



J. C. Bose University of Science and Technology, YMCA, Faridabad
(formerly YMCA University of Science and Technology)

A State Govt. University established wide State Legislative Act. No. 21 of 2009

SECTOR-6, FARIDABAD, HARYANA-121006

Purchase/Store

Ph: 0129-2310164, 2310131 Email: principalcc@jcboseust.ac.in web:
www.jcboseust.ac.in



Request for Proposals

Ref.: JCBUST/2020-21/CCSD/RFP-01

Dated: 11-11-2020

ORGANISATION CONSULTATION, FACILITATION, AND TRAINING SERVICES FOR MAEF "SEEKHO AUR KAMAO" SCHEME OF THE UNIVERSITY

RFP are hereby invited from the Government Organizations/Semi Government Organizations/Company registered under section-25/Company registered under Companies Act, 1956/ Limited Liability Partnerships registered under the Limited Liability Partnership Act, 2008/ Registered Trusts/ Society registered under Societies Registration Act, 1860/ Registered Federation / Cooperatives registered under the Cooperatives Societies Act, 1912 for providing of above mentioned services in the University as per the details provided. RFP documents can be obtained from the University website www.jcboseust.ac.in

1.	RFP Reference	JCBUST/ 2020-21/CCSD/RFP-01
2.	RFP Detail	Organization consultation, facilitation, and training services for "Seekho aur Kamao" scheme of the University
3.	RFP Cost	NIL
4.	Bid Security (EMD in Rs)	Rs. 10,000/- (Refundable)
5.	Approximate Cost in Rs.	The bidder may offer the reduced price in % of total cost as per the common norms of the "Seekho aur Kamao" scheme of MAEF.
6.	Last date and time for submitting Bid documents	29-11-2020 up to 05:00 PM
7.	Date and time of opening of Technical Bids	13-11-2020 at 11:30 AM

8.	Bid system	Technical Bid & Financial Bid
9.	Technical Bid Documents	To be evaluated as per pre-qualification criteria
10.	Financial Bid	BOQ
11.	Bid Evaluation	Item wise
12.	Financial bids opening schedule	After the opening/ evaluation of Technical bids, to be announced later
13.	Delivery period	1 month to start the services
14.	Performance Security	Rs. 10 Lakh Name of Bank : Indian Overseas Bank Account Name : Community College, JCBUST, YMCA, Faridabad Account No : 146601000017986 IFSC Code : IOBA0001466 Or in shape of DD/Bank guarantee/FD (To be deposited by the selected bidder)

Detail of Services: -

J. C. Bose University of Science & Technology, Faridabad has received a target from Ministry of Minority Affairs being implemented through Maulana Azad Education Foundation to train 1300 candidates under "Seekho aur Kamao" scheme. The target is as follows:

Table 1: MAEF Target

S.N.	Name of Job Role	No. of Trainees (Target)
1	Medical Lab Technician – Healthcare	300
2	Blood bank Technician – Healthcare	500
3	Dialysis Technician – Healthcare	500

This Request for Proposals is intended to develop partnerships with external agency to offer the services as per the specifications of RFP.

Pre-qualification criteria for the bidders:

1. The agency (Organizations/Company/ Limited Liability Partnerships /Trusts/ Society/ Federation / Cooperatives) requested to submit the proposal for the implementation of the training target (table – 1) under "Seekho aur Kamao" scheme of the MAEF, Ministry of Minority Affairs.
2. Agency should be registered on the portal of NITI Aayog.

3. The organization should have been active and operational in the field of Skill Development and vocational training for a minimum of five years as on 15th September, 2020.
4. The organization should have a total turnover of ₹ 6.00 Crore or more in the past three consecutive years. The organization is required to submit a copy of audited financials for the last three years along with Certificate for Turnover of the organization issued by the Chartered Accountant.
5. The organization should have trained minimum 200 trainees in each year for 3 years and have provided placement to not less than 75% of total trained in last three (3) years. The details should be furnished by the organization.
6. The organization is required to submit details of skill development training centres located in the state/UT of India, which are functional/operational as on date of the application.
7. Trainers with suitable qualifications/ experience being hired and each trainer should have undergone Training of Trainers (ToT).
8. The agency should have a valid sales tax registration and should enclose latest valid income Tax clearance certificate.
9. The organization will ensure that sufficient space, furniture, equipment, tools, training aids, raw material, electricity, water supply and other essentials required for imparting training to beneficiaries in the proposed course(s) are available at training locations.
10. The organization should not have been blacklisted by any Central Government/ State Government/ Govt. Department/ PSUs or any other funding/ donor organization. A selfdeclaration affidavit to this effect must be submitted on Rs.100/- stamp paper.
11. Any other criteria laid down by the Ministry of Minority Affairs/ MAEF/ Ministry of Skill Development & Entrepreneurship at the time of execution of MoU would be applicable.
12. The bidder should submit the bid document cost (Rs. 10,000) (Non-refundable) and EMD, if any of requisite amount in the form of Demand draft favouring "Principal, Community College, JCBOSEUST, Faridabad" inside the technical bid envelop.

Scope of Services:

1. The scheme will be implemented for the benefits of six notified minority communities under National Commission for Minorities Act 1992 (viz. Muslim, Christian, Sikhs, Buddhists, Parsis and Jains). However, in the States/UTs where some other minority communities notified by respective State/UT Governments exists, they may also be considered for the programme but they will not occupy more than 5% of the total seats.

2. The Organization should have Accreditation & Affiliation Certificate/ Letter of Registration (LoR) issued by National Skill Development Corporation (NSDC), If not available the organization will get it issued before commencement of the training programme or within 45 days of issue of order, whichever is earlier. The agency should have training center accredited on smart by NSDC.
3. The training programmes would be implemented in NSQF aligned courses approved by Ministry of Minority Affairs.
4. The agency should strictly follow the latest guidelines on <http://www.minorityaffairs.gov.in/> , <http://www.maef.nic.in/> , <http://smart.nsdcindia.org>.
5. The organization shall ensure that candidates who are either professionally qualified or have already obtained any such training in any previous such skills programme shall not be included.
6. The organization shall also be responsible for ensuring that there is no duplication of trainees (in terms of name, address, Aadhaar number and bank details etc) and all the trainees are eligible for the course applied for. An undertaking in this regard will be given by all the agency. The selected trainee list shall be submitted to University/MAEF by the agency.
7. The training programme must include soft skills training, basic IT training, basic English training and other skills as per need.
8. It would be imperative on the part of the implementing organization to assess the employment potential in a particular area in advance depending upon the educational qualification of the targeted population, present economic trend and market potential before proposing the trades.
9. The organization shall also establish linkages with placement services. For the candidates interested in self-employment after availing the training, the organization shall arrange easy micro finance/ soft loans for them through Financial Institutions, National Minority Development Finance Corporation (NMDFC), Banks, etc.
10. The organization should also be able to identify and mobilize the beneficiaries belonging to the minority communities particularly women. The organization will ensure minimum 33% female seats for minority girls/women candidates.
11. The organization would ensure minimum of 75% overall placement percentage for total trained and certified trainees and out of that at least 50% placement should be in organized sector.
12. All training programme should be non-residential.
13. Course curriculum for training should be in accordance with the current requirement of industry/ trades which should be aligned with the National Skills Qualifications Framework (NSQF).

