



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No. IIIT-A/DR(S&P)/ /2016
Date: 06/10/2016


Empanelment of Suppliers at IIIT-A **(For supply of Samsung Cartridge)**

Sealed tenders are invited under two bid systems for the empanelment of suppliers for **Cartridge (Samsung) for one year** for the Institute at IIIT-A, Jhalwa Campus.

Sealed tenders on prescribed format are invited from reputed and legally qualified suppliers who are engaged for supply of the item as manufacturer/authorized dealers/distributor 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 (S&P), IIIT-Allahabad.**

- | | |
|-------------------------------------|------------------------------------|
| 1) Place of Supply | : IIIT-A, Deoghat Jhalwa Allahabad |
| 2) Cost of Tender | : Rs.500/- |
| 3) Projected Estimated Annual Value | : Rs. 6-8 Lakhs (approx) |
| 4) EMD | : Rs.15,000/- |
| 5) Last Date of submission | : 20.10.2016 (12:00 noon.) |
| 6) Tender opening date | : 20.10.2016 (3.30 p.m.) |

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. Tender duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (S&P). The tender document may be obtained on payment of tender processing fee from Account Section, IIIT-A, Deoghat, Jhalwa Campus, Allahabad **w.e.f. 06/10/2016 to 19/10/2016.**


Dr. Seema Shah
Deputy Registrar (S&P)

Ang

Technical Bid

(To be submitted on Letterhead of Firm/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. Email:
8. Details of the firm:-
 - (a). Date from which the firm is operating:-.....
 - (b). Turnover of the firm during:-
 - 1) FY 2013-14 (Rs.).....
 - 2) FY 2014-15(Rs.).....
 - 3) FY 2015-16(Rs.).....(Please attach documentary evidence)
 - (c). PAN No.:-.....
 - (d). TAN No.:-
 - (e). 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			

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/Authorized 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

(Technical Bid to be submitted on the letterhead)

1. The documents must be submitted in the copy of prescribed proforma ONLY duly filled in, completed & signed by the venders/ bidders along with their seal. Use of format enclosed and signed by the Institute for tendering shall not be accepted.
2. 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.
3. The NON-REFUNDABLE cost of processing the intent-cum-Bid documents is **Rs.500/-** 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 cheque will be acceptable.
4. The venders may quote the maximum consolidated discount offered to Institute on the MRP or the manufacturers listed 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.
5. All LICB should be addressed to the Deputy Registrar (S&P) "Indian Institute of Information Technology, Allahabad" **and sealed envelope superscribed as Letter of Intent-cum-Bid**.
6. The LICB must be accompanied with an earnest money deposit (EMD) of 2 % of estimated cost through demand draft/banker cheque in favour of "IIIT-A Allahabad", (Indian Institute of Information Technology, Allahabad) payable at Allahabad.
7. Empanelment of Samsung make cartridge is valid for one year on the basis of Maximum Discount Offer on MRP/Company approved list. It may be extended if the Institute desires.
8. 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 on written request by the tenderer.
9. a) The service provider should quote clearly in figure and in words the rate and amount tendered by him with 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.
10. Trade/Sales tax/VAT or any other tax or other charges on the material must be mentioned and quoted while quoting rates by tenderers any type of taxes have 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.



11. 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.
12. 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.
13. 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.
14. The vender's offers are likely to be rejected in case the same are not conforming to the laid down terms and conditions of the tender.
15. The responsibility of the safety of the hired material against fire, theft, riots and other unforeseen hazards shall be of the service provider.
16. All the rules regulations & laws of the land shall be complied by the LIC Bidder. 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.
17. 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.
18. The turnover of the firm/Vendors should be at least 15.00 lakhs last two years.
19. Deficiency in not supplying full information shall result in primary rejection of LICB document as submission of supplementary information would not be accepted.
20. All inclusive prices are as applicable at IIIT-A, Deoghat, Jhalwa Campus of Institute at Allahabad.
21. The cost of stamp fee for the execution of Agreement and other satisfactory liabilities, if any shall have to be borne and paid by the successful bidder.
22. 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.
23. Conditional Tenders shall not be entertained and shall be rejected summarily.
24. **Kindly 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 envelope.
25. Tenderers are requested to quote email ID and Bank details etc of the authorized representative who, when called for, may represent them. Such persons must bring with them



proof of their identity as well as authorization to represent the tenderer to act and converse authorizedly by on their behalf.

26. No enquiry or correspondence in respect of the tender shall be entertained by or on behalf of the tenderer. Secret and knaive enquiry about proceedings and result of the tender and/or attempt to influence the decision of the tender shall qualify the tenderer to be blacklisted.

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**

**Empanelment for supply of Cartridge (Samsung)
(Financial Bid)**

Separate Sealed envelopes On the letterhead of the Vendor/Supplier

S. No.	Name of Items	Unit	Maximum Discount % on MRP/Company approved List Price (for one year)
1.	Samsung Toner Cartridge MLT-D101S (Series ML-216x/SCX-340x/SF-76x)	No.	

Note-

- a) Vendors are required to quote their discount in % (percentage) only.
- b) Financial Bid of only technically successful Bidders shall be opened.

.....
Seal and Signature of Authorized Signatory