



IITM

भारतीय उष्णदेशीय मौसम विज्ञान संस्थान  
(पृथ्वी विज्ञान मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)  
डॉ. होमी भाभा मार्ग पाषाण, पुणे- ४११ ००८

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)  
Dr. Homi Bhabha Road, Pashan, Pune - 411 008, India



पीएस/PS/125/12/2019/

23<sup>rd</sup> August, 2019

सेवा में/To,

**विषय : प्रोफेशनल कॉन्फरेन्स मैनेजमेंट सर्विसेज फॉर द इंटरनॅशनल कॉन्फरेन्स ऑन क्लाउड्स एंड प्रेसिपिटेशन - आयसीसीपी 2020 - मात्रा 01 जॉब |**

**Sub : Professional Conference Management Services for the International Conference on Clouds and Precipitation - ICCP 2020 - Qty. 01 Job.**

प्रिय महोदय / Dear Sir,

यह संस्थान उपर्युक्त विषयानुसार सामग्री/ सेवाएँ की खरीद करना चाहता है। इसलिए, इच्छुक बोलीदाताओं से अनुरोध है कि अपनी तकनीकी तथा कीमत बोली निम्नलिखित निर्देशानुसार प्रस्तुत करें :

This Institute wishes to procure goods/services as per subject cited above. Therefore, interested bidders are requested to submit their Technical and Price bids as per the instructions given below: -

बोली-पूर्व बैठक (ऑफलाइन)	: 30 अगस्त 2019को 11:30 बजे
Pre-bid Meeting (Offline)	: 30 <sup>th</sup> August 2019 at 1130 hrs.
ऑनलाइन मोड पर निविदा प्रस्तुत करने की अंतिम तिथि	: 09 सितंबर 2019 को 15:00 बजे
Last date of submission of Tender on online mode	: 09 <sup>th</sup> September 2019 at 1500 hrs.
ऑनलाइन (तकनीकी बोलियाँ केवल) निविदा खोलने की तिथि	: 09 सितंबर 2019 को 15:30 बजे
Opening of Tenders online (Technical bids only)	: 09 <sup>th</sup> September 2019 at 1530 hrs

संभावित बोलीदाताओं की व्यापक जानकारी एवं सूचना हेतु निविदा दस्तावेज (RFP) इस संस्थान की वेबसाइट <http://www.tropmet.res.in/tenders> के साथ <https://eprocure.gov.in/cppp> पर भी उपलब्ध हैं।

Tender document (RFP) are also available on this Institute's website <http://www.tropmet.res.in/tenders> as well as <https://eprocure.gov.in/cppp> for wide publicity and information of the prospective bidders.

बोलीदाता जो उपर्युक्त निविदा (PS/125/12/2019) में भाग लेना चाहते हैं, उन्हें वेब पोर्टल <https://moes.euniwizarde.com> पर उपलब्ध सूचना के अनुसार पंजीकृत करना होगा।

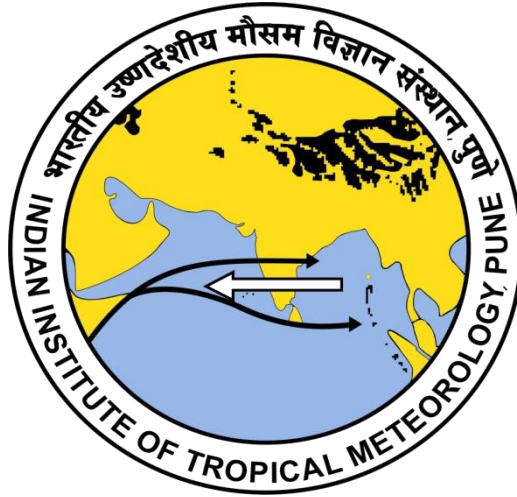
Bidders willing to participate for the above tender (PS/125/12/2019), has to get registered themselves on web portal <https://moes.euniwizarde.com> as per the instruction available at there.

धन्यवाद/Thanking you,



Yours faithfully,

(Y. S. Belgude)  
Assistant Manager  
For Director



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**Professional Conference Management Services  
for the International Conference on Clouds and Precipitation –  
ICCP 2020 – Qty. 01 Job.**

---

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY  
(AN AUTONOMOUS INSTITUTE OF MINISTRY OF EARTH  
SCIENCES, GOVERNMENT OF INDIA)**

**DR. HOMI BHABHA ROAD, PASHAN, PUNE 411 008  
MAHARASHTRA, INDIA**



**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
 (AN AUTONOMOUS INSTITUTE OF MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA)  
 DR. HOMI BHABHA ROAD, PASHAN, PUNE 411 008 MAHARASHTRA, INDIA  
 Tel #: 00 91 20 2590 4200  
 Fax #: 00 91 20 2586-5142  
 Email: psu.iitm@tropmet.res.in  
 Website: www.tropmet.res.in  
**Invitation for Bids through E-procurement**

**Date: 23/08/2019**

The Indian Institute of Tropical Meteorology (IITM), Pune an autonomous body under Ministry of Earth Sciences (MoES), Govt. of India. IITM is country's premiere research Institute to generate scientific knowledge in the field of meteorology and atmospheric sciences that has potential application in various fields such as agriculture, economics, health, water resources, transportation, communications, etc. It functions as a national centre for basic and applied research in monsoon meteorology. The Director, IITM would like to procure the following Goods / Services for its day-to-day research. The Technical specifications, Allied requirements and Scope of Supply are given in this RFP appended herewith.

Sr. No.	Tender No.	Brief Description of Goods / Services	Quantity	Single / Two Bid
1	<b>PS/125/12/2019</b>	<b>Professional Conference Management Services for the International Conference on Clouds and Precipitation – ICCP 2020</b>	<b>01 Job.</b>	<b>Two</b>

- The bid has to be submitted online on Institute's e-procurement system hosted at website <https://moes.euniwizarde.com> as per the process mentioned on the same website. Bidder has to register on the above website & to pay the transaction fee directly to M/s. ITI Limited to participate in the bidding process through e-procurement. Bidders are advised to follow the instructions provided in 'Vendor's Guide' available on the said e-procurement website. Bidders can contact at **011- 49606060** for any technical queries regarding registration and submission of bid on the above portal.
- The address for submission of technical bids only and for obtaining further information:  
 The Assistant Manager (Purchase Section)  
 Indian Institute of Tropical Meteorology,  
 Dr.Homi Bhabha Road, Pashan,  
 Pune - 411008 (India)
- A Pre-bid Conference will be held on schedul mentioned below. All prospective bidders are requested to kindly submit their queries to the address indicated above so as to reach the Assistant Manager (Purchase Section) at least one day before Pre-Bid Conference.

	Date	Time in hours (IST)	Venue
<b>Pre-Bid Conference</b>	<b>30<sup>th</sup> August, 2019</b>	<b>1130 hrs.</b>	<b>IITM, Pune</b>

- The Bid prepared by the Bidder shall include the following:-

i)	<b>Bid Security</b> a) In case of Foreign Bidder : <b>USD 697.00</b> b) In case of Indigenous Bidder : <b>Rs. 50,000.00</b>
ii)	Forms as specified in this RFP

- All bids must be accompanied by a Bid Security as specified above and must be delivered to the above office before the date and time indicated below. In the event of the date specified for bid receipt is declared as a closed holiday, the due date for submission of bids will be the following working day at the appointed time.
- The Schedule for Submission of Bids is as follows:-

	Date	Time in hours (IST)	Submit to / Venue
<b>Submission of Bids</b>	<b>09<sup>th</sup> September, 2019</b>	<b>Upto 1500 hrs.</b>	<b>As detailed at Sr. No.1</b>
<b>Opening of Bids</b>	<b>09<sup>th</sup> September, 2019</b>	<b>1530 hrs</b>	

- The Director, **The Indian Institute of Tropical Meteorology (IITM), Pune** reserves the right to accept or reject any or all tenders / offers either in part or in full or to split the order without assigning any reasons there for. NIT has also been published on Government's Central Procurement Portal (CPP) <http://www.eprocure.gov.in> as well as this Institute's Website: <http://www.tropmet.res.in> which may also be referred for more details.

