

Indian Institute of Information Technology, Allahabad

Devghat, Jhalwa, Allahabad – 211012, Uttar Pradesh, India
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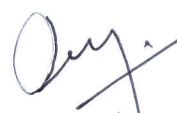
Empanelment of Suppliers/Service Providers

The Indian Institute of Information Technology, Allahabad invites letters of intent cum bids for empanelment from suppliers for supply of various items categorized below for the Institute at IIIT-A, Jhalwa Campus as mentioned:

S. No.	Category	Projected Estimated Annual Value (Rs. in lakhs)	EMD 2% of Estimated value (in Rs.)
1.	Supply of Office Stationary items	Rs. 35.00	Rs. 70,000.00
2.	a) Computer Consumables b) Computer Peripherals	Rs. 10.00 Rs. 10.00	Rs. 20,000.00 Rs. 20,000.00
3.	Supply of Electrical items (Consumable nature)	Rs. 40.00	Rs. 80,000.00
4.	Chemicals (Consumable nature)	Rs. 5.00	Rs. 10,000.00
5.	Horticulture works	Rs. 35.00	Rs. 70,000.00
6.	Plumbing, Sanitary & paint items	Rs. 30.00	Rs. 60,000.00
7.	Supply of cleaning items	Rs. 08.00	Rs. 16,000.00
8.	Courier Services	Rs.01.00	Rs. 2,000.00

Sealed tenders on Prescribed Format are invited from reputed and legally qualified contractors/ suppliers who are engaged directly in the supply of above listed Items/Services as manufacturer/authorized dealers etc. The details of terms & conditions with prescribed format are available on the IIIT-A website www.iiita.ac.in which can be downloaded and submitted within the prescribed time along with all the requirements, addressed to the Deputy Registrar (E), IIIT-Allahabad. The same is also available at the Security Counter of IIIT, Admin Building Allahabad Jhalwa Campus between 10.00 am to 5.00 pm from 07.05.2010 to 27.05.2014 (till 12.00 noon) against a D/D of Rs. 1000/- drawn in favour of 'IIIT, Allahabad'.

Last date of Submission of letters of intent 27.05.2014 (Till 05.00 pm)


Dy. Registrar (E)
IIIT-Allahabad

Technical Bid

(To be submitted on Letterhead of Vendor/Supplier)

PROFORMA FOR APPLICATION

1. Name of the firm (As registered):-.....
2. Address of the firm:-.....
.....
.....
3. Phone Number:-
4. Proprietor's name:-.....
5. Address of Proprietor:-.....
6. Proprietor's Phone No.:-.....
7. Details of the firm:-
 - (a). Date from which the firm is operating:-.....
 - (b). Turnover of the firm during:- 1)FY 2010-11 (Rs.).....
2) FY 2011-12(Rs.).....
3)FY 2012-13(Rs.).....
(Please attach documentary evidence)
 - (c) PAN No.:-.....
 - (d). PAN is in the name of Proprietor/Firm (R) specify.....
 - (e) TAN No.:-
 - (f) UPTT No/CST No.:-.....
 - (g) Service Tax Registration No.:-.....
- (g). Details of Govt. Supply/ Turnover etc -

Sl. No.	Name of place where services rendered:	Addresses of such place where services rendered	Period from and to of services rendered
1			
2			
3			
4			

Please attach details of satisfactory work accomplished for the above, in absence of which the EXPERIENCE shown above SHALL be treated as INVALID.

8. Certified that we M/sare the sole Distributors/Authorised Dealers/Suppliers of for items shown in category at Sl.No..... of the empanelment document (Attach relevant certificate in support)

.....
Seal & Signature of Authorized signatory with date



GENERAL TERMS & CONDITIONS

(Forming Part of Technical Bid & to be submitted on the letterhead of the LICB)

1. Sealed letter of intent-cum-Bids (LICB) are invited by The Director, Indian Institute of Information Technology, Allahabad for supply of above listed category wise items viz. Supply of Office Stationary items, Computer Consumables & Computer Peripherals, Supply of Electrical items, Chemicals, Horticulture works, Plumbing, Sanitary & paint items, cleaning items, Courier Services etc.
2. The documents must be submitted in the prescribed proforma ONLY duly filled in, completed & signed by the venders/bidders along with their seal.
3. Tenders for each item will be submitted separately with the separate EMD on separate Tender Form as per amount indicated in the tender form.
4. Tenderers are strictly prohibited to submit their tender with more than one name/identity. In case a tenderer is found to have indulged in tendering with more than one name/identity he/she shall be black listed for ever.
5. The NON-REFUNDABLE cost of processing the intent-cum-Bid documents is **Rs. 1000/-** in the shape of **Demand Draft ONLY drawn in favour of "IIIT, Allahabad" payable at Allahabad**. The same may be attached with the tender form in case of downloaded forms. No cash or cheques are acceptable.
6. The venders may quote the maximum discount offered to Institute on the MRP or the companies list price as per there approved LIST PRICE. Whether the firm is authorized dealer or retail supplier a certificate has to be given with supporting document.
7. All LICB should be addressed to the Deputy Registrar (E) "Indian Institute of Information Technology, Allahabad" and sealed envelope superscribed as Letter of Intent-cum-Bid for
8. Filled forms will be received by the undersigned up to 5.00 P.M. on 27.05.2014 ONLY. Late/incomplete entries shall be rejected summarily.
9. The LICB must be accompanied with an earnest money deposit (EMD) of 2 % of estimated cost of category wise items through demand draft/banker cheque in favour of "IIIT-A Allahabad", Indian Institute of Information Technology, Allahabad payable at Allahabad. Category wise EMD amount is shown in the document itself.
10. Only two-three venders shall be empanelled for each category wise items for one year from the date of selection in the empanelled list which is likely to be 15.06.2014 In case suppliers are not considered for placing order, the earnest money deposit of unsuccessful bidders shall be returned without any interest within one month from the date of LICB or after finalization of the empanelment list, whichever is later. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the tender being accepted the earnest money will be adjusted towards security deposit.
11. a) The supplier/ service provider should quote clearly in figure and in words the rate and amount tendered by him. All charges F.O.R. destination-IIIT-A, Jhalwa Campus, Allahabad.
b) Estimated Annual value shown in this document is based upon the past data of purchases made by the Institute during one full year and NOT in one instance.



- c) Estimated value worth items are expected to be purchased within a period of one year and NOT in one instance. Also, this is ONLY an indicative projection of future procurement(s) in respective category based on past years data. It may increase or decrease, based upon the actual needs of the Institute. Institute is NOT bound to essentially make purchases worth the projections shown.
- d) Institute shall be free to procure items under any category in any ratio from any of the empanelled vendors of the shown category.
- e) Empanelment of vendors/suppliers, does not mean that Institute is bound to purchase any/all items from the respective empanelled vendors/suppliers though all efforts shall be made to give them the first opportunity.
12. Trade/Sales tax/VAT or any other tax or other charges on the material, which has not been mentioned while quoting their rates shall not be paid by the Institute under any circumstances and firm has to bear all kind of taxes.
13. A supplier shall not submit more than one tender per category. However, the same supplier may submit separate forms for different category of items.
14. The supplies so submitted shall be governed by the laws of India and be interpreted in accordance with such laws as applicable at Allahabad, U.P., India.
15. In case of any dispute arising in process of the LICB, the matter shall be referred to the sole arbitrator who in such cases shall be The Director, IIIT-A and whose decision shall be final and binding on both the parties.
16. The acceptance of an offer will rest with the Institute which does not bind itself to accept the lowest rate and reserves itself with the authority to reject or partially accept any or all the offer documents received, without assigning any reason.
17. The vendors offers are likely to be rejected in case the same are not conforming to the laid down terms and conditions.
18. The responsibility of the safety of the hired material against fire, theft, riots and other unforeseen hazards shall be of the service provider.
19. All the rules regulations & laws of the land shall be complied by the LICBidder. The vender/service provider shall have necessary licenses from the local or Govt. authorities for running the appropriate business, and shall pay all charges, taxes, levies and statutory dues assessments payable to any public or local authorities in respect of the supply-business and shall also be liable to all fines and penalties which may be levied by the local or Govt. authorities as a result of non-observance of any of the statues or rules framed there under by such authorities and keep the Institute indemnified always against all such actions, demands, expenses and charges incurred or suffered in that behalf.
20. The service agencies must have worked in reputed organizations and will have to provide details of such organizations with the certificate of it in the prescribed proforma.
21. Deficiency in not supplying full information shall result in primary rejection of LICB document.
22. All inclusive prices are as applicable at IIIT-A, Deoghat, Jhalwa Campus of Institute at Allahabad.



23. In case of Horticulture works, prospective agencies may visit the Campus to assess the work and give consolidated monthly price in lieu of the total work together with a breakup of the following:
- a) Intended wage to be paid per worker-category wise.
 - ✓b) How many workers and of which category shall be posted by the agency at the Institute/Unit Area.
 - c) Tentative cost of consumables viz. watering pipe, manure, trolleys, tools and implements etc.
 - d) List of Items & services NOT included in bid, BUT available on extra payment (together with list price).
 - e) Water shall be provided by the Institute free of cost, however, quantity of water required/unit area shall be specified by agency.
 - f) All other conditions of the document apply, in addition.
24. The cost of stamp fee for the execution of Agreement shall have to be borne and paid by the successful bidder.
25. The Institute reserves the rights to cancel the offer document without assigning any reason and also have right to divide the work into several contractors in the interest of work.
26. The Institute reserves the right to impose financial penalty and initiate punitive action against the venders that fail to affect their supplies within the time frame given for each supplying order the quantum of which shall be decided by the Director.
27. It is mandatory to mention enquiry reference number, subject, matter of tender, due date, contact address etc. on envelop of your quotation. Incomplete Information will make the tender liable to rejection without opening the envelop.
28. Kindly quote your email ID and Bank details etc.

UNDERTAKING

“It is certified that:

(i) I have gone through all the conditions and understood the same. (ii) I agree to the terms & conditions as specified above (iii) I find myself to follow and comply with it.”

Date:.....

Place:.....

.....
**Seal and signature of the Proprietor/
Authorized Representative**



PRICE OFFER DOCUMENT
(Financial Bid)
On the letterhead of the Vendor/Supplier
(Sealed separately)

Sl. No.	Name of services/category of items as per advertisement	Offer price (in separate sealed envelope) (Please state clearly that whether the discount is on MRP/Company approved list price. Show taxes separately, if applicable)
1		Maximum offer rate =.....% Discount on MRP/Company Approved List Price

Financial Bid of only Technically successful Bidders shall be opened.

.....
Seal and Signature of Authorized Signatory

PRICE OFFER DOCUMENT
(Financial Bid)
On the letterhead of the Vendor/Supplier
(Sealed separately)

For Horticultural works only

Sl. No.	Name of services/category of items as per advertisement	Offer price (in separate sealed envelope) Show taxes separately, if applicable.
1		Maximum offer rate =.....for complete horticulture works of lawn maintenance by labour &.....supervisor.

Financial Bid of only Technically successful Bidders shall be opened.

- i) Bids for 23 (a)(Rates as used to calculate above price offer)
- ii) Explanation on 23 (b)
- iii) Consumable cost included in above quote.....
- iv) Comments on 23 (d)
- v) Comments on 23 (e)

.....
Seal and Signature of Authorized Signatory

