

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

Guwahati - 781 039, Assam

Phone: (0361) 2582061, 2692771 Fax : (0361) 2692771, 2690762

**TENDER DOCUMENT**

NIT No. IITG/IPM/NIT/C/FY2025-26/50 Date- 13.08.2025

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**NAME OF WORK**

**Provision of gym room mats and carpets for the music room  
at Gaurang Hostel in IIT Guwahati**



# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Guwahati - 781 039, Assam

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## NOTICE INVITING TENDER

**Tender No-** IITG/IPM/NIT/C/FY2025-26/50 Date 13.08.2025

Sealed tenders are invited from experienced & competent contractors for following works at IIT G campus:

|                                                                                                                |                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of works                                                                                                  | Provision of gym room mats and carpets for the music room at Gaurang Hostel in IIT Guwahati                                                                                                                                                                                                                                              |
| E Tender Web Site                                                                                              | <a href="http://www.iitg.ac.in">www.iitg.ac.in</a>                                                                                                                                                                                                                                                                                       |
| Estimated Cost                                                                                                 | ₹ 3,24,614.00                                                                                                                                                                                                                                                                                                                            |
| Time of Completion                                                                                             | 2(two) months                                                                                                                                                                                                                                                                                                                            |
| Cost of Tender Document                                                                                        | ₹ 1,000.00 (Rupees one thousand) only NON-REFUNDABLE by <b>Demand draft/ Banker's cheque</b> in favour of 'IIT Guwahati' payable at 'Guwahati' The original hard copy of cost of tender document should be submitted to the HoS (Engineering) IPM Section, IIT Guwahati on or before the last date and time of submission of the tender. |
| Earnest Money                                                                                                  | ₹ 6,500.00 (Rupees six thousand five hundred) only by <b>Demand draft/ Banker's cheque</b> in favour of 'IIT Guwahati' payable at 'Guwahati' The original hard copy of cost of tender document should be submitted to the HoS (Engineering) IPM Section, IIT Guwahati on or before the last date and time of submission of the tender    |
| Date of availability of tender for download in IITG website <a href="http://www.iitg.ac.in">www.iitg.ac.in</a> | <b>From 22.08.2025 to 27.08.2025</b>                                                                                                                                                                                                                                                                                                     |
| Last Date & time of submission of tender                                                                       | <b>03.09.2025 up to 2.30 PM</b>                                                                                                                                                                                                                                                                                                          |
| Tender Opening Date & Time                                                                                     | <b>03.09.2025 at 3.30 PM</b>                                                                                                                                                                                                                                                                                                             |

### Qualifying criteria for participation in the Tender:

- (1) Registered with Govt. / Semi Govt. Dept. / Govt. Autonomous Body
- (2) Minimum Annual Turnover: Having average annual turn-over not less than ₹ 1.65 lakhs during the immediate last 3(three) audited financial year from construction works only
- (3) Experience in : Shall have experience in execution of similar works completed satisfactorily during the last seven years as follows:
  - (i) One work of value not less than ₹ 2.60 lakhs against a single work order OR
  - (ii) two works of each value not less than ₹ 1.65 lakhs each against two separate work order OR
  - (iii) three works of each value not less than ₹ 1.30 lakhs each against three separate work orders in Govt./ Semi Govt. department / Autonomous body during last seven years.
    1. *Work order with BOQ and completion certificate must be submitted along with the tender.*
    2. *If both the works are not in a single work order, works having the requisite experience in two separate works orders will be accepted and undertaking for execution of work also will be accepted provided submission of necessary documents of such undertaking*
- (4) Copy of PAN card & GST Registration certificate.

**Note:** Financial turn over and values of completed works of previous years shall be given weightage of 7% per year and part thereof to bring them to the present price level.

Tender papers shall be downloaded from the website [www.iitg.ac.in](http://www.iitg.ac.in) from **22.08.2025 to 27.08.2025 & to be submitted at IPM office on or before 03.09.2025 up to 2.30 PM**

