



ITI LIMITED

Palakkad Plant, Kanjikode West
PALAKKAD – 678 623
KERALA

Ref: ITI/PKD/TRANS/02

Date: 26/04/2025

Dear Sir,

Sub: Request for Quotation (RFQ) for Transportation of Goods to various districts in the state of Kerala

We invite quotes for the following:-

Sl.No.	Item Code	Description of work	Period
1	ITI/PKD/TRANS/02	Transportation of Goods to various districts of Kerala State as per Annexure IV; by engaging 22ft x7ft x 7ft open truck	Two years from the date of signing contract.

Please submit your competitive bid on our E-tender Portal (<https://itilimited.ewizard.in/>) against the Enquiry Ref No. ITI/PKD/TRANS/02 dated 26/04/2025 for the above mentioned tender on or before due date, subject to the following terms & Conditions:

A. TERMS & CONDITIONS:

Sl.No.	Particulars	Conditions
1	Terms of Price	Transportation of Goods from ITI Ltd, Palakkad to various districts of Kerala state as per Annexure IV on door delivery basis by engaging 22ft x7ft x 7ft open truck
2	Terms of Payment	100% payment after 45 days of receipt of all the required documents including POD.
3	Validity of Quotation	60 days
4	Bid Type	E-tender - 2 bid system (Technical Bid & Price Bid). E-tendering Instructions to Bidders: Please refer Annexure V for the instructions to Bidders regarding E-tendering.
5	Delivery of consignment	As per the delivery schedule by ITI
6	Earnest Money Deposit	Rs 5,00,000/-
7	Security Deposit	Rs 7,50,000/-
8	Critical Dates	RFQ Publish Date : 26/04/2025 Last date for submission of quotation : 10/05/2025, at 14.00Hrs Tender opening (Technical bid) : 10/05/2025, at 14.30Hrs

B. ELIGIBILITY CRITERIA:

The Bidders should quote only, if they satisfy the following eligibility criteria.

1. The Company / Firm should be registered in India. Self-attested copy of the Registration certificate /relevant document should be submitted.. If the bidder is an MSE company, the MSE Registration certificate to be submitted.
2. The Company / Firm should have GST and PAN registration. Self-attested copies of the documents should be submitted.
3. The Bidder should have a local office within 500Kms from ITI Palakkad. The Local office Address including email ids, phone number etc, should be furnished with substantiating documents like electricity bill, telephone bill etc.
4. The Annual Turnover of the bidder should be more than 2 Crores. Copies of the Balance sheet / Auditor's report for the last year (2023-24) should be submitted.
5. The bidder should have executed at least one contract with Govt./Public Sectors/reputed private sectors. Copies of PO/Contract/Experience/Performance certificate etc, should be submitted.
6. Bidder shouldn't have been blacklisted from any Govt. / PSU – A self-declaration should be submitted.

The bidder should submit relevant documents for supporting their eligibility along with technical bid.

The non- compliance in this regard will disqualify the bidder.

SPECIAL NOTE:

- i. Price must be on door delivery basis from ITI Ltd, Palakkad to various districts of Kerala state as per Annexure IV.
- ii. Please quote the basic rates per km distance for transporting Goods from ITI Palakkad to respective districts of Kerala state as per Annexure IV; by engaging 22ft x7ft x 7ft open truck. The goods loaded from ITI Palakkad factory shall be delivered at the designated locations without any transshipment. No other goods shall be loaded in the vehicle other than items taken from ITI Palakkad.
- iii. The rates quoted must be inclusive of labour charges, loading& unloading charges and all other incidental expenses like Tolls, Freight on Vehicle, LR, etc. However, for heavy and large volume of materials forklift with driver will be provided for loading at ITI Palakkad factory premises.
- iv. The Bidder shall quote their lowest rate for transportation from the premises of ITI Limited, Kanjikkode, Palakkad to the various districts of Kerala state as per Annexure IV in line with the terms & conditions of the Tender given in **Annexure I**.
- v. Sub-contracting is not permitted under any circumstances.
- vi. If the bidder is a registered MSE company eligible for any benefits under the Public Procurement policy of Govt. of India, they should submit the relevant certificates in respect of transportation service for availing the benefits.
- vii. Bidder should submit a self declaration for not being blacklisted by any Govt. / PSU.
- viii. The Bidders are advised to visit the work spot at ITI Palakkad and get familiarized with the nature of work, before submission of the tender. No claim whatsoever on non-familiarity with the tender requirements will be entertained later on.
- ix. The bidder shall submit all relevant documents for qualifying the eligibility criteria mentioned in Section C. Non compliance will lead to disqualification of the bid.

