



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

GT ROAD, KALYANPUR, KANPUR – 208016

UTTAR PRADESH, INDIA

OPEN TENDER ENQUIRY

TENDER DOCUMENT

For

“Supply of Manpower (Medical Attendant) on a Hiring Basis”

Tender Details

Tender Reference Number	SA/HMO/SAC/2025-26/01
Description of Service	Supply of Manpower (Medical Attendant) on a Hiring Basis
Service Period	01 year
Bid Submission Start Date & Time	10-12-2025, 11.00 AM
Bid Submission End Date & Time	19-12-2025, 05.30 PM
Bid Opening Date	22-12-2025, 03.00 PM
Bid Submission Address	Hall Management Office, Office of Student Affair's Level 4, New Faculty Building Annexe, IIT Kanpur – 208016 (Uttar Pradesh)

Sealed quotations are invited for the purchase of the above service in the TWO Bid system. Both technical bid and financial bid in separate envelopes must be kept in a big envelope which must be superscribed by Tender Reference Number, Service Description and bid submission end date. The sealed copy of bids must reach the above designated address on or before the Bid Submission End Date & Time.

1. Scope of Work:

1. The students at the Institute, IIT Kanpur, when admitted in any hospital at Kanpur through the referral of the Health Centre, the agency will provide a medical attendant to look after them on a need basis on the call of the Institute Health Centre.
2. The medical attendants will perform their duty on the schedule of 8 hours only.
3. Duty of 8 hours shall be counted as one full duty
4. Duty performed between 1 to 4 hours shall be counted as half duty
5. Any duty performed beyond 8 hours shall be counted on a retrospective basis
6. If the duty medical officer deems it appropriate, he may assign more than one attendant to the patient as needed.
7. The attendant will not have the authority to sign on the discharge papers.
8. The agency will assign lady attendants within two hours of receiving the intimation from the Health Centre.
9. At night duty, the agency has to provide two lady attendants in case of a female student.
10. To supervise and control the manpower deployed in the project(s) and to ensure its performance and duties as also the performance and deliverance of the work/project so entrusted.

2. Minimum Eligibility Criteria:

1. Bidder should be registered as a Company/Partnership/Proprietorship Firm
2. Bidder should have a valid and active GSTIN.
3. Bidder should have a valid and active PAN.
4. Bidder should have registered with EPFO and ESIC.
5. Bidders must have 3 years of experience in similar types of services and long-term services for the same/similar services in IITs/NITs or any other Government Organization.
6. Minimum Average Annual Turnover of the Bidder (Last 3 Financial Years) should be Rs. 15 Lakh.

3. Duration of Contract:

1. The contract shall remain valid for a period of initially one-year w.e.f. commencement of the contract, which may be extended on a yearly basis based on performance, and for a maximum of 3 years. The agency must sign the contract.
2. The contract shall be cancelled by either side by giving three months' notice in advance.

4. Governing Law and Jurisdiction:

The contract shall be governed by and construed in accordance with the laws in force in India. All questions, disputes, or differences arising under, out of, or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e. Jurisdiction at Kanpur Nagar. Acceptance of this effect is also necessary at the time of opening of the Technical Bid.

5. List of Documents to be submitted in Technical Bid Envelope:

1. Duly filled format is as per **Annexure-A**.
2. Copy of Bank details.
3. Copy of work experience.
4. Copy of the Company Incorporation/registration certificate.
5. Copy of the tender acceptance letter, Country of Origin of services, and local content on **Appendix 1-3**.
6. Copy of other documents mentioned in tender terms and conditions.
7. Declaration for annual turnover as per **Appendix 4**.
8. Feedback from previous customers will be part of the technical evaluation.
9. Past 3 years, PO copies or the same or similar services along-with contact details of end users, need to be submitted as proof of service.

Note: - No indication of the rates/amounts should be made in any of the documents submitted with the Technical Bid.

6. List of documents to be submitted in the Financial Bid Envelope

1. Financial Bid with Complete Break-up of Services as per **Annexure-B**.

2. The Bidders are required to include a service charge of not less than 3.85% in their quotes as per the rules. If any bidders submitted their service charges less than the aforesaid charge, the bid is liable to be rejected.

