

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

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



**TENDER DOCUMENT**

**NIT No. IITG/IPM/NIT/FY21-22/19, Dated 24.08.2021**

**NAME OF WORK**

**“Repairing and rectification of kitchen exhaust system in  
Subansiri, Umiam and Kameng Hostel (Phase-II) at IIT  
Guwahati campus”**



**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

**Guwahati – 781039, Assam**

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

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Date:.....

Detailed NOTICE INVITING TENDER for the work **“Repairing and rectification of kitchen exhaust system in Subansiri, Umiam and Kameng Hostel (Phase-II) at IIT Guwahati campus”** vide NIT No. **IITG/IPM/NIT/FY21-22/19, Dated 24.08.2021** issued to:

Shri / M/s .....

Address. ....

.....

.....

**HOS, IPM Section**



# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Guwahati – 781039, Assam

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

## NOTICE INVITING TENDER

NIT No: IITG/IPM/NIT/FY21-22/19, Dated 24.08.2021

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

1	Name of works	<b>Repairing and rectification of kitchen exhaust system in Subansiri, Umiam and Kameng Hostel (Phase-II) at IIT Guwahati campus</b>
2	Earnest Money	Bid Security Declaration in ANNEXURE-VI
3	Date of availability of tender paper in IITG website	From 31.08.2021 to 14.09.2021
4	Last Date & time of submission of tender	Upto 2.30 P.M on 14.09.2021
5	Time of Completion	90 (Ninety) Days
6	Cost of Tender Paper	Rs. 500.00
7	Date & Time for Opening	At 3.30 P.M on 14.09.2021

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

1. The bidders should be registered in any Govt./ Semi Govt. Department/ Govt. Autonomous Body
2. Should have experience of successful completion of any one of similar works- (i) One work value not less than Rs.3.43 lakhs (ii) two works value not less than Rs. 2.57 lakhs (iii) Three works value not less than Rs.1.72 lakhs during preceding 5 (five) 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 3 years should be at least Rs.1 lakhs.

### 9. Download of Tender Document:

- Tender document shall be downloaded from IITG website ([www.iitg.ac.in](http://www.iitg.ac.in)) only from 31.08.2021 to 14.09.2021.
- 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'.
- 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

(iv) Any Tender without **Cost of tender paper (except MSME registered contractors) and Bid Security Declaration in ANNEXURE-VI** 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 (IPM) 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, IPM Section**

## **Special Terms & Conditions**

NIT No: IITG/IPM/NIT/FY21-22/19, Dated 24.08.2021

1. Only the firms or a contractor, who downloads the tender document from IITG website ([www.iitg.ac.in](http://www.iitg.ac.in)) from 31.08.2021 to 14.09.2021, are eligible to participate in the tender. The tender submitted by other firm on behalf of any such firm shall not be accepted.
2. All benefits provided to the MSME registered contractors as per the Govt. notification from time to time shall be extended
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 **90 (Ninety) Days** from the date of issue of the formal work order.
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 unfavourable 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, equipments, 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. **Performance Guarantee Period:** 06 (six) months from the date of completion of the work. Any damage or defect in the work during this period shall be made good by the contractor at their own expenses. Otherwise the same will be made good by engaging other workmen and the expenses incurred will be deducted from their security deposit.
17. **Security Deposit:** 3% of the Bill Value will be deducted as Security Deposit from the bill and shall be refunded after the successful completion of Performance Guarantee period. No interest will be paid on security deposit.
18. All other terms & conditions shall be as per provision of General Conditions of Contract followed by the institute.
19. Where any portion of the General Conditions of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract then, unless a different intention appears the provisions of the Special Conditions of Contract shall be deemed to over-ride the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations prevail
20. All Specification of the work will be followed as per CPWD manuals.
21. Reasonability of the rates quoted by the contractors shall be determined by comparing to the justified estimated rates. If the lowest bid is too low and the tender evaluation committee feels that it is not possible to do the work as per specification, the tender shall be cancelled.
22. Any abnormal rate quoted in the tender will summarily be rejected for which no communication will be made.
23. 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.
24. The IIT Guwahati 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 for whole at the discretion of competent authority of the institute.
25. All legal disputes will be subjected to jurisdiction of Guwahati High Court only.

**HOS, IPM Section**

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

**Ref no.**

**Date:**

To,  
The HOS, IPM Section  
Indian Institute of Technology Guwahati  
Guwahati – 39

**Sub:** Submission of tender for the “**Repairing and rectification of kitchen exhaust system in Subansiri, Umiam and Kameng Hostel (Phase-II) at IIT Guwahati campus**”.

Dear Sir,

I/we do hereby submit our tender for “**Repairing and rectification of kitchen exhaust system in Subansiri, Umiam and Kameng Hostel (Phase-II) at IIT Guwahati campus**” as per Notice Inviting Tender No. IITG/IPM/NIT/FY21-22/19, Dated 24.08.2021. 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/FY21-22/19, Dated 24.08.2021**

**To,**

**HOS, IPM Section**

Indian Institute of Technology Guwahati  
Guwahati –781039.

**Sub:** “Repairing and rectification of kitchen exhaust system in Subansiri, Umiam and Kameng Hostel (Phase-II) at IIT Guwahati 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 5 (five) 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**

**Bid Security Declaration Form**

Date:

To Dean (IPM)  
Indian Institute of Technology Guwahati  
Guwahati-781039

Name of Work: Repairing and rectification of kitchen exhaust system in Subansiri, Umiam and Kameng Hostel (Phase-II) at IIT Guwahati campus

**NIT No.: IITG/IPM/NIT/FY21-22/19 Dated: 24.08.2021**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

## **ANNEXURE-VII**

### **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 VIII**

#### **Financial Turnover during the last three years :**

Year 2020-2019 =

Year 2019-2018 =

Year 2018-2017 =

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-IX**

**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.

Seal of the Company

Signature of Company/  
Contractor

Date : .....



**APPROVED MAKES**  
**LIST OF APPROVED MANUFACTURERS / BRAND NAMES OF VARIOUS TYPES OF ELECTRICAL MATERIALS / EQUIPMENT / APPLIANCES: -**

**B : Electrical Works**

<b>Sl. No</b>	<b>Name of Materials</b>	<b><i>Manufactures / Brand names</i></b>
1	SISW Blower	Nicotra/Kruger/Humidin
2	GSS Sheet	Sail / Tata/Jindal
3	Single core cable	FR copper wire (Finolex / Havells / RR Kabel / BERIA / KEI
4	Exhaust fan	Havells/CG/Orient/Bajaj

**NOTE: i) ALL MAKES SHALL CONFIRM TO STANDARD SPECIFICATIONS OF EACH ITEMS AS ENCLOSED WITH THE TENDER DOCUMENTS. THE APPROVED MAKE SHALL BE SELECTED WITH APPROVAL FROM MAINTENANCE SECTION.**

**HOS, IPM Section**

# **BILL OF QUANTITIES**

**NIT No: IITG/IPM/NIT/FY21-22/19, Dated 24.08.2021**