



भौतिकी संस्थान  
भुवनेश्वर  
**Institute of Physics**  
Bhubaneswar - 751005, India  
(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वायत्त अनुसंधान संस्थान)  
(An autonomous research institution of Dept. of Atomic Energy, Govt. of India)

***Notice Inviting E-Tender No.: NIT/IOP/01/2022-23***

**FACILITY MAINTENANCE SERVICES (FMS), HARDWARE MAINTENANCE  
AND AMC OF DESKTOPS  
At INSTITUTE OF PHYSICS, BHUBANESWAR**



# INSTITUTE OF PHYSICS

PO-SAINIK SCHOOL  
BHUBANESWAR-751005

Notice Inviting E-Tender  
For

## FACILITY MAINTENANCE SERVICES (FMS), HARDWARE MAINTENANCE AND AMC OF DESKTOPS at IOP, BBSR

- Tenders are invited on behalf of the Director, Institute of Physics, Bhubaneswar from the service provider for provide facility maintenance services of the following items:-

<i>Sl. No.</i>	<i>Name of the Items</i>	<i>Tender No.</i>	<i>Estimated Cost (Rs.in INR)</i>	<i>Qty. No.</i>	<i>Tender Fee and EMD in INR</i>
1.	Facility maintenance services (FMS), Hardware Maintenance and AMC of Desktops (As listed in the technical bid)	NIT/IOP/_ 01//2022- 23	Rs.15.00 Lakh (including GST)	As per technical bid	Rs.30,000/-

- **Tender Enquiry No** : NIT/IOP/01/2022-23
- **Last date of submission of E-bid** : 20/06/2022 up to 10.00 hrs.
- **Opening of Technical Bid** : 21/06/2022 at 12.00 hrs.

The details of general tender terms & conditions can be downloaded from <https://eprocure.gov.in/eprocure/app> or Tender Free View Link from IOP, Bhubaneswar Website- [www.iopb.res.in/tenders/](http://www.iopb.res.in/tenders/)

  
**REGISTRAR**

# **Bid Security Declaration**

(in Company's letter head)

**Invitation to Bid/Request for Expression of Interest No. [Insert reference no.]**

To

Institute of Physics,  
Po-Sainik School  
Bhubaneswar-751005

I/We understand that, according to your NIT conditions, bids must be supported by a Bid Security. In lieu of the Bid Security, we submit the following undertaking:-

“I/We declare that we will be suspended/ disqualified for tendering with the entity for a period of 1 (One) year from the date of receipt of notice from you, if we withdraw or modify our bid during the validity period **OR** fail to sign the Contract **OR** fail to submit Performance Security (if applicable) before the defined deadline **OR** fail to execute contractual obligation within the stipulated time.”

**Date: -**

**Place: -**

Signature of the Bidder

**(with Company seal)**



INSTITUTE OF PHYSICS, PO-SAINIK SCHOOL, BHUBANESWAR

**GENERAL TERMS AND CONDITIONS OF TENDER FOR FACILITY MAINTENANCE SERVICES (FMS), HARDWARE MAINTENANCE AND AMC OF DESKTOPS AT INSTITUTE OF PHYSICS, BHUBANESWAR**

1. The tender should be sent in Two-Bid Format:
  - (a) Technical Bid
  - (b) Price Bid

The “Technical Bid” and “Price Bid” should be uploaded to the relevant sections in the e-Tenders portal. Any document related to the tender must be addressed to Director, Institute of Physics, Bhubaneswar mentioning “Quotation/Document for NIT No. NIT/IOP/01/2022-23 “FACILITY MAINTENANCE SERVICES (FMS), HARDWARE MAINTENANCE AND AMC OF DESKTOPS” on it.