7. Performance Security:

The Successful bidder must submit Performance Security 5% of the contract value in favour of the Hall Management, IIT Kanpur in the form of an Account Payee Demand Draft/Fixed Deposit Receipt from a commercial bank/Bank Guarantee (including e-Bank Guarantee).

8. General terms and conditions:

1. Ensure to specify the services to be offered and provide the compliance sheet.
2. Payment will be released after completion of every quarter.
3. The Institute reserves the right to cancel the tender at any stage without assigning any reason thereof.
4. Based on the input received from the students, the Health Centre shall verify the invoice and later forward the same to the DoSA office for payment.
5. The bidder should follow the minimum wage rates as per the directives issued by the Government of India from time to time.
6. Preference shall be given to the agency having higher experience and financial turnover while awarding the tender for providing attendants.
7. The wages of the Central Govt. A class city is applicable for the attendant. The rates of attendants shall be applicable as per the Central Govt. rates, revised from time to time.

SELECTION CRITERIA:

Phase I: Technical Evaluation

Technical evaluation will be done based on the information/item or product catalogue provided in the technical bids submitted by the bidders. A bid containing partial, incomplete, unclear, superfluous and unwanted information will be summarily rejected.

The technical declaration must be supported with relevant documents. Discrepancies in relevant supporting documents and technical compliance sheets shall lead to the rejection of technical bids.

Phase-II:

- a. Financial bids for the technically qualified shall be opened.
- b. Financial evaluation is purely done on the total financial implication.
- c. Financial Bids with any superfluous, unreasonable rates will be summarily rejected.

➤ Instruction to the bidder of countries which share land border with India (Rule 144(xi) of GFRs, 2017)

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

Explanation:

1. "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company.
2. "Control" shall include the right to appoint majority of directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.
3. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership.
4. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.
5. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.
6. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

- V.** An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

[Note: i. A person who procures and supplies finished goods from an entity from a country which shares a land border with India will, regardless of the nature of his legal or commercial relationship with the producer of the goods, be deemed to be an Agent.

ii. However, a bidder who only procures raw material, components etc. from an entity from a country which shares a land border with India and then manufactures or converts them into other goods will not be treated as agent.]

- VI.** In case of tenders for Works contracts, including Turnkey contracts, the successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.
- VII.** The registration shall be valid at the time of submission of bid and at the time of acceptance of bid.
- VIII.** If the bidder was validly registered at the time of acceptance / placement of order, registration shall not be a relevant consideration during contract execution.

- As per the Ministry of Commerce and Industry Order No. P-45021/2/2017-PP(BE-II) dated 16.09.2020 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 suppliers 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 match 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-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-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.

(A)
COMMERCIAL TERMS AND CONDITIONS

1. DEFINITIONS

These Commercial Terms and Conditions shall constitute the General Conditions of Contract, where no separate contract is signed with the selected Bidder(s), and the Bidders by putting their signature and stamp on each page of this Section V are binding themselves to these Terms and Conditions. In the Commercial Terms and Conditions as defined below, words and expressions shall have the following meanings assigned to them:

- a. "Contract" means the agreement of the Parties relating to the procurement of service and / or the IITK Purchase Order (PO), and all attachments incorporated by reference, which shall form an integral part of the Contract. In the event of any discrepancy, the documents to prevail shall be given precedence in the following order: (i) the Contract (where separately signed), (ii) the IITK Purchase Order, (iii) its attachments, and (iv) these Commercial Terms and Conditions.
- b. "Contractor" means the person or entity named in the 'CONTRACTOR' named field of the IITK Purchase Order and any agreed in writing by the IITK legal successor(s) in title.
- c. "Day" means any calendar day.
- d. "Force Majeure" shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under the Contract, was not attributable to error or negligence on their part (or of their partners, contractors, agents or employees) and could not have been avoided by the exercise of due diligence. Defects on equipment or material or delays in making them available, labor disputes, strikes or financial problems cannot be invoked as Force Majeure by the defaulting Party. Neither of the Parties shall be held liable for breach of its obligations under the Contract if it is prevented from fulfilling them by Force Majeure. The Party invoking Force Majeure shall notify the others without delay, stating nature, likely duration and foreseeable effect, and take any measure to minimize possible damage.
- e. "Services" means here is medical attendance ship to the students of IITK.
- f. "IITK" means the Indian Institute of Technology Kanpur.
- g. "IITK Purchase Order" means the IITK's official Purchase Order document.
 - (i) "Party" means the IITK or the Contractor and "Parties" means the IITK and the Contractor.

