

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

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



**TENDER DOCUMENT**

**NIT No. IITG/IPM/NIT/FY23-24/26 Dated 12.07.2023**

**NAME OF WORK**

**“Providing and fixing of ceiling fans and exhaust fans in cafeteria at first floor in Lohit hostel of IITG”**



**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 “**Providing and fixing of ceiling fans and exhaust fans in cafeteria at first floor in Lohit hostel of IITG**” vide NIT No. **IITG/IPM/NIT/FY23-24/26 Dated 12.07.2023** issued to:

Shri / M/s .....

Address. ....

.....

.....

**HOS, Maintenance**



# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Guwahati – 781039, Assam

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

## NOTICE INVITING TENDER

NIT No: IITG/IPM/NIT/FY23-24/26 Dated 12.07.2023

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>Providing and fixing of ceiling fans and exhaust fans in cafeteria at first floor in Lohit hostel of IITG</b>
2	Earnest Money	Rs. 8,000.00
3	Cost of Tender Paper	Rs.500.00
4	Time of Completion	30 (Thirty) Days
5	Date of downloading of tender paper	Tender document may be downloaded from the Institute Website <a href="http://www.iitg.ac.in">www.iitg.ac.in</a> from 12.07.2023 to 19.07.2023
6	Last Date & time of submission of tender	19.07.2023 at 2.30 P.M
7	Tender Bid Opening Date & Time	19.07.2023 at 3.30 P.M
8	Place of Submission of Tender	Office of the- Dean IPM, Estate Building Indian Institute of Technology Guwahati, North Guwahati, Assam, PIN- 781039.

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

1. The bidders should be registered in any Govt./ Semi Govt. Department/ Govt. Autonomous Body
2. Contractor must have valid Electrical contractor's license from the Govt. licensing Board.
3. Shall have experience in execution of similar electrical works as follows: - (i) One work value not less than Rs.3.18 lakhs (ii) two works value not less than Rs. 2.39 lakhs (iii) Three works value not less than Rs.1.59 lakhs 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)
4. Copy of PAN card & GST Registration certificate.
5. Minimum financial annual Turnover from in one year during the last three (03) consecutive years should not be less than ₹1.19 lakhs. This is to be supported by Audited Balanced Sheet.

### 10. Download of Tender Document:

- Tender document shall be downloaded from IITG website ([www.iitg.ac.in](http://www.iitg.ac.in)) only from 12.07.2023 to 19.07.2023.
- 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)

## 11. 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:

- (i) Self-attested copies of all the qualifying documents as state above along with Pan No. (Income Tax) and GST.
- (ii) **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) **EMD** of amount **Rs. 8,000.00** (Rupees Eight thousand only) in the form of **Demand draft/ Banker's cheque** in favour of "IIT Guwahati" payable at 'Guwahati'. **EMD is exempted for Firms which are specifically registered for the required items of the tender with NSIC/MSME.** No price preference will be given.
- (iv) Any Tender without **Cost of tender paper, EMD (MSME certificate, if EMD exemption is claimed)** 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, AEE(E) 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/FY23-24/26 Dated 12.07.2023

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 12.07.2023 to 19.07.2023., 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 **30 (Thirty) 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. 10% of the Bill Value will be deducted as Security Deposit and will be released after Performance Guarantee Period. Any damage or defect in the work during this period due to materials supplied by you or bad workmanship shall be rectified or replaced by you at your own cost or the Engineer –in-charge may cause the same to be made good by other workman and deduct the expenses from the security deposit. No interest will be paid on security deposit.
17. **Performance Guarantee Period:** 12 (twelve) 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.
18. **GST:** GST/IGST @18% should be included in the quoted rates on works/maintenance contracts.
19. **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.
20. **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
21. All other terms & conditions shall be as per provision of General Conditions of Contract followed by the institute.
22. 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
23. All Specification of the work will be followed as per CPWD manuals.
24. 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.
25. Any abnormal rate quoted in the tender will summarily be rejected for which no communication will be made.
26. 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.
27. 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.
28. All legal disputes will be subjected to jurisdiction of Guwahati High Court only.

**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 “**Providing and fixing of ceiling fans and exhaust fans in cafeteria at first floor in Lohit hostel of IITG**”.

Dear Sir,

I/we do hereby submit our tender for “**Providing and fixing of ceiling fans and exhaust fans in cafeteria at first floor in Lohit hostel of IITG**” as per Notice Inviting Tender No. IITG/IPM/NIT/FY23-24/26 Dated 12.07.2023. 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/FY23-24/26 Dated 12.07.2023**

**To,**

**HOS, Maintenance**  
Indian Institute of Technology Guwahati  
Guwahati –781039.

**Sub:** “Providing and fixing of ceiling fans and exhaust fans in cafeteria at first floor in Lohit hostel of IITG”

**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-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 VII**

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

Year 2022-2023 =

Year 2021-2022 =

Year 2020-2021 =

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 EMD amount of Rs. 8,000.00 (Rupees Eight thousand 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: -**

Sr. No	Description List of Makes - Electrical	Recommended Makes
1	LT CABLES	RPG /KEI /FINOLEX/POLYCAB/Ravin/Lapp
2	Wire (Copper conductor)	FR copper wire (FINOLEX / HAVELLS / RR KABEL /BERIA/KEI
3	Multifunction Meter (Digital Type)/Load Manager	Schneider/Socomec/Secure Meter/HPL/Siemens/L&T
4	MS/GI CONDUITS	BEC/BHARAT/AKG/UNIVERCELL
5	PVC CONDUITS	AVON PLAST//Precision/Dimond
6	MODULAR SWITCH SOCKET WITH SWITCH BOXES	ANCHOR/ MK / CRABTREE / LEGRAND / SCHNEIDER / PHILIPS/NORTH WEST
7	BRASS DOUBLE COPRESSION GLANDS	DOWELLS/COMMET/Siemens/Phoenix
8	MCCB/MCB/ACB	Schneider/L&T/ABB/Siemens/Eaton/Legrand/HPL
9	FSU WITH HRC FUSE	L&T/SIEMENS/ Schneider /Eaton/Legrand
10	ELCB/MCB	Siemens/ Schneider / Legrand/Eaton
11	MCB DBS	Siemens/Schneider/Legrand/L&T /Eaton
12	METAL CLAD SOCKET OUTLETS	Legrand/SALZER/HAVELLS/L&T HAGER/Schneider
13	CABLE TRAYS	PROFAB//OVI ENGINEERS/Aslesha/Indiana/OBO Bettermann
14	LUMINAIRIES	PHILLIPS/BAJAJ/HAVELLS/Jaquar/CG
15	PROTECTIVE RELAYS	Siemens/ABB/L&T/Schneider/Eaton
16	CT's	VOLTAMP/AE/KAPPA
17	SURGE PROTECTION DEVICES	Schneider/Siemens/Legrand/Eaton
18	Auto Transfer Switch (ATS)	Siemens/Socomec/Schneider (ASCO)
19	TVSS	Vertiv APC –Schneider /Eaton/Legrand
20	LT Switchboards	License of IEC 61439 Panel Builder
21	Power Distribution Unit (PDU- Inside the Rack)	Vertiv/APC-Schneider - /Raritan/Eaton/Numeric/enlogic
22	FRLS PVC insulated stranded copper conductor wires	Finolex Lapp Kabel Skyline L&T National  Echo   Havells
23	Terminal blocks & cage clamps	Elmexx Phoenix Wago
24	Ceiling fans	Havells/CG/Orient/Berilia
25	Soft starters/VFD Drives	ABB Schneider L&T/Siemens/Eaton/Danfoss/Grand foss
26	Single phase preventor	L&T Minilec Syntron  Beluk
27	Electric Motors	Siemens Crompton  ABB  Bharat Bijlee Alstom

**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.**



# **BILL OF QUANTITIES**

**NIT No: IITG/IPM/NIT/FY23-24/26 Dated 12.07.2023**