C. PRICE BID

The Price Bid format or BOQ is available in the E-tendering site as **xlsx file (Excel sheet)** and the vendors may fill the details in the price bid (Excel file- Yellow colour highlighted cells) that is available on the e-tendering site and submit the same on the e-tendering site. Please refer to Annexure-IV of this RFQ for

Price Bid / BOQ format.

The rate quoted shall remain firm during the period of execution of the order and should be valid for a minimum period of two years from the date of signing contract, except for the escalation/de-escalation clause as defined below.

D. ESCALATION/ DE-ESCALATION CLAUSE:

The Escalation /De-escalation clause shall be applicable based on the variations in diesel price per litre. The reference diesel rate shall be based on the IOCL diesel price prevailing in Thiruvananthapuram on the last day of the submission of tender.

The Escalation/De-escalation in rates shall be calculated as per the formula given below:

Differential allowed= $0.25(\text{Fuel Factor}) \times \text{Original contract rate} \times \frac{\text{Increase/Decrease in diesel rate}}{\text{Reference Diesel rate}}$

The escalation/de-escalation clause will apply only if the diesel price variation is more than Rs.1/- from the reference rate. Escalation/de-escalation clause shall be applicable for goods uplifted from the factory from the day following the date of change of diesel price.

Lowest bid – Tabulation will be done state-wise, L1 Bidder will be awarded 60 % of the contracts and Second Lowest – L2 Bidder will be awarded 40 % at L1 rate. If L1 rate is not acceptable to L2, the L1 rate will be offered to L3, L4 etc, in that order.

- i. If the L1 rate is not acceptable to, L2, L3, L4 etc., then entire quantity will be awarded to the L1 bidder.
- ii. Additional work order can be issued at the Lowest (L1) rate in this tender on pro-rata basis, on mutual agreement.

E. INSTRUCTIONS FOR PREPARING BID DOCUMENTS

The Bid will be processed on a two Bid system. There shall be Technical Bid and Price Bid (On our E-tender portal)

*** The “Technical Bid” shall contain the following:**

- i. Details of the online payment for Rs.5,00,000/- as E.M.D. If EMD is not submitted, the bid will be out rightly rejected.
- ii. Self-attested copy of the Certificate of Incorporation/Registration Certificate, Memorandum and Articles of Association for Public Limited Company and Partnership deed for partnership concern.
- iii. Due Authorization letter/ Power of Attorney for signing the bid documents.
- iv. Copy of Balance sheet/Auditor’s report for the last year (2023-24).
- v. The Local office Address including email ids, phone number etc. should be furnished with substantiating documents like electricity bill, telephone bill etc.
- vi. Details of contracts executed (at least one) with Govt. Public/Reputed Private Sectors, Copies of PO/Contract/Experience/Performance certificate etc., should be submitted.
- vii. Sub contracting is not permitted. The bidding Company / Firm shall give a declaration in this regard.
- viii. Xerox copies of GST registration certificate and PAN card.
- ix. Un-priced copy of the price bid should be enclosed (**Annexure IV**)
- x. The **Annexure – I** should be duly signed with office seal by the bidder.
- xi. The Questionnaire in **Annexure – II** is to be submitted with signature & office seal.
- xii. The “Pre Contract Integrity Pact” as per **Annexure - III** should be submitted along with Technical bid. Successful bidders shall execute the Pre Contract Integrity Pact in Rs 200/- Stamp paper on awarding the contract.

The "Price Bid"

The Price bid is available on our E-tender Portal as Excel file (xlsx), the vendors download the excel file and must fill only those cells that are highlighted with yellow color and upload the same Excel file on our E-tender portal. The format of the Price bid is as per Annexure - IV.

The Technical Bid will be opened as per schedule at our premises in the presence of available bidders. The bidders are welcomed for the BID OPENING.

Please submit your quote before the due date,

Thanking you,

For ITI Limited,

Manager(MM&CS)

ITI Limited, Palakkad, Kerala.