1. The intending bidder must read the terms and conditions carefully. He should submit his bid only if he considers himself eligible and he is in possession of all the documents required.
2. **Earnest money and cost of tender document:** Earnest money and cost of tender documents (Non-refundable) shall be deposited along with the tender in the form of **Demand draft/ Banker's cheque** in favour of 'IIT Guwahati' payable at Guwahati. (Scanned copy of EMD and cost of tender document (Non-refundable) should be uploaded in the Fee/Technical cover) Original copy of the EMD and cost of tender document i.e. Demand draft / Banker's cheque has to be sent to O/o the IPM Section, Guwahati-781039 on or before the last submission date of the tender. **EMD submitted in the form of Bank Guarantee or any other form except as stated above will NOT be accepted and tender will be summarily rejected. No interest shall be paid by the Institute on the Earnest Money deposited by the tenderer. The EMD of the unsuccessful tenderer will be refunded.**
3. Information and Instructions for bidders posted on website shall form part of bid document.
4. IIT Guwahati reserves the right to not consider tender papers of any contractor engaged in one or more ongoing works in the IITG Campus, if in the opinion of the Institute, the progress of the ongoing works of the contractor has not been found satisfactory and they will not be able to handle a new work till the completion of their ongoing work(s). IITG also reserves the right to accept or reject any or all of the tenders without assigning any reason thereof.
5. The rates include cost of all operations and all inputs of labour, material, T&P, scaffolding, wastages, watch and ward, other inputs, all incidental charges all taxes, cess, duties, levies, (Including GST) etc. required for execution of the work.
6. The downloading & submission of tender paper to by a contractor does not automatically mean the tenderer is considered qualified for the price part of the bid.
7. The acceptance of tender will rest with the authority of IIT Guwahati who does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part or whole at the discretion of competent authority of the Institute.
8. For all clarifications regarding site conditions, items of works or any other related matters to the tender, HoS, Engineering (IPM Section) may be contacted during office hours on all working days or through email [hos\\_engg@iitg.ac.in](mailto:hos_engg@iitg.ac.in)
9. In case, the day of opening of the tender happens to be a holiday on account of Govt. notification and tender cannot be opened; the tender shall be opened on the next working day at the same time.
10. Only the authorized person(s) to attend tender opening. All the bidders shall send their representative(s) to attend tender opening with proper authorization during opening of the tenders.
11. **The BOQ part of the tender shall be submitted in a separate sealed envelope along with the tender.**
12. In case of two bid system, Part-A tenders shall be opened on the date and time as mentioned above. But price bids of only of those tenders techno commercial bids (Part-A) are found acceptable shall be opened on a later date. Prior notification shall be given to the all tenderer who qualify for opening of the PRICE BIDS to enable them to attend the opening of the Price bids, Part-B of tender of those tenderers who do not qualify for opening of the Part-B shall be returned.

Thanking You,

Yours faithfully,

**HoS, Engineering**

# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

## Submission of Tender

From :.....

To  
The Dean(IPM),  
Indian Institute of Technology Guwahati  
GUWAHATI – 781 039

1. I/We hereby tender for execution of the work **“Provision of gym room mats and carpets for the music room at Gaurang Hostel in IIT Guwahati”** as per tender document within the time schedule mentioned therein and accepted by me/us, at the rates quoted by me/us for the whole work in accordance with terms and conditions, specifications, drawings, as detailed in the tender document. It has been explained to me/ us that the time stipulated for job and completion of works in all respects and in different stages mentioned in the “Time schedule” of completion of work and signed and accepted by me/us is the essence of the Contract.
2. It has been explained to me/ us that the time stipulated for job and completion of works in all respects and in different stages mentioned in the “Time schedule” of completion of work and signed and accepted by me/us is the essence of the Contract. I/We agree that in the case of failure on my/ our part to strictly observe the time of completion mentioned for work or any of them and to the final completion of works in all respects according to the schedule set out in the tender, I/We shall pay compensation to the Owners as per provision and stipulations contained in the relevant clause of Contract and I/We agree to the recovery being made as specified therein. In exceptional circumstances extension of time which shall always be in writing may, however, be granted by the Engineer-in-Charge at his entire discretion for some items of work, and I/We agree that such extension of time will not be counted for the extension of completion dates stipulated for work and for the final completion of works as stipulated in the said “Time Schedule” of Completion of work.
3. I/We agree and accept the terms and conditions laid down in the memorandum below in this respect.

### MEMORANDUM

- |                                       |                                                                                                                                                                                          |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) General description of work       | “Provision of gym room mats and carpets for the music room at Gaurang Hostel in IIT Guwahati”                                                                                            |
| (b) Earnest Money                     | Earnest money of ₹ <b>6,500.00</b> shall be deposited along with the tender in the form of <b>Demand Draft or Banker's Cheque</b> only in favour of “IIT Guwahati” payable at ‘Guwahati’ |
| (c) Performance guarantee             | 3% (Three percent) of the tendered amount.                                                                                                                                               |
| (d) Time allowed for starting of work | Twenty-five (25) days from the date of issue of letter of intent / acceptance of the tender.                                                                                             |

1. Should this tender be accepted I /We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof, to forfeit and pay to the Owner or its successors or its authorized nominees such sums of money as are stipulated in conditions contained in Notice Inviting Tender and other tender documents.
2. I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in IIT Guwahati in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee.
3. If I/We fail to commence the work specified in the memorandum herein above, or I/We fail to deposit the amount of Performance guarantee specified in the Memorandum, I/We agree that the said Owner and its successors without prejudice to any other right or remedy be at liberty to cancel the notice of acceptance of tender if I/We fail to deposit the Performance guarantee as aforesaid or to execute an agreement or to start work as stipulated in the tender documents.
4. I/we hereby certify that all the statement made and information supplied are true and correct.
5. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
6. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

| Sl. No. | Name of work | Certificate from |
|---------|--------------|------------------|
| 1       |              |                  |
| 2       |              |                  |
| 3       |              |                  |

**CERTIFICATE:**

It is certified that the information given in the tender are correct. It is also certified that I/we shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.

Date.....day of.....2025

Witness:

Name in Block Letters:

Address:

Signature of Tenderer(s), with the seal of Firm

**PROFORMA FOR ACKNOWLEDGEMENT LETTER OF BIDDING DOCUMENT**  
**(TO BE SUBMITTED IN BIDDER'S OWN LETTER HEAD)**

**Ref no.**

**Date:**

**To**

**The HoS, Engineering**

IIT Guwahati

Guwahati-781039, Assam

**Sub:** Provision of gym room mats and carpets for the music room at Gaurang Hostel in IIT Guwahati

**Ref:** NIT No. IITG/IPM/NIT/C/FY2025-26/50 Date 13.08.2025

**Dear Sir,**

We hereby acknowledge receipt of a complete set of bidding document along with all enclosures for the subject work for preparation and submission of the Bid.

We undertake that the contents of the above Bidding document shall be kept confidential, further that specifications and documents shall not be transferred, and that the said documents are to be used only for the purpose for which they are intended.

We intend to bid as requested for the subject works and furnish following details with respect to our quoting office:

- (i) POSTAL ADDRESS :
- (ii) TELEPHONE NUMBER :
- (iii) MOBILE NO. :
- (iv) TELEFAX NUMBER :
- (v) CONTACT PERSON :
- (vi) DESIGNATION :
- (vii) EMAIL ADDRESS :
- (viii) REGISTERED OFFICE :

BIDDER'S NAME : .....

SIGNATURE: .....

NAME : .....

DESIGNATION : .....

DATE : .....

**INDIAN INSTITUTE OF TECHNOLOGY  
GUWAHATI, ASSAM**

**Special Terms & Conditions**



**NAME OF THE WORK**

**Provision of gym room mats and carpets for the music room  
at Gaurang Hostel in IIT Guwahati**

## **Special Terms & Conditions**

1. The present scope of work under this contract shall include “Provision of gym room mats and carpets for the music room at Gaurang Hostel in IIT Guwahati”
2. The scope of this contract shall include anti shock polyproline carpet, laminated rubber V grove interlocking tiles with EPDM etc. The Contractor shall provide all necessary materials, equipment, labour etc. for the execution and maintenance of the work till completion unless otherwise mentioned in this tender document. All materials required for the work shall be as per technical specifications and approved by Engineer-in-Charge prior to procurement and use.
3. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in figures and in words. If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered.
4. The rates shall be firm up to the completion of work. No price escalation will be paid on any account.
5. The work shall be completed within **2(two) months** from the date of handing of site.
6. The rate shall be inclusive of all taxes including GST @ 18% (eighteen). All other taxes including forest Royalty as applicable to the work as per state/central government shall be deducted from the bills. Loading, unloading and transportation etc. of all the materials to work site at IITG campus, Guwahati-39 shall be inclusive of quoted rate.
7. All the pages of the tender document shall be signed and dated at the lower right hand corner by the tenderer. If the tender is signed by a person holding power of attorney, power of attorney authorizing him to sign on behalf of the tenderer should be submitted along with the tender.
8. The documents submitted along with the application for tender in respect of Experience, registration will be verified by the Institute with respect to that stated in the NIT for qualifying for the tender. If after verification any such data/ information are not found true or has attempted to conceal any unfavorable data/ information, his/her tender shall be summarily rejected.
9. The owner reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from a client whether disclosed in the tender or not. If any such report from the client is found to be unsatisfactory, the tender is liable to be rejected.
10. Any tender submitted without the qualifying documents mentioned in the relevant clause of NIT, it shall be considered as incomplete tender and the tender will be rejected for which no communication will be made
11. In case the work involves electrical works, the contractor must have electrical contract license and if the contractor does not have such license they should submit and undertaking to engage a party which fulfills the qualifying criteria. In such cases, Electrical License with his acceptance to take up the work shall be submitted.
12. The contractor shall arrange all the plants, equipment, machineries etc. required for the works for which no extra charges will be paid.
13. The Contractor shall provide all necessary materials, equipment, labour etc. for the execution and maintenance of the work till completion unless otherwise mentioned in this tender document. All materials required for the work shall be as per technical specifications and approved by Engineer-in-Charge prior to procurement and use.
14. The contractor will arrange for water and electricity at his own. However, the Institute may provide electricity on the request of the contractor on payment basis under the terms and conditions fixed by the institute.
15. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing. He/they shall be responsible for repairing all damages and resorting the same to their original finish at his own cost. He / they shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site.
16. Any abnormal rate quoted in the tender will summarily be rejected for which no communication will be made.

