



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING KANCHEEPURAM**
(An Institute of National Importance under MoE, Government of India)
Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600127, Tamil Nadu.

NOTICE INVITING TENDER (E-PROCUREMENT MODE)

NAME OF WORK: Providing and fixing EWC Flush Valve, wash basin health faucet , wash basin tap etc., in Physically challenged toilet located in admin building, Academic building and Lab Block North and South and Providing and fixing MS Grill in the Lab block and Providing and fixing damaged roof in the sports complex-reg

Indian Institute of Information Technology Design and Manufacturing (IIITD&M) Kancheepuram invites **e-tender under TWO BIDS** with prequalification systems from the vendors who fulfils the eligibility as given below in the campus.

Sl. No.	Particulars	Quantity Required
1	Providing and fixing EWC Flush Valve, wash basin health faucet , wash basin tap etc., in Physically challenged toilet located in admin building, Academic building and Lab Block North and South and Providing and fixing MS Grill in the Lab block and Providing and fixing damaged roof in the sports complex-reg.	As per Annexure-06

The tender document may be downloaded from the website <http://iiitdm.ac.in> or <https://eprocure.gov.in/epublish/app> or <https://mhrd.euniwizarde.com>.

The offers, in the prescribed format shall be submitted online at <https://mhrd.euniwizarde.com> as per the tender document. No tender will be accepted in hard copy, fax, email or any other such means. The intending, bidders must be registered with eWizard procurement <https://mhrd.euniwizarde.com>.

Tender Number /Date	IIITDM/19/2021-22/Engg/Civil/Repair works, ; Dt: 31December, 2021
Pre-bid meeting / Site visit	7 th Jan, 2022; 1100 Hrs.
Bid Submission	20 th Jan, 2022; 1500 Hrs.
Technical Bid Opening	20 th Jan, 2022; 1530 Hrs.
EMD	Bid Declaration Form (Annexure-5)
Security Deposit / Performance Guarantee	3% of Tender value of successful bidder
Estimated Amount (Rs.)	9,10,000/- (Excl. GST)

General Terms and Conditions

1. The tender should be valid for 03 months from the due date and this work needs to be carried out in a time bound manner in the address mentioned above of this Institute.
2. The vendor shall take care of all safety and precautionary measures during erection of the work.
3. No damage shall be made to any fittings, surfaces, paintings of the building. If any made shall be restored by the vendor at his own cost.
4. No unsolicited correspondence shall be entertained after the submission of the offer.
5. Quoting merely the lowest price does not confer any right to any bidder for award of work order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional/special features, compatibility etc.
6. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
7. The quotations submitted online through the e-tendering portal <https://mhrd.euniwizarde.com> on or before the due date stipulated above.
8. The rate quoted should be inclusive of all material, Labour, transportation and installation of the terms at the designated place.
9. Special concession in rates if any applicable for Educational Institution shall also be offered and indicated clearly.
10. Penalty for delayed services / LD
 - a. As time is essence of the contract, the period of work mentioned in the work order should be strictly adhered to.
 - b. If the vendor fails to perform the work as per the specifications mentioned in the order within the due date and time the vendor is liable to pay liquidated damages of 10% of order value and the work will be executed through some other Agency at the risk and cost of the vendor.
11. The IITDMK reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Sd/-
Registrar
IITDM Kancheepuram

TERMS & CONDITIONS GOVERNING THE CONTRACT

1. Compliance of Statutory Provisions, Laws, Rules, Orders, Notifications, etc. issued by Government from time to time.
 - (a) The Contractor shall at his own cost comply with all the statutory provisions, laws, rules, orders, notifications, etc. whether issued by Central or State or Local Government as applicable to him and to this contract from time to time while discharging his responsibilities under this contract and indemnify the Department against any loss which accrues to the department directly or indirectly on account of commission/ omission of his responsibilities under this contract.
 - (b) The Contractor shall not engage/employ persons below the age of 18 years.
 - (c) In case any workman suffers any injury or meets with any accident while performing duty, the liability under Workmen's Compensation Act or any other Law shall be borne fully by the Contractor and IIITDM Kancheepuram shall not be liable for any claim for damages or compensation.
 - (d) IIITDM Kancheepuram shall not be responsible for any claim, whatsoever, against the Contractor from third party sources including claims, if any, from the men employed by the Contractor under this Contract.
 - (e) The Contractor shall be fully responsible and liable if any person engaged/planned to be engaged by him for the purpose of this Contract is involved in any unlawful activity including theft, pilferage, sabotage, terrorism etc. during their presence in IIITDM Kancheepuram, under the provisions of this Contract. The Contractor shall be required to certify that persons deployed by him are not involved in any unlawful activity including theft, pilferage, sabotage; terrorism etc. and he shall be fully responsible/liable for their conduct. Contractor should also obtain entry passes; gate passes for the persons deployed by him for work, from the concerned department through its Section in-charge.
 - (f) For successful implementation of the terms and conditions of this agreement, the staff employed by the Contractor shall be subject to inspection by the authorized officers of IIITDM Kancheepuram at the discretion of IIITDM Kancheepuram and the Contractor shall be under obligation to assist in such exercise, whenever desired.
 - (g) The Contractor shall ensure that IIITDM Kancheepuram's property is not damaged due to his staff's carelessness or through use of any material/methods etc. and in case of any damage or loss, Contractor shall be liable to make good the loss. The decision of IIITDM Kancheepuram as to the quantum and value of damage/loss and the extent of recovery to be made from him shall be final and binding on the Contractor.
 - (h) The requirements given in the 'Schedule of Work' placed at **Annexure- 6** are only indicative and not exhaustive. Contractor shall be required to complete the project. The decision of IIITDM Kancheepuram authorities in this regard shall be final and binding on the Contractor.
 - (i) Timely completion of the assigned work shall be the sole responsibility of the Contractor and in the event of his/her failure to do so, this Department reserves the right to get it done at the risk and cost of the Contractor. The expenditure so incurred by IIITDM Kancheepuram shall be deducted from the payments due to the Contractor or from the Security Deposit and/or Performance Guarantee, as deemed fit by the Institute.
 - (j) The Contractor shall take all necessary steps to ensure that due to his work, other official work is not put to inconvenience during Office timings and there is no safety hazard/any other hazard at workplace. To ensure this, the Contractor may have to do the work after office hours or on weekends/holidays too and if needed co-ordination with other contractors while executing the work at site shall be done.
 - (k) Decision of IIITDM Kancheepuram regarding satisfactory completion of the job will be final & binding on the Contractor. If the work is not found satisfactory then the Contractor may be asked to redo the