2. The Technical Bid should contain:

- (a) Copy of PAN card, TIN/VAT clearance certificate, GST Certificate etc.
- (b) Compliance to Terms and Scope of Contract as per tender document
- (c) Any other tender specific documents

3. The Price Bid (as per tender bid) should contain:

- (a) Annual rate
- (b) Taxes applicable

4. A brief Profile of the firm with list of engineers, L2/L3 level/backup support and their technical qualifications available at office in Eastern Region of India for undertaking maintenance of servers, PC and Network under Linux and Microsoft Windows Operating Systems.

5. List of organizations in and around Eastern Region of India, where the firm has taken contract for maintenance of IT facility with nature of work.

6. **Last date and time for receipt of quotations: 20.06.2022 at 10.00 hrs**

7. **All rates quoted should be valid for 90 days from the date of submission of bid.**

8. **Value of Tender (for one year): Rs. 15 lakh (Rupees Fifteen lakh) including GST**

9. **Tender Processing fee: not applicable**

10. **Technical bid should contain Earnest Money Deposit (EMD) of Rs.30,000/- (Thirty Thousand only) in any one of the following forms:**

(I) DD from any Nationalized Bank, drawn in favor of “Director, Institute of Physics”, payable at Bhubaneswar.

(ii) Term Deposit (for minimum 6 months from the tender closing date) in a nationalized bank duly pledged in favor of “Director, Institute of Physics, Bhubaneswar”.

(iii) Bank Guarantee from any nationalized bank valid for a period of minimum six months from the tender closing date.

Bids not accompanied with EMD will be rejected. EMD of unsuccessful bidders will be returned within six months of closing of tender. Any exemption of EMD will be as per rule.

11. Performance Bank Guarantee (PBG): The awardee firm need to submit Performance Bank Guarantee (PBG) amounting to 10% of contract value for the period of full tenure and 1 month claim lodgement period. The penalty will be charged over PBG in case of any delay in completion of task/ issues. The firm/bidder should have strong technical backup support as the Computer Committee reserves the right to decide the amount of penalty in case the awardee fails to resolve any issue relating to the job.

*12. As a part of technical evaluation, the Committee will interact with the L2/L3 level support and Engineer to be stationed/deployed at Institute and based on the performance the firm will be technically qualified for further consideration. The firms/bidders are requested to go through the technical skill sets required as per the tender document to align resident engineer and backup support (L2/L3) as the decision of Committee regarding this shall be final. The interaction meeting will be tentatively held within 4-5 days of tender due date, firms/bidders are requested to be prepared for meeting and physical presence.*

13. The authority of the Institute reserves the right to accept or reject any or all quotations either in full or in part without assigning any reasons thereof.

#### FINANCIAL TERMS:

1. Price bid of only the technically qualified bids will be opened for commercial consideration.
2. One price bid option may be quoted.



# INSTITUTE OF PHYSICS

## PO-SAINIK SCHOOL, BHUBANESWAR

Notice Inviting E-Tender No. NIT/IOP/01/2022-23

### TECHNICAL BID

#### Overview

Computer center in Institute of Physics, Bhubaneswar is responsible of managing IT infrastructure in various departments/sections of the Institute. The centers activity ranges from Server and Network administration, hosting various services to laptop/desktop management of users. Currently, center hosts its own mailing system/service, NIS, NFS, LDAP, centralized data storage, cluster and SAMKHYA-High Performance Computing system, proprietary software license, LAN and wireless networking in and across various buildings and 24X7 computer facility to facilitate the user. Center supports a hybrid environment constitutes of various operating system like unix-based (Cent OS, RedHat, Fedora, Ubuntu), MS Windows and MAC OS.

