

DOMESTIC TENDER ENQUIRYDomestic Tender Enquiry No: **IISERBPr/S&P/2026-27/05****Date:** August 10, 2026

Indian Institute of Science Education and Research (IISER) Berhampur invites online bids (e-tender) in two bids systems.

Brief Details of Tender:

Item Description
"Hiring of On-Call Bus Service at IISER Berhampur Permanent Campus"

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iiserbpr.ac.in and the bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.

Critical Dates of Tender

Sr. No.	Particulars	Date	Time
1.	Date of Online Publication/Download of Tender	10-08-2026	16:00hrs
2.	Date of pre-bid meeting	14-08-2026	11:00hrs
3.	Bid Submission Start Date	10-08-2026	16:00hrs
4.	Bid Submission End Date	31-08-2026	16:00Hrs
5.	Opening of Technical Bids	01-09-2026	16:30Hrs

No manual bids will be accepted. All quotations (both Technical and Financial should be submitted to the E- procurement portal).

Any queries relating to the process of online bid submission or queries relating to CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

Note: This is a domestic Tender according to the DPIIT Order dated 15/07/2017 and subsequent amendments to the order for Public Procurement Preference & PROVISION FOR LOCAL SUPPLIERS TOWARDS PREFERENCE TO MAKE IN INDIA. The bidder required to declare the percentage of Local content for the quoted instrument as per Annexure – I and submit with the Technical Bid. Bidder should also give details of the location(s) at which the local value addition is made.

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INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal ([URL: https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iiserbpr.ac.in. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL: http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username 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 from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / n Code / e Mudra 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 DSCs 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 / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS

9. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization, name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
10. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
11. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

12. Bidder should consider any corrigendum published on the tender document before submitting their bids.
13. 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.

1. 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 / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
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 Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" 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

15. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
16. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
17. Financial Bids can be submitted in PDF format (As per Chapter 5). Any additional components, which the bidder wants to quote and if it's not available in BoQ, can be quoted in the PDF format. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.
18. Bidders are requested to note that they should necessarily submit their financial bids in the format provided (as per Chapter-5) and no other format is acceptable. The Financial Bid can be submitted in PDF format also. 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 Colored (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.
19. 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.
20. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
21. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
22. Kindly add scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

ASSISTANCE TO BIDDERS

23. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**

TENDER INFORMATION SUMMARY

Basic Tender Details			
Tender Title	Service		
Tender Reference No	IISERBPr/S&P/2026-27/05		
Tender Type	Open tender		
Bidding System	Two Bid		
Procuring Organization	IISER Berhampur	Procuring Entity	Ministry of Education
Authority on whose behalf tender is invited	President of India	Through	Director, IISER Berhampur
Tender Inviting Authority	IISER Berhampur	Address	IISER Berhampur, At/Po: - Laudigam, Konisi, Police Station: - Golanthara, Dist.: - Ganjam, Odisha, India Pin:- 760003
Item Details	“Hiring of On-Call Bus Service at IISER Berhampur Permanent Campus”		
Terms of Delivery/Service	FOR IISER Berhampur		
Critical Dates			
Bid publishing Date	10-08-2026 16:00hrs	Bid Validity	90 days
Document download start date	10-08-2026 16:00hrs	Clarification end date & time	Not later than 5 days before the bid submission deadline.
Bid submission start date & time	10-08-2026 16:00hrs	Bid submission closing date & time	31-08-2026 16:00hrs
Tender Opening (Techno commercial Bid) Date & time	01-09-2026 16:30hrs	Tender Opening (Financial Bid)	To be intimated later
Pre-Qualification criteria	Refer para 2 of chapter 2 of the tender documents		
Is this item reserved for exclusive procurement from MSE		No	
Documents related to Tender Processing Fee/ Bid Security/ Performance Security			
Tender Processing Fee	Rs. 1,180/- (Non-refundable)	Payment through (NEFT/ Demand Draft/ Direct online payment to the institute bank account attached in the last page of NIT Document.)	
Bid Security	Rs. 10,000/-		
Performance Security	Rs. 20,000/-		
Pre-bid Conference			
Pre-bid conference applicable or Not		Yes	
Place, time and date of pre-bid conference		14/08/2026, 11:00 AM (IISER Berhampur at Store and Purchase section and/or online Link for online meeting will be shared with bidders upon request)	

CHAPTER 1: INVITATION FOR TENDER

1. Indian Institute of Science Education and Research (IISER), Berhampur invites e-Tender for Supply, Installation, Testing and Commissioning of "Hiring of On-Call Bus Service at IISER Berhampur Permanent Campus".

The Bidders are requested to give detailed tender in two Bids i.e.

- Part - I: Technical Bid.
- Part - II: Commercial Bid.

2. **TIME SCHEDULE**

Sr. No.	Particulars	Date	Time
1.	Date of Online Publication/Download of Tender	10-08-2026	16:00hrs
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3.	Bid Submission Start Date	10-08-2026	16:00hrs
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3. **AVAILABILITY OF TENDERS**

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

4. **Technical Bid**

The online envelope clearly marked as "Technical Bid - Envelope No. 1" shall contain the all scanned copies of originals documents in PDF Format.