## **Professional Conference Management Services for the International Conference on Clouds and Precipitation – ICCP 2020**

### **Requirements:**

Indian Institute of Tropical Meteorology (IITM) is the premier institution for atmospheric science research in India, under the Ministry of Earth sciences, Govt of India. IITM is mainly involved in monsoon research. IITM is hosting the prestigious **18th International Conference on Clouds and Precipitation (ICCP) in 2020 in Pune.**

### **About ICCP 2020:**

The ICCP conferences are organized every 4 years by the International Commission on Clouds and Precipitation (<http://www.iccp-iamas.org/>), which is a commission of the International Association of Meteorology and Atmospheric Sciences (IAMAS), an association of IUGG (International Union of Geodesy and Geophysics).

The goal of the conference is to provide a venue for the presentation of scientific research in the area of clouds and precipitation and to encourage the exchange of ideas within the international community.

The Conference will be attended by researchers with strong international reputations and expertise spanning in cloud physics and precipitation science, including representation of diverse observational and theoretical studies on aerosol, clouds and precipitation.

**Event Location:** JW Marriot Hotel, Senapati Bapat Road Pune, India 411053

**Event dates:** 3-7 August 2020

**Information on the conference:** <http://iccp2020.tropmet.res.in/home>

### **Objectives**

IITM wishes to hire a Professional Conference Organiser (PCO) with **demonstrated experience** for planning and implementing large conferences.

The aim of this RFP is to provide background and describe the services which are requested from the PCO.

### **Scope**

To conduct a comprehensive event management of the ICCP 2020 conference, which includes, among other things, the opening/plenary sessions, thematic sessions, poster exhibition, closing event, cultural events, etc. with constant consultation with the local organizing committee (LOC) to be conducted during 3-7 Aug 2020 at the JW Marriot Hotel Pune. The majority of conference events will be conducted in the Sabha halls of the hotel with approximately 600 attendees. These attendees will be eminent scientists, professors and academic scholars, and their students, from various parts of the world who are involved in cloud and precipitation research. They will make oral and poster presentations. The poster will be presented on the pool deck area of the hotel with a rain-proof covering. Some fraction of the conference attendees (c.a. 200 ) will stay at the hotel while the remaining will be at a variety of other hotels or student housing. The bookings of accommodations will be arranged through the LOC.

The tradition of ICCP conferences will be followed with the following format:

- 2<sup>nd</sup> Aug 2020 Ice Breaker session
- 3-7 Aug 2020 conference proceedings with oral and poster presentations.
- 5<sup>th</sup> Aug 2020 visit host institution: IITM Pune
- 6<sup>th</sup> Aug 2020, 4 pm cultural venue visit for the Banquet
- 7<sup>th</sup> Aug 2020, conclusion of conference proceedings

## **Eligibility**

Professional Conference Organizers (PCOs) intending to respond shall have:

- Head Office and Registered Office in India, with Certificate of Incorporation from Registrar of Companies
- Office premises and at least 15 executive-level staff in India. Provide names and designation of these staff with Provident Fund account number. Physical inspection of premises and Provident Fund records may be undertaken for verification.
- Minimum Gross Turnover of more than 3 Crore over the past three years (cumulative) with an average yearly turnover of Rs 0.75 crore for conference-related business alone. Provide audited Profit & Loss accounts, Balance sheets and computation of total income along with evidence of filing of income tax returns for the financial years 2016-2017, 2015-2016 and 2014-15.
- Must have implemented at least twenty (20 nos.) conferences within any of the Metro Cities of India in the past 5 years, with at least one with 1000 and above participants or at least two with 500 and above participants or at least three with 400 and above participants. Furnish detailed statement along with reference contacts/ email address /phone numbers.
- GST number allotment letter from Competent Tax authority is a must.
- Earnest Money Deposit of Rs. 50,000 in the form of a Demand Draft favouring "THE DIRECTOR, INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE".

The EMD will be returned to all unsuccessful bidders within a month of finalization of the successful bidder. EMD of successful bidder shall be adjusted towards Performance Security if requested or shall be returned on deposit of Performance Guarantee.

If the PCO fails to furnish the Performance Guarantee within the prescribed period, the EMD shall be forfeited without any notice.

Documentary evidence on conducting such large attendee conferences may be provided and will be considered to give marks as shown below.

- No debarment from any organization
- Past experience in similar work or service.

List of key position whose CV and experience would be evaluated

A feedback form and letter from the previous organizers may be enclosed.

## **Qualification criteria**

In assessing the bids submitted, quality and cost-based selection (QCBS) of GFR will be followed with emphasis (70%) will be given to demonstrated technical experience and quality and 30% to the cost-benefits of the management solution presented in the bid document. The minimum qualifying score for the quality of technical proposal to be considered for commercial evaluation will be 70. The proposal with the highest weighted combined score (quality and cost) will be selected.

As per rule, a task force approach will be followed; continuous monitoring of the performance, based on the targets listed will be considered by a subcommittee of ICCP LOC constituted by IITM. This committee will review the performance to be in line with the objectives. If the performance is found to be not in line with the expectations, IITM may take necessary action and terminate the services from the firm at any time.

**Time for response:** 15 days

**(i) A letter of Invitation**

**(ii) Information regarding the procedure for submission of proposal.**

**(iii) Terms of Reference (TOR).**

**Statement of objectives:** The objective of this RFP is for inviting proposals for a professional conference organizer who can provide logistical help in organizing the International Conference on Clouds and Precipitation (ICCP 2020), which will be conducted during 3-7 August 2020 at JW Marriot hotel in Pune.

**Milestones proposed to be followed for the progress and performance evaluation and Outline and Schedule for completion of tasks:**

Date	Target /task
15 Oct 2019	Final Abstract submission website
1st Dec 2019	Conference fliers, conference information app, identification of all desired services and support
15 Jan 2020	Visa applications and followup
2 <sup>nd</sup> week of July	Detailed list of all arrangements as proposed in Table 2 and 3
Last week of July	All arrangements for the venue fixed and details to be given to LOC
25 March 2020	Preparation of conference program
7 <sup>th</sup> March 2020:	Letters, invitation letters of visa, intimate on registration
1st June 2020	

**Table 2. Schedule of conference dates (timings are from 830 AM:6:30 PM) with 2 tea breaks ( of 30 min duration) and lunch break (for one hour). The poster session will be at the pool deck. Food counters to be set at three locations (Pool Deck and 2 places in front of conference hall). The registration counter to be set at the desired location. Detailed and specific details are provided in Table 1**

Date	Event	Requirements and services needed	Support from IITM LOC	Setup /arrangements
02-Aug	ICCP commission meeting	Hotel Meeting room/board room meeting management	Give names of committee members	High Tea/coffee/water + light snacks
02-Aug	Conference Ice breaker	Pool Dec (rainproof) covering at the Hotel, Transportation management (as required for delegates from airport)	give details Menu will be provided	Ice breaker
03-Aug	Inaugural session Conference day 1	Conference Halls Arrangement for the inauguration, delegate presence on the stage, Audio visual (video and still photography) arrangements, reorganize the halls into three sections for 2 parallel sessions and one hall for discussions. The driveway and some part of corridors to be decorated for sponsor display	Give all guidance, preferences	High Tea, coffee, Lunch, Tea, Dinner
04-Aug	Conference day 2	Make all arrangements at the Conference Halls for lectures in 2 sessions, arrange for the driveway for the remaining aspects, and the Pool Deck for posters		High Tea, Lunch, Tea, Dinner
05-Aug	Conference day 3	Make all arrangements at the Conference Halls for lectures in 2 sessions, arrange for the driveway for the remaining aspects, and the Pool Deck for posters		High Tea, Lunch, Tea
	ICCP commission meeting	Transportation (Buses) Management IITM Aryabhata Hall		High Tea



	IITM dinner	Transportation management to IITM and back to respective hotel/GH		Dinner
06-Aug	Conference Day 4	Make all arrangements at the Conference Halls for lectures in 2 sessions, arrange for the driveway for the remaining aspects, and the Pool Deck for posters		High Tea, Lunch
	Visit to Fort (Banquet)	Manage the transportation for all participants to the Fort and back	Will arrange for buses	Welcome drink, Dinner
07-Aug	Conference Day 5	Make all arrangements at the Conference Halls for lectures in 2 sessions, arrange for the driveway for the remaining aspects, and the Pool Deck for posters Make arrangements for conclusion ceremony Make arrangements for transportation to airport after the conference	Will provide vehicle	High Tea, Lunch

**(vii) Standard formats for technical and financial proposal:**

- The bidder should send their offer in 2 parts - Technical and Financial Proposals. For Technical proposal kept in a separate sealed envelope. The respective envelope is to be superscribed with:
- i. Technical Proposal for ICCP 2020 along with the envelope containing the Earnest Money of Rs. 50,000 in the form of a Demand Draft favouring "Director, **The Indian Institute of Tropical Meteorology (IITM), Pune**" and other applicable forms as specified in this RFP.
  - ii. Financial Proposal for event management for ICCP 2020

The above-sealed Technical envelope should be super scribed with Proposal for event management of ICCP 2020'.

If the envelope and packages with the Proposal are not sealed and marked as required, the IITM will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

The outer envelope should be addressed to:

Director  
Indian Institute of Tropical Meteorology  
Dr. Homi Bhabha Road, Pashan,  
Pune 411 008  
Maharashtra  
India

- The sealed envelope containing the proposal as cited above must reach the above address on or before 09<sup>th</sup> September, 2019. No extension of time will be given. IITM will not take into account external circumstances such as postal or traffic delays in receiving the bid.
- The Technical Bids will be opened at 3.30 PM on 09<sup>th</sup> September, 2019.
- Any Proposal received by the IITM after the deadline shall be declared late and rejected and returned unopened.

**Contents of the Technical Bid Envelope**

The Technical Bid envelope should contain:

- a. Covering letter with authorized signature and stamp
- b. Certificate of incorporation from Registrar of Companies
- c. Brief profile of the firm/company

- d. Documentary Proof of meeting the Minimum Qualifications in time as listed in Section -B Qualification Criteria
- e. A Work Plan detailing all the elements as listed in Section- Scope of Work.
- f. Attested copies of Income Tax clearance certificate for last three assessment years.
- g. Year wise turnover of the firm for the last 3 years
- h. The list of the personnel that shall carry out the assigned work indicating experience in handling similar works includes a CV of each person.
- i. EMD
- j. Technical Compliance sheet
- k. All applicable other standard forms mentioned in this RFP.

Tenders received without the documents stipulated above from Sl. No. a to k will be rejected  
 No prices or rates should be mentioned in the Technical Bid. If prices are mentioned anywhere in the technical bid, the bid shall be rejected for further processing disqualified.

### **Contents of the Financial Bid**

The Financial Bid should contain:

- Prices shall remain valid for acceptance till 90 days from the opening of the bid. No escalation clause will be entertained.
- Applicable Taxes with break-up should be mentioned separately.
- Total Cost including taxes
- Price Bid should contain Rates / Prices filled in as per as per this RFP. **Price Bid must be submitted online only through e-procurement portal.**

### **Technical bid**

The following format should be followed while preparing the technical bid document.

- Title page with a title of the bid, bidder's name and address, contact person and contact details such as: telephone (mobile as well as landline), fax no. and email details
- An introductory letter addressed to Director, IITM, identifying full details of the bidder and signed by the bidder or the person or persons authorized to sign the bid on behalf of the bidder and the statements made in the bid document,
- Table of contents including page numbers,
- Summary of the key features and highlights of the bid,
- Summary of experience of conferences for the last five years (separately for international and national conferences), letters of support detailing performance evaluation.
- Details of the project team suitability & experience. The bidder should provide a list of personnel proposed to be deployed for the assignment, outlining specifically the qualifications and experience of each person relevant to this project and each member's role and responsibility in organizing the conference.
- Infrastructure (Office establishment)
- Turnover of last three years
- Complete Process, timelines and action plan
- Compliance sheet

### **Financial bid**

PCO Conference Management Fee (itemized)

Elaborate on taxes, Inclusions in the fee and exclusions in the fee

In Price Bid, Total cost of price offered by the bidders must be shown clearly by giving basic cost + applicable taxes

Itemized price list (in the compliance sheet, provide price details separately)

**(viii) Proposed contract terms.**

**Payment terms**

20% Payment on 1<sup>st</sup> April 2020

10% Payment on 1<sup>st</sup> May 2020

30 % Payment on 1<sup>st</sup> July 2020



40% payment on 8<sup>th</sup> July 2020

All payments will be made after evaluation of performances and deliverables of services and products as detailed in the statement of work.

All the payments would be subject to certification of the bill by the competent authority of IITM.

**Performance guarantee:**

10% payment will be withheld until completion of all contractual obligations.

**EMD to be submitted by the bidder as prescribed**

**(ix) Technical compliance sheet (to be filled by the bidder for compliance and for price and is to be provided both with the technical and commercial bids with corresponding information)**

<b>Table 3. Various tasks required from PCO is mentioned and bidder may provide Itemized cost along with the commercial bid and mention whether they comply (yes/no with proof of past experience) in the technical bid</b>				
<b>Item</b>	<b>Task</b>	<b>Basic Cost/ comply</b>	<b>Taxes</b>	<b>Total</b>
Website registration	The PCO will work together with LOC IITM to create a website and user friendly portal for registration, submission of abstract, 2 level review, acceptance, intimation to participants.. The website portal should also have the ability to accept online payments. The website registration portal, including the safe and secure credit card payment is fully tested and ready by end of September 2019.			
Onsite Registration.	The PCO will provide personnel for onsite registration of attendees. The PCO will also have the technology available onsite to facilitate the registration and payment process for the events. The PCO will ensure security requirements. It should be possible to accept major credit cards for payment of registration. Credit card fees will be accounted for and allocated appropriately.			
Audio Visual (A/V) Equipment and Support.	The PCO will be required to provide A/V equipment and support for presentation briefs, microphone, podium, sound system, video, photography, and all necessary equipment for display and presentation for the intended audience.			
Peripheral equipment	If the event venues does not provide Wi-Fi capabilities, the PCO may provide those capabilities.			
Bar Coding.	The PCO should offer bar code applications for individuals who prefer to use their cell phones or electronic tablets for facilitating registration and/or downloading documents, such as presentations, collateral materials, and other information.			
Conference website:	With all the details of the conference and events, IITM has already initiated the website development. PCO is required to take it forward and some help will be provided as and when required.			
Conference/Event	The PCO will demonstrate that it has sufficient			

<b>Management and Staff</b>	and capable staff to facilitate the event at a tactical level and coordinate with conference/event facility staff and also manage the various activities that are taking place at the venue. The PCO will also demonstrate its ability to coordinate travel arrangements with the ICCP 2020 LOC.			
<b>Meeting Rooms/poster halls.</b>	PCO may ensure arrangements and requirements for staff and material at the meeting rooms and poster halls			
<b>Food and Beverage</b>	The PCO may also be requested to coordinate an after-conference/event activity for attendees that will include food and beverages as selected by LOC. Only services are requested.			
<b>Materials.</b>	The PCO will provide details of materials, such as name tags, name plates, agenda, presentation copies, signage, tablets, pens, and other materials as required for each conference/event to be presented at registration for the attendees. ICCP 2020 LOC will provide an agenda before the conference and coordinate the needed materials with the selected PCO.			
<b>Other Logistics.</b>	The PCO will provide assistance to program participants for meeting location, directions, suggestions, and other logistical information while attending the conference/event. The PCO is also responsible for securely shipping any equipment or materials to and from the conference/event.			
<b>Printing</b>	Including digital printing, electrostatic printing, embossing, letterpress, offset lithography, screen printing. Printing of invitation cards for various functions and social occasions, conference note pads, information booklets about the Summit/Conference, telephone directories, parking labels for various venues, mini-booklets for programs, files/folder covers, letter heads, delegate's bags/folders, etc. All these aspects in consultation with LOC.			
<b>Delegate-kits/bags</b>	For delegates/participants comprising notepad, conference labelled pen, conference labelled pen drive, booklets on tourism, souvenirs, embossed business card holder, conference booklets. These must be from environmentally friendly material. The agency shall be responsible for coordination, production, and dissemination all publicity material and collaterals. (Food coupons, passes for banquet coupon, ice breaker session coupon, IITM visit card, Visitor ID, note book, pen, eco-friendly name tag, bag and a souvenir from Pune, USB stick with program detail). All these aspects in consultation with LOC.			
<b>Arrangements for Felicitation and honour:</b>	IITM LOC will give guidance on this matter.			
<b>Organization of posters and display</b>	Rainproof and climate controlled covering of the pool deck, fixing and arrangements of poster boards, display of poster numbers and coordination for the poster presentation.			

