



# 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)/ 413 /2016  
Date: 27<sup>th</sup> December, 2016

## Tender Notice

Sealed tenders are invited under Two Bid systems for the **supply and Installation of Water Coolers** at Indian Institute of Information Technology, Deoghat, Jhalwa, Allahabad. The detailed specifications and terms & conditions are given in Annexure I, II, III.

1)	<b>Place of Supply-</b>	:	IIIT-Allahabad
2)	<b>Tender Processing Fee-</b>	:	Rs.200/- (In the form of DD)
3)	<b>EMD -</b>	:	Rs.6,500/- (In the Form of DD/FDR/ Bank Guarantee) in favour of "IIIT-Allahabad "
4)	<b>Date of submission -</b>	:	25.01.2017 (12:00 Noon)
5)	<b>Tender opening date -</b>	:	25.01.2017 (3:30 PM) (Technical Bid)

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 **25/01/2017 at 12:00 noon**. 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 ₹200/- (Two 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 ₹200/- 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, on **25.01.2017 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 in formation.

**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 2013-14 (₹).....  
FY 2014-15 (₹).....  
FY 2015-16 (₹).....

**(Please attach documentary evidence)**

- (c) PAN No. :- .....
- (d) TIN No. :- .....
- (e) Service Tax Registration No. (If any):-.....

**8. Tender Processing Fee:** An amount of Rs.200/- (Two 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**.

**9. E.M.D. :** The tenders should be accompanied in a form of a **Demand Draft/FDR** or **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 supply of materials and satisfactory report.

**Amount of EMD as below:**

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	Supply and Installation of Water Coolers	Rs.6,500/-	

## Annexure-II

### Terms and Conditions the Tender

1. Technical specifications in details are to be given with Technical Bid.
2. **Authorization:** The tenderer should be an authorized dealer/reseller of the quoted items. Preference will be given to the firm, if Manufacturer/Sole distributor.
3. Annual Turnover of **the firm should be 07 lakh and above for the last three years separately (attach profit and loss account).**
4. **Bid:** The tenders are to be submitted in two part viz. "Technical Bid" and "Commercial Bid" in two separate sealed envelopes separately. The commercial bid will be opened only after acceptance of "Technically Bid".
5. Based on the evaluation of the technical bid submitted by the tenderer, the Committee would shortlist the tenderers. The short listed tenderers may be asked to make a presentation after opening of the technical bid before the committee if, required.
6. Detailed specifications, catalogue/literature of all the items quoted should be supplied with the technical bid.
7. **Price Basis:** Rate should be quoted F.O.R. destination at IIIT-A, Doghat, Jhalwa, Allahabad.
8. **Warranty:** Warranty period Should be quoted separately. The supplier will maintain and repair the Water Coolers during the warranty period free of cost at IIIT-Allahabad.
9. **Replacement:** Replacement guarantee and warrantee as applicable should be clearly mentioned in quotation.
10. **Delivery Schedule:** The supply period shall commence from the date of issue of confirm purchase order and completion period may be strictly 05 weeks.
11. If the specification will not conform with the given specification consignment may be refused at the discretion of the institute.
12. In case ordered specification/model is not available after quoting the rates higher version shall be supplied without increase in cost and approval of competent authority of Institute may be sought at once.
13. **Payment: Payment will be made within 15 days after acceptance of delivery and Installation of materials along with satisfactory report from Engineer In-charge.**
14. **Penalty:** 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.
15. **Exemption: The institute is exempted from custom and excise duty in terms of notification No. 51/96-custom dated 23/07/96 and No. 10/97- Central Excise dated 01/03/1997 and is an University established under M.H.R.D. Govt. of India. Certificate to this if, required shall be provided by the Institute.**
16. This is to certify that the Indian Institute of Information Technology, Allahabad is imparting Technical Higher Education in the field of Information Technology, established by Ministry of Human Resources Development, Government of India. The Equipment is being purchased only for Research & Teaching purposes and not for manufacturing any item for commercial use.
17. **Transit Permit:** Transit road permit in the prescribe proforma shall be made available as per rule by the Institute on the request of the supplier if, required.
18. **Price:** The rates should be quoted in Indian rupees. Only unit prices are to be quoted both in digits and in words. In case of a discrepancy in the two, quoted rates in words will be taken as valid and final.
19. **Taxes: The unit rates should be quoted exclusive of all taxes, duties, levies, freight, insurance etc., which may be given separately indicating the nature of taxes charged.** Rates for additional/optional features should be quoted separately. This may be considered separately by the committee.
20. If any defect is found in transit it will be the sole responsibility of the supplier to get it corrected as desired by the user.
21. **Force Majeure :** Either party shall be entitled to suspend performance of his obligations under the agreement to the extent the such performance is impeded or made unreasonable onerous by any of the following circumstances : Industrial disputes and any other circumstances beyond the control of the bidder such as Fire, War (whether declared or not) Extensive military mobilisation, Earthquake, Insurrection, Requisition,

- Seizure, Embargo, in the use of power and defects or delay in deliveries by bidder caused any such circumstances referred to in this condition. A notice in writing without any delay should be given by the bidder claiming to be affected by force majeure.
22. Quoted rate should be valid at least for 03 months.
  23. The lowest rate will not be the basis of claim to get the order.
  24. The firm/company's black listed at any stage need not to apply.
  25. **All pages of the tender documents are to be signed and stamped by the tendering firm.**
  26. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender and alter/modify any or all conditions of this tender notice.
  27. Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the dispute and his decision will be binding on both the parties.
  28. Quotation should be addressed to Deputy Registrar (S&P), Indian Institute of Information Technology, Allahabad-211012 (U.P.) India.
  29. Kindly mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
  30. All disputes are subject to Jurisdiction of Allahabad.

**For any query pertaining to this bid correspondence may be addressed to**

**Dr. Seema Shah**  
**Deputy Registrar (S&P)**  
**IIIT-Allahabad, Deoghat,**  
**Jhalwa, Allahbad**  
**Phone : +91 0532-2922217, 2051**  
**E-mail: [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in)**

**Deputy Registrar (S&P)**

Certified that the information in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

**Seal and Signature of the Proprietor/Authorized Representative**

**Annexure-III**

**Financial Bid**

**(Bil of quantity)**

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

S. No.	Description	Unit.	Qty.	Rate Each (Rs.)	Total (Rs.)
<b>Supply and Installation of Water Coolers -</b>					
1.	Supply of Water cooler Full stainless steel body with back side knob system & complete accessories. Cooling Capacity Ltrs./Hr.: 60, Type: Storage, Capacity: 120 Ltrs with provision of two taps. <b>Make:</b> Blue star/Usha/Voltas	Nos.	6.00		
2.	3KVA, 230-270V AC Voltage stabilizers, ISI Mark	Nos.	6.00		
3.	Cooler stand of required M.S. Made size & shape with one coat of primer & two coat of enamel paint for installation of water cooler	Nos.	6.00		
	<b>Sub-total of A-</b>				
	Taxes if any-				
	<b>Grand Total -</b>				

**Note:**

- Financial Bid must be given in this format only on vendor's letter head.

**Signature of the tenderer with seal**