



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/ENQ/DR(S&P)/ 197 / 2016
Date : 05th September 2016

Tender Notice

Sealed tenders are invited under **Two Bid Systems** (Technical & Financial) for the purchase of **Office Almirah and File Cabinet** for the Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II**. You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions etc.

The "Technical and Commercial Bids" in two separate sealed envelopes placed in a single envelope with name of the tender, ref. number and closing date subscribed on the top of the envelope addressed to the Deputy Registrar (S&P), IIIT-Allahabad upto **26/09/2016 at 04:00 PM**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

The document may be obtained on payment of ₹500/- (Five Hundred Only) as tender processing fee from the counter at Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site www.iiita.ac.in and be submitted along with ₹500/- of tender processing fee in form of DD.

The technical bid received in prescribed proforma will be opened in the presence of the tenderers, or authorized representatives interested to be present with authorization letter, on **27.09.2016 at 03:30 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee. Basic rate, taxes and freight charges etc. must be quoted separately

(Dr. Seema Shah)
Deputy Registrar (S&P)

Copy to:

- Hon'ble Director for kind information.

Annexure-I

Technical Bid

(On letter head of the Firm & in a separately sealed envelope)

PROFORMA FOR APPLICATION


1. Name of the firm :-
 2. Address of the firm :-.....
.....
 3. Phone Number (With Code):-
 4. Proprietor's name: -
 5. Address of Proprietor: -
 6. Proprietor's Phone No. :-
 7. Email Id.....
 8. Details of the firm:-
 - (a)Date from which the firm is operating: -
 - (b)Turnover of the firm during: - FY 2012-13 (₹).....
FY 2013-14 (₹).....
FY 2014-15 (₹).....
- (Please attach documentary evidence)**
- (c) PAN No. :-
 - (d) TIN No. :-

9. Tender Processing Fee: An amount of Rs. 500/- (Five Hundred Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.

10. E.M.D. : The tenders should be accompanied in a form of a Demand Draft/FDR/ Bank Guarantee in favour of **Indian Institute of Information Technology Allahabad payable at Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after submission of full Security Deposit in the shape of FDR or Bank Guarantee. EMD may be adjusted against security deposit if desired.

Amount of EMD as below:

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	Purchase of Office Almira and File Cabinet	15,000.00	



Technical Compliance
(To be attached with technical bid)

Sl. No.	Item/Specification	Compliance
1.	Steel Almira:	
	a) Size shall be of 915 mm (W) x 485 mm (D) x 1980 mm (H).	
	b) Welded construction	
	c) 0.8 mm thk CRCA for back, shelf & 0.9 mm thk	
	d) CRCA for all other components.	
	e) Full height steel hinged door.	
	f) Height wise Adjustable Self Mounting	
	g) Uniformly Distributed load capacity per each full	
	h) self is 80 Kg maximum	
	i) 03 way locking mechanism with shooting bolt arrangement and shall be provided with duplicate keys.	
	j) Plain 4S: 04 nols of adjustable full shelves.	
k) Epoxy polyester Power coated to the thickness of 50 microns (+/- 10)		
2.	4 DWR Vertical Filing Cabinet	
	a) The overall size shall be of 1320 mm x 470 mm x 620mm made of MS sheet with 4 shelves with cream color in attractive powder coated.	
	b) Reinforced corners to withstand severe impact.	
	c) High quality enamel paint coating.	
	d) Double extension telescopic or equivalent slides of good quality with heavy duty ball bearings for easy movement of the drawers.	
	e) State-of-the-art anti-corrosion treatment for all steel components.	
f) DWR 20 gauge and body and DWR 18 gauge.		

Signature of the tenderer

Seal of the firm

Terms and Conditions:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Preference will be given to the firm, if Manufacture/Sole distributor.
3. Quoted rate should be valid at least for 60 days.
4. Turnover of the firm should be 10 lakh for the last two year
5. The quality and specification be adhered to strictly. If not found according to our sample, supply will not be accepted.
6. Enquiry/tender must be quoted in prescribe format on the company/firm letter head, not of attached IIIT-A proforma.
7. Bank Guarantee: During Warranty period supplier has to submit BG of 5% of total cost of the items supplied in the form of Demand Draft payable Indian Institute of Information Technology, Allahabad payable at Allahabad. BG will be valid for 60 days ebyond the date of completion of warranty.
8. Warranty: Warranty should be at leas one year from the date of insallation of the supplied items.
9. Upon verification/evaluation/assessment, if in case any information furnished by the Bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. It is the responsibility of bidder to verify the authenticity of any third party document being submitted as part of the eligibility requirements. EMD will be forfeited if any forged or false document is submitted.
10. Payment will be made within fifteen days after delivery and verification.
11. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, Ph. No. : **0532-2922051**.
12. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
13. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
14. The lowest rate will not be the basis of claim to get the order.
15. Supply within 5 weeks from the receipt of the Purchase order. If the supply delayed beyond the stipulated time of completion of supply, penalty of 1% per weeks and maximum upto 10% of the total cost may be imposed at the discretion of competent authority.
16. Conditional tenders will not be considered in any case. They will be summarily rejected.
17. All disputes are subject to jurisdiction of Courts at Allahabad.
18. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
19. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.

(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

➤ Hon'ble Director for kind information.

Annexure-II

SUPPLY OF OFFICE ALMIRAH AND FILE CABINET

Financial Bid

(To be quoted on the company letter head with the below prescribed proforma only)

(Sealed separate envelop)

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	Steel Almira: a) Size shall be of 915 mm (W) x 485 mm (D) x 1980 mm (H). b) Welded construction c) 0.8 mm thk CRCA for back, shelf & 0.9 mm thk CRCA for all other components. d) Full height steel hinged door. e) Height wise Adjustable Self Mounting f) Uniformly Distributed load capacity per each full self is 80 Kg maximum g) 03 way locking mechanism with shooting bolt arrangement and shall be provided with duplicate keys. h) Plain 4S: 04 nols of adjustable full shelves. i) Epoxy polyester Power coated to the thickness of 50 microns (+/- 10)	28		
2.	4 DWR Vertical Filling Cabinet a) The overall size shall be of 1320 mm x 470 mm x 620mm made of MS sheet with 4 shelves with cream color in attractive powder coated. b) Reinforced corners to withstand severe impact. c) Double extension telescopic or equivalent slides of good quality with heavy duty ball bearings for easy movement of the drawers. d) State-of-the-art anti-corrosion treatment for all steel components. e) Body 20 gauge and DWR 18 gauge.	23		

Note: Financial Bid must be given in this format only.

Signature of the tenderer

Seal of the firm