14. Trainers with suitable qualifications/experience being hired and each trainer should have undergone Training of Trainers (ToT).
15. The entire training program should be covered with live CCTV cameras, having recording facility and provide the live feeds of the training programme for online monitoring to the MAEF and other stakeholders through Static IP Address.
16. The organization would install Aadhaar linked GPRS enabled biometric machine for daily attendance (in & out) of trainers and trainees at the skill development training centers, which has to be compatible for linking with the online portal of the scheme.
17. The organization would ensure that uniform (if required), Photo ID card, welcome kit, training aids etc. should be handed over to beneficiaries at the time of batch freezing.
18. The organization would ensure the documentation of the training programme i.e. application forms of the trainees, internal assessment details, course curriculum, session plan/ daily time table etc. and will submitted to the MAEF.
19. The organization will have to display boards/ hoardings / banners in its premises land at entrance indicating that the specified skill training program is running under Maulana Azad Education Foundation, Ministry of Minority Affairs, Govt. of India. The agency should strictly follow the latest branding & communication Guidelines of "Seekho aur Kamao" scheme. "Seekho aur Kamao" scheme branding & Communication Guidelines available on (<http://www.maef.nic.in/>). The Agency should also ensure compliance with social media guidelines available on website.
20. Regular internal assessments should be conducted by the organization, details of internal assessment along with sample answer sheets should be submitted to the MAEF and JCBoseUST, YMCA regularly.
21. The organization would ensure the independent assessment and certification by third party agencies through Sector Skill Councils (SSCs) or approved Third Party Assessment Agencies.
22. The organization shall comply with the extant requirements of the scheme guidelines: fulfill the requirement of 3rd Party evaluation in terms of Ministry of Skill Development & Entrepreneurship guidelines and compliance of norms of placement: Common Norms Notification of MSDE issued from time to time.
23. Arrangement of guest lecture to ensure interaction with industry expert and owners of the household enterprises of minorities, working in the particular trade / skill sector should be arranged to motivate trainees to opt the employment opportunities.
24. The organization shall ensure that monitoring mechanism as approved by the Ministry is strictly followed including data seeding on the Seekho aur Kamao Portal.

25. The agency will conduct all activities of "Seekho aur Kamao" scheme timely (as per guidelines). The information regarding the activities must be captured & shared with JC Bose University of Science & Technology, YMCA, Faridabad and MAEF (if University ask) immediately.
26. The agency will bear all financial responsibilities, irrespective of any nature, with regard to centre set up, equipment, trainee handbook, trainers & all centre operations for the Job Roles as mentioned in Table 1 as per latest guidelines of NSDC and MAEF. University will not be held liable/ responsible for any expenses / payments in relation to centre operations.
27. The Agency will submit the details of trainees, copy of advertisements and center details to MAEF, as per schedule of MAEF/SSC/NSDC/Mission, if required. The said information will be communicated to the University, at the earliest, on daily basis, till its completion.
28. The Agency will conduct, only those courses, which are permitted by JCBUST, which may differ from time to time, as per availability made by respective Sector Skill Council/ Agencies/Mission. The agency will conduct training at a training center or complex but a separate area will be designated & earmarked for 'JCBUST' courses, @ minimum 10 square feet per candidate with all necessary and basic amenities subject to the satisfaction of University & balance place may be utilized for other purpose.
29. The agency will adhere to the syllabi, course material, pattern of examination, issuance of certificates as prescribed by various examining agencies.
30. In case, the trainees "fail", irrespective of any reason, the agency will not be paid any amount for failed trainees.
31. For the Non-MAEF schemes, the payout will be decided mutually through a separate agreement/ MOU.
32. The agency will ensure compliance of all terms, conditions, rules & regulations of different schemes including placement/employment tracking of trainees.
33. The agency will sign MoU with JCBUST immediately as per the terms and conditions decided by JCBUST. MoU will be non-transferable.
34. COVID guidelines, SOP issued from time to time by the Ministry of Home Affairs, Ministry of Health and Family Welfare, State Govt. and Local Authorities for classroom training shall compiled with in all respects during training.
35. Agency should ensure the concurrent monitoring of the project by inspecting authorities of MAEF/State Government/Officers of MAEF or any Independent Agency as decided by the MAEF.
36. In the aftermath of COVID-19, migrant labour of minority community, if interested in skilling, shall be given preference during mobilization of the candidates.

