



INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI - 110016

NAME OF WORK	:	Providing manpower for electricity metering, billing allied work at IIT Delhi.
ESTIMATED COST	:	Rs.4,92,252.00
EMD	:	Rs.9,846/- (No Exemption allowed)
E-N.I.Q. No.	:	0743/122/IITD/EW/2024-25
Date of Opening	:	02/01/2025

C.....Nil

I..... Nil

O..... Nil

Consultant /J.E.

A.E.E /AE

E.E.

**Name of work: - Providing manpower for electricity metering, billing allied work at IIT Delhi.**

E-NIQ for the above work has been prepared with the following:

1	Amount of E-NIQ	:	Rs.4,92,252.00
2	Earnest money	:	Rs.9,846.00(No Exemption allowed)
3	Completion time	:	12 months.
4	Last date of submission (online)	:	01/01/2025 upto 3:00 PM
5	Date of opening of Technical Bid	:	02/01/2025 at 3:00 PM
6	Schedule applicable	:	Market Rate
7	Material stipulated	:	As per Schedule of Work
8	Chargeable head	:	Operation and Maintenance of Building Services/ 31.06.30
9	Estimate No.	:	IITD/DB/0743
10	Work code No.	:	2021/006/0743
11	E-NIQ No.	:	0743/122/IITD/EW/2024-25
12	Type of work	:	Maintenance Works.

Certified that this NIQ contains **1** to **20** pages.

E-NIQ amounting to Rs.**4,92,252.00** is approved.

Consultant

AEE.[E]

E.E. [ED-II]

C.....Nil

I..... Nil

O..... Nil

Consultant /J.E.

A.E.E /AE

E.E.



INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI – 110016
E-NIQ

IITD/WORKS (SP-4857)/2024

Executive Engineer (Electrical-II), Indian Institute of Technology Delhi, Hauz Khas, New Delhi – 110016, Ph. No. 011-2659 7199 on behalf of Board of Governors invites online **Item Rate quotation** from Firms/ Contractors Registered in appropriate class and category with **CPWD, MES, BSNL and Railways** as per details given below.

1	Name of Work	:	Providing manpower for electricity metering, billing allied work at IIT Delhi.
2	E-NIQ No.	:	0743/122/IITD/EW/2024-25
3	Estimated cost	:	Rs.4,92,252.00
4	Earnest Money	:	Rs.9,846.00 [No EMD exemption allowed]
5	Period of completion	:	12 months
6	Last date & time of bid submission	:	01/01/2025 up to 03:00PM
7	Performance Bank Guarantee	:	NIL

The bid forms and other details may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Bidders can access Quotation / tender documents on the website (For searching in the NIC site, kindly go to Quotation Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi Quotations). Select the appropriate Quotation / tender and fill them with all relevant information and submit the completed Quotation / tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All bids (both Technical and Financial should be submitted in the E-procurement portal).

**Executive Engineer [ED-II],
For & on Behalf of BOG, IIT Delhi**

Ch. Head: 31.06.30

Work Code: - 2021/006/0743

C.....Nil

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O..... Nil

Consultant /J.E.

A.E.E /AE

E.E.

**Copy to:**

1. Assistant Executive Engineer (E)
2. A.R/D.A. (Works Accounts) for opening of quotation/ tender in the office of D.R. [SPS]
3. AEE. (E)Plg.
4. D.R. (A/C)
5. A.R. (Audit)
6. A.R. [SPS] with a request for uploading the E-NIT in e-procurement portal
7. Notice Board
8. Website Administrator, IIT Delhi
9. Office Copy