#### Technical Bid Facility Management Services

Sr. No.	Description	Compliance
01.	Serial No of Quotation and Date	
02.	Name of the Firm	
03.	Address of the Firm	
	Telephone No.	
	Fax No.	
	E-mail:	
04.	PAN No.	
05.	Service Tax Registration No.	
06.	Scope of work:	
	Data Center Activities (System and Network Administration)	

<p>[A] Installation, Configuration, Management, OS/Software loading/up gradation in following services/servers on Linux OS :</p> <p>(a) Mail Server and related protocols/ports (SPF, DKIM, DMARC, SPAM, Virus filters Configuration etc.)</p> <p>(b) Name Server (Power DNS, bind etc.)</p> <p>(c) Web Server</p> <p>(d) NIS Server</p> <p>(e) NFS Server</p> <p>(f) LDAP Server (schema, backup, replication)</p> <p>(g) Print server</p> <p>(h) Software License Server</p> <p>(i) DHCP Serve</p> <p>(j) Virtual Machine Environment</p> <p>(k) Proxy Server etc.</p>	
<p>[B] Implementation and Management of Firewall, Tripwire, Mailman, Antispam, Diskquota, Printquota and Software Packages on Linux/ Microsoft Windows OS.</p>	
<p>[C] Making User Account and Management of File Systems (ext4, btrfs, xfs, LVM etc).</p>	
<p>[D] Configuration/Troubleshooting of UTM, Open source Firewall (iptables or opnsense/pfsense etc.), Router (Static &amp; BGP routing), Various switches (Core/Distribution/Access). Sound Knowledge of TLS and related certificate issuance &amp; renewal.</p> <p>Complete monitoring of the network and related activities (including both Wired/Wireless) i.e. Sites/URL visited by every user, Blocking URL and IP address etc.</p>	
<p>[E] Configuration and management of client PC's / laptops on Linux/ Microsoft Windows in the Institute.</p>	
<p>[F] Management and optimization of performance of LAN and subnetting of LAN as per requirement.</p>	
<p>[G] Configuration and management of wireless LAN in different buildings connected by LAN.</p>	
<p>[H] Configuration and Management of Network Link to residential quarters through ADSL Modems in the campus of Institute of Physics.</p>	

	[I] Backup/restoration of data in File server and other critical servers as and when required. Sound Knowledge of SAN & NAS storage system and handling of backup medium like tape drive & backup software etc.	
	[J] Database (mysql, mariaDB) administration i.e. replication, backup, migration etc.	
	[K] Writing scripts for efficient management of computer systems.	
	[L] Documentation of all configuration done and all scripts written.	
	[M] Knowledge of different open source tools	
09.	Terms and conditions of service	
	<b>[A] Period of contract: One year</b> <i>(The contract may be continued/extended with the same Terms &amp; Conditions and price for another one year on satisfactory performance.)</i>	
	[B] Two (2) engineers will be deputed to work in Institute of Physics from 9.00 AM to 5:30 PM on all working days of the Institute.	
	[C] The engineer will be available for service, if required, after office hours and on holidays without any additional payment.	
	[D] Institute of Physics will provide access to computer systems as per requirement and will provide super user passwords, when needed. Firm will not misuse the super user privilege and will not reveal the password or transfer data to unauthorized persons/agencies.	
	[E] The Firm will make every effort to resolve the problems at the earliest using best expertise available.	
	[F] The programmes developed under this contract will be property of Institute of Physics and Firm will not have any claim on these programmes.	
	[G] The facility maintenance shall consist of corrective maintenance of software and will not include repair and replacement of defective hardware/parts.	
	[H] There will be penalty of Rs.2,000/- per day for nonattendance of engineer on the working days.	
	[I] The contract may be renewed, if needed, on satisfactory performance by firm. The terms and conditions of contract may be modified upon renewal, if necessary.	



	<p>[J] Institute reserves the right to terminate the contract giving one month notice to the firm.</p> <p>If the performance of the firm is not satisfactory, Institute of physics may terminate the contract by serving one month notice to the firm. Under such circumstances, the firm will be paid only for the actual period of service rendered on pro rata basis.</p>	
	<p>[K] The Firm will not be liable for failure to perform its obligations under this contract if such failures result from any force major act of God, fire, storm, earthquake, explosions, strike etc.</p>	
	<p>[L] The Committee will interact with the L2/L3 level support and Engineer to be stationed/deployed at Institute and based on the performance the firm will be technically qualified for further consideration. The firms/bidders are requested to go through the technical skill sets required as per the tender document to align resident engineer and backup support (L2/L3).</p>	
	<p>[M] Firm should make sure one of the engineer should be stationed at Bhubaneswar during weekends/long weekends and schedule need to be circulated in beginning of every month.</p>	
10.	<p>Terms and conditions of payment:</p> <p>Payment will be made annually/half-yearly/ quarterly after expiry of the term upon satisfactory performance.</p> <p>Advance payment for the term can be made only upon receipt of bank guarantee for the amount from any nationalized bank (Acceptable/ Not acceptable)</p>	
11.	Address of Office in Eastern Region of India	
12.	<p>Name, telephone and e-mail of two technical (L2/L3 level) persons (Own staff or Partner) to be contacted for maintenance of Computer Facility.</p> <p><u><i>In case of partner the authorization letter from partner stating that L2/L3 level support and expertise must be enclosed.</i></u></p> <p>(Bidder should have demonstrated expertise in handling/troubling shooting Linux/Unix based environment, Microsoft Windows OS and Database).</p>	<p>Name:</p> <p>Mobile No:</p> <p>Email:</p> <p>Qualification/Expertise in Linux Environment :</p> <hr/> <p>Name:</p> <p>Mobile No:</p> <p>Email:</p> <p>Qualification/Expertise in Linux Environment :</p>
13.	Escalation level for service:	

	Level – I	Name: Address: Telephone E-mail:
	Level – II	Name: Address: Telephone E-mail:
14.	Bidder should have executed at least three (3) IT FMS /Support operation in last three year out of which 2 (two) must be in Government/Autonomous/PSUs with demonstrated experience in services listed in clause 06 i.e. System and Network Administration of the technical bid. (Submit the proof in support of above mentioned activities).	Name: Address: Telephone E-mail: Name: Address: Telephone E-mail: Name: Address: Telephone E-mail:
15.	Brief profile of your firm and list of engineers available at office (degree and experience) in maintaining servers, PC's, Computer Network, IT Security (To be attached separately)	
16.	List of organization to which your firm is currently providing Maintenance of Computer facility. Mention type of service OS and organization (Scientific, Industrial, Banking, Administrative) (To be attached separately).	
17.	Firm should prepare and submit comprehensive document of installation and setup & ready for any transfer of technology. (Firm should deploy the engineer for at least two weeks for any technology transfer and hand shaking without any financial implication).	

## Hardware Maintenance and AMC

Sr. No.	Description	Compliance
01.	Engineer should be able to identify hardware issues with Server, Desktop and Laptop PC and capable of repair/replacement of computer accessories includes mother board, RAM, SMPS, Hard Disks etc.  (Currently 200+ PCs are of Core 2 DUO / i3/i5/i7 of make HCL/ACER/HP/DELL, 40+ laptops running on Win, Linux, and Apple OS).	
02.	Bidder should have demonstrated experience in IT Asset management, tracking, software media and software licenses, Inventory etc.	
03.	Comprehensive hardware AMC of 100 Desktop i3/i5/i7 of make HCL/ACER/DELL/HP.	
04.	Vendor should submit One (1) preventive maintenance report in every quarter.	
05.	Established Help Desk procedure to lodge complaints/issues & essential infrastructure to extend comprehensive maintenance of ICT items.	

**Contact for information: (Only E-mail enquiries will be entertained)**

**For Technical Information:-**

- 1) Shri Makrand Siddhabhatti, SO/D email ID :- [makrand.s@iopb.res.in](mailto:makrand.s@iopb.res.in)
- 2) Prof. G.Tripathy, email ID: [goutam@iopb.res.in](mailto:goutam@iopb.res.in)

### Financial Bid

Sr. No.	Description	
01.	Serial No of Quotation and Date	
02.	Name of the Firm	
03.	Address of the Firm	
04.	Basic rate (exclusive of tax) for Maintenance of Computer facility, hardware maintenance & AMC for first year	
05.	Total	

\* The contract may be continued/extended with the same Terms & Conditions and price for another one year on satisfactory performance.

