



## REQUEST FOR QUOTATIONS

RFQ NO. IITDAD/RFQ/PC/2025/000X

Date: \_\_\_\_\_

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

Item name	
Bid Bond	In the absence of a bid bond, bidders must submit a 'Bid Security Undertaking' ( <a href="#">Annexure-VIII</a> )
Warranty*	
Bid validity*	<i>Minimum 90 Days from the last date of bid</i>
Performance security*	<i>5% to 10% of the contract value as per the procurement rules section 8.2</i>
Delivery Schedule*	
Address for Communication	IIT Delhi Abu Dhabi, Khalifa City B, Abu Dhabi, UAE
Contact No.*	
Email Address*	

\*To be filled by the buyer.

## Indian Institute of Technology Delhi – Abu Dhabi

### REQUEST FOR QUOTATIONS

#### Invitation for Bid Offers

Indian Institute of Technology Delhi invites technical bid and commercial bid from eligible and experienced OEM (Original Equipment Manufacturer) or OEM Authorized Dealer for the **<supply, installation & integration>** of the following items as per the terms and conditions specified in the bid document, which is available on the procurement page of the IIT Delhi - Abu Dhabi ([www.iitdabudhabi.ac.ae/procurement](http://www.iitdabudhabi.ac.ae/procurement)). Bidders are requested to review the bid document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.

Table 1

Sl. No.	Item Name	Technical Specifications

### TERMS AND CONDITIONS

Sl #	Description
	<b>Due date</b> <ul style="list-style-type: none"><li>The bid must be submitted with all required documents before the due date and time. The offers received after the due date and time will not be considered.</li></ul>
	<b>Pre-qualification criteria</b> <ol style="list-style-type: none"><li>Bidders must register through the IITD Abu Dhabi's procurement department portal to submit quotations. Trade licenses and other documents must be submitted to prove the nature of their business.</li><li>Bidders shall submit a valid VAT certificate and the latest VAT return statement with the bid.</li><li>Bidders should be the manufacturer/authorized dealer. A letter of authorization from the Original Equipment Manufacturer (OEM) on the same and specific to the bid should be enclosed (<a href="#">Annexure III</a>).</li><li>The bidder must submit a declaration confirming that they are the authorized dealer of the OEM to participate in the bid. The declaration should also state that the OEM will regularly provide the bidder with technology and product updates and extend support for warranty services. (<a href="#">Annexure IV</a>).</li></ol>

	<ul style="list-style-type: none"> <li>e. The UAE agent on behalf of the Principal/OEM or the Principal/ OEM itself can bid, but neither can bid simultaneously for the same item/product in the same tender. If an agent submits a bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item.</li> <li>f. Bidders must submit relevant information along with their quotation, including their after-sales service capabilities and a record of similar installations or supplies carried out in the UAE or other Gulf states.</li> <li>g. Bid documents obtained by the bidders are considered strictly confidential and may not be used or shared with others; any violation of this will result in the rejection of the bid.</li> </ul>
	<p><b>Preparation of Bids</b></p> <ul style="list-style-type: none"> <li>a. The bid should be submitted in two parts - technical and commercial.</li> <li>b. The technical bid should include technical specifications of the items.</li> <li>c. The commercial bid should include the item-wise price for the items listed in the technical bid.</li> <li>d. The bidders should quote correctly as per the unit of measure shown in our item description.</li> <li>e. The bid must be submitted according to the Bill of Quantities (BOQ) as per Table 1 above. Any deviation from the specifications must be identified and fully described.</li> <li>f. A standard Bill of Quantities (BOQ) format has been provided with this bid document to be filled by all the bidders (<a href="#">Annexure II</a>). Bidders are requested to note that they should submit their commercial bids in the format provided; no other format is acceptable (<a href="#">Annexure IX</a>).</li> <li>g. The prices should be quoted in the official currency of the UAE, that is, UAE Dirhams in both figures and words. Prices must be all-inclusive, covering VAT, other applicable taxes, fees, tariffs, freight charges, delivery, installation, and execution at the specified locations and within the designated timeframes. The VAT amount for each item should be written separately in the Bill of Quantities (BOQ).</li> <li>h. All offers must include total fixed prices. Offers with unclear or conditional pricing, such as discounts based on the lowest submitted offer, will be deemed ineligible and not accepted.</li> <li>i. The Institute reserves the right to exclude any offers in accordance with its best interests.</li> </ul> <p><i>Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment, and anything indicated as 'Optional' in the specs is not to be included for overall comparison</i></p>
	<p><b>Acceptance/Rejection</b></p> <ul style="list-style-type: none"> <li>a. The bids will be opened by a committee duly constituted for this purpose. The Committee reserves the right to reject any or all offers without assigning any reason.</li> </ul>
	<p><b>Evaluation of Bids and Award of PO</b></p> <ul style="list-style-type: none"> <li>a. The bid winner will be informed of their selection through an "Awarding Notification." However, this notification is not a legally binding document, and the winner shall have no rights or claims against the Institute until a Purchase Order is issued, or a contract is duly signed.</li> </ul>

	<ul style="list-style-type: none"> <li>b. If the awarded bidder fails to sign the contract, submit the performance bond, or fulfill the contract within ten (10) working days from the date of the awarding notification without valid reasons, the bidder will be considered to have withdrawn. Consequently, the bidder will be barred from participating in procurement tenders for at least one year. The bid bond will be forfeited, and a penalty equal to 10% of the value of the materials, services, or works may be imposed as administrative expenses, without prejudice to the Institute's right to seek further compensation.</li> <li>c. The Institute reserves the right to negotiate with the bidder to modify the nature of the products, works, services, delivery timelines, execution schedules, or prices, if necessary.</li> </ul>
	<p><b>Site Preparation</b></p> <ul style="list-style-type: none"> <li>a. The vendor shall inform the purchase officer about the site preparation, if any, needed for the equipment installation, immediately after receipt of the purchase order. The vendor must provide complete details regarding space and all the other infrastructural requirements necessary for the equipment, which the Institute should arrange before the arrival of the equipment to ensure its timely installation and smooth operation thereafter.</li> <li>b. The vendor must visit the Institute and see the site where the equipment is to be installed, and they may offer their advice and assist the Institute in preparing the site and other pre-installation requirements.</li> </ul>
	<p><b>Delivery and Documents:</b></p> <ul style="list-style-type: none"> <li>a. Products, works, or services must be delivered, executed, or provided at the specified location and within the agreed timeline. Wherever applicable, the vendor shall regularly inform the purchaser about the progress of the supply. The vendor shall notify the purchaser about the delivery of items well in advance to enable the purchaser to arrange the gate passes.</li> <li>b. The vendor must provide operation and maintenance manuals of the equipment to enable the end user to operate, maintain, adjust, and repair all parts of the work as stated in the specifications. The manuals shall be in English in such form and numbers as stated in the contract. Unless otherwise agreed, the goods and equipment shall not be considered to be completed for the purposes of taking over until such manuals and drawings have been supplied to the purchaser.</li> <li>c. The vendor must guarantee the validity of the supplied products, works, or services to be accomplished during the set period in the documents, with the commitment to maintaining after-sales services if necessary. Also, the vendor shall indicate the expected useful lifetime of the product.</li> <li>d. The Institute reserves the right to cancel all or part of the product delivery, work execution, or service provision if deemed necessary, without any right of objection from the vendor.</li> </ul>
	<p><b>Payment and Penalties</b></p> <ul style="list-style-type: none"> <li>a. Payment will be made within 30 days from the verification date, confirming that the delivered products, executed works, or provided services meet the required terms and conditions outlined in the contract or purchase order.</li> <li>b. If the vendor fails to deliver the items within the time specified in the order, a penalty of 2% per week or any part thereof, subject to a maximum of 10% of the order value of the delayed items, shall be payable during the default period. The Institute may</li> </ul>

	<p>eventually purchase the same or similar items from other sources and charge the supplier for the full price difference plus 10% administrative expenses.</p> <p>c. All penalties outlined in this RFQ or the procurement regulations may be waived if the bidder provides supporting documentation demonstrating that the delay was caused by force majeure or is attributable to the Institute.</p>
	<p><b>Installation &amp; Demonstration</b></p> <p>a. The vendor must install and demonstrate the equipment within one month of the arrival of materials at the installation site. Otherwise, the penalty clause will be the same as material supplies.</p> <p>b. 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 vendor must replace it with new equipment/supplies immediately at their own risk and cost. The institute will not be liable for any losses in any form.</p>
	<p><b>Inspection and Tests</b></p> <ul style="list-style-type: none"> <li>In the event of the ordered item failing to pass the acceptance test, a period not exceeding one week will be given to rectify the defects and clear the acceptance test, failing which the purchaser reserves the right to get the equipment replaced by the vendor at no extra cost to the purchaser. The successful conduct and conclusion of the acceptance test for the installed goods and equipment shall also be the responsibility and at the cost of the vendor.</li> </ul>
	<p><b>Training of Personnel</b></p> <ul style="list-style-type: none"> <li>The vendor shall be required to provide technical training to the personnel involved in using the equipment at the Institute premises immediately (within one week) after completing the equipment installation at their cost.</li> </ul>
	<p><b>Application Specialist</b></p> <ul style="list-style-type: none"> <li>The bidder should mention in the Techno-Commercial bid the availability and names of Application Specialists and Service Engineers in the nearest regional office.</li> </ul>
	<p><b>User list</b></p> <ul style="list-style-type: none"> <li>A brochure detailing technical specifications and performance, a list of industrial and educational establishments where the items enquired have been supplied must be provided by the bidders (<a href="#">Annexure VI</a>).</li> </ul>
	<p><b>Defective Equipment</b></p> <ul style="list-style-type: none"> <li>If any of the equipment supplied is found to be substandard, refurbished, unmerchantable, 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 vendor shall refund the prices of such equipment with a penalty of 10% of the cost of the item if such payments for such equipment have already been made. All damaged or unapproved goods shall be returned at the vendor's cost and risk, and the incidental expenses incurred thereon shall be recovered from the vendor. Defective parts of 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 the vendor, including all other charges. If the vendor fails to replace the faulty item as per the above terms &amp; conditions, IITD Abu Dhabi may consider "Banning" the vendor.</li> </ul>
	<p><b>Termination for Default</b></p>

	<p>a. The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the vendor, terminate the contract in whole or part if:</p> <ol style="list-style-type: none"> <li>1. If the vendor fails to deliver any or all the goods and services within the period(s) specified in the order, or within any extension thereof granted by the purchaser</li> <li>2. If the vendor fails to perform any other obligation(s) under the contract.</li> <li>3. If the vendor, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or executing the contract.</li> </ol> <p>For this Clause:</p> <ol style="list-style-type: none"> <li>1. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of an institute official in the procurement process or contract execution.</li> <li>2. “Fraudulent practice” means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the institute, and includes collusive practice among Bidders (before or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the institute of the benefits of free and open competition;”</li> </ol> <p>b. In the event the institute terminates the contract in whole or in part, the institute may procure, upon such terms and in such manner, as it deems appropriate, goods or services similar to those undelivered, and the vendor shall be liable to the Institute for any excess costs for such similar goods or services. However, the vendor shall continue the performance of the contract to the extent that it is not terminated.</p>
	<p><b>Downtime</b></p> <ul style="list-style-type: none"> <li>• No more than 5% downtime will be permissible during the warranty period. For every day exceeding permissible downtime, a penalty of 1/365 of the 5% FOB value will be imposed. Downtime will be counted from the date and time of filing a complaint within business hours.</li> </ul>
	<p><b>Disputes and Jurisdiction</b></p> <ol style="list-style-type: none"> <li>a. In case of any conflict between the terms of the vendor’s submitted offer and the Institute’s tender terms, the Institute’s tender terms shall prevail in all cases.</li> <li>b. The Institute’s procurement policy provisions are considered an integral part of these terms, unless stated explicitly in the RFQ.</li> <li>c. Any legal disputes arising from any breach of contract about this tender shall be settled in the court of competent jurisdiction in Abu Dhabi.</li> </ol>
	<p><b>Compliance Declaration</b></p> <ul style="list-style-type: none"> <li>• This declaration must be provided, indicating conformity to the technical specifications (<a href="#">Annexure-V</a>).</li> </ul>
	<p><b>Supplier Integrity</b></p> <ul style="list-style-type: none"> <li>• The vendor 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.</li> </ul>
	<p><b>Governing Language</b></p> <ul style="list-style-type: none"> <li>• The contract should be written in the English language. All correspondences and other documents about the contract, which the parties exchange, shall also be written in the same language.</li> </ul>
	<p><b>Earnest Money Deposit (EMD) or Bid Bond (if applicable)</b></p>

