

No.IITD/Purc./IT-RRC/2012-13

Indraprastha Institute of Information Technology

Okhla Phase-III

Behind Govind Puri Metro Station

New Delhi-110020.

05.09.2012

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI

TENDER NOTICE

Rate Running Contract for Supply of Computer Consumable Items

Sealed competitive tenders are invited from reputed firms in Delhi NCR for the selection of agency/agencies for supply of computer consumables for an initial period of one year under rate running contract. The tenderer should have minimum three years' of experience in the supply of computer consumables. The items required are mentioned in the Annexure attached to this Notice. The sealed tenders should reach this office on or before 17th September, 2012, 3:00 P.M. along with EMD of Rs.2,000/- (Rupees Two Thousand only) in the form of demand draft in favor of IIT, Delhi payable at New Delhi drawn on nationalized / scheduled bank. The tenders 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 superscribed as "Tender for Running Contract for the Supply of Computer Consumables".

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

Sd/-

Registrar

Attached: as above.

INSTRUCTIONS TO BIDDERS

1. Period of Supply of Items : For one year from the date of RR Contract Order
2. Last Date & Time of Submission of Bid : 17.09.2012, 3:00 PM
3. Date and Time of Opening Bids : 17.09.2012, 3:30 PM
4. Tenders will be accepted only along with EMD of Rs.2,000/- (Rupees Two 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 the IIT, Delhi. If exempted from EMD, necessary documents shall be produced along with the tender. Tenders without D/D shall be rejected.
5. The tender 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 tenders specified in the notice happens to be a holiday to the office of calling tenders, the tenders 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 tenders are not accepted.
8. The defect notices in the items supplied by selected bidder during the Contract period will have to be replaced with good items at free of cost by the bidder.
9. If the successful tenderer is not able to undertake the supply, the EMD submitted by them will not be returned under any circumstance.
10. The tenderer shall hold their offer valid for a period of 90 days from the date of submission.

11. The running contract will be for an initial period of one year from the date of issue of Order for Rate Running Contract (RRC). The selected bidder will have to supply the consumables at the offered rate for a period of one year from the date of award of Order for RRC.
12. Quote unit rate & make/specifications/quality, if any, for each consumable item has been specified in the enclosed format. While submitting the tender, the tenderer shall submit the details in the prescribed format and has to be duly signed in each and every page of the quote.
13. The rate quoted should be inclusive of all taxes and duties. 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 print quality of fresh toner cartridge is found bad during the usage, the cartridge should be replaced with similar quality one immediately.
16. Fresh toner cartridge 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.