37. If at any stage, it is found that any document submitted by the training provider is fake /information provided is incorrect, training provider shall be held responsible for the same and legal action shall be initiated accordingly.
38. The agency shall maintain separate file of each trainee/trainer with all details like certificates, Aadhar card, placement details, fees details, Salary etc.
39. The Assessment and Certification shall be done by a suitable SSC/ any authorized agency for which fee is to be paid by the agency as per norms.
40. Mobilization of youth will be the sole responsibility of the agency.
41. The agency will give preference to the candidates registered on Employment department Haryana. The candidate having Haryana Domicile must be registered on Employment department, Haryana before starting of the training.
42. The agency will not change its address or shift the premises without prior permission in writing from JCBUST. Any unauthorized shift will be considered illegal and MoU stands terminated.
43. All local and statutory compliances viz. Shops & Establishment Act and permission & compliance for the Signboard, obtain and maintain all required licenses, permits and certificates as may be required under Central, State or Local Laws (if required by local bodies) is to be managed & taken by the Agency. The agency shall ensure that it also complies with all applicable laws, ordinances and regulations.
44. The agency must start trainings within five days of communication by JCBUST to do so.
45. The agency shall maintain all financial documents as may be prescribed by University for a period of 3 years after the expiry of MoU. These records will be kept in custody of the agency for a period of 5 years. All such records would be open to inspection by University or any of its authorized representatives at any point of time. An audited statement of accounts would be submitted by the agency to JCBUST at the time decided by JCBUST every year.
46. It will be mandatory on the part of the agency to send reports to JCBUST at a frequency and in a format prescribed by JCBUST. Further, photographic documentation both (photo and videos) are mandatory and needs to be sent at regular intervals.

Note: Copy of all the documents required in the technical bid must be provided while submitting the RFP failing which financial bid of such bidders may not be opened.

Placement & Post Placement Support:

1. On the Job Training (OJT) may also be incorporated into the training module as per the requirement of the course/trades.
2. The organization is required to arrange continuous employment for minimum

75% (minimum 50% in organized sector) of beneficiaries out of total trained for a minimum period of not less than 3 months.

3. The beneficiaries should have worked and received payment for three continuous months, proof of which can either be in the form of a salary slip or a certificate indicating salary paid duly signed by the employer and salary received by the person with a bank statement. PF/ESIC records or as per other available records to support this. Details of bank accounts of trainees where the salary is deposited should be made available to MAEF for tracking of the trainees.
4. The organization has to ensure Post placement tracking and monitoring the extent of retention in the new jobs for a period of one year from the date of employment and develop Management Information System as per scheme guidelines.

Funding Norms:

1. Training Cost would be as per Common Norms Notification /Circulars issued by the Ministry of Skill Development & Entrepreneurship (as amended from time to time).
2. Monthly stipend & post placement support for trainees trained under "Seekho aur Kamao" scheme would be transferred to the beneficiary's bank account directly by MAEF as per the scheme.
3. The bidder may offer the reduced price. L1 will be selected on the basis of the lowest price offered by him.

Terms & Conditions

1. **Due date:** The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered.

2. **EMD** (if applicable): The bidder is required to deposit the tender fee & processing fee (Non- Refundable) and EMD amount (Refundable) online and the acknowledgment of payment should be sent alongwith tender documents.

NOTE (Mandatory): All Bidders should send acknowledgement slip for tender fee, Processing fee & EMD amount alongwith tender documents on website.

3. The University reserves the right to accept/reject any/all bids without assigning any reason and also to increase or decrease quantity without any notice.

4. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 0129-2310164 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.) or through Email dr.purchase@jboseust.ac.in.

5. **Refund of EMD:** The EMD will be returned to unsuccessful tenderers only after the Tenders are finalized. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipment.

6. Opening and evaluation of the tender: The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). At the time of technical evaluation of bid, the evaluation committee of JCBUST, YMCA, Faridabad may see the live demonstration of each parameter of specification of quoted equipment. This demonstration will be arranged by the supplier. The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened subsequently for further evaluation.