17. Earnest money of ₹ 6,500.00 and cost of tender document of ₹ 1,000.00 (Non-Refundable) shall be deposited in the form of deposited in the form of **Demand draft/ Banker's cheque** in favour of 'IIT Guwahati' payable at 'Guwahati'. **EMD submitted in the form of Bank Guarantee or any other form except as stated above will NOT be accepted and tender will be summarily rejected. No interest shall be paid by the Institute on the Earnest Money deposited by the tenderer. The EMD of the unsuccessful tenderer will be refunded.**
18. **Payment of Bills:** The successful bidder if desire may submit their Running Account Bill as per progress of work and actual execution. Site Engineer will prepare RA Bill for release of payment subject to his satisfaction in progress of work.

After successful completion of work, as per specification and requirement, the contractor must submit their Final Bill including detail measurement along with Forest Department or other department clearance if necessary within one month from the date of completion of work. On submission, the site engineer will prepare the bill subject to his satisfaction and put up for payment within fifteen days.

19. **Compensation for Delay**

If the contractor fails to maintain the required progress or to complete the work and clear the site on or before the contract or justified extended date of completion as well as any extension granted in the event of any deviations resulting in additional cost over the tendered value.

The contractor without prejudice to any other right or remedy available under the law to IITG on account of such breach, pay as compensation the amount calculated at the rates stipulated below -on the amount of accepted tendered value of the work for every completed day/month (as determined) that the progress remains below that specified or that the work remains incomplete.

Compensation for delay of work: With maximum rate @ 1% (one percent) / month of delay to be computed on per day basis based on quantum of damage suffer due to stated delay on the part of Contractor. Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10 % (ten percent) of the accepted tendered value of work or of the accepted tendered value. In case the delay is beyond the delay with compensation, the work will be done by the Institute at the risk and cost of the contractor and the contractor will be debarred from allotment / participation in the tenders for at least 2(two) years.

20. **Defect Liability:** Twelve (12) Month's Period of Liability from the Date of Issue of Completion Certificate

- (i) The Contractor shall guarantee the installation/work for a period of 12 months from the date of issue of completion certificate. Any damage or defect that may arise or lie undiscovered at the time of issue of completion certificate, connected in any way with the equipment or materials supplied by him or in the workmanship, shall be rectified or replaced by the Contractor at his own expense as deemed necessary by the Engineer-in-Charge or in default, the Engineer-in-Charge may cause the same to be made good by other workmen and deduct expenses (of which the certificate of Engineer-in-Charge shall be final) from any sums that may be then or at any time thereafter, become due to the Contractor or from his security deposit, or the proceeds of sale thereof, or of a sufficient portion thereof.

21. **Performance Guarantee: Performance Bank Guarantee (PBG):**

- i) The successful bidder shall submit an irrevocable Performance Guarantee of 3% (Three percent) of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (not withstanding and/or without prejudice to any other provisions in the contract) within 15 days from the date of issue of letter of acceptance. This period can be further extended by the Engineer-in- Charge on written request of the contractor stating the reason for delays in procuring the Performance Guarantee, to the satisfaction of the Engineer-in-Charge. This guarantee shall be in the form of Banker's Cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay Order of any scheduled bank or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the form annexed hereto. In case a fixed deposit receipt of any Bank is furnished by the contractor to IITG as part of the performance guarantee and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to IITG to make good the deficit.

- ii) The Performance Guarantee shall be valid up to the stipulated date of completion plus minimum 12 months beyond that. To cover the defect liability period of 12 months of the work, the Performance Guarantee shall be retained as Security Deposit. The same shall be returned after expiry of the defect liability period without any interest.
- iii) The Engineer-in-Charge shall not make any claim under the performance guarantee except for amounts to which IITG is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:
  - a) Failure by the contractor to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer-in-Charge may claim the full amount of the Performance Guarantee.
  - b) Failure by the contractor to pay IITG any amount due, either as agreed by the contractor or determined under any of the Clauses/Conditions of the agreement, within 30 days of the service of notice to this effect by Engineer-in-Charge.
- iv) In the event of the contract being determined or rescinded under provision of any of the Clause/Condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of IITG.

