

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,
DELHI**

BID NOTICE

(No. IIITD/MM./Vendor Empanelment/35/2019)

**Rate Running Contract for Supply of IT Consumable
Items 2021-2022**

Sealed competitive bids are invited from reputed firms in Delhi NCR for the selection of vendor for supply of Office Stationery items for an initial period of one year under Rate Running Contract (RRC). The bidder should have minimum three years' of experience in the supply of Office Stationery items. The items required are mentioned in the Annexure attached to this Notice. The sealed bids as per prescribed format should reach this office on or before 15th March, 2021 3:00 P.M. The bids received shall be opened on the same day at 3:30 P.M. in the presence of present bidders. The cover containing the quotation should be super scribed as "Bid for Rate Running Contract for Supply of Office Stationery Items".

Earnest Money Deposit: Exempted. Bid Security Declaration to be submitted as per Annexure-X

The Institute reserves the right to accept or reject any bid including the lowest in part or full without any reason what so ever.

Attached: as above.

INSTRUCTIONS TO BIDDERS

1. Period of Supply of Item: One year from April 1st, 2021– 31st March 2022
2. Last Date & Time of Submission of Bid : 15.03. 2021, 3:00 PM
3. Date and Time of Opening of Bids : 15.03. 2021, 3:30 PM
4. Earnest Money Deposit: Exempted. Bid Security Declaration to be submitted as per Annexure-X
5. The bid documents should accompany the copies of necessary documents regarding registration certificates and experience in supplying similar items preferably to Govt. Departments.
6. If the date of opening bids specified in the notice happens to be a holiday to the office of calling bids, the bids shall be opened on the next working day at the same time without any further notice.
7. The defect noticed in the items supplied by selected bidder during the Contract period will have to be replaced with items of similar make at no additional cost.
8. The bidder shall hold their offer valid for a minimum period of 60 days from the date of submission.
9. The rate running contract will be for an initial period of one year from April 1st 2021. The same can be extended on mutual consent. The selected bidder will have to supply the consumables at the offered rate for a period of one year from the said date.
10. Unit rate & make/specification/quality, if any, for each item has been specified in the enclosed format. While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.
11. The rate quoted should be inclusive of all taxes, duties, freight etc. Only the attached format should be used for quoting unit wise rates.
12. Payment will be effected after satisfactory supply of the items corresponding to each supply order.

13. If the print quality of Items is found bad during the usage, the stationery items should be replaced with similar quality one immediately.
14. Stationery items should be of original make only.
15. The Institute reserves the right to award RRC to multiple agencies for the items found to be lowest in value.
16. In the event of maximum items being quoted lowest by a single bidder, the Institute at its discretion may request the L1 bidder to match the rate for remaining items at a price quoted lowest by other bidders.
17. For clarification on make/quality etc. of item the bidder may contact Sh. Ajay Kumar, DM (MM&D) at 011-26907561 or visit the Institute during the working days (Monday to Friday) between 9:30 AM and 5:00 PM.
18. The actual requirement of items specified in the format may increase or decrease. In addition to items specified, the Institute may request for some other items not mentioned in the format. Supply of such items shall be at the market determined rate.

FORMAT FOR QUOTING UNIT PRICE OF I.T. ITEMS-2021-22

S. No.	Name of the Items	Make	Estimated no of Qty. Per Year	Rate (all inclusive) Rs.
1	AMP LC-LC Multimode Patch Cable	Tyco	5	
2	AMP LC-LC PATCH CABLE 20 Mtr. Multimode	Tyco	5	
3	AMP LC-LC Single Mode Patch Cable	Tyco	5	
4	AMP SC-LC Multimode Patch Cable	Tyco	5	
5	AMP SC-LC Single Mode Patch Cable	Tyco	5	
6	AMP SC-SC Multimode Patch Cable	Tyco	5	
7	AMP SC-SC Single Mode Patch Cable	Tyco	5	
8	Analog Gateway Voice 2 Port	Best Quality	20	
9	Cable (Desktop Power Cable)	HP	50	
10	Cable Manager	HP	5	
11	Cable Tai	Best Quality	50	
12	CAT 5e Cable	D-Link	5	
13	Cat 6 Cable	D-Link	20	
14	CD - R	Writex	100	
15	CD -RW	Writex	50	
16	Computer Tools (Lan Tester)	Best Quality	5	
17	Crimping Tools	Best Quality	5	
18	DAC Cable	Dell	5	
19	DVD - R	Writex	100	
20	DVD - RW	Writex	50	
21	Fiber Patch Cable	Best Quality	20	
22	FIBER SPLICING BOX	Best Quality	10	
23	Grinding Tools	Best Quality	5	
24	HDMI Cable 10 Mtr.	Belkin	10	
25	HDMI Cable 15 Mtr.	Belkin	10	
26	HDMI Cable 2 Mtr	Belkin	10	
27	HDMI Cable 5 Mtr.	Belkin	10	
28	HDMI Extender	Best Quality	5	
29	HDMI Splitter (1 x 3 Port)	Best Quality	5	
30	HDMI Splitter (1 x 4)	Best Quality	5	
31	HDMI TO VGA Converter	Best Quality	40	
32	I Ball Usb Tv Tuner	Best Quality	5	
33	Industrial Power Plug Convertor	Best Quality	20	
34	I/O Box (CAT - 6)	Tyco	200	

