



INDRAPRASTHA INSTITUTE of  
INFORMATION TECHNOLOGY  
DELHI

**REQUEST FOR REGISTRATION OF VENDORS /  
SUPPLIERS FOR SUPPLY OF VARIOUS ITEMS  
FOR CAMPUS OF THE INSTITUTE AT OKHLA,  
PHASE-III NEW DELHI-110020**

(Tender no. IIITD/S&P/33/2018)

## NOTICE

IIITD, a State University created by an Act of the Govt. of NCT of Delhi having its campus at Okhla Phase-III New Delhi-110020, invites offers from the interested firms/companies in Delhi NCR engaged in the business of manufacturing, stocking or supply of goods of specified categories as mentioned in the registration documents. Registration Form can be filled / submitted and documents containing terms and conditions can be downloaded from the Institute's web-site at <http://www.iiitd.ac.in/tenders>. Hard copy of the Registration Form along with non-refundable fee of Rs.1,000/- (Rupees One Thousand only) must reach the office of Dy. Manager (Stores and Purchase), IIITD Okhla Phase-III New Delhi-110020 by registered post / speed post only. **Separate Form and fee must be submitted for each category of item.**

The last date for submission of application is **29<sup>th</sup> June, 2018**. Application (s) received after last date of submission will not be considered. For further details you may contact Sh. Ajay Kumar, Deputy Manager (Stores and Purchase) at 011-26907561 or e-mail at [ajay@iiitd.ac.in](mailto:ajay@iiitd.ac.in).

## TERMS AND CONDITIONS

### 1. Eligibility Condition for Registration / Empanelment

All firms / agencies, which are in the business of manufacturing, stocking or supply of stores are eligible for registration, subject to specific conditions or restrictions stipulated in this document. The firm/company/agency (herein after referred as the “**Entity**”) must meet the following eligibility criteria and must forward following documents for assessing eligibility for empanelment:

- i. The Entity should be in existence for last 10 years for the class of goods it is seeking registration / empanelment. In this regard a **copy of the registration document** must be enclosed.
- ii. The Entity should have minimum average turnover of Rs.7.50 Crore (Rs. 1 Crore for Item sr. no. 4,7,9,10,11 & 12) in the previous three financial years in the class of goods for which it is seeking registration / empanelment. In this regard a copy of the **audited annual accounts** for the financial years 2014-15, 2015-16 and 2016-17 must be enclosed.
- iii. The Entity should be authorized by its Original Equipment Manufacturer (OEM) as authorized dealer / supplier. In this regard, a copy of the valid & latest **Authorization from the OEM** must be enclosed.
- iv. The Entity must be registered under GST, Income Tax and other applicable laws. A **copy of the GST Certificate, PAN, TAN & under Other laws** must be enclosed.
- v. The Entity should have track record of solvency. In this regard a **certification from the banker** of the Entity must be enclosed.
- vi. The Entity should not have been blacklisted by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three years. A copy of the **notarized certificate**, in this regard, must be enclosed.
- vii. The Entity should have supplied items to any of the Central/ State government / any PSU, University, Institute etc. in the past three years. Please enclose **copy of few POs** of every previous three years.
- viii. The Entity should have service centre in Delhi NCR Region. In this regard a **list of such centers containing address, manpower, facilities etc.** must be enclosed.

### 2. Benefits of Registration

The firms registered with IIIT-D will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised will be sent to the registered firms.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the Tender sets.

### 3. Empanelment / Registration Procedure

- 3.1. The applicant should read all the pages of the document.
- 3.2. Correct / relevant information / data have to be furnished by the vendors.

- 3.3. The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work / item.
- 3.4. Service providers / suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft only drawn in favor of “IIIT Delhi Collection”, payable at New Delhi.
- 3.5. The cost of application forms and processing fees to be remitted along with the forms, shall be as Rs.1,000/- (Rupees One Thousand only).
- 3.6. Service providers / suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to Deputy Manager (Stores and Purchase), IIITD Okhla Phase-III New Delhi-110020.
- 3.6. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.7. The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as “**APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE CATEGORY CODE .....** ” (specify the category for which registration is requested-refer clause 4 below).
- 3.8. Vendors / Firms registered with GeM, MSME, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents as above under Eligibility Criteria.

- 3.9. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the IIITD at its sole discretion.
- 3.10. The firm will be considered for registration / Empanelment for an initial period of one year and will be considered for renewal for another two years or so at a time subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the Institute.

#### 4. CATEGORY WISE LIST OF ITEMS / WORK

<b>S. No.</b>	<b>Category</b>	<b>Code</b>	<b>Particular Name of Item</b>
1	<b>Electronic Items</b>	001	LED TV, Plasma, Refrigerators, Split A.C., Window A.C., Water Cooler, Water Purifier, and other Refrigerators (For General and other purpose), Washing , Elec. Equip. Machine, Vacuum Cleaner etc.
2	<b>Audio Visual Equipment</b>	002	LCD / LED Projector, DLP Projector, 3-D Projector, Mobile phones / Pocket, Projector, Screen etc.
3	<b>Computer / IT Peripherals</b>	003	Computer Desktop/ Laptop/ Palm Top Computers, Tablets, Servers, Laser/Dot Matrix/Inkjet/Line Printers, UPS (Online/Offline), Scanner, Software, Antivirus, IP Phones ,IT Peripherals, Accessories, firewall , Switches , Routers ,Wireless Access Point, etc.
4	<b>Boards</b>	004	Sign Board, Notice Board, Green Board, White Board etc.
5	<b>Electrical Installations and Accessories</b>	005	Fan (Ceiling/Table/Wall), Water Heater, Inverters , Generators, Lamps & lighting Fixture, Decorative Lamps, Voltage meter , Stabilizer, Distribution Board , UPS Batteries, Car Battery
6	<b>Office Automation</b>	006	Fax, EPABX, Photocopier, EPABX, Telephone Instruments, Mobile Phones, Fax machine etc. Photocopier
7	<b>Sports Material</b>	007	All Sports Material, Fitness Kit/ Gymnasium
8	<b>Lab Equipment</b>	008	CRO, Digital Trainer Kit, Power Supply, Soldering Station 3D Printer etc.
9	<b>All Electrical items (Consumables)</b>	009	LED Lights, Plug, Switch, Wire/ Cable, Electric Fitting etc.
10	<b>Plumbing &amp; Carpentry Items</b>	010	Brass Elbow, Buffer, Bottle Trap, Cable tie, Door Stopper, Door Handle, Door Closer etc.
11	<b>Repairing of</b>	011	Repairing of Chairs ,Tables, Benches, Beds , Boards

	<b>Furniture</b>		etc.
12	<b>Misc. Items/ Gen. order supplies</b>	012	Plastic/Steel Dustbins, Mats, Water Tank etc.

IIITD reserves all the rights to modify or add any or all the categories as per the requirement from time to time.

## **5 Terms & Conditions for Vendor Registration / Empanelment**

### **5.1 General Clause**

- 5.1.1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.
- 5.1.2. IIITD reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of IIITD in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of IIITD.
- 5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of IIITD and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 5.1.4. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 5.1.5. This document is treated as a valid contract between IIITD and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by IIITD from time to time during the registration period.
- 5.1.6. In case of empanelled vendor is found in breach of any terms & condition(s) of IIITD or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by IIITD, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with IIITD.
- 5.1.7. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- 5.1.8. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with IIITD, empanelled vendors are required to quote the Registration No.

5.1.9 The IIITD has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

5.2 **Price Variation Clause**

During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for IIITD, the vendor must voluntarily pass on the price difference to IIITD with immediate effect.

5.3 **Indemnity**

The selected vendor shall indemnify the IIITD and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. IIITD/User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

5.4 **Termination for Default**

a) Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by IIITD. ii) If the vendor fails to perform any other obligation(s) under the empanelment.

b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from IIITD (or takes longer period in-spite of what IIITD may authorize in writing), IIITD may terminate the empanelment/Purchase Order in whole or in part.

5.5 All disputes in this connection shall be settled in Delhi jurisdiction only.

**Application Format for Vendor Registration**

1. Name of the Company \_\_\_\_\_

2. a) Head Office / Registered Office \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

Web site (if any) \_\_\_\_\_

Date of Establishment b) \_\_\_\_\_

Branch Office in Delhi , if any \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

3. Name of Chief Executive /  
Proprietor / Partners \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

4. Name of Contact Person \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

**5. Type of Organization (please tick, as applicable)**

Proprietary

Partnership

Private Limited Company

Public Limited Company

Public Sector

Others (please specify)



**6. Nature of Business**

- Manufacturing
- Service
- Dealership
- Stockiest
- Indian Agent
- Indian Branch Office
- Others

**7. Class / Type of Product / Materials Manufactured / Sold / Serviced/ Fabricated:**

- Scientific Equipment
- Electronics
- Lab. Instruments
- Electrical Items
- Computer peripherals
- Computers
- Office automation products
- Electrical Works
- Sports Material
- Water coolers
- Air Conditioner
- AV Equipments
- boards
- Others (Please Specify)

**8. Audited Annual Turnover during last 3 years (Rs. Lakhs)**

- a) 2014-15 \_\_\_\_\_
- b) 2015-16 \_\_\_\_\_
- c) 2016-17 \_\_\_\_\_

**9. Commercial Information Registration**

- a) GST No. \_\_\_\_\_
- b) TIN No. \_\_\_\_\_
- c) Trade / Factory License No. \_\_\_\_\_
- d) PAN \_\_\_\_\_
- e) Registration Certificate with GeM/NCCF
- f) Current dealership agreement with Principal along with SSI/NSIC Certificate
- g) Relevant ISO Certificate, if any

**10. Details of Major Customers**

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your firm is registered in the last three years:

S. No.	Name of the Institution	Empanelled for	Contact Name	Contact Number


**11. Details of Registration fee (Rs.1,000/-)**

D.D. No. : \_\_\_\_\_ Date: \_\_\_\_\_

Bank: \_\_\_\_\_

**DECLARATION BY VENDOR**

I confirm that

- 1) No employee or direct relation of any employee of IIITD is in way connected as Partner /Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- 2) The information furnished is correct to the best of my knowledge and belief.

.....  
 (Signature of Proprietor/Partner/Chief Executive)

Name .....  
 (In Capital Letter)

Place: .....

(Seal of Vendor)

Date: .....