



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref No. IIIT-A/FIP/ENQ/196/32/2018  
Date: 12/04/2018

## Enquiry Letter

M/s. ....

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Ph. No.: .....

**Sub: Quotation for Purchase & Installation of RFID Devices for Residence/Inmates at IIIT-Allahabad**

**Enquiry issue date:** 12/04/2018

**Last submission date:** 03/05/2018 at 12:00 Noon

**Opening of Bid:** 03/05/2018 at 3:30 PM

**EMD Amount:** Rs.12,000/- (Twelve Thousand Only)

Dear Sir,

Institute is inviting the Bids to **Purchase & Installation of RFID Devices for Residence / Inmates at IIIT-Allahabad** for which quotations are invited as per details given in below:-

Sl. No.	Item Description	Unit	Qty.	Unit Rate	Amount (Rs.)
1	<b>Specifications:</b> <b>RFID Card</b> <ul style="list-style-type: none"><li>• <b>Material:</b> Superior Plastic (PVC/PET/ABS)</li><li>• <b>Standard Size:</b> ISO standard size CR80 (86x54 mm)</li><li>• <b>Thickness:</b> 0.38 mm-0.76 mm (+-10 %)</li><li>• <b>Manuals</b></li></ul>	Nos.	4000		
2	<b>RFID Reader</b> <ul style="list-style-type: none"><li>• <b>Card user:</b> 10,000</li><li>• <b>Password user:</b> 10,000</li><li>• <b>Attendance Records :</b> 100,000</li><li>• <b>CPU:</b> 32 bit CPU</li><li>• <b>Communication:</b> TCP/IP, USB</li><li>• <b>Audio output:</b> Buzzer</li><li>• <b>Identification mode:</b> RFID card</li><li>• <b>Display language:</b> English</li><li>• <b>Alarm function:</b> Support tamper, long time door open illegal door open and intimidate alarm</li></ul>	Nos.	30		
3	<b>RFID Writer</b> <ul style="list-style-type: none"><li>• <b>Card user:</b> 10,000</li><li>• <b>Password user:</b> 10,000</li><li>• <b>Attendance Records :</b> 100,000</li><li>• <b>CPU:</b> 32 bit CPU</li><li>• <b>Communication:</b> TCP/IP, USB</li><li>• <b>Audio output:</b> Buzzer</li><li>• <b>Identification mode:</b> RFID card</li></ul>	Nos.	04		

	<ul style="list-style-type: none"> <li>• <b>Display language:</b> English</li> <li>• <b>Alarm function:</b> Support tamper, long time door open illegal door open and intimidate alarm</li> </ul>				
4	<b>RFID Printer</b> <ul style="list-style-type: none"> <li>• Supports tags compatible with UHF</li> <li>• Prints and encode tags</li> <li>• 128 MB SDRAM memory (4 MB available to user)</li> <li>• RS-232 auto-sensing Serial interface, DB-9 (standard)</li> <li>• USB V2.0, bi-directional (standard)</li> <li>• Ethernet: 10/100 internal (standard)</li> </ul>	Nos.	02		
<b>Installation Charges</b>					
					<b>Sub Total -</b>
					Taxes (GST)-
					<b>Grand Total-</b>

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions warranty/guarantee etc. **upto 03/05/2018 at 12:00 Noon.** Quotations duly sealed may be dropped in the tender box placed in the office of the Faculty In-Charge Purchase, IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Faculty In-Charge Purchase, IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211015. Kindly mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.**

**Terms & Conditions:**

1. FOR destination IIIT-Allahabad.
2. Quoted rate should be valid for at least 90 days.
3. The mention quantity is approx quantity; it may decrease/increase upto 10%.
4. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation may be rejected.
5. **Bidders would have to submit a copy of similar Supply/Purchase order received from any Govt. / Reputed organization of within last two financial years (201-17 or 2017-18) along with the abidance of successful completion of the supply.**
6. Work should be completed within 05-06 weeks from the receipt of the Work/Purchase order. If, the work/supply delayed beyond the stipulated time of completion of work/supply penalty of 1% per week of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
7. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm, will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.
8. Rate quoted by the firm should not be higher than the MRP/prevaling market rate.
9. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications will not be considered on any ground.
10. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
11. In case the firm fails to complete the job within maximum specified period Institute reserves the right to get the job done by any other firm and the difference of cost if any, will be recovered from the defaulting firm.
12. Payment will be made within fifteen after completion of work, satisfactory inspection & satisfactory report. No conditions/ clause with regard to interest etc. shall be entertained.
13. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
14. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
15. **PERFORMANCE SECURITY (PS)**
  - 15.1 The successful bidder has to deposit Performance Security which will be a sum equivalent to 10% of the total value in favour of 'IIIT-Allahabad', payable at Allahabad in form of Demand Draft / Pay Order/Bank Guarantee within fifteen

days of the acceptance of the Purchase Order. Performance Security should remain valid for a period of sixty days beyond the date of completion warranty period of Items to be purchased.

- 15.2 The Performance Security will be forfeited by order of the Competent Authority, if Item/ Equipment has not been found satisfactory and Supplier refuses to rectify the problem within warranty period.
- 15.3 If the successful bidder fails to provide the Performance Security within fifteen days of the issuance of the work order, such failure shall constitute a breach of the Tender Condition and the Institute shall be free to make other arrangements at the risk, cost and expense of the Supplier / Contractor.
- 15.4 On due performance and completion of the warranty period in all respects, the Performance Security will be returned to the Supplier without any interest.
- 15.5 Bank Guarantee to be submitted by the successful bidder should be sent to the Institute directly by the issuing bank under Registered Post (A.D.). If Successful Bidder is submitting the BG directly, please request the issuing branch to immediately send by Registered Post (A.D.) and unstamped duplicate copy of the guarantee directly to the Institute with a covering letter to compare with the original BGs and confirm that it is in order.
16. EMD should be in a form of Demand Draft/FDR in favour of "**Indian Institute of Information Technology Allahabad**" payable at "**Allahabad**" (**Any tender/quotation without EMD will not be considered**).
17. The EMD shall be returned to the bidder (s) whose offer is not accepted by the Institute within 15 days after finalisation and award of the contract without any interest. Unsuccessful bidders may collect the EMD (within next 10 days after finalization & award of the contract) from Store and Purchase Section, IIIT-A between 3PM to 5PM on any working day after providing a copy of any Photo Identity Card. After these 10 days EMD will be sent by registered post to the postal address provided by the firm/bidder at point no.19. Representative may also collect the EMD on behalf of the bidder, after providing an authorization letter from the bidder along with a copy of his photo identity card. If the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
18. **Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.**
19. **Complete Postal address of tenderer/bidder (to dispatch the EMD to unsuccessful bidder):**

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20. May feel free to contact on E-mail-[info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), Ph. No. : 0532-2922051.
21. Kindly quote your Income Tax PAN No./GST No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
22. The lowest rate will not be the basis of claim to get the order.
23. All disputes are subject to Jurisdiction of Allahabad Courts.
24. Kindly quote your email ID and Bank details etc.



**Faculty In-Charge Purchase**

**Read and accepted**

**Signature & stamp of Bidder or  
Authorized Signatory**