

NOTICE INVITING QUOTATION



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

Devghat, Jhalwa, Prayagraj - 211 015 (U.P.) INDIA

NOTICE INVITING QUOTATION FOR REPAIRING OF AUTOMATIC LOCKING SYSTEM OF MAIN DOOR OF CC-3 AT IIIT-A.

Ref. No.: :IIIT-A/SP/NIT/1900/2580/2025

Department Institute Works Department (IWD), IIIT-Allahabad

Contact Person:

For Technical Query

Junior Engineer (Civil), IWD

Email: manikchandra@iiita.ac.in

Tel: 0532-292-2113

For Commercial Query

Stores & Purchase Section

Email: info.purchase@iiita.ac.in

Tel: 0532-292-2804

REQUEST FOR PROPOSAL

Indian Institute of Information Technology Allahabad (IIIT Allahabad) invites sealed quotations from reputed and experienced firms/service providers for the **Repairing of the Automatic Locking System of the Main Door of the CC-3** at IIIT-Allahabad.

Interested firms may quote the rates in the prescribed format to "**The Deputy Registrar (Stores & Purchase), Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj – 211 015, U. P.**

S No.	Description of Items	Qty	Rate/Unit	Total Amount
1	Offset Lip Seal Separate Product	2		
2	Central 1800 Weather Seal	2		
3	Wall to Glass Clamping	8		
4	Microwave Sensors	1		
5	Automatic Door Accessory, Microwave Sensor/ Motion Sensor with Safety Beam	1		
6	PR 11 75mm X 50 mm Aluminium Grade 6063	2		
7	Plastic Kit For 75 X 50	2		
8	Double/ Bi-Parting automatic door with 4.2 mtr track and cover in Silver Anodized Per Panel weight 85 Kg X Two	1		
9	Motion/ Speed Controller	1		
10	Glass 1 pcs for Door Only	56 Square feet		
Total Amount (in Rs.)				
GST (Please specify applicable %)				
Grand Total				

SCHEDULES OF EVENTS

The eligible participants are requested to note that dates mentioned in the schedule of events IIIT Allahabad reserves rights to modify these dates at any time.

S No.	Event	Timeline
1.	Publication of Notice Inviting Quotation	22/12/2025
2.	End date of submission of Notice Inviting Quotation	12/01/2026 04:00 PM
3.	Publication of Corrigendum, if any	31/12/2025 04:00 PM
4.	Opening of Notice Inviting Quotation (NIQ)	13/01/2026 04:30 PM

SUBMISSION PROCESS

Tenderers/Bidders are requested to submit their quotations by courier/speed post, along with details of specifications and terms & conditions, superscribing the name of the tender and reference number. number and closing date on the top of the envelope addressed to the Deputy Registrar (Stores & Purchase), IIIT-Allahabad, up to 12/01/2026, 04:00 PM. Quotations duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (Stores & Purchase), 2nd Floor, East Administration Building, IIIT Allahabad. Postal delays will not be entertained.

Bid documents submitted by the Bidder should be concise and contain only relevant information as required under the Bids shall consist of supporting proofs and documents as defined in the Eligibility criteria.

PERIOD OF VALIDITY OF QUOTATION

The proposal shall remain valid for 45 days from the date of bid opening. However, in exceptional circumstances, IIIT-Allahabad may request an extension of the period of validity, and such a request shall be binding on bidders.

SCOPE OF WORK

The work includes inspection, fault diagnosis, repair/replacement of defective components, testing, and ensuring proper functioning of the automatic locking mechanism of the main door. The system should operate smoothly and reliably after the repair is complete, in all respects, including the supply and fitting of the items.

TERMS & CONDITIONS

1. The firm should have prior experience in repairing automatic door systems or similar electromechanical installations.
2. The quotation should clearly mention the cost of materials, labour charges, service tax (if applicable), and any other charges separately.
3. The work shall be completed within **45 days** from the date of issue of the work order. If the work is delayed beyond the stipulated time of completion, a penalty of 1% per week or part thereof of the total cost shall be imposed at the discretion of the Competent Authority. The penalty may be up to 10% of the total accepted bid value.
4. The tenderer should submit a copy of their GSTIN registration along with the quotation.
5. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter.
6. Tenders are requested to quote for all items as mentioned above; failing to do so, their quotation will not be considered.
7. Enquiry/tender must be quoted in the prescribed format on the letterhead of the firm/vendor; otherwise, the quotation shall be rejected outright.
8. If it is found that items are fake or of substandard quality and do not conform to the required specifications, the firm will be required to replace the fake/substandard items with genuine ones immediately. Additionally, they will also be liable to be blocklisted.
9. Conditional quotations are liable to be rejected. In the event of acceptance, the Director's decision shall be final and binding on both parties. The rates should be quoted as per our required specifications. The quotation that does not meet our required specifications will not be considered.
10. The right to accept or reject any tender/quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
11. Payment will be made within fifteen days after completion of work and satisfactory report. No conditions/clause with regard to interest etc. shall be entertained.
12. The Institute reserves the right to accept or reject any or all quotations without assigning any reason thereof.

13. Bidders who have previously failed to execute any order after the issuance of the contract by IIIT-A within the last 2 years from the publication date of this bid are not eligible to participate.
14. If the supplier/Contractor/Agency fails to execute the contract and informs IIITA about its inability to execute the order and non-compliance with the contract, the supplier/Contractor/Agency shall be liable for debarment for a period of 2 years, and the bid security will be forfeited.
15. Tenderers should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on the IIIT-A website www.iiita.ac.in Intending tenderers are advised to visit www.iiita.ac.in for regular updates, if any, till the closing date of tender for any corrigendum/addendum/ amendment. IIIT-A will not be responsible for ignorance of corrigendum.
16. Tenders may feel free to contact the Purchase Section via email at info.purchase@iiita.ac.in for any clarifications.
17. The lowest rate will not be the basis for claiming the order.
18. All legal disputes shall be subject to the Jurisdiction of the Hon'ble Court of Prayagraj.

Yours faithfully
For IIIT-Allahabad

Deputy Registrar (S&P)