



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

TENDER INPUT FORM

(A) Basic Details:

1	Tender Reference No. *	
2	Tender Type *	<input type="checkbox"/> Open <input type="checkbox"/> Limited <input type="checkbox"/> Single <input type="checkbox"/> Global
3	Form of Contract *	<input type="checkbox"/> Rate Contract <input type="checkbox"/> EOI <input type="checkbox"/> Service Contract <input type="checkbox"/> Buy <input type="checkbox"/> Empanelment <input type="checkbox"/> Auction
4	No. of Covers *	<input type="checkbox"/> 1 <input type="checkbox"/> 2
5	Tender Currency *	<input type="checkbox"/> INR <input type="checkbox"/> GBP <input type="checkbox"/> USD <input type="checkbox"/> CHF <input type="checkbox"/> EURO <input type="checkbox"/> JPY
6	Tender Category *	<input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Services

(B) Cover details:

S.No	No. of Covers	Cover type	Contents
1	Single Cover	(a) Fee/Prequal/Technical/Financial	
2	Two Covers	(a) Fee/Prequal/Technical (b) Financial	

(C) Work Item Details:

1	Work Item Title *	
2	Work Description *	
3	Pre qual. Details	
4	Product Category *	<input type="checkbox"/> Civil Works <input type="checkbox"/> Computer (SW) <input type="checkbox"/> Electrical Works <input type="checkbox"/> Batteries & Accessories <input type="checkbox"/> Computer (HW) <input type="checkbox"/> Machinery / Tools <input type="checkbox"/> Furniture/Fixture <input type="checkbox"/> Uniforms/Curtain/Clothes <input type="checkbox"/> Lab & Scientific Equip <input type="checkbox"/> Miscellaneous Goods
5	Product Sub Category	
6	Contract Type *	<input type="checkbox"/> Tender <input type="checkbox"/> Empanelment <input type="checkbox"/> Rate Contract
7	Tender Value	
8	Bid Validity days *	<input type="checkbox"/> 120 <input type="checkbox"/> 90 <input type="checkbox"/> 60 <input type="checkbox"/> 30
9	Completion / Delivery Period *	
10	Location (Work/services/items)*	
11	Pin code	
12	Pre Bid Meeting *	<input type="checkbox"/> Yes <input type="checkbox"/> No

12 (a)	If Pre Bid Meeting is Yes	
12 (b)	Pre Bid Meeting Place *	
13	Pre Bid Meeting Address *	
14	Bid Opening Place *	
15	Inviting Officer *	
16	Inviting Officer Address * Phone/email:	

(D)Tender Fee Details:

1	Tender Fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1 (a)	Tender Fee Amount		
1 (b)	Tender Fee Payable to		
1 (c)	Tender Fee Payable at		
2	EMD Fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 (a)	If EMD Fee is Fixed EMD Amount		
2 (b)	If EMD Fee is Percentage EMD Percentage (%)		
2 (c)	EMD Exemption Allowed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(E)Critical Dates:

		DD	MM	YYYY	Hrs	Mins
1	Publishing Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Seek Clarification Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Seek Clarification End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Pre-Bid Meeting Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Bid Submission Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Bid Submission End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	Bid Opening Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- As per the Ministry of Commerce and Industry Order No. P-45021/2/2017-PP(BE-II) dated 04.06.2020 preference shall be given to Make in India products for which it is mandatory for bidders to declare Country of Origin of goods and percentage of Local contents in the product.

Definitions:

“Local Content” means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“Class-I local supplier” means a supplier or service provider, whose goods, services or works offered for procurement, has local content to or more than 50%, as defined under this order.

“Class-II local supplier” means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20% but less than 50%, as defined under this order.

“Margin of purchase preference” means the maximum extent to which the price quoted by a *Class-I local supplier* may be above the L1 for the purpose of purchase preference. (shall be 20%)

Purchase Preference:

- (a) Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to 'Class-I local supplier' in procurements undertaken by procuring entities in the manner specified here under.
- (b) In the procurements of goods or works, which are covered by para 3(b) above and which are divisible in nature, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:
 - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class local supplier', the contract for full quantity will be awarded to L1.
 - ii. If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.
- (c) In the procurements of goods or works, which are covered by para 3(b) above and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-1 local supplier' shall get purchase preference over 'Class-1 local supplier' as well as 'Non-local supplier', as per following procedure:
 - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-1 local supplier', the contract will be awarded to L1.
 - ii. If L1 is not 'Class-1 local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
 - iii. In case such lowest eligible 'Class-1 local supplier' fails to match the L1 price, the 'Class-1 local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be

awarded accordingly. In case none of the 'Class-1 local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.

(d) "Class-II local supplier" will not get purchase preference in any procurement, undertaken by procuring entities.

Requirement for specification in advance: The minimum local content, the margin of purchase preference and the procedure for preference to Make in India shall be specified in the notice inviting tenders or other form of procurement solicitation and shall not be varied during a particular procurement transaction.

(F) Declaration: I have read & understood the above-mentioned points and shall select the L1 supplier based on the above criteria.

Prepared by:

Name/Designation

Approved by:

Name/Designation