7. Performance Security: The supplier shall require to submit Rs. 10 Lakh performance security in the form of irrevocable bank guarantee issued by any commercial bank for an amount which is stated at the "Schedule" of the tender document within 15 days from the date of receipt of the order and should be kept valid for a period of 60 days beyond the date of completion of scheme.

8. Resolution of Disputes: The dispute resolution mechanism would be as follows:

8.1 In case of Dispute or difference arising between the University and the agency 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 Vice Chancellor of the University who shall appoint an arbitrator; The Language of Arbitration is proceedings in English and the place of Arbitration in Faridabad 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.

8.2 In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (i) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

8.3 The venue of the arbitration shall be the place from where the order is issued.

9. Applicable Law: The place of jurisdiction would be Faridabad (Haryana). Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

10. Governing Language: The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

11. Applicable Law: The Contract shall be interpreted in accordance with the

laws of the Union of India and all disputes shall be subject to place of jurisdiction.

12. Comparison of Bids:

- 12.1 Only the short-listed bids from the technical evaluation shall be considered for commercial comparison.
- 12.2 L1 will be decided on the basis of the Grand total as quoted in the price bid.
- 12.3 The bids shall be evaluated on the basis of the total price of Grand Total including all taxes and duties.
- 12.4 For the purpose of comparison of prices on equal basis, the prices quoted in foreign currency (if any) by bidders shall be converted to equivalent Indian Rupees. The exchange rate as on the date of opening of financial bids shall be considered for the purpose of comparison.

13. Award of Contract:

- 13.1 JCBUST, YMCA, Faridabad shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid based on the Grand total calculated of all items + taxes etc. of the Price Bids. However, JCBUST, YMCA, Faridabad reserves the right and has sole discretion to reject the lowest evaluated bid.
- 13.2 If more than one bidder happens to quote the same lowest price, JCBUST, YMCA, Faridabad reserves the right to decide the criteria and further process for awarding the contract, decision of JCBUST, YMCA, Faridabad shall be final for awarding the contract.
- 13.3 Bidders can discuss their queries in Pre bid Meeting as mention in Tender notice.
- 13.4 No charges will be paid other than mentioned in BOQ.

14. Regarding the acceptance of Currency: Bidder can be quote in any currency but the exchange rates will be considered or freezed on the date of opening the financial bid.

General Terms & Conditions:

- 1. The sealed quotations complete in all respects, must reach the office of the undersigned latest by **due date and time mentioned above.** The same shall be opened at scheduled time mentioned above in the office of the Principal of the CCSD. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
- 2. The Quotation/RFP received after due date and time or incomplete shall be rejected out-rightly.
- 3. The quotation/RFP shall be submitted in envelope. The envelope shall be sealed and shall have the superscription "QUOTATION/RFP IN RESPONSE TO ENQUIRY NO. _____ DATED _____, AND DUE ON_____". The

offer may be sent to the **Principal (Community College), JC Bose University of Science and Technology YMCA, Faridabad (Haryana).** The quotation/RFP, where the **superscription** is not mentioned on the envelope by the Quotee, may not be entertained.

4. The following charges and terms may be spelt out in your offer clearly:
 - i. Payment terms.
 - ii. Bank Draft charges, if any.
5. Charges not mentioned in the quotation/RFP shall not be paid.
6. The offer must be valid for a period of at least three months from the date of opening of quotation/RFP.
7. Quantity may increase or decrease without any notice.
8. The bid security/earnest money of Rs. 10 Lakh in the shape of "Demand Draft" drawn in the favour of the Principal, Community College JCBOSEUST, Faridabad shall accompany the RFP/quotation failing which the quotation/RFP will not be considered, except with the approval of Central Purchase Committee (CPC). The security/ earnest money in other shapes viz., Pay Order/Cheque shall not be accepted.
9. The services shall be provided by the agency within the time limit specified in the purchase order for services. The delivery period can be extended by the **Dy. Registrar (P & S) with the approval of CPC**, only in exceptional cases on written request of the Agency giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the services are not provided within the delivery period, the agency shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of services each day or such other amount as the CPC/Dy. Registrar (P & S) may decide till the services remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of services provided.** Appeal against these orders shall, however, lie with the Vice-Chancellor, JC Bose University of Science and Technology YMCA, Faridabad whose decision shall be final.
10. In case, the agency fails to execute the purchase order for services/contract on the rates, and terms and conditions as contained in the purchase order for services within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
11. The payouts conditions will be as per norms of the scheme. The last installment will be given only after the placement tracking record of trainees for six months or as per scheme guidelines.