- Eligibility Criteria as per Annexure- 'A'.
- Format of Compliance Statement of Specifications as per Annexure- 'B'.
- Bid Security Declaration as per Annexure- 'C'
- Details of Eligible Similar Nature of Works/Service Completed During the Last Seven Years as per Annexure – 'D'.
- Bidder Information Form as per Annexure – 'E'.
- Blacklist Certificate as per Annexure – 'F'.
- Format for Certificate & Declaration as per Annexure – 'G'.
- No Relationship Certificate as per Annexure – 'H'.
- Acceptance of tender terms as per Annexure- 'I'
- Integrity Pact (if the estimated cost of the tender is above ₹1.0 Cr) – as per Annexure- 'J'.
- Format for Performance Guarantee Bond as per Annexure- 'K'.
- FINANCIAL INFORMATION as per Annexure- 'L'.
- Bidder's Bank Details as per Annexure- 'M'.
- Copy of GST No. and PAN No. allotted by the concerned authorities. If registered with the National Small Industries Corporation, the registration number, the purpose of registration and the validity period of registration, and a copy of DGS&D registration wherever it is applicable should also be provided in Technical Bid.
- A Well-defined and described solution document in adherence to the technical specifications documented in this tender along with technical literature/ leaflets and complete specifications of quoted model(s) along with commercial terms and conditions.
- Micro and Small Enterprises if registered with any government bodies specified by Ministry of Micro, Small & Medium Enterprises (M/o MSME) with valid certificate duly issued by

GOI are exempted for submitting the earnest money deposit (EMD). It will be applicable for those bidders who shall produce their own goods or provide their own services, and not applicable for trading purpose.

- (q) In case of exemption from submission of Bid security, proof of registration with NSIC/MSME.
- (r) Details of supplies of similar Works, along with photocopies of previous Purchase/Work Orders and details of place of supply along with contact details.
- (s) Please quote the specific model number catalog number with a detailed description of the item quoted.
- (t) Also enclose the technical literature brochure of the quoted items.

5. **Contact for information:**

For Commercial queries	For Technical queries
Deputy Registrar, Stores & Purchase Office Indian Institute of Science Education and Research Berhampur IISER Berhampur, At/Po:- Laudigam, Konisi, Police Station:- Golanthara, Dist.:- Ganjam, Odisha, India Pin:- 760003 Email: purchase@iiserbpr.ac.in Ph: 0680-222 7705/ 7709 Website: https://www.iiserbpr.ac.in/opportunity/tenders	Transport Office Email: transport@iiserbpr.ac.in Ph:

6. **The technical offer should not contain any price information in case submitted/mentioned the bid will be rejected.**

7. **Technical Specifications:**

- (a) Time & Specifications are the basic essence of the contract. It must be ensured that the offers must be strictly as per the tender specifications and must strictly adhere to the project/delivery timelines. At the same time, it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation.
- (b) A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected /supported by the printed technical leaflet/literature. Therefore, the model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation.
- (c) The Technical bid should not contain any price information (or) anything related to Financial Bid. Any mention of commercials/prices in the technical bid shall lead to disqualification of the tender and shall not be considered for further evaluation process.
- (d) Non-compliance of the above shall be treated as incomplete/ambiguous bid and the bid will be ignored/rejected without giving an opportunity for clarification/negotiation etc. to the bidder

8. **Compliance Statements:**

Bidders must furnish a Compliance Statement of each and every required Specification of our tender in the format at **ANNEXURE- 'B'**. The deviations, if any, from the tendered specifications should be clearly brought out in the statement. Technical literature/leaflet showing the compliance of the specification may also be attached with the quotation.

9. **Envelope 2: "Commercial Bid" shall contain:**

- (a) Cost of all the items/Service should be mentioned clearly and individually in the Commercial Offer (Part-II) only.

Note:

- No request for extension of due date will be considered under any circumstances.

10. IISER Berhampur may issue corrigendum to tender documents before due date of Submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IISER Berhampur. The bidder is not supposed to incorporate the amendment in the body of the tender document.

11. **Terms of the Technical Committee**

- (a) On the due date the Technical bids will be opened and referred to the Technical Committee which is duly constituted by the Director, IISER Berhampur. The committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is the final and binding on all the parties.
- (b) The technical evaluation will be an assessment of the Technical Bid. IISER, Berhampur representatives will proceed through a detailed evaluation of the Technical Bids as defined in **Chapter IV (Schedule of requirements, specifications and allied technical details)**, in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER, Berhampur will examine the information supplied by the BIDDERS, and shall evaluate the same as per the specifications mentioned in this tender.
- (c) The technical committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IISER Berhampur and these criteria/ recommendations will also form as a part of short-listing of the firms.
- (d) The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from the existing users at IISER, Berhampur or from other Institutes and also call for Technical presentations from the BIDDERS if it is required so.
- (e) The information received and the bids already submitted together will be examined with reference to the tendered specifications and evaluation is made by the Technical Committee.
- (f) After the technical evaluation is completed and approved, IISER, Berhampur shall inform to the BIDDERS whose bids have been rejected technically with the reasons for rejection on e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>).
- (g) The successful BIDDERS will be informed regarding the date and time of Commercial bid opening.
- (h) the event of seeking any clarification from various BIDDERS by IISER, Berhampur, the BIDDERS are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. In case if a BIDDER fails to quote for a particular item it amounts to non-compliance and hence such bid will not be considered for further evaluation. Further during this process if any BIDDER indicates the price during the clarification such bids also will not be considered for further evaluation.
- (i) The purpose of obtaining two bids (technical and commercial) is to evaluate all the firms on technical basis with reference to the tendered specifications, performance of similar Solutions/Applications elsewhere, obtaining users views with reference to the earlier supplies. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.
- (j) The Institute may call for Technical Presentation/mock-up/demo of the product as a part of the technical evaluation by giving sufficient time for the bidders to decide for the same.

