Notice Inviting Quotation (E-Procurement mode)

Koṭēṣhṭha ko aṃmātṛīt karne kī sūcchā (इ-प्रोक्योरेंमेंट मोड)

IIT Delhi

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INDIAN INSTITUTE OF TECHNOLOGY DELHI
भारतीय प्रौद्योगिकी संस्थान दिल्ली
HAUZ KHAS, NEW DELHI-110016
हौज खास, नई दिल्ली -110016

Dated/ दिनांक : 22/02/2018

Open Tender Notice No. / खुला प्रस्ताव निविदा सूचना नंबर: IITD/WORKS(SP-1554)/2018

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

<table>
<thead>
<tr>
<th>Details of the item</th>
<th>Supply of 1200 mm LED Tube Light of 18 Watt as per spec.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnest Money Deposit to be submitted</td>
<td>Rs./रुपये19,488.00</td>
</tr>
<tr>
<td>Warranty वारंटी अवधि</td>
<td>2 Years/2 साल</td>
</tr>
<tr>
<td>Performance security निष्पादन सुरक्षा</td>
<td>10% of FOB value [tendered amount]</td>
</tr>
</tbody>
</table>

Tender Documents may be downloaded from Central Public Procurement Portal http://eprocure.gov.in/eprocure/app. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website http://eprocure.gov.in/eprocure/app. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at ‘Instructions for online Bid Submission’.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to 'Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website http://eprocure.gov.in/eprocure/app as per the schedule given in the next page.

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No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

कोई मैन्युअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (तकनीकी और वित्तीय दोनों को ई-प्रोक्योर्मेंट पोर्टल में जमा करना चाहिए)

Sig of bidder
Notice Inviting Quotation (E-Procurement mode)

कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योमेंट मोड)

IIT Delhi

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**SCHEDULE**

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Indian Institute of Technology Delhi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Type (Open/Limited/EOI/Auction/Single)</td>
<td>Open</td>
</tr>
<tr>
<td>Tender Category (Services/Goods/works)</td>
<td>Goods</td>
</tr>
<tr>
<td>Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/Sell)</td>
<td>Supply, Form – IITD-8 [as amended upto date]</td>
</tr>
<tr>
<td>Product Category (Civil Works/Electrical Works/Fleet Management/Computer Systems)</td>
<td>Electrical</td>
</tr>
<tr>
<td>Source of Fund (Institute/Project)</td>
<td>Budget Code NPN10</td>
</tr>
<tr>
<td>Is Multi Currency Allowed</td>
<td>No</td>
</tr>
<tr>
<td>Date of Issue/Publishing</td>
<td>22-02-2018 (13:00 PM)</td>
</tr>
<tr>
<td>Document Download/Sale Start Date</td>
<td>22-02-2018 (13:00 PM)</td>
</tr>
<tr>
<td>Document Download/Sale End Date</td>
<td>08-03-2018 (03:00 PM)</td>
</tr>
<tr>
<td>Date for Pre-Bid Conference</td>
<td>---</td>
</tr>
<tr>
<td>Venue of Pre-Bid Conference</td>
<td>---</td>
</tr>
<tr>
<td>Last Date and Time for Uploading of Bids</td>
<td>08-03-2018 upto 3 PM</td>
</tr>
<tr>
<td>Date and Time of Opening of Technical Bids</td>
<td>09-03-2018 at 3 PM</td>
</tr>
<tr>
<td>Tender Fee</td>
<td>Rs.NIL (For Tender Fee)</td>
</tr>
<tr>
<td>EMD</td>
<td>Rs.19,488.00 (For EMD)</td>
</tr>
<tr>
<td>Name of the Bank A/C</td>
<td>IITD Revenue Account</td>
</tr>
<tr>
<td>SBI A/C No.</td>
<td>10773572622</td>
</tr>
<tr>
<td>Name of the Bank</td>
<td>State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016</td>
</tr>
<tr>
<td>IFSC Code</td>
<td>SBIN0001077</td>
</tr>
<tr>
<td>MICR Code</td>
<td>110002156</td>
</tr>
<tr>
<td>Swift No.</td>
<td>SBININBB547</td>
</tr>
<tr>
<td>(This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure - II)</td>
<td></td>
</tr>
<tr>
<td>No. of Covers (1/2/3/4)</td>
<td>02</td>
</tr>
<tr>
<td>Bid Validity days (180/120/90/60/30)</td>
<td>60 days (From the date of opening of quotation)</td>
</tr>
<tr>
<td>Address for Communication</td>
<td>Executive Engineer [E], IIT Delhi, Works Department</td>
</tr>
<tr>
<td>Contact No.</td>
<td>011-2659 1742</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:a26335@admin.iitd.ac.in">a26335@admin.iitd.ac.in</a> or <a href="mailto:a26984@admin.iitd.ac.in">a26984@admin.iitd.ac.in</a></td>
</tr>
</tbody>
</table>

Chairman Purchase Committee
(Buyer Member)

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Sig of bidder
Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्युरमेंट मोड)
IIT Delhi

Instructions for Online Bid Submission/ ऑनलाइन बोली (बिड) के लिए निर्देश:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सावधानिक प्राप्त पोर्टल (यूआरएल: http://eprocure.gov.in/eprocure/app) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाण पत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियां की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदा कार्यालयों की सहायता करने के लिए नीचे दिए गए निर्देशों का मतलब है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां ऑनलाइन जमा करें।

More information useful for submitting online bids on the CPP Portal may be obtained at:
अधिक जानकारी सीपीपी पोर्टल पर ऑनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है:
http://eprocure.gov.in/eprocure/app

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

बोलीदाताओं को "नामांकन के लिए यहां क्लिक करें" लिंक पर क्लिक करके सेंटरल पब्लिक प्रोक्युरमेंट पोर्टल (यूआरएल: http://eprocure.gov.in/eprocure/app) के ई-प्रोक्युरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन लिं. शुल्क है

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना बैथ ईमेल पता और मोबाइल नंबर पंजीकृत करें। इस का उपयोग सीपीपी पोर्टल से किसी भी संदभ के लिए किया जाएगा।

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योमेंट मोड)
IIT Delhi

नामांकन पर, बोलीदाताओं को सीसीई इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राथिकरण द्वारा जारी
किए गए अपने मान्य डिजिटल डाटाकृत प्रमाण पत्र (कक्ष द्वितीय या कक्ष III प्रमाण पत्र के साथ
महत्त्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी (जैसे सिफी / टीसीएस / एनकोड / ई-मुद्रा
आदि) . उनके प्रोफाइल के साथ

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to
ensure that they do not lend their DSCs to others which may lead to misuse.

केवल एक मान्य डीईससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदादाता
यह सुनिश्चित करने के लिए जिम्मेदार हैं कि वे अपनी डीईससी को दूसरों को उदार नहीं देते हैं जिससे
दुरुपयोग हो सकता है।

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the
password of the DSC / eToken.

बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीईससी / ईटीके न के पासवर्ड को दर्ज करके सुरक्षित
लॉग-इन के माध्यम से साइट पर लॉग ऑन करता है।

SEARCHING FOR TENDER DOCUMENTS/ निविदा दस्तावेजों के लिए खोजना

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by
several parameters. These parameters could include Tender ID, organization name, location, date, value,
etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of
search parameters such as organization name, form of contract, location, date, other keywords etc. to
search for a tender published on the CPP Portal.

सीपीपी पोर्टल में निर्मित विशिष्ट खोज विकल्प हैं, ताकि बोलीदाताओं को कई मापदंडों से सक्रिय
निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो
सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिससे बोलीदाता कई नामों को जोड़
सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के
लिए तारीख, अन्य कीवर्ड आदि।

2) Once the bidders have selected the tenders they are interested in, they may download the required
documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This
would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any
corrigendum issued to the tender document.

बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा
कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं मेरी निविदाओं फोल्डर में ले जाए जा सकती हैं। इससे
सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि
निविदा दस्तावेज में कोई गलती जारी कि गई है।

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to
obtain any clarification / help from the Helpdesk.
Notice Inviting Quotation (E-Procurement mode)

कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योमेंट मोड)

IIT Delhi

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**PREPARATION OF BIDS / बोली (बिड) की तैयारी**

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दर्शावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

कृपया बोली के भाग के रूप में जमा किए जाने वाले दर्शावेजों को समझने के लिए निविदा निर्देशन और निविदा दर्शावेज ध्यान से दें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दर्शावेज जमा करना है, दर्शावेजों की संख्या - जिसमें प्रत्येक दर्शावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

बोलीदाता, अधिक में, निविदा दर्शावेज / अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दर्शावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ / एक्सएलएस / आरएआर / डीडब्ल्यूएफ स्कैन में हो सकते हैं। बोली दर्शावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

मानक दर्शावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दर्शावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाण पत्र आदि ) बोलीदाताओं को प्रदान किया गया है। ऐसे दर्शावेजों को अपलोड करने के लिए बोलीदाता उनके लिए उपलब्ध "मेरा स्पेस" क्षेत्र का उपयोग कर सकते हैं। बोली जमा करते समय वे दर्शावेज भी "मेरी स्पेस" क्षेत्र से जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की जरूरत नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

**SUBMISSION OF BIDS/ बोली (बिड) का जमा करना**

1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time.Bidder will be responsible for any delay due to other issues.
Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योमेंट मोड)
IIT Delhi

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).

4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR/ या

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

कुछ मामलों में वित्तीय बोलियां पीडीएफ प्रारूप में भी जमा की जा सकती हैं (BOQ के बदले)
Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रॉक्योमेंट मोड)
IIT Delhi

6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीके आई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दूसरी दिशा में एक्ट को अनौपचारिक व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सेकेंट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

बोलियों के सफल और समय पर जमानी होने पर, पोर्टल एक सफल बोली प्रस्तुत करने का संदेश देगा और एक बोली सारंग बोली संबंध के साथ प्रदर्शित किया जाएगा। और अन्य सभी प्रासंगिक विवरणों के साथ बोली प्रस्तुत करने की तारीख और समय।

9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

कृपया अनुपलंग पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

ASSISTANCE TO BIDDERS / बोलीदाताओं को सहायता

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए या निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबंधित किया जाना चाहिए।

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

ऑनलाइन बोली प्रस्तुत करने या सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों के प्रकार के संबंधित कोई भी प्रश्न 24x7 सीपीपी पोर्टल हेल्पडेस्क पर निर्दिष्ट किया जा सकता है। हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 है।

General Instructions to the Bidders / बोलीदाताओं के लिए सामान्य निर्देश
Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योर्मेंट मोड)
IIT Delhi

1) The tenders will be received online through portal [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) under the link “Information about DSC”.

3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app).”

Sig of bidder
Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्यूर्मेंट मोड)
IIT Delhi

Works Department
Central Electrical stores
Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110 016

Subject: Supply of 1200 mm LED Tube Light of 18 Watt as per spec.

Date: 22/02/2018

Invitation for Tender Offers

Indian Institute of Technology Delhi invites online Bids (Technical bid and Commercial bid) from eligible OEM (Original Equipment Manufacturer) or OEM Authorized Dealer for Supply of 1200 mm LED Tube Light of 18 Watt as per spec. with (warranty period as stated at page #1 of this tender) on site comprehensive warranty from the date of receipt of the material as per terms & conditions specified in the tender document, which is available on CPP Portal http://eprocure.gov.in/eprocure/app

SPECIFICATION:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>[a]</td>
<td>Refer Schedule of items / BOQ where make &amp; model of each item has been specified.</td>
</tr>
<tr>
<td>[b]</td>
<td>No deviation / change of make &amp; model of items as indicated in the schedule be accepted.</td>
</tr>
<tr>
<td>[c]</td>
<td>Bid shall be rejected without any notice if bidder deviates from make &amp; model as specified in the schedule. However, where model is not mentioned, bidder must specify the model.</td>
</tr>
</tbody>
</table>

A complete set of tender documents* may be Download by prospective bidder free of cost from the website http://eprocure.gov.in/eprocure/app. Bidder has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) online through RTGS/NEFT only.
## TERMS & CONDITIONS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Due date:</strong> The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Preparation of Bids:</strong> The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format i.e. BOQ_XXXX. The Technical bid and the financial bid should be submitted Online.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>EMD (if applicable):</strong> The tenderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract / supply order. Refer to Schedule (at page 1 of this document) for its actual place of submission.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Refund of EMD:</strong> In case of successful Tenderer, the earnest money deposited alongwith bid shall be returned after receiving the Performance Security / Guarantee.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Opening of the tender:</strong> The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at “Annexure: Schedule” in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor’s representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Acceptance/ Rejection of bids:</strong> The Committee reserves the right to reject any or all offers without assigning any reason.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Pre-qualification criteria:</strong> (i) Bidder should be OEM (Original Equipment Manufacturer) or OEM Authorized Dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed. (ii) An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology / product updates and extend support for the warranty as well. (iii) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid.</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Performance Security:</strong> The supplier shall require to submit the performance security in the form of Fixed Deposit Receipts or irrevocable bank guarantee [as per prescribed format] issued by any Indian Nationalized Bank for an amount which is stated at page #1 of the tender document within 21 days from the date of issue of the purchase / supply order and should be kept valid for a period of 60 days beyond the date of expiry of warranty period. In case the supplier / bidder fails to deposit the said performance security / guarantee within the period as indicated above, including the extended period if any, the Earnest Money deposited by the bidder / supplier shall be forfeited automatically without any notice to the bidder / supplier.</td>
</tr>
<tr>
<td>9.</td>
<td><strong>Earnest Money Stipulation:</strong> The quotation for the supply shall remain open for a period of ninety days from the date of opening of quotations. IIT Delhi shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money if any quotationer withdraws his quotation before that date or makes any modification in the terms and conditions of the quotation which are not acceptable to the Institute, and to forfeit the whole of the earnest money if the quotationer, whose quotation is accepted, fails to supply the items specified in the NIQ [alongwith changes in scope, if any] in the prescribed time or abandons the supply before its due date.</td>
</tr>
</tbody>
</table>

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Sig of bidder
10. **Forfeiture of earnest money:**
   
   [a] If any tenderer / quotationer withdraws his tender / quotation before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute [IIT Delhi], then the Institute shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely. This provision would normally apply only to the lowest bidder once the earnest money of all the tenderers except those of the lowest is refunded as per provision 3 & 4 above.
   
   [b] In case of forfeiture of earnest money as prescribed in ‘a’ above, the tenderer shall not be allowed to participate in the retendering process of the work.

11. **Force Majeure:** The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

   - For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
   
   - If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

12. **Risk Purchase Clause:** In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.

13. **Packing Instructions:** Each package will be marked on three sides with proper paint/indelible ink, the following:

   i. Item Nomenclature
   ii. Order/Contract No.
   iii. Country of Origin of Goods
   iv. Supplier’s Name and Address
   v. Consignee details
   vi. Packing list reference number

14. **Delivery and Documents:**
   
   Delivery of the goods should be made **within 21 days** from the date of placement of purchase order. Within 24 hours of shipment, the supplier shall notify the purchaser and the insurance company by cable/telex/fax/e mail the full details of the shipment including contract number, railway receipt number/ AAP etc. and date, description of goods, quantity, name of the consignee, invoice etc. The supplier shall mail the following documents to the purchaser with a copy to the insurance company:

   1. 4 Copies of the Supplier invoice showing contract number, goods' description, quantity
   2. unit price, total amount;
   3. Insurance Certificate if applicable;
   4. Manufacturer's/Supplier's warranty certificate;
   5. Inspection Certificate issued by the nominated inspection agency, if any
   6. Supplier’s factory inspection report, if any; and
   7. Certificate of Origin (if possible by the beneficiary);
   8. Two copies of the packing list identifying the contents of each package.
   9. The above documents should be received by the Purchaser before arrival of the Goods (except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses.

15. **Delayed delivery:** If the delivery is not made within the due date for any reason, the Committee will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value / price.

16. **Prices:** The rates quoted by tenderer / quotationer, shall be firm and inclusive of all taxes viz. GST, duties and levies and all charges for packing, forwarding, insurance, freight and delivery, etc. at store including risks.
**Notice Inviting Quotation (E-Procurement mode)**

कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योमेंट मोड)

IIT Delhi

| 17. | **Notice:** For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.  
**Purchaser:** Executive Engineer [E], 
Works Department, Central Electrical store  
Indian Institute of Technology  
Hauz Khas, New Delhi - 110016.  
**Supplier:** (To be filled in by the supplier)  
(All supplier’s should submit its supplies information as per Annexure-II). |
|---|---|
| 18. | **Progress of Supply:** Wherever applicable, supplier shall regularly intimate progress of supply, in writing, to the Purchaser as under:  
1. Quantity offered for inspection and date, if any;  
2. Quantity accepted/rejected by inspecting agency and date, if any;  
3. Quantity dispatched/delivered to consignees and date;  
4. Quantity where incidental services have been satisfactorily completed with date;  
5. Quantity where rectification/repair/replacement effected/completed on receipt of any communication from consignee/Purchaser with date;  
6. Date of completion of entire Contract including incidental services, if any; and  
7. Date of receipt of entire payments under the Contract (In case of stage-wise inspection, details required may also be specified). |
| 19. | **Resolution of Disputes:** The dispute resolution mechanism to be applied pursuant shall be as follows:  
- In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Technology (IIT) Delhi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.  
- In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.  
- The venue of the arbitration shall be the place from where the order is issued. |
| 20. | **Applicable Law:** The place of jurisdiction would be New Delhi (Delhi) INDIA. |
| 21. | **Right to Use Defective Goods**  
If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser’s operation. |
| 22. | **Supplier Integrity**  
The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract. |
| 23. | **Training**  
The Supplier is required to provide training to the designated Purchaser’s technical and end user personnel to enable them to effectively operate the total equipment. |
| 24. | **Installation & Demonstration:**  
In case of any mishappening/damage to equipment and supplies during the carriage of supplies from the origin of equipment to the installation site, the supplier has to replace it with new equipment/supplies immediately at |

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Sig of bidder
Notice Inviting Quotation (E-Procurement mode)  
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योमेंट मोड)  
IIT Delhi

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>his own risk. Supplier will settle his claim with the insurance company as per his convenience. IITD will not be liable to any type of losses in any form.</td>
<td></td>
</tr>
</tbody>
</table>

### 25. Incidental services: The incidental services also include:
- Furnishing of 01 set of detailed operations & maintenance manual.
- Arranging the shifting/moving of the item to their location of final installation within IITD premises at the cost of Supplier through their Indian representatives.

### 26. Warranty:
(i) **Warranty period shall be (as stated at page #2 of this tender) from date of supply of Goods at the IITD site of stores.** The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the contract. If for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall at its discretion make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests. The warranty should be comprehensive on site.

(ii) The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall immediately within in 02 days arrange to repair or replace the defective goods or parts thereof free of cost at the ultimate destination. The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/goods thereafter. The period for correction of defects in the warranty period is 02 days. If the supplier having been notified fails to remedy the defects within 02 days, the purchaser may proceed to take such remedial action as may be necessary, at the supplier’s risk and expenses and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.

### 27. Governing Language
The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

### 28. Applicable Law
The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.

### 29. Notices
- Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by e-mail and confirmed in writing to the other party’s address.
- A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

### 30. Taxes
Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

### 31. Payment:
Payment shall be made by the Purchaser against delivery, inspection and acceptance of the equipment at IIT Delhi in good condition and to the entire satisfaction of the Purchaser. **However, no payment be released till Performance Security is submitted by the supplier.**

### 38. Spare Parts
The Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:
- Such spare parts as the Purchaser may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- In the event of termination of production of the spare parts;
- Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
- Following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if requested.

Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods, such as...
gaskets, plugs, washers, belts etc. Other spare parts and components shall be supplied as promptly as possible but in any case within six months of placement of order.

| 39. | **Defective Equipment**: If any of the equipment supplied by the Tenderer is found to be substandard, refurbished, un-merchantable or not in accordance with the description/specification or otherwise faulty, the committee will have the right to reject the equipment or its part. The prices of such equipment shall be refunded by the Tenderer with 18% interest if such payments for such equipment have already been made. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 45 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges. In case supplier fails to replace above item as per above terms & conditions, IIT Delhi may consider "Banning" the supplier.

| 40. | **Termination for Default**
The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:
   i. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
   ii. If the Supplier fails to perform any other obligation(s) under the Contract.
   iii. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

   For the purpose of this Clause:
   i. **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
   ii. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”

   In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

| 44. | **Disputes and Jurisdiction**: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within New Delhi.

| 45. | **Compliancy certificate**: This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)

| 46. | **Bidder shall sign on each page of the quotation / tender document with stamp and submit the bid online duly scanned.**
Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योमेंट मोड)
IIT Delhi

ANNEXURE-I

COMPLIANCE SHEET

|--------------|-------------------------|------------------------------------------------------|----------------|

N.B.: Bidder shall have to upload original Brochure of OEM showing the above specification matches with the product intended to supply

Signature of Bidder
With Stamp

Sig of bidder
ANNEXURE-II

<< Organization Letter Head preferably typed>>

DECLARATION SHEET

We, __________________________ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certify that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

We, further specifically certify that our organization has not been Black Listed / de-listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

| NAME & ADDRESS OF                             |
| The Vendor/ Manufacturer / Agent             |
| 1] Phone                                    |
| 2] Fax                                      |
| 3] E-mail                                   |
| 4] Contact Person Name                      |
| 5] Mobile Number                            |
| 6] TIN Number                               |
| 7] PAN Number                               |

(In case of on-line payment of Tender Fees)

8] UTR No. (For Tender Fee)

(In case of on-line payment of EMD)

9] UTR No. (For EMD)

10] Bank details of the bidder in the following format:

a) Name of the Bank , IFSC Code, MICR Code, Type of Account

b) Account Number

c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder

(Signature of the Tenderer)

Name:

Seal of the Company

Sig of bidder
Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योमेंट मोड)

IIT Delhi

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Annexure-III [Optional]
List of Govt. Organization / Deptt. [Optional]

<table>
<thead>
<tr>
<th>Name of the organization</th>
<th>Name of Contact Person</th>
<th>Contact No.</th>
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Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.

<table>
<thead>
<tr>
<th>Name of the organization</th>
<th>Name of Contact Person</th>
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Signature of Bidder

Name: ________________________

Designation: ________________________

Organization Name: ________________________

Contact No.: ________________________

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Sig of bidder
**Notice Inviting Quotation (E-Procurement mode)**

कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योमेंट मोड)

IIT Delhi

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**BID SUBMISSION**

**Online Bid Submission:**

*The Online bids (complete in all respect) must be uploaded online in two Envelops as explained below, else, bid will summarily be rejected without any notice:-*

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type</th>
<th>List of documents</th>
<th>File Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Technical Bid</td>
<td>Compliance Sheet as per Annexure - I</td>
<td>.PDF</td>
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<tr>
<td>2.</td>
<td></td>
<td>Organization Declaration Sheet as per Annexure - II</td>
<td>.PDF</td>
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<tr>
<td>3.</td>
<td></td>
<td>Product Brochure</td>
<td>.PDF</td>
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<tr>
<td>4.</td>
<td></td>
<td>Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed [if the bidder is other than OEM]</td>
<td>.PDF</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Entire quotation document duly signed &amp; scanned</td>
<td>.PDF</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>Bank Cheque duly scanned</td>
<td>.PDF</td>
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<tr>
<td>7.</td>
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<td>GSTN Registration</td>
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</table>

**Envelope – 2**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>TYPE</th>
<th>Content</th>
<th>File Types</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Financial Bid</td>
<td>As per BOQ</td>
<td>.XLS</td>
</tr>
</tbody>
</table>

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Sig of bidder
Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योप्मेंट मोड)
IIT Delhi

SCHEDULE OF ITEM

Subject: Supply of 1200 mm LED Tube Light of 18 Watt as per spec.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>RATE</th>
<th>GST Amount in INR</th>
<th>TOTAL AMOUNT Without Taxes</th>
<th>TOTAL AMOUNT With Taxes</th>
</tr>
</thead>
</table>

Note: The above financial template should be strictly followed. Any deviation from the above template (in terms of description and specification of the item) may lead to cancellation of the tender. The bidder shall not quote their rates here. Separate BOQ has been given for this purpose.


Executive Engineer [E] AEE [T]SS

---Sig of bidder---