work at no additional cost to IIITDM Kancheepuram. The Contractor shall be bound by any such decision, directions of IIITDM Kancheepuram officials.

- (l) The Contractor shall ensure performance of all activities, which have been listed under the 'Schedule of Work' at Annexure 6 of this tender document. He shall be under obligation to carry out all of the works stipulated in the contract.
- (m) Failure to comply with the conditions governing this Contract, shall subject the Contractor liable for Penalty and Termination of Contract as stipulated in Para 28 and 29 of this Tender Document.
- (n) The material to be used by the Contractor should be conforming to reputed brands or ISI marks. Samples of all materials / fixtures as specified in 'Schedule of Work' shall be got approved before their use by the Contractor. Catalogues / Brochures are also to be brought by the Contractor along with samples wherever required.
- (o) IIITDM Kancheepuram has Power to issue instructions etc., IIITDM Kancheepuram may in its absolute discretion & from time to time issue further Drawings if any, &/or written instructions, detailed directions & explanations in regard to:
 - (i) Minor addition, reduction, omission or substitution of any work included in the Contract.
 - (ii) Minor variation or modification of the design, quality, character of any work.
 - (iii) Minor variation in the dimensions of any part of the works.
 - (iv) Minor discrepancy in the Drawings if any, or between the Bill of Quantities and / or Specification.
 - (v) The removal from the site of any material brought thereon by the Contractor & the substitution of any other material.
 - (vi) The dismissal from the works of any person employed there-upon by the Contractor to carry out the work under the provisions of this Contract and its replacement by another suitable person within a given time frame at no additional cost to IIITDM Kancheepuram.
 - (vii) The opening up of or inspection of any work covered up. i) All other instructions issued to him covering other aspects of the Contract.
 - (viii) During the execution any minor wall/flooring/table cutting and finishing (providing hy-lam sheets/dummies etc.) also to be carried out without any additional cost.

2. INSPECTION AND QUALITY ASSURANCE: Engineer-in-charge or any other representative/official deputed by the IIITDM Kancheepuram shall have the right to inspect or to test the materials to establish their conformity to the ordered specifications. The Contractor shall provide all reasonable facilities and assistance to such representative without any charges to the IIITDM Kancheepuram in this regard. Further, IIITDM Kancheepuram may direct the Contractor to get any/all materials/samples tested from specified organization(s) for conforming to the tendered specifications at the cost of the Contractor. In case, any inspected or tested material fails to conform to the ordered specifications, or workman ship is found to be unsatisfactory, IIITDM Kancheepuram may reject them and Contractor shall either replace the rejected material or make alternative arrangements necessary to meet the stipulated specifications and rectify the defects pointed out in the workman ship, at no additional cost to IIITDM Kancheepuram, within the Work Completion Period as per Para 28.

3. Water and power will be made available free of cost for the prescribed work.

4. All the unused materials like sand, bricks, stone chips, clips, wires, nails and other debris (malba and rubbish material) shall be removed and suitably disposed of outside building premises regularly and after the completion of the work at no additional cost. The site should be handed over to IIITDM Kancheepuram in good condition. The Contractor shall bear sole liability for proper disposal of debris.

5. Watch and ward of the material used by the Contractor before/during and after installation shall be the responsibility of the Contractor till the job is duly completed and handed over to the Department. IIITDM Kancheepuram shall in no way be responsible for the security of the material kept in IIITDM Kancheepuram premises for the purpose of the Contract.

6. Earnest Money Deposit (EMD):

Bidders are to execute a Bid declaration accepting that if they withdraw or modify their Bids during the period of validity or if they fail to execute the awarded work as per the work order / contract they will be debarred for the period of one year for bidding for any tender of the institute. Further, the debarment will be intimated to all department of government of India/ governmental organizations for bidding by the firm for any tender. (Declaration format enclosed in Annexure-5)

7. Eligibility Criteria: In order to be considered for the contract of the works as detailed under 'Schedule of Work' in this Tender Document the tenderer should have awarded and executed the following on or after 01.01.2018.

(i) Three similar works costing not less than Rs. 3,64,000/- (Excl. GST) each. Self-attested copy of work contracts needs to be enclosed with bid.

OR

(ii) Two similar works costing not less than Rs. 4,55,000/- (Excl. GST) Self-attested copy of work contract needs to be enclosed with bid.

OR

(iii) One similar work costing not less than Rs. 7,28,000/- (Excl. GST) Self-attested copy of work contract needs to be enclosed with bid.

(b) "Similar Civil works" shall be awarded and executed with State Govt. /Central Govt. / Autonomous / Corporate Institutions on or after 01.01.2018. Completion certificate to be submitted along with copy of Scope of Work".

8. Technical Bid should contain following information:

(a) Photocopy of Registration certificate of TIN number issued by appropriate authority in favour of the tenderer.

(b) Should be registered under Goods and Service Tax (GST) registration (Photocopy of certificate issued by appropriate authority in favour of the tenderer to be attached).

(c) Should have valid PAN Number issued by Income Tax Department (Photocopy of PAN Card issued by appropriate authority in favour of the tenderer to be attached).

(d) Should attach a self-declaring certificate that the Agency/Firm has not been debarred from working in any Govt. institution/undertaking anywhere in the country as per Annexure - 7.

(e) Bids should be complete in all respects and conform to all the conditions laid down in the tender documents failing which their bids shall be liable to be rejected without further information to the bidder and without assigning any reason. No correspondence shall be entertained in this regard.

(f) The Department reserves the right to reject any or all the bids without assigning any reasons thereof. No tenderer shall have any cause of action or claim against IIITDM Kancheepuram for rejection of his bid.

(g) The tender document is not transferable.

- (h) Conditional Tenders/Non-compliance of any of the conditions set in tender document shall render the bid liable for rejection.
- (i) The bidders in their own interest should study the `Bid document` carefully, and abide by the various instructions and guidelines provided under various paras of the tender document.
- (j) IIITDM Kancheepuram reserves the right to seek any clarification from the bidders or waive any minor deviation in the provisions governing the contract at its sole discretion.
- (k) For better appreciation of `Schedule of Work` under this Contract, the bidders are advised to **visit the site of the work** on **7th JAN 2022 at 1100 hrs.**

9. THE BID DOCUMENT:

The works required, bidding procedures and contract governing terms are described in the bidding document. In addition to the Notice Inviting Tender, the Tender documents shall include Annexure 1 - Annexure 7.

10. PREPARATION OF BIDS:

- (a) **Tender document complete in all respect needs to be submitted by the bidder only online through eWizard portal <https://mhrd.euniwizarde.com>.**
- (b) Bid shall contain **EMD Declaration Form (Annexure-5)** and complete details of general nature viz. details and documents conforming to Eligibility Criteria, Experience of bidder, Schedule of Work duly filled with unit price and amount separately for each item etc. as asked for in the tender document. Each page/ document of the Bid should be signed and stamped by the tenderer or his authorized representative. Rates should be quoted including of excise duty, freight & forwarding, unloading, installation and commissioning & testing and excluding GST as applicable. No extra rate will be paid by the Department on any account separately.
- (c) The above envelope should be sent on through online in <https://mhrd.euniwizarde.com> portal only.
- (d) The complete bid excluding the prices should be entered in given area in bid sheet.
- (e) The price bid in the tender form should only be typed quoting all relevant financial quotes, in words as well as figures, duly signed by tenderer with Seal of Agency/Firm. Hand written financial quotes in the tender form are liable to be rejected. In case of difference between words and figures the amount mentioned in the words will be taken to be correct. In case computing error is found in amount column by multiplying quantity and unit price, price indicated as unit price shall be treated as quoted price and amount column shall be re calculated and considered for price ranking. All cuttings/ over writings should be countersigned and number of cuttings/ over writings should be indicated on each page. In case of no cutting/ overwriting on the page, NIL cutting/overwriting shall be indicated. No page should be left Blank. If this is unavoidable then blank pages should be cut across and written "Blank" on it.
- (f) Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- (g) A check-list as per **Annexure-2** needs to be submitted by all the bidders.
- (h) All documents forming a part of the Tender document should be serially numbered and signed by the authorized signatory on each page of the document. Failure to do so will be treated as non-fulfillment of the tender conditions and the bid shall be liable to be rejected.
- (i) The bid prepared by the bidder and all correspondences and documents relating to the bid exchanged by the bidder and the Department shall be written in English/ Hindi language only. Supporting documents and printed literature furnished by the bidder may be in any other language also provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi, in which case, for purposes of interpretation of the bid, the translation shall prevail.

- (j) Bids shall be submitted in the prescribed bid Proforma ‘Schedule of Works’ as per **Annexure 6**. The prescribed Proforma at **Annexure-6** duly filled in online only.
- (k) The bidder shall sign the bid with the exact name of the firm to whom the contract is to be issued, in case the contract is awarded to him. It shall be identical with the firm for which the essential certificates and eligibility conditions are enclosed along with this bid document.
- (l) The bid papers, duly filled in and complete in all respects shall be submitted together with requisite information and Annexure/Appendices. It shall be complete and free from ambiguity, change or interlineations.
- (m) The bidder should indicate at the time of quoting against this tender their full postal addresses and telephone numbers.
- (n) Any work, which is not specified and required to be done for satisfactory completion of project, the same shall be specified separately in his / her quote.
- (o) Bids should be submitted only online through eWizard portal <https://mhrd.euniwizarde.com/>.**
- (i) **First cover** indicating ‘COVER FOR PREQUALIFICATION’ should consist of only prequalification document along with supported documents, if any, etc. This cover should consist of complete prequalification papers, names of Agency and also commercial terms etc. offered. Price column in this cover should be kept blank. **BID DECLARATION FORM SHOULD BE SUBMITTED IN THIS COVER (Annexure-5).**
- (ii) **Second cover** indicating, “COVER FOR PRICE BID” should consist the same details of first cover as well as price details also Both the covers should be submitted online thorough eWizard portal <https://mhrd.euniwizarde.com>, before due date and time.
- (iii) IIITDM Kancheepuram reserves the right to cancel/terminate any bid/ all bids without any reason hereof.
- 11. PRICE BID:** Item Rates quoted on the ‘Schedule of Work’ at **Annexure 6** by the bidder shall be valid and constant during the entire period of contract and will not be subject to any variation on any account whatsoever.
- 12. INCOME TAX LIABILITY:** The Contractor will have to bear entire Income Tax liability both corporate and personal whatsoever at his own end and IIITDM Kancheepuram shall in no way be under any obligation to bear it.
- 13. PERIOD OF VALIDITY OF BIDS:** Bids shall be valid for acceptance for the period as indicated in ‘General Information’ (hereinafter referred to as validity period) and shall not be withdrawn on or after the opening of bids till the expiry of the validity period or any extension agreed to thereof. In exceptional circumstances, prior to expiry of the original bid validity period, the Competent Authority of the Institute may request the Bidders for specific extension in the period of validity. The requests and the responses shall be made in writing. The Bidders will undertake not to vary/modify their bids during the validity period or any extension agreed to thereof.
- 14.** Apart Bids tendered through Hard copy/Telex/ Telegraphic/ Tele fax shall not be considered for the award of this contract.
- 15. DEADLINE FOR SUBMISSION OF BIDS:** The Bids must be submitted to Registrar, IIITDM Kancheepuram not later than **1500Hrs (IST) on 20th JAN, 2022.**
- 16. LATE/WRONGLY DELIVERED BIDS:** Bidders are advised in their own interest to ensure that their bids must be submitted through e-tendering well before the closing date and time. Any bid submitted after the stipulated deadline for submission of e-tenders or delivered at/to some other place/authority shall be liable to be rejected and decision of IIITDM Kancheepuram shall be final and binding on all the bidders.

- 17. OPENING OF E-BIDS:** The bids will be opened at **1530Hrs (IST) on 20th Jan 2022**. The bidders can verify their bid status on e-Tendering portal <https://mhrd.euniwizarde.com/>.
- 18. UNSOLICITED POST TENDER MODIFICATIONS:** Unsolicited post-tender modification(s) shall lead to rejection of the offer.
- 19. NON CONFIRMATION TO STIPULATIONS OR SPECIFICATIONS:** Every bidder must note that his/her Bid shall be liable to be rejected in case the tender stipulations are not complied with strictly or the specifications offered by the bidder do not conform to the required specifications indicated therein. The lowest Bid will be determined from among those Bids, which are in full conformity with the required specifications/ conditions.
- 20. CONTACTING IITDM AUTHORITIES:** No bidder shall contact any of the IITDM Kancheepuram authorities on any matter relating to his bid, from the time of the opening of the bids to the time the contract is awarded.
- 21. EXAMINATION AND EVALUATION OF BIDS:** A committee/person constituted by Competent Authority of IITDM Kancheepuram for this purpose will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the complete documents duly signed have been furnished, and whether the bids are generally in order. The committee/person shall determine the conformity of each bid to the bidding documents. If felt necessary, the Committee/person may seek clarification/additional information from the bidders at any stage before the Contract is finally awarded.
- 22. CRITERIA FOR THE AWARD OF CONTRACT:** IITDM Kancheepuram will award the contract to the successful bidder whose bid has been determined to be in full conformity with the bid documents and has been determined as the lowest evaluated bid.
- 23. CANCELLATION OF TENDER PROCESS:** Committee/person duly constituted by Competent Authority, IITDM Kancheepuram, reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for its actions and decisions. Executive Director also reserves to himself the right to accept any bid in part or split the contract between two or more bidders.
- 24. NOTIFICATION OF AWARD (NOA)/ WORK ORDER**
- Prior to the expiry of the period of bid validity, IITDM Kancheepuram will notify the successful bidder in writing that his bid has been accepted.

25. SECURITY DEPOSIT

- a. Successful Bidder shall furnish Security Deposit of 3% of Contract value shall be submitted in the form of a Crossed Demand Draft / Pay Order / Banker's cheque / FDR drawn in favour of Registrar IITDM Kancheepuram, payable at Chennai from a Commercial bank.
- b. Within 7 (SEVEN) working days of the receipt of Notification of Award (NOA) from IITDM Kancheepuram, the successful bidder shall furnish Security Deposit in accordance with the conditions of the contract as per Para above.
- c. Failure of the successful bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of his Security Deposit.
- d. In case the work is abandoned during the course of work, failure of Contractor to comply with the directions of IITDM Kancheepuram or Contractor fails to complete the assigned work within the Work Completion Period, or quality of the work is found to be unacceptable to the Department and the Contractor is unable to rectify the defects within the time frame provided for completion of the work or provide satisfactory services during the Defect Liability Period as specified (12 months after completion

of work), the Security Deposit is liable to be forfeited, without prejudice to other remedies at the sole discretion of IITDM Kancheepuram administration.

- e. On successful completion of the Contract, Security Deposit will be released after completion of Defect Liability Period i.e. 12 months from the date of completion of the work.
- f. No interest will be payable by the Department to the Contractor on the Security Deposit / Performance Guarantee.

26. SIGNING OF CONTRACT: The successful bidder shall be required to sign a formal detailed contract / agreement (Annexure-4) with IITDM Kancheepuram within a period of 07 working days and also to pay security deposit within 07 days. Failure to do so on the part of the Contractor, Notification of Award is liable to be cancelled and Security Deposit is liable to be forfeited.

27. COMMENCEMENT OF WORK: On receipt of notification of award, successful bidder shall be required to physically start the work within 07 working days after signing the contract or handover of site, whichever is earlier. In case of failure to commence the work by the Contractor within 07 days after signing of the contract or handover of site, the Institute shall be at the liberty to terminate the Award and forfeit the Security Deposit.

28. WORK COMPLETION PERIOD: The work shall be executed and completed within **45 working days** from the date of Commencement of the Work. In case the Contractor fails to complete the assigned work within specified Work Completion Period, IITDM Kancheepuram may recover Liquidated Damage and/or terminate the Contract and/or forfeit the Security Deposit. IITDM Kancheepuram on its part would be required to handover the site to the Contractor free from any encumbrance.

29. PENALTIES AND LIQUIDATED DAMAGES: If the Contractor fails to complete the assigned work within **45 working days from commencement of work**, IITDM Kancheepuram shall without prejudice to its other remedies, deduct as liquidated damages 0.5% of the Contract Value for each and every week of delay (part of the week shall be considered as full week) subject to maximum of 10% of the Contract Value and the same shall be deducted from the bill(s) or any other payment due to the Contractor. In addition to it, Department shall be at the liberty to terminate the Contract, and/or forfeit the Security Deposit, in case, Contractor fails to complete the assigned work within the 'Work Completion Period'.

30. TERMINATION OF CONTRACT: It shall be the primary responsibility of the Contractor that work contract is executed as per Terms and Conditions stipulated under this contract to the complete satisfaction of the Department. If the Contractor fails to commence the work as per Para 26..and/or the performance is not found to be satisfactory by the Department and/or on inspection as per Para 02 the Contractor fails to provide all reasonable facilities and assistance to the inspector without any charges to the IITDM Kancheepuram and/or fails to either replace the rejected material or make all alternative arrangements necessary to meet specification and correct the defects pointed out in the workman ship free of cost to the IITDM Kancheepuram within the Work completion Period as per Para 28, Department may terminate the contract and/or forfeit the Security Deposit as per Para 29 or penalize up to 10% of the contract value.

31. MEASUREMENT AND PAYMENT:

- a. Measurements of all items having financial value shall be recorded in Measurement books so that a complete record is obtained of all works performed under the contract. Measurements shall be taken jointly by the IITDM Kancheepuram official designated for the purpose and the Contractor.
- b. Payment of bills shall be made against supply, acceptance and after verification of the bill by the Institute after deduction of taxes and TDS as per applicable rules. Running account bill/Final bill shall be submitted by the contractor after execution of work and completion certificate shall be furnished by the Institute after completion of work in full. Payment to be made only for the work actually done.

32. FAILURE BY CONTRACTOR TO COMPLY: After receipt of written notice from the IITDM Kancheepuram during the execution of work contract and during Defect Liability Period, requiring compliance with such further Drawings if any, &/or IITDM Kancheepuram's instructions, fails within

seven days to comply with the same, the IIITDM Kancheepuram may employ and pay other persons to execute any such work whatsoever as may be necessary to give effect thereto and all costs incurred in connection therewith shall be recoverable from the Contractor by the IIITDM Kancheepuram or 2% amount may be deducted from any money due or which may become due to the Contractor.

- 33. DEFECT LIABILITY PERIOD:** If any defect is noticed within **12 months** from the date of completion of work, the same shall be rectified by the Contractor upon a notice to that effect and within stipulated period therein failing which IIITDM Kancheepuram may forfeit the Security Deposit.
- 34. ARBITRATION:** In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the Contractor, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then IIITDM Kancheepuram will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in Chennai. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or reenactment thereof including the rules framed there under.
- 35. JURISDICTION OF COURTS:** All disputes are subject to the jurisdiction of courts in Kancheepuram and Agreement will be governed by and be construed in accordance with the laws of India.
- 36. DISCLAIMER:** The quantities mentioned in the column 3 of Schedule of Work are illustrative only and not exact in nature. They may increase or decrease during actual execution of work. The Department shall not be liable for any financial loss, sustained by the contractor in case the quantity of work executed by the contractor is at variance with the illustrated quantities as mentioned in the column 3 of Schedule of Works.

Sd/-
Registrar
IIITDM Kancheepuram

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://mhrd.euniwizarde.com>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com>) with clicking on the link “Online bidder Registration” on the e-Procurement.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. For any Query contact to our helpdesk Number 011-49606060, Email: helpdeskuniwizarde@gmail.com, **Mr. Vijay-8448288989** (eprochelpdesk.03@gmail.com)
Ms. Brinda-8448288994 (eprochelpdesk.06@gmail.com).
8. The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.
2. Once the bidders have selected the tenders they are interested in, the bidder can pay the processing fee as per the tender (NOT REFUNDABLE) by net-banking / Debit / Credit card and then download the required documents / tender schedules, Bid documents etc. Once both tender fees are paid, it will be moved to the respective “requested” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.

5. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as “DD” to pay the EMD as applicable and enter details of the instrument.

4. The original bid should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. *Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bid click “Complete” (i.e., after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

BID SUBMISSION PROFORMA

Tender No.

Registrar, IITDM Kancheepuram,
Chennai 600127

Dear Sir,

1. I/We hereby offer to quote for work as defined in ‘Schedule of Works’ and the relevant Annexures at the quoted price given in the ‘Schedule of Works’ Proforma as per Annexure-6 and agree to hold this offer open till _____.
2. I/We have understood and complied with all Terms and Conditions stipulated in the Tender Document necessary for submission of this bid. It is further stated that I/We have fully understood the ‘Schedule of Works’ and Terms and Conditions in the Tender Document governing this contract and shall abide by them in toto, if awarded the Contract.
3. The following pages have been added to and form part of this tender (if needed to be filled and added).

Yours faithfully,

Digital signature of the bidder

Note: This form duly typed on the letter head of the bidder and duly signed should be returned forming Annexure-1 of this Bid document.

CHECK LIST

The bidders are advised in their own interest to ensure that the following points/aspects in particular have been complied with failing which the offer is liable to be rejected.

1. Please tick whichever is applicable and cross whichever is/are not applicable.
2. Please sign each sheet.
3. The check-list duly filled must be returned along with the offer.

Sl. No	Para reference	Description	Bidders Response Yes/No/ N.A.
1.	6	Earnest Money deposit (Bid Declaration Form - Annexure-5)	
2.	7	Copy of completed work contracts along with scope of work in support of Eligibility Criteria as referred	
3.	7	Photocopy of Work Order/ valid registration for “Similar Civil Works” in at least one of the organizations e.g. PWD/ CPWD, MES, BSNL, RAILWAYS, State Govt. Org / Corporate Institutions, etc.,	
4.	8(a)	Photocopy of Registration certificate of TIN number issued by appropriate authority in favour of the tenderer.	
5.	8(b)	Copy of <u>GST return for last one</u> year, and tax return for last three years.	
6.	8(b)	Photocopy of GST certificate issued by appropriate authority in favor of the tenderer.	
7.	8(c)	Photocopy of PAN Card issued by appropriate authority.	
8.	8(d)	A self-declaring certificate that the Agency/Firm has not been debarred from working in any Govt. institution/undertaking anywhere in the country.	
9.	10	Preparation of bid (All the pages of tender document should be signed with stamp)	
10.	10(e)	Financial Bid typed	
11.	10(g)	Check List	
12.	10(o)	Bid Submission Proforma	

Digital signature of the bidder

BIDDER 'S PAST WORK EXPERIENCE PROFORMA

**NOTE- Work Orders & Completion/On Going Works Certificates
From Clients to be enclosed along with this Proforma.**

Name of the bidder (Firm):	
Address of the bidder:	
Land line phone No's of the bidder	
Mobile No's of the bidder	
Email of the bidder	
Registration No. of the Firm: (If any) (Please enclose the copy of registration)	
GST No.	
TIN No.	
PAN No.	
Experience: Details of similar civil works executed especially with Govt. / PSU / PWD / CPWD / MES / BSNL / RAILWAYS / State Govt. Org. / Autonomous / Corporate institutions or organizations for a value not less than Rs. 7.28 lakhs (Excl. GST) for a single work order (or) Rs. 4.55 lakhs (Excl. GST) each for two work order (or) Rs. 3.64 lakhs (Excl. GST) each for three work order should be awarded and executed on or after 01.01.2018.	(1) (2) (3) (4) (5)
Details of Manpower availability (Number with their qualification & experience):	

Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT.