Visa Facilitation	Obtaining information and facilitating the visa process for participants. The PCO shall deploy a qualified and dedicated team for this work, with both online and offline support to the delegates.			
Creating backdrops and signage	At Conference venue, airports, various points in the city, flags, welcome arches on approach roads.			
Event organization	Planning and organizing cultural events and excursion for delegates			
Photography and videography	Of the Conferences and events and due publication of events at the website			
Management of Transportation arrangements	For delegates from airport to/from hotel and conference venue, manage transportation to/from the cultural event venue and IITM. Parking and coordination of vehicles. (Transport will be arranged by IITM, only management is required)			
Management of sponsor displays and their needs	These are poster/instrument displays from sponsors , making the back drop and arrangements for seating and placement			
Management of Tours and visits Desk	Special tours for spouse and others could be organized			
Management of media persons	Their seating arrangements for press brief			
Information counter	Medical and other facilities information			
Time controller /pointers	Items needed for presentation			
Poster space management	There will be 500 posters for the conference and these have to be displayed in the covered pool deck.			
Any other services as required and essential as desired by LOC				
<b>Grand Total</b>				

Note: IITM reserves the right to remove any item mentioned above. Itemized cost may be indicated. Venue bookings, food, delegate kits and transportation costs may be excluded.

**Table 4. Technical Compliance and weightage**

<b>Item</b>	<b>Weightage</b>
Overall Conference function management as per technical qualification criteria	50%
Transport management	20%
Visa	10%
Accommodation	10%
Website further development	10%

## **INSTRUCTIONS TO BIDDERS - TABLE OF CONTENTS**

Instructions to bidder are broad guidelines to be followed while formulating the bid and its submission to the Purchaser. It also describes the methodology for opening and evaluation of bids and consequent award of contract.

### **1.1 Eligible Bidders**

- 1.1.1. This Invitation for Bids is open to all suppliers.
- 1.1.2. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation of Bids.
- 1.1.3. Bidders who fulfil the Eligibility Criteria mentioned in this RFP will be considered for Technical Evaluation of bids.

### **1.2 Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **1.3 Fraud and corruption**

- 1.3.1. The purchaser requires that the bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

<b>Sr. No.</b>	<b>Term</b>	<b>Meaning</b>
(a)	Corrupt practice	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.
(b)	Fraudulent practice	a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	Collusive practice	means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels.
(d)	Coercive practice	means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

- 1.3.2. The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

## **B. The Bidding Documents**

### **1.4 Cost of Bidding Documents**

The bidding documents are to be downloaded from Institute's e-procurement website hosted at <https://moes.euniwizarde.com> as per the procedure mentioned on the said website. The bidding document is free of cost however transaction fees mentioned on the website has to be paid according to the procedure mentioned at the website.

### **1.5 Content of Bidding Documents**

- 1.5.1. The Goods / Services required, bidding procedures and contract terms are prescribed in the bidding documents which should be read in conjunction. The bidding documents, apart from the Invitation for Bids / Notice Inviting Tender.
- 1.5.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a

bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

## **1.6 Clarification of bidding documents**

### **1.6.1 In case when there is NO PRE-BID CONFERENCE**

A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser's address specified in this RFP. The Purchaser will respond in writing to any request for clarification, provided that such request is received not later than ten (10) days prior to the due date for submission of bids. The Purchaser shall host the response on its website, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under *Clause 1.7* relating to amendment of bidding documents and *Clause 1.19* relating to Due date for Submission of Bids. The clarifications and amendments issued would also be hosted on the website of the purchaser for the benefit of the prospective bidders who are expected to take cognizance of the same before formulating and submitting their bids.

### **1.6.2 In case when there is PRE-BID CONFERENCE**

- a) A prospective Bidder requiring any clarification of the Biding Documents shall contact the Purchaser in writing at the Purchaser's address specified in this Contract, latest by the date specified in the Invitation for Bids / NIT which would be deliberated as per **Clause 1.6.2 (b)** of Instructions to the Bidders. No request for clarification or query shall be normally entertained after the **Pre-Bid Conference**. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under *Clause 1.7* relating to amendment of Bidding Documents and *Clause 1.19* relating to Due Date for Submission of Bids. The clarifications and amendments issued would also be hosted on the website of the Purchaser for the benefit of the other prospective bidders.
- b) A Pre-bid Conference shall be held as indicated in Invitation to Bid. All prospective bidders are requested to kindly attend the Pre-bid Conference. In order to facilitate IITM for proper conduct of the Pre-bid Conference, all prospective bidders are requested to kindly submit their queries (with envelope bearing Tender No. and Date on top and marked "Queries for Pre-bid Conference") so as to reach IITM as indicated in Invitation to Bid. IITM shall answer the queries during the pre-bid conference, which would become a part of the proceedings of the Pre-bid Conference. These proceedings will become a part of clarifications / amendments to the bidding documents and would become binding on all the prospective bidders. These proceedings would also be hosted on IITM website [www.tropmet.res.in](http://www.tropmet.res.in) for the benefit of all the prospective bidders. Before formulating and submitting their bids, all prospective bidders are advised to surf through the IITM website after the Pre-bid Conference, in order to enable them take cognizance of the changes made in the bidding document.
- c) Prospective Bidders who are attending the Pre-Bid meeting has to send queries well in advance also bring the authorization letter from the representing Company.

## **1.7 Amendment to Bidding Documents**

**1.7.1.** At any time prior to the due date for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

**1.7.2.** All prospective bidders who have downloaded the Tender Document should surf Institute's e-procurement website <https://moes.euniwizarde.com> from time to time to know about the changes / modifications in the Tender Document. All prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

**1.7.3.** In order to allow prospective bidders reasonable time to take the amendment into account while formulating their bids, the Purchaser, at its discretion, may extend the due date for the submission of bids and host the changes on the website of the purchaser.

## **C. Preparation of bids**

### **1.8 Language of Bid**

- 1.8.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English language only especially when the details are technical. However, if GOI makes it mandatory under Rajbhasha Abhiyan, in that case views of Rajbhasha unit of IITM may be sought.
- 1.8.2. The Supplier shall bear all costs of translation, if any, to the English language and bear all risks of the accuracy of such translation, for documents provided by the Supplier.

### **1.9 Documents Comprising the Bid**

The bid prepared by the Bidder shall include all applicable documents as specified in this RFP.

### **1.10 Bid form and Price Schedule**

The bidder shall complete the Bid Form and the appropriate Price Schedule form as given in this RFP furnished in the bidding documents. These forms must be completed without any alterations to its format and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. The Bid Form and the appropriate Price Schedule form shall be submitted in accordance with **ITB Clause 1.18.3** of the bidding documents.

### **1.11 Bid Prices**

- 1.11.1. The Bidder shall indicate on the appropriate price schedule form, the unit prices and total bid prices of the Goods / Services it proposes to supply / to provide (render) under the contract.
- 1.11.2. The price quoted shall remain fixed during the contract period and shall not vary on any account.
- 1.11.3. All lots and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Lots or items not listed in the Price Schedule shall be assumed to be not included in the bid.
- 1.11.4. The purchases made by the purchaser for scientific purpose are exempt from Custom Duty and GST and are charged at a concessional rate, as follows:-
- 1.11.5. The quotation should be only in Indian Rupees for indigenous items. In case of foreign quote, the vendors may quote their rates in Indian Rupees as well as in Currency.
- 1.11.6. In case of INR bids the price criteria should be on Free Delivery to IITM, Pune. Govt. Levies like GST, LBT / Octroi etc., if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, GST etc., if any. IITM is exempted from paying Local Body Tax (LBT) & hence supplier supplying items from outside Pune Municipal limits should quote excluding LBT.

**Note:** All payments due under the contract shall be paid after deduction of statutory levies at source (like ESIC, IT (TDS), GST, LBT / Octroi etc.), wherever applicable.

### **1.12 Bid Currencies**

Prices shall be quoted in Indian Rupees for offers received for supply within India and in freely Convertible foreign currency in case of offers received for supply from foreign countries.

### **1.13 Documents Establishing Bidder's Eligibility and qualifications**

- 1.13.1. The bidder shall furnish, as part of its bid, documents establishing the bidders' eligibility to bid and its qualification to perform the contract if its bid is accepted.
- 1.13.2. The documentary evidence of the bidders qualification to perform the contract if the bid is accepted shall establish to the purchasers satisfaction that:

(a)	The bidder meets the qualification criteria listed in bidding documents, if any.
(b)	Bidder who doesn't manufacture the goods it offers to supply shall submit Manufacturers' Authorization Form using the form specified in the bidding document to demonstrate that it has been duly authorized by the manufacturer of the goods to quote and / or supply the goods.
(c)	In case a bidder not doing business within India, it shall furnish the certificate to the effect that the bidder is or will be represented by an agent in India, equipped and able to carry out the supply, maintenance, repair obligations etc. during the warranty and post warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period.

