



INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY
DELHI

**TENDER FOR PURCHASE & INSTALLATION OF
WHITE BOARDS
AT PERMANENT CAMPUS OF THE INSTITUTE AT
OKHLA, NEW DELHI-110020**

(Tender no. IIITD/S&P/White Board's /23/2017-18)

INVITATION FOR BIDS

1. Indraprastha Institute of Information Technology-Delhi (IIITD), a State University invites sealed financial bids for purchase & installation of White Boards for its permanent campus at Okhla Phase-III New Delhi-110020.
2. Rs.20,000/- (Rupees Twenty Thousand only) as earnest money deposit (EMD) must be deposited in the form of demand draft in favor of IIIT-Delhi Collection Account, payable at New Delhi. No interest shall be payable on the earnest money deposited by the bidders. Tender documents without earnest money deposit will be rejected.
3. The document may be deposited in the Tender Box kept in the Store Room of the Service Block of the Institute.
4. The last date for submission of bids is 30th November, 2017 at 3:00 PM. The Tender Document should be addressed to:

Registrar,
Indraprastha Institute of Information Technology, Delhi
Okhla Phase-III
New Delhi-110020.

Bids received after 3:00 PM will not be accepted or considered under any circumstances. In this regard decision of the Institute shall be final and no request in this regard will be entertained. Bid must be submitted in sealed envelope super scribed with “Bid for White Boards”.

5. The bids shall be opened on the same day i.e. 30th November, 2017 at 3:30 PM.

SCOPE OF WORK

Supply and installation of White Boards as per details below:-

Specification	Qty.
<p>White Boards - Size 8' x 4'</p> <p>Ceramic steel magnetic white board with 0.4 mm ceramic steel writing surface having e3 ceramic steel engrave on the surface, 9mm MDF as core material, 0.25 galvanized steel sheets as a backing material. The board will have aluminum anodized frame with black ABS Moulded corner.</p>	35
<p>White Boards - Size 6' x 4'</p> <p>Ceramic steel magnetic white board with 0.4 mm ceramic steel writing surface having e3 ceramic steel engrave on the surface, 9mm MDF as core material, 0.25 galvanized steel sheets as a backing material. The board will have aluminum anodized frame with black ABS Moulded corner.</p>	40
<p>White Boards - Size 12' x 4'</p> <p>Ceramic steel magnetic white board with 0.4 mm ceramic steel writing surface having e3 ceramic steel engrave on the surface, 9mm MDF as core material, 0.25 galvanized steel sheets as a backing material. The board will have aluminum anodized frame with black ABS Moulded corner.</p>	01

Following information must accompany the financial bid:

1	Name, address and telephone number of the firm/company	
2	Name of the contact person and contact details (mobile/telephone number etc.)	
3	Name of the Bank and full address	
4	Bank Account Number (Please attach Cancelled Cheque)	
5	PAN & GSTN (Please attach self-certified copies)	
6	Copy of Partnership Deed/ Certificate of registration of company or any other document evidencing registration of the bidder	
7	Number of Years of Experience as on 30.11.2017.	
8	Details of DD towards EMD: Name of the Bank: Date of DD: Payable at: Amount:	
9	Provide the previous PO's of the same items sold during last three years (attested copies of the Orders to be enclosed)	
10	Turnover of the bidder in the financial years: 2014-15 2015-16 2016-17 Please attach CA certified copy of the turnover.	
11	ISO 9000 Certification (please attach certified copy)	

TERMS AND CONDITIONS

1. The financial bid should be valid for a period of not less than 60 days from the date of opening of bid i.e. up to 31st January, 2018.
2. The White boards are to be installed within a period of 1 week from the date of issue of Purchase Order (PO) by the Institute.
3. Bids will be opened in the presence of bidders' representative, who chooses to attend on the specified date and time. In this regard the representative should bring authorization certificate from the authorized signatory.
4. Sealed bid can be sent either by post or by messenger. However, the same should be received by the Institute by the due date and time specified above. Bids received after due date and time will not be considered.
5. Payment will rereleased after successful installation as certified by designated Officer in Charge of the Institute.
6. In the event of dispute, Director, IIIT, Delhi shall be the sole arbitrator and his decision shall be final and binding on both the parties.
7. IIIT, Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
8. In case the bidder is not able to execute the Order, EMD amount of Rs.20, 000/- (Rupees Twenty Thousand only) shall be forfeited. The bidder shall also be liable to be blacklisted at the sole discretion of the Institute.

PROFORMA FOR FINANCIAL BID

Item Name	Quantity	Total Amount Rs. (Inclusive of all charges, taxes, transportation etc.)
White Boards - Size 8' x 4'	35	
White Boards - Size 6' x 4'	40	
White Boards - Size 12' x 4'	01	
Total Cost (in Figures) with Installation		
Discount, if any		
Total Final Cost (in figures) With Installation		
Institute may purchase additional white boards at the price quoted above. Please quote the price accordingly. The Institute, however, is free to purchase additional boards from any other source.		

* Please note the price should be inclusive of all taxes/charges and installation at IIIT-Delhi .The discount, if any should be mentioned herein and nowhere else.

Total Cost (all inclusive) of quantity mentioned above (in words):

We accept that the rate quoted above shall remain valid for a period of 60 days from the date mentioned below i.e. up to 31st January, 2018 00:00 hours.

(Signature and seal of the Bidder)

Date: