

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**GUWAHATI – 781039, ASSAM**

**Phone : (0361) 2582064, 2582074 : : Fax : (0361) 2692771**



**TENDER DOCUMENT**

**NIT No. IITG/IPM/NIT/FY23-24/18 Dated 15.06.2023**

**NAME OF WORK**

**“Renovation of Electrification works and up-gradation of light fittings in the classroom of Centre for Disaster Management and Research at IITG Campus”**



# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Guwahati – 781039, Assam

Phone: (0361) 2582064, 2692074 :: Fax : (0361) 2692771 , 2690762

## NOTICE INVITING TENDER

NIT No: IITG/IPM/NIT/FY23-24/18 Dated 15.06.2023

Sealed tenders in single-bid system are invited from experienced & competent contractors for the following works at IIT Guwahati campus:

1	<b>Name of works</b>	<b>Renovation of Electrification works and up-gradation of light fittings in the classroom of Centre for Disaster Management and Research at IITG Campus"</b>
2	Estimated Cost	Rs. 4,80,426.00
3	Earnest Money	Rs. 9610.00
4	Date of availability of tender paper in IITG website	From 27.06.2023 to 04.07.2023
5	Last Date & time of submission of tender	Upto 2.30 P.M on 11.07.2023
6	Time of Completion	45(Forty Five ) Days
7	Cost of Tender Paper	Rs. 500.00
8	Date & Time for Opening	At 3.30 P.M on 11.07.2023

### 8. Qualifying criteria for issue of Tender Document :

1. Should possess valid Electrical Contractor License
2. Should have experience in the execution of cable laying work of successful completion of any one of similar works- (i) One work value not less than 80% (ii) two works value not less than 50% (iii) Three works value not less than 40% during preceding 7 (Seven) years in any Govt./ Semi Govt. Department / Govt. Autonomous Body (Work order and completion certificate to be submitted along with the tender)
3. Copy of PAN card & GST Registration certificate.
4. Annual turn-over in any one year of the last three (3) years should be at least Rs.1.44 lakhs.

### 9. Download of Tender Document:

(i) Tender document shall be downloaded from IITG website ([www.iitg.ac.in](http://www.iitg.ac.in)) only from 27.06.2023 to 04.07.2023

(ii) Any further clarification including corrigendum, addendum, amendments, time extension etc. to the above tender will be posted in the website only. Bidders should therefore regularly visit the website [www.iitg.ac.in](http://www.iitg.ac.in)

### 10. Submission of Completed Tender:

The Original tender copy duly completed and signed on each page should be submitted in the office of the IPM Section, Estate building, IIT Guwahati along with the offer along with the following documents:

- Self-attested copies of all the qualifying documents as state above along with Pan No. (Income Tax) and GST.
- Cost of tender paper** (non-refundable) of amount **Rs. 500.00** (Rupees five hundred rupees only) in the form of **Demand draft/ Banker's cheque** in favour of "IIT Guwahati" payable at 'Guwahati'.

- (iii) **Earnest money** of amount **Rs. 9610.00** (Rupees Nine thousand six hundred and ten only) in the form of **Demand draft / Banker's cheque** in favour of 'IIT Guwahati' payable at 'Guwahati OR through online i.e. Debit Card/ Credit Card/ Net Banking/ NEFT.
- (iv) MSME certificate for only such service sector will be considered for relaxation of submission of cost of Tender paper. However, as the contracts can't be split, price preference of 15% will not be applicable
- (v) Any Tender without **Cost of tender paper and EMD (except MSME registered contractors)** and the above relevant documents shall be considered incomplete and shall be rejected without any further communication.

11. IIT Guwahati reserves the right to not issuing tender papers to 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 applications for issue of tender document without assigning any reason thereof.

12. The download and submission of tender paper by a contractor does not automatically mean the tenderer is considered qualified for the price part of the bid. Price bid of only those bidders who fulfill all the requirements given here in above shall be considered.

13. The acceptance of tender will rest with the authority of IIT Guwahati who does not bind itself to accept the lowest tender and reserves in 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.

14. For all clarifications regarding site conditions, items of works or any other related matters to the tender, HOS (M) may be contacted during office hours on all working days.

15. In case, the day of submission of the tender happens to be a holiday on account of Govt. notification and tender cannot be received or opened; the tender shall be received and opened on the next working day at the same times.

16. The tender document shall be submitted at the designated place before the last date and time as per NIT. IIT Guwahati is not responsible for any delay on the part of postal department or Shipping agencies.

17. Only one authorized person(s) shall be permitted to attend tender opening. All the bidders shall send their representative(s) to attend tender opening with proper authorization during opening of the tender.

**HOS (Maintenance)**

## Special Terms & Conditions

**NIT No: IITG/IPM/NIT /2023-24/18 dtd 15.06.2023**

1. Copy of PAN No, GST Registration should accompany the technical bid otherwise tender shall be rejected
2. The MSME certificate for only such service sector will be considered for relaxation of submission of EMD & cost of tender paper. However, as the contracts can't be split, price preference of 15% will not be applicable
3. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in **Annexure-A** in figure and words. If there is any variation between the rate of figure and word, the rate quoted in word will be considered.
4. The rate 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 **45 (Forty Five) Days** from the date of handing over the site.
6. The rate shall be inclusive of all taxes, Royalty, loading, unloading and transportation etc. of all the materials to work site at IITG campus, Guwahati-39.
7. All the pages of the tender document shall be signed and dated at the lower right hand corner by the tenderer or by a person holding power of attorney authorizing him to sign on behalf of the tenderer before submission of the of 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 documents mentioned above will be considered as incomplete tender and the tender will be rejected for which no communication will be made.
11. The contractor shall arrange all the plants, equipment's, machineries etc. required for the works for which no extra charges will be paid.
12. The contractor will arrange for water and electricity at his own. However, the institute may provide electricity on the request of the contractor and under the terms and conditions fixed by the institute.
13. Any abnormal rate quoted in the tender will summarily be rejected for which no communication will be made.
14. 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.
15. **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.

**16. 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.

**17. 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.

## **18. 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.

19. All legal disputes will be subjected to jurisdiction of Gauhati High Court only.

20. All Specification of the work will be followed as per CPWD manuals or manufacturer specification.

21. If the lowest bid is below 10% of the estimate, additional 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 case notice.

22. 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. In such case, the work will then be offered to the next lowest bidder (L2) at L2's rate and so on.

23. Lowest quotes above 10% of the estimated cost will not be accepted in any case and fresh tender will be invited.

24. All other terms & conditions shall be as per provision of General Conditions of Contract followed by the institute.

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

Ref no.

Date:

To,  
**The HOS, (Maintenance)**  
Indian Institute of Technology Guwahati  
Guwahati – 39

**Sub:** Submission of tender for the “**Renovation of Electrification works and up-gradation of light fittings in the classroom of Centre for Disaster Management and Research at IITG Campus**”

”.

Dear Sir,

I/we do hereby submit our tender for “**Renovation of Electrification works and up-gradation of light fittings in the classroom of Centre for Disaster Management and Research at IITG Campus**” as per Notice Inviting Tender No. IITG/IPM/NIT/FY23-24/18 Dated 15.06.2023. The rates quoted by me / us are for the whole supply work in accordance with Notice Inviting Tender and Terms & Conditions.

Name of the dealer/distributor:

Address for correspondence:

Signature of bidder with seal:

Date:

Contact Phone No –

Email ID:

**Enclosure:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

8.

**Seal & Signature of Bidder**



**ANNEXURE - I**

**Acknowledgement letter to NIT no. IITG/IPM/NIT/FY23-24/18 Dated 15.06.2023**

**To,**

**HOS (Maintenance)**

Indian Institute of Technology Guwahati

Guwahati –781039.

**Sub: “Renovation of Electrification works and up-gradation of light fittings in the classroom of Centre for Disaster Management and Research at IITG Campus”**

**Dear Sir,**

We acknowledge receipt of your invitation to Tender which was received on ..... and understand that the documents received remain the property of Indian Institute of Technology Guwahati. We indicate below our intentions with respect to the letter Inviting Tender.

A) We intend to tender as requested and furnish following details with respect to our quoting office:

i) Postal address :

ii) Telephone no. :

iii) Fax no. :

iv) Contact person :

B) We are unable to tender for the reasons given below and hereby return the Tender Documents.

Reasons for non-submission of tender:

Company's name :

Signature :

Name :

Designation :

**Seal & Signature of Bidder**

## ANNEXURE – II

### PROPOSAL PARTICULARS

1. Tenderer's complete company name & address :
  
2. Tenderer's proposal no. :
  
3. Tenderer's proposal date :
  
4. Tenderer's proposal validity period :
  
5. Whether Earnest Money Deposited?  
  
a) Is so, give the amount and details :
  
6. Name and designation of the officer of the tenderer to whom all reference shall be made for expedition technical co-ordination. :
  
7. Photocopy of PAN Card furnished? :

**Date:**

**(Signature of the tenderer)**

**ANNEXURE – III**

**Particulars of Contractor:**

1. Name & Address of Contractor / Firm :  
Telephone No. :  
Fax No. :
2. Whether the Firm is private or public limited :  
(Attested copies of deed for articles of Association to be enclosed)
3. Name of person holding the Power of Attorney :  
(Attested copy of Power of Attorney to be enclosed)  
State his present nationality and liabilities :
4. Name of partners, their present nationalities with their liabilities :  
(Attested copy of partnership deed to be enclosed)
5. Name & Address of Bankers :

I/We authorize IIT Guwahati to make any investigation to verify the correctness of the statements and documents submitted with this application and obtain clarifications or information on the technical and financial aspects of the applicant.

***Seal of the Company***

***Signature of Company / Contractor***

Date:.....

**ANNEXURE-IV**

List of works executed by the firm during last 7 (seven) years

Sl. No.	Full Postal Address of client & Name of Officer-in-Charge	Description of the Work	Value of Contract	Date of Commencement of Work	Date of Completion	Remarks

**Note:** Original or attested copies of work order, SOR and completion certificates from the client should be attached by the applicant without which information furnished shall be considered null and void.

**Seal**

**(Signature of tenderer)**

**ANNEXURE-V**

**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

**ANNEXURE-VI**

**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 forfeit the earnest money paid by him along with the tender. Tender shall be revalidated for extended period as required by Owner in writing.

Signature with date & Seal

Signature of Company/ Contractor

**ANNEXURE VII**

**Financial Turnover during the last five years :**

Year 2022-2021 =

Year 2021-2020 =

Year 2020-2019 =

Seal of Company

Signature of Company/ Contractor

Date: .....

**Note:** Attested copies of audited balance sheet in support of the above turn over shall be enclosed.

**ANNEXURE-VIII**

**DETAILS OF COST OF THE TENDER PAPER AND EMD SUBMITTED BY THE TENDERER:**

- a) We have enclosed cost of tender paper amount of Rs.500.00 (Rupees five hundred only) in the form of Demand Draft/Banker's cheque drawn in favour of I.I.T GUWAHATI

DD/BC No. is..... dtd. ....  
Drawn/issued by.....payable at Guwahati.

- b) We have enclosed E.M.D. amount of **Rs. 9610.00** (Rupees Nine thousand Six hundred ten only) in the form of D.D/ Bankers Cheque No..... Dtd.....issued by ..... drawn in favour of I.I.T GUWAHATI payable at Guwahati OR through online i.e. Debit Card/ Credit Card/ Net Banking/ NEFT.

Seal of the Company

Signature of Company/  
Contractor

Date : .....



# **BILL OF QUANTITIES**

**NIT No: IITG/IPM/NIT/FY23-24/18 Dated 15.06.2023**