Handwritten signature and date: 26/4/2025

ANNEXURE I

For RFQ Ref. No. ITI/PKD/TRANS/02 date 26/04/2025; for Transportation of Goods to various districts in the state of Kerala

TERMS AND CONDITIONS

1. The contract is for Transportation of Goods from ITI Ltd, Palakkad to various districts of Kerala state as per Annexure IV on door delivery basis; by engaging 22ft x7ft x 7ft open truck
2. Please quote the basic rates per km distance for transporting Goods from ITI Palakkad to respective districts of Kerala state as per Annexure IV; by engaging 22ft x7ft x 7ft open truck. The goods loaded from ITI Palakkad factory shall be delivered at the consignee locations without any transshipment. No other goods shall be loaded in the vehicle other than items taken from ITI Palakkad.
3. All rates to be quoted on DOOR DELIVERY basis including labour charges, Loading, Unloading charges and other incidental charges like Tolls, FOV, LR etc., at the time of transportation will be borne by the Transporter. However, for heavy and large volume materials, forklift with driver will be provided for loading at ITI Palakkad premises.
4. The freight & Insurance will be in ITI's scope. However, Insurance related to Vehicle, third party, etc., will be in bidder's scope.

5. Lowest bid :

Tabulation will be done district-wise and truck wise, L1 Bidder will be awarded 60 % of the contracts and Second Lowest – L2 Bidder will be awarded 40 % at L1 rate. If L1 rate is not acceptable to L2, the L1 rate will be offered to L3, L4 etc, in that order.

- a. If the L1 rate is not acceptable to, L2, L3, L4 etc., then entire quantity will be awarded to the L1 bidder.
- b. Additional work order can be issued at the Lowest (L1) rate in this tender on pro-rata basis, on mutual agreement.

6. Earnest Money Deposit (EMD)

An amount of Rs. 5,00,000/- (Rupees Five Lakhs only) as EMD must be submitted on our E-tender Portal or the above EMD amount can also be transferred online in the below mentioned account details and the transaction details should be furnished with the "Technical Bid".

Account Name – ITI LIMITED, PALAKKAD Account Number – 10620042157 IFSC Code – SBIN0000893
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The registered MSE bidders with valid certificates are exempted from submission of EMD.

7. Security Deposit

In case we place work order, the bidder should submit an interest free Security Deposit of Rs.7,50,000/- . The successful bidder's EMD amount will be converted in to Security deposit, and the difference amount shall be remitted in the form of Demand Draft/online transfer. The payment details should be submitted along with the work order acceptance. **The bidders who remitted security deposit against the purchase order of earlier tender Ref.No. ITI/PKD/TRANS/01 dated 29/01/2025 is exempted from the submission of security deposit. The bidder remitted security deposit against tender Ref.No. ITI/PKD/TRANS/01 dated 29/01/2025 should submit a declaration in Rs.200/- stamp paper stating that the security deposit against tender Ref.No. ITI/PKD/TRANS/01 dated 29/01/2025 may also be considered as security deposit for this tender Ref.No. ITI/PKD/TRANS/02 dated 26/04/2025; at the time of work order acceptance.** The security deposit will be returned within 60

days after the expiry of validity of contract. This is liable to be forfeited as liquidated damages, by ITI for any breach of the terms of agreement on the part of the transporter and in addition, the transporter shall be liable for any loss or damages caused to ITI by any reason whatsoever.

8. The Transporter should comply with the latest Motor Vehicle Act, rules and subsequent amendments thereof.
9. Transporter should not lift the consignments without collecting the necessary documents like state permits, GST Invoice, E-Way bill or any other relevant documents. In case Transporter fails to collect the required documents while lifting the consignments and ITI will not be responsible for any expenditure incurred on account of this by the transporter.
10. The Transporter should collect the Consignee receipts in original with Signature, date & Seal by an officer who is In charge of the Store of the consignee and submit to Shipping Department, ITI Ltd within 15 days of delivery.
11. It is the responsibility of the transporter to transport the goods entrusted by the Company in vehicles confirming to respective Government regulations and fully licensed on that behalf.
12. Transporter has to ensure safe delivery of the consignments irrespective of the value if consignments being or not being covered by insurance they will not have any lien on the material. The material being given for transportation will be the sole property of the company.

13. Damage/ Loss to the Consignment during transit

- a) In case any damage/ loss are observed during transit for outgoing consignments, transporter must issue a Damage / Loss certificate within 72 hours of such damage.
 - b) In case any damage / Loss are reported by consignee at a later stage, transporter will issue a certificate of facts (COF) & all other documents required for insurance claim within 72 hours of being asked. In case claim is refused by the underwriters due to any reason attributed to the transporter, total claim value will be recovered from the transporter's running bills/ Security deposit
 - c) In case of any damage/ accident the transporter should immediately take necessary steps to inform Insurance Company to survey the damages/ accident at the place where the accident occurs and inform Shipping department, ITI Limited, Palakkad immediately. The transporter should also take alternative arrangements for repacking the material and arrange transportation of consignment from the accidental place to the consignee. If the transporter fails to do above activities and the expenses born by ITI to perform the above activities will be deducted from the transporter's bill.
 - d) The Transporter shall be liable for any damages / Loss to the company's property caused by negligent driving. The losses, if any, shall be recovered from the running bills of the transporter not less than the market value of the loss/ damage together with incidental charges and expenses.
14. The Bidder should transport the material within 48 Hours, on receipt of confirmation from ITI Palakkad. If the bidder fails to comply with, ITI will have the liberty to engage alternate transporter at the bidder's risk and cost.
15. **LIQUIDATED DAMAGES :** The materials against this work order must be delivered by the transporter as per the delivery schedule given below.

Sl. No	State/Region	Estimated Delivery Period
1	Thiruvananthapuram	3Days
2	Kollam	3 Days
3	Pathanamthitta	3 Days

4	Alappuzha	3 Days
5	Kottayam	3 Days
6	Idukki	3 Days
7	Ernakulam	3 Days
8	Thrissur	2 Days
9	Palakkad	2 Days
10	Malappuram	2 Days
11	Kozhikode	3 Days
12	Wayanad	3 Days
13	Kannur	3 Days
14	Kasaragod	3 Days

If the transporter fails to deliver the material as per the delivery schedule, a penalty of Rs 2,000/- per day, thereafter for such delays, shall be levied as liquidated damages.

16. The company shall not be liable for any action direct or indirect that may be instituted by anyone against the transporter arising out of or consequent to the carriage of goods consigned to or from the Company entrusted to the transporter for transportation.

17. The bidder should have a local office within 500 Km radius from ITI Palakkad. The documentary proof for the same and its address and escalation matrix with officials Name, Designation, Contact

Number and Mail ID should be provided along with Bid. The material will be handed over only to the company's authorized employee with valid ID card. The authorized representative should be physically present in the premises of ITI Limited, Palakkad during the dispatch of consignment for coordinating various transportation activities. The transporter or his representative, employees and workers shall comply with the security regulations with regard to entry & exit to/ from ITI as well as the movement inside the premises of ITI Ltd.

18. If the successful bidder fails to accept the contract within specified time or fails to take up the work in accordance with the instructions of the company during the contract period, the amount of Security Deposit deposited by him will be forfeited by the company and the award of the contract in his favour will be withdrawn.

19. DIVERSION OF CONSIGNMENT :- In case of the consigner wants to divert the consignment to some other location , bidder may do so after getting written instructions from the ITI on mutually agreed terms and condition.

20. PERIOD OF CONTRACT: The period of contract will be for 2 years from the date of signing the contract.

21. "Pre Contract Integrity Pact" – Annexure III shall be signed by the bidder along with the Technical bid.

22. Bills for payment to the transporter should be submitted in triplicate duly pre-receipted and supported with copy of all documents duly acknowledged by the consignee as Proof of Delivery. Payment of the transporter's bill will be cleared after 45 days of receipt of all the required documents.

23. To avail GST CREDIT, the Transporter must submit the Original Invoice in triplicate to shipping Dept.

24. TERMINATION, AGREEMENT AND NOTICE PERIOD :-

(A) The agreement is pre-determinable during its currency by either party giving notice in writing of the intention to terminate the contract provided that the notice period shall not be less than one month from the date of serving the notice.

(B) In case of default in complying with the terms of agreement entered by the transporter satisfactorily or for non provision of vehicles as and when required, penalties are liable to be levied and any alternate arrangement made will be at the risk and cost of the transporter and all the expenses incurred thereon shall be to the transporter's account. If the services continue to be unsatisfactory, the contract is liable to be terminated without any further notice. On termination of the contract or any such action of the transporter, the Earnest Money Deposit/ Security Deposit shall stand forfeited.

25. If desired by the company, the transporter will allow a company's escort to travel in the Vehicles along with the consignment at free of cost.

26. FORCE MAJEURE:

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Consigner as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

27. ARBITRATION

I. In the event of any question, dispute or difference arising under this agreement or in connection there-with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the Unit Head, ITI Limited, Palakkad (hereinafter referred to as the said officer), and if the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996. There will be no objection to any such appointment on the ground that the arbitrator is a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Government Servant he has expressed his views on all or any of the matters in dispute.

The award of the arbitrator shall be final and binding on both the parties to the agreement. In the event of such an arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, the Unit Head, ITI Limited, Palakkad or the said officer shall appoint another person to act as an arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

II. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

III. The venue of the arbitration proceeding shall be the office of the Unit Head, ITI Limited, Palakkad or such other places as the arbitrator may decide.

29. Palakkad court will be the Jurisdiction to address disputes if any, arising out of this contract.

- 30.** The transporter shall enter into an AGREEMENT with ITI Limited, Palakkad. This arrangement shall be valid for a period specified in the tender, which may be extended by mutual consent at the rates, terms and conditions. Until such time, the agreement is signed, the correspondence pertaining to this tender exchanged will be deemed as terms and conditions of the contract and binding on the parties.
- 31.** The contract will be rejected, if any conflict of interest being detected at any stage.

Place:

Signature of Bidder

Date:

(With Office Seal)

ANNEXURE II

RFQ Ref. No. ITI/PKD/ TRANS/02 dated 26/04/2025; for Transportation of Goods to various districts in the state of Kerala

QUESTIONNAIRE FORMING PART OF THE TENDER TO BE FILLED BY THE TENDERER.

01.	Name in full under which Bidder is operating	
02.	Address of the Bid submission Office premises with Contact no.	
03.	Address of the Registered Office/ Head Office of the Firm with Telephone, Fax No. and E-Mail.	
04.	Address of the Local Office with contact persons of the Firm with Name, Designation, Telephone, Fax No. and E-Mail.	
05.	Are you Registered as Public Limited Company/ Private Limited Company/ Partnership Concern?	
06.	For how long you have been in the Transport business?	
07.	Give name and address of your clients with whom you have entered similar Transport Contract.	
08.	Indicate your Banker's name and address	

I/We certify that the particular furnished above will be treated as confidential and will not be divulged to any unauthorized person(s).

Place:

Signature of Bidder

Date:

(With Office Seal)

ANNEXURE III

INTEGRITY PACT FORMAT

RFQ Ref. No. ITI/PKD/ TRANS/02 dated 26/04/2025; for Transportation of Goods to various districts in the state of Kerala

ENCLOSURE TO PURCHASE ENQUIRY/ ORDER No DATED

PRE CONTRACT INTEGRITY PACT

THIS Integrity Pact is made on.....day of2025 .

BETWEEN:

ITI Limited having its Registered & Corporate Office at ITI Bhavan, Dooravaninagar, Bangalore – 560 016 and established under the Ministry of Communications, Government of India (hereinafter called the Principal), which term shall unless excluded by or is repugnant to the context, be deemed to include its Chairman & Managing Director, Directors, Officers or any of them specified by the Chairman & Managing Director in this behalf and shall also include its successors and assigns) ON THE ONE PART

AND:

..... represented by Chief Executive Officer (hereinafter called the Contractor(s), which term shall unless excluded by or is repugnant to the context be deemed to include its heirs, representatives, successors and assigns of the bidder/contract ON THE SECOND PART.

Preamble

WHEREAS the Principal intends to award, under laid down organizational procedures, contract for acting as (name of the Stores/equipments/items). The Principal, values full compliance with all relevant laws of the land, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s)/ Contractor(s).

In order to achieve these goals, the Principal has appointed an Independent External Monitor (IEM), who will **monitor** the tender process and the execution of the contract for compliance with the principles as mentioned herein this agreement.

WHEREAS, to meet the purpose aforesaid, both the parties have agreed to enter into this Integrity Pact the terms and conditions of which shall also be read as integral part and parcel of the Tender Documents and contract between the parties.

NOW THEREFORE, IN CONSIDERATION OF MUTUAL COVENANTS STIPULATED IN THIS PACT THE PARTIES HEREBY AGREE AS FOLLOWS AND THIS PACT WITNESSETH AS UNDER:

SECTION 1 – COMMITMENTS OF THE PRINCIPAL

1.1 The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- a. No employee of the Principal, personally or through family members, will in connection with the tender for or the execution of the contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all bidder(s) the same information and will not provide to any bidder(s) confidential/additional information through which the bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

1.2 If the Principal obtains information on the conduct of any of its employee, which is a criminal offence under IPC/PC Act or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary action as per its internal laid down Rules/ Regulations.

SECTION 2 – COMMITMENTS OF THE BIDDER/CONTRACTOR

2.1 The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself observe the following principles during the participation in the tender process and during the execution of the contract.

- a. The bidder(s)/contractor(s) will not, directly or through any other person or firm offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b. The bidder(s)/contractor(s) will not enter with other bidders/contractors into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

- c. The bidder(s)/contractor(s) will not commit any offence under IPC/PC Act, further the bidder(s)/contractor(s) will not use improperly, for purposes of competition of personal gain, or pass onto others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the agents/representatives in India, if any. Similarly, the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
- e. The Bidder(s)/Contractor(s) will, when presenting the bid, disclose any and all payments made, are committed to or intend to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- f. The Bidder(s)/Contractor(s) will not bring any outside influence and Govt bodies directly or indirectly on the bidding process in furtherance to his bid.
- g. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or to be an accessory to such offences.

SECTION 3 – DISQUALIFICATION FROM TENDER PROCESS & EXCLUSION FROM FUTURE CONTRACTS

3.1 If the Bidder(s)/Contractor(s), during tender process or before the award of the contract or during execution has committed a transgression in violation of Section 2, above or in any other form such as to put his reliability or credibility in question the Principal is entitled to disqualify Bidder(s)/ Contractor(s) from the tender process.

3.2 If the Bidder(s)/Contractor(s), has committed a transgression through a violation of Section 2 of the above, such as to put his reliability or credibility into question, the Principal shall be entitled exclude including blacklisting for future tender/contract award process. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the Principal taking into consideration the full facts and circumstances of each case, particularly taking into account the number of transgression, the position of the transgressor within the company hierarchy of the Bidder(s)/Contractor(s) and the amount of the damage. The exclusion will be imposed for a period of minimum one year.

3.3 The Bidder(s)/Contractor(s) with its free consent and without any influence agrees and undertakes to respect and uphold the Principal's absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground including the lack of any hearing before the decision to resort to such exclusion is taken. The undertaking is given freely and after obtaining independent legal advice.

3.4 A transgression is considered to have occurred if the Principal after due consideration of the available evidence concludes that on the basis of facts available there are no material doubts.

3.5 The decision of the Principal to the effect that breach of the provisions of this Integrity Pact has been committed by the Bidder(s)/ Contractor(s) shall be final and binding on the Bidder(s)/ Contractor(s), however the Bidder(s)/ Contractor(s) can approach IEM(s) appointed for the purpose of this Pact.

3.6 On occurrence of any sanctions/ disqualifications etc arising out from violation of integrity pact Bidder(s)/ Contractor(s) shall not entitled for any compensation on this account.

3.7 subject to full satisfaction of the Principal, the exclusion of the Bidder(s)/ Contractor(s) could be revoked by the Principal if the Bidder(s)/ Contractor(s) can prove that he has restored/ recouped the damage caused by him and has installed a suitable corruption preventative system in his organization.

SECTION 4 – PREVIOUS TRANSGRESSION

4.1 The Bidder(s)/ Contractor(s) declares that no previous transgression occurred in the last 3 years immediately before signing of this Integrity Pact with any other company in any country conforming to the anti-corruption/ transparency International (TI) approach or with any other Public Sector Enterprises/ Undertaking in India of any Government Department in India that could justify his exclusion from the tender process.

4.2 If the Bidder(s)/ Contractor(s) makes incorrect statement on this subject, he can be disqualified from the tender process or action for his exclusion can be taken as mentioned under Section-3 of the above for transgressions of Section-2 of the above and shall be liable for compensation for damages as per Section- 5 of this Pact.

SECTION 5 – COMPENSATION FOR DAMAGE

5.1 If the Principal has disqualified the Bidder(s)/Contractor(s) from the tender process prior to the award according to Section 3 the Principal is entitled to forfeit the Earnest Money Deposit/Bid Security/ or demand and recover the damages equitant to Earnest Money Deposit/Bid Security apart from any other legal that may have accrued to the Principal.