2. PRICE

The price of the services shall be as stated in the Purchase Order.

3. PAYMENT

- 3.1. Unless otherwise stipulated in the Purchase Order, IITK shall make payment on quarterly basis:
 - a. Successful execution of services to IIT-Kanpur as confirmed by the consignee (Assistant Registrar, Store & Purchase, IIT-Kanpur), endorsed by the indenter and approved by the Indenter/ Head of Department / Section.
- 3.2. The IIT-Kanpur shall not pay any charge for late payments.

4. DEFAULT AND DAMAGES

- 4.1. If due to reasons attributable to the Contractor, the Contractor fails or refuses to:

- a. deliver any or all the Services under the Purchase Order.
 - b. comply with any or all the terms and conditions set out in the Purchase Order; or
- 4.2.** When the Contractor is thus in default, the IITK may, by written notice to the Contractor, immediately terminate the Purchase Order in whole or in such part or parts thereof in respect of which the Contractor is in default.
- 4.3.** Alternatively, to clause 4 above when the Contractor is thus in default, the IITK may, at its own discretion, set a reasonable period for the Contractor to remedy its default. Any new Delivery Date shall be specified in a written amendment to the Purchase Order, duly countersigned by the Contractor.
- 4.4.** The IITK may, at its discretion, impose penalties upon the Contractor calculated in accordance with clause 15 for each Day the Contractor is late in delivering the Services specified in the Purchase Order.
- 4.5.** If the Contractor does not remedy its default within the period of time accorded under clause 16, the IITK may, by written notice to the Contractor, terminate the Purchase Order with immediate effect.
- 4.6.** Upon any termination of the Purchase Order, in whole or such part(s) thereof in respect of which the Contractor is in default, IITK may engage another contractor to deliver the Services and recover any difference in price and any additional costs from the Contractor.
- 4.7.** The Contractor shall indemnify IITK for all losses, charges, costs and expenses, which the IITK may suffer or incur as a result the Contractor's default, including those resulting from engaging another contractor pursuant to this clause 14.

5. PENALTIES

If, in accordance with clause 15, the IITK imposes penalties on the Contractor, such penalties shall amount to One percent (1%) if services to attend students found not timely on each occasion.

6. DELAY NOT ATTRIBUTABLE TO THE CONTRACTOR

Contractor shall be responsible for immediate attention to the services of medical attendance. No case of delay will be entertained.

7. FORCE MAJEURE

As soon as possible after the occurrence of any event constituting Force Majeure, but no later than three (3) Days, the Contractor shall give notice and full particulars in writing to the IITK of the Force Majeure. If the Contractor is thereby rendered unable, wholly or in part, to meet its obligations under the Contract, the IITK may terminate the Contract / PO with immediate effect by providing written notice to the Contractor.

8. INDEMNITY

- 8.1.** The Contractor shall indemnify, hold and save harmless and defend at its own expense the IITK, and all of the foregoing's officials, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses, arising out of acts or omissions of the Contractor or its employees, agents or subcontractors in the performance of the Contract.
- 8.2.** Clause 18 shall include, without limitation, claims and liabilities in the nature of workmen's compensation and claims and liabilities arising out of the use of patented inventions or devices.

9. ASSIGNMENT

- 9.1.** The Contractor shall not assign, transfer, pledge or make other disposition of the Purchase Order or any part thereof or of any of the Contractor's rights, claims or obligations under the Purchase Order except with the express written consent of the IITK. Any assignment made without such consent shall be void and of no effect.

- 9.2.** The Contractor shall not subcontract any of its obligations under the Contract / PO without the express written consent of the IITK. The IITK may require the Contractor to furnish particulars of the proposed subcontract as the IITK deems necessary.
- 9.3.** IITK's approval of any subcontracting shall not relieve the Contractor from any liability or obligation under the Contract. In any subcontract, the Contractor agrees to bind the subcontractor by the same terms and conditions by which the Contractor is bound under the Contract / PO.