12. The agency will receive the payment within 30 days of receipt of payments by JCBUST from MAEF/ respective state mission or the scheme.
13. The acceptance of the services shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee.
14. The acceptance of the quotation/RFP shall rest with the undersigned that does not bind him to accept the lowest quotation and reserves the right to reject any or all items of quotation/RFP without assigning any reason, therefore. The undersigned also reserves the right to accept quotation/RFP in part i.e. any item or any quantity and to reject it for the rest.
15. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, and **New**. Thus the University is not exempted from payment of Custom Duty and Excise Duty.
16. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the purchase order for services, but may also warrant legal action.
17. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. **0129-2310175** on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.) or through Email principalcc@jcboseust.ac.in
18. The dispute, if any, shall be subject to the jurisdiction of Courts at Faridabad. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/agency etc. shall be invalid and shall have no legal sanctity.
19. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the purchase order for services, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.
20. As per provision laid down in the University Accounts code, the successful bidder will have to submit the performance security of Rs. 10 Lakh in the form of DD/Bank Guarantee favouring "**Principal, Community College JCBoseUST**" Faridabad on the successful services as per the specifications of the MoU between two parties which shall be released after the expiry of Warranty period.

Registrar

Encl: As above

ANNEXURE -I

COMPLIANCE SHEET

RFQ for providing from agencies for consultation, facilitation and training services for “Seekho aur Kamao” scheme of the University

S. No	DESCRIPTION	Compliance YES/NO	Remarks
1	Nature of Organization (Govt./Pvt. Ltd./Public Limited Company/Society/Trust)		
2	Registered on the portal of NITI Aayog		
3	Total turnover of Rs. 6 crore or more		
4	Have trained minimum 200 trainees in each year for 3 years		
5	Have provided placement to not less than 75% of total trained in last 3 years		
6	Training Centre accredited by NSDC		
7	Availability of Sufficient space and other essentials as per the requirement of “Seekho aur Kamao” scheme of MAEF		

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Tenderer

Name:

Designation:

Organization Name:

Contact No.:

ANNEXURE-II

<< Organization Letter Head>>

DECLARATION SHEET

We,___ hereby certify that all the information and data furnished by our organization with regard to these tender specifications are true and complete to the best of our knowledge. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certify that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

The prices quoted in the financial bids are subsidized due to academic discount given to **J.C. Bose University of Science & Technology, YMCA, Faridabad.**

NAME & ADDRESS OF THE Vendor/ Manufacturer / Agency	
Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
TIN Number	
PAN Number	
(In case of on-line payment of Tender Fees)	
UTR No. (For Tender Fee)	
(In case of on-line payment of EMD)	
UTR No. (For EMD)	

**(Signature of the
Tenderer)**

Name:

Seal of the Company

ANNEXURE-III

LIST OF GOVT. ORGANIZATION/DEPARTMENT.

List of Government Organizations for whom the Tenderer has undertaken such work during last three years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.		
Name of the organization	Name of Contact Person	Contact No.

