

BITM-AICTE IDEA Lab – Bidder Compliance Checklist

A. General Requirement

- Quotations must include the quantity and specifications of the equipment as mentioned in the tender notice.
- Quotation should be valid for 90 days minimum
- Contract validity: 3 months from award
- Quoted for all items in BoQ (no partial bids)
- Only one quotation to be submitted

B. Bid Submission

- Quotation on official letterhead, signed by authorized representative
- Submitted via email (digitally signed) / hard copy as per tender notice
- Bidder profile (experience & competencies)
- Company/Firm registration certificate
- GST registration & returns (up to Nov 2024)
- PAN card
- CA certificate for turnover (FY 2021–22, 2022–23, 2023–24)
- Audited balance sheets & Form 3CB/3CA (last 3 FYs)
- Work completion/experience certificates (similar works)
- Shop Establishment / Factory License

- Manufacturer Authorization Form (MAF)
- Escalation matrix for service & after-sales
- EPF, ESIC, Professional Tax (if applicable)
- IT return acknowledgements (last 3 FYs)
- No blacklisting affidavit (₹500 stamp paper)
- Signed & stamped tender document + deviations (if any)
- Declaration of agreed specifications (on letterhead)
- Any supporting technical eligibility docs

C. Technical Documentation

- Technical specs, installation, O&M manuals
- Lab layout/design proposal
- OEM brochures/catalogs/product URLs
- Compliance sheet with make, model, specs

D. Eligibility

- OEM or Authorized Partner (with letter)
- At least 3 similar Purchase Orders (last 5 years)
- 5 institutional client references (with contacts)
- Support office in India (bidder/OEM)
- OEM spare parts availability (min. 1 year)

E. Financial

- Average annual turnover $\geq$ ₹5 Crores (last 3 FYs)
- Price inclusive of all taxes, transport, insurance, installation, commissioning, training
- Firm & fixed prices (no escalation)

F. Warranty & Service

- Minimum 3-year onsite warranty
- Free repair/replacement during warranty
- All service costs borne by bidder
- Aware of penalty for service delays

G. Payment

- Payment only after supply + installation + commissioning + inspection
- Submit: Delivery challan, installation report, warranty docs, training certificate, invoice

H. Other Conditions

- No preference/affiliation claims
- Aware order may extend to future phases
- Delayed delivery may lead to penalty/cancellation
- Full compliance to BoQ & specs (no deviations)