



INDRAPRASTHA INSTITUTE *of*  
INFORMATION TECHNOLOGY  
DELHI

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI, OKHLA  
PHASE-III, NEW DELHI-110020.**

**TENDER FOR SUPPLY, TESTING AND INSTALLATION OF “RFID SYSTEM FOR STOCK  
AND INVENTORY MANAGEMENT” OF THE INSTITUTE AT  
OKHLA, NEW DELHI-110020**

(Tender no. IIITD/S&P/02/2012-13)

## INVITATION FOR BIDS

1. Indraprastha Institute of Information Technology (IIITD), Delhi a State University invites sealed bids, under Two Envelope Systems, from eligible bidders for supply, testing and installation of complete system for RFID of Stock and Inventory for permanent campus of the Institute at Okhla Phase-III New Delhi-110020 (behind Govind Puri Metro Station).
2. Interested and eligible bidders may obtain further information and the tender document from the office of AM (S&P) Room no.-106, First Floor, A- Wing, Academic Building IIIT, Delhi Okhla Phase-III New Delhi-110020 or download from the Institute's website [www.iiitd.ac.in](http://www.iiitd.ac.in)
3. Rs.20,000/- (Rupees Twenty Thousand only) as earnest money must be deposited in the form of demand draft in favor of IIIT-Delhi, payable at New Delhi. No interest shall be payable on the earnest money deposited by the bidders. Tender documents without earnest money will be rejected.
4. The tender document has to be submitted strictly in two separate envelopes as detailed below:
  - (i) First envelop should be super scribed as "Technical Bid"
  - (ii) Second envelop should be super scribed as "Financial / Price Bid"Both envelops should be enclosed in one big envelop super scribing as "Tender Document for Supply, Testing and Installation of complete system for RFID of Stock and Inventory".
5. All further amendments/corrigendum in Tender Document or Bid Schedule, if any, shall be notified on our website.
6. The last date for submission of Tender Document is 5<sup>th</sup> November, 2012 up to 3:00 PM. The sealed Tender Document should be addressed to:

Registrar,

Indraprastha Institute of Information Technology, Delhi

Okhla Phase-III

(Behind Govind Puri Metro Station)

New Delhi-110020.

7. The technical bids shall be opened on the same day i.e. 5<sup>th</sup> November, 2012 at 3:30 PM.
8. Tenders must be filled legibly and all the rates mentioned 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.
9. Rate quoted must be inclusive of all charges and taxes, whatsoever, for supply, testing and installation of the system. 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.
10. Tenders once received will not be returned.
11. After the warranty/Guarantee term is over, the firm should mention the charges of AMC at least for first three years. The same may be considered for evaluation purposes.
12. The bidder shall provide required onsite training to the staff members, all the expenses in this regard will be borne by the supplier.
13. The bidder must submit the “letter of submission” as per format below:

**LETTER OF SUBMISSION**

To

The Registrar,

Indraprastha Institute of Information Technology, Delhi

Okhla Phase-III

(Behind Govind Puri Metro Station)

New Delhi-110020.

I/We, the undersigned, have read and examined in detail, the specifications and all bidding documents and hereby declare that:

**Price and Validity**

1. All the rates quoted in our proposal are in accordance with the terms and conditions as specified in the bid document. All the prices and other terms and conditions of this proposal are valid for a period of 90 calendar days from the date of opening of bid.
2. We do hereby confirm that our bid price includes all taxes/levies etc.
3. We hereby declare that if any tax law is altered, we shall pay the same.

**Deviations**

We declare that all the services shall be performed strictly in accordance with the technical specifications and other tender conditions with no deviations.

**Qualifying Data**

We confirm that all information/data have been submitted as required in tender document. We hereby declare that our proposal is made in good faith, without collusion for fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief. I/We agree that in case any information is found to be incorrect the tender is liable to be rejected at any point of tendering process.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours faithfully,

(Signature and seal of Tenderer with name, designation and contact no.)

Date:

Place:

## SCOPE OF WORK

The following is the Bill of Material for the Work:

### **BILL OF MATERIAL**

<b>S. No</b>	<b>Equipment</b>	<b>Quantity</b>
1	Soft Labels (For Non Metallic Surfaces) – ICODE SLI	5000
2	Soft Labels (For Metallic Surface) – ICODE SLI	1000
3	Multi ISO USB Contactless Reader	01
4	Mobile Hand Held Reader	01
5	Asset Management Software System with IT Help desk and Maintenance management	01
6	Affixing soft Labels (Metallic and Non Metallic) on the items	

### **ELIGIBILITY CRITERIA & ENCLOSURES**

1. Bidder should preferably be an ISO 9001: 2008 certified Company.
2. The Bidding Company should be operating in the field of Solution / appropriate IT sector since last 05 years. Copy of Registration Certificate may be enclosed (**Enclosure-I**).
3. The bidder should have experience of successful installation of RFID system for Stock and Inventory management system. Documents in the form of Work Orders may be enclosed (**Enclosure-II**).
4. Bidder should have at least Rs.50 Lakh average turnover in the last three audited financial years. A Chartered Accountant firm certified copy of the turnover in last three audited financial years may be enclosed (**Enclosure-III**).
5. The bidder must be an Original Equipment Manufacturer (OEM) of RFID hardware components or an Authorized Distributor of OEM of RFID hardware components or a System Integrator having experience in RFID Solutions. In case of Authorized Distributor document in support may be enclosed (**Enclosure-IV**).

6. Company registration details in terms of PAN Card to be provided with the BID (**Enclosure-V**).
7. The complete solution proposed by the vendor must include supply and installation of RFID components, development and operation of software components and RFID Consumables in an integrated manner.
8. The registration number of the firm along with the VAT/CST Number allotted by the Sales Tax Authorities must be given in the tender bid. {Enclose necessary documents-**(Enclosure-VI)**}. Registration documents with Service Tax/Excise Duty authorities must be given in the tender bid. If any component of the system is to be imported from outside India, the firm must also supply its Import/Export Code Document Copy.
9. All products must comply with internationally recognized standards for RFID-based asset identification and management systems. Certificate from OEM Should be provided to that effect (**Enclosure-VII**).
10. 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.

### **BID EVALUATION CRITERIA**

1. After opening the technical bids, the bids shall be examined to satisfy that the bidder meets the minimum eligibility criteria specified above.

2. Those bidders who meet the eligibility criteria, has submitted all the required documents and meet the technical requirements shall be considered for demonstration of its product before the designated Technical Committee of the Institute.
3. Based on the demonstration of the product, the Technical Committee shall award marks. Weightage shall be assigned to Technical bid, demonstration of the product and financial bid.
4. Financial bid of those who meet the requirements of the Technical Committee as to product and its implementation shall be opened on the day/date to be informed later.



## TERMS AND CONDITIONS

1. Bid should be valid for a period of not less than 90 days from the date of opening of bid (envelope number one).
2. Bids will be opened in the presence of bidders' representatives, who choose to attend on the specified date and time.
3. Sealed bid can be sent either by post or by messenger.
4. Payment shall be made on complete installation of the product and subject to certification of the Technical Committee of the Institute.
5. In the event of dispute, Director, IIT, Delhi shall be the sole arbitrator and his decision shall be final and binding on both the parties.
6. The successful bidder shall be required to submit 10% of total amount of invoice as Performance Guarantee (PG) within 10 days of Order in the form of Fixed Deposit Receipt/Bank Guarantee, as security which will be released after six months of the completion of the work. In case, the PG is not submitted the amount of 10% shall be deducted from the bill.
7. IIT, 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.
8. The work shall be carried out at quoted rates within a period of 02 months from the date of Award of Work.

## DOCUMENT REQUIRED

The bidders are required to submit the information, documents, etc. as mentioned as mentioned under “**Eligibility Criteria & Enclosures**”

**FORMAT OF FINANCIAL/PRICE BID**

**(ENVELOPE-II)**

<b>S. No</b>	<b>Equipment</b>	<b>Quantity</b>	<b>Unit Price (Rs.)</b>	<b>Total Price (Rs.) inclusive of all)</b>
1	Soft Labels (For Non Metallic Surfaces) – ICODE SLI	5000		
2	Soft Labels (For Metallic Surface) – ICODE SLI	1000		
3	Multi ISO USB Contactless Reader	01		
4	Mobile Hand Held Reader	01		
5	Asset Management Software System with IT Help desk and Maintenance management	01		
6	Affixing soft Labels (Metallic and Non Metallic) on the items			
	<b>Total (in figures)</b>			
	<b>Total (in words)</b>			

**All inclusive AMC charges for first three years:**

**For one year**

**For two years**

**For three years**