\* Taxes as applicable.



भौतिकी संस्थान  
भुवनेश्वर

**Institute of Physics**

**Bhubaneswar - 751005, India**

(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वायत्त अनुसंधान संस्थान)

(An autonomous research institution of Dept. of Atomic Energy, Govt. of India)

## **GENERAL TERMS AND CONDITIONS OF TENDER**

## **INSTITUTE OF PHYSICS, BHUBANESWAR**

### **Instruction for Online Bid Submission**

The details of tender notification can be downloaded from <https://eprocure.gov.in/eprocure/app> or Tender Free View Link from [www.iopb.res.in/](http://www.iopb.res.in/)

1. Vendors should obtain the USER ID and PASSWORD from **CPP Portal** by clicking on “<https://eprocure.gov.in/eprocure/app>” link in the homepage.
2. For further details on e-Tender participation, please contact Help desk as mentioned below:-  
Telephone: **0120-4200 462/ 0120-4001 002/ 0120-4001 005/ 0120-6277 787**  
Email: **support-eproc(at)nic(dot)in.**
3. Tenders should be submitted only through **CPP portal** and obtain the Tender Acknowledgement copy as a proof of successful submission.
4. Tender documents for viewing only are also available in Institute of Physics web-site address: **HYPERLINK-<http://www.iopb.res.in/tenders/>**
5. All corrigendum and addendum will be published on IOP,BBSR website and CPP Portal.
6. IOP,BBSR is publishing all its public and limited tender on IOP,BBSR website.
7. **For any query regarding tender terms & conditions please send email to [dnsahoo@iopb.res.in](mailto:dnsahoo@iopb.res.in)**

**The Institute can provide following documents.**

1. **Custom Duty exemption certificate. (for custom duty @5.15%)**
2. **GST exemption certificate. (for GST @ 5%)**

**Sd/-  
REGISTRAR**

## **Instructions for Online Bid Submission**

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**

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. 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. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile. 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 for misuse. 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.

### **SEARCHING FOR TENDER DOCUMENTS**

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. 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 / email in case there is any corrigendum issued to the tender document. 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**

Bidder should take into account any corrigendum published on the tender document before submitting their bids. 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.

## **STANDARD TERMS & CONDITION FOR INVITING E-TENDER**

1. REGISTRAR, INSTITUTE OF PHYSICS, BHUBANESWAR invites E- Tenders for **the items (mentioned in the e- tender documents)** from the Service provider having following credentials.
  - A. Should have satisfactorily completed **03 similar work** (at least one of them in Central Government/Central Autonomous Body/Central PSU)
  - B. Similar or Similar Nature of work means** Supply & Installation of **the items (mentioned in the e-tender documents)** for any of the following :
    - a) **Government/Autonomous Institutions**
    - b) **Government Research Centre**
    - c) **Universities**
    - d) **Autonomous/Reputed Private Research Centre**
    - e) **Purchase Orders / Completion certificates if any, for supporting above requirements.**

The Bidders are requested to give detailed tender in the prescribed forms in the format given.

### **2. For Information regarding Commercial & financial Terms & Conditions:**

#### **3. Shri D.N. Sahoo, Jr. Accounts Officer**

Institute of physics, PO-Sainik School, Bhubaneswar

E-mail- [dnsahoo@iopb.res.in](mailto:dnsahoo@iopb.res.in)

1. The tender should be sent in Two-Bid Format:

- (a) Technical Bid
- (b) Price Bid

The “Technical Bid” and “Price Bid” should be uploaded to the relevant sections in the e-Tenders portal. Any document related to the tender must be addressed to Director, Institute of Physics, Bhubaneswar mentioning “Quotation for Maintenance of Computer Facility” on it.

