Financial Year		Amount (in Lakhs)		Remarks, if any	
2023-24					
2024-25					
2025-26					

Seal & Signature of Bidder

ANNEXURE-3		
मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल Maulana Azad National Institute of Technology Bhopal		
Bill of Quantity & Technical Specification सामग्री की मात्रा एवं तकनीकी विवरण		
Ref:	Tender Document No: MANIT/ /20 / dated:	
Particulars		Quantity
General Purpose and its uses		
1		
2		
3		
4		
5		

Note:	
1	All the Equipment (s) /Accessories/Components/ Software/ License which are provided by default by the manufacturer must be supplied along with the devices.

		ANNEXURE- 4	
		(Undertaking from Bidder on their official stationery)	
To,			
The Director			
Maulana Azad National Institute of Technology			
Bhopal- 462 003			

Sub:	Tender Document No: MANIT/___/20___/___dated: _____
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Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS	
1	Complete Tender Document
2	Bidder information Form (Annexure– 1)
3	Primary Commercial Compliance Statement (Annexure– 2)
4	Bill of Quantity and Technical Specifications (Annexure-3)
5	Price Bid (Annexure– 5)
I/Wedo hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents. I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply at the location of purchaser including the scope and nature of duties expected from the bidder. I/We distinctly agree that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.	
I/ We declare that our unit has never made any default in supplying the Equipment (s) to Government / Semi Government/ Central or State Public Sector Enterprise(s) in terms of quality and financial agreed supply conditions.	
I/We fully understand the terms and conditions in the tender documents.	
I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.	
Date:	Authorized Signatory

ANNEXURE- 5									
FORMAT FOR SUBMISSION OF PRICE BID									
To,									
The Director									
MANIT- Bhopal- 462 003									
Sub:	Tender Document No: MANIT/ /20 / dated:								
SN	Description of Material Make & Product/Model No	Unit Price	Quantity	Total Price					
1	2	3	4	5(3x4)					
1									
				Custom Duty					
				GST					
				Gross Total →Net offered Price→					
Net offered Price (In Words)									
The followings things are confirmed and undertaken by us that:									
a	The total price quoted above is inclusive of basic price, statutory duty & taxes, Transportation, Incidental services (including Insurance, Loading/ unloading, Packing & Forwarding charges, Installation etc.) at site.								
b	We agree with the terms and conditions specified in the tender document and if selected, the execution of supplies would be made in compliance.								
Date:		Signature of Authorized Bidder with proper rubber stamp							
						Name:			
						Designation:			
						Mobile No:			

		ANNEXURE- 6
	AUTHORIZATION LETTER FROM ORIGINAL EQUIPMENT MANUFACTURER	
No:	Date:	
To,		

Ref:	Tender Document No: MANIT/___/20___/___dated: _____
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Dear Sir, We _____ who are established and reputable manufacturers of (<i>name and description of goods offered</i>) having factories at _____ (<i>address of factory</i>) do hereby-authorized M/s _____ (<i>Name and address of Agent</i>) to submit a bid, and sign the contract with you for the goods manufactured by us against the above tender and they are in the supply and maintenance of our products since _____ years. We hereby extend our full guarantee and warranty as per terms & Conditions of Contract for the goods and services offered for supply by the above firm against this Tender. This authorization shall remain valid upto ___/___/____only Yours Faithfully, (Name of the manufacturer)

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.

Modifying this format suitably in case where manufacturer's warranty and guarantee are not applicable for the items for which bids are invited.