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**SCHEDULE**

1	Name of organization	:	Indian Institute of Technology Delhi
2	Tender / Quotation type (open / limited / EOI / auction / single)	:	Open
3	Tender / Quotation category (services / goods / works)	:	Goods & Works
4	Type of Contract (work / supply / auction / service / buy / empanelment / sell)	:	Work & Supply
5	Form of contract (IITD – 7/8)	:	IITD – 8
6	Work Category (civil / electrical / fleet management / computer systems)	:	Electrical works
7	Is multi-currency allowed?	:	No
8	Date of publishing / issue / start	:	24-12-2024 at 15:00 Hrs
9	Document download start date	:	24-12-2024 at 15:00 Hrs
10	Document download end date	:	01-01-2025 at 15:00 Hrs
11	Date & time of pre-bid meeting	:	No pre-bid meeting be held
12	Venue of pre-bid meeting	:	Not applicable
13	Last date & time of uploading of bids	:	01-01-2025 at 15:00 Hrs
14	Date & time of opening of Technical bids	:	02-01-2025 at 15:00 Hrs
15	Tender fee	:	NA
16	Earnest Money Deposit (EMD)	:	Rs.9,846.00 (No Exemption allowed)
17	Mode of payment of EMD	:	Can be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-I) OR Demand Draft favouring of Registrar, IIT Delhi Payable at SBI, IIT Delhi Branch. Scanned copy of DD needs to be uploaded along with the Technical Bid. Original DD shall have to be submitted to the tender inviting authority by the bidder as and when required after opening of bid.
18	No. of bids / covers (1 / 2 / 3 / 4)	:	2

C.....Nil

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19	Bid without EMD/ Non-submission of original DD		To be considered as UNRESPONSIVE and bid shall summarily be rejected.
20	Address for communication	:	Executive Engineer (Electrical-II), Works Department, Room No. MZ-108, Main building, IIT Delhi, Hauz Khas, New Delhi - 110016
21	Contact No.	:	011-2659 7199/ 1779
22	e-mail address	:	rafatjamal@admin.iitd.ac.in / a26339@admin.iitd.ac.in

C.....Nil

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INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this Quotation / tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username 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 from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing 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 DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / e-Token.

SEARCHING FOR QUOTATION /TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active Quotations / Tender by several parameters. These parameters could include Quotation ID, organization name, location, date, value, etc. There is also an option of advanced search for Quotations, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a Quotation published on the CPP Portal.
- 2) Once the bidders have selected the Quotations they are interested in, they may download the required documents / Quotation schedules. These Quotations can be moved to the respective 'My Quotations' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the Quotation document.
- 3) The bidder should make a note of the unique Quotation ID assigned to each Quotation / Tender, in case they want to obtain any clarification / help from the Helpdesk.

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**PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the Quotation document before submitting their bids.
- 2) Please go through the Quotation / Tender advertisement and the Quotation / 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 Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 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 Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" 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 site well in advance for bid submission so that he/she upload the bid 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 Quotation document.
- 3) Bidder has to select the payment option as "offline" to pay the Quotation fee / EMD as applicable and enter details of the instrument.
- 4) A standard BoQ format has been provided with the Quotation document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. 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.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) 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.
- 6) 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. The confidentiality of the bids is

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maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) The uploaded Quotation documents become readable only after the Quotation opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the Quotation document and the terms and conditions contained therein should be addressed to the Quotation Inviting Authority for a Quotation or the relevant contact person indicated in the Quotation.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The Quotations will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class- III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder' for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

**INFORMATION AND INSTRUCTIONS TO BIDDERS FOR E-NIQ**

Executive Engineer (Electrical-II), Indian Institute of Technology Delhi, Hauz Khas, New Delhi – 110016, Ph. No. 011-2659 7199 on behalf of Board of Governors invites online **Item Rate quotation** from Firms/ Contractors Registered in appropriate class and category with **CPWD, MES, BSNL and Railways** as per details given below.