2. The Technical Bid should contain:

- (a) Copy of PAN card and GST.
- (b) Compliance to Terms and Scope of Contract as per tender document
- (c) Any other tender specific documents

3. The Price Bid (as per tender bid) should contain:

- (a) Annual rate
- (b) Taxes applicable

4. A brief Profile of the firm with list of engineers and their technical qualifications available at local office in Bhubaneswar for undertaking maintenance of servers, PCs.’ and Network under Linux and Microsoft Windows Operating Systems.

5. List of organizations in and around Bhubaneswar, where the firm has taken contract for maintenance of IT facility with nature of work.

6. Last date and time for submission of tender: **20.06.2022 at 10.00 hrs.**

7. All rates quoted should be valid for 90 days from the date of submission of bid.

8. Value of Tender (for one year): Rs. 15 lakh (Rupees Fifteen lakh) **(including GST)**

9. Tender Processing fee: Not applicable

10. Technical bid should contain EMD of Rs. 30,000/- (Thirty Thousand only) in any one of the following forms:

(I) DD from any Nationalized Bank, drawn in favor of “Director, Institute of Physics”, payable at Bhubaneswar.

(ii) Term Deposit (for minimum 6 months from the tender closing date) in a nationalized bank duly pledged in favor of “Director, Institute of Physics, Bhubaneswar”.

(iii) Bank Guarantee from any nationalized bank valid for a period of minimum six months from the tender closing date.

Bids not accompanied with EMD will be rejected. EMD of unsuccessful bidders will be returned within six months of closing of tender. Any exemption of EMD will be as per rule.

11. Performance Bank Guarantee (PBG): The awardee firm need to submit Performance Bank Guarantee (PBG) amounting to 10% of contract value for the period of full tenure and 1month claim lodgement period. The penalty will be charged over PBG in case of any delay in completion of task/ issues. The computer committee reserves the right to decide the amount of penalty in case the awardee fails to resolve any issue relating to the job.

***12. As a part of technical evaluation, Computer Committee will interact with the Engineer to be stationed/deployed at Institute and based on the performance the firm will be technically qualified for further consideration. The firms are requested to go through the technical skill sets required as per the tender document to align resident engineer as the decision of Computer Committee regarding resident engineer shall be final.***

13. Bidder/Firm should follow the minimum wages and other payment related rules (PF,ESI etc) where ever applicable as per Govt. of India rules & required to produce as and when asked.

14. The authority of the Institute reserves the right to accept or reject any or all quotations either in full or in part without assigning any reasons thereof.



## **FINANCIAL TERMS:**

1. Price bid of only the **technically qualified bids** will be opened for commercial consideration.
2. One price bid option may be quoted.

### **4. Jurisdiction**

If a dispute arises out of or in connection with the contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the ICADR Arbitration Rules, 1996.

The authority to appoint the arbitrator(S) shall be the International Centre for alternative dispute resolution.

The International Centre for Alternative Dispute Resolution will provide administrative services in accordance with the ICADR arbitration Rules, 1996.

Sd/-  
**REGISTRAR**

## **DECLARATION BY THE VENDOR**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 21 and we have not given any printed conditions beyond the scope of this tender. This is also certified that I/We/Our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Address:

Name:

Designation:  
On behalf of:

(Company Seal)

ORIGINAL EQUIPMENT MANUFACTURING (OEM)  
MANUFACTURING AUTHORISATION FORM  
(On Letter Head of Manufacturer)

Tender No. :- ..... Date:- .....

To  
The Director,  
Institute of Physics,  
Po:- Sainik School,  
Bhubaneswar

Dear Sir,

We manufacture(s) of original equipment at (.....address of factory .....)  
do hereby authorize M/s (Name and address of Agent(s)) to submit a bid, negotiate and receive  
the order from you against your tender enquiry.

No company or firm or individual other than above is/are authorized to bid, and conclude the  
contract in regard to this business.

We hereby extend our full guarantee and warranty as per the Tender terms and conditions for the  
goods and services offered by the above firm.

