

FAQ form

Sl.No.	Information
1	Kindly mention your department's Tender reference no.?
Ans	A unique serial reference no. should be provided from the department floating the tender.
2	Mention type of Tender being floated (EOI/Open/Limited/Single)?
Ans	EOI stands for Expression of Interest. Open stands for Open Tender. Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice. Limited stands for Limited Tenders issues to a few selected vendors. Single stands for Single Tender for proprietary items.
3	Mention the Form of contract (Buy / RC / Multi Stage / Supply / Work)?
Ans	Buy means a single purchase of some equipment. RC means Rate Contract for one year. Multi Stage means a work which has to be completed in multi stages. Supply means supply of material in multi stages. Work means completion of a work in one go.
4	No. of bids in which tender is to be called (One/Two).
Ans	One Bid – Techno-Commercial Bid Two Bid – Technical and Commercial Bid separately in two envelopes.
5	Category of Tender being floated (Goods/Services/Works).
Ans	Goods → purchase of material. Services → purchase of Services. Works → empanelment of some work.
6	Work/Item Title for which tender is being floated (one liner).
Ans	Give a short description of title of tender. (for example, Purchase of 20 nos. of chairs for Central Store)
7	Mention complete Work/Item description (complete).
Ans	i.e. Purchase of 20 numbers of chairs of Geeken make with A length, B width and C height with headrests and mesh back rest.
8	Estimated cost/value of Tender in INR.
Ans	Suppose a chair is for Rs. 8000 then total cost of tender is INR160000.00
9	Mention the no. of days for which bids should be valid. (15/30/45/60/90 etc)
Ans	Estimate your time to finalise a PO and accordingly give number of days for which a bid should be valid.
10	Mention the delivery period or completion period of work in days. (15/30/45/60 etc)
Ans	Based in how much time, you will require material, kindly choose enough time.
11	Mention Delivery Place/Location Detail where material will be supplier or work done.
Ans	Give the name of department/lab where the material is to be delivered.
12	Will there be a Pre-Bid Meeting held? If Yes, please mention place of such meeting.
Ans	Yes / No, based on your requirement, you can call for Pre-Bid Meet or may not. Also mention the place where such meeting will be held. So, that Tenders should have prior information.
13	Name of officer Inviting the tender. Also, mention department.
Ans	Name the PI inviting the tender with his department.
14	Mention the place where Bids will be opened?
Ans	Mention the name of department/lab/room no. where the tenders will be opened.
15	Amount of Earnest Money Deposit (EMD) fixed in INR for the said tender.
Ans	As per GFR EMD has been fixed from 2% to 5% of tender value.
16	MSMEs are exempted from EMD or not?
Ans	Yes / No. MSMEs are exempted from payment of EMD. You can either choose to exempt them or not.

17	EMD fee is payable to whom and in what form (DD/Cheque/FDR/RTGS/NEFT/BG)?
Ans	Generally it should be Registrar, IIT Kanpur. Form can be selected from above.
18	No. of days for which Tender is being floated. (min 21 days)
Ans	Based on complexity of the equipment, the no. of days can be increased: 1. Open – min 21 days 2. Limited – min 15 days 3. Single – min 15 days
19	Date and time of closing of submission of tender. (Please see that it does not fall on Sat/Sun).
Ans	Like 15 th Jan 2018 Monday at 1700 hrs.
20	Date and time of opening of tender. (Please see that it does not fall on Sat/Sun).
Ans	Like 16 th Jan 2018 Tuesday at 1530 hrs.
21	Mention the name of a person to give Technical information from the department.
Ans	Name- Mr.XYZ Desk Phone-0000 Email id-xyz@iitk@ac.in

Signature of PI / Indenter