Sl. No.	E-N.I.Q. No.	Name of work & Location	Estimated cost put to bid	Earnest Money	Period of completion	Last date & time of submission of bid (online mode)	Time & date of opening of Technical Bid	Time & date of opening of financial bid
[1]	[2]	[3]	[4]	[5]	[7]	[8]	[9]	[10]
1	0743/122/IITD/EW/2024-25	Providing manpower for electricity metering, billing allied work at IIT Delhi.	4,92,252.00	9,846.00 [No EMD exemption allowed]	12 months	01/01/2025 upto 03:00PM	02/01/2025 at 03:00PM	To be Intimated after assessing technical bid.

- Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
 - Firms/Contractors should have satisfactorily completed one similar work of value not less than **Rs.3,93,802.00** or two similar works each of value not less than **Rs.2,95,352.00** or three similar works each of value not less than **Rs.1,96,901.00** during last 7 years ending previous day of last date of submission of bids.
 - Earnest Money of Rs.9,846.00 (Not exempted allowed)** to be deposited on-line as indicated in Schedule.
- Similar work means: - Maintenance / Electrical Installation works.**
- Work means work done with some Central Government Department / State Government Department / Central Autonomous Body / State Autonomous Body / Central Public Sector Undertaking / State Public Sector Undertaking / City Development Authority / Municipal Corporation of City formed under any Act by Central / State Government and published in Central / State Gazette.
- Completion certificates are required to be got issued by an officer not below the rank of Executive Engineer of similar works completed by the Firm. The work experience certificates submitted by the bidders shall clearly indicate that:
 - The similar work executed shall be **as per '3' above**

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- b. The completed cost of the work
 - c. Actual date of completion of the work
5. **The intending bidder must read the terms and conditions [both commercial & Additional] & IITD - 6 carefully** which will be the part of the Contract. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
 6. Information and Instructions for bidders posted on website shall form part of bid document.
 7. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website e-procure.gov.in free of cost.
 8. But the bid can only be submitted after depositing requisite EMD as specified in the schedule.
 9. Copy of all mandatory documents as desired in the NIT/NIQ shall be scanned and up-loaded to the e-Tendering website within the period of bid submission. However, certified / original copy of all the scanned and up-loaded documents shall have to be submitted by the lowest bidder only within a week physically in the office of e-tendering authority, if so desired, by the tender inviting authority.
 10. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited requisite EMD and other documents scanned and uploaded are found in order.
 11. Those contractors not registered on the website mentioned above, are required to get registered beforehand. Bidders should refer "Instruction for Online Bid Submission" given earlier for further assistance.
 12. When bids are invited in two / three stages systems and if it is desired to submit revised financial bid it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
 13. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
 14. Contractors must ensure to quote rate of each item.

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List of Mandatory Documents to be scanned and uploaded within the period of bid submission:

1. Annexure – 1 duly filled in and got signed
2. Proof of EMD deposit / Scanned copy of DD submission (favouring 'Registrar, IIT Delhi')

The following undertaking on firm's letter head shall be uploaded by the bidder / scanned copy of DD/FDR is uploaded by the bidder: "The exact physical EMD (as uploaded) shall be deposited by me / us with the authority inviting tender, in case I/we become the lowest tenderer, within a week of the opening of financial bid, otherwise, IITD may reject the tender and also take actions to debar me/ us from tendering in any form in IIT Delhi".

3. Enlistment order of Contractor.

4. Certificate of work experience as desired (vide clause 2 & 3 above)
5. Certificate of GST Registration of the State in which the work is to be taken up, if already obtained by the bidder. If the bidder has not obtained GST registration in the State in which the work is to be taken up, or as required by GST authorities then in such a case the bidder shall scan and upload following undertaking along with other bid documents.

"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 IIT Delhi, 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 IIT Delhi or GST department in this regard."

6. Registration proof of EPFO & ESIC with upto date Challan.
7. Valid Electrical Licence in the name of the contractor.
8. Bidder shall sign all pages of the NIQ document and upload the scanned copy of the same.
9. Any other document as specified in the NIQ

**Executive Engineer [ED-II]
For & on Behalf of BOG, IIT Delhi**

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Consultant /J.E.

A.E.E /AE

E.E.



ANNEXURE - 1

<< Organization Letter Head >>
DECLARATION

I / We, _____ hereby declare that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I / we have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

1	Name & Address of the bidder	:	
2	Phone	:	
3	E-mail	:	
4	Contact person name	:	
5	Mobile number	:	
6	GST number	:	
7	PAN number	:	
8	UTR no. [for payment of EMD]	:	
9	DD / FDR / Banker's Cheque No. [if uploaded scanned copy] for EMD	:	
	BANK DETAILS of the Bidder		
10	Bank name	:	
11	Branch address	:	
12	Branch telephone no.	:	
13	MICR Code of the bank	:	
14	IFSC code	:	
15	Bank Account no.	:	
16	Type of account	:	
17	Pl attach one cancelled cheque	:	

We further declare that our organization has not been blacklisted / delisted or put to any holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last three years.

[Signature of the bidder]

Name:

Seal of the bidder

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Consultant /J.E.

A.E.E /AE

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COMMERCIAL AND ADDITIONAL CONDITIONS

1. GENERAL

- 1.1. A good maintenance programme is the key to long system life and ease of serviceability. Maintenance & service should only be carried out by experienced / qualified personnel as desired in the schedule of work. The maintenance and service which are done must be as per specifications and upto the satisfaction of the Engineer-in-charge.
- 1.2. Location: **In whole campus at IIT Delhi. N/W: Providing manpower for electricity metering, billing allied work at IIT Delhi**
- 1.3. The work shall be executed as per CPWD General Specifications for Electrical works Part – I (Int.) 2013, Part-II (Ext.) 1994, Part – V (Passenger lift) 2013, as amended up to date, relevant I.E. Rules BIS/ IEC and as per directions of Engineer-in-charge. These additional specifications/ conditions are to be read in conjunction with above and in case of variations. Specifications given in these additional conditions shall apply. However, nothing extra shall be paid on account of these additional specification and conditions, as the same are to be read along with schedule of quantities for the work.
- 1.4. The Quotation/ tenderer should in his own interest visit the site and get familiarize with the site conditions before tendering.
- 1.5. No T&P shall be issued by the Department and nothing extra shall be paid on account of this.

2. COMMERCIAL CONDITIONS

Type of contract:

The work to be awarded by this tender shall be treated as indivisible works contract.

Submission of Tender:-

Bidder shall submit the cost of tender documents, if any, e-tendering processing fee and other documents, price bid in prescribed manner as indicated in "INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING FORMING PART OF NIT AND TO BE POSTED ON WEBSITE"

The tenderers are advised not to deviate from the technical specifications / items, commercial terms and conditions of NIT like terms of payment, guarantee, arbitration clause, escalation etc.

The department reserves the right to reject any or all the price bids and call for fresh price tenders as the case may be without assigning any reason.

3. Validity

Tenders shall be valid for acceptance for a **period of 90 days from the date of opening of price bid.**

4. SAFETY CODES AND LABOUR REGULATIONS

- a. In respect of all labour employed directly or indirectly on the work for the performance of the contractor's part of work, the contractor at his own expense, will arrange for the safety provisions as per the statutory provisions, B.I.S. recommendations, factory act, workman's

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compensation act, CPWD code and instructions issued from time to time. Failure to provide such safety requirements would make the tenderer liable for **penalty as specified in applicable clause**. In addition the Engineer-In-Charge shall be at liberty to make arrangements and provide facilities as aforesaid and recover the cost from the contractor.

- b. The contractor shall provide necessary barriers, warning signals and other safety measures while laying pipelines, cables etc. or wherever necessary so as to avoid accident. He shall also indemnify IITD against claims for compensation arising out of negligence in this respect. Contractor shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause. The department shall not be responsible for any accident occurred or damage incurred or claims arising there from during the execution of work. The contractor shall be responsible to provide any type of treatment to the employees in case of any accidents/ mish-happening during duty period, also provide insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the contractor due to the above provisions thereof.