1.13.3. Conditional tenders / offers shall **not** be accepted.

**1.14 Documents Establishing Goods/Services Eligibility and Conformity to Bidding Documents**

1.14.1. To establish the goods' eligibility, the documentary evidence of the goods and services eligibility shall consist of a statement on the country of origin of the goods and services offered which shall be confirmed by a certificate of origin at the time of shipment.

1.14.2. To establish the conformity of the goods and services to the specifications and schedule of requirements of the bidding document, the documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings and data, and shall consist of :

(a)	A detailed description of the essential technical and performance characteristics of the goods;
(b)	A list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during the warranty period following commencement of the use of the goods by the Purchaser in the Price- bid ; and
(c)	An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

1.14.3. For purposes of the commentary to be furnished pursuant to above, the Bidder shall note that standards for workmanship, material and equipment, designated by the Purchaser in its Technical Specifications are intended to be descriptive only and not restrictive. The Bidder may substitute these in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

**1.15 Bid Security (BS) / Earnest Money Deposit (EMD)**

1.15.1. The Bidder shall furnish, as part of its bid, a Bid security (BS) / Earnest Money Deposit (EMD) of amount as specified in NIT in the form of a Bank Guarantee / Demand Draft drawn on any Scheduled / Commercial / Nationalized Bank in favour of the Director, **The Indian Institute of Tropical Meteorology (IITM), Pune**, The scan copy of the Bid Security / Earnest Money Deposit (EMD) has to be uploaded in the e-procurement website of the Institute and Original copy of the same has to be kept in the Technical Bid envelop which needs to be submitted on or before date submission of bids. Alternately EMD amount can be deposited in IITM, Pune account by RTGS/NEFT/SWIFT. The details of online transfer may be communicated to IITM Pune immediately.

**A. In case of Foreign Bidder(s):**

- a) The BS shall be submitted either by the principal or by the Indian agent.
- b) The bidder who submits the tender on behalf of their principals should produce documentary evidence in support of their authority to quote.
- c) The Bank Guarantee is insisted due to steep fluctuations in foreign exchange hence the foreign DDs are not accepted towards BS/EMD

**B. In the case of indigenous bidders:**

- a) The BS shall be submitted by the manufacturer or their specifically authorized dealer/bidder.



- 1.15.2. Bids submitted without BS/EMD will stand rejected. BS/EMD will not be accepted in the form of cash / cheque or any other form other than DD/Banker's Cheque/TDR/Bank Guarantee as per this RFP: **Annexure A**. No interest is payable on BS/EMD
- 1.15.3. The bid security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the Bid security's forfeiture.
- 1.15.4. The bid security shall be in Indian Rupees for offers received for supply within India and denominated in the currency of the bid or in any freely convertible foreign exchange in the case of offers received for supplies from foreign countries in equivalent Indian Rupees. The bid security shall be in one of the following forms at the bidders' option:

(a)	A Bank Guarantee (BG) issued by a Nationalized / Scheduled bank / Commercial / Foreign Bank operating in India in the form provided in the bidding documents and valid for 45 days beyond the validity of the bid. In case a bidder desires to submit a BG issued from a foreign bank, then the same should be confirmed by a Nationalised / Scheduled Indian bank;
<b>OR</b>	
(b)	A Banker's cheque or demand draft in favour of the <b>Purchaser</b> issued by any Nationalised / Scheduled Indian bank / Commercial bank.
<b>OR</b>	
(c)	EMD amount can be deposited in IITM, Pune account by RTGS/NEFT/SWIFT. Account No. : 11099449733 Bank Name and address : STATE BANK OF INDIA IFSC Code : SBIN0000454 Swift Code : SBININBB238

- 1.15.5. The bid security shall be payable promptly upon written demand by the purchaser in case the conditions listed in the **ITB clause 1.15.11** are invoked.
- 1.15.6. The bid security should be submitted in its original form. Copies shall not be accepted.
- 1.15.7. Bid security / EMD is mandatory requirement and exemption is applicable to the firms registered with NSIC / MSME only for the manufacture of the tendered goods / services and not for selling products manufactured by other companies.
- 1.15.8. The Bid Security of unsuccessful bidder will be discharged / returned as promptly as possible but positively within a period of 30 days after the expiration of the period of bid validity or placement of order whichever is later, without any interest.
- 1.15.9. The successful Bidder's bid security will be discharged upon the Bidder furnishing the Performance Security, without any interest. Alternatively, the BS could also be adjusted against Performance Security, if it is paid through Demand Draft / Banker's Cheque.
- 1.15.10. In case a bidder intimates at the time of tender opening in writing that the bid security is kept inside the financial bid, then in such cases, the technical bid of the party would be accepted provisionally till opening of the financial bids with which the party has attached the bid security.
- 1.15.11. The bid security may be forfeited:

(a)	If Bidder withdraws or amends or modifies or impairs or derogates its bid during the period of bid validity specified by the Bidder on the Bid Form;
<b>OR</b>	
(b)	In case of successful Bidder, if the Bidder fails to furnish order acceptance within 14 days of the order or fails to sign the contract and / or fails to furnish Performance Security within 14 days from the date of contract / order.

- 1.15.12. Whenever the bidder chooses to submit the Bid Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

## **1.16 Period of Validity of Bids**

- 1.16.1. Bids shall remain valid for minimum of 90 days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 1.16.2. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax or e-mail). The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.
- 1.16.3. Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

## **1.17 Format and Signing of Bid**

- 1.17.1. The bids may be submitted as Single-bid or Two-bid as specified in the Invitation for Bids / NIT through e-procurement system hosted at website <https://moes.euniwizarde.com> as per the process mentioned on the same website.
- 1.17.2. In case the bids are invited on single bid basis, then the Bidder shall submit his / her techno-commercial offer (technical literature / specifications & commercial terms & condition only) in a single bid envelope & shall prepare two copies of the bid, clearly marking each "Original Bid" and "Copy Bid", as appropriate. In the event of any discrepancy between them, the original shall govern. Scan copy of the same (Technical Bid) has also to be uploaded on E-procurement portal. **Price bid must be submitted through e-procurement portal only.**
- 1.17.3. In case the bids are invited on two-bid system, the Bidder shall submit the bids in two separate parts. First part shall contain Technical bid comprising all documents listed under clause relating to Documents Comprising the Bid excepting bid form and price schedule forms. The second part shall contain the Price-Bid comprising Bid Form and Price Schedule forms. The Bidder shall prepare two copies of the technical bid, clearly marking each "Original Bid" and "Copy Bid", as appropriate & the copies of the documents submitted as a part of Technical Bid in e-procurement system should reach IITM, Pune before last date of submission of bids on e-procurement system. **However, it may please be noted that price bid must be submitted through e-procurement portal only; no hard copy of price bid will be acceptable in any case.**
- 1.17.4. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.
- 1.17.5. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

### **D. Submission and sealing of Bids**

## **1.18 Submission of Bids**

- 1.18.1. The bidders may submit their bids online on Institute's e-procurement portal hosted at <https://moes.euniwizarde.com> and duly sealed technical bids (with soft copy) along with Earnest Money Deposit may be submitted generally by post or by hand at the Institute on or before last date of submission of bids.
  - a) **The soft copy of the Technical Bid has to be submitted on Institute e-procurement site <https://moes.euniwizarde.com> as per the instruction given at the site.**
  - b) Price has to be filled on Institute's e-procurement site <https://moes.euniwizarde.com>. Bidders are required to submit the standard BoQ as per the format prescribed in the bidding document by filling the necessary white cells of the excel sheet (unprotected cells) only. In addition to this, the scanned copy of duly filled in and signed Price Bid in pdf format may also be uploaded on the above e-procurement site. The prices quoted in the excel sheet format will prevail if noticed any discrepancy in the figures of the excel sheet and pdf copy of price bid uploaded. The prices filled in the e-procurement site will be treated as final and shall be binding to the vendor.

- c) Bidders are advised to follow the instructions provided in 'Vendor's Guide' available on the said e-procurement website. For any query / technical help regarding M/S. ITI Limited E-procurement portal, bidders may directly contact to the following officials of M/S. ITI Limited :-
- i) Mr. Shubhankar - +91 8076208995
  - ii) Mr Awesh - +91 9205898224
  - iii) Helpdesk Number - 011-49606060
  - iv) Email : [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)

**1.18.2. Sealing of Bids in the case of bids invited on Single Bid basis:**

The Bidder shall mark the Technical Bids as "original" and "copy". The original and copy Bids shall then be sealed in an envelope & shall submit to this Institute not more than 5 days from the last date of submission of bid online.

