

FORMAT FOR BID SUBMISSION

This format must be strictly followed. Both Technical Bid and Financial Bid must be submitted in sealed envelopes and also through e-mail.

Submission Mode

- Place the Technical Bid and Financial Bid in two separate sealed envelopes, clearly marked as “Technical Bid” and “Financial Bid”.
- Enclose both in a single Master Envelope, superscribed with the Tender Reference Number and Bidder’s Name.
- For e-mail submission, send as two separate PDF attachments with subject line: “Bid Submission – [Tender Ref. No.] – [Bidder Name]”.

Technical Bid

- Should include all required annexures (1A, 2, 3, 4) and the Checklist, along with supporting documents.

Financial Bid

- Should contain only the price/quotation (Annexure 1B) in the prescribed format.

**TECHNICAL BID FORMAT
Covering Letter (on bidder's letterhead)**

To
The Pro-Vice Chancellor,
Siddhartha Academy of Higher Education,
Deemed to be University,
Kanuru, Vijayawada, Andhra Pradesh 520007, India

Subject: Submission of Technical Bid for the supply of Equipment/tools/Machine for
AICTE IDEA LAB

1. Bidder Information:
 - Company Name:
 - Registered Address:
 - Contact Person:
 - Email ID:
 - Mobile Number:
 - Legal Status: (Proprietorship / Partnership / Pvt Ltd / Public Ltd / Others)
 - PAN & GST Numbers (attach copies)
2. Eligibility Documents:
 - Certificate of Incorporation / Registration
 - GST Registration and PAN Copy
 - OEM Authorization Letter (if applicable)
 - Declaration of Non-Blacklisting (Annexure-3)
 - Experience Certificate (minimum 3 years)
 - Financial Turnover (last 3 years with CA certificate)
3. Technical Compliance Sheet:
 - Compliance with all technical specifications item-wise (Yes/No)
 - Supporting product datasheets, brochures, or technical manuals (to be attached Compulsorily)
4. Service & Warranty Details:
 - Minimum warranty offered: 3 years
 - After-sales support details (Please provide the details below)
 - Service escalation matrix (compulsorily to be provided by the vendor)

Authorized Signatory:

Name:

Designation:

Company Seal:

Date:

COMMERCIAL (FINANCIAL) BID FORMAT

Covering Letter (on bidder's letterhead)

To
The Pro-Vice Chancellor,
Siddhartha Academy of Higher Education,
Deemed to be University,
Kanuru, Vijayawada, Andhra Pradesh 520007, India

Subject: Submission of Commercial Bid for [Tender Name] Price Bid Format (to be filled as per below template):

Sl. No.	Item Description	Qty	Unit Price (INR)	GST %	Total Price (INR)
1					
2					
...					
	Grand Total (incl. taxes)				₹

Note:

1. All prices must be inclusive of delivery, installation, training, and three years warranty.
2. Bids quoting NIL charges shall be treated as unresponsive and rejected as per GFR Rule 173(i).

Authorized Signatory:

Name:

Designation:

Company Seal:

Date:

Declaration of Non-Blacklisting

(To be submitted on the Rs 500/-stamp paper and signed by the authorized signatory)

I/We, M/s _____, having our registered office at _____, do hereby declare that:

1. We have not been blacklisted or debarred by any Government Department, Public Sector Undertaking, Autonomous Body, or any other Government Agency in India or abroad.
2. We are not involved in any litigation that may impact or compromise the timely delivery, quality, or execution of services/goods as required under this tender.
3. We understand that any false declaration in this regard shall result in our disqualification and may lead to further legal action by the procuring entity.
4. All the information and documents submitted by us in the bid are true and correct to the best of our knowledge and belief.

Authorized Signatory:

Name:

Designation:

Company Seal:

Date:

**Declaration on Non-Chinese and/or non-Pakistan Origin of Equipment /
Instruments / Machinery**
(To be submitted on the bidder's letterhead and signed by the authorized signatory)

I/We, _____ M/s _____, having _____ our registered office at _____, do hereby declare that:

1. All equipment, machinery, instruments, or components proposed to be supplied under this tender **are not manufactured in the People's Republic of China and/or Pakistan**, nor are they of Chinese/Pakistan origin or assembled using parts sourced from Chinese/Pakistan manufacturers.
2. We fully comply with the Government of India's guidelines, orders, and circulars regarding the **procurement of goods from countries sharing a land border with India**, particularly those related to restrictions on Chinese origin equipment as per:
 - a. Ministry of Finance, Department of Expenditure, Public Procurement Division, Order No. F.No.6/18/2019-PPD dated 23rd July 2020, and related amendments.
3. We understand that **non-compliance** with this declaration shall render our bid **liable for rejection**, and may also invite penal action including blacklisting.
4. We undertake that, if at any stage the above declaration is found to be false, Mangalore Institute of Technology & Engineering, shall be at liberty to terminate the contract and forfeit our security deposit/performance guarantee without notice.

Authorized Signatory:

Name:

Designation:

Company Seal:

Date:

BID Security Declaration

I/We understand that, as per tender conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Siddhartha Academy of Higher Education, Deemed to be University, Vijayawada for a period of one year if I am / we are in breach of any obligation under the bid conditions, including:

1. Withdrawal/modification of bid during the period of bid validity.
2. Failing to sign the contract after award of bid.

Authorized Signatory:

Name:

Designation:

Company Seal:

Date: