

## Indian Institute of Information Technology, Allahabad

Devghat, Jhalwa, Allahabad – 211012, Uttar Pradesh, India  
Email :dr.e@iiita.ac.in Web: www.iiita.ac.in Phone : 0532-2922053

### Empanelment of Service Providers (Courier Services)

The Indian Institute of Information Technology, Allahabad invites letters of intent cum bids for empanelment of Courier Services for the Institute at IIIT-A, Jhalwa Campus as mentioned:

S. No.	Category	Projected Estimated Annual Value (Rs. in lakhs)	EMD 2% of Estimated value (in Rs.)
1.	Courier Services	Rs.01.00	Rs. 2,000.00


Sealed tenders on Prescribed Format are invited from reputed and legally qualified service providers who are engaged for above service. The details of terms & conditions with prescribed format are available on the IIIT-A website [www.iiita.ac.in](http://www.iiita.ac.in) which can be downloaded.

Tenders duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E) or courier/speed post with complete details, terms & conditions etc. on or before 06:00 P.M., 13-10-14. Tenders received after 06:00 P.M., 13-10-14 will not be considered. Tender should be addressed to **Deputy Registrar (E), IIIT-Allahabad**

The same is also available at the Security Counter of IIIT, Admin Building Allahabad Jhalwa Campus between 10.00 am to 5.00 pm from 26.09.2014 to 12.10.2014 (till 05:00 P.M.) against a D/D of Rs.1000/- drawn in favour of '**IIIT, Allahabad**'.

The Service Provider who have already submitted their bids against tender dated-07.05.2014, may apply afresh and their EMD and Tender fees submitted earlier will be considered.

**Last date of Submission of letters of intent 13.10.2014 (Till 06.00 pm)**

  
**Dy. Registrar (E)**  
**IIIT-Allahabad**

**PROFORMA FOR APPLICATION**  
(To be submitted on Letterhead of Vendor/Supplier)

1. Name of the firm (As registered):-.....
2. Address of the firm:-.....  
.....  
.....
3. Phone Number:- .....
4. Proprietor's name:-.....
5. Address of Proprietor:-.....
6. Proprietor's Phone No.:-.....
7. Details of the firm:-
  - (a). Date from which the firm is operating:-.....
  - (b). Turnover of the firm during:-
    - 1) FY 2012-13(Rs.).....
    - 2)FY 2013-14(Rs.).....
 (Please attach documentary evidence)
  - (c) PAN No.:-.....
  - (d). PAN is in the name of Proprietor/Firm (R) specify.....
  - (e) TAN No.:- .....
  - (f) UPTT No/CST No.:-.....
  - (g) Service Tax Registration No.:-.....
  - (g). Details of Govt. Supply/ Turnover etc -

Sl. No.	Name of place where services rendered:	Addresses of such place where services rendered	Period from and to of services rendered
1			
2			
3			
4			

Please attach details of satisfactory work accomplished for the above, in absence of which the EXPERIENCE shown above SHALL be treated as INVALID.

8. Certified that we M/s .....are the sole Distributors/Authorised Dealers/Suppliers of ..... for items shown in category at Sl.No..... of the empanelment document (Attach relevant certificate in support)

.....  
**Seal & Signature of Authorized signatory with date**



## GENERAL TERMS & CONDITIONS

1. Sealed letter of intent-cum-Bids (LICB) is invited by The Director, Indian Institute of Information Technology, Allahabad for Courier Services.
2. The documents must be submitted in the prescribed proforma ONLY duly filled in, completed & signed by the venders/bidders along with their seal.
3. Tenderers are strictly prohibited to submit their tender with more than one name/identity. In case a tenderer is found to have indulged in tendering with more than one name/identity he/she shall be black listed for ever.
4. The NON-REFUNDABLE cost of processing the intent-cum-Bid documents is **Rs. 1000/-** in the shape of **Demand Draft ONLY drawn in favour of "IIIT, Allahabad" payable at Allahabad**. The same may be attached with the tender form in case of downloaded forms. No cash or cheques are acceptable.
5. All LICB should be addressed to the **Deputy Registrar (E) "Indian Institute of Information Technology, Allahabad"** and sealed envelope.
6. Filled forms will be received by the undersigned up to **6.00 P.M. on 13.10.2014 ONLY**. Late/incomplete entries shall be rejected summarily.
7. The LICB must be accompanied with an earnest money deposit (EMD) of Rs.2,000/- through demand draft/banker cheque in favour of **"IIIT-A Allahabad"** payable at Allahabad.
8. Only two-three venders shall be empanelled for one year from the date of selection in the empanelled list which is likely to be 15.10.2014. In case suppliers are not considered for placing order, the earnest money deposit of unsuccessful bidders shall be returned without any interest within one month from the date of LICB or after finalization of the empanelment list, whichever is later. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the tender being accepted the earnest money will be adjusted towards security deposit.
9. The service provider should quote clearly in figure and in words the rate and amount tendered by him. All charges F.O.R. destination-IIIT-A, Jhalwa Campus, Allahabad.
10. Trade/Sales tax/VAT or any other tax or other charges on the material, which has not been mentioned while quoting their rates shall not be paid by the Institute under any circumstances and firm has to bear all kind of taxes.
11. A supplier shall not submit more than one tender. The supplies so submitted shall be governed by the laws of India and be interpreted in accordance with such laws as applicable at Allahabad, U.P., India.
12. In case of any dispute arising in process of the LICB, the matter shall be referred to the sole arbitrator who in such cases shall be The Director, IIIT-A and whose decision shall be final and binding on both the parties.
13. The acceptance of an offer will rest with the Institute which does not bind itself to accept the lowest rate and reserves itself with the authority to reject or partially accept any or all the



offer documents received, without assigning any reason.

14. All the rules regulations & laws of the land shall be complied by the LICBidder. The service provider shall have necessary licenses from the local or Govt. authorities for running the appropriate business, and shall pay all charges, taxes, levies and statutory dues assessments payable to any public or local authorities in respect of the supply-business and shall also be liable to all fines and penalties which may be levied by the local or Govt. authorities as a result of non-observance of any of the statues or rules framed there under by such authorities and keep the Institute indemnified always against all such actions, demands, expenses and charges incurred or suffered in that behalf.
15. The service agencies must have worked in reputed organizations and will have to provide details of such organizations with the certificate of it in the prescribed proforma.
16. All inclusive prices are as applicable at IIIT-A, Deoghat, Jhalwa Campus of Institute at Allahabad.
17. The cost of stamp fee for the execution of Agreement shall have to be borne and paid by the successful bidder.
18. The participant should give authorization letter to the representative for attending the activity of the tenders like opening of Bid and technical discussion.
19. The Institute reserves the right to impose financial penalty and initiate punitive action against the service provider that fail to affect their service which shall be decided by the Director.
20. Conditional Tenders shall not be entertained and shall be rejected summarily.
21. It is mandatory to mention enquiry reference number, subject, matter of tender, due date, contact address etc. on envelop of your quotation. Incomplete Information will make the tender liable to rejection without opening the envelop.
22. Kindly quote your email ID and Bank details etc.

### **UNDERTAKING**

**“It is certified that:**

**(i) I have gone through all the conditions and understood the same. (ii) I agree to the terms & conditions as specified above (iii) I find myself to follow and comply with it.”**

Date:.....

Place:.....

.....  
**Seal and signature of the Proprietor/  
Authorized Representative**



**PRICE OFFER DOCUMENT**  
**Quotation for Courier Service at IIIT-A**

(Sealed Separately on the letterhead of the Service Provider)

Sl. No.	Description	Wt upto 250 GM	Add 250 GM	PPX/Dox above per Kg.
1.	Local/Intracity			
2.	U.P/Uttarakhand			
3.	Delhi & North India			
4.	Rest of India			
5.	North East			

.....  
Seal and Signature of Authorized Signatory