10. INSOLVENCY AND BANKRUPTCY

- 10.1.** Should the Contractor become insolvent or should control the Contractor change by virtue of insolvency, the IITK may, with immediate effect and without prejudice to any other right or remedy available to it, suspend the performance of the Contractor's obligations or terminate the Purchase Order with immediate effect, by providing the Contractor with written notice thereof.
- 10.2.** Should the Contractor be adjudged bankrupt, or should the Contractor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Contractor's insolvency, the IITK may, without prejudice to any other right or remedy available to it, terminate the Purchase Order with immediate effect by providing the Contractor with written notice thereof.

11. TERMINATION

- 11.1.** The IIT-Kanpur shall have the right to terminate the Purchase Order or any of the provisions thereof at any time by serving three days' notice to the Contractor.

12. WAIVER

A waiver of any breach of or default under the Contract / PO shall not constitute a waiver of any other breach or default and shall not affect the other terms of the Contract / PO. The rights and remedies provided by the Purchase Order are cumulative and are not exclusive of any other rights or remedies.

13. ADVERTISING

The Contractor shall not advertise or otherwise make public the fact that it is a contractor to the IITK. The Contractor shall not in any way use the name, emblem, logo, official seal, or any abbreviation of the IITK.

14. DISCRETION AND CONFIDENTIALITY

The Contractor is required to exercise the utmost discretion in all matters relating to the Contract / Purchase Order. Unless required in connection with the performance of the Purchase Order or expressly authorised in writing by the IITK, the Contractor shall not disclose at any time to any third party any information which has not been made public, and which is known to the Contractor by reason of its association with the IITK. The Contractor shall not, at any time, use such information to any private advantage. These obligations do not lapse upon any completion, expiration, cancellation or termination of the Contract / PO.

15. NOTICES

Any notice given in connection with the Contract shall be given in English and in writing and shall be deemed to be validly given if sent by registered mail or by fax or by email to the other Party at the following:

- a.** for the IITK: the contact details set out in the 'IITK BUYER' name field of the Purchase Order; and
- b.** for the Contractor: the contact details set out in the 'CONTRACTOR' named field of the IITK Contract/Purchase Order.

16. STAFF MEMBERS NOT TO BENEFIT

The Contractor shall not grant to any official of the IITK any direct or indirect benefit or preferential treatment based on the Purchase Order or the award thereof. Any breach of this provision shall constitute a fundamental breach of the Purchase Order.

17. GOVERNING LAW

The Contract shall be governed by and construed in accordance with the substantive laws of the Republic of India.

18. SETTLEMENT OF DISPUTES

18.1. The Parties shall use their best efforts to negotiate and amicably settle any disputes, controversies or claims arising out of, or in connection with, the Contract / Purchase Order or its interpretation.

18.2. If the Parties fail to settle the dispute amicably within thirty (30) Days of commencement of the negotiations, the dispute shall be settled through arbitration. One (1) sole arbitrator shall be appointed by the Director of IITK who full powers shall have to make final and binding decisions subject to prevailing laws of India. The appointing authority shall be the Director of IITK. The place of arbitration shall be Kanpur and the language used in the arbitration proceedings shall be English.

19. PRIVILEGES AND IMMUNITIES

No provision of the Contract / Purchase Order shall be deemed, or interpreted as, a waiver of the privileges and immunities enjoyed by the IITK.

20. AMENDMENTS

No modification, amendment or change to the Contract/Purchase Order, or waiver of any of its provisions, or any additional contractual relationship with the Contractor shall be valid unless approved in the form of a written amendment to the Contract/Purchase Order, signed by a fully authorised representative of each Party.

21. VALIDITY

The invalidity in whole or part of any condition of the Contract / Purchase Order or clause thereof shall not affect the validity of the remainder of such condition or clause.

22. ENTIRE AGREEMENT

The Contract / Purchase Order constitute the entire agreement and understanding of the Parties and supersede any previous agreement, whether orally or in writing, between the Parties relating to the subject matter of the Contract.