**Clause no.21 (i) to (iv) shall supersede clause no. 19.1 & 19.2 of the General Conditions of Contract.** The term Initial Security Deposit/Security deposit used elsewhere in the tender document shall be read as Performance Guarantee.

- 22. **Penalty Clause:** The work shall be done as per the specification of work and it is the sole responsibility to ensure to follow the specification of the work of the contractor. During execution, if it is found some lacking in following the same there will be a penalty to the contractor as deemed fit by the competent authority and the contractor shall be debarred for 2(two) years from participation in the tenders floated by the Institute.
- 23. All legal disputes will be subjected to jurisdiction of Gauhati High Court only.
- 24. All Specification of the work will be followed as per CPWD manuals or manufacturer specification.
- 25. If the lowest bid is below 10% of the estimate, additional initial security deposit of value by which the quote is below 10% of the estimate will have to be submitted by the bidder along with Performance Guarantee within 15 days from the date of issue of Letter of Intent offering the work. The additional security deposit shall be refunded immediately after completion of the work. In case the lowest bidder is not able to complete the work, the security deposit and the additional security deposit will be forfeited and the contractor will be debarred for 2 years from participating in the tenders floated by the Institute after issuing a show cause notice.
- 26. The initial and additional security deposit will be in the form as specified in the tender. In case the lowest bidder fails to submit the initial security deposit and the additional security deposit within the stipulated time, the offer will be cancelled and their EMD will be forfeited **the contractor will be debarred for 2(two) year from participation in the tenders floated by the Institute after issuing a show cause notice. In such case the work will be retendered.**
- 27. Lowest quotes above 10% of the estimated cost will not be accepted in any case and fresh tender will be invited.
- 28. All other terms & conditions shall be as per provision of General Conditions of Contract followed by the institute.

**HoS, Engineering**

**Date:****To,**

The HoS, Engineering,  
Indian Institute of Technology Guwahati  
Guwahati – 39

**Sub:** Submission of tender for the “Provision of gym room mats and carpets for the music room at Gaurang Hostel in IIT Guwahati”.

**Sir,**

I/we do hereby submit our tender for “Provision of gym room mats and carpets for the music room at Gaurang Hostel in IIT Guwahati”, as per Notice Inviting Tender No. IITG/IPM/NIT/C/FY2025-26/50 Date 13.08.2025. The rates quoted by me / us are for the whole work in accordance with Notice Inviting Tender and Terms & Conditions.

Name of Firm/ Contractor :

Address for correspondence :

Signature of Contractor with seal :

Date :

Contact Phone No –

email id :

**Enclosure :**

- 1.
- 2.
- 3.
- 4.
- 5.

**Seal & Signature of Contractor**

**FORM “A”****FINANCIAL INFORMATION**

Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Years

| Year                                                           | 2021-22 | 2022-23 | 2023-2024 |
|----------------------------------------------------------------|---------|---------|-----------|
| Gross Annual turnover<br>on construction works<br>Rs. in lakhs |         |         |           |
| Profit / Loss.                                                 |         |         |           |

\* The bidder should give information strictly in above format.

I Financial arrangements for carrying out the proposed work.

II. Solvency Certificate from Bankers of the bidder in the prescribed Form “B”.

Signature of Chartered Accountant with Seal

Signature of Bidder(s).

**FORM “B”****FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED  
BANK**

This is to certify that to the best of our knowledge and information that  
M/s./Sh

.....having marginally noted address,  
.....

.....a customer

of our bank are/is respectable and can be treated as good for any engagement

upto a limit of

Rs.....(Rupees.....

.....

.....). This certificate is issued

without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

**NOTE**

- (1) Banker's certificates should be on letter head of the Bank, addressed to tendering authority.
- (2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.
- (3) Solvency certificate should not be more than 6 months old.

**FORM 'C'**

**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED  
DURING THE  
LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DATE OF  
SUBMISSION OF TENDERS**

| S.<br>No | Name of<br>work/project<br>and<br>location | Owner of<br>sponsoring<br>organization | Cost<br>of<br>work | Date of<br>commen<br>c ement<br>as per<br>contract | Stipulated<br>date of<br>completi<br>o n | Actual<br>date of<br>completi<br>o n | Litigation/<br>arbitratio<br>n cases<br>pending<br>/in<br>progress<br>with | Name and<br>address<br>/telephon<br>e number<br>of<br>officer | Whether<br>the work<br>was done<br>on back<br>to<br>back<br>basis |
|----------|--------------------------------------------|----------------------------------------|--------------------|----------------------------------------------------|------------------------------------------|--------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------|
| 1        | 2                                          | 3                                      | 4                  | 5                                                  | 6                                        | 7                                    | 8                                                                          | 9                                                             | 10                                                                |
|          |                                            |                                        |                    |                                                    |                                          |                                      |                                                                            |                                                               |                                                                   |

\* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)

**FORM 'D'****PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS "C"**

1. Name of work/project & location
2. Agreement no.
3. Estimated cost
4. (i) Tendered cost  
(ii) Value of work done
5. Date of start
6. Date of completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
7. (a) Whether case of levy of compensation for delay has been decided or not Yes/No  
  
(b) If decided, amount of compensation levied for delayed completion, if any
8. Performance Report
 

|                                     |                       |
|-------------------------------------|-----------------------|
| (1) Quality of work                 | Outstanding/Very      |
| Good/Good/Poor (2)                  | Financial soundness   |
| Outstanding/Very Good/Good/Poor (3) | Technical Proficiency |
| Outstanding/Very Good/Good/Poor (4) | Resourcefulness       |
| Outstanding/Very Good/Good/Poor (5) | General Behaviour     |
| Outstanding/Very Good/Good/Poor     |                       |

Dated:

**Executive Engineer or Equivalent**

**Note:** If Name of Work is not clearly defining scope of work as specified in the definition of similar work, bidders are advised to upload copy of Agreement/ final bill or any other relevant document in support of their proposed completed work conforming to the definition of similar work.

## FORM “E”

### STRUCTURE & ORGANISATION

1. Name & address of the bidder
2. Telephone no./Telex no./Fax no.
3. Legal status of the bidder (attach copies of original document defining the legal status)
  - (a) An Individual
  - (b) A proprietary firm
  - (c) A firm in partnership
  - (d) A limited company or Corporation
4. Particulars of registration with various Government Bodies (attach attested photocopy)

Organisation/Place of registration  
Registration No.

- 1.
- 2.
- 3.
5. Names and titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization
7. Has the bidder, or any constituent partner in case of partnership firm Limited Company/Joint Venture, ever been convicted by the court of law? If so, give details.
8. In which field of Civil Engineering construction the bidder has specialization and interest?
9. Any other information considered necessary but not included above.

Signature of Bidder(s)

**FORM “F”****UNDERTAKING**

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I / We shall be debarred for tendering in IIT Guwahati in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee.

Signature of the Bidder(s) or an  
authorized Officer of the firm with stamp

**FORM “G”****Undertaking regarding obtaining GST registration Certificate of The State, in which work is to be taken up**

If work is awarded to me, I/we shall obtain GST registration Certificate of the State, in which work is to be taken up within one month from the date of receipt of award letter or before release of any payment by IITG, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by IITG or GST department in this regard.

Signature of Bidder(s) or an authorized  
Officer of the firm with stamp

**FORM “H”**

**Compliance to requirement of tender documents:**

We confirm that our tender complies with the total techno-commercial requirements of bidding document without any deviation.

**Signature of Company/ Contractor**

**FORM “J”****TENDER VALIDITY**

Tender shall remain valid for acceptance for a period of 120 (One hundred twenty) days from the date of opening of the tender. The tenderer shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given or any term thereof. In case of tenderer revoking or cancelling his tender or varying any term in regard thereof, the OWNER shall reject the tender. Tender shall be revalidated for extended period as required by Owner in writing.

**Signature of Company/ Contractor**

**FORM "K"**

Non-Blacklisting declaration  
(To be given on Company Letter Head)

Date:

To,

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Sub: Declaration for Non-Blacklisting

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## List of documents to be submitted (Check List)

1. Cost of Tender Document of ₹ 1,000.00 (Non refundable) in the form of Demand draft/ Banker's cheque from any Scheduled Bank in favour of 'IIT Guwahati' payable at 'Guwahati.
2. Earnest Money Deposit (EMD) of ₹ 6,500.00 in the form of Demand draft/ Banker's cheque from any Scheduled Bank in favour of 'IIT Guwahati' payable at 'Guwahati.
3. Registration Certificate from Govt. / Semi Govt. Dept. / Govt. Autonomous Body
4. Work completion certificates supported by respective Work order / detailed BOQ/ final bill etc. for works executed in Govt./ Semi Govt. Department/ Govt. Autonomous Body.
5. Certificate of Financial Turnover for the last three years from Chartered Accountant or Audited Balance sheet for the last three years.
6. Total technical bid document including addenda, corrigendum etc
7. Duly filled in Form- "A" to Form- "K"
8. GST registration certificate.
9. PAN card
10. Any other important documents intend to submit by the bidder.
11. Duly filled in priced BOQ.

## Note :

- (i) GST Registration Certificate of the State in which the work is to be taken up, if already obtained by the bidder. If the bidder has not obtained GST registration in the State in which the work is to be taken up, Or as required by GST authorities then in such a case bidder shall furnish undertaking as given in Form-'G'
- (ii) No physical submission of tender and BOQ is required and it is to be uploaded only on e-tendering website.

## EVALUATION PROCEDURE FOR TECHNICAL BID TO QUALIFY FOR OPENING OF PRICE BID

### TENDER TECHNICAL QUALIFICATION CRITERIA

| Sl. No. | Qualifying Criteria                                                                                                                                                                                                                                                                                                             | DOCUMENTS REQUIRED FROM THE BIDDER                                                                                                                                                            |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Total tender document including addenda, corrigendum etc.                                                                                                                                                                                                                                                                       | Digitally signed total technical bid document including addenda/corrigenda.                                                                                                                   |
| 2       | Certificate of registration with Govt. / Semi Govt. Dept. / Autonomous Body.                                                                                                                                                                                                                                                    | The contractor/ firm should have valid Registration in CPWD, BSNL, APWD, Railways, MES, Central PSUs & other Govt. / Semi Govt. Dept. / Govt. Autonomous Body. Valid registration certificate |
| 3       | Cost of Tender Document ₹ 1,000.00 (Non Refundable)                                                                                                                                                                                                                                                                             | Shall be deposited in the form of <b>Demand draft/ Banker's cheque</b> in favour of 'IIT Guwahati' payable at 'Guwahati' and the scanned copy shall be uploaded in the Technical-Bid.         |
| 4       | Earnest Money of ₹ 6,500.00                                                                                                                                                                                                                                                                                                     | Shall be deposited in the form of <b>Demand draft/ Banker's cheque</b> in favour of 'IIT Guwahati' payable at 'Guwahati' and the scanned copy shall be uploaded in the Technical-Bid.         |
| 5       | <b>Work experience</b>                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                               |
|         | Shall have experience in execution of similar works completed satisfactorily during the last seven years as follows:                                                                                                                                                                                                            |                                                                                                                                                                                               |
|         | (i) One work of value not less than ₹ 2.60 lakh against a single work order OR two works of each value not less than ₹ 1.65 lakh each against two separate work order OR three works of each value not less than ₹ 1.30 lakh each against three separate work orders in Govt./ Semi Govt. department / Autonomous body.         | Satisfactory completion certificates supported by respective Work order / detailed BOQ/ final bill etc. for works executed in Govt./ Semi Govt. Department/ Govt. Autonomous Body.            |
| 6       | Having average <b>annual turn-over</b> not less than ₹1.65 lakhs of the value of work during the immediate last 3(three) audited financial year from construction works only                                                                                                                                                    | Certificate of Financial Turnover for the last three years from Chartered Accountant or Audited Balance sheet for the last years                                                              |
| 7       | GST Registration Certificate of the State in which the work is to be taken up, if already obtained by the bidder. If the bidder has not obtained GST registration in the State in which the work is to be taken up, Or as required by GST authorities then in such a case bidder shall furnish undertaking as given in Form-'G' | GST registration certificate should be submitted.                                                                                                                                             |
| 8       | PAN no. of the Company/ Authorized Dealer.                                                                                                                                                                                                                                                                                      | Copy of PAN Card                                                                                                                                                                              |

#### Note:

1.The hard copy of EMD and Cost of tender document should be submitted to the HoS (Engineering) IPM Section, IIT Guwahati on or before the last date and time of submission of the tender.

