



Indian Institute of Information Technology, Pune

Reference No: IIIT Pune/Enquiry/2017/214

DATE: 30-12-2017

CALL FOR QUOTATIONS

for

Procurement of Equipments/setup/furniture for
Indian Institute of Information Technology, Pune

Indian Institute of Information Technology, Pune

Website: www.iiitp.ac.in and www.coep.org.in

CALL FOR QUOTATION

Name of the Work:

Sealed quotations are invited from reputed manufactures, suppliers and traders for the equipment/ setups /furniture for Indian Institute of Information Technology, Pune as per the **Part 1: Technical Bid and Part 2: Commercial Bid in the prescribed Bid forms.**

The sealed quotations must be submitted to inward section of College of Engineering Pune, Shivajinagar, Pune 411005 in the prescribed format.

The tender Document can be downloaded from the website www.iiitp.ac.in and www.coep.org.in

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|---------|---------------------------------|--|
| Sr. No. | Tender No & Date | Reference No: Reference No: IIIT Pune/Enquiry/2017/214 DATE: 30-12-2017 |
| 1. | Download of tender | From 30-12-2017 to 10-01-2018 |
| 2. | Last Date of Receipt of Tenders | 10-01-2018 before 15:00 Hours |
| 3. | Opening of Tenders | 10-01-2018 at 16:00 Hours |
| 4. | Correspondence Address | Inward Section, College of Engineering Pune, Shivajinagar, Pune 411005 |

1. Eligibility Criteria:

- 1.1 The bidder must have minimum three years experience in similar kind of work i.e. supply of equipments/furniture in the relevant area. The bidder must have executed at least one purchase order of not less than **Rs. 1.00 Lakhs (Single order) for Part: A and Part: B separately** during last three years, and not less than **Rs. 5.00 Lakhs (Single order) in last three years for Part: C.**
- 1.2 The bidder should attach purchase orders of supply of equipments to renowned educational institutes in last three years.
- 1.3 Bidder should have an appropriate authorization letter from the original vendors in this reference.

Pre-Qualification / Eligibility Criteria details:

| Sr. No. | Pre-Qualification Criteria | Supporting Documents to be enclosed with the Bid |
|---------|--|---|
| 1. | Bidder should be registered in India under Companies Act 1956 | Certificate of Incorporation |
| 2. | The bidder must be a renowned Indian/Multinational Company\entrepreneur\vendor with primary business in Technology. It should also be an Authorized system Integrator(s)/partner of the principal, in India. | GST Registration Certificate. Manufacturer's Authorization form of the Original Equipment Manufacturer (if applicable) |
| 3. | Bidder must have experience of at least 03 years in the relevant field of Supplying relevant field Equipments. | Copies of relevant work-order(s) |
| 4. | Bidder should have duly filed Income Tax Returns, Service Tax and other applicable Govt./Statutory body Taxes for the past three years. | Relevant Documents |
| 5. | Prime bidder including the consortium members shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies. | Self-Certification |

Seal and signature of Manager / Representative of the firm On behalf of the firm submitting Tender
Telephone:.....Mobile:.....
Fax:..... Mail :.....
Contact Person Name and Designation:

2. Bidding Process:

The bidders are informed to submit the **quotations separately for the equipment/setup listed in Part: A, Part: B and Part: C**. Envelope should superscript on the top that: **“Technical Bid”** and **“Commercial Bid”**.

The quotation should be complete for particular part, partial quotations cannot be accepted for Part A: and Part: B.

Partial quotation may be accepted for Part: C.

Part 1: Technical Bid - detailed profile of the agency/organization, eligibility for selection, tender terms & conditions, etc. - to be submitted in a separate sealed cover. This should include **Annexure-I for Part: A/ Annexure-II for Part: B / Annexure-III for Part: C** and documents in support of **turnover, experience, list of similar project, client list, Pre-Qualification / Eligibility Criteria, Appendix -A** etc.

Part 2: Commercial Bid - As per the tender, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the project.

3. Submission of Tender Documents:

3.1 Format & signing of Bid Document:

The Bid / Tender document will be submitted in the prescribed format in two parts in sealed envelopes.

Instructions for submitting bids are given below:

3.1.1 Part 1: Technical Bid - in prescribed format duly signed and sealed containing following documents:

- A covering letter in the format enclosed and **Annexure-I/II/III**.
- Details of bidders experience and capabilities in the format (**Appendix-A**).

3.1.2 Part 2: Commercial Bid - in prescribed format duly signed and sealed.

4. Acceptance of Tender conditions:

The **last date for submission** of tender document is **10-01-2018 before 15.00 hrs**. Bids received beyond the closing date / time will not be accepted and will be rejected, unopened.

4.1 Part 1 (**Technical Bid**) will be **opened on 10-01-2018 at 16.00 hrs** at office of IIIT Pune at College of Engineering Pune, in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, the same will be intimated to all through Email/ SMS/ Telephone.

4.2 Part 2 (**Commercial Bid**) will be opened only after the technical evaluation of tenders and only eligible and technically qualified bidders will be invited for commercial bid opening at the same venue in presence of the bidders' representatives who wish to attend. The date of opening of commercial bid will be intimated to only eligible and

technically qualified bidders. In the event of any change in the date of opening, the same will be intimated to all through Email/ SMS/ Telephone.

5. The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.
6. Incomplete tenders will be rejected without consideration.
7. Delivery Period for Item:
 - For Part: A and Part B; the items mentioned in the tender should be delivered within three weeks from the date of purchase order.
 - For Part: A and Part B; the items mentioned in the tender should be delivered within three weeks from the date of purchase order
8. Execution Period for Supplied Item: The entire project is to be executed/ commissioned within three weeks from the date of purchase order.

9. Supply and Installation:

All the equipments must be supplied to **IIIT Pune located at Sadumbare, Talegaon- Chakan Road, Tal: Maval, Dist: Pune**. Any defective component/device will be replaced by bidder at his cost.

10. **Service Support:** Onsite comprehensive Support (parts, labor) has to be provided for a minimum period of 2 years by the bidder from the date of installation and commissioning of systems.

11. Comprehensive Warranty:

Two years Comprehensive Warranty. The Supplier shall be fully responsible for the Manufacturer's warranty for all equipment, accessories, spare parts, furniture etc. against any defects arising from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / Bidder or any defect that may develop under normal use of supplied equipment during the warranty period. In case the Bidder is unable to fulfill his obligations during the warranty period, the warranty obligations will fully and automatically devolve upon the Manufacturer of the goods. The Bidder shall be fully responsible for getting the product replaced from the principal company or coordinating the same with the principal company during the warranty period.

12. Payment Terms & Conditions: Payment:

100% payment shall be made after successful installation, demonstration and hands on of the setups (i.e. in case of Part: A & Part B), in Department of Electronics and Communication Engineering at Indian Institute of Information Technology, Pune. In case of part: C, 100% payment shall be made after successful installation at IIIT Pune.

13. The vendors shall have to quote for all the items of the quotations for Part: A and Part: B. Part quotations/incomplete Tenders shall be rejected.

14. Offers in bid should be written in English and price should be written in both figures and words in Indian Rupees.

15. The relevant supporting document(s) should be enclosed along with the offer with proper stamp and signature.
16. Quotations received after **last date (i.e. 10-01-2018)** of bid submission will be rejected.
17. No bid will be entertained by E-mail / FAX.
18. The Institute reserves the rights to cancel the tender without any reason thereof.
19. The Institute reserves the rights to split the purchase order.
20. The Institute reserves the rights to cancel any of the items of tender without any reason thereof.
21. The Institute reserves the rights to decide the quantity of any of the items of tender for finalizing the purchase order without any reason.
22. The Institute reserves the right to cancel purchase order, before or after the delivery of material, before making payments without giving any reasons thereof.

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Mentor Director

Indian Institute of Information Technology Pune

[Covering letter to submitted by the bidder on letter head]

To,
The Mentor Director,
Indian Institute of Information Technology Pune,
Sudumbare, Talegaon - Chakan Road, Tal.- Maval, Dist.-Pune
Pune -411005,

Subject: Tender for Part: A/ Part: B/ Part: C at Indian Institute of Information Technology Pune.

Sir,

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors for Analog Communication Laboratory Equipments, at Indian Institute of Information Pune.

I shall be bidding in this tender as the sole representative of my company. I hereby declare that

1. All the information related to my company, customer base, projects, financial details, data sheet of the products offered etc., provided in my offer is true and without any alteration /modification.
2. All the provisions of this tender document are acceptable to my company. No violation of the terms and conditions as mentioned in the tender document has been made.
3. I declare that my company or any member of the company has not been debarred / black listed by any Government / Semi -Government organizations in India.
4. I certify that the period of validity of bid is 120 (one hundred and twenty) days from the last date of submission of proposal I further certify that I am authorized signatory of my company and I am, therefore competent to make this declaration.

Yours faithfully,

(Signature of the bidder)

Seal and signature of Manager
/Representative of the company/firm
On behalf of the company/
Firm submitting tender
Telephone:
Mobile:
Fax:
Mail:
Contact Person Name:
Contact Person Designation:

**Appendix -A (To be filled up by the bidder)
Following details required for all bidders**

| Sr. No. | Name & Full Address of the firm: | Necessary Documents Submitted (Yes/No) |
|---------|---|--|
| 1. | Registered Office with Address (Copy of registration certificate of firm may be enclosed) | |
| 2. | Pan no. | |
| 3. | Previous Purchase order details | |
| 4. | Whether limited company or Pvt. Ltd. or Partnership | |
| 5. | Name & Addresses of the person who will represent the firm while dealing with the Institute. | |
| 6. | GST Registration number | |
| 7. | Do you have Technology as your primary business; and are You An Original Equipment Manufacturer Or Authorized System Integrator(s) ? | |
| 8. | Do you have experience for at least 3 years in the relevant field of supply, installation, commissioning and maintenance of similar project? Have you completed at least one similar project during the previous three years? | |
| 9. | Are you authorized by your principal (for all the respective items) to quote the bid? | |
| 10. | Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years? | |
| 11. | Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in the past. | |

Seal and signature of Manager /Representative of the firm On behalf of the firm submitting Tender

Telephone:.....
 Mobile:.....
 Fax:.....
 Mail:.....
 Contact Person Name:.....
 Contact Person Designation:.....

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List of Documents attached by the Bidder