12. **Commercial Bid Evaluation:**

Based on results of the Technical evaluation IISER Berhampur evaluates the Commercial Bid of

those Bidders who qualify in the Technical evaluation.

(a) IISER Berhampur shall correct arithmetical errors on the following basis:

- i. 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.
- ii. 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
- iii. If there is a discrepancy between words & 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 (i) and (ii) above.

(b) After arriving at final pricing of individual offers of all the short-listed firms, the lowest firm will be awarded with Contract/Purchase/Work Order.

(c) If there are any discrepancies in price schedule and tender document please refer to the BOQ in the Central Public Procurement Portal, the BOQ item/words/conditions mentioned in BOQ prevails.

13. The Director, IISER Berhampur reserves the right to accept the offer in full or in parts or reject summarily or partly.

14. The relatives / near relatives of employees of the client are prohibited from participation in this bid.

CHAPTER-2: INSTRUCTIONS TO BIDDERS

1. PREPARATION AND SUBMISSION OF OFFERS:

- (a) The bidder shall bear all costs associated with the preparation and submission of its bid irrespective of the conduct or outcome of the bidding process.
- (b) The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/order. Before the deadline for submission of the bid, IISER Berhampur reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be hosted on e-Procurement portal (<https://eprocure.gov.in/eprocure/app>) or on IISER Berhampur website.
- (c) Conditional tenders will be summarily rejected.

2. Pre-Qualification criteria: -

The Agency must have minimum 02 (two) years of experience in providing vehicle service to Educational Institution(s) / Govt. Organization / Non-Govt. Organization / PSUs / IITs / IISER / NISER etc. Proof of the same should be submitted in the form of Work Order (s) or contract (s). The bidders also have to submit certificates from the Institute authorities showing successful completion of the vehicles service during the last three years.

3. Performance Guarantee (GFR 2017 Rule 171):

- (a) Performance Guarantee Bond is mandatory.
- (b) Successful tenderer/ bidder should submit performance guarantee as prescribed above to be sent to Stores & Purchase Officer, IISER Berhampur on or before 15 days from the due date of issue of order of acknowledgment. The PGB to be furnished in the form of bank guarantee as per attached proforma with the tender documents, for an amount of Rs. 20,000/-.
- (c) The Performance Guarantee should be established in favour of "The Director, IISER Berhampur".
- (d) PBG to be established through any of the National Banks (whether situated at Berhampur or outstation) with a clause to enforced the same on their local branch of Berhampur or any scheduled bank (other than national bank) situated at Berhampur. Bonds issued by cooperative banks will not be accepted.
- (e) Performance Guarantee Bond shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
- (f) The successful tenderer is entirely responsible for due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.
- (g) The PBG shall be kept valid during the period of contract and shall continue to be enforceable for a period of 60 days beyond Contract/Service period (i.e. Contract/Service period + 60 days) from the date of order acknowledgement. In case PBG needs extensions up to 60 days beyond Contract/Service period then supplier shall initiate extensions to PBG one month prior to expiry of PBG.
- (h) For successful suppliers, if PBG is not submitted within 15 days from the date of Order Acknowledgement, then the Purchase/Work Order will be cancelled with forfeiting of EMD.
- (i) No interest shall be payable by the buyer to the Bidder on PBG.

4. Amendments to Tender Document.

- (a) At any time prior to the deadline for submission of bids, IISER Berhampur may, for any justified reason, whether on its own initiative or in response to the clarification sought by a prospective

BIDDER may modify the bid document by issuing necessary corrigendum.

- (b) All prospective BIDDERS who have downloaded the tender document are requested to visit IISER Berhampur website for a

5. **Bid Validity Period:**

- (a) The prices must be valid at least for a period of **120 days** from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later
- (b) Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

6. **Evaluation of Bid.**

- (a) IISER Berhampur will evaluate technical and commercial acceptable offers on landed net Price basis.
- (b) In case any BIDDER is silent on any clauses mentioned in this tender documents, IISER Berhampur shall construe that the BIDDER had accepted the clauses as per the invitation to tender no further claim will be entertained.
- (c) No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

7. **AWARD OF CONTRACT:**

- (a) IISER, BERHAMPUR shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.
- (b) If more than one BIDDER happens to quote the same lowest price, IISER, BERHAMPUR reserves the right to award the contract to more than one BIDDER or any BIDDER.