5. Payment Terms

Running Account Payment shall be processed (not earlier than one month from the date of start) only after submission of document of payment of wages to the workers and submission of contribution receipts of EPF & ESI of workers as applicable. Bidder should note that necessary documents (PAN card, Cancelled cheque, GST Reg. proof and RTGS mandate form as per prescribed proforma of IIT Delhi) be submitted as soon as the work is awarded to them. Separate Contractor's Code shall be generated in IIT Delhi if the bidder is a new contractor to IIT Delhi ('Code' is perpetual in nature). Payment shall be processed after submission of Invoice and necessary documents / certificates (as mentioned in the NIT). There is a prevailing practice of pre-audit (for total tendered amount more than 6 lakhs) at IIT Delhi before releasing payment. Bidder shall have to comply all necessary documents as outlined in the Contract as to be desired by the Auditor and or by the Accountant. It may take one to two months in the whole process (from submission / acceptance of bill in CMB / MB by the contractor upto processing by Accounts section) to release payment subject to quick compliance of all submittals by the contractor. Applicable Taxes shall be got deducted from the bill as per prevailing orders of the Government. 'GST part of the bill' shall be released after submission of proof of payment of GST, i.e. B2B challan, etc. by the contractor or as to be desired by Accounts Department of IIT Delhi.

6. Security Deposit

Security shall be deducted from each running / final bill to the extent of 2.5% up to tender value. The security deposit shall be released after three month of final deposition of ESI, EPF and GST.

7. Performance Guarantee

(i) The successful tenderer shall submit an irrevocable performance guarantee of 5% of the tendered amount in addition to other deposit mentioned elsewhere in the contract for his proper performance of the contract agreement within 15 days of issue of letter of acceptance of tender. This guarantee shall be in the form of Demand Draft/Pay order of irrevocable bank guarantee bond of any schedule bank or the State Bank of India in the specified perform a of Government Security, fixed deposit receipt pledged in favour of Registrar, IIT Delhi or as specified in the letter of acceptance of tender. The performance guarantee shall be initially valid up to the stipulated date of completion **plus 60 days** beyond. This bank guarantee shall be kept valid till the recording of completion certificate for the work by the competent authority.

(ii) Income tax, GST, labour cess & other statutory deduction etc. shall be made at source as per the prevalent laws. The deduction of Security Deposit, Income Tax, etc., shall be done after calculation for the above due payment as per clause 3 above and net payment shall reduce accordingly.

8. Rates

C.....Nil I..... Nil O..... Nil



The rates quoted by the tenderer, shall be firm and inclusive of all taxes (including works GST & labour cess), duties, levies, etc. and all charges for packing forwarding, insurance, freight and delivery, installation, testing and commissioning etc. at site including temporary construction of storage, risks overhead charges, general liabilities/ obligations.

9. COMPLETION PERIOD

The completion period of **12 months** as indicated in the tender documents is for the entire work of routine maintenance and servicing including breakdown maintenance to the satisfaction of the Engineer-in-charge.

10. CARE OF THE BUILDING

Care shall be taken by the contractor while handling and installing the various equipment and components of the work to avoid damage to the building. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste material arising out of the installation from the site of work.

11. Any item required for completion of the project but left inadvertently shall be executed with-in the quoted rate.

12. Compliance with Regulations and Indian Standards

All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by this specification. In particular, the equipment and installation will comply with the following:

- [a] Factories Act
- [b] IE Rules
- [c] BIS and other standards as applicable
- [d] Workmen's Compensation Act
- [e] Statutory norms prescribed by local bodies like CEA, Power Supply Co. etc.

13. Mobilization Advance:

No mobilization advance shall be paid for this work.

14. Verification of correctness of Equipment at Destination:

The contractor shall have to produce all the relevant records to certify that the genuine equipment from the manufacturers has been supplied and erected.

15. CLEAN UP WORKS AT SITE

During maintenance the contractor shall at all times keep the working and storage areas free from waste or rubbish. On completion of maintenance / servicing he shall remove all temporary structures, debris and leave the premises clean to the full satisfaction of the department.

16. INTERPRETING SPECIFICATIONS

In interpreting the specifications, the following order of decreasing importance shall be followed in case of contradictions:

- [a] schedule of quantities
- [b] Technical specifications
- [c] Drawing [if any]
- [d] General specifications
- [e] Relevant BIS or other international code in case BIS code is not available

17. COOPERATION WITH OTHER AGENCIES

The successful tenderer shall co-ordinate with other contractors and agencies in the site of work, if any, and exchange freely all technical information so as to make the execution of this work / contract smooth.

No remuneration should be claimed from the department for such technical cooperation. If any unreasonable hindrance is caused to other agencies and any completed portion of the work has to be dismantled and re-done for want of cooperation and coordination by the tenderer

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during the course of work, such expenditure incurred will be recovered from the successful tenderer if the restoration work to the original condition or specification of the dismantled portion of the work was not undertaken by the tenderer himself.

18. INDEMNITY

The successful tenderer shall at all times indemnify the department, consequent on this works contract. The successful tenderer shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claims arising there from during the period of erection, construction and putting into operation the equipment and ancillary equipment under the supervision of the successful tenderer in so far as the latter is responsible. The successful tenderer shall also provide all insurance as may be necessary to cover the risk. No extra payment would be made to the successful tenderer on account of the above.

19. ERECTION TOOLS

No tools and tackles either for unloading or for shifting the equipment for erection purposes would be made available by the department. The successful tenderer shall make his own arrangement for all these facilities.

20. Taxes as applicable shall be deducted from the bill of the contractor.

21. POLICY OF THE INSTITUTE

Institute has a policy against sexual harassment and is committed to providing an environment free from sexual harassment of women at the work place. Contractor shall have to abide by the Policy of the Institute with due diligence. Any violation on the part of the contractor shall be dealt with the extant rules of the Institute.



SPECIAL TERM and CONDITION

1. The rates quoted by the bidder, shall be firm and inclusive of all taxes (including GST), duties & levies, etc. and all charges including risk, overhead charges, general liabilities / obligations and clearance from concerned authority, if any.
2. Payment shall be made quarterly (after completion of 3 months' work) followed by submission of bill.
3. Nothing shall be paid extra in labour / material rates
4. No advance payment will be made to the contractor.
5. Work shall be carried out as per direction and to the entire satisfaction of the Engineer-in-charge.
6. Necessary compensation as per clause IITD 7 / 8 as applicable, May be Imposed If required.
7. Necessary Taxes as applicable shall be deducted from bill of the contractor.
8. Use of correction fluid in quotation / tender document not to be allowed. Such quotation / tender is liable to be rejected.
9. Non judicial stamp paper worth Rs.10/- will be sent for completion of work order which will have to be signed in token of acceptance.
10. That the contractor shall particularly abide by the provisions of minimum Wages Act, '1948. Wages of staff shall be not less than Rs.1364/- (Rupees One Thousand Three Hundred Sixty Four only) per man-days. Total deployment shall be 5 day in a week in General shift. All Institutional (IIT Delhi's) holidays shall be paid holidays if holidays fall on week days accept Saturday and Sundays.
11. That it is expressly understood and agreed between the parties to this agreement that the persons deployed by the contractor for the serviced mentioned above shall be employees of the contractor for all intent and purposes and the person so deployed shall remain under the controlled and supervision of contractor and in no case shall a relationship of employer and employee between the said person and IIT shall accrue/arise or explicitly.
12. That the contractor shall submit detail of the names, percentage, residential address, age, educational qualifications, experiences etc. of the persons deployed by him in the premises of the IIT Delhi for the purpose of proper identification & categories of the employees of the contractor deployed at various point/section. He shall issue identity card bearing there photographs / identification, etc and such employees shall display their identity cards at the time of duty.
13. That the contractor shall be required to maintain permanent attendance register in addition to Biometric Attendance [face detection type provided by IIT Delhi; Attendance shall be got verified by the Junior Engineer (E) / AE (E) / AEE (E) in charge of Hostel Area.
14. Payment of wages shall be disbursed within 10th of every month either through electronic mode NEFT/RTGS only. However, contractor shall deposit the proof of payment of wages duly acknowledged by the worker employed by him every month.
15. The contractor shall be deputed staff minimum qualification 12th /Senior Secondary pass with 5 years' experience in any Govt. / BSES/ NDPL from the post of Meter Reader or Retire from any Govt. department from the post of Meter Reader.
16. **EPF & ESI contribution in respect of the worker shall be deposited with the authority concerned as per applicable rules in time and employer's share shall be got reimbursed to the contractor (as applicable based on minimum threshold limit as prescribed by EPFO) by IIT Delhi on production of proof of deposition. But before claiming bill, EPF & ESI contributions shall have to be updated and to be submitted for the preceding month else bill cannot be processed.**
17. Recoveries of the absenteeism will be done basic rate + Bonus (if applicable) + Contractor Profit + GST@18 + Labour Cess @ 1% + below and above % as per tender.

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O..... Nil

**ONLINE BID SUBMISSION**

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below:-

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1	Technical Bid	Annexure - I duly filled in and got signed	.PDF
2		0. Proof of EMD deposit / Scanned copy of DD submission (favouring 'Registrar, IIT Delhi') <i>The following undertaking on firm's letter head shall be uploaded by the bidder I scanned copy of DD/FDR is uploaded by the bidder: "The exact physical EMD (as uploaded) shall be deposited by me / us with the authority inviting tender, in case I/we become the lowest tenderer, within a week of the opening of financial bid, otherwise, IITD may reject the tender and also take actions to debar me/ us from tendering in any form in IIT Delhi".</i>	.PDF
3		Valid Enlistment order of Contractor.	.PDF
4		Attested certificate of work experience as desired	.PDF
5		Certificate of GST Registration of the State in which the work is to be taken up, if already obtained by the bidder. If the bidder has not obtained GST registration in the State in which the work is to be taken up, or as required by GST authorities therein in such a case the bidder shall scan and upload following undertaking along with other bid documents. <i>"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 IIT Delhi, 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 IIT Delhi or GST department in this regard."</i>	.PDF
6		EPFO & ESIC Registration with upto date challan copy	.PDF
7		Valid Electrical Licence in the name of the contractor	.PDF
8		Bidder shall sign all pages of the NIQ document and upload the scanned copy of the same.	.PDF
9		Any other document as specified in the E-NIQ	
Envelop - 2			
Sl. No.	Type	Content	
1.	Financial Bid	Price bid should be submitted in BOQ format	.EXL

C.....Nil

I..... Nil

O..... Nil



INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS: NEW DELHI-110016

Name of work: Providing manpower for electricity metering, billing allied work at IIT Delhi

SCHEDULE OF QUANTITY

Item No.	Description of item	Unit	QTY .	Rate	Amount [Rs]
1.	Deployment of experienced meter reader for taking the monthly reading of around 550 meters and preparing the electricity bill and other work related to metering such as providing connection, liaisoning with other establishments as per the direction of engineer-in-Charge. Meter Reader = 1 No Per day. Total deployment shall be 5 day in a week in General shift. All Institutional (IIT Delhi's) holidays shall be paid holidays if holidays fall on week days except Saturday and Sundays.	264	Man - days	*****	*****
	Total Rs.				

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EE(ED-II)

C.....Nil

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O..... Nil

Consultant /J.E.

A.E.E /AE

E.E.