Signature of Tenderer
Name: _____

Designation: _____
Organization Name: _____
Contact No.: _____

ANNEXURE- IV

FORMAT FOR PERFORMANCE BANK GUARANTEE

(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 Faridabad OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT Faridabad OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT Faridabad. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
**J.C.BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA
Mathura Road, Sector-6, Faridabad (HARYANA)-121006**

LETTER OF GUARANTEE

WHEREAS J.C. BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, SECTOR-6, FARIDABAD (HARYANA)-121006 (Buyer) have invited Tenders vide Tender No.....dt..... for purchase of..... and whereas the said tender document 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 favor of "J.C.BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, SECTOR-6, FARIDABAD" in the form of Bank Guarantee for Rsand valid till **three years** from the date of issue of Performance Bank Guarantee may be submitted within 21 (Twenty-One) days from the date of acceptance as a Successful Tenderer.

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 J.C. BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, SECTOR-6, FARIDABAD on demand and without protest or demur Rs..... (Rupees).

This bank further agrees that the decision of J.C.BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, SECTOR-6, FARIDABAD (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 J.C. BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, SECTOR-6, FARIDABAD (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)
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute 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 Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

Competent Authority and Procedure for Registration

- A. The Competent Authority for the purpose of registration under this Order shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT)*.
- B. The Registration Committee shall have the following members*:
 - A. An officer, not below the rank of Joint Secretary, designated for this purpose by DPIIT, who shall be the Chairman;
 - B. Officers (ordinarily not below the rank of Joint Secretary) representing the Ministry of Home Affairs, Ministry of External Affairs, and of those Departments whose sectors are covered by applications under consideration;
 - C. Any other officer whose presence is deemed necessary by the Chairman of the Committee.
 - D. DPIIT shall lay down the method of application, format etc. for such bidders as stated in para 1 of this Order.
 - E. On receipt of an application seeking registration from a bidder from a country covered by para 1 of this Order, the Competent Authority shall first seek political and security clearances from the Ministry of External Affairs and Ministry of Home Affairs, as per guidelines issued from time to time. Registration shall not be given unless political and security clearance have both been received.
 - F. The Ministry of External Affairs and Ministry of Home Affairs may issue guidelines for internal use regarding the procedure for scrutiny of such applications by them.
 - G. The decision of the Competent Authority, to register such bidder may be for all kinds of tenders or for a specified type(s) of goods or services, and may be for a specified or unspecified duration of time, as deemed fit. The decision of the Competent Authority shall be final.
 - G Registration shall not be granted unless the representatives of the Ministries of Home Affairs and External Affairs on the Committee concur*.
 - H. Registration granted by the Competent Authority of the Government of India shall be valid not only for procurement by Central Government and its agencies/ public enterprises etc. but also for procurement by State

Governments and their agencies/ public enterprises etc. No fresh registration at the State level shall be required.

- I. The Competent Authority is empowered to cancel the registration already granted if it determines that there is sufficient cause. Such cancellation by itself, however, will not affect the execution of contracts already awarded. Pending cancellation, it may also suspend the registration of a bidder, and the bidder shall not be eligible to bid in any further tenders during the period of suspension.
- J. For national security reasons, the Competent Authority shall not be required to give reasons for rejection / cancellation of registration of a bidder.
- H. In transitional cases falling under para 3 of this Order, where it is felt that it will not be practicable to exclude bidders from a country which shares a land border with India, a reference seeking permission to consider such bidders shall be made by the procuring entity to the Competent Authority, giving full information and detailed reasons. The Competent Authority shall decide whether such bidders may be considered, and if so shall follow the procedure laid down in the above paras.
- I. Periodic reports on the acceptance/ refusal of registration during the preceding period may be required to be sent to the Cabinet Secretariat. Details will be issued separately in due course by DPIIT.

[*Note:

- i. In respect of application of this Order to procurement by/ under State Governments, all functions assigned to DPIIT shall be carried out by the State Government concerned through a specific department or authority designated by it. The composition of the Registration Committee shall be as decided by the State Government and paragraph G above shall not apply. However, the requirement of political and security clearance as per para D shall remain and no registration shall be granted without such clearance.
- ii. Registration granted by State Governments shall be valid only for procurement by the State Government and its agencies/ public enterprises etc, and shall not be valid for procurement in other states or by the Government of India and their agencies/ public enterprises etc.]