



INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY
DELHI

**REQUEST FOR PROPOSAL (RFP) FOR “IMPLEMENTATION OF ISO
QUALITY STANDARDS (ISO 9001:2008 QUALITY MANAGEMENT
SYSTEM)” OF THE INSTITUTE AT OKHLA, NEW DELHI-110020**

(No.-IIITD/S&P/05/2012-13)

1. INTRODUCTION, DISCLAIMER AND SCOPE OF WORK

About the Institute

The Indraprastha Institute of Information Technology Delhi (IIITD) is a State University created by an Act of NCT of Delhi. The Act has empowered the Institute to carry out research and development and grant degrees in the area of information technology. The Institute is spread over an area of 25 acres in the GB Pant Polytechnic extended area at Okhla Phase-III New Delhi-110020. The AICTE has recognized the IIITD as an institute of national importance.

Purpose of RFP

The purpose of the RFP is to select a consultant firm for pilot implementation of ISO quality standards (ISO 9001:2008) for non-teaching processes such as Academic administration, HR, Stores and Purchase, Finance & Accounts, Library, Administration, Facility Management Services, Security, Environment etc. in its Campus at Okhla Phase-III New Delhi-110020.

SCOPE OF WORK

The scope of the work includes:

- (a) Refining, improving and developing systems & processes of the Institute for above functions,
- (b) Assessment of the systems with regard to ISO standards,
- (c) Reporting and monitoring of the systems, and
- (d) Setting and establishing Internal Audit mechanism

Information Provided

The Request for Proposal document contains statements derived from information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the IIITD. Neither the IIITD nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document. Neither the IIITD nor any of its employees, agents, contractors, or advisers has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.

Costs to be borne by Respondents

All costs and expenses incurred by Respondents (Bidders) in any way associated with the development, preparation, and submission of responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by IIITD, will be borne entirely and exclusively by the Respondent.

No Legal Relationship

No binding legal relationship will exist between any of the Respondents and IIITD until execution of a contractual agreement.

Acceptance of Terms

A Recipient will, by responding to IIITD for RFP, be deemed to have accepted the terms of this Introduction and Disclaimer.

Recipient's Obligation to Inform

The Recipient must conduct their own investigation and analysis regarding any information contained in the RFP document and the meaning and impact of that information.

Evaluation of Offers

Each Recipient acknowledges and accepts that IIITD may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor(s). The RFP document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Recipient.

Errors and Omissions

Each Recipient should notify IIITD of any error, omission, or discrepancy found in this RFP document.

Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, IIITD and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of IIITD or any of its officers, employees, contractors, agents, or advisers.

Nominated Point of Contact

Name: Kapil Chawla
Position: Controller of Finance
Address: IIITD Campus
Okhla Phase-III (Behind Govind Puri Metro Station)
New Delhi-110020.
Email: Kapil@iiitd.ac.in
Telephone: 011-26907418

For queries and clarifications regarding the RFP, please feel free to contact at the above address / telephone number/ email id during working days between 11 AM – 4 PM.

IIITD may, in its absolute discretion, seek additional information or material from and Respondents after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response.

Respondents should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to RFP could be conveyed promptly.

If IIITD, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then IIITD reserves the right to communicate such response to all Respondents.

IIITD may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or) simultaneously with more than one Respondent after the RFP closes to improve or clarify any response.

Notification

IIITD will notify all short-listed Respondents in writing or by E-mail as soon as practicable about the outcome of their RFP. IIITD is not obliged to provide any reasons for any such acceptance or rejection.

2. SCHEDULE OF EVENTS

Event	Date	Time
Start Date of Sale of Bids (Cost of Bid Document - Rs.1,000/- (One Thousand only)	07.01.2013	10:00 AM
Pre-Bid meeting (All the queries should be sent to the Institute at least 2 days before the date of Pre Bid meeting at kapil@iiitd.ac.in). The pre-Bid meeting shall be held at the address mentioned below.	22.01.2013	shall be notified
Last date for submission of RFP	25.01.2013	03:00 PM
Commercial Bid Opening	Shall be notified	

The Bids may be submitted in sealed cover at the following address:

Controller of Finance,
Indraprastha Institute of Information Technology, Delhi
Okhla Phase-III
(Behind Govind Puri Metro Station)
New Delhi-110020.

Please note that all the information desired needs to be provided only in the form and formats specified in this RFP. Response should contain only the desired information. Incomplete information in these areas may lead to rejection of Bids.

The IIITD reserves the right to change the dates mentioned above. Changes and clarification, if any, related to RFP will be posted on web site. Bidders must keep close watch on website during the intervening period before submitting response to RFP.

3. INSTRUCTION TO BIDDERS

Following instructions may be noted:

Procurement of Tender Application Forms

The Vendors can procure the Bid Applications, on payment of Rs.1,000/- (Rupees One Thousand only), any time during office hours before the due date by way of DD / PO / Cash favoring "IIIT Delhi". The Bid document can also be downloaded from the website of the Institute www.iiitd.ac.in under the icon Tenders. In such a case cost of tender document i.e. Rs.1,000/- (Rupees One Thousand only) will need to be deposited at the time of submission of Bid.

Amendment to the Bidding Document

At any time prior to the deadline for submission of Bids, IIITD for any reason may modify the Bidding Document, by amendment. The amendment will be posted on IIITD's website i.e. www.iiitd.ac.in. All Bidders must ensure that such clarifications have been considered by them before submitting the Bid. IIITD will not have any responsibility in case some omission is done by any Bidder.

In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, IIITD, at its discretion, may extend the deadline for the submission of Bids.

Language of Bid

The Bid prepared by the Bidders, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and IIITD and supporting documents and printed literature shall be written in English.

Documents Comprising the Bid

The Bid consists of two proposals viz., technical proposal and commercial proposal.

i. Documents comprising the Technical Proposal should be:

1. Documentary evidence establishing that the Bidder is eligible to Bid and is qualified to perform the contract i.e. minimum eligibility criteria as per Annexure-2.
2. Technical Bid as per Annexure-4. Any technical Bid containing price information will be rejected.
3. Masked Price Bid listing all the components as listed in Commercial Bid without indicating the price as per Annexure-6.

ii. Documents comprising the Commercial Proposal should be:

1. Complete commercial Bid as per Annexure-6.

Bid Currency

Bids to be quoted in Indian Rupee (INR) only.

Implementation Schedule

The entire solution should be completed within three months from the date of issue of Work Order. IIITD will provide the venue and other facilities i.e. printing, computer, projector etc. for the training purpose. In the event of non-implementation of the Project as proposed in the response to RFP, the Bidder shall have to pay a penalty of 1% of the Work Order value on per month basis for the month(s) delayed.

Exercise of signing of contract will be parallel activity. While both the parties will endeavor in quick signing of contract, Bidder must stick to the schedule mentioned above irrespective of signing of contract.

Period of Validity of Bids

Prices and other terms offered by Bidders must be firm for an acceptance period of six (06) months from date of closure of this RFP. In exceptional circumstances IIITD may solicit the Bidder's consent to an extension of the period of validity. The request and response thereto shall be made in writing. The Bid security provided shall also be extended accordingly.

Format and Signing of Bid

Each Bid shall be in two parts:

Part 1: Consists of Minimum Eligibility Criteria, Technical Bid and Masked Commercial Bid [price Bids without any price but all other details of commercial Bid]. The above contents will be referred to as "Technical Proposal".

Part 2: Covering only the Commercial Bid herein referred to as "Commercial Proposal". The Original Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bids shall initial all pages of the Bids, except for un-amended printed literature. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person signing the Bids.

Sealing and Marking of Bids

The Bidder shall seal the envelopes containing Technical and Commercial proposals separately. The envelopes should be Non-Window, each super scribed with "**Implementation of ISO 9001:2008 QMS for IIITD**" as the case may be.

