



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI

बंगरा, गुवाहाटी 781 015, भारत
Bongora, Guwahati 781 015, India

Dr. Ferdous Ahmed Barbhuiya
Associate Dean(R&D)

email: snpoffice@iiitg.ac.in

NIT No: IIITG/SnP/2021/212/67

Date:01.11.2021

(e-Tender Notice)

Notice Inviting Tender (NIT) for Renewal of IEEE (ASPP+POP) Subscription

The Director, Indian Institute of Information Technology Guwahati, invites online bids (e-Tender) in Two Bid system from eligible bidders for ***Renewal of IEEE(ASPP+POP) Subscription*** as per details mentioned in the Annexure-III attached herewith. The quotation in two bid is to be submitted via <https://mhrd.euniwizarde.com> on or before 10.11.2021.

Please note -

- (i) Intending bidders may download the NIT document(s) from the website <https://mhrd.euniwizarde.com> directly.
- (ii) The NIT is also published in the Institute's Website <http://www.iiitg.ac.in>
- (iii) There is No Tender Fee.
- (iv) NIT document is divided into three parts i.e. (1) Instruction to Bidders (2) Terms & Conditions and (3) Annexures
- (v) The bid documents are not transferable and should be digitally signed by the authorized bidder.

Kindly read both the Instructions and Terms properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us before 3 (three) working days of the deadline for submission of online bid at through e-mail only to snpoffice@iiitg.ac.in

INSTRUCTION TO BIDDERS

A. Important Date & Time:

- | | |
|--|--|
| (i) Date of NIT publishing | : 01.11.2021 |
| (ii) Bid submission start date | : 01.11.2021 |
| (iii) Document download start date | : 01.11.2021 |
| (iv) Document download end date | : 10.11.2021; 1400 Hrs |
| (v) Deadline for submission of online bid | : 10.11.2021 ; 1400 Hrs |
| (vi) Time and date for Technical bid opening | : 10.11.2021 ; 1430 Hrs |
| (vii) Time and Date for price bid opening | : 12.11.2021 ; 1430 Hrs |
| (viii) Pre-Bid Meeting Date | : N/A |
| (ix) Venue of Bid opening | : Online mode in the E-Procurement Portal. |

- B. Quotations will have to be submitted in **Two Bid** [Technical Bid & Financial Bid to be submitted separately].
- C. NIT documents needs to be downloaded from the website <https://mhrd.euniwizarde.com> only and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in **Point -A**.
- D. **Submission of bids:** Bids are to be submitted through online to the website <https://mhrd.euniwizarde.com> in two bids, one in Technical bid & the other is Financial bid, before the prescribed date and time using Digital Signature Certificate (DSC). The documents duly digitally signed are to be uploaded.

*[The process of registering on the e-tender Portal, and submitting bid online by the prospective bidders on <https://mhrd.euniwizarde.com> the e-tendering portal is at **Annexure-IV**. More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://mhrd.euniwizarde.com>]*

D)1. **Technical Bid:** The technical bid should contain scanned PDF copies (Single pdf file for multiple pages and documents) of the following in two folders. The seal and signature of the authorized official of firms must appear on all the documents uploaded.

D)1. (a) **Technical Documents:**

- (i) Compliance certificate [Annexure —I]
- (ii) Original Equipment Manufacturer's (OEM) Certificate in case of OEM or OEM's Certificate along with Authorized Dealership Certificate on the offered product in case of Agent or Dealer.
- (iii) Details of the technical features of the offered item in compliance to required item/product as per Annexure-III.

D)1. (b) **Other Important Documents (OID):**

- (i) Bidder's detail as per format at Annexure-II
- (ii) GST Registration Certificate- enclose a copy of the Certificate.
- (iii) PAN Detail-Enclose a copy of the PAN.
- (iv) Banker's Detail.

D)2. **Financial Bid:** The financial bid should contain Bill of Quantities (BOQ) in excel format. The bidder is to quote the rate in the space marked for quoting rate in the BOQ. Only downloaded copy with same file name of BOQ document must be uploaded by the bidder after filling up.

E. **Query**, if any, may be made before 3 working days of the deadline for submission of online bid through e-mail only to snpoffice@iiitg.ac.in .

F. **Evaluation of Process:**

- (i) Opening of Technical Cover: Technical Documents will be opened by Quotation Opening Committee using Digital Signature Certificate (DSC).
- (ii) Technical Documents [Ref. SI. No.: D) 1. (a)] and Other Important Documents [Ref. SI. No.: D) 1. (b)] will be opened. If there is any deficiency/discrepancy in the Documents, the bidder may summarily be rejected.

- (iii) Decrypted (transformed into readable formats) documents of the covers will be downloaded and handed over to the Purchase Committee.
- (iv) During evaluation, the Committee may summon the bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- (v) Bidders will receive message of technical bid updated online.
- (vi) The Financial offer of the prospective bidder (BOQ) will be considered only if the Technical Bid of the bidder is found qualified by the Purchase Committee.

G. Bid not transferable: The bid documents are not transferable under any circumstance.

H. Award: The Final Award will be given to the technically qualified firm/supplier/vendor, selected by the Purchase Committee on the lowest quote basis.

TERMS & CONDITIONS

(Please note the term 'both foreign & indigenous' wherever mentioned means the term is applicable to both foreign & indigenous purchase)

1. **Rates:** Rates quoted for items should be on FOR IIIT Guwahati, on DOOR DELIVERY basis. Price (Incl. all taxes) should be quoted as per Price / Financial Bid or BOQ sheet, failing which the bid shall be disqualified.
2. **Note:** Vague terms like "*packing, forwarding, transportation etc. extra*" without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail.
3. **Validity of Quotation:** Quoted rates must be valid for 90 days from the last date of submission of quotation.
4. **Warranty:** Not applicable.
5. **Late Quotation:** Any Quotation uploaded after the deadline for submission of Quotations will be rejected.
6. **Amendments:** At any time prior to the deadline of submission of Quotations, the purchaser, for any reason may modify the NIT documents by amendment.
7. **Literature a must:** All the quotations must be supported by the printed technical leaflet/literature and the specifications mentioned in the quotation must be reflected/supported by such printed technical leaflet/ literature. The model and specifications quoted should invariably be highlighted in the leaflet/literature for easy reference.
8. **Dealership Certificate:** Dealers or Agents quoting on behalf of Original Equipment Manufacturer(OEM) must enclosed valid dealership certificate.

9. **Performance Bank Guarantee (PBG):** Not applicable.
10. **Delivery:**
- (i) **Time Limit:** Maximum within 15 (fifteen) days from the date of issue of purchase order.
 - (ii) **Penalty Delay delivery:** The date of delivery should be strictly adhered to otherwise the Director, IIITG reserves the right not to accept delivery in part or full.
11. **Genuine Pricing:** Bidder is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIIT/IIT/Institutes and other Government Organization.
12. **Conditional Quotation not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional Quotations shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the bids submitted by bidders will not be binding on IIITG.
13. **Goods and Service Tax (GST):**
- (i) GST Registration number of the firm will have to accompany the quotation
 - (ii) GST Deduction at source as per Order/ notification of the Govt.
 - (iii) GST No of IIIT Guwahati is 18AAAI7284H1ZF
14. **Payment:** 100% Payment within 45 days from the date of successful Renewal of the IEEE Subscription for IIIT Guwahati, generally through NEFT.
15. **Enquiry** during the course of evaluation not allowed: No enquiry shall be made by the bidder(s) during the course of evaluation of the Bids till final decision is uploaded / published in the e-procurement website. However, the Purchase Committee or its authorized representative (IIIT Guwahati) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
16. The acceptance of the quotation will rest solely with the Director, IIITG, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
17. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
- (i) any law, statute or ordinance, order action or regulations of the Government of India,
 - (ii) Any kind of natural disaster, and
 - (iii) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
18. **Termination for default:** Default is said to have occurred -
- (i) If the supplier 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 IIITG.
 - (ii) If the supplier fails to perform any other obligation(s) under the contract.
 - (iii) Under the above circumstances IIITG may terminate the contract / purchase order in whole or in part.

19. Applicable Law:

- (i) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.
- (ii) Any dispute arising out of this purchase shall be referred to the Director, IIIT Guwahati, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-

(Dr. Ferdous Ahmed Barbhuiya)

Associate Dean (R&D)

Encl.: ANNEXURES

ANNEXURE -I

COMPLIANCE CERTIFICATE

(A certificate of compliance to NIT term to be enclosed in the Technical bid)

Sl. No.	NIT Terms and conditions	Yes / No
01	Product/Item offered as per Annexure-III	
02	Rate quoted as per instruction	
03	Payment term agreed	
04	Delivery terms agreed	
05	Literature: Printed Literature provided	
06	Dealership / distributorship certificate (in case of dealers/agents) provided	
07	Manufacturer certificate provided	
08	Applicable law terms agreed	

NIT Reference No.: IIITG/SnP/2021/212/67

Signature.....

Bidder : M/s.....

Official seal of the vendor

ANNEXURE -II

BIDDERS DETAIL

Sl No	Name of the company/Firm	To be filled by vendor (Documentary Proof must be attached as applicable)
1	Registered office Name & Address Details of contact person: Name: Designation: Telephone number: e-mail:	
2	Is the company/firm a registered company/firm? If yes, mention year and place of the establishment of the company and submit documentary proof.	
3	Is the company/firm registered for GST? If yes, submit valid registration certificate.	
4	List the major clients with whom your organization has been associated and submit documentary proof/PO.	

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Signature :.....

Bidder : M/s.....

Official seal of the bidder

ANNEXURE -III

Item details/specification

Renewal of IEEE (ASPP+POP) Subscription for the period 01.12.2021 to 30.11.2022*

Quantity: 01

OEM:- IEEE (www.ieee.org)

**Current subscription will expire on 30.11.2021.*

NIT Reference No.: IIITG/SnP/2021/212/67

Signature :.....

Bidder : M/s.....

Official seal of the bidder

ANNEXURE -IV

E-Procurement is the complete process of e-Tendering from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://mhrd.euniwizarde.com>

These will invite for online Bids. Bidder Enrolment can be done using "Online Bidder Enrolment".

The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on <https://mhrd.euniwizarde.com> the e-tendering portal as per uploaded bid.

More information useful for submitting online bids on may be obtained at: <https://mhrd.euniwizarde.com>

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enroll on the e-Procurement Portal with clicking on the link "**Online Bidder Enrolment**" on the e-tender Portal by paying the Registration fee of Rs.2000/- +Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a uNITue username and assign a password for their accounts.
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 with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile. Or bidders can contact our help desk for getting the DSC.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
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 / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on portal <https://mhrd.euniwizarde.com>
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id helpdeskeuniwizarde@gmail.com for activation of your account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
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.
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 formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
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, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
5. These documents may be directly submitted from the “My Documents” 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.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by the Tender Inviting Authority.
3. Bidder has to select the payment option as “e-payment” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. 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.
6. 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.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the uNITue id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using <https://mhrd.euniwizarde.com>

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.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact euniwizard helpdesk (as given below) for any query related to e-tendering

Phone No. 011-49606060

Mail id: - helpdeskeuniwizarde@gmail.com