 **Dated :- 29.12.18**

**BIDDING DOCUMENT**

**(Tendor No.IIITK/Tender/2018/92)**

**For Providing Of**

**Internet Connections in Hostel and Office**

**Subject :- Providing of Internet connection services.**

IIIT Kalyani, an Institute of National Importance, invites sealed Bids from Principle manufacturers/ authorized distributors/bonafide suppliers who have adequate credentials for providing internet connection as per the details given below.

1. Internet Broadbrand Connection over Ethernet – 100 MBPS - 23 Nos. (in hostels at Rathtala, B13 and A11 in Kalyani).
2. Internet Broadbrand Connection over Ethernet – 500 MBPS - 01 Nos. (in IIIT kalyani office)

**TERMS & CONDITIONS AND IMPORTANT INSTRUCTIONS FOR BIDDING**

1) Bidders are invited to submit sealed quotations on official pad/letter head of the manufacturer/authorized distributor/bonafide supplier as per the Technical Specifications for tendered items to Office of Registrar, Indian Institute of Information Technology Kalyani , Webel IT Park, Kalyani, Nadia, Pin Code - 741235, West Bengal between 11.00 am to 3.00 pm with signature in each page of quotations.

2) The last date of receipt of tender is 11**.01.2019 upto 3.00 PM..** Quotations received later will not be entertained under any circumstances.

3) T**ender fees of Rs. 500/- have to be submitted through separate Demand Draft in favour of Registrar, Indian Institute of Information Technology Kalyani.**

4) Date and Time of opening the bid is 11.01.2019 at 3.30 pm and the place of opening of bid is office of IIIT Kalyani.

5) Bidders are to submit the quotations in sealed envelopes at the office in the Following address.

 Registrar,

 Indian Institute of Information Technology Kalyani,

 Webel IT Park, Kalyani

 Nadia, Pin Code- 741235

 West Bengal.

**6. The bidders should have experience of similar works during the last minimum 03 years ( ending 31.12.2018) .**

 **NB:- “ Similar works” means providing internet connections in Government/PSUs/Public Sector Banks/Autonomous Bodies/Private Sector etc.**

**7.** All bidders should submit two bids (1. Technical & 2. Financial) in two separate sealed envelopes (Tender Number must be mentioned on envelope). The price quoted should be separate. A**ll Taxes**, duties, levies or any other charges to deliver items at the premises of the Institute. All taxes, freight, insurance charges, **installation charges** orany other specified overheads etc. should be clearly indicated . Inclusion of Tax/levy or any other charges at a later stage will not be accepted . At the end , the total price of a single item must be indicated as TOTAL PRICE: Rs.............only .

**8. Vendors must enclose attested copies of Trade licence, GST Registration, PAN Card or any other statutory testimonials etc. including IT return for the last 3 years along with the bidding document, otherwise their tender will be cancelled.**

9. The items must be supplied within a period of 30 days after the receipt of the purchase order

10. The materials are to be supplied at a place within IIITK premises between 11.00 am and 4.00 pm. The tenderer will be responsible for any breakage/damage in item/product detected subsequently.

11. Bills in triplicate should be presented for payment within 15 days of supply/completion of work. **No Advance Payment will be Allowed.**  All bills are to be accompanied by order copies and challan receipt. The order number is to be noted on both the challan and the Bill.

12. Documents to be submitted with the tender - Tender documents/Terms & Conditions in Original duly signed by the Proprietor/Partner/Director of the company as a token of acceptance of terms & conditions of Tender.

13.If there are any doubt please contact Dr Sanjay Chatterji (9740122889) between 2.00 pm - 4.00 pm. Bidders are advised to clear all doubts (if any) before submitting quotations. After submission the same, they shall not be entertained / not eligible to re-consider any issues under any circumstances.

 Registrar (offg.)

 IIIT Kalyani