All envelopes should indicate on the cover the name and address of Bidder along with contact number. If the envelope is not sealed and marked, the IIITD will assume no responsibility for the Bid's misplacement or its premature opening.

Deadline for submission of Bids

The Bids must be received by the IIITD at the address specified, not later than the due date mentioned in the Schedule of Events column [Last date of Submission]. In the event of the specified date for the submission of Bids, being declared a holiday for the IIITD, the Bids will be received up to the appointed time on the next working day. The IIITD may, at its discretion,

extend the deadline for submission of Bids by amending the Bid Documents, in which case, all rights and obligations of the IIITD and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

Any Bid received by the IIITD after the deadline for submission of Bids prescribed by the IIITD will not be accepted. All responses received after the due date and scheduled time for submission of Bids will be considered late and will not be accepted or opened.

Modification and / or Withdrawal of Bids

The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification including substitution or withdrawal of the Bids is received by the IIITD, prior to the deadline prescribed for submission of Bids.

The Bidder modification or withdrawal notice shall be prepared, sealed, marked and dispatched. A withdrawal notice may also be sent by an e-mail, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of Bids.

No Bid may be modified after the deadline for submission of Bids. No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its EMD.

The IIITD has the right to reject any or all tenders received without assigning any reason whatsoever.

IIITD shall not be responsible for non-receipt / non- delivery of the Bid documents due to any reason whatsoever.

Opening of Bids by IIITD

On the scheduled date and time, Bids will be opened by the IIITD in presence of Bidders' representatives; maximum of two people from the Bidder are allowed to attend the Bid opening event.

No Bid shall be rejected at Bid opening, except for late Bids, which shall be returned unopened to the Bidder. Bids that are not opened at Bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

Clarification of Bids

During evaluation of Bids, IIITD, at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing (E-mail), and no change in the substance of the Bid shall be sought, offered or permitted.

Preliminary Examinations

The IIITD will examine the Bids to determine whether they are complete, the documents have been properly signed; supporting papers/documents attached and the Bids are generally in order. The IIITD may, at its sole discretion, waive any minor infirmity; nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.

Prior to the detailed evaluation, The IIITD will determine the substantial responsiveness of each Bid to the Bidding document. For purposes of these Clauses, a substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations. Deviations from or objections or reservations to critical provisions, such as those concerning Bid Security, performance security, qualification criteria, Force Majeure etc will be deemed to be a material deviation. The IIITD's determination of a Bid's responsiveness is to be based on the contents of the Bid itself, without recourse to extrinsic evidence. The IIITD would also evaluate the Bids on technical and functional parameters including Bidder's presentation, response times etc.

If a Bid is not substantially responsive, it will be rejected by the IIITD and may not subsequently be made responsive by the Bidder by correction of the nonconformity

The Bidder is expected to examine all instructions, forms, terms and specification in the Bidding Document. Failure to furnish all information required by the Bidding Document or to submit a Bid not substantially responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

Bid Evaluation

Evaluation criteria proposed to be adopted will be lowest Cost Based System subject to fulfillment of Minimum Eligibility & Technical Bid criteria. However Institute does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all of the tenders, either in whole or in part without assigning any reasons for doing so.

Arithmetic Errors Correction

Arithmetic errors, if any, in the price breakup format will be rectified on the following basis:

If there is discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the supplier does not accept the correction of errors, its Bid will be rejected.

If there is discrepancy in the unit price quoted in figures and words, the Unit price, in figures or in words, as the case may be, which corresponds to the total Bid price for the item shall be taken as correct.

If the vendor has not worked out the total Bid price or the total Bid price does not correspond to the unit price quoted either in words or figures, the unit price quoted in words shall be taken as correct

IIITD may waive off any minor infirmity or nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any Bidder.

IIITD'S Right to Accept or Reject any Bid or all Bids

The IIITD reserves the right to accept or reject any Bid and annul the Bidding process or even reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders about the grounds for the purchaser's action.