8. **IISER Berhampur Right to vary Quantities at the time of Award:**

- (a) The IISER Berhampur reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions. Further, at the discretion of the IISER Berhampur, the quantities in the contract may be enhanced by 25% within the delivery period.

9. **Fraud and Corruption:**

IISER Berhampur requires the bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

- (a) The terms set forth below are defined as follows

- i. **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - ii. **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - iii. **“Collusive practice”** means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, noncompetitive levels; and
 - iv. **“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;
- (b) IISER Berhampur will reject a proposal for award if it determines that 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.

10. **Cancellation of Tender:**

- i. Notwithstanding anything specified in this tender document, Purchaser / IISER Berhampur in his sole discretion, unconditionally and without assigning any reasons, reserves the rights: -
 - a. To accept OR reject lowest tender or any other tender or all the tenders.
 - b. To accept any tender in full or in part.
 - c. To reject the tender, offer not confirming to the tender terms.
- ii. IISER Berhampur will give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
- iii. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected: -
 - a. Non-submission of complete offers as mentioned in the tender document,
 - b. Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c. Receipt of offers in open condition.
 - d. Conditional Tenders and Unsigned Tenders will also be rejected.

Special Note: The price bid and other documents have to be Submitted separately online at <https://eprocure.gov.in/eprocure/app>. The date of Submission of online Technical and Financial will be as per tender notice.

11. **Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER Berhampur's interpretation of the clauses shall be final and binding on all parties.**

CHAPTER - 3: TERMS & CONDITIONS OF CONTRACT

1. The Agency/Firm must have registered as Travel Agency or have Transport Business (tour operators) in Odisha. Trade License must be submitted.
2. The Agency must have a registered office in Berhampur. In case of not having office in the City (Berhampur), the agency need to submit an undertaking to start an office at Berhampur within one month of award of contract, failing which the contract shall be cancelled and EMD will be forfeited and / or the action will be initiated as per the BID security declaration.
3. The Agency must have minimum 02 (two) years of experience in providing vehicle service to Educational Institution(s) / Govt. Organization / Non-Govt. Organization / PSUs / IITs / IISER / NISER etc. Proof of the same should be submitted in the form of work order (s) or contract (s).
4. The bidder (Agency/Proprietor) must own and have registered in its name a minimum of three (03) buses/vehicles (combination of 52-seater / 42-seater / 26-seater / Traveller) of model year 2023 or later. Ownership shall be established through valid Registration Certificates (RCs) issued by the concerned Regional Transport Office, clearly reflecting the Agency/Proprietor name. Self-attested copies of RCs of all three vehicles are required with the technical bid.
5. No subletting of the contract is allowed.
6. Non-compliance with the minimum fleet ownership requirement shall result in **rejection of the bid at the technical evaluation stage**.
7. Payment will be made on the basis of actual days of deployment & kilometers completed to different places. The initial meter reading shall be taken upon reporting for duty at IISER Berhampur or at the required location. The final meter reading shall be at the point of completion of duty or at IISER Berhampur. A suitable duty slip, duly signed by the traveler, must be issued by the vendor to claim his bill. For outstation duties, including airport pickup/drop and special deployments, the chargeable journey shall conclude upon reporting back to the Institute after completion of the assigned duty. The distance and duty performed shall be verified through duty slips, logbooks, and/or GPS records.
8. Only such tour operator/agency may submit their quotations whose buses have been duly authorized by the concerned RTO for use as public transport and who have telephone/mobile connections available at their premises/garage/stands from where such buses are to be operated and can be requisitioned by this Institute.
9. The contractor must comply with the Motor Vehicle Act, road safety regulations, insurance and permit requirements, and all statutory labor laws.
10. The contractor shall ensure the availability of vehicles at all times.
11. All vehicles proposed to be deployed must possess valid documents, including:
 - a. Registration Certificate (RC)
 - b. Fitness Certificate
 - c. Valid Permit
 - d. Pollution Under Control (PUC) Certificate
 - e. Insurance Certificate
 - f. Road Tax Clearance
 - g. Driver's valid Driving License

- h. Functional speed governor
 - i. GPS tracking (if required)
 - j. First Aid Box
 - k. Fire extinguisher
12. The drivers must have a valid commercial driving license with a minimum 02 years of experience in bus driving.
13. The requirement from the drivers is as follow: -
 - Hold a valid heavy vehicle driving license,
 - Possess police verification,
 - Wear uniform/ID card,
 - Maintain professional conduct,
 - No alcohol/drug use during duty,
 - Should be medically fit
 - Follow institutional security instructions.
14. Speed limit and safety norms must be followed.
15. All vehicles must be fully insured; the contractor will be solely responsible for accidents, damage, injury, and legal liability. The institute will not be liable for any compensation or liability.
16. The agency must arrange to provide an adequate number of vehicles for events, delegations, meetings, and conferences, etc., from other sources if vehicles are not in possession of the agency.
17. The various on-call service conditions are as follows: -
 - Vehicles shall be provided within 24 hours of requisition.
 - Emergency/night deployment may be needed on short notice.
 - Failure to provide a vehicle may attract a penalty.
 - Replacement vehicle shall be arranged in case of breakdown.
 - Institution reserves the right to reject poorly maintained vehicles.
 - The institute is not bound to hire a minimum number of buses.
 - The institute reserves the right to use multiple vendors (empanelment)
 - Payment only for actual usage.
 - Contractor must maintain contact 24×7.
 - Increase/decrease demand
18. The vehicles to be provided should not be older than the 2023 model. The vendor exclusively provides commercial vehicles that have yellow number plates to meet all requirements.
19. The contractor must ensure the availability of buses at short notice as per the requirements of IISER Berhampur.
20. The service shall include **driver, fuel, maintenance, insurance and all operational** requirements.
21. **Period of Contract:** The contract shall initially be valid for a period of **one (01) year** from the date of commencement and may be extended for a further period of **one (01) year** based on satisfactory performance of the agency, subject to approval of the competent authority.

22. The Institute reserves the right to terminate the contract at any time.
23. The price, once finalized, will remain fixed for a minimum of one year and will serve as the base rate for any fluctuations in fuel prices. Changes in the price will be considered only if the fuel price increases by more than 15% over the next year. Similarly, if the fuel price drops by 15% the price will be reduced proportionately.
24. The contractor has to submit his bills on a monthly basis to the IISER Berhampur for the service rendered. These bills shall be scrutinized by IISER Berhampur before payment. Failure to submit the bills within 03 months of the service rendered can disqualify the contractor from any claims. IISER Berhampur shall not be responsible for making any payment for which a bill has not been raised/submitted to IISER Berhampur.
25. No advance payment will be made for any particular vehicle demand.
26. The Institute Transport Section will monitor the service quality.
27. The Institute may cancel the booking of the vehicle without penalty (reasonable notice).
28. The contract may be terminated if the vendor is found to have poor performance, Non-compliance with terms, safety violations, misconduct, and financial irregularities, with a termination notice of 30 days.
29. The Institute reserves the right to add/remove vendors during the contract period and engage alternate vendors in case of failure in service.
30. Any dispute will be settled through mutual discussion. If unresolved, it will fall under the jurisdiction of the local court. The decision of the institute authority will be final.
31. The bidders are required to upload a declaration stating that all terms and conditions, scope of work and additional terms has been fully agreed. The supporting document should be uploaded for evaluation.

Eligibility Criteria: -

1. Valid Transport Registration Certificate/Permit issued by the competent Transport Authority/RTO for operating passenger transport/commercial vehicles.
2. Copy of GST Registration.
3. Copy of PAN Registration
4. Copy of Valid Trade License
5. Documentary proof of registered office/branch office in Berhampur, Odisha. with contact number or declaration of undertaking to start an office at Berhampur within one month of award of contract.
6. Copies of at least three (03) similar work orders/contracts along with satisfactory completion certificates/work completion proof, executed during the last 03 (three) years.
7. Self-attested copies of RCs of buses/Traveller (combination of 52-seater / 42-seater / Traveller) minimum 03 nos. of model year 2023 or later.
8. A self-declaration of Non-Blacklisted/debarred copy shall be submitted on the bidder's letterhead.
9. Undertaking confirming compliance with all statutory requirements under applicable labour, transport, and taxation laws.
10. Declaration confirming that all terms, conditions, scope of work and additional terms has been fully understood and unconditionally accepted shall be submitted.
11. Copy of ITR of last 03 financial years.

Note: The above documents should be submitted along with the Technical Bid.

The deductions will be as follows for all defaults: -

Sl. No.	Reason	Occasion	Deduction / Penalty
1.	Not providing vehicles for a trip	Each trip	Rs.1000/-
2.	Misbehaving/ loose/ harsh talking with passengers, intoxication	Each occasion	Rs.2000/- May lead to cancellation of the contract for repeated incidents.
3.	Failure to report at the specified time	Each lapse	Up to 30 minutes: 10% of trip value.
4.			30 minutes to 1 hour: 25% of trip value. More than 1 hour: Treated as non-reporting.
5.	Failure to provide replacement vehicle within 60 minutes of breakdown during duty	Each occasion	25% of the trip value in addition to any extra expenditure incurred by the Institute.
6.	Deployment of poorly maintained / unclean/unhygienic/without proper seats/defective AC vehicle	Per instance	10% of trip value
7.	Deployment of vehicle other than approved category	Each trip	20% of trip value
8.	Failure to carry valid documents (RC, Insurance, Fitness Certificate, Permit, Pollution Certificate, or Driving License	Per instance	₹1,000/-
9.	Overcharging / false billing (Excess claim, manipulation of duty hours/kilometers, or submission of false bills	Per instance	25% of the bill value.
10.	Carrying / allow unauthorized person	Per instance	₹1,000/-

Other Terms and Conditions**1. Prices:**

Bid prices should be filled in the appropriate format as mentioned in Price Schedule.

2. Performance Benchmarks:

The technical evaluation committee needs to be provided with an evaluation system to carry out performance benchmarks.

3. Reasonability of Prices:

The prices quoted must be with proper break-up & justification.

4. Jurisdiction:

The disputes, legal matters, court matters, if any, shall be subject to Berhampur Jurisdiction only.

5. Force Majeure:

IISER Berhampur may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises. The bidder will immediately notify the IISER Berhampur by reasonable detail of the Force Majeure Event. If a Force Majeure Event continues for more than 30 days, the Institute may cancel the purchase order issued, without liability.

6. Discrepancies:

If there are any discrepancies in price schedule and tender document please refer to the BOQ in the Central Public Procurement Portal, the BOQ item/words/conditions mentioned in BOQ prevails.

7. Requirement of registration: Vide Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020

(a) Any bidder from a country sharing a land border with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT).

(b) "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

(c) "Bidder from a country which shares a land border with India" for the purpose of this Order means:

- i. An entity incorporated, established or registered in such a country; or
- ii. A subsidiary of an entity incorporated, established or registered in such a country; or
- iii. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- iv. An entity whose beneficial owner is situated in such a country; or
- v. An Indian (or other) agent of such an entity; or
- vi. A natural person who is a citizen of such a country; or

vii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

(d) For details about registration procedures please visit the above mentioned OM. Mandatory documentary evidence regarding the bidder's registration with DPIIT is to be submitted along with the tender, failing which the tender shall be liable for rejection. Bidders are also requested to submit the Model Certificates for this tender as mentioned in the Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

8. **Arbitration:**

All disputes of any kind arising out of service. shall be referred by either party (IISER Berhampur or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IISER Berhampur, India. The jurisdiction of the courts shall be Berhampur, Odisha, India.

9. **Dispute Settlement:**

(a) IISER Berhampur 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.

(b) If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the IISER Berhampur 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.

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

- i. In case of Dispute or difference arising between the IISER Berhampur 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, 1996, 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 IISER Berhampur, if he is unable/ unwilling to act, to the sole arbitration of some other person appointed by his willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
- ii. The venue of the arbitration shall be the place from where the purchase order or contract is issued.

Stores & Purchase Officer

CHAPTER 4: TECHNICAL SPECIFICATIONS

Tender No.: IISERBpr/S&P/2026-27/05

Date: 10-08-2026

Sr. No.	Specification
1	"Hiring of On-Call Bus Service at IISER Berhampur Permanent Campus"

CHAPTER 5 PRICE SCHEDULE

The Bill must be included in the technical offer as well as commercial offer. However, the technical offer should not contain any price information.

PRICE SCHEDULE FOR SERVICE

Name of the Bidder _____

Tender No.: IISERBP/S&P/2026-27/05

		A	B	C	D	E	F	G
Sr. No.	Type of Vehicle	Weightage (out of 100)	Charges upto 100 KM and 10 Hrs. (Local Travel) Non AC	Charges up to 100 KM and 10 Hrs. (Local Travel) AC	Charges for above 150 KM (Outstation Travel) (Per KM) Non AC	Charges for above 150 KM (Outstation Travel) (Per KM) AC	Weighted Local Travel F= (A*(B+C)/100)	Weighted Outstation Travel F= (A*(D+E)*150/100)
1.	52-Seater Bus	25						
2.	42-Seater Bus	20						
3.	Volvo Seater Bus (40 to 55 Seater)	05						
4.	26-Seater Bus	20						
5.	Traveller-17 Seater	15						
6.	Traveller-25 Seater	15						
7.	Total							
8.	Financial Score (F+G)/2							

Don't Quote Your Price Here. Quote Only In BOQ

Seal & Sign of the bidder:

Name:

Date:

Bidders are requested to follow the guidelines below before quoting the price:

1. L1 will be decided through weighted average method based on the rates quoted for all type of vehicles for both the local travel and outstation travel.
2. Taxes as applicable will be inclusive of the quoted price.
3. Extra per KM charges – Package cost divided by no. of KMs in daily package multiplied by factor 0.5.
4. Extra hour charges – Package cost divided by no. of hours in daily package multiplied by factor 0.4.
5. Definition of Local and Outstation travel is as per mentioned in price bid.

Annexure – ‘A’

ELIGIBILITY CRITERIA

Sr. No.	Eligibility Criteria	Compliance with details
1.	Valid Transport Registration Certificate/Permit issued by the competent Transport Authority/RTO for operating passenger transport/commercial vehicles.	
2.	Copy of GST Registration.	
3.	Copy of PAN Registration	
4.	Copy of Valid Trade License	
5.	Documentary proof of registered office/branch office in Berhampur, Odisha. with contact number or declaration of undertaking to start an office at Berhampur within one month of award of contract.	
6.	Copies of at least three (03) similar work orders/contracts along with satisfactory completion certificates/work completion proof, executed during the last 03 (three) years.	
7.	Self-attested copies of RCs of buses/Traveller (combination of 52-seater / 42-seater / Traveller) minimum 03 nos. of model year 2023 or later.	
8.	A self-declaration of Non-Blacklisted/debarred copy shall be submitted on the bidder's letterhead.	
9.	Undertaking confirming compliance with all statutory requirements under applicable labour, transport, and taxation laws.	
10.	Declaration confirming that all terms, conditions, scope of work and additional terms has been fully understood and unconditionally accepted shall be submitted.	
11.	Copy of ITR of last 03 financial years	

Annexure – ‘B’**FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS****Tender No.: IISERBpr/S&P/2026-27/05****Date: 10-08-2026**

Sr. No.	Specification	Compliance Yes/No
1	“Hiring of On-Call Bus Service at IISER Berhampur Permanent Campus”	

Note:

Bidders are required to fill this table as per the specifications given in the Chapter 4 of this Tender Document. The points need to be reproduced in the table at Column No 3 and then fill in the relevant details for each specification.