	<p>a. The bidder should submit an EMD through a bank cheque. A Technical Bid without EMD will not be accepted. After the contract is awarded, the EMD will be refunded without interest to the unsuccessful bidders. In case of a successful Tenderer, it will be retained till the successful and complete installation of the equipment</p> <p>b. If EMD is not applicable, bidders are required to submit 'Bid Security Undertaking' in lieu of EMD (<a href="#">Annexure-VIII</a>)</p>
	<p><b>Performance Security</b></p> <ul style="list-style-type: none"> <li>Performance security may be furnished in the form of an acceptable bank cheque, safeguarding the purchaser's interest in all respects <b>within 21 days</b> from receipt of the purchase order. It should be kept valid for 60 days beyond the completion date of the warranty period.</li> </ul>
	<p><b>Force Majeure</b></p> <p>a. The vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.</p> <p>b. For purposes of this Clause, "Force Majeure" means an event beyond the vendor's control and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>c. If a Force Majeure situation arises, the Supplier shall promptly notify the institute 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.</p>

For further information, contact the purchaser.

Name	
Designation	
Tel:	
Email	

## Bidder's Details

Company Name	
Address	
Email	
Phone	
UAE Commercial License Number, expiry date and Emirate	
UAE Tax Registration Number (TRN)	
Vendor ID	
<b>Bank Account Details</b>	
Account Name	
Account No	
IBAN (Provide IBAN letter)	
SWIFT code	
Bank Name/Branch	
Currency	
Authorised Signatory	
Signature	
Date	

### Bid Submission (Check List)

	Sl. No.	Contents
Technical Bid	1	Form of quotation ( <a href="#">Annexure I</a> )
	2	The technical bid should be submitted in the given format ( <a href="#">Annexure II</a> ). Bids for optional items are to be submitted in a separate sheet.
	3	Original Equipment Manufacturer (OEM) Authorisation ( <a href="#">Annexure - III</a> )
	4	Declaration by the bidder ( <a href="#">Annexure - IV</a> )
	5	Compliance Declaration ( <a href="#">Annexure - V</a> )
	6	List of organisations/clients where the same products have been supplied (in the last two years), along with the application specialist's/service engineer's contact number(s) ( <a href="#">Annexure-VI</a> ).
	7	Technical supporting documents in support of all claims made in Annexure-II
	8	Previous Supply Orders to IIT Delhi-Abu Dhabi ( <a href="#">Annexure -VII</a> )
	9	Bid Security Undertaking in lieu of EMD ( <a href="#">Annexure-VIII</a> )
Commercial Bid	1.	The commercial bid should be submitted using the given format ( <a href="#">Annexure IX</a> ) (Note: -Comparison of prices will be done ONLY on the bids submitted for the



Annexure I

**FORM OF QUOTATION**

**CLIENT:** Indian Institute of Technology Delhi-Abu Dhabi, Zayed City, UAE

**RFQ No.:**

**Date:**

**Scope of Work:**

Dear Sir/Madam,

Having examined and understood all the terms, conditions, and specifications contained in the Tender Document, we, the undersigned, hereby offer to provide the goods/services described under the said documents for the total sum of:

Total Quotation Amount (Net): .....  
[Insert Amount and Currency]

We confirm that this quotation is valid for a period of [e.g., 90 days] from the closing date of submission, and it shall remain binding upon us, and it may be accepted at any time before the expiration of that period.

If our quotation is accepted, we undertake to commence and complete delivery/performance within the stipulated time frame stated in the Tender Document.

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

**Signature of Bidder:**

**Name:**

**Designation:**

**Company Name:**

**Official Seal:**

Annexure II

**TECHNICAL BID**

Sl. No.	Item Description	Specifications	Quantity

I have also enclosed all relevant documents supporting my claims, (as above) in the following pages.

**Signature of Bidder:**

**Name:**

**Designation:**

**Company Name:**

**Official Seal:**

ANNEXURE-III

**ORIGINAL EQUIPMENT MANUFACTURER (OEM) AUTHORISATION**

*(On Letter Head of Manufacturer)*

Bid No.:- .....

Date: -.....

To  
**The Purchase Officer,  
Indian Institute of Technology Delhi-Abu Dhabi,  
Zayed City, Abu Dhabi, UAE.**

Dear Sir,

We, the manufacturers of original equipment at (.....address of factory.....) do hereby authorize M/s (Name and address of Agent) to submit a bid, negotiate and receive the order format against your tender enquiry.

M/s..... is authorized to bid and conclude the contract regarding this business.

We hereby extend our full guarantee and warranty as per clause ..... of the terms and conditions in the RFQ for the goods and services offered by the above firm.

Yours faithfully,

**Name and Signature of Bidder:**

**Name & Seal of Manufacturer:**

Note: -

1. More than 1 authorized local representative may participate in the same tender and submit their bids on behalf of their OEM/Principal/Manufacturer if the OEM permits more than one authorized bidder, as per their policy.
2. **In cases of agents quoting offshore procurements**, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. **One manufacturer can also authorize only one agent/dealer**
3. The letter of authority should be on the letterhead of the manufacturer and should be signed by a competent person and have the power of attorney to bind the manufacturer.

## ANNEXURE-IV

### DECLARATION BY THE BIDDER

We, \_\_\_\_\_, hereby certify that all the information and data furnished by our organisation with regard to this tender specification are accurate and complete to the best of our knowledge. I have gone through the specifications, conditions, and stipulations in detail and agree to comply with the requirements and intent of the specifications.

This also certifies that our organisation has been authorised (Copy attached) by the OEM to participate in the Tender. We further certify that our organisation meets all the eligibility criteria laid down in this tender document. Moreover, OEM has agreed to provide regular support with technology/product updates and extend warranty support.

We, further specifically certify that our organisation has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/Government Department/ Public Sector Undertaking in the last three years.

Name and Address of the Vendor/ Manufacturer / Agent	
Tax Registration Number (TRN)	
E-mail	
Phone No.	
Contact Person Name	
Mobile Number	

**Signature of Bidder:**

**Name:**

**Designation:**

**Company Name:**

**Official Seal:**

Annexure V

## COMPLIANCE DECLARATION

Sl. No.	Technical Specifications	Compliance Y/N

I have also enclosed all relevant documents supporting my claims (as above) on the following pages.

**Signature of Bidder:**

**Name:**

**Designation:**

**Company Name:**

**Official Seal:**

ANNEXURE-VI

**List of organizations for whom the bidder has undertaken such work during last three years  
(must be supported with work orders)**

Name of the organization	Name of Contact Person	Contact No.

**Name of application specialist/service engineer who has the technical competency to handle  
and support the quoted product during the warranty period.**

Name of the organization	Name of Contact Person	Contact No

**Signature of Bidder:**

**Name:**

**Designation:**

**Company Name:**

**Official Seal:**

ANNEXURE – VII

**PREVIOUS SUPPLY ORDER TO IIT DELHI -ABU DHABI**

**Name of the Bidder** \_\_\_\_\_

Order placed by	PO No. and Date	Description of Item	Value of order	Date of Completion	Name/email/mobile of the Contact person

**Signature of Bidder:**

**Name:**

**Designation:**

**Company Name:**

**Official Seal:**

ANNEXURE-VIII

**BID SECURITY UNDERTAKING IN LIEU OF EMD**

To,

**The Purchase Officer,  
Indian Institute of Technology Delhi-Abu Dhabi,  
Khalifa City B, Abu Dhabi, UAE.**

We, M/s \_\_\_\_\_ (Name of the Firm), regarding

RFQ No. \_\_\_\_\_ dated \_\_\_\_\_ hereby undertake that:

1. We accept all terms and conditions of the tender document.
2. We accept that we will not modify our bid during the bid validity period and will honour the contract after the award of the contract.
3. In the event of any modification to our bid by us or failure on our part to honor the contract after final award, our firm may be debarred from participation in any tender/ contract notified by IIT Delhi Abu Dhabi for one year.

Yours faithfully,

**Signature of Bidder:**

**Name:**

**Designation:**

**Company Name:**

**Official Seal:**



## Annexure IX

**COMMERCIAL BID**

Sl. No.	Item Description	Unit	Rate	Quantity	Cost (AED)
Total					
(Total in words)					

**Signature of Bidder:****Name:****Designation:****Company Name:****Official Seal:**