

# Indraprastha Institute of Information Technology Delhi (IIIT-Delhi)

Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi-110020, India

## **TENDER NOTICE**

Tender Document for Supply, Testing and Installation of Radio Frequency Identification (RFID) System for Stock and Inventory Management System.

Tender No.:

Last Date for Submission of Tender: 07 August 2012

Date & Time of Opening: 11:30 AM, 09 August 2012

Name and Address of the bidder:

Telephone/Fax No.:

E-Mail Address:

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## **SECTION – I**

## INVITATION OF BIDS

1. Tender Document for the Supply, Testing and Installation of Radio Frequency Identification (RFID) System for Stock and Inventory Management System. The requirements are as follows –
  - i) RFID tags for metallic and non metallic surfaces
  - ii) RFID reader for programming and writing operations
  - iii) RFID handheld reader for inventory and search operations(In accordance with technical specifications as specified in (Annexure -I)
2. Interested eligible bidders may obtain further information from the office of Registrar, IIIT-Delhi, Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi-110020.
3. Tenders must be clearly written and all the rates written in figures as well as in words. Tenders written with pencil, partly typed and partly hand written in different inks/hands or erased with inauthentic cutting/corrections will be rejected.
4. The rate quoted must be inclusive of all charges and taxes, whatsoever is applicable on supply of quoted equipment. It would be the responsibility of the successful bidder to install the equipment at respective sites and no extra charges will be paid on that account. (Please see Annexure-II)
5. The Institute is exempted from payment of Custom Duty.
6. IIIT-Delhi reserves the right to accept or reject any tender or all tenders in full or a part thereof without assigning any reasons.
7. Tenders once received will not be returned.
8. The earnest money will be refunded to the unsuccessful bidder(s) within one month from the date of final acceptance of the tender.
9. Bids will be opened in the presence of bidder's representatives.

Name and signature of bidder with office seal

## SECTION - II

## **INSTRUCTIONS TO BIDDERS**

### **Earnest Money:**

Rs.20,000/- (Rupees twenty thousand only) as earnest money must be deposited in the form of demand draft in favour of *IIIT-Delhi*, payable at New Delhi. No interest shall be payable on the earnest money deposited by the bidders. Tender documents submitted without earnest money will be rejected.

### **Time, Date and Venue for Tender opening:**

Date: 09 August 2012 and Time: 11:30 AM (Conference Room, IIIT-Delhi)

### **Place of submission of Tender documents:**

Registrar, IIIT-Delhi, Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi-110020.

- a. The envelope containing tender documents must be clearly super-scribed with the Tender No. and Tender Name.
- b. The institute will not be responsible for tenders submitted at any other place. Tenders not received within the due date will not be considered.

### **Offer validity:**

Three month from the date of opening tender.

### **Eligibility for Bidders:**

- a. The bidder should have at least 1 crore average annual turnover for last 3 years from software development/ IT services.
- b. The bidder should have an experience of successful installation of RFID system for Stock and Inventory management systems (as per Annexure-III).
- c. Only those firms should respond who are the manufacturers or authorized dealers/agents of the stores specified in the tender specifications.
- d. The foreign manufacturers of the tendered stores will have to specify in the tender document, details of the sales service to be provided after expiry of warranty period.
- e. Indian agents of foreign manufacturers are allowed to participate in the tender subject to the following conditions: -
  - i. The Indian agent will submit along with the tender documents a copy of latest authority letter /agreement from the foreign manufacturer /principal.
  - ii. Such agreement/authority with the foreign manufacturers should be a long- term agreement and not merely for the present tender.
  - iii. If the agreement is only for the present tender, the offer received is liable to be rejected.
  - iv. The Indian agent will provide details of the after sales service and post contractual support i.e. repair, maintenance, supply of spare parts etc. that he will carry out.
  - v. Offers from firms whose business activities are limited to procuring items from manufacturers, both Indian and Foreign and supplying the same to the purchaser, and having no after sales service backup will not be entertained.
  - vi. Where the quoting party/Indian representative claims to be subsidiary or branch office or an authorized representative or principal foreign manufacturer/supplier in India, then a copy of approval from RBI/Ministry concerned for operating business in India as subsidiary /branch /liaison or joint –venture may be submitted with offer. The Indian agent of foreign manufacturer should be registered with DGS & D.
  - vii. The bidder must have latest income tax clearing certificate /PAN /TIN

- viii. The bidder must have latest VAT/S.T. Clearance certificate
- ix. The firm must have trade registration certificate

**Opening of tender:**

Tendering firms can authorize a representative to be present at the opening of the tender. The representative must bring with him a letter of authority from the firm to be present at the opening of tender.

The purchaser has the right to have a demonstration of the equipment/item in his premises. The demonstration has to be arranged by the supplier at his own cost.

**Delivery Time:**

8 – 10 Weeks from the date of issue of offer letter for supply of goods.

