

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,
DELHI**

BID NOTICE

(No. IIITD/MM/IT Consumables /032/2022)

**Rate Running Contract for Supply of IT Consumable
Items 2022-2023**

Sealed competitive bids are invited from reputed firms in Delhi NCR for the selection of vendor for supply of IT Consumable 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 Consumable 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 29th March, 2022 3:00 P.M. . 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 Consumable 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. 1. Period of Supply of Items : One year from April 1st, 2022
2. 2. Last Date & Time of Submission of Bid : 29.03. 2022, 3:00 PM
3. Date and Time of Opening of Bids : 29.03. 2022, 3:30 PM
4. Earnest Money Deposit: Exempted. Bid Security Declaration to be submitted as per Annexure-IV
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 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.
8. The bidder shall hold their offer valid for a minimum period of 60 days from the date of submission.
9. The rate running contract will be for an initial period of one year from April 1st 2022. 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.
10. 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.
11. The rate quoted should be inclusive of all taxes, duties, freight etc. Only the attached format should be used for quoting unit wise rates.
12. Payment will be effected after satisfactory supply of the items corresponding to each supply order.

13. If the print quality of Items is found bad during the usage, the IT -Consumable items should be replaced with similar quality one immediately.
14. IT Consumable items should be of original make only.
15. The Institute reserves the right to award RRC to multiple agencies for the items found to be lowest in value.
16. 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.
17. For clarification on make/quality etc. of item the bidder may contact Sh. Ajay Kumar, DM (MM&D) at 011-26907561 or visit the Institute during the working days (Monday to Friday) between 9:30 AM and 5:00 PM.
18. 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	Estimated no of Qty. Per Year	Rate (all inclusive) Rs.
1	AMP LC-LC Multimode Patch Cable	Tyco	5	
2	AMP LC-LC PATCH CABLE 20 Mtr. Multimode	Tyco	5	
3	AMP LC-LC Single Mode Patch Cable	Tyco	5	
4	AMP SC-LC Multimode Patch Cable	Tyco	5	
5	AMP SC-LC Single Mode Patch Cable	Tyco	5	
6	AMP SC-SC Multimode Patch Cable	Tyco	5	
7	AMP SC-SC Single Mode Patch Cable	Tyco	5	
8	Analog Gateway Voice 2 Port	Best Quality	20	
9	Cable (Desktop Power Cable)	HP	50	
10	Cable Manager	HP	5	
11	Cable Tai	Best Quality	50	
12	CAT 5e Cable	D-Link	5	
13	Cat 6 Cable	D-Link	20	
14	CD - R	Moserbaer	100	
15	CD -RW	Moserbaer	50	
16	Computer Tools (Lan Tester)	Best Quality	5	
17	Crimping Tools	Best Quality	5	
18	DAC Cable	Dell	5	
19	DVD - R	Moserbare	100	
20	DVD - RW	Moserbare	50	
21	Fiber Patch Cable	Best Quality	20	
22	FIBER SPLICING BOX	Best Quality	10	
23	Grinding Tools	Best Quality	5	
24	HDMI Cable 10 Mtr.	Belkin	10	
25	HDMI Cable 15 Mtr.	Belkin	10	
26	HDMI Cable 2 Mtr	Belkin	10	
27	HDMI Cable 5 Mtr.	Belkin	10	
28	HDMI Extender	Best Quality	5	
29	HDMI Splitter (1 x 3 Port)	Best Quality	5	
30	HDMI Splitter (1 x 4)	Best Quality	5	
31	Laptop Lock	Best Quality	20	
32	I Ball Usb Tv Tuner	Best Quality	5	
33	Industrial Power Plug Convertor	Best Quality	20	
34	I/O Box (CAT - 6)	Tyco	200	
35	IO Punching Tool	Best Quality	20	
36	Jack Panel 24 Port	D-Link	10	
37	Keyboard	Logitech	200	
38	HDMI To C Type Convertor	Best Quality	20	
39	HDMI TO VGA Converter	Best Quality	40	
40	Mac to HDMI Convertor	Best Quality	50	
41	MAC to VGA Convertor	Best Quality	50	
42	Optical Mouse	Logitech	200	
43	Pen Drive 16 GB -3.0(Metal)	HP	100	
44	Pen Drive 32 GB -3.0 (Metal)	HP	25	
45	Pen Drive 8 GB -3.0 (Metal)	HP	100	
46	POE INJECTORS Tenda TE-POE30G-AT 10/100/1000 Mbps Support IEEE802.3at Gigabit	Tenda	50	
47	Presenters R-400	Logitech	10	
48	Punching Tools	Best Quality	10	
49	RJ 11 Cable	Best Quality	50	
50	RJ - 45 Connectors	D-Link	500	
51	Screw Driver Tool Kit	Best Quality	5	
52	Switch 8port1000MBPS	D-Link	20	
53	Switch 5port 1000MBPS	D-Link	20	
54	Tape Cartridge LK-3WBN 9x9MM	EPSON	10	
55	Toner Brother TN2365	Brother	20	
56	Toner 932XL (Black)	HP	5	

