

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI

BID NOTICE

(No. IIITD/MM./Vendor Empanelment/35/2013)

Rate Running Contract for Supply of I.T. Items

Sealed competitive bids are invited from reputed firms in Delhi NCR for the selection of vendor for supply of IT items for an initial period of one year under Rate Running Contract (RRC). The bidder should have minimum three years' of experience in the supply of IT items. The items required are mentioned in the Annexure attached to this Notice. The sealed bids as per prescribed format should reach this office on or before 26th February, 2014 3:00 P.M. along with EMD of Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft in favor of IIIT Delhi payable at New Delhi drawn on nationalized / scheduled bank. The bids received shall be opened on the same day at 3:30 P.M. in the presence of present bidders. The cover containing the quotation should be super scribed as "Bid for Rate Running Contract for Supply of IT Items".

The Institute reserves the right to accept or reject any bid including the lowest in part or full without any reason what so ever.

Attached: as above.

INSTRUCTIONS TO BIDDERS

1. Period of Supply of Items : One year from April 1st, 2014
2. Last Date & Time of Submission of Bid : 26.02. 2014, 3:00 PM
3. Date and Time of Opening of Bids : 26.02. 2014, 3:30 PM
4. Bids will be accepted only if accompanied with EMD of Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft drawn after the date of issue of this notification on any nationalized / scheduled bank in favor of IIIT Delhi. If exempted from EMD, necessary documents may be produced along with the bid. Bids without D/D shall be rejected.
5. The bid documents should accompany the copies of necessary documents regarding registration certificates and experience in supplying similar items preferably to Govt. departments.

6. If the date of opening bids specified in the notice happens to be a holiday to the office of calling bids, the bids shall be opened on the next working day at the same time without any further notice.
7. The D/D towards the EMD will be returned to those whose bids are not accepted.
8. The defect noticed in the items supplied by selected bidder during the Contract period will have to be replaced with items of similar make at no additional cost.
9. If the successful bidder is not able to undertake the supply, the EMD submitted by them will not be returned under any circumstance.
10. The bidder shall hold their offer valid for a minimum period of 60 days from the date of submission.
11. The rate running contract will be for an initial period of one year from April 1st, 2014. The same can be extended on mutual consent. The selected bidder will have to supply the consumables at the offered rate for a period of one year from the said date.
12. Unit rate & make/specification/quality, if any, for each item has been specified in the enclosed format. While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.
13. The rate quoted should be inclusive of all taxes, duties, freight etc. Only the attached format should be used for quoting unit wise rates.
14. Payment will be effected after satisfactory supply of the items corresponding to each supply order.
15. If the quality of Items is found bad during the usage, the items should be replaced with similar quality one immediately.
16. Items should be of original make only.
17. The Institute reserves the right to award RRC to multiple agencies for the items found to be lowest in value.
18. In the event of maximum items being quoted lowest by a single bidder, the Institute at its discretion may request the L1 bidder to match the rate for remaining items at a price quoted lowest by other bidders.
19. For clarification on make/quality etc. of item the bidder may contact Sh. Ajay Kumar, AM (MM&D) at 011-26907561 or visit the Institute during the working days (Monday to Friday) between 9:30 AM and 5:00 PM.
20. The actual requirement of items specified in the format may increase or decrease. In addition to items specified, the Institute may request for some other items not mentioned in the format. Supply of such items shall be at the market determined rate.

FORMAT FOR QUOTING UNIT PRICE OF I.T. ITEMS

S.No.	Name of the Items	Make	Unit	Estimated Annual Quantity	Unit Price (Rs.) Inclusive of all Taxes, Freight Etc.
1	CD - R	Moserbare	Nos.	100	
2	CD - RW	Moserbare	Nos.	100	
3	DVD R	Moserbare	Nos.	100	
4	DVD RW	Moserbare	Nos.	100	
5	Keyboard USB	Logitech	Nos.	100	
6	Mouse Optical USB	Logitech	Nos.	200	
7	Pen Drive 8 GB	San Disk	Nos.	50	
8	Pen Drive 16 GB	San Disk	Nos.	10	
9	Pen Drive 32 GB	San Disk	Nos.	5	
10	Toner Cartridge HP 05 A Black	HP	Nos.	10	
11	Toner Cartridge HP 16 A Black	HP	Nos.	3	
12	Toner Cartridge HP 36 A Black	HP	Nos.	15	
13	Toner Cartridge HP 78 A Black	HP	Nos.	20	
14	Toner Cartridge HP 88 A Black	HP	Nos.	100	
15	Toner Cartridge HP inkjet 901 Black	HP	Nos.	10	
16	Toner Cartridge HP inkjet 901 Color	HP	Nos.	10	
17	Toner Cartridge Canon 418 Black	Canon	Nos.	4	
18	Toner Cartridge Canon 418 Color	Canon	Nos.	4	
19	Toner Cartridge Canon 328 Black	Canon	Nos.	5	
20	Toner Cartridge Canon NGP 56 Black	Canon	Nos.	6	
21	Toner Cartridge Toshiba E-207 Black	Toshiba	Nos.	2	
22	Toner Cartridge Toshiba E-452 Black	Toshiba	Nos.	3	
23	Toner Cartridge Kyocera TK-1144	Kyocera	Nos.	2	
24	RC to VGA converter	Best Quality	Nos.	10	
25	LC-LC Patch cable single mode-15 Meter	Tyco	Nos.	10	
26	LC-LC Patch cable multi mode-15 Meter	Tyco	Nos.	10	
27	SC-LC Patch cable single mode-15 Meter	Tyco	Nos.	10	
28	SC-LC Patch cable multi mode-15 Meter	Tyco	Nos.	10	
29	SC-SC Patch cable single mode-15 Meter	Tyco	Nos.	10	
30	SC-SC Patch cable multi mode-15 Meter	Tyco	Nos.	10	
31	HDMI Cable 15 Meter	Best Quality	Nos.	5	
32	VGA Cable 15 Meter	Best Quality	Nos.	5	
33	Power Cable 15 Meter	Best Quality	Nos.	5	
34	Desktop Power Cable	Best Quality	Nos.	100	
35	Crimping Tool	D-Link	Nos.	5	
36	IO Punching Tool	D-Link	Nos.	5	
37	Jack Panel 24 Port	Tyco	Nos.	20	

38	Lan Cable Tester	D-Link	Nos.	5	
39	RJ 11 Cable	Best Quality	Nos.	100	
40	RJ -45 Connector Cat 6	D-Link	Nos.	500	
41	Screw Driver Tool Kit for Laptop & Desktop	Best Quality	Nos.	5	
42	Switch 8 Port / 5 Port 1000 MBPS	D-Link	Nos.	10	
43	Patch Panel Rack Mountable	Tyco	Nos.	20	
44	MAC to VGA converter	Best Quality	Nos.	10	
45	HDMI to VGA converter	Best Quality	Nos.	10	
46	VGA to HDMI converter	Best Quality	Nos.	10	
47	4 Port VGA splitter	Best Quality	Nos.	10	
48	2:1 VGA selector	Best Quality	Nos.	10	
49	4 Port HDMI splitter	Best Quality	Nos.	10	
50	HDMI selector	Best Quality	Nos.	10	
51	Patch Cable CAT6 ---5 metres	Dilink	Nos.	200	
52	DVI to VGA converter	Best Quality	Nos.	10	

We agree to supply the IT items at the unit rates quoted above for the duration of the Rate Running Contract i.e. for the period April 1st, 2014 to 31st March, 2015. In case our bid is found to be lowest on maximum number of items, we agree to match the rate for remaining items at a price quoted lowest by other bidders. We also agree to supply the items not mentioned in the format above at the market determined rate to the satisfaction of the IITD.

(Name and Signature of Authorized Signatory with
Seal of the Vendor)

Date: