



Ref. No.: IIIT-A/SP/769/1436/2021
Date: Dec 24, 2021

NOTICE INVITING TENDER (E-PROCUREMENT MODE)

1. E-bids are invited through **Central Public Procurement Portal (CPPP)** under two-bid system for the **"Annual Rate Contract for Supply of Printer Cartridges (HP & Samsung Brand)"** at Indian Institute of Information Technology, Allahabad (IIITA) from reputed Companies/Firms/Agencies, for 'One Year' from the date of award of contract which can be extendable for 1 more year if performance of the supplier is found satisfactory. In this connection, you are requested to submit the best competitive offer for the items and strictly as per the instruction and terms & conditions mentioned in the tender document. The tender document can be downloaded from the Institute website at URL Link: <http://www.iiita.ac.in> & CPP Portal.
2. The detailed specifications, terms and conditions are given in Annexure I to IX. The complete Bid document may be downloaded from CPPP and IIITA website. Physical bids will not be accepted.

TENDER SCHEDULE

Date of issue/publishing	:	24/12/2021
Document download/sale start date	:	24/12/2021
Document download/sale end date	:	13/01/2022 (till 12.00 Noon)
Last date and time for uploading bids	:	13/01/2022 (till 12.00 Noon)
Last date and time for receipt of queries	:	10/01/2022(till 10.00 am)
Date and time of Technical Bid opening	:	14/01/2022 (04.00 PM)
Date and time of Price Bid opening	:	Will be informed later
Bid Security (Earnest Money)	:	<ul style="list-style-type: none">• Bid Security fee is Rs.40,000/- (Rupees Forty Lakh only) (see Bid Security details given below).• Any bid without Bid Security will not be considered unless it qualifies for exemption (see Details of Bid Security given below).• Proof of remittance with transaction number/ Exemption certificate should be attached with the Annexure – VII of the tender document.
Performance Security	:	3% of estimated cost (i.e. Rs.60,000/-)
Warranty	:	See Technical Specifications
Number of covers	:	2
Bid validity period	:	90 days from the date of opening of Technical Bid
Address for communication	:	Purchase Section IIIT Allahabad, Deoghat , Jhalwa, Prayagraj – 211015
Contact number	:	Tel: 0532-2922051
Email address	:	Bidder may submit their Queries/Clarification, if any, latest by 10/01/2022 (till 10.00 am) through Cpp portal. Queries/Clarification sent to any Email ID will not be entertained.

Note: If any of the above days happens to be an IIITA's holiday, the next working day shall be implied.



Details of Bid Security:

- a. Bid Security may be provided through direct transfer (RTGS/NEFT), Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. If Bid Security has been submitted by any other mode than NEFT/ RTGS, then hard copy of the Bid Security has to be sent by Registered Post. It should reach IIITA Campus before the bid submission deadline to the name of Jt. Registrar (Store & Purchase), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Prayagraj, Pincode-211015. In envelope super scripted the tender Id or tender reference Number and with company full address.
 - b. The details for payment are as follows:

Account Name	: IIIT A EMD and Security Deposit Account
Bank Name	: Punjab National Bank
Address	: Pipalgaon Branch, Allahabad, Prayagraj
Account number	: 8636000100031943
IFSC Code	: PUNB0863600
Validity	: The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period.
 - c. **Exception for Bid Security:** Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprise (MSMEs) or are registered with the Central Purchase Organization or Concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion are exempted from BID SECURITY. Such bidder needs to submit relevant certificate issued by competent authority along with technical bid of tender.
3. Complete Bidding document is available in Government of India's E-tender website. The bids should be submitted through the same website (<https://eprocure.gov.in/eprocure/app>). All amendments, time extension, clarifications etc. will be uploaded in the CPPP website and www.iiita.ac.in and it will not be published in newspapers.
 4. Bidders should regularly visit the above websites to keep themselves updated.
 5. Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.
 6. The Director of IIIT-Allahabad reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the Director; IIIT-Allahabad shall be final and binding.

Store & Purchase Section



Contents

1	INSTRUCTIONS FOR ONLINE BID SUBMISSION.....	4
1.1	REGISTRATION.....	4
1.2	SEARCHING FOR QUOTATION /TENDER DOCUMENTS	4
1.3	PREPARATION OF BIDS	4
1.4	SUBMISSION OF BIDS	5
1.6	GENERAL INSTRUCTIONS TO THE BIDDER.....	6
1.7	COST OF BIDDING DOCUMENTS.....	6
2	INVITATION FOR TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF PRINTER CARTRIDGES/TONERS (HP & SAMSUNG BRAND).....	7
3	LIST OF ITEMS	7
3.1	List of Items for Annual Rate Contract for Supply of Printer Cartridges/Toners (HP & Samsung Make) [§]	7
4	GENERAL CONDITIONS OF CONTRACT	8
5	PREQUALIFICATION CRITERIA FOR BIDDER	10
6	SPECIAL CONDITIONS OF CONTRACT	11
7	AWARD OF CONTRACT	16
8	ANNEXURES	17
8.1	ANNEXURE – I: LETTER OF BID	17
8.2	ANNEXURE – II: CHECKLIST FOR BID SUBMISSION	18
8.3	ANNEXURE – III: TECHNICAL COMPLIANCE SHEET	20
	8.3.1 Technical Compliance for Annual Rate Contract for Supply of Printer Cartridges/Toners (HP & Samsung Brand).....	20
8.4	ANNEXURE – IV: UNDERTAKING	22
8.5	ANNEXURE – V: DECLARATION.....	23
8.6	ANNEXURE – VI: BIDDER DETAILS.....	24
8.7	ANNEXURE – VII: MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER & DETAILS OF BID SECURITY TRANSACTION	25
	*Attach a photocopy of proof regarding submission of bid security amount/ MSE Registration Certificate	25
8.8	ANNEXURE – VIII: ORIGINAL EQUIPMENT MANUFACTURER (OEM)	26
8.9	ANNEXURE – IX: Details about Firm & Experience.....	27
8.10	ANNEXURE – X: PERFORMANCE BANBK GURANTEE (PBG)	28



1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidder in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

1.1 REGISTRATION

- 1.1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 1.1.2 As part of the enrolment process, the bidder will be required to choose a unique username and assign a password for their accounts.
- 1.1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra / Capricon etc.), with their profile.
- 1.1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 1.1.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

1.2 SEARCHING FOR QUOTATION /TENDER DOCUMENTS

- 1.2.1 There are various search options built in the CPP Portal, to facilitate bidder to search active Tender by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tender, wherein the bidder may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 1.2.2 Once the bidder has selected the tender they are interested in, they may download the required documents schedules. These tender can be moved to the respective 'My Tender' folder. This would enable the CPP Portal to intimate the bidder through SMS / e-mail in case there is any corrigendum issued to the Tender document.
- 1.2.3 The bidder should make a note of the unique Tender ID assigned to each Tender, in case they want to obtain any clarification / help from the Helpdesk.

1.3 PREPARATION OF BIDS

- 1.3.1 Bidder should take into account any corrigendum published on the Tender document before submitting their bids.
- 1.3.2 Please go through the Tender/Tender advertisement and the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note



the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 1.3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 1.3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidder. Bidder can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

1.4 **SUBMISSION OF BIDS**

- 1.4.1 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 1.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender document.
- 1.4.3 A standard BoQ format has been provided with the Tender document to be filled by all the bidder. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidder are required to download the BOQ file, open it and **complete the white colored (unprotected) cells** with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases, Financial Bids can be submitted in RAR format as well (in lieu of BOQ).

- 1.4.4 The server time (which is displayed on the bidder' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder, opening of bids etc. The bidder should follow this time during bid submission.
- 1.4.5 All the documents being submitted by the bidder would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128bit encryption technology. Data storage encryption of sensitive fields is done.
- 1.4.6 The uploaded Tender documents become readable only after the Tender opening by the authorized bid openers.
- 1.4.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 1.4.8 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.



1.5 **ASSISTANCE TO BIDDER**

- 1.5.1 Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a Tender or the relevant contact person indicated in the Tender.
- 1.5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

1.6 **GENERAL INSTRUCTIONS TO THE BIDDER**

- 1.6.1 The Tender will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidder is required to upload all the documents in .pdf format.
- 1.6.2 Possession of a Valid Class- III Digital Signature Certificate (DSC) in the form of smart card/e- token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

1.7 **COST OF BIDDING DOCUMENTS**

- 1.7.1 The vendor (bidder) shall bear all costs associated with the preparation and submission of its bid and IIITA will in no case be held responsible or liable for the costs, regardless of the conduct or outcome of the bidding process.



2 INVITATION FOR TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF PRINTER CARTRIDGES/TONERS (HP & SAMSUNG BRAND)

Indian Institute of Information Technology, Allahabad invites online Bids (Technical bid and Commercial/Financial bid) from eligible and experienced Authorized Distributor/ Stockiest/Company of the for “Annual Rate Contract for Supply of Printer Cartridges/toners ” the Terms & Conditions specified in the tender document, which is available on CPP Portal <https://eprocure.gov.in/eprocure/app> as well on IIITA website <https://www.iiita.ac.in>.

3 LIST OF ITEMS

The following are the List of items of the Annual Rate Contract for Supply of Printer Cartridges/Toners to be supplied as per the tender. The Annexure III should be used to specify compliance with these requirements. In case there is no deviation of the corresponding item, ‘NO’ should be written in the Deviation column and a brief description should be given otherwise.

3.1 List of Items for Annual Rate Contract for Supply of Printer Cartridges/Toners (HP & Samsung Make)⁵

Sl. No.	Name of Cartridges/Toners/ Model Number (S.No.1 to 24 HP Brand & S.No.25 to 26 Samsung Brand)	(A) Maximum Discount in percentage (%) on New Cartridges/ Toners on MRP/Unit	(B) Quoted maximum discount in percentage (%) on buyback of old (same model) cartridge	(A+B) Total maximum discount in percentage (%) on MRP on new cartridges plus buyback of old (same model) cartridge
1.	12A			
2.	88A			
3.	80A			
4.	79A			
5.	78A			
6.	36A			
7.	42A			
8.	137A			
9.	110A			
10.	204A			
11.	678 BLACK 678 COLOR			
12.	201 A Black 201 A Cyan 201 A Megenta 201 A Yellow			
13.	950 XL Black 951 XL Cyan 951 XL Magenta 951 XL Yellow			
14.	955 XL (BLACK) 955 XL (YELLOW) 955 XL (MAGENTA) 955 XL (CYAN)			
15.	920 X Cyan 920 XL Yellow 920 XL black			



	920 XL Magenta			
16.	128 A BLACK 128 A CYAN 128 A MAGENTA 128 A YELLOW			
17.	202A (BLACK) 202A (YELLOW) 202A (MAGENTA) 202A (CYAN)			
18.	30A C9730AC C9731AC C9732AC C9733AC			
19.	416 A W2040A (Black) W2041A (Cyan) W2042A (Yellow) W2043A (Magenta)			
20.	410A black 410A Cyan 410A Magenta 410A Yellow			
21.	965 965XL (Black) 965XL (Cyan) 965XL (Yellow) 965XL (Magenta)			
22.	645A 645A (Black) 645A (Cyan) 645A (Yellow) 645A (Magenta)			
23.	GT53 XL Black GT52 Yellow GT52 Cyan GT52 Magenta			
24.	W9050 Black 9051 Yellow 9052 Cyan 9053 Magenta			
25.	MLT D101S Black Toner (Samsung Make)			
26.	MLT D115L Black Toner (Samsung Make)			

§Documentary support must be attached.

4 GENERAL CONDITIONS OF CONTRACT

- 4.1 Bidder must fill the Letter of Undertaking (Annexure-IV) and Declaration Performa (Annexure-V) complete in all respect.
- 4.2 Bidder must quote their rates exclusive of all taxes and duties. Taxes applicable may be quoted separately giving full details.
- 4.3 For the Bidding/ Tender Document Purposes, Indian institute of information Technology, Allahabad shall be referred to as 'Institute' and the Bidder/ Successful Bidder shall be referred to as 'Contractor and / or Bidder or Tenderer / Supplier/ Vendor'.



- 4.4 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 4.5 The bidder shall submit the copy of the authorization letter/Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 4.6 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with Bid Security receipt of RTGS/NEFT of requisite amount or the proof of exemption from Bid Security and an Undertaking In lieu of Bid Security, or any other requirements stipulated in the tender documents are liable to be rejected.
- 4.7 The Bid Security shall be returned through electronic transfer if submitted online to the bidder(s) bank account as provided by the bidder(s) or it will be returned by post whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest. If the return of Bid Security is delayed for any reason, no interest/penalty shall be payable to the bidder.
- 4.8 The Parties to the Contract/Agreement shall be the successful bidder (to whom the Services or Supply has been awarded) and the Institute, IIIT-Allahabad.
- 4.9 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to IIIT-Allahabad. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 4.10 **Each page in the bid document must be numbered properly and duly signed & sealed by the bidder. Submit the tender document as per Instruction for Online Bid Submission.**
- 4.11 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- 4.12 In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified “.xls” format i.e. Price Bid in Excel sheet attached as ‘.xls’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- 4.13 Quoted rate should be valid as asked in “Tender Schedule”.
- 4.14 All figures etc. must be in English Language only.
- 4.15 The lowest rate will not be the basis of claim to get the order.
- 4.16 The firm blacklisted by any IIT/IIIT/NIT/Government Department/PSU/PSU Banks/ Autonomous Bodies/ Statutory Bodies in India at any stage need not to apply.
- 4.17 Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
- 4.18 Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the disputes and his decision will be binding on both the parties.
- 4.19 Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.



- 4.20 **Consignee:** Dr. Seema Shah, Jt. Registrar (Store & Purchase), IIITA (Ph: 0532-2922081, 2922143). Except under specific instructions, delivery to Stores Section (if applicable) is restricted between 9:30 A.M to 5.30 P.M. on all working days except Saturday & Sunday.
- 4.21 Any conditional tender will not be accepted.
- 4.22 **Tenderer should take into account any corrigendum published on the tender document before submitting their bids. All such corrigendum will be placed on Central Public Procurement Portal as well as IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in and <https://eprocure.gov.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.**
- 4.23 Rate should be quoted in BOQ in cover 2 (price offer or Financial bid).
- 4.24 **ANTI COMPETITIVE AGREEMENTS/ABUSE OF DOMINANT POSITION:** The Competition Act, 2002 as amended by the Competition (Amendment) Act, 2007 (the Act), prohibits anti-competitive practices and aims at fostering competition and at protecting Indian markets against anti- competitive practices by enterprises. The Act prohibits anti- competitive agreements, abuse of dominant position by enterprises, and regulates combinations (consisting of acquisition, acquiring of control and M&A) wherever such agreements, abuse or combination causes, or is likely to cause, appreciable adverse effect on competition in markets in India. IIITA reserves the right to approach the Competition Commission established under the Act of Parliament and file information relating to anti-competitive agreements and abuse of dominant position. If such a situation arises, then Vendors are bound by the decision of the Competitive Commission and also subject to penalty and other provisions of the Competition Act.
- 4.25 The tenderer who submits false, forged or fabricated documents or conceals facts with intention to win over the tender or procure purchase order; Bid Security of such tenderer firm shall be forfeited and firm shall be liable for blacklisting for a period of not Less than 2 years. The firm shall also be liable for Legal action depending on the facts & circumstances of the case.
- 4.26 If the supplier fails to execute the purchase order and informs IIITA about its inability to execute the order and non-compliance of the purchase order, firm shall be liable for blacklisting for a period of not less than 2 years.
- 4.27 Indian Institute of Information Technology reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of Director – IIIT-Allahabad shall be final and binding on all.
- 4.28 All disputes are subject to Jurisdiction of Allahabad Courts.

5 PREQUALIFICATION CRITERIA FOR BIDDER

- 5.1 **Bids may be submitted for one or both OEM/Brand. Bids for Printer Cartridges/Toners will be considered in respect of those bidders only who have specific authorization from manufacturer for supply of cartridges/Toners or minimum annual turnover of One Crore (Solvency Certificate from Nationalized/Pvt. Sector bank).**
- 5.2 **A list of offices where such jobs have been undertaken with documentary proof of having performed them satisfactorily should be furnished with the tender as required in Annexure-IX.**



- 5.3 Bidder should have experience of having successfully completed similar rates contract/empanelment during the last 3 financial years ending 31st march 2021 (i.e. 2018-19, 2019-20 & 2020-21) from any CFTI/PSU/Govt. Sector.
- 5.4 Bidder should have a registered office in India. Furnish address and registration details.
- 5.5 **Any IIT/IIIT/NIT/ Government Department/PSU/PSU Banks/Autonomous Bodies/ Statutory Bodies in India should not have blacklisted the Bidder at any stage. Self-declaration to that effect should be submitted along with the technical bid.**
- 5.6 The Bidder is required to quote for the complete BOQ. Partial quote is liable to be rejected.
- 5.7 The firm must possess valid GST Registration Certificate.
- 5.8 The bidder should have minimum Rs. 10 Lakh Average Annual Turnovers for the Last 3 financial years ending 31st march 2021 (i.e. 2018-19, 2019-20 & 2020-21). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted.
- 5.9 All pages of documents enclosed with the bid document should also be seal-signed and page numbered given to each and every pages.

Note: Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

6 SPECIAL CONDITIONS OF CONTRACT

- 6.1 These instructions are over and above the instructions contained in the enclosed set of tender documents and override instructions in case of conflict.
- 6.2 **The discount on items shall be quoted in percentage.**
- 6.3 **Validity of Rate Contract:** The quoted rates should be valid up to one year from the date of starting the Rate Contract.
- 6.4 **Delivery Schedule:** The goods/items should be supplied within **15 days from the date of issue of purchase order/supply order either through email or telephonically.**
- 6.5 The goods/items shall be **delivered to IIT Allahabad on Door Delivery basis.** Unloading of goods and delivery to store at above mentioned place shall be responsibility of the firm.
- 6.6 The supplier will be liable to replace the **rejected /damaged/duplicate items within 10 days (as per instructions of the Institute), failing which the legal action** will be taken as deemed fit by the Institute.
- 6.7 **One or more vender shall be empanelled innately for one year from the date of selection in the Rate Contract/Empanelled list which will be extended after satisfactory report. The empanelment will be initiated on the basis of higher discount price in percentage (%) on MRP quoted by vendors.**
- 6.8 In case the tenderer withdraws, modifies or change his offer during the contract period, contract will be cancelled and the PBG shall be forfeited without assigning any reason thereof. The supplier should also be ready to extend the validity, if required, without changing any terms, conditions etc. of the original contract.
- 6.9 **ONE BID PER BIDDER:** - Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a sub –contractor) shall cause all Bids with the Bidder’s participation to be disqualified. In a tender, either the Indian agent on behalf of the Principal / OEM or Principal



- / OEM itself can bid but both cannot bid simultaneously for the same item / product in the same tender. If an agent submits bid on behalf of Principal / OEM, the same agent shall not submit a bid on behalf of another Principal / OEM in the same item / product. In case a bidder not doing business within India, he shall furnish the certificate to the effect that the bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc. during the warranty and post warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc. during the warranty and post warranty period.
- 6.10 **Order of Acceptance:** - It is proposed kindly incorporate that the successful bidder should submit Order Acceptance within 7 days from the date of order.
- 6.11 **Rate Quoted:** The currency of all quoted rates shall be Indian Rupees in higher discount of Percentage (%) rates. All payment shall be made in Indian Rupees. The rates are to be quoted by the bidders in Indian Rupees only and payment shall be made to successful bidders in Indian Rupees only. Any statutory applicable taxes such as applicable Tax, etc. should be mentioned separately in the Financial Bid. However, quote should be inclusive of all other levies, statutory taxes and charges such as Octroi, Packaging & Forwarding charges etc. and should be delivered at the premises. All prices shall be fixed and shall not be subject to escalation of any description. The rates must be quoted strictly as per the 'Financial Bid Format' provided.
- 6.12 **Extension in delivery:** Delivery of completion of systems/ components/ Items is delayed for reasons of force majeure such as acts of God, Acts of Public enemy, acts of Government, fires, floods, epidemics, quarantine restrictions, illegal strikes and freight embargoes, the Contractor shall within 3 days from the date of such occurrence, give notice to IIIT Allahabad in writing of his claim for extension of delivery period. IIIT Allahabad on receipt of such notice may agree to extend the supply/contract delivery date as may be reasonable but without prejudice to other terms and conditions of the contract. Unless the extended delivery period is agreed by IIIT Allahabad in writing, Tenderer cannot claim the extension of delivery time as a matter of right. IIIT Allahabad shall have the right to cancel/ extend the order validity/ levy Liquidated Damage (LD) as appropriate.
- 6.13 To ensure sustained supply without any interruption, the competent Authority reserves the right to split orders for supplying the requirements among more than one bidder.
- 6.14 Quoted discount in percentage (%) shall be valid for one year from the date of selection in the empanelled list.
- 6.15 **DETERMINATION OF THE SUCCESSFUL BIDDER:** -The Bidder meeting the minimum eligibility criteria with the highest discount percentage of bid price in the respective category of OEM, subject to arithmetical correction, shall be deemed as the successful Bidder. In the event of more than one bidder with the highest discount percentage price bids (say equal), the bidder with the highest 'cumulative annual turnover of the last 3 financial year would be deemed as 'Successful Bidder' on the basis of the documents already submitted by the bidder.
- 6.16 **Performance Security:** H1 bidder will have to submit an irrevocable performance security in the form of a demand Draft/ Bank guarantee (Annexure IX) of 03% of total estimated const from Nationalized Bank within 15 days from the notification of the award of contract, and it should remain valid for a period of 60 days beyond the date of completion of contract. Bid Security will be released after receiving of Bank Guarantee/Demand Draft.



- 6.17 **Payment:** Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.
- 6.17.1 100% payment shall be made within 15 days on receipt and acceptance of goods with satisfactory report.
- 6.17.2 No payment shall be made for rejected items by the stores In-charge/Indenter. Rejected item/equipment must be removed by the supplier within 10 days from the date of issue of rejection advice at their own cost & replace immediately. In case these are not removed these will be auctioned/disposed of at the risk and responsibility of the suppliers without notice.
- 6.17.3 Applicable TDS will be recovered (deducted) from the payment(s).
- 6.18 **GST Exemption:** The institute is exempted from CGST or IGST, by way of a notification amending Section 11 of CGST Act or Section 6 of IGST Act. Certificate to this, if required, shall be provided by the Institute.
- 6.19 **Transit Permit (E-way bill):** The bidder should generate E-way bill in its own accountability. Transit road permit in the prescribe proforma shall be made available as per rule by the Institute on the request of the supplier, if required.
- 6.20 **Forfeiture of bid security:** Bid security of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or depreciates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its bid security will be forfeited.
- 6.21 **Penalty:**
- 6.21.1 Applicable penalty will / may be recovered from the payment(s).
- 6.21.2 If the supplier fails to deliver any or all of the goods within the time frame(s) incorporated in the tender, the Purchaser shall, without prejudice to other right and remedies available to the Purchaser under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 1% per week of total invoice value.
- 6.21.3 If the complete supply or part thereof is received in damaged condition it shall not be accepted and shall be recorded on Delivery Challan. Such damaged material should be replaced by the supplier within 10 days from the date of noting on Delivery Challans or rejection advice issued by consignee or else subsequent to no replacement in 10 days the Performance security would be forfeited with a notice to the supplier. In case of damage only in the outer packing, the supply will be accepted only after levying penalty of 1% on the total value of the supply to that destination place. Further the Performance Security would be forfeited with a notice to the supplier.
- 6.21.4 In such case(s) the vendor should notify and produce / bring the relevant communication and proof to IIITA promptly of any failure to perform or delay in performing due to any of the above reasons for the penalty to be waived off.
- 6.21.5 If the supplier/vendor fails to provide satisfactory supply during his contract period Vendor/Bidder shall be liable for blacklisting for a period of not less than 2 years and performance security will be forfeited.
- 6.22 **Price Basis and applicable Tax claim:** Vendor should clearly mention the Rate of applicable GST separately, if firm will not mention the Taxes clearly on their Price Quotation, IIIT – Allahabad will assume that the quoted price is inclusive of all and no extra amount in later stage shall be paid by IIIT, Allahabad on account of Taxes. In case of tax exemption or lower



- TDS, vendor has to submit letter from Government Authority for tax exemption or lower TDS (to be submitted along with each of the invoice(s)).
- 6.23 Any variation in statutory levies and taxes within the contractual delivery period shall be borne by the IIITA. Beyond the delivery period, the upward variation of levies and taxes shall be borne by the vendor.
- 6.24 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.
- 6.25 If the supplied material by the bidder is not found acceptable, IIIT Allahabad has the complete right to reject the same without giving any compensation.
- 6.26 **Force Majeure:** The vendor (bidder) will not be held responsible for breach of executing any obligation or delay in executing any obligations during below given circumstances / conditions.
- 6.26.1 War, Riots, Strike, Fire, Flood, Earthquake, Storm, Epidemic breakout, Power failure, Theft etc.
- 6.26.2 Any Governmental priorities (Necessary proof for validation viz. Govt. Gazette notifications, Leading Newspaper reports, etc. should be made available).
- 6.27 Rate quoted by the firm should not be higher than the MRP/ prevailing market rate.
- 6.28 **Dispute Resolution:** In the event of any dispute arising out of or in connection with this Order, the parties shall use their best endeavor to resolve the same amicably AND if the dispute could not be settled amicably, the matter shall be settled in the court under Prayagraj (Allahabad) jurisdiction only. The final payment will be released only after the vendor (bidder) complies with above-mentioned clause.
- 6.29 **Right to alter Tender:**
- 6.29.1 IIITA reserves the right to alter the Tender terms and conditions at any time before submission of the bids.
- 6.29.2 IIITA reserves the right to modify, amend, alter and/or cancel the entire RFP at any stage without assigning any reason whatsoever. IIITA's decision in this regard will be final and binding on all vendors (bidders).
- 6.30 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.
- 6.31 The rates should be quoted in % Percentage Only.
- 6.32 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 Tenderer/s, 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.
- 6.33 The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.



- 6.34 All the documents submitted must be legible and self-attested and stamped. Otherwise it is likely to be rejected.
- 6.35 The Bid Security shall be returned to the bidder(s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest. Unsuccessful bidders may collect the Bid Security (within next 10 days after finalization & award of the contract) from Purchase Section, IIIT-A between 3PM and 5PM on any working day after providing a copy of authorization letter and any Photo Identity Card. After these 10 days Bid Security will be sent by registered post to the postal address provided by the firm/bidder as mentioned in the tender document. 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 Bid Security is delayed for any reason, no interest/penalty shall be payable to the bidder.
- 6.36 **Complete Postal address of tenderer/ bidder along with Email ID and mobile number (to dispatch the Bid Security to unsuccessful bidder):**
- 6.37 Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer. Tender must be quoted in prescribe format on the company/firm letter head.
- 6.38 Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on CPP Portal (<https://eprocure.gov.in/eprocure/app>) and IIIT-A website (www.iiita.ac.in). Intending tenderers are advised to visit <https://eprocure.gov.in/eprocure/app> and 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.**
- 6.39 If any defect is found in transit it will be the sole responsibility of the supplier to get it corrected and installed as desired by the user.
- 6.40 Quotation should be addressed to Jt. Registrar (Store & Purchase), Indian Institute of Information Technology, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India.

(Purchase Section)

I/We duly certified that the information provided in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

Seal and Signature of the Proprietor/Authorized Representative



7 AWARD OF CONTRACT

- 7.1 Two-part bid system shall be adopted, i.e., **Cover 1(Techno-Commercial Offer or technical bid) and Cover 2 (Price Offer or schedule of rate).**
- 7.2 In the first stage, the Techno-Commercial Offers shall be opened at the stipulated time as mentioned in tender notice. The Price Offers of only those parties who qualify in the first stage shall be opened.
- 7.3 IIT-Allahabad shall award the contract to the eligible Bidder whose bid has been determined as the highest discount percentage evaluated in Financial Bid. If more than one Bidder happens to quote the same lowest price, IIT-Allahabad reserves the right to award the contract to more than one Bidder or any Bidder with the highest discount percentage of price bids (say equal), the bidder with the highest 'cumulative annual turnover of the last 3 financial year would be deemed as 'Successful Bidder' with respect to the submission of proof of documents as submitted by the bidder.
- 7.4 The highest rate of discount will not be the only basis of claim to get the order.
- 7.5 **The price bid comparison will be done based on the rates quoted against List of items.**



8 ANNEXURES

8.1 ANNEXURE – I: LETTER OF BID

(To be submitted along with Technical Bid)

Dated:/...../ 2022

To,
Jt. Registrar (Store & Purchase)
Indian Institute of Information Technology
Deoghat, Jhalwa
Prayagraj - 211015

Sub: Submission of Bids against Tender Ref. No.: IIIT-A/SP/769/1436/2021.

We, the undersigned, declare that:

1. I/We have examined and accepted all the terms and conditions of the tender reference number _____ and ready to offer the required services accordingly required in tender document.
2. I/We offer to execute in conformity with the Bidding Documents for “**Annual Rate Contract for Supply of Printer Cartridges/Toners (HP & Samsung Brand)**”, at IIIT-Allahabad.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security within 15 days from the date of issuance of the work/supply order.
5. I/We also declare that the Government of India / any other Government body/ any other organization has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. I/We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of bidding company)

Full Name and Designation

(To be printed on Bidder's letterhead)



8.2 ANNEXURE – II: CHECKLIST FOR BID SUBMISSION

SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION, WITH CLARIFICATION/DETAILS (Mention YES/NO in each cell)	Page No. (Referred of submitted document)
1	2	3	
1.	Confirm that you have submitted your bid for "Empanelment of vendors for Annual Rate Contract for Supply of Printer Cartridges/Toners (HP & Samsung Brand)"	(i) CONFIRMED / NOT QUOTED [Strike out whichever is not applicable]	
2.	Confirm that you have attached the documentary evidence as desired in Pre-Qualification Criteria refer to point no. 5.1 to 5.9	CONFIRMED	
3.	Confirm that the bidder must not have been blacklisted by any IIT/IIIT/NIT/ Government Hospital/PSU/PSU Banks/Autonomous Bodies/ Statutory Bodies in India at the time of submission of bid. [Attach an undertaking to this effect]	CONFIRMED	
4.	Confirm that the company must have its GST Registration certificate.	CONFIRMED	
5.	The bidder should have minimum Rs. 10 lakh average annual turnover for the Last 3 financial years (2018-19, 2019-20 & 2020-21). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted.	CONFIRMED (YES/NO)	
6.	Confirm that quoted price of the prescribed Supply of material is on FOR / designated IIT, ALLAHABAD office/store, including transportation charges, taxes etc. all complete as defined in complete RFQ.	CONFIRMED	
7.	Confirm there is no deviation/ clarification/ cutting/ overwriting in Price Schedule.	CONFIRMED	
8.	Confirm the delivery period of Delivery schedule is accepted as per Tender Documents provision.	CONFIRMED	
9.	Copy of PAN, Income Tax Return certificate submitted.	CONFIRMED (YES/NO)	
10.	HSN CODE(if Applicable)	CONFIRMED	
11.	Confirm that the duly filled and scanned copy of all ANNEXURE FROM I TO X submitted.	CONFIRMED	
12.	Confirm that the quoted price is firm and fixed for entire contract period till completion of work unless there is separate provision in the RFQ document.	CONFIRMED	



SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION, WITH CLARIFICATION/DETAILS (Mention YES/NO in each cell)	Page No. (Referred of submitted document)
13.	Confirm that Bidder's Bid is based on total compliance to the provisions of Tender document and subsequent amendment and corrigendum, if any, without any deviations and the quoted price is based on all the terms and conditions and specifications of Tender document.	CONFIRMED	
14.	Confirm that the Price Reduction Schedule (PRS) as per Tender provision is acceptable and certify that there has been no decrease in the price of price variation indices and, in the event of any decrease of such indices during the currency of this contract, we shall promptly notify this to the purchaser and offer the requisite reduction in the contract rate.	CONFIRMED	
15.	Contract Awarded Agency shall deposit 3% of total contract value from Nationalized Bank within 15 days from the notification of the award of contract, and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier, including warranty obligation.	CONFIRMED	
16.	Confirm that the bidder accept all the terms and condition, methodology, GCC, SCC and all Annexure of entire tender documents.	CONFIRMED	
17.	Functional Guarantee: If the Product is found not genuine or authentic due to reasons entirely attributable to the bidder, the IIIT, ALLAHABAD may consider termination of the Contract and forfeiture of Performance Security in Compensation for the extra Costs and delays likely to result from this failure.	CONFIRMED	
18.	Confirm that proof of remittance with transaction number/ exemption certificate is attached.	CONFIRMED	



8.3 ANNEXURE – III: TECHNICAL COMPLIANCE SHEET

**8.3.1 Technical Compliance for Annual Rate Contract for Supply of Printer Cartridges/Toners
(HP & Samsung Brand)**

The firms should also quote the maximum discount on new cartridge Plus buyback of old (same model) Toner/Cartridges. The contract will be award on H1 basis as per column- 5.

1	2	3	4	5
S.No.	Item Description	(A) Maximum Discount in percentage (%) on New Cartridges/ Toners on MRP/Unit	(B) Quoted maximum discount in percentage (%) on buyback of old (same model) cartridge	(A+B) Total maximum discount in percentage (%) on MRP on new cartridges plus buyback of old (same model) cartridge
1.	12A			
2.	88A			
3.	80A			
4.	79A			
5.	78A			
6.	36A			
7.	42A			
8.	137A			
9.	110A			
10.	204A			
11.	678 BLACK 678 COLOR			
12.	201 A Black 201 A Cyan 201 A Megenta 201 A Yellow			
13.	950 XL Black 951 XL Cyan 951 XL Magenta 951 XL Yellow			
14.	955 XL (BLACK) 955 XL (YELLOW) 955 XL (MAGENTA) 955 XL (CYAN)			
15.	920 X Cyan 920 XL Yellow 920 XL black 920 XL Magenta			
16.	128 A BLACK 128 A CYAN 128 A MAGENTA 128 A YELLOW			
17.	202A (BLACK) 202A (YELLOW) 202A (MAGENTA) 202A (CYAN)			
18.	30A C9730AC C9731AC C9732AC			



	C9733AC			
19.	416 A W2040A (Black) W2041A (Cyan) W2042A (Yellow) W2043A (Magenta)			
20.	410A black 410A Cyan 410A Magenta 410A Yellow			
21.	965 965XL (Black) 965XL (Cyan) 965XL (Yellow) 965XL (Magenta)			
22.	645A 645A (Black) 645A (Cyan) 645A (Yellow) 645A (Magenta)			
23.	GT53 XL Black GT52 Yellow GT52 Cyan GT52 Magenta			
24.	W9050 Black 9051 Yellow 9052 Cyan 9053 Magenta			
25.	MLT D101S Black Toner (Samsung Make)			
26.	MLT D115L Black Toner (Samsung Make)			

The bidders are requested to not quote discount percentage (%) in above format otherwise his bids treated as cancelled. The Rate should be quoted only in price schedule which is in.xls form (as financial bid).

\$Documentary support must be attached.

Yours faithfully,

(Signature of Authorised Signatory)

Name:

Designation:

Company seal:

Place:

Date:



8.4 ANNEXURE – IV: UNDERTAKING

To,
Jt. Registrar (Store & Purchase)
Indian Institute of Information Technology
Deoghat, Jhalwa
Prayagraj - 211015

UNDERTAKING

I/We _____, of M/s. _____ having registered office at _____, do hereby undertake that my company, M/s. _____, will not withdraw or modify its bids submitted for Tender No. _____ dated _____ for the "**Annual Rate Contract for Supply of Printer Cartridges/Toners**" at IIIT-Allahabad during the period of validity of the bids.

I/We further undertake to have understood that if my company M/s. _____ withdraws or modifies its bids or if it fails to sign the contract or fails to submit a performance security within the stipulated deadline if the work is awarded to it, M/s. _____ will be suspended for a specified time period at least for two years from being eligible to submit bids for contracts with the Indian Institute of Information Technology, Allahabad.

I/We further certify that in the event of any decrease in the price/ price variation indices during the currency of this contract, we shall be promptly notify this to the purchaser and offer the requisite reduction in the contract rate.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Place:

Date:



8.5 ANNEXURE – V: DECLARATION

DECLARATION

(Regarding ownership and/or employment of IIIT-A Employees)

(To be filled in by the Tenderer, signed and submitted along with tender papers.)

Ref. No.: IIIT-A/SP/769/1436/2021

Date: / /

I/We hereby declare that I/we or Partners or Directors of our concern do not have any such person under my/or employment who has retired/ resigned/ removed/ dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners or Directors of our concern have the following under my/our employment who has/have retired/resigned/removed/dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners of directors are not related to any employees of IIIT-A

SI no	Name of person	Date of leaving IIIT-A	Reason for leaving IIIT-A

OR

I/We hereby declare that the following persons employed in IIIT-A and any other IIIT-A Project/Station are related to me/us for partners or directors of our concern as per details indicated.

SI no	Name of person	Designation and Name of project or Office of IIIT-A	Relationship

Note: The near relative shall include wife, husband, parents and grandparents, children and grand-children, brothers, sisters, uncles, aunts and cousins and their corresponding in-laws.

(Signature of Tenderer)

(Name)

Witness Signature

Name:

Place:

Date:

Note:

1. Please tick whatever is applicable and delete/cut whatever is not applicable
2. Please attach extra sheet if necessary.



8.6 ANNEXURE – VI: BIDDER DETAILS

SI	Name of the Company/ Bidder	To be filled by bidder (Documentary proof must be attached as applicable)
1	Registered office Name	
	Full address of the Registered office	
	Details of contact person(s)	
	Name	
	Designation	
	Telephone number(s)	
	Email	
2	Name of Bidder	
	Full Address of Office in Estate Consignee	
	Name of Contact person(s)	
	Designation	
	Telephone number(s)	
	Email	
3	List the major clients with whom your organization has been associated and submit documentary proof	a.
		b.
		c.
		d.

(Signature of Tenderer)

(Name)

(Seal)

Place:

Date:



**8.7 ANNEXURE – VII: MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS
TRANSFER & DETAILS OF BID SECURITY TRANSACTION**

Ref. No.: IIIT-A/SP/769/1436/2021

Date: / /

To,
Registrar (Acting)
Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa
Prayagraj - 211015

Sub: Authorization for release of payment/dues from Indian Institute of Information Technology, Allahabad through Electronic Fund Transfer/ RTGS Transfer.

1. Name of the Party/Firm/Company/Institute: _____
2. Address of the Party: _____
City: _____
Email ID: _____ Mob: _____
Permanent Account Number: _____
3. Particulars of Bank:
Bank Name: _____ Branch Place: _____
Branch Name: _____ Branch City: _____
PIN Code: _____ Branch Code: _____
IFSC Code (11 Digit Alpha-Numeric Code): _____
Account Type: Savings/ Current/ Cash Credit: _____
Account Number: _____

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Indian Institute of Information Technology responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Details of BID SECURITY are as follows (if submitted, attach a photocopy)*:

Bid security amount (in Rs.)	Bank Name	Issue Date	Valid till date	If transferred online (mention NEFT/RTGS)	Online Transaction No. OR DD/ FDR/ BG No.	Online Transaction date OR DD/ FDR/ BG Date	If MSE's(mention Yes)#

***Attach a photocopy of proof regarding submission of bid security amount/ MSE Registration Certificate**



8.8 ANNEXURE – VIII: ORIGINAL EQUIPMENT MANUFACTURER (OEM)

MANUFACTURER'S AUTHORIZATION FORM (MAF)

To,

The Director,
Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa
Prayagraj - 211015

Dear Sir,

Reg: IIIT's Ref No. _____ Dated: _____

I/We manufacturers of original equipment at (address of factory) do hereby authorize M/s. (Name and address of Agent) to offer their quotation and conclude the contract with you against the above invitation for the Bid, as **one of our Authorized Dealers/only Dealer authorized to Bid. No company or firm or individual other than M/s. _____**

_____ is authorized to bid, and conclude the contract in regard to this business.

(Mention either Red or Blue Part)

I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

I/We hereby extend our full guarantee and comprehensive warranty as per terms and conditions of the NIT for our products offered against this invitation for Bid by the above firm.

Dated at _____ this _____ day of _____ 2021.

Authorised Signatory,

(Name)

(Designation)

(Name & Address of the company)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its techno-commercial unpricedbid.



8.9 ANNEXURE – IX: DETAILS ABOUT FIRM & EXPERIENCE

PARTICULARS TO BE FURNISHED BY THE AGENCY

1. Name of the Agency :
2. Address of the Agency:
3. Name of the proprietor of the Agency:
4. Telephone No. and e-mail ID of Agency and Proprietor:
5. Details of Ministry/Department in which the Agency had worked earlier as mentioned in this Tender (if any):-

S. no.	Name of the Ministry/Department (Attach copy of Contract)	Year	Name/Contact no. of the Office of Client Ministry/Department

6. PAN/GST number of the agency:
7. Whether 'GST Certificate' and 'Income Tax Certificate' attached: Yes/No
8. EMD's Transaction Receipt No., Date and name of the Bank:

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. **This is also certified that we are not blacklisted by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India.** It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Dated:

Place:

(Signature of Proprietor)
Seal of the firm/Agency



8.10 ANNEXURE – X: PERFORMANCE BANK GUARANTEE

To,

Registrar (Acting)
Indian Institute of Information Technology-Allahabad
Deoghat, Jhalwa
Prayagraj - 211015
(Uttar Pradesh)

WHEREAS.....

(Name and address of the Contractor/Vendor) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no.

9

Dated to perform the work) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS I/we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE I/we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

I/We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

I/We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until theday of....., 20 __
.....

(Signature of the authorized officer of the Bank).....

Name and designation of the office.....

Seal, name & address of the Bank and address of the Branch (Bank's common seal)