



INDRAPRASTHA INSTITUTE of
INFORMATION TECHNOLOGY
DELHI

**TENDER FOR SUPPLY & INSTALLATION OF
GOOGLE WORKSPACE FOR EDUCATION PLUS
FOR CAMPUS OF THE INSTITUTE AT OKHLA PHASE-
III, NEW DELHI-110020**

(IIIT-D/IT/Software/Google/019/2025-26)

INVITATION FOR BIDS

Indraprastha Institute of Information Technology -Delhi (IIITD), a State University created by an Act of Govt. of NCT of Delhi, invites sealed bids for **Supply and installation of Google Workspace for Education Plus** (as per specifications mentioned under Scope of Work below) for its campus at Okhla Phase-III New Delhi-110020.

1. An amount of Rs. 200000/- (Two Lakhs only) towards earnest money (EMD) must be deposited in the form of demand draft in favor of "IIIT-Delhi Collections" account, payable at New Delhi. No interest will be paid on the earnest money deposited by the bidder. Tender Document without earnest money will be summarily rejected. EMD is exempted for MSMEs/NSIC registered suppliers
2. The tender document can be downloaded from the Institute's website. Those wishing to get the copy of the document from the Institute may please deposit a non-refundable Tender Document Fee of Rs.1, 180/- (Rupees One Thousand One Hundred Eighty only) in the form of Demand draft drawn in favor of IIIT-Delhi Collections", payable at New Delhi or may deposit Rs.1, 180/-with the F&A division of the Institute and enclose the receipt with the filled up tender document. The tender fee is exempted for MSMEs/NSIC registered suppliers.
3. The last date for submission of Bid is 16th October 2025 up to 3:00 PM. The Technical Bids shall be opened on the same day, i.e., on 16th October 2025 at 3.30 PM. The Tender Document should be addressed to:

**Registrar,
Indraprastha Institute of Information Technology-Delhi
Okhla Phase-III
(Behind Govind Puri Metro Station)
New Delhi-110020.**

The document should be deposited in the Tender Box kept in the Store & Purchase department in Room no. A 108, First Floor, Old Academic Block of the Institute. Bids received after 3:00 PM will not be accepted or considered under any circumstances.

Bidding Procedure:

1. Bids are invited under Two Bids System, i.e. (1) Technical and (2) Financial.

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for "**Supply and installation of Google Workspace for Education Plus**" and Financial Bid for "**Supply and installation of Google Workspace for Education Plus**" addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

2. Sealed quotations shall be received no later than 3.00 PM on 16th October 2025. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and reasons beyond the Institute's control.
3. Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on pre scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later. The EMD is exempted for MSMEs/NSIC registered suppliers.

Scope of Work

1. Supply and installation of Google Workspace for Education Plus

Subscription	Quantity
Google Workspace for Education Plus	38000
Duration	Three years from the date of activation

Please attach datasheet of the offered product with all the services offered

Minimum Eligibility Requirement:

- 1 Bidder should be OEM/Authorized Partner/service provider of the OEM, here and after referred as bidder. In case the Bidder is an Authorized Partner or Service Provider, a valid Agency-ship/Dealership Certificate (**MAF specific to this Tender**) to quote on behalf of OEM should also be enclosed along with the technical Bid. **A document in support of this must be enclosed. [Bidder should attach as Annexure 1]**
- 2 OEM & Authorized Partner should have Sales and support office in India. **A self-certified document in support of this must be enclosed. [Bidder should attach as Annexure 2]**
- 3 OEM or Authorized Partner should have a service and support office in Delhi NCR. **A self-certified document in support of this must be enclosed. [Bidder should attach as Annexure 3]**
- 4 The Bidder should be ISO 9001 certified. **A copy of the ISO Certificate should be enclosed. [Bidder should attach as Annexure 4]**
- 5 The Bidder should have a support centre with a minimum of 3 relevant support engineers. **A self-certified document in support of this must be enclosed. [Bidder should attach as Annexure 5]**
- 6 The bidder should be able to provide 24x7 NOC & Tele support of their own if required by IIITD at agreed terms. **A self-certified document in support of this must be enclosed. [Bidder should attach as Annexure 6]**
- 7 The Bidder shall provide the Registration number of the firm along with the valid GST number with the PAN Number allotted by the competent authorities. **A self-certified document in support of this must be enclosed. [Bidder should attach as Annexure 7]**
- 8 The Bidder must not be blacklisted by the Central Government, State Government, or Government of Corporations in India. **A certificate or undertaking to this effect must be submitted. [Bidder should attach as Annexure 8]**
- 9 The Bidder must be responsible for supply, deploy and support the infrastructure. **[Bidder should attach as Annexure 9]**
- 10 If bidder does not meet its SLA, IIITD will put the fine of Rs. 2000/- per day for the first seven days and @ Rs.5, 000/- per day from 8th day onwards will be levied. **[Bidder should attach as Annexure 10]**

SLA	
Support	Response in 4 hrs.
Resolution	24 hrs.

- 11 Bidders can seek clarifications, raise technical, financial queries, etc., related to the tender at tenders@iiitd.ac.in. Inquiries may be submitted within a seven-day period following the publication of the bid.

The following information must accompany the financial Bid:

1.	Name, address, and telephone number of the firm/company	
2	Name of the contact person and contact details (mobile/telephone number etc.)	
3	Name of the Bank and full address	
4	Bank Account Number	
5	PAN & GSTIN (Attach self-certified copy)	
6	Valid self-certified copy of authorization from Bidder	
7	Copy of Partnership Deed/ Certificate of registration of the company or any other document evidencing the registration of the Bidder	
8	Number of Years of Experience	
9	Details of DD towards Tender Fee: EMD:	
10	Provide the previous POs of the same items work executed during the last three years (attested copies of the Orders to be enclosed)	
11	List of service centers, nearest location of the support center.	
12	Turnover of the Bidder in the financial years: 2021-22 2022-23 2023-24 Please attach CA certified copy of the turnover.	

I /We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

(Signature of the Authorized Signatory)

Name:

Office Seal.

Date:

Place:

TERMS AND CONDITIONS

- 1.** The Financial Bid should be valid for a period of not less than 60 days from the date of opening of Bid.
- 2.** Upon placing of the Purchase Order (PO), the successful Bidder is required to submit a performance bank guarantee (PBG) equivalent to 5% of the PO value within 15 days from the date of PO, failing which the Bidder shall be notified as blacklisted. The PBG will be valid for a period of 60 days beyond the stipulated date for cessation of the contract, which is co-terminus with the warranty period. No interest is payable on the PBG.
- 3.** PBG should be in favor of “IIIT-Delhi Collections” payable at New Delhi. PBG will be realized by IIIT-D in case of termination of the contract for unsatisfactory performance and/or non-performance of the contract.
- 4.** The Product to be supplied within a period of 15 days from the date of the Purchase Order by the Institute. If the vendor fails to supply the item as quoted in the Technical & Financial bid, the EMD amount will be forfeited, and the Bidder shall be notified as blacklisted or as deemed appropriate by the Institute. In case of late delivery, the penalty will be considered as a fine of 5000/- Rs per day for the first seven days and @ Rs. 8,000/- per day from the 8th day onwards will be levied for a maximum of 15 days. Following this period, the order will be canceled, and the earnest money deposit (EMD) and performance bank guarantee (PBG) amount will be forfeited.
- 5.** Payment shall be released once in a year only, subject to satisfactory completion of installation and/or services strictly in accordance with the Scope of Work, and duly certified by the Officer-in-Charge of the Institute. Payment will be made only upon submission of a valid GST-compliant invoice. Bidders who do not accept the above payment terms shall be summarily disqualified and are advised not to submit their bids.
- 6.** Payment will be made only after completion of the installation and commissioning. No advance payment will be released.
- 7.** Sealed bid can be sent either by post or by messenger. The responsibility of delivery of the bid lies entirely with the bidder
- 8.** In the event of a dispute, Director IIIT-Delhi shall be the sole arbitrator, and his decision shall be final and binding on both parties.
- 9.** IIIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- 10.** In case the Bidder is not able to execute the work as per terms, EMD/PBG shall be forfeited.
- 11.** Bidders should provide details of its support, escalation matrix, certification to this effect from itself. If Bidder fails to meet the SLAs, a fine of 2000/- Rs per day for the first seven days and @ Rs. 5,000/- per day from the 8th day onwards will be levied.
- 12.** The bidder/tenderer shall submit an undertaking on its letter head, duly signed and stamped, that none of the staff, faculty members, relatives, etc. of the Indraprastha Institute of Information Technology-Delhi are related directly or indirectly to any employees, Directors, or Key Managerial Personnel, etc. of the bidder/tenderer. In the event of the IIIT-D coming to know or pointed about the same, the bidder/tenderer undertakes to deposit a sum of Rs.1,00,000/- (Rs. One Lakh only) as a penalty with the Institute. Such bidders/tenderers shall be liable to be blacklisted and announced on the website of IIIT-D.
- 13.** Supply, installation and commissioning will be at IIIT-Delhi campus.
- 14.** The selected bidder has to sign an agreement with IIITD on a stamp paper after issue of Purchase/Work order. The agreement is attached Annexure 'Y'

PROFORMA FOR FINANCIAL BID

S. No.	Details	Quantity	Unit price (₹)	Applicable Taxes (₹)	Year one Price (₹)	Year two Price (₹)	Year three Price (₹)	Total for 3 Years (₹)
1	Supply and installation of Google Workspace for Education Plus	38000						
	Discount, if any							
	Total Amount Rs.							
<p>Total Final Cost (in figures) with Installation at IIIT Delhi campus Okhla Phase III, New Delhi. The Bidder may obtain price in Forex(USD) however the quote in financial Bid should be INR only. <i>*If any documents are required for availing custom duty exemption, the IIITD will provide the same. Please quote price accordingly.</i></p>								

Please note the price should be quoted for each of the items and should be inclusive of all taxes/charges and installation at IIIT-Delhi.

The discount, if any, should be mentioned herein and nowhere else.

Total Cost (all-inclusive) of quantity mentioned above (in words) at IIIT-Delhi campus:

We accept that the rate quoted above shall remain valid for a period of 60 days from the last date of the tender document, i.e., 60 days from 16th October 2025. It is certified that the rates quoted above are not more than the rates charged from any Central / State Govt. Deptt. / Institution / GeM.

(Signature and Seal of the Bidder)

ON NON JUDICIAL STAMP PAPER OF RS 100/-

AN AGREEMENT made on day of two thousand Twenty
One

BETWEEN

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

AND

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

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

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

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

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

Whereas the contractor undertakes to comply with all relevant laws like Contract Labour (Regulation and Abolition) Act, 1970; Employees' State Insurance and Miscellaneous Provisions Act, 1952; Employees' State Insurance Act, 1948; Minimum Wages Act, 1948; Payment of Bonus

Act, 1972; Payment of Wages Act, 1936; Income Tax Act; GST Act etc. and to indemnify the IIITD from the contractor's acts of omission or commission, as regards the compliance with the relevant laws;

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

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

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

(Signature of the authorized representative of the Contractor)

Name and designation of the contractor's representative

In the presence of

1

2

(Signature of witnesses with full name and full address)

Registrar

for and on behalf of the IIITD

In the presence of

1

2

(Signature of witnesses with full name and full address)