Signature of the Bidder

Annexure– ‘C’**Bid-Securing Declaration**
(In lieu of EMD)
(To be submitted on the Bidder's Letter Head)

Date: [insert date (as day, month and year)]

Bid No.: [insert number of bidding process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: [insert complete name of Public Body]

I/We*, the undersigned, declare that:

I/We* understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration In lieu of Earnest Money Deposit.

I/We understand that if I/We withdraw or modify our Bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We will be suspended for the period of one year from being eligible to submit Bids for all future contracts.

I/We* understand this Bid Securing Declaration shall cease to be valid if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of
[insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

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

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

***Please delete as appropriate**

Details of eligible similar nature of Works/Service completed during the last Seven years

Sl. No	Name of the work/ Project and Location	Owner or Sponsoring Organization	Cost of work (In Rs. Crores)	Date of Commencement as per Contract	Stipulated date of Completion	Actual date of completion	Litigation or Arbitration Pending/ in Progress with Detail *	Name and Address/ Telephone number of officers to whom reference may be made	Whether the work was done on back-to-back basis Yes / No
1	2	3	4	5	6	7	8	9	10

(Ending up to previous day of last date of submission of online tender)

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Tenderer(s)

ANNEXURE- 'E'**BIDDER INFORMATION FORM**

(On company letter head)

(Along with supporting documents, if any)

Bidder's Name_____

[Address and Contact Details]

Bidder's Reference No._____ Date.....

Tender Document No.: _____; Tender Title: Goods/ Services

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanours in the Tender Document.

*(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)***1) Bidder/ Contractor particulars:**

- (a) Name of the Company:.....
- (b) Corporate Identity No. (CIN):
- (c) Registration, if any, with The Procuring Entity:
- (d) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
- (e) Place of Registration/ Principal place of business/ manufacture
- (f) Complete Postal Address:
- (g) Pin code/ ZIP code:
- (h) Telephone nos. (with country/ area codes):
- (i) Mobile Nos.: (with country/ area codes):
- (j) Contact persons/ Designation:
- (k) Email IDs:

Company's Legal Status
(tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

2) Taxation Registrations:

PAN number:
Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):
GSTIN number:in Consignor and Consignee States
Registered/ Certified Works/ Factory where the Goods would be mainly manufactured and Place of Consignor for GST Purpose:
Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):
☐ We solemnly declare that our GST rating on the GST portal/ Govt. official website is not negative/ blacklisted.

Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

3) Authorization of Person(s) signing the bid on behalf of the Bidder

Full Name: _____

Designation: _____

Signing as: _____

- ☐ A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,
- ☐ A partnership firm. The person signing the bid is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney,
- ☐ A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution

4) Bidder's Authorized Representative Information

Name:
Address:
Telephone/ Mobile numbers: Email
Address:

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[name & address of Bidder and seal)

ANNEXURE- 'F'**DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION**

(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

ANNEXURE- 'G'

FORMAT FOR CERTIFICATE & DECLARATION
CERTIFICATE & DECLARATION

1. I have carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I declare that all the provisions of this Tender are acceptable to my company.
2. It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that IISER, Berhampur is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
3. In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further IISER, Berhampur is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
4. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.
5. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.
6. Our Firm/ Company/ Agency is not being blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any Other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

Note: This certificate should be executed on duly notarized` 100/- NJ Stamp Paper.

ANNEXURE- 'H'

NO RELATIONSHIP CERTIFICATE

(On Company Letterhead)

1. I/We hereby certify that I/We* am/are* related/not related (*) to any officer of IISER Berhampur. (If Related provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture security deposit and I/We* shall be liable to make good the loss or damage resulting from such cancellation.
3. I/We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

ANNEXURE - 'I'**ACCEPTANCE OF TENDER TERMS**

(To be given on Company Letter Head)

Date: __/__/__

To,
The Director
Indian Institute of Science Education & Research Berhampur
At-Laudigam, Konisi, Dist-Ganjam, Odisha-760003

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely __ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE- 'J'**FORMAT FOR INTEGRITY PACT****INTEGRITY AGREEMENT**

This Integrity Agreement is made at on thisday of 20.....

BETWEEN

Director IISER Berhampur represented through the Registrar, IISER Berhampur, (Hereinafter referred as the "Institute/Principal/Owner", which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....

(Name and Address of the Individual/firm/Company) through (Hereinafter referred to as the (Details of duly authorized signatory)

"Bidder/Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (NIT No.-----) (hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational procedure, contract for.....(Name of work) herein after referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- i. The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract

execution.

- c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- ii. If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per proforma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged

documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contractor its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- 2) Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the contract according to Article 3(1), the Principal/ Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/ Contractor.
- 3) Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a bidder or Contractor which constitutes corruption within the meaning of Indian Penal Code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion,

revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

- 1) This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.
- 2) If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IISER Berhampur.