**Termination of Contracts:**

Time shall be the essence of the contract. The purchaser shall have the right to terminate the contract without any notice in part or in full in any of the following cases.

(a) The delivery of goods is delayed for causes not attributed to Force Majeure after the scheduled date of delivery.

(b) The seller is declared bankrupt or becomes insolvent.

(c) The delivery material is delayed due to causes of Force Majeure by more than reasonable time.

Any change in Address /Telephone/Fax/e-mail of the bidder should immediately be informed. The state of non-communication by the firm will make the offer liable for rejection.

**Late / Delayed tenders:**

Tender received after the due date shall not be considered at all. Post tender revision/correction shall also not be considered.

**Acceptance OR rejection of offer:**

IIIT-Delhi reserves the right to accept OR reject any tender in part OR full without assigning any reason thereof. The successful bidder should submit order acceptance letter within 15 days from the date of issue.

**Page Numbering and Signatures:**

Every page of the tender must be numbered and signed by the authorized signatory giving his/her name and designation below the signature.

**Inspection after receiving of goods:**

The inspection will be done by the related authorities in the presence of firm's representative. The successful bidder will have to provide at his own cost and arrangement technically qualified personnel at the consignee's location for joint inspection. These personnel must be able to unpack, assemble and demonstrate the use of the equipment fully and identified each Part/Machines supplied. Any consumables that are essential will be provided by the supplier free of cost.

In case of receipt of materials in damaged condition the suppliers will have to arrange the replacement of goods free of cost. All expenses in this regard will be borne by the supplier.

**Guarantee/Warranty:**

The entire supplied items should have comprehensive warranty of three years from the date of satisfactory commissioning and final acceptance by IIIT-Delhi. In case at installation stores/part of stores are found defective /damaged during or after delivery to consignee, the suppliers will replace or repair the store under warranty at consignee's location in India free of cost or if any case it is required to sent back to the foreign manufacturer. Bank Guarantee equivalent to the cost of equipment is required to be submitted before lifting the store. All expenses in this regard will be borne by the supplier.

**Performance:**

The successful bidder will have to submit a Performance security of equivalent to 10% of the Contract /Order value before the issue of award letter valid till expiry of the Warranty/Guarantee period in shape of crossed Demand Draft/Pay order/Bank Guarantee/FDR in favor of the IIIT-Delhi payable at New Delhi. The performance security will remain valid till expiry of warranty period. This will be released after completion of warranty period.

**Submission of tender:**

The bidders are requested to submit the tender in two parts, Part I-Technical Bid Quotation and Part II-Financial Bid Quotation

**Payment:**

In case of equipment 90% payment after the delivery of goods and balance 10% payment after satisfactory installation, commissioning and performance. In case of software 50% payment after the successful installation and balance 50% after initial level configuration/customization, system performance and staff training.

**Annual Maintenance Contract (AMC):**

After the warranty/Guarantee term is over, the firm should mention the charges of AMC at least for first three years.

**Staff Training:**

The bidder shall provide required onsite training to the staff members, all the expenses in this regard will be borne by the supplier.

Name and signature of bidder with office seal

**ANNEXURE - I**  
**TECHNICAL SPECIFICATIONS**

Technical specification of Radio Frequency Identification (RFID) System for Stock and Inventory Management Systems.

Sl. No.	Item	Specification of the product quoted
1.	RFID tags for metallic and non metallic surfaces (As per ISO standards specifically for Stock and Inventory Management system)	
2.	RFID reader for programming and writing operations (As per ISO standards specifically for Stock and Inventory Management system)	
3.	RFID handheld reader for inventory and search operations (As per ISO standards specifically for Stock and Inventory Management system)	

Name and signature of bidder with office seal

**ANNEXURE - II**  
**QUOTING PRICE (To be given in a separate sealed Envelope)**

Sl. No.	Specifications	Rate/Unite	Net Price
1.	RFID tags for metallic and non metallic surfaces		
2.	RFID reader for programming and writing operations		
3.	RFID handheld reader for inventory and search operations		
4.			
5.			
I) Ex factory price offer (excluding agency commission, to be invariably separately shown and if nothing is claimed reasons thereof must be indicated failing which the bid will not be considered)			
II) Training Cost, if any			
Packaging & handling charges			
FOB Price excluding agency commission			
Any payment to be paid in Indian Rupees towards agency commission, supply of Indian made item and other charges like VAT /S.T. Name of items: -			
1. _____			
2. _____			
3. _____			
4. _____			
VAT + S.T. _____			
Total			

Name and signature of bidder with office seal



**ANNEXURE - III  
PERFORMANCE STATEMENT OF LAST 3 YEARS**

Sl. No.	Item	Purchaser	Order details	Order Price	Delivered in time OR not	If not please specify the reason	Attach satisfactory working report from each office (Yes/No)

Name and signature of bidder with office seal