**1.18.3. Sealing of Bids in the case of bids invited on Two bid basis:**

- d) Technical Bid should contain documents as listed in Clause- 1.9 **without mentioning Prices** on Bid Form and Price Schedule Form(s). The Bidder shall seal the original Bid and copy Bid, duly marking the Bids as "original" and "copy". The original and copy Bids shall then be sealed in the **Envelope** and marked as **Technical Bid**.
- e) Price Bid should contain Bid Form and Price Schedule Form(s) with Rates / Prices filled in as per as per this RFP. Price Bid must be submitted online only through e-procurement portal.

**1.18.4. Marking of Envelopes for submission of Technical Bids :**

- a) The Technical bid envelope shall be addressed to the Purchaser indicated in this RFP.
- b) The name and address of the bidder, Tender No., due date and a warning "Do not open before \_\_\_\_\_" to be completed with the time and date as specified in the invitation for bids.
- c) Envelope should be super scribed with
  - Tender Number: \_\_\_\_\_
  - Due Date\_\_\_\_\_ Time\_\_\_\_\_
  - Name of the Vendor \_\_\_\_\_
  - Addressed To:
    - THE DIRECTOR**
    - THE INDIAN INSTITUTE OF TROPICAL METEOROLOGY,**
    - Dr.HOMI BHABHA ROAD, PASHAN,**
    - PUNE-411 008 (MAHARASHTRA)- INDIA**

1.18.5. If Technical Bid envelope is not sealed and marked as required above, the Purchaser will assume no responsibility for the bid's misplacement or premature opening of the submitted bid. In such cases, bids received in open condition within the due date and time will be accepted at the risk of the bidder if the same is presented to the Assistant Manager (Purchase) before expiry of the due date and time of opening of the bids.

**1.19 Due date for Submission of Bids**

1.19.1. Bids must be received by the Purchaser at the address specified in NIT not later than the time and date specified in NIT. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.

1.19.2. The Purchaser may, at its discretion, extend the due date for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the due date will thereafter be subject to the due date as extended.

1.19.3. The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website <https://moes.euniwizarde.com> e-procurement portal of the Institute.

1.19.4. Bidders may also refer instructions towards terms and conditions and procedures for bidding through e-procurement portal <https://moes.euniwizarde.com> as per detailed in **Annexure - L**.

## **1.20 Submission of Bids**

- 1.20.1. Online submission of the bid will not be permitted on the e-procurement portal after expiry of submission time and the bidder shall not be permitted to submit the same by any other mode.
- 1.20.2. The copies of the documents submitted as a part of Technical Bid in e-procurement system should reach IITM, Pune within 5 working days from the last date of submission of bids on e-procurement system. The bids shall be liable to reject if the document not received within stipulated deadline and the uploaded online bid on the portal shall be considered as non-responsive and shall not be processed further. In case of any discrepancy between online uploaded technical bid and hard copy submitted at this Institute, the online copy shall be considered as final.

## **1.21 Withdrawal, substitution and Modification of Bids**

- 1.21.1. The Withdrawal, substitution and Modification of Bids is permitted as per the provisions of the e-procurement system.
- 1.21.2. No bid may be withdrawn, substituted, or modified in the interval between the due date for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.

### **E. Opening and Evaluation of Bids**

## **1.22 Opening of Bids by the Purchaser**

- 1.22.1. Opening of Bids by the Purchaser will be done as per the provisions of the e-procurement system.  
  
In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day. In case of two-bid, the Price bid shall be opened only after technical evaluation.
- 1.22.2. Bidders interested in participating in the bid opening process, should witness the tender opening process on e-procurement system.

## **1.23 Confidentiality**

- 1.23.1. Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until Award of the Contract.
- 1.23.2. Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.

## **1.24 Clarification of Bids**

To assist in the examination, evaluation, comparison and post qualification of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest bidder, at the discretion of the purchaser. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the purchaser shall not be considered.

## **1.25 Preliminary Examination**

- 1.25.1. The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in **ITB Clause 1.9** have been provided, and to determine the completeness of each document submitted.
- 1.25.2. The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.
  - (a) All the tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the tender enquiry document. The tenders, who do not meet the basic requirements, will be treated as non-responsive and ignored. The following are some

of the important points, for which a tender may be declared as non-responsive and will be ignored, during the initial scrutiny:

i	The Bid is unsigned
ii	The Bidder is not eligible
iii	The Bid validity is shorter than the required period
iv	The Bidder has quoted for goods manufactured by a different firm without the required authority letter from the proposed manufacturer
	Bidder has not agreed to give the required performance security
vi	The goods quoted are sub-standard, not meeting the required specification, etc.
vii	Against the Requirement (Scope of supply) the bidder has not quoted for the entire requirement as specified as mentioned in this RFP
viii	The bidder has not agreed to some essential condition(s) incorporated in the tender.

- (b) Bid Form and Price Schedule Form, in accordance with **ITB Clause 1.10**. In case of two-bid system these forms shall be examined after opening of the Price Bids of the technically qualified bidders.

## **1.26 Responsiveness of Bids**

- 1.26.1. Prior to the detailed evaluation, the purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:

(a)	affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Tender; <b>OR</b>
(b)	limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Proposed Contract; <b>OR</b>
(c)	if rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

- 1.26.2. The Purchasers' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

- 1.26.3. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation or omission.

## **1.27 Non-Conformity, Error and Omission**

- 1.27.1. Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

- 1.27.2. Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

- 1.27.3. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

(a)	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;
(b)	if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
(c)	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.

- 1.27.4. Provided that a bid is substantially responsive, the purchaser may request that a bidder may confirm the correctness of arithmetic errors as done by the purchaser within a target date. In case, no reply is received then the bid submitted shall be ignored and its Bid Security may be forfeited.

**1.28 Examination of Terms & Conditions, Technical Evaluation**

- 1.28.1. The Purchaser shall examine the Bid to confirm that all terms and conditions specified in this RFP and the same have been accepted by the Bidder without any material deviation or reservation.
- 1.28.2. The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with **ITB Clause 1.14**, to confirm that all requirements specified in this RFP of the Bidding Documents have been met without any material deviation or reservation.
- 1.28.3. If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with **ITB Clause 1.26**, it shall reject the Bid.

**1.29 Conversion to Single Currency**

To facilitate evaluation and comparison, the Purchaser will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to Indian Rupees at the selling exchange rate established by any bank in India as notified in the Newspapers on the date of bid opening in the case of single bid and the rates prevalent on the date of opening of the Price Bids in case of two-bid. For this purpose, exchange rate notified in [www.rbi.org](http://www.rbi.org) or any other website would be used by the purchaser.

**1.30 Evaluation and comparison of bids**

- 1.30.1. The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 1.30.2. To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria as defined in this RFP.

**1.31 Comparison of Bids**

The Purchaser shall compare all substantially responsive bids to determine the lowest valued bid, in accordance with **ITB Clause 1.30**.

- 1.31.1 **This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.**

**1.32 Contacting the Purchaser**

- 1.32.1. Subject to **ITB Clause 1.24**, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 1.32.2. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

**1.33 Post qualification**

- 1.33.1. In the absence of pre-qualification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in **ITB Clause 1.13**.
- 1.33.2. The determination will take into account the Eligibility & Qualification criteria listed in the bidding documents and will be based upon an examination of the documentary evidence of the Bidder's

qualifications submitted by the Bidder, as well as such other information as the Purchaser deems necessary and appropriate.

- 1.33.3. An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.

#### **F. Award of contract**

##### **1.34 Negotiations**

Normally, there shall not be any negotiation. Negotiations, if at all, shall be an exception and only in the case of items with limited source of supply. Negotiations shall be held with the lowest evaluated responsive bidder. Counter offers tantamount to negotiations, shall be treated at par with negotiations.

##### **1.35 Award Criteria**

Subject to **ITB Clause 1.37**, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily. The details of the award would be hosted on the website of the Purchaser.

##### **1.36 Purchaser's right to vary Quantities at Time of Award or later**

The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of services originally specified in this RFP without any change in unit price or other terms and conditions. Further, at the discretion of the purchaser, the quantities in the contract may be enhanced by 25% within the delivery period.

##### **1.37 Purchaser's right to accept any Bid and to reject any or all Bids**

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 award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.

##### **1.38 Notification of Award**

- 1.38.1. Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or by cable or telex or fax or e mail that the bid has been accepted and a separate purchase order shall follow through post.