Digital Signature of the bidder

DRAFT CONTRACT AGREEMENT

CONTRACT AGREEMENT NO. _____

This Agreement made on _____ between Indian Institute of Information Technology Design and Manufacturing through its authorized signatory The Registrar (which expression shall include its administrators, successors, executors) on the one part and M/s..... (hereinafter referred to as contractor) which expression shall include its administrators, successors, executors and permitted assigns on the other part.

Whereas, IIITDM is desirous of getting the work of “**Name of work.....**” at its campus located in Melakkottaiyur Village, Off Vandalur-Kelambakkam Road, Chennai 600127 as mentioned in detailed document and has invited tenders for this work as per tender document issued for this purpose. And whereas M/s had participated in the above referred bidding vide their proposal dated and IIITDM accepted their aforesaid proposal and awarded the work to M/s vide its award letter No. dated And the documents referred to therein which have been accepted by M/s..... resulting into a contract.

NOW THEREFORE THIS DEED WITNESSETH AS UNDER

IIITDM has awarded contract to M/s herein after on the Terms and Conditions contained in acceptance letter dated No..... dated..... and the documents to therein. The award has been taken with effect as per the aforesaid award letter w. e. f. The terms and expressions used in this agreement shall have the meanings as are assigned to them in the Contract Documents. Name of Documents...

1. Award letter dated
2. Set of tender documents and quotations submitted by the contractor.

The above contract documents are serially numbered from 1 to ___ and are initialed by both the parties through their representatives. All the aforesaid contract documents shall form an integral part of this agreement. The contract shall be performed by the contractor strictly and faithfully in accordance with the terms of the agreement. Any modification of the agreement shall be effected only by a written instrument signed by the authorized representatives of both the parties.

It is specifically agreed by and between the parties that all the differences or disputes arising out of the agreement or touching the subject matter of the agreement shall be decided by process of settlement & arbitration as per provision of the Indian Arbitration Act and Chennai shall have exclusive jurisdiction over the same.

Notice of default given by either party to the other party under the agreement shall be in writing and shall be deemed to have been duly and properly served upon the party hereto if delivered against acknowledgement duly addressed to the signatories at the addresses mentioned herein above. This is a works contract, which includes supply of skilled and unskilled manpower and materials as per the conditions of the contract.

IN WITNESS HEREOF the Parties through their authorized representatives have executed these present (execution whereof has been approved by the component authorities of both the parties) on day, month and year first mentioned in Chennai.

For and on behalf of M/s _____	For and on behalf of Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram Off Vandalur-Kelambakkam Road, Melakkottaiyur, Chennai-600127
Witness 1	Witness 1
Witness 2	Witness 2

(To be printed in the letter head of the bidder)

BID DECLARATION FORM

**To
The Registrar,
IIITDM Kancheepuram**

I/We M/s. _____ (Name) bid for the tender
_____ (Tender No.) towards Supply/Service/AMC of
_____ (Name of the
item/service) declare that if we withdraw or modify our Bids either during the period of validity of bid or fail
to execute the contract on award the purchase order/contract, we understand and agree that our firm will be
debarred for the period of one year for further bidding of any tender of your institute. Further, we agree that
your institute is at liberty to intimate this debarment to all departments/ organizations of government and
governmental organizations.

Digital signature of the bidder

SCHEDULE OF WORK

Name of the work: Providing and fixing EWC Flush Valve, wash basin health faucet , wash basin tap etc., in Physically challenged toilet located in admin building, Academic building and Lab Block North and South and Providing and fixing MS Grill in the Lab block and Providing and fixing damaged roof in the sports complex-reg

Sl. No.	Description	Unit	Qty	Item Rate in Rs.	Amount in Rs.
1	Providing and Fixing C.P. Brass Pillar cock of auto closing system of Jaquar - Pressmatic Taps PRS031 of low flow rate water saving fixture in wash basin etc Make : Jaquar	NOS	20		
2	Providing and Fixing C.P. Brass manually operated flush valve 25mm Jaquar (Non-sensor) CODE :FLV1095N for EWC by dismantled the existing sensor system of flush valve including cutting ceramic tile dado upto 30x30cm and using CPVC pipes and fittings such as CPVC reducer, CPVC MTA including wall cement plaster 1:4 (1 cement 4 coarse sand)with wall painting etc. Make : Jaquar	NOS	23		
3	Providing and fixing wash basin with C.I. brackets, 32 mm C.P. brasswaste of standard pattern, including painting of fittings and brackets cutting and making good the walls wherever require				
3.1	White Vitreous China Flat back wash basin size 550x400 mm Make : Parry ware	NOS	8		
4	Providing and fixing C.P. brass angle valve for basin mixer and geyser points of approved quality conforming to IS:8931				
4.1	15mm nominal bore Make :Metro/ Parryware	NOS	7		
5	Providing and fixing CP Brass 32mm size Bottle Trap of approved quality & make and as per the direction of Engineer-in-charge Make :Metro/ Parryware	NOS	7		
6	Providing and fixing white vitreous china extended wall mounting water closet of size 780x370x690 mm of approved shape including providing & fixing including seat cover, and cistern fittings, nuts, bolts and gasket etc. complete Make : Parryware	NOS	5		
7	Providing and fixing plasticized PVC connection pipe with brass unions:				
7.1	15 mm nominal bore 45 cm length. Make : Supreme / Water tech	NOS	10		