The IIITD is not bound to accept lowest or any Bid received.

Any alterations/change/modification/addition/deletion in the originally tender document will not be considered and unconditionally rejected.

Earnest Money Deposit (EMD)

Bidder has to submit the Bid Earnest Money of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Pay Order/Demand Draft favoring "IIIT Delhi", payable at New Delhi. The Technical Proposals without EMD will be rejected straight away. No interest will be paid on the EMD.

The Name and Address of the company should be mentioned on the backside of the DD. The EMD deposited by the Vendor may be forfeited if the selected vendor fails to complete the project within the time period agreed mutually by the IIITD and the consultant.

4. CONSULTATION – TERMS AND CONDITIONS

Assignment

The consultant will not sub let any of the activities in whole or in part to any third consultation firm or organization, the obligations to perform under the contract of the implementation of the quality standards.

Acceptance of Bid

IIITD has a right to cancel the Bid along with forfeiting EMD, if the same is not accepted within a period of 15 working days from the date of the opening of Bid.

IPR Infringement

As part of this project, Bidder will implement different ISO quality standards. If the use of any such practice / consultancy rendered to the IIITD, infringes the intellectual property rights of any third person, service provider (Bidder) shall be primarily liable to indemnify Client (IIITD) to the extent of direct damages against all claims, demands, costs, charges, expenses, award, compensations etc. arising out of the proceedings initiated by third party for such infringement, subject to the conditions the claim relates to service provider (Bidder) under this project.

Limitation of Liabilities

Save and except the liability under IPR Infringement, in no event shall either party be liable with respect to its obligations under or arising out of this agreement for consequential, exemplary, punitive, special, or incidental damages, including, but not limited to, loss or misuse of data / programs or lost profits, loss of goodwill, work stoppage, failure, loss of work product or any and all other commercial damages or losses whether directly or indirectly caused, even if such party has been advised of the possibility of such damages. The aggregate liability of Bidder / Service Provider, arising at any time shall not exceed the total contract value.

Force Majeure

The Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, fire, floods, earthquake, strikes, lock-outs etc.

If a Force Majeure situation arises, the Bidder shall promptly notify the IIITD in writing of such conditions and the cause thereof within twenty calendar days. Unless otherwise directed by the IIITD in writing, the Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the IIITD and the Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

Notwithstanding above, the decision of the IIITD shall be final and binding on the Bidder. In the event IIITD coming to know at any time that any wrong information is provided by the Bidder in the offer, then IIITD may solely at its discretion, reject the offer and invoke the Bank guarantee or forfeit the earnest money deposit, furnished by the Bidder.

Arbitration

If any dispute, difference or question shall at any time arise between the parties as to the implementation / execution of this project or concerning anything herein contained or arising out of this Agreement or as to the rights, liabilities and duties of the parties associated, the decisions of Director, IIITD shall be final and binding to all.

5. PAYMENT TERMS

S. No.	Milestones	Payment Terms
1.	At the time of signing of Contract	30% of the total cost against 100% bank guarantee.
2.	Design, Development and Implementation of Quality Systems as per requirements of ISO Quality Standards	40%
3.	After appraisal of performance of systems by the Institute	30%

6. BID EVALUATION METHODOLOGY

The objective of evaluation methodology is to facilitate the selection of the technically superior solution at optimal cost. To meet the IIITD's requirements, as spelt out in the RFP, the selected Bidder must have the requisite experience in providing services in the field of ISO 9001:2008 QMS or its auditing, the technical know-how that would be required for successfully completion of the project and provide the services sought by the IIITD for the entire period of the contract. The evaluation process of the Bids proposed to be adopted by the IIITD is indicated below. The purpose of it is only to provide the Bidder an idea of the evaluation process that the IIITD may adopt. IIITD reserves the right to modify the evaluation process at any time during the Tender process (before submission of technical and commercial responses by the prospective Bidder), without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change. Any time during the process of evaluation IIITD may seek specific clarifications from any or all the Bidder.

Please be noted that IIITD reserves the right to reject any proposal in case same is found incomplete or not submitted in the specified format given in this RFP document the details of 'Minimum Eligibility Criteria', provided by the vendor in its response to this RFP, will be evaluated first, based on the criteria described hereunder.

The technical and commercial responses to this RFP will be considered further only for those vendors who meet the Minimum Eligibility & Technical Criteria. Vendors must provide their responses in the format given in this Bid.

Evaluation Process of Bids

Evaluation criteria proposed to be adopted will be Lowest Cost Based System subject to fulfillment of Minimum Eligibility & Technical Bid criteria. However Institute does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all of the tenders, either in whole or in part without assigning any reasons for doing so.

7. ANNEXURES

Annexure 1: Work Flow Diagram

Annexure 2: Minimum Eligibility Criteria

This RFP is open to all Firms/Companies from within India (preferably from Delhi), who are eligible to do business in India under relevant Indian laws as in force at the time of Bidding should fulfill the eligibility conditions subject to the following requirements:

1. The consultancy organization shall have an office in Delhi.
2. All the key members of the consultation firm/ company must have qualified and experienced personnel having certified Lead Auditor for ISO 9001:2008 QMS
3. The Bidder firm/Company should have minimum experience of 10 years in ISO 9000 Quality Consulting.
4. Consultancy firm/company should have executed minimum 5 ISO Projects in R&D department in Govt. Sector.

5. Preference will be given to the firm/ company having experience with educational institutes in any capacity with respect to ISO 9001:2008 (at least 03 Institutions).

Note: Documentary evidence must to be submitted for verification of each of the above criteria. In event of non availability of the documentary evidence the Bid is liable to be rejected.

Annexure 3: Technical Bid Covering Letter

To,

The Registrar,
Indraprastha Institute of Information Technology, Delhi
Okhla Phase-III
(Behind Govind Puri Metro Station)
New Delhi-110020.

Sir,

Reg.: **Our Technical Bid for Implementation of ISO 9001:2008 QMS**

We submit our Bid Document herewith. We understand that:

You are not bound to accept the lowest or any Bid received by you, and you may reject all or any Bid. If our Bid for the above job is accepted, we undertake to enter into and execute when called upon by the purchaser to do so, a contract/ agreement in the prescribed form. Unless and until a formal contract is prepared and executed, this Bid together with your written acceptance thereof shall constitute a binding contract between us.

If our Bid is accepted, we are to be jointly and severally responsible for the due performance of the contract. Vendor means the Bidder who is decided and declared so after examination of commercial Bids.

You may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever.

We here annexed a DD / Pay Order towards EMD for the Amount -----, as per the terms of RFP.

Dated at _this _day of 2012.

Yours faithfully,

For
Signature:

Name:

Annexure- 4: Technical Bid

Bidder must submit softcopy of complete technical Bid inside the sealed envelope meant for “Technical Proposal”.

S. No.	Activities to be performed by the Bidders	Acceptable (Yes/ No)
1	Work shop on awareness of ISO 9001:2008 for the officers and staff.	
2	GAP analysis of IIITD.	
3	Guidance for documentation and implementation of quality system.	
4	Training / awareness program on ISO 9001:2008 requirements, documentation requirements, Quality Manual and Internal auditing skills.	
5	To evolve the quality system by involving employees of different levels performing various activities.	
6	Guidance for doing documentation to concerned employees.	
7	Assistance for preparation, review & finalization of quality manual.	
8	Framing the Quality Policy and Quality Objectives.	
9	Internal Auditing of Quality Management System.	
10	Internal auditor training for Management Representatives.	
11	Helping Internal Auditors to carry out internal auditing.	
12	Review of noncompliance of Internal Audit, assistance in taking corrective action and areas of improvement in Management review meeting.	

Annexure 5: Commercial Bid Covering Letter

To,

The Registrar,
Indraprastha Institute of Information Technology, Delhi
Okhla Phase-III
(Behind Govind Puri Metro Station)
New Delhi-110020.

Dear Sir

Commercial Bid – Implementation of ISO 9001:2008QMS

We offer to provide services for the above-mentioned project, in accordance with your Request for Proposal [Insert RFP Number] dated [Date], and our Proposal (Technical and Commercial Proposals). The Total fee is inclusive of all taxes, duties, charges and levies (as applicable and

payable under the local laws) and out of pocket expenses that we might incur and there will be no additional charges.

Our commercial proposal shall be binding upon us, subject to the modifications resulting from contract discussions, up to expiration of the validity period of the Proposal, i.e., [Insert date].
We remain,

Yours sincerely,

Date Signature of Authorized Signatory

Place

Name of the Organization

Seal

Annexure 6: Commercial Bid

The structure of the Bidder's commercial response to this tender must be as per following order. Any extra information may be provided as separate section. Commercial Bid Response must be submitted with Commercial Bid covering letter, format of which is given in this document.

S. No.	Description	Cost * (In Rs. inclusive of all taxes)
1	Preparation for the pilot Implementation of ISO quality standards	
2	Surveillance cost per year	

* No cost in addition to above shall be payable to Bidder what so ever. Inclusive of all cost components to achieve the stated scope as per the Technical Bid. The Institute may not go for yearly surveillance.

Bidders are requested to note the following:

- (a) All the details must be provided as per this format only.
- (b) Incomplete Bids will result in rejection of the proposal.
- (c) Masked commercial Bids must be given with Technical Bid.
- (d) All the pages of commercial Bids must be sealed and signed by authorized signatory.
- (e) All the quoted costs must include all applicable taxes and other levies. Applicable Service Tax will be paid on Actual.
- (f) Service provider is to quote as per format given in this Bid.
- (g) Bidder must submit softcopy of complete commercial Bid inside the sealed envelope meant for 'Commercial Proposal'.

(h) All the rates must be quoted in INR.

Annexure 7: Consultant's Authorization Form

[To be submitted along with Technical Bid]

To,

The Registrar,
Indraprastha Institute of Information Technology, Delhi
Okhla Phase-III
(Behind Govind Puri Metro Station)
New Delhi-110020.

Dear Sir

Sub: RFP No.----- Dated----- for Implementation of
ISO 9001:2008 QMS

Dear Sir,

We..... who are established and reputed consultants having office at [Name and address of vendor] to submit a Bid and sign the contract with you for the consultation services against the above RFP No..... dated..... We hereby extend our full guarantee and warranty as per the clauses of contract based on the terms and conditions of the RFP for the goods and services offered for supply by the above organization in response to your RFP.

Yours faithfully

Name of the Consultant
Authorized Signatory

Note: This letter of authority should be on the letterhead of the Consultant and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its Bid.

Annexure 8: Letter of Competence

[To be executed on a non-judicial stamp paper]

Letter of Competence for Quoting in response to IIITD's RFP No. /.....

This is to certify that we [Insert name of Bidder], Address.....are fully competent to undertake and successfully deliver the scope of services mentioned in the above RFP. This recommendation is being made after fully understanding the objectives of the project and requirements like experience etc.

We certify that the quality and number of resources to be deployed by us for implementation will be adequate to implement the connectivity expeditiously and correctly and provide the services professionally and competently.

We also certify that all the information given by in response to this RFP is true and correct.

Authorized Signatory of the Bidder

Date:

Annexure 9: Vendors Details

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S. No.	Particulars	Details
1	Name of Company / Leader of the Consortium	
2	Postal Address	
3	Telephone and Fax numbers	
4	Constitution of the Company	
5	Name and designation of the person authorized to make commitments to the IIITD [An authorization letter is required from the company]	
6	E-mail Address	
7	Year of commencement of Business	
8	Core team members and their Qualifications	
9	Last three years audited Balance Sheets with Profit and Loss Account Statement. Copies of Memorandum & Article of Association and Certificate of Incorporation of all the vendors/ Consortium	