35	IO Punching Tool	Best Quality	20	
36	Jack Panel 24 Port	D-Link	10	
37	Keyboard	Logitech	100	
38	Laptop Lock	Best Quality	20	
39	Mac to HDMI Convertor	Best Quality	50	
40	MAC to VGA Convertor	Best Quality	50	
41	HDMI to VGA Convertor	Best Quality	50	
42	Optical Mouse	Logitech	200	
43	Pen Drive 16 GB (Metal)	HP	100	
44	Pen Drive 32 GB (Metal)	HP	25	
45	Pen Drive 8 GB (Metal)	HP	100	
46	POE INJECTORS Tenda TE-POE30G-AT 10/100/1000 Mbps Support IEEE802.3at Gigabit	Tenda	50	
47	Presentator	Logitech	10	
48	Punching Tools	Best Quality	10	
49	RJ 11 Cable	Best Quality	50	
50	RJ - 45 Connectors	D-Link	500	
51	Screw Driver Tool Kit	Best Quality	5	
52	Switch 8port1000MBPS	D-Link	20	
53	Switch 5port 1000MBPS	D-Link	20	
54	Tape Cartridge LK-3WBN 9x9MM	EPSON	10	
55	Toner 932XL (Black)	HP	5	
56	Toner 933 XL(Color)	HP	5	
57	Toner 950 XL (Black)	HP	5	
58	Toner 951 XL (Color)	HP	5	
59	Toner 940 XL (Black)	HP	5	
60	Toner 940 XL (Color)	HP	5	
61	Toner 901 Black	HP	5	
62	Toner 901 Color	HP	5	
63	Toner 902 Black	HP	5	
64	Toner 902 Color	HP	5	
65	Toner 210 (Black)	HP	5	
66	Toner 211 (Cyan)	HP	5	
67	Toner 212 (Yellow)	HP	5	
68	Toner 213 (Magenta)	HP	5	
69	Toner 678 (Black)	HP	5	
70	Toner 678 (Color)	HP	5	
71	Toner 680 (Black)	HP	5	
72	Toner 680 (Color)	HP	5	
73	Toner 6470A (Black)	HP	5	
74	Toner 7581A (Color)	HP	5	
75	Toner 7582A (Color)	HP	5	
76	Toner 7583A (Color)	HP	5	
77	Toner 530 (Black)	HP	5	
78	Toner CE-400A	HP	5	

79	Toner CE-401A	HP	5	
80	Toner CE-402A	HP	5	
81	Toner CE-403A	HP	5	
82	Toner CF218A	HP	5	
83	Toner 05 A	HP	20	
84	Toner 12A	HP	50	
85	Toner 16 A	HP	2	
86	Toner 230A (Black)	HP	5	
87	Toner 36 A	HP	10	
88	Toner 80A	HP	5	
89	Toner 88 A	HP	200	
90	Toner 78 A	HP	20	
91	TONER CF350A(Black)	HP	5	
92	TONER CF351A(CYAN)	HP	5	
93	TONER CF 352A (YELLOW)	HP	5	
94	TONER CF 353A (MAGENTA)	HP	5	
95	Toner 328	Canon	40	
96	Toner 418 Color	Canon	5	
97	Toner 418 Black	Canon	5	
98	Toner 337 Black	Canon	5	
99	Toner NPG 56	Canon	20	
100	101TONER NPG 57	Canon	4	
101	Toner NPG 51	Canon	20	
102	Toner TK 1144	Kyocera	1	
103	Tonner E -452	Toshiba	1	
104	Toner Samsung Xpress 2876	Samsung	5	
105	USB DATA CABLE	Digikey	20	
106	VGA Cable 2 Mtr	Belkin	10	
107	VGA Cable 10 Mtr.	Belkin	10	
108	VGA Cable 15 Mtr.	Belkin	10	
109	VGA CABLE 5 Mtr.	Belkin	10	
110	VGA Jointer	Best Quality	20	
111	VGA Splitter (1 x 2 & 4 Port)	Best Quality	5	
112	VGA Splitter (2 x 2 Port)	Best Quality	5	

We agree to supply the IT Consumables items at the unit rates quoted above for the duration of the Rate Running Contract i.e. for the period April 1st 2021 to 31st March, 2022. In case our bid is found to be lowest on maximum number of items, we agree to match the rate for remaining items at a price quoted lowest by other bidders. We also agree to supply the items not mentioned in the format above at the market determined rate to the satisfaction of the IIITD.

(Name and Signature of Authorized Signatory with

Seal of the Vendor)

Annexure “X “

Exempted Bid Security Declaration Form”

Date: _____ Tender No. _____
To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid;
Or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:
(Signature of person whose name and capacity are shown) In the capacity of (legal capacity of person signing the Bid Securing Declaration)

Name:
(Complete name of person signing he Bid Security Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)