**2. A form to be submitted of technical evaluation along with the tender in the next page**

## FORM TO BE FILLED UP IN THE TECHNICAL BID

| Sl. No. | Qualifying Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                            | DOCUMENTS REQUIRED FROM THE BIDDER                                                                                                                                                                                                                                                                   |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <b>Name of the Firm:</b><br><b>Address:</b><br><b>Phone no:</b><br><b>Email in any :</b>                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                      |
| 1       | Total tender document including addenda, corrigendum etc.                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes / No                                                                                                                                                                                                                                                                                             |
| 2       | Certificate of registration with Govt. / Semi Govt. Dept. / Autonomous Body.                                                                                                                                                                                                                                                                                                                                                                                                   | Registration no:<br>Govt. Organization:<br>Valid up to:                                                                                                                                                                                                                                              |
| 3       | Cost of Tender Document (Non Refundable)                                                                                                                                                                                                                                                                                                                                                                                                                                       | Amount :<br>D/D or B/C no. <span style="float: right;">Date:</span><br>Bank name :                                                                                                                                                                                                                   |
| 4       | Earnest Money                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Amount :<br>D/D or B/C no. <span style="float: right;">Date:</span><br>Bank name :                                                                                                                                                                                                                   |
| 5       | <b>Work experience</b><br>Shall have experience in execution of similar civil works completed satisfactorily during the last seven years as follows:<br>(i) One work of value not less than ₹ 2.60 lakh against a single work order OR two works of each value not less than ₹ 1.65 lakh each against two separate work order OR three works of each value not less than ₹ 1.30 lakh each against three separate work orders in Govt./Semi Govt. department / Autonomous body. | 1. Name of work:<br><br>2. Value of work: `<br>3. Work Order / LOI No. and date:<br><br>4. Date of start:<br>5. Date of completion:<br><br>6. Client / Govt. Organization:<br><br><b>Note:</b> This information's <u>should be</u> as per certificates attached / uploaded along with technical bid. |
| 6       | Having average <b>annual turn-over</b> not less than ₹ 1.65 lakhs of the value of work during the immediate last 3(three) audited financial year from construction works only                                                                                                                                                                                                                                                                                                  | 2023-24= ₹<br>2022-23= ₹<br>2021-22= ₹<br><b>Note:</b> ₹ in lakhs                                                                                                                                                                                                                                    |
| 7       | GST Registration                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Registration no:                                                                                                                                                                                                                                                                                     |
| 8       | PAN no.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | PAN No.                                                                                                                                                                                                                                                                                              |
| 9       | Any other additional information / documents                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                      |

**Annexure -1**

| <b>LIST OF APPROVED VENDORS &amp; SPECIFICATIONS (CIVIL)</b> |                     |                                                                                                                                                  |                            |
|--------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Sl. No.</b>                                               | <b>Item of Work</b> | <b>Specifications</b>                                                                                                                            | <b>BRAND /CODE (Civil)</b> |
| 1.                                                           | Carpet              | Anti shock polyproline carpet 850gm/sqm pile weight,7mm pile height total thickness 9mm Item code 1202 Deep Grey                                 | Serenity of My Floor       |
| 2.                                                           | Rubber mat flooring | Laminated rubber V groove interlocking tiles with EPDM 508x508mm, 20mm thick density 980 kg/ sqm tensile strength 1.5Mpa elongation at tear 120% | Fab Flooring India Make    |

# **BILL OF QUANTITIES**

| BILL OF QUANTITIES                                                                                          |                                                                                                                                                                                                                                                                                                                            |      |          |             |          |            |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|-------------|----------|------------|
| Name of Work: “Provision of gym room mats and carpets for the music room at Gaurang Hostel in IIT Guwahati” |                                                                                                                                                                                                                                                                                                                            |      |          |             |          |            |
| NIT No. IITG/IPM/NIT/C/FY2025-26/50 Date 13.08.2025                                                         |                                                                                                                                                                                                                                                                                                                            |      |          |             |          |            |
| Item no.                                                                                                    | Description of Items                                                                                                                                                                                                                                                                                                       | Unit | Quantity | Rate in (₹) |          | Amount (₹) |
|                                                                                                             |                                                                                                                                                                                                                                                                                                                            |      |          | in figure   | in words |            |
| 1                                                                                                           | Supply, fitting and fixing of anti shock polyproline carpet 850gm/sqm pile weight,7mm pile height, with a total thickness 9mm Product name “Serenity” item code 1202 deep grey of MY FLOOR make, including all necessary materials and labour as directed by engineer in charge                                            | Sqm  | 54.00    |             |          |            |
| 2                                                                                                           | Supply, fitting and fixing of Laminated rubber V grove interlocking tiles with EPDM for gym room flooring, size 508x508mm, 20mm thick, density 980 kg/ sqm having tensile strength 1.5Mpa, elongation at tear 120% fab flooring India Make, including all necessary materials and labour as directed by engineer in charge | Sqm  | 68.00    |             |          |            |
|                                                                                                             | Total=                                                                                                                                                                                                                                                                                                                     |      |          |             |          |            |
| Rebate if any in.....%=                                                                                     |                                                                                                                                                                                                                                                                                                                            |      |          |             |          |            |
| Total after rebate=                                                                                         |                                                                                                                                                                                                                                                                                                                            |      |          |             |          |            |

Seal

(Signature of the tenderer)