5.2 In addition to 5.1 above the Principal shall be entitled to take recourse to the relevant provision of the contract related to termination of Contract due to Contractor default. In such case, the Principal shall be entitled to forfeit the Performance Bank Guarantee of the Contractor or demand and recover liquidate and all damages as per the provisions of the contract agreement against termination.

SECTION 6 – EQUAL TREATMENT OF ALL BIDDERS/CONTRACTORS

6.1 The Principal will enter into Integrity Pact on all identical terms with all bidders and contractors for identical cases.

6.2 The Bidder(s)/Contractor(s) undertakes to get this Pact signed by its sub-contractor(s)/sub-vendor(s)/associate(s), if any, and to submit the same to the Principal along with the tender document/contract before signing the contract. The Bidder(s)/Contractor(s) shall be responsible for any violation(s) of the provisions laid down in the Integrity Pact Agreement by any of its sub-contractors/sub-vendors/associates.

6.3 The Principal will disqualify from the tender process all bidders who do not sign this Integrity Pact or violate its provisions.

SECTION 7 – CRIMINAL CHARGES AGAINST VIOLATING BIDDER(S)/ CONTRACTOR(S)

7.1 If the Principal receives any information of conduct of a Bidder(s)/Contractor(s) or sub-contractor/sub-vendor/associates of the Bidder(s)/Contractor(s) which constitutes corruption or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer of the Principal for appropriate action.

SECTION 8 – INDEPENDENT EXTERNAL MONITOR(S)

8.1 The Principal appoints competent and credible Independent External Monitor(s) for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this pact.

8.2 The Monitor is not subject to any instructions by the representatives of the parties and performs his functions neutrally and independently. He will report to the Chairman and Managing Director of the Principal.

8.3 The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all product documentation of the Principal including that provided by the Bidder(s)/Contractor(s). The Bidder(s)/Contractor(s) will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The Monitor is under contractual obligation to treat the information and documents Bidder(s)/Contractor(s) with confidentiality.

8.4 The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meeting could have an impact on the contractual relations between the Principal and the Bidder(s)/Contractor(s). As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding

recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in specific manner, refrain from action or tolerate action.

8.5 The Monitor will submit a written report to the Chairman & Managing Director of the Principal within _____ to _____ weeks from the date of reference or intimation to him by the principal and, should the occasion arise, submit proposals for correcting problematic situations.

8.6 If the Monitor has reported to the Chairman & Managing Director of the Principal a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director of the Principal has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

8.7 The word '**Monitor**' would include both singular and plural.

8.8 Details of the IEMs appointed by the principal at present is furnished below:-

IEM - I

Shri Javeed Ahmad, IPS (Retd.)

M-1101, Shalimar Gallant Apartment,
Vigyanpuri, Mahanagar, Lucknow-226006

IEM - II

Shri Atul Jundall, IFS (Retd.)

3/10 Vishesh Khand Opp. Little Fiend School Gomti Nagar,
Lucknou-226010(UP)

SECTION 9 – FACILITATION OF INVESTIGATION

9.1 In case of any allegation of violation of any provisions of this Pact or payment of commission, the Principal or its agencies shall be entitled to examine all the documents including the Books of Accounts of the Bidder(s)/Contractor(s) and the Bidder(s)/Contractor(s) shall provide necessary information and documents in English and shall extend all help to the Principal for the purpose of verification of the documents.

SECTION 10 – LAW AND JURISDICTION

10.1 The Pact is subject to the Law as applicable in Indian Territory. The place of performance and jurisdiction shall the seat of the Principal.

10.2 The actions stipulated in this Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

SECTION 11 – PACT DURATION

11.1 This Pact begins when both the parties have legally signed it. It expires after 12 months on completion of the warranty/guarantee period of the project / work awarded, to the fullest satisfaction of the Principal.

11.2 If the Bidder(s)/Contractor(s) is unsuccessful, the Pact will automatically become invalid after three months on evidence of failure on the part of the Bidder(s)/Contractor(s).

11.3 If any claim is lodged/made during the validity of the Pact, the same shall be binding and continue to be valid despite the lapse of the Pact unless it is discharged/determined by the Chairman and Managing Director of the Principal.

SECTION 12 – OTHER PROVISIONS

12.1 This pact is subject to Indian Law, place of performance and jurisdiction is the Registered & Corporate Office of the Principal at Bengaluru.

12.2 Changes and supplements as well as termination notices need to be made in writing by both the parties. Side agreements have not been made.

