

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**भारतीय प्रौद्योगिकी संस्थान गुवाहाटी**  
Guwahati – 781 039, Assam  
Phone: (0361) 2582065, 2582069: : Fax : (0361) 2692771



## **TENDER DOCUMENT**

NIT NO: IITG/IPM/NIT/FY21-22/05 Dated 22.06.2021

### **NAME OF WORK**

**Repairing false ceiling at Central  
Library Building in IITG Campus.**



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## NOTICE INVITING TENDER

**No. IITG/IPM/NIT/FY21-22/05 Dated 22.06.2021**

Sealed tenders are invited from the registered and experienced contractors for the following works. Tenders will be received upto 11-00 a.m. on 05.08.2021 and will be opened on the same day at 11.30 a.m. in presence of intending tenderers or their authorized representatives. 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 or opened on the next working day at 11.30 a.m. for which no separate communications will be made. Other terms & conditions are enclosed herewith.

<b>Name of Work</b>	<b>Repairing false ceiling at Central Library Building in IITG Campus.</b>
<b>Earnest Money</b>	Bid Security Declaration in Form-F
<b>Date of availability of tender paper in IITG website</b>	From 21.07.2021 to 04.08.2021
<b>Last Date &amp; time for Submission</b>	Upto 11.00 a.m. on 05.08.2021
<b>Date &amp; time for Opening</b>	At 11.30 p.m. on 05.08.2021
<b>Time of completion</b>	Thirty (30) days from the date of handing over of the site.

### Qualifying criteria for participating in the Tender:

- Should be registered with Govt./ Semi Govt./ Autonomous Body in appropriate class.
- Minimum annual turn-over in any one year during the last 3(three) consecutive years should not be less than ₹ 0.97 lakh.
- Shall have experience in execution of similar work completed satisfactorily during last seven years as follows:
  - One work of value not less than ₹ 2.58 lakh, **OR** (ii) Two works of each value not less than ₹ 1.94 lakh, **OR** (iii) Three works of each value not less than ₹ 1.29 lac in Govt. / Semi Govt. Department/ Autonomous Body during last seven years.
- PAN no. and GST Registration.
- Tender document shall be downloaded from IIT website ([www.iitg.ac.in](http://www.iitg.ac.in)) only from 21.07.2021 to 04.08.2021.
- Submitted tender paper must be accompanied by the attested copies of the qualifying documents as stated above along with (a) Copy of PAN card (b) GST Registration certificate., (c) **DD/BC of ₹ 1000.00 (Rupees One Thousand only) as a cost of tender paper** (non-

refundable) in favour of "IIT Guwahati" payable at 'Guwahati'. **Price bid shall be submitted with separate sealed envelope and marked as "Price-Bid"**.

7. 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).

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.

**HoS, IPM Section**

## **Special Terms & Conditions**

The present scope of work under this contract shall include “Repairing false ceiling at Central Library Building in IITG Campus”.

1. The scope of this contract shall include Civil works consisting of false ceiling repairing work. 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.
2. 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.
3. The rates shall be firm up to the completion of work. No price escalation will be paid on any account.
4. The work shall be completed within **30 (thirty) days** from the date of handing over of the site.
5. The rate shall be inclusive of all taxes including GST, Royalty, loading, unloading and transportation etc. of all the materials to work site at IITG campus, Guwahati-39. All taxes as applicable to the work as per state/central government shall be deducted from the bills.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. The contractor shall arrange all the plants, equipment, 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 on payment basis under the terms and conditions fixed by the institute.
13. 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.

14. Any abnormal rate quoted in the tender will summarily be rejected for which no communication will be made.
15. Bid security declaration in Form-F shall be submitted in place of Earnest Money Deposit (EMD). This clause will supersede clause no.10 of General Conditions of Contract. The term Earnest Money Deposit (EMD) used elsewhere in the tender document shall be ignored.
16. **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.

**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.

**Clause no.17 (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.

18. All legal disputes will be subjected to jurisdiction of Gauhati High Court only.
19. All Specification of the work will be followed as per CPWD manuals or manufacturer specification.
20. Reasonability of the rates quoted by the contractors shall be determined by comparing to the estimated rates. If the lowest bid is too low in such case the owner may ask for written clarification from the bidder for justification of his quoted rates including detailed price analysis. If the bidder fails to demonstrate its capacity to deliver the contract at the offered rate the owner may reject his bid.
21. In case the lowest bidder is not able to complete the work, the Performance Guarantee 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. In case the lowest bidder fails to submit the Performance Guarantee within the stipulated time mentioned in the tender, their offer will be cancelled.
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.

**HoS, IPM Section**

**Date:**

**To,**

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

**Sub:** Submission of tender for the “Repairing false ceiling at Central Library Building in IITG Campus”

**Sir,**

I/we do hereby submit our tender for “Repairing false ceiling at Central Library Building in IITG Campus”, as per Notice Inviting Tender No IITG/IPM/NIT/FY21-22/05 Dated 22.06.2021. 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**

1. 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	2017-18	2018-19	2019-20	2020-21
Gross Annual turnover on construction works ₹ 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) Bankers 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. No	Name of work/project and location	Owner of sponsoring organization	Cost of work	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/arbitration cases pending /in progress with	Name and address /telephone number of officer	Whether the work was done on back to back 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"****Bid Security Declaration Form**

Date:

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

Name of Work: Repairing false ceiling at Central Library Building in IITG Campus.

Tender No- IITG/IPM/NIT/FY21-22/05 Dated 22.06.2021

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)

**FORM "G"****Affidavit**

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 Notary with  
seal

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

**FORM "H"****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 Notary with seal

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

**FORM "J"**

**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 "K"****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**

**BILL OF QUANTITIES**