



INDRAPRASTHA INSTITUTE of  
INFORMATION TECHNOLOGY  
DELHI

**TENDER FOR REGISTRATION OF VENDORS / SUPPLIERS**  
**FOR PERMANENT CAMPUS OF THE INSTITUTE AT**  
**OKHLA, PHASE-III NEW DELHI-110020**

(Tender no. IIITD/S&P/07/2013-14)

## **NOTICE**

IIITD, a State University created by an Act of the Govt. of NCT of Delhi having its permanent campus at Okhla Phase-III New Delhi-110020 invites offers from the interested firms/companies, which are in the business of manufacturing, stocking or marketing of goods and services 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 <http://www.iiitd.ac.in/tenders>. Hard copy of the Registration Form along with non-refundable fee must reach the office of Assistant 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 8<sup>th</sup> July, 2013. Application (s) received after last date of submission will not be considered. For further details you may contact Sh. Ajay Kumar, Assistant 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 & Categories for Registration / Empanelment**

All firms / agencies, which are in the business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration, subject to specific conditions or restrictions stipulated in this document. Categories of items for registration are mentioned at point no.4 of the document.

### **2. Benefits of Registration**

The firms registered with IIITD will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised are 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 drawn in favor of "IIITD", payable at New Delhi.

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).

Service providers / suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to Assistant 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 .....**".
- 3.8. Vendors / Firms registered with DGS&D, 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.

- 3.9. The following self-certified essential documents (as applicable) should accompany the Registration Form:
- 3.9.1. CST / VAT / TIN No.
  - 3.9.2. Trade License, Factory License.
  - 3.9.3. Income tax Permanent Account No.
  - 3.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
  - 3.9.5. Registration Certificates with DGS&D/NCCF.
  - 3.9.6. Current dealership agreement from Principal along with SSI/NSIC certificate.
  - 3.9.7. Annual Turnover CA certified Certificate for last 3 years.
  - 3.9.8. Bank Details.
  - 3.9.9. Relevant ISO certificate.
  - 3.9.10. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three years.
- 3.10. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the IITD.
- 3.11. 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.
- 3.12. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:
- (1) Registration No.
  - (2) Vendor Trade Group/ Category No. along with description.
- 3.13. **Service Centers:** Service Centre (s) in NCR of Delhi for more than 3 years may be mentioned. For authorized distributor / OEM centers the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor / OEM. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the firm may be black listed & the EMD / SD will be forfeited 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, LCD, 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 / Pocket, Projector, Screen etc.
3	<b>Computer Peripherals</b>	003	Desk Top/ Lap Top/ Palm Top Computers, tablets, Servers, Laser/Dot Matrix/Inkjet/Line Printers, UPS (Online/Offline), Scanner, Software, Antivirus, Peripherals, Accessories, firewall 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 , LED Lights, Plug, Switch, Wire/ Cable, Electric Fitting/ Accessories etc.
6	<b>Office Automation</b>	006	Fax, EPABX, Photocopier, EPABX, Telephone instruments, 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 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 as a Supplier**

##### **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**

		<b>Documents to be enclosed</b>
a) Proprietary	<input type="checkbox"/>	Trade License
b) Partnership	<input type="checkbox"/>	Partnership Deed, Trade License
c) Private Limited Company	<input type="checkbox"/>	Memorandum of Article
d) Public Limited Company	<input type="checkbox"/>	Certificate of Registration
e) Public Sector	<input type="checkbox"/>	Trade License

**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 Equipment   
Boards   
Others (Please Specify) -----  
-----

**8. Audited Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Chartered Accountant's certification)**

a) 2009-10 \_\_\_\_\_  
b) 2010-11 \_\_\_\_\_  
c) 2011-12 \_\_\_\_\_

**9. Commercial Information Registration (Enclose Attested Copy wherever Applicable)**

a) CST / VAT Regn. No. \_\_\_\_\_  
b) State ST Regn. No \_\_\_\_\_  
c) TIN No. \_\_\_\_\_  
d) Excise Center No. \_\_\_\_\_  
e) Trade / Factory License No. \_\_\_\_\_  
f) Service Tax Regn.No. \_\_\_\_\_  
g) PAN \_\_\_\_\_  
h) Registration Certificate with DGS&D/NCCF  
i) Current dealership agreement with Principal along with SSI/NSIC Certificate  
j) 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:

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.

Proprietor/Partner/Chief Executive) \_\_\_\_\_ of  
 (Signature)

Name .....  
 (In Capital Letter)

Place: ..... (Seal of Vendor)

Date: .....