57	Toner 933 XL(Color)	HP	5	
58	Toner 950 XL (Black)	HP	5	
59	Toner 951 XL (Color)	HP	5	
60	Toner 940 XL (Black)	HP	5	
61	Toner 940 XL (Color)	HP	5	
62	Toner 901 Black	HP	5	
63	Toner 901 Color	HP	5	
64	Toner 902 Black	HP	5	
65	Toner 902 Color	HP	5	
66	Toner 210 (Black)	HP	5	
67	Toner 211 (Cyan)	HP	5	
68	Toner 212 (Yellow)	HP	5	
69	Toner 213 (Magenta)	HP	5	
70	Toner 678 (Black)	HP	5	
71	Toner 678 (Color)	HP	5	
72	Toner 680 (Black)	HP	5	
73	Toner 680 (Color)	HP	5	
74	Toner 6470A (Black)	HP	5	
75	Toner 7581A (Color)	HP	5	
76	Toner 7582A (Color)	HP	5	
77	Toner 7583A (Color)	HP	5	
78	Toner 530 (Black)	HP	5	
79	Toner CE-400A	HP	5	
80	Toner CE-401A	HP	5	
81	Toner CE-402A	HP	5	
82	Toner CE-403A	HP	5	
83	Toner CF218A	HP	50	
84	Toner 05 A	HP	20	
85	Toner 12A	HP	100	
86	Toner 16 A	HP	2	
87	Toner 230A (Black)	HP	5	
88	Toner 36 A	HP	20	
89	Toner 80A	HP	5	
90	Toner 88 A	HP	200	
91	Toner 78 A	HP	40	
92	TONER CF350A(Black)	HP	5	
93	TONER CF351A(CYAN)	HP	5	
94	TONER CF 352A (YELLOW)	HP	5	
95	TONER CF 353A (MAGENTA)	HP	5	
96	Toner 328	Canon	50	
97	Toner 418 Color	Canon	5	
98	Toner 418 Black	Canon	5	
99	Toner 337 Black	Canon	20	
100	Toner NPG 56	Canon	20	
101	101TONER NPG 57	Canon	20	
102	Toner NPG 51	Canon	20	
103	Toner TK 1144	Kyocera	1	
104	Tonner E -452	Toshiba	1	
105	Toner CC530	HP	1	
106	Toner CC531	HP	1	
107	Toner CC532	HP	1	
108	Toner CC533	HP	1	
109	Toner Samsung Xpress 2876	Samsung	5	
110	USB DATA CABLE	Digikey	20	
111	VGA Cable 2 Mtr	Belkin	10	
112	VGA Cable 10 Mtr.	Belkin	10	
113	VGA Cable 15 Mtr.	Belkin	10	
114	VGA CABLE 5 Mtr.	Belkin	10	
115	VGA Jointer	Best Quality	20	

116	VGA Splitter (1 x 2 & 4 Port)	Best Quality	5	
117	VGA Splitter (2 x 2 Port)	Best Quality	5	
118	Mouse Pad	Best Quality	50	
119	RJ 11 Connector	D-Link	100	
120	Toner 925	Canon	10	
121	Toner 110A	HP	10	

We agree to supply the IT Consumable items at the unit rates quoted above for the duration of the Rate Running Contract i.e. for the period April 1st 2022 to 31st March, 2023. 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 IIITD.

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

"Exempted Bid Security Declaration Form"

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any of the obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs, or derogates from the Tender, my/our Bid during the period of bid validity specified in the form of Bid;

Or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (signature of the person whose name and capacity are shown)

In the capacity of _____ (legal capacity of the person signing the Bid Securing Declaration)

Name: (complete name of the person signing the Bid Security Declaration)

Duly authorized to sign the Bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

ON NON JUDICIAL STAMP PAPER OF RS 100/-

AN AGREEMENT made on _____ day of _____ two thousand Twenty One

BETWEEN

(Hereinafter called the contractor, which expression shall include its proprietor, partners, heirs, executors, administrators, legal representatives, successors and assignees) WITH REGISTERED ADDRESS.....of the one part

AND

The REGISTRAR Indraprastha Institute of Information Technology Delhi, Okhla Industrial Area Phase III, New Delhi - 110020 (hereinafter called the IIITD, which expression shall include its successors and assignees) of the other part.

Whereas the IIITD had invited Bids <Please write tender name> ; vide its Bid Document No. _____, which shall be deemed to be a part of this agreement; FOR THE SCOPE OF WORK/SUPPLY

Whereas the contractor submitted its TENDER Bid dated _____, a copy of the price bid, submitted by the contractor, is annexed hereto as Annexure;

Whereas the IIITD has accepted the Bid submitted by the contractor, on the terms and conditions mentioned in the IIITD's said Bid Document and conveyed its acceptance to the contractor; vide its letter No. _____ dated _____, AND ANY OTHER CORRESPONDENCEwhich shall be deemed to be a part of this agreement;

Whereas the contractor is agreeable to the terms and conditions mentioned in the IIITD's said Bid document;

Whereas the contractor undertakes to comply with all relevant laws like Contract Labour (Regulation and Abolition) Act, 1970; Employees' State Insurance and Miscellaneous Provisions Act, 1952; Employees' State Insurance Act, 1948; Minimum Wages Act, 1948; Payment of Bonus Act, 1972; Payment of Wages Act, 1936; Income Tax Act; GST Act etc. and to indemnify the IIITD

from the contractor's acts of omission or commission, as regards the compliance with the relevant laws;

Whereas the contractor declares that he/she/it shall own all responsibility for any act of omission or commission, as regards the compliance with the relevant laws;

AND WHEREAS the IIITD is agreeable to make necessary payment to the Contractor, at the rates mentioned in the Annexure annexed hereto and as per the terms and conditions mentioned in the IIITD's said Bid Document;

In WITNESS whereof Shri (name), (designation), the authorized representative of the contractor, for and on behalf of the contractor, has hereunto set his hand and for and on behalf of the IIITD has hereunto set his hand.

(Signature of the authorized representative of the Contractor)

Name and designation of the contractor's representative

In the presence of

1

2

(Signature of witnesses with full name and full address)

Registrar

for and on behalf of the IIITD

In the presence of

1

2

(Signature of witnesses with full name and full address)