8	Providing and fixing CP brass hand shower Metro or equivalent (health faucet) with 8 mm dia 1 Mtrs long flexible tube and Wall hook all as per Direction of Engineer -in-Charge. Make :Metro/ Parryware	NOS	12		
9	Providing and fixing solid plastic seat with lid for pedestal type W.C. pan complete Make : Parryware/ Hindware				
9.1	White solid plastic seat with lid Make : Parryware/ Hindware	NOS	3		
10	Providing and fixing C.P. brass two way bib cock Metro or equivalent of approved quality conforming to IS standards and Specification. Make :Metro/ Parryware	NOS	5		
SPORTS COMPLEX REPAIR WORK					
11	Providing and fixing on wall face unplasticised Rigid PVC rain water pipes conforming to IS : 13592 Type A, including jointing with seal ring conforming to IS : 5382, leaving 10 mm gap for thermal expansion, (i) Single socketed pipes.				
11.1	160 mm diameter Make : Finolex /Supreme	Mtrs	36		
12	Providing and fixing on wall face unplasticised - PVC moulded fittings/ accessories for unplasticised Rigid PVC rain water pipes conforming to IS : 13592 Type A, including jointing with seal ring conforming to IS : 5382, leaving 10 mm gap for thermal expansion.				
12.1	Bend 87.5° Make : Finolex /Supreme				
12.2	160 mm bend Make : Finolex /Supreme	NOS	8		
12.3	Shoe (Plain)				
12.4	160 mm Shoe Make : Finolex /Supreme	NOS	4		
13	Providing and fixing unplasticised -PVC pipe clips of approved design to unplasticised - PVC rain water pipes by means of 50x50x50 mm hard wood plugs, screwed with M.S. screws of required length, including cutting brick work and fixing in cement mortar 1:4 (1 cement : 4 coarse sand) and making good the wall etc. complete.				
13.1	160 mm Make : Finolex /Supreme	NOS	40		
14	Providing and fixing of colour coated galvalume roof sheet of (Overall width of 1090mm of 550mpa steel grade and laid width of 1025mm with six corrugation of crest height 28 to 30mm of pitch 205mm and stiffening ribs between the crest of 3mm	Sqm	72		

	<p>evenly spread on each valley of the sheet with anti-capillary groove and long return leg on one side), of 0.50mm TCT AZ150 class(Aluminum Zinc coating of 150 grams per sq.metre) with coated alloy of 55% Aluminum 43.4% Zinc and 1.6% Silicon, and of approved color with top surface coated 5-8 microns of primer and with 20-22microns of XRW painting system and bottom service coat with 10 microns (DFT)over and above epoxy primer. The sheet shall be fixed using self-drilling/self-tapping screws of size (5.5X55mm) with EPDM seal complete upto any pich horizontal/vertical.</p>				
15	<p>Providing and fixing of 8 core insulation materials underneath the galvalume roofing in between roofing sheet and purlins and flashings to avoid heat radiation, sound absorption from rain as approved by the department which comprises Aluminum foil at end layers, fire retardant adhesive,kraft paper, fire retardant adhesive, 3 way fiber glass scrim, kraft paper and fire retardant adhesive etc., as successive layer bonded as insulations having tensile strengths 59.61lb/inch etc., complete as per manufacture specifications.(Superficial area will be measured for payment purpose)</p>	Sqm	58		
16	<p>Providing and fixing wooden moulded corner beading of triangular shape to the junction of panelling etc. with iron screws, plugs and priming coat on unexposed surface etc. complete 2nd class teak wood.</p>				
16.1	<p>50x50 mm (base and height)</p>	Mtrs	190		
17	<p>Providing and fixing double scaffolding system (cup lock type) on the exterior side, up to seven story height made with 40 mm dia M.S. tube 1.5 m centre to centre, horizontal & vertical tubes joining with cup & lock system with M.S. tubes, M.S. tube chollies, M.S. clamps and M.S. staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for the required duration as approved and removing it there after .The scaffolding system shall be stiffened with bracings, runners, connection with the building etc wherever required for inspection of work at required locations with essential safety features for the workmen etc. complete as per directions and approval of Engineer-in- charge .The elevational area of the scaffolding shall be</p>	Sqm	85		

	measured for payment purpose .The payment will be made once irrespective of duration of scaffolding.				
	MS Grill Work in lab building				
18	Steel work welded in built up sections/ framed work including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer using structural steel etc. as required.				
18.1	In gratings, frames, guard bar, ladder, railings, brackets, gates and similar works.	Kg	2400		
Grand Total in Rs.					
Grand Total in words					

Note:

- All the above materials should comply with ISI standard.
- GST extra as per Govt. norms and will be reimbursed on submission of payment of Remittance.

Digital signature of the bidder

SELF DECLARATION CERTIFICATE

Date:

To,
The Registrar,
IIITDM Kancheepuram,
Chennai – 600 127.

Name of the tender:

Tender No.:

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Autonomous Body etc., at anywhere in the country.

Yours faithfully,

Digital signature of the bidder