Article 7- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

(For and on behalf of Principal/Owner)

(For and on behalf of Bidder/Contractor)

WITNESSES:

1.

1.

2.

2.

(signature, name and address)

(signature, name and address)

Place :

Place :

Date :

Date :

ANNEXURE – ‘K’**FORMAT FOR PERFORMANCE GUARANTEE BOND**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT BERHAMPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BERHAMPUR OR ANY SCHEDULED BANK SITUATED AT BERHAMPUR.

BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.).

To,
The Director,
IISER Berhampur
At/Po : Laudigam, Konsi, Police Station : Golanthara
Dist- Ganjam, Odisha, Pin-760003

LETTER OF GUARANTEE

WHEREAS Indian Institute of Science Education and Research, Berhampur (Buyer) have placed an order for supply of (item name) vide Purchase Order Number..... Dt..... and NIT No. dt. ANDWHEREAS

the said Purchase Order requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “The Director, Indian Institute of Science Education and Research, Berhampur” in the form of Bank Guarantee for Rs.....

(5%) five percent of the purchase value) and valid till 60 days beyond Contract/Service period (i.e. Contract/Service period + 60 days) from the date of issue of Performance Guarantee Bond may be submitted within (Fifteen)15 days from the date of Order Acknowledgement as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document, Purchase Order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Science Education and Research, Berhampur on demand and without protest or demur Rs (Rupees.).

This Bank further agrees that the decision of Indian Institute of Science Education and Research, Berhampur (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / Purchase Order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Science Education and Research, Berhampur (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IISER Berhampur serve upon us a written claim or demand on or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at... (Address of local branch).

Yours truly,

Signature and seal of the guarantor: Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond

ANNEXURE- 'L'**FINANCIAL INFORMATION**

I. Financial Analysis – Details to be furnished duly supported by figures in the Balance Sheet / Profit & Loss Account for 3 (three) years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Financial Years

(In Crores)

Sl.No	Details	(1)	(2)	(3)
		2025-26	2024-25	2023-24
i)	Gross annual turnover in works.			
ii)	Profit / Loss			

II. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

Signature of Chartered Accountant with seal

Signature (s) of Bidder(s)

ANNEXURE- 'M'**BIDDER'S BANK DETAILS**

(To be printed on Bidder's letter head)

Bank Account Details	
Name of Beneficiary	
A/c. No. CC/CD/SB/OD (beneficiary)	
Name of Bank	
IFSC No. (Bank)	
Branch Address and Branch Code	
Other Details	
Bidder's PAN No.	
Bidder's GST No	

Declaration: I undertake the responsibility to intimate the changes, if any, in above particulars.

Bidder Signature: _____

Bidder Name: _____

Place & Date: _____

Certificate by Bank

Certificate that the Bank Account Details furnished above are correct as per our records.

Bank's Stamp:

Signature of the authorized official of the Bank

Place & Date: _____

CHAPTER – 6: CHECKLIST: ELIGIBILITY CRITERIA FOR BIDDERS

Bidders to indicate whether the following are enclosed/mentioned by striking out the non-relevant option

Envelope-1(Technical-Bid) (Following documents to be provided as single PDF file)				
Sr. No.	Content	Document Attached (Yes /No)	Page No. in the attached document	
1.	ANNEXURE – A - ELIGIBILITY CRITERIA			
2.	ANNEXURE – B - FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS			
3.	ANNEXURE – C- BID-SECURING DECLARATION			
4.	ANNEXURE – D- DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS/SERVICE COMPLETED DURING THE LAST SEVEN YEARS			
5.	ANNEXURE – E – BIDDER INFORMATION FORM			
6.	ANNEXURE – F - DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION			
7.	ANNEXURE – G - FORMAT FOR CERTIFICATE & DECLARATION			
8.	ANNEXURE – H - NO RELATIONSHIP CERTIFICATE			
9.	ANNEXURE – I - ACCEPTANCE OF TENDER TERMS			
10.	ANNEXURE – J - FORMAT FOR INTEGRITY PACT CERTIFICATE			
11.	ANNEXURE – K – FORMAT FOR PERFORMANCE GUARANTEE BOND			
12.	ANNEXURE – L- FINANCIAL INFORMATION			
13.	ANNEXURE – M- BIDDER'S BANK DETAILS			
Envelope-2 (Financial-Bid)				
Sr. No.	Documents	Content	File Type	Document Attached (Yes / No)
1	Financial Bid	Price bid should be submitted in Excel (BOQ) Format	.xls	

IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER BERHAMPUR WILL PROCESS THE TENDER AS PER IISER BERHAMPUR STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER BERHAMPUR WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer

INSTITUTE BANK ACCOUNT DETAILS

Bank account detail	
Institution's Account Name	IISER BERHAMPUR REVENUE ACCOUNT
Account No	37927733884
IFSC code	SBIN0000033
Bank Name (in full)	State Bank Of India
Branch Name	Berhampur Main Branch
Branch Address	Utkal Ashram Road, Berhampur- 760001
Account Type	Current