23. GOVERNING LANGUAGE

The Contract / Purchase Order shall be executed in the English language which shall be the binding and controlling language for all matters relating to the meaning and interpretation of the Contract / Purchase Order.



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

1. Name of the Company/Agency:
(Attach Memorandum & Articles of Association/Certificate of Registration)
2. Address of Registered Office and

Corporate Office Phone No.:
Fax No.:
Mobile Numbers:
E-mail:

Contact person with designation and contact no. (Office and Mobile)
3. List of Directors/Partners with contact details:
4. CIN:
5. Date of Incorporation:
6. Goods & Service Tax (GST) Registration Number:
7. Permanent Account Number (PAN):
8. ESI Registration/Code Number:.....
9. EPF Registration/Code Number & Date:
10. Other Statutory Registrations, if any.....
11. Similar assignment:
12. Whether the applicant has been issued any notices or complaints from its clients, if yes then provide details:
13. Whether any litigation (including arbitration) in which the Company/Agency or any of its Directors/Partners was involved during the last 5 (five) years, including any current litigation:
14. If yes, then details thereof:

DECLARATION

I (Name & Designation), the undersigned S/o..... R/o
.....do hereby declare as under:

That I am the authorized person to sign this tender form under a resolution no..... dated
..... (attached herewith).

1. That the applicant has read & understood all the terms & conditions of the document, and the same is acceptable to the applicant.
2. That all the information submitted herein is true and nothing material has been concealed.
3. That the applicant shall ensure to submit all evidence or documents as desired by IIT Kanpur.
4. That the applicant undertakes to render IIT Kanpur free from all and any kind of liability and consequences resulting from this/present agreement.
5. We are not debarred/suspended/blacklisted by any Central/ State Government or any organization of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India, or any other country in the world for any fraudulent activities in the last 03 years.

Date:

Place:

Signature:

Name:

Designation:

Common Seal:

FINANCIAL BID (Price Bid)

Firm Name	Category of manpower	Wages as per the Central Govt. as decided from time to time	GST/IGST	Service Charges
	Semi-Skilled			

Note:

1. The Bidders are required to include a service charge of not less than 3.85% in their quotes as per the rules. If any bidders submit their service charges less than the margin, the financial bid shall not be considered for further processing and will be summarily rejected.
2. The payment to the deployed manpower will be paid as per the Minimum Wages Act and orders of the Government of India issued from time to time.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,
The Officer-in-charge
R&D Office
IIT Kanpur-208016

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.
6. I/We do hereby accept that All questions, disputes, or differences arising under, out of, or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e., Jurisdiction at Kanpur Nagar.
7. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Certificate for Tender
(To be given on Company Letter Head)

Date: _____

To,
The Officer-in-charge
R&D Office
IIT Kanpur-208016

Sub: Certificate of compliance as per Rule 144 (xi) GFR's 2017

Tender Reference No: _____

Name of Tender / Work: - _____

1. "I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

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

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Declaration for Local Content

(To be given on Company Letter Head - For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date: _____

To,
The Officer-in-charge
R&D Office
IIT Kanpur-208016

Sub: Declaration of Local content

Tender Reference No: _____

Name of Tender / Work: - _____

1. Country of Origin of Goods being offered: _____
2. We hereby declare that item offered has ____% local content.
3. Details of location(s) at which the local value addition is made: _____

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

*“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”*

**Yours Faithfully,
(Signature of the Bidder, with Official Seal)**

FINANCIAL INFORMATION
(On the letter head of CA)

Tender No: _____ dated: _____

Item Name: _____

Bidder's/Firm's Name: _____

Address and Contact No: _____

PAN No.: _____, GST No: _____

Details to be furnished duly supported by figures in the Balance Sheet/ Profit & Loss Account for the last three preceding years (Financial years) duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Sl. No.	Details	Year ending 31 st March		
		FY 2021-22	FY 2022-23	FY 2023-24
01	Gross annual turnover			
02	Profit (+)/ Loss (-)			

1. Income Tax Return
2. Audited Account of the company for last three years

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

Dated:

Signature of Chartered Accountant
with seal and membership number