- 1.38.2. Until a formal contract is prepared and executed, the notification of award should constitute a binding contract.

- 1.38.3. Upon the successful Bidder's furnishing of the signed Contract Form and Performance Security pursuant to **ITB Clause 1.41**, the Purchaser will promptly notify each unsuccessful Bidder and discharge its bid security.

##### **1.39 Signing of Contract**

- 1.39.1. Promptly after notification, the Purchaser shall send the successful Bidder the Purchase Order.

- 1.39.2. Within twenty-one (14) days of date of the Purchase Order, the successful Bidder shall enter into Contract Agreement as per this RFP.

##### **1.40 Order Acceptance**

- 1.40.1. The successful bidder should submit Order acceptance within 14 days from the date of issue of Purchase Order, failing which it shall be presumed that the vendor is not interested and his bid security is liable to be forfeited pursuant to **ITB Clause 1.15.11**.

- 1.40.2. The order acceptance must be received within 14 days. However, the Purchaser has the powers to extend the time frame for submission of order acceptance and submission of Performance Security (PS). Even after extension of time, if the order acceptance / PS are not received, the contract shall be cancelled and limited tenders irrespective of the value shall be invited from the responding firms after forfeiting the bid security of the defaulting firm, where applicable, provided there is no change



in specifications. In such cases the defaulting firm shall not be considered again for re-tendering in the particular case.

**1.41 Performance Security**

Within 14 days of receipt of the notification of award / Purchase Order/ Work Order as mentioned in this RFP, the Supplier shall furnish Performance Security for the amount specified in this RFP, valid for the time 60 days after the warranty period.

**1.42 Delivery of Services Schedule: As specified in this RFP.**

**1.43** If the supplier fails to provide the services as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 0.5% of order value per week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier

**1.44** IITM reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the EMD/PS

**1.45** The maximum amount of penalty shall be 10%

**1.46** The liquidated damages shall be levied on the unperformed Services or contract value

**1.47** The place of jurisdiction is Pune, India.

**1.48 Termination for Default**

The Contracting Institute may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder, terminate the Contract in whole or part at any time of its convenience. The notice of termination shall specify that termination is for IITM's convenience, the extent to which performance of work under the work order and /or the contract is terminated, and the date upon which such termination becomes effective. IITM reserves the right to cancel the remaining part and pay to the agency an agreed amount for partially completed Services.

(a) If the Bidder fails to perform any or all of the services as specified in the contract,

(b) If the Bidder fails to perform any other obligation(s) under the Contract

In the event the Contracting Institute terminates the contract, the Performance Security/EMD will be forfeited.

**1.49 Termination for Unlawful Acts**

The Contracting Institute may terminate this Contract in case it is determined prima facie that the Contractor has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviours relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

(a) Corrupt, fraudulent, and coercive practices.

(b) Drawing up or using forged documents;

(c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and

(d) Any other act analogous to the foregoing.

**1.50 Termination for Insolvency**

The Contracting Institute may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Contracting Institute.

### **1.51. Termination for Convenience**

The Contracting Institute, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time. The notice of termination shall specify that termination is for the Contracting Institute's convenience, the extent to which performance of the Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

### **1.52. Procedures for Termination of Contracts**

The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the Head of the Contracting Institute shall terminate this Contract only by a written notice to the Contractor conveying the termination of this Contract. The notice shall state:
  - (i) That this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) The extent of termination, whether in whole or in part;
  - (iii) An instruction to the Contractor to show cause as to why this Contract should not be terminated; and
  - (iv) Special instructions of the Contracting Institute, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Contractor shall submit to the Head of the Contracting Institute a verified position paper stating why this Contract should not be terminated. If the Contractor fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Contracting Institute shall issue an order terminating this Contract;
- (e) The Contracting Institute may, at any time before receipt of the Contractor's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Contractor's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Contracting Institute shall decide whether or not to terminate this Contract. It shall serve a written notice to the Contractor of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Contractor of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The Head of the Contracting Institute may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Contracting Institute and;
- (h) The Contractor must serve a written notice to the Contracting Institute of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Contracting Institute.

### **1.53. Settlement of Disputes**

The Contracting Institute and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Contracting Institute or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. .

The dispute settlement mechanism / arbitration proceedings shall be concluded as under:

(a)	In case of Dispute or difference arising between the Contracting Institute and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 2015, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director <b>The Indian Institute of Tropical Meteorology (IITM), Pune</b> and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the Contract.
-----	---

The venue of the arbitration shall be the place from where the Work Order or Contract is issued.

Notwithstanding any reference to arbitration herein,

(a)	the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; <b>and</b>
(b)	the Contracting Institute shall pay the Supplier any monies due the Supplier.

**For notices**, the Purchaser's address is

**THE DIRECTOR**  
**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
 Dr.HOMI BHABHA ROAD, PASHAN,  
 PUNE-411 008 (MAHARASHTRA)- INDIA  
**Telephone # : 0091-20-25904200**  
**Facsimile number : 0091-20- 2586-5142**  
**E-mail address: [psu.iitm@tropmet.res.in](mailto:psu.iitm@tropmet.res.in)**

IMP Note: Director, IITM will be the final authority in any kind of disputes related to this Contract and it will be binding on the supplier. All the procurement rules and regulations of Govt. of India will be applicable and will be binding on the supplier.

**OTHER STANDARD FORMS**

<b>Sr. No.</b>	<b>Name of the Form</b>	<b>Annexure</b>
1	Bidder Information Form	A
2	Bid Security Form / Earnest Money Deposit	B
3	Performance Statement Form	C
4	Deviation Statement Form	D
5	Service Support Detail Form	E
6	Bid Form	F
7	Performance Security Form	G
8	Acceptance Certificate Form	H
9	Indemnity Bond	I
10	Eligibility Certificate	J
11	Non Black List Certificate	K

**Bidder Information Form**

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

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

Tender No : [Insert number from Invitation for bids]

01.	Bidder's Legal Name [Insert Bidder's legal name]
02.	In case of JV, legal name of each party: [insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [insert actual or intended Country of Registration]
04.	Bidder's Year of Registration: [Insert Bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration: [Insert Bidder's legal address in country of registration]
06.	<p>Bidder's Authorized Representative Information</p> <p>Name: [Insert Authorized Representative's name]</p> <p>Address: [Insert Authorized Representative's Address]</p> <p>Telephone/Fax numbers: [Insert Authorized Representative's telephone/fax numbers]</p> <p>Email Address: [insert Authorized Representative's email address]</p>
07.	<p>Attached are copies of original documents of:</p> <p>Articles of Incorporation or Registration of firm named in 1, above.</p>

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

**BID SECURITY FORM**

Whereas \_\_\_\_\_  
(hereinafter called the tenderer)

has submitted their offer dated \_\_\_\_\_  
for the supply of \_\_\_\_\_  
(hereinafter called the tender)

Against the Purchaser's Tender No. \_\_\_\_\_  
KNOW ALL MEN by these presents that WE \_\_\_\_\_  
of \_\_\_\_\_ having our registered office at \_\_\_\_\_  
\_\_\_\_\_ are bound unto \_\_\_\_\_ (hereinafter called the "Purchaser")

In \_\_\_\_\_ the \_\_\_\_\_ sum \_\_\_\_\_ of \_\_\_\_\_

For which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**THE CONDITIONS OF THIS OBLIGATION ARE:**

(1)	If the tenderer withdraws or amends or modifies or impairs or derogates from the Tender in any respect within the period of validity of this tender.
(2)	If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity
(3)	If the tenderer fails to furnish the Performance Security for the due _____ Performance of the contract.
(4)	Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
(Signature of the authorized officer of the Bank)

Name and designation of the officer  
Seal, name & address of the Bank and address of the

Branch

**Note:** Whenever the bidder chooses to submit the Bid Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

**PERFORMANCE STATEMENT FORM**

**Details of similar equipment / systems supplied & installed during past 3 years in India & Abroad**

**Name of the Firm** \_\_\_\_\_

Order Placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of deliver as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Has the equipment been installed/ working satisfactory? (Attach a certificate from the purchaser / Consignee)	Name of Contact person along with Telephone No., FAX No. and e-mail address

Signature and Seal of the manufacturer/Bidder .....