12.3 If the Bidder(s)/Contractor(s) or a partnership, the pact must be signed by all consortium members and partners.

12.4 Should one or several provisions of this pact turn out to be invalid, the remainder of this pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

12.3 Any disputes/ difference arising between the parties with regard to term of this Pact, any action taken by the Principal in accordance with this Pact or interpretation thereof shall not be subject to any Arbitration.

12.4 The action stipulates in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

In witness whereof the parties have signed and executed this Pact at the place and date first done mentioned in the presence of the witnesses:

For PRINCIPAL

For BIDDER(S)/CONTRACTOR(S)

.....
(Name & Designation)

.....
(Name & Designation)

Witness

Witness

1)

1).....

2)

2).....

ANNEXURE IV

RFQ Ref. No. ITI/PKD/ TRANS/02 dated 26/04/2025; for Transportation of Goods to various districts in the state of Kerala

PRICE BID FORMAT

PRICE BID Format for Transportation of Goods – Outgoing Consignments from ITI Limited, Palakkad to below mentioned Districts/Regions in the state of Kerala

Vendor Name/ Supplier Name :			
Quotation Ref: No. :		Date :	

Sl.No	Name of the Districts/Regions in Kerala State	Basic Rate per KM distance for transporting goods from ITI Palakkad to respective districts of Kerala State by engaging 22ft x 7ft x 7ft open truck (Rs.)
(A)	(B)	(C)
1	Thiruvananthapuram	
2	Kollam	
3	Pathanamthitta	
4	Alappuzha	
5	Kottayam	
6	Idukki	
7	Ernakulam	
8	Thrissur	
9	Palakkad	
10	Malappuram	
11	Kozhikode	
12	Wayanad	
13	Kannur	
14	Kasaragod	

Note:

1. The quoted rate should be valid for minimum two year from the date of contract.
2. The rate escalation/de-escalation will be as per the ESCALATION/ DE-ESCALATION CLAUSE mentioned under clause D of the tender document (Page No 3 of the RFQ)
3. Tabulation will be done state-wise. L1 Bidder will be awarded 60 % of the contracts and Second Lowest – L2 Bidder will be awarded 40 % at L1 rate. If L1 rate is not acceptable to L2, the L1 rate will be offered to L3, L4 etc, in that order. If the L1 rate is not acceptable to, L2, L3, L4 etc., then entire qty will be awarded to the L1 bidder.
4. The Rates should be on DOOR DELIVERY basis including Loading& unloading and other incidental expenses like Tolls, FOV, LR, etc.
5. Invoicing will be done based on actual distance of the warehouse store (delivery location) provided at the time of dispatch.

Please note the above is the format of the Price Bid. The Price Bid or BOQ is already available in excel format (xlsx file) in the e-tendering site against the above tender, the bidder's must only enter the values in those cells of the excel file which are enabled (the yellow colour highlighted cell)

ANNEXURE V

RFQ Ref. No. ITI/PKD/ TRANS/02 dated 26/04/2025; for Transportation of Goods to various districts in the state of Kerala

ADDITIONAL INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://itilimited.ewizard.in>)

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enroll on the e-Procurement module of the portal <https://itilimited.ewizard.in> by clicking on the link "Bidder Enrolment".
- b) The bidders 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. This would be used for any communication from the e-Wizard Portal.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- d) 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 DSCs to others which may lead to misuse.
- e) 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.
- f) After registration send mail to Helpdesk: helpdeskeuniwizarde@gmail.com for Account activation.
- g) As per portal norms Registration Fee will be applicable.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, Estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) 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 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) 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 needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- i) As per portal norms Tender Processing Fee will be applicable.

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994, 8448288986, 8448288989, 8448288985, 8448288987, 011-496060608448288988, 9355030610, 8448288984, 9355030608, 9355030620, 9355030604, 9355030613, 93550306069355030621, 8448288992, 9205898221, 8448288982, 93550306109355030629, 9355030630, 8448288980, 9355030617, 9355030616, 9355030623, 9355030624, 9355030614, 9355030618, 9355030607, 9355030615 eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com, eprochelpdesk.03@gmail.com, eprochelpdesk.101@gmail.com
- c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- d) The bid should be submitted through e-Wizard portal (<https://itilimited.euniwizarde.com/>) only.
- e) All payments should be done through e-Wizard Payment gateway.