

Draft for approval

**Proposed Mandatory Terms and Conditions (GTC/STC/ATC):**

1. EPBG towards Performance Security/Security Deposit: 4% of Financial Proposal/Contract value, by way of Bank Guarantee to be submitted by the successful bidder within 10 days from receipt of award of contract.
2. Beneficiary details: Assistant Director(T), Govt. DLTC/ITI, Eluru.
3. Agreement: Successful bidder shall enter into agreement with the consignee within one week of receipt of the supply order.
4. Estimated price not to be mentioned in bid.
5. Method of evaluation of bids: Total value wise evaluation - Lowest cost bidder (L1) in two stage evaluation.
6. Existence of the bidder in the business from last 03 years as on 30.11.2023.
7. Average annual turnover for any one of the last 3 financial years: Rs.15 lakhs
8. Bidder should not have been blacklisted by any State/Central/Union territory Govt. for any previous work contracted.
9. Bidder should have a previous experience of at least one order of above 5 lakhs.
10. Bidder should have experience in handling at least one similar assignment in government or private organisation in the last previous 3 years earlier.
11. Rate should be quoted for all items including all applicable taxes and charges. Evaluation will be made on the total value of the bid.
12. Delivery Period : The timeline of the project is 20 days from the date of award of contract.
13. Payment: Upon receipt of all the material and issue of satisfactory reports from the stores.
14. Mode of Tender (Single/Multi): Single.
15. Bid validity: 120 days
16. Bidder must quote for all items, splitting or part bidding is not allowed.
17. Bidder Consortium or Joint Bidding will not be allowed.
18. Bidder must have GST registration in Andhra Pradesh.
19. Bidder should have their local presence in the State of Andhra Pradesh.
20. Bidder should have escalation matrix and contact person details of in the state of Andhra Pradesh.
21. Warranty shall be for a period of minimum one year from the date of acceptance of material where ever applicable.
22. Installation, demonstration and training have to be provided where ever required.
23. There shall be no deviations in the specifications of items to be supplied.
24. Bidders should clearly mention the make/brand of items to be supplied in their technical proposal.
25. Resolution time: On site within 48 hrs.

26. Pre-Bid meeting: As per bid schedule at Govt. DLTC/ITI, Eluru, For clarifications of any queries.
27. Reverse auction: Yes, option made available in GeM portal.
28. Supply orders will be issued basing on the availability of budget.
29. Details of the consignee: Sri. S. Ugadi Ravi, Assistant Director (T)(I/c), Govt. DLTC/ITI, Near Collectorate, Opp. to Vijaya Dairy, Eluru, PIN Code: 534006.
30. Committee has the right to reject any bidder if they not found up to the mark as per our requirements.
31. Bidder should submit certifications relevant to quality, health, environmental and safety measures issued by competent authorities.
32. Bidder should submit ZED Certificate, Bank Mandate Certificate, Udyam Aadhar Certificate, GSTR 3B, Cancelled Cheque.
33. The products will be verified at the Consignee's location before the final acceptance of Goods. If anything is found defective or not according to the specifications, then the seller will have to replace the item within the given time limit. The Payment will be released based on the final acceptance report of the Buyer. The payment will only be released after the successful delivery of Goods.
34. The Transportation and Installation cost will be borne by the seller. The seller cannot ask for the additional payment at the time of delivery and installation. The items not according to the requirements will be returned to the seller and the seller will have to replace that item within the given time limit.
35. The bidder will have to accept the Terms and Conditions mentioned in the Additional Terms & Conditions Section. Any bidder who fails to declare the same will be rejected without any further entertainment.
36. All the bidders have to upload the following mandatory documents for Technical Evaluation:
  - a. IT returns for the last 03 FYs towards turnover.
  - b. Firm Registration Certificate towards bidder's existence in the business from last 03 years ending on 30.11.2023.
  - c. GST Registration Certificate in Andhra Pradesh. In case the bidder is not registered in AP, the bidder has to provide an affidavit mentioning that the relevant document will be submitted before finalization of bid/signing of agreement.
  - d. PAN Card of the Firm/Bidder.
  - e. Documents related to experience of supplying similar to any Govt. Institutions/agencies/organisation/educational institutions.
  - f. Satisfactory Performance Certificates related to any similar works should be submitted.
  - g. Previous experience certificates of at least 1 order of above Rs.5 lakhs must be submitted.
  - h. Certifications relevant to quality, health, environmental and safety measures issued by competent authorities.
  - i. ZED Certificate, Bank Mandate Certificate, Udyam Aadhar Certificate, GSTR 3B, Cancelled Cheque.
  - j. Letter of undertaking that the bidder is not blacklisted by any Govt.

- or Private organisation previously.
- k. Documental proof with reference to their local presence in the State of Andhra Pradesh.
  - l. Any other relevant documents as per the ATC.

Assistant Director (T)  
Govt. DLTC / ITI, Eluru

JOINT COLLECTOR/CHAIRMAN  
Dist. Purchase Committee, Eluru