Place :

Date :



**DEVIATION STATEMENT FORM****PART -I**

The following are the particulars of deviations from the requirements of the tender specifications:

<b>CLAUSE</b>	<b>DEVIATION</b>	<b>REMARKS (INCLUDING JUSTIFICATION)</b>

Place:

Date:

Signature and seal of the  
Manufacturer/Bidder

**NOTE:**

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

**SERVICE SUPPORT DETAIL FORM**

<b>Sr. No.</b>	<b>List of similar type of equipments serviced in the past 3 years</b>	<b>Address, Telephone Nos., Fax No. and e-mail address of the buyer</b>	<b>Nature of training Imparted/ service provided</b>	<b>Name and address of service provider</b>

Signature and Seal of the manufacturer/Bidder.....

Place :

Date :

**Bid Form**

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

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

Tender No. :

To : Director, IITM, Pune

We, the undersigned, declare that:

(a)	We have examined and have no reservations to the Bidding Documents, including Addenda No.: [Insert the number and issuing date of each Addenda]
(b)	We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods Related Services [insert a brief description of the Goods and Related Services] as specified in this RFP
(c)	The total price of our Bid, excluding any discounts offered in item (d) below, is: [insert the total bid price in words and figures, indicating the various amounts and the respective currencies]
(d)	The discounts offered and the methodologies for their application are: <b>Discounts.</b> If our bid is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]
(e)	Our bid shall be valid for the period of time specified in ITB Clause 1.16, from the date fixed for the bid submission due date in accordance with ITB Clause 1.19 and it shall remain binding upon us and may be accepted at any time before the expiration of that period
(f)	If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 1.41 and this RFP for the due performance of the Contract
(g)	The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate "none.")

(h)	We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
(i)	We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed : [Insert signature of person whose name and capacity are shown]

In the capacity of [Insert legal capacity of person signing the Bid Submission Form]

Name : [Insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: [Insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

**PERFORMANCE SECURITY FORM**

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To,  
.....

**WHEREAS** .....  
(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. .... dated .....to supply (description of goods and services) (herein after called "the contract").

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**Note:** Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

Acceptance certificate form

No.

Dated:

M/s.

_____
_____
_____

**Sub: Certificate of commissioning of equipment**

**01.** This is to certify that the equipment as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para 2). The same has been installed and commissioned.

(a)	Contract No. Date:	
(b)	Description of the equipment	
(c)	Name of the consignee	
(d)	Scheduled date of delivery of the consignment to the Laboratory / Institutes	
(e)	Actual date of receipt of consignment by the Laboratory / Institutes	
(f)	Scheduled date for completion of installation/commissioning	
(g)	Actual date of completion of installation/commissioning	
(h)	Penalty for late delivery (at Laboratory / Institutes level) Rs.	
(i)	Penalty for late installation (at Laboratory / Institutes level) Rs.	

**02** Details of accessories/items not yet supplied and recoveries to be made on that account:

Sr. No.	Description	Amount to be recovered

**03** The acceptance test has been done to our entire satisfaction. The supplier has fulfilled his contractual obligations satisfactorily

OR

The supplier has failed to fulfil his contractual obligations with regard to the following:

Sr. No.	Failure	Amount to be recovered
(a)		
(b)		
(c)		

The amount of recovery on account of failure of the supplier to meet his contractual obligations is as indicated at para03.

**For Supplier**

Signature .....

Name .....

Designation .....

Name of the firm .....

**For Purchaser**

Signature .....

Name .....

Designation .....

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**

Date .....

Date .....

## INDEMNITY BOND

No. \_\_\_\_\_

Date: \_\_\_\_\_

**1) Amalgamation/Acquisition**

In the event of M/s. \_\_\_\_\_proposes for amalgamation, acquisition or sale of its business to any other firm during this contract period, M/s.\_\_\_\_\_ and proposed Buyer/Successor of the Principal Company are liable to execute, fulfill contractual obligations without any deviations. For this purpose M/s. \_\_\_\_\_/M/s.\_\_\_\_\_ and proposed Buyer/Successor of the Principal Company shall indemnify itself to the Director, INDIAN INSTITUTE OF TROPICAL METEOROLOGY , Pune to fulfill the contractual obligations as per the terms of the IITM Global Tender and quotation of M/s. \_\_\_\_\_-No. \_\_\_\_\_ dated\_\_\_\_\_and INDIAN INSTITUTE OF TROPICAL METEOROLOGY P.O. No.\_\_\_\_\_dated \_\_\_\_\_. The contractual obligations are supply, installation, commissioning, warranty maintenance/replacement of spares, accessories etc. as per the above mentioned Purchase Order.

**2) Joint Venture, Consortium or Association**

If the Supplier is a joint venture, consortium, or association, all the parties shall be jointly and severally liable to the IITM for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the IITM.

**3) Patent Indemnity**

The Supplier shall, subject to IITM's compliance and indemnify and hold IITM and its employees and officers harmless from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which IITM may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: (a) the installation of the Goods by the Supplier or the use of the Goods in India; and (b) the sale in any country of the products produced by the Goods.

For M/s. \_\_\_\_\_  
Principal Supplier.

For M/s. \_\_\_\_\_  
Indian Agent.

**Eligibility Certificate**

This is to certify that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation of Bids / Tender No. \_\_\_\_\_ dated \_\_\_\_\_.

Authorised Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Non-Black listing Self Certificate**

This is to certify that M/s. \_\_\_\_\_ has not been blacklisted by any Central / State Government Department / organization in last 3 years.

Authorised Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_



## Contract Form

Contract No. \_\_\_\_\_ Date: \_\_\_\_\_

THIS CONTRACT AGREEMENT is made  
the [ *insert: number* ] day of [ *insert: month* ], [ *insert: year* ].

### BETWEEN

- (1) Indian Institute of Tropical Meteorology registered under the Societies Registration Act 1860 of the Government of India having its registered office at Dr. Homi Bhabha Road, Pashan, Pune - 411 008, India (hereinafter called "the Purchaser"), and
- (2) [ *insert name of Supplier* ], a corporation incorporated under the laws of [ *insert: country of Supplier* ] and having its principal place of business at [ *insert: address of Supplier* ] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [ *insert brief description of Goods and Services* ] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [ *insert Contract Price in words and figures, expressed in the Contract currency(ies)* ] (hereinafter called "the Contract Price").

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

01. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
02. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:

(a)	This Contract Agreement
(b)	General Conditions of Contract
(c)	Special Conditions of Contract
(d)	Technical Requirements (including Schedule of Requirements and Technical Specifications)
(e)	The Supplier's Bid and original Price Schedules
(f)	The Purchaser's Notification of Award
(g)	[ <i>Add here any other document(s)</i> ]
03. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
04. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
05. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Union of India on the day, month and year indicated above.

For and on behalf of the IITM, Pune.

Signed : [ *insert signature* ]  
in the capacity of [ *insert title or other appropriate designation* ]  
in the presence of [ *insert identification of official witness* ]

Signed : [ *insert signature* ]  
in the capacity of [ *insert title or other appropriate designation* ]  
in the presence of [ *insert identification of official witness* ]

For and on behalf of the Supplier

Signed : [ *insert signature of authorized representative(s) of the Supplier* ]  
in the capacity of [ *insert title or other appropriate designation* ]  
in the presence of [ *insert identification of official witness* ]

**Instructions for Online Bid Submission on E-Wizard Web Portal :**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://moes.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://moes.euniwizarde.com>

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (<https://moes.euniwizarde.com>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Query contact to our helpdesk Number 011-49606060, Email: [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com), Mr. Sunil – 8448288990.

**SEARCHING FOR TENDER DOCUMENTS**

9. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc
10. Once the bidders have selected the tenders they are interested in, the bidder can pay the processing fee of Rs. ....+ 18 % GST-/ (NOT REFUNDABLE) by net-banking / Debit / Credit card and then download the required documents / tender schedules, Bid documents etc. Once both tender fees are paid, it will be moved to the respective "requested" Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

**PREPARATION OF BIDS**

11. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
12. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
15. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

16. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
18. Bidder has to select the payment option as “DD” to pay the EMD as applicable and enter details of the instrument.
19. Bidder should prepare the EMD as per the instructions specified in the tender document & submit EMD fee manually at department end. The original bid should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
20. \*Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
21. The server time (which is displayed on the bidders” dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
22. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
23. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
24. Upon the successful and timely submission of bid click “Complete“ (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
25. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

1. For any Query contact to our helpdesk Number 011-49606060, Email [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com), Mr. Shubhankar- +91 8076208996; Mr Awesh - 91 9205898224

Sd/-

**ASSISTANT MANAGER (PURCHASE)**  
IITM, PUNE - 411 008  
E-mail: [psu.iitm@tropmet.res.in](mailto:psu.iitm@tropmet.res.in)