Yours Faithfully,

(Name)

(Name & Seal of manufactures)

Note:- This letter of authority should be on the letterhead of the manufacturer and should be  
signed by a person competent and having the power of attorney to bind the manufacturer. It  
should be included by bidder in its techno-commercial and priced bid.

**PRICE REASONABILITY CERTIFICATE**  
**(ON THE LETTER HEAD OF THE COMPANY)**

It is certified that the rates quoted against Tender No. ....Dated.....  
for the items vide our bid No. .... dated.....are  
exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as  
charged to other Govt. /PSU 's /Autonomous bodies for similar supplies-made in recent past. It is  
further certified that we have offered the maximum possible discount to IOP,BBSR, Bhubaneswar  
in our Quotation No. .... dated..... for  
Rs..... The quoted price is the minimum. We will not offer lower  
rates to any other customer (Govt. /PSU's/Autonomous bodies), till the validity of offer or  
execution of purchase order, whichever is later. If they have been approved by the Director,  
IOP,BBSR, Bhubaneswar and if at any stage it has been found that quoted rates are higher, then  
in such conditions IOP,BBSR, Bhubaneswar, will have the right to cancel the approved rates and  
to take legal action against the tenderer.

Yours faithfully,

(Name of manufacture)

(Signature with date) (Name and designation)

Duly authorized to sign tender for and on behalf of

The **Online Bids** in all aspects must be completely uploaded & filled online in **Two Envelopes** as explained below:-

<b>General Information –Self Attested</b>		
<b>Envelope 1-(Following documents to be provided mandatorily as Single PDF File)</b>		
<b>Sl. No.</b>	<b>Basic Information</b>	<b>To be provided in (.pdf) Format only</b>
1	Name of the Company	.PDF
2	Full address of company along with Telephone no. Fax no. E-mail address :	.PDF
3	Local address of company for communication, if any	.PDF
4	Are you a manufacturer or dealer/reseller	.PDF
5	If dealer please attach certificate from your principal company clearly showing validity of the certificate	.PDF
6	If foreign supplier : Please give details of your Indian authorized partner if any	.PDF
7	Annual turn-over in last 3 financial years in Rs. Crores. (i) Year 2018-2019 (ii) Year 2019-2020 (iii) Year 2020-2021 (iv) Year 2021-22 Please attach balance sheet	.PDF
8	Similar works or equivalent to our tendered item(s) of last 3 financial years in State Government or Govt. of India Department(s) /Reputed Organization(s) (in Nos. and Value) (Please attach list of clients) (i) Year 2018-2019 (ii) Year 2019-2020 (iii) Year 2020-2021 (iv) Year 2021-22 Please attach copy of Purchase Order/ Completion Certificate	.PDF
9	GST Registration no. with Place PAN Card Details	.PDF
10	Income Tax Registration no. with place	.PDF
11	Photocopy of EMD	.PDF

12	Name and address on whom purchase order will be placed	.PDF
13	Bank details (IFSC CODE/Swift Code, Account Number/IBAN Number) of the supplier on which order will be placed (Both Foreign & Indigenous)	.PDF
14	If you are claiming exemption certificate under SSI/MSME/DAE/NSIC, Please attach self attested copy of certificate which should be valid during the tender process. Parties registered with MSME/NSIC/DAE/SSI should have valid certificate for the items being tendered.	.PDF
15	Service centre details & principal vendor support centre, if any	.PDF
16	Vendor Declaration (In Company's Letter Head with Signature, Seal & Stamp)	.PDF
17	Price Reasonability Certificate	.PDF
18	Technical Compliance Sheet of IOP,BBSR	.PDF
19	Technical Bid with Quotation Number and Date (In Company's Letter Head)	.PDF
20	Declaration not blacklisted	.PDF
<b>Envelope -2 (Price Bid should be submitted in given BOQ_XXX.xls format)</b>		
1	Financial/Price bid (BOQ)	.XLS