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

NOTICE INVITING E-QUOTATION
IITD/WORKS (SP- 3818)/2022

The Executive Engineer [E], Works Department, IIT Delhi invites online item rate quotations on behalf of BOG, IIT Delhi from contractors Registered with CPWD/MES / BSNL/ Railways with appropriate class and category for the following work: as per details given below.

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<tbody>
<tr>
<td>1</td>
<td>Name of Work</td>
<td>: Providing manpower for electricity metering, billing allied work at IIT Delhi.</td>
</tr>
<tr>
<td>2</td>
<td>NIQ No.</td>
<td>: 10142/46/EW/IITD/21-22</td>
</tr>
<tr>
<td>3</td>
<td>Estimated cost</td>
<td>: Rs.2,37,882.00</td>
</tr>
<tr>
<td>4</td>
<td>Earnest Money</td>
<td>: EMD Declaration be submitted</td>
</tr>
<tr>
<td>5</td>
<td>Period of completion</td>
<td>: 6 Months</td>
</tr>
<tr>
<td>6</td>
<td>Last date &amp; time of bid submission</td>
<td>: 14-03-2022 upto 3.00 PM</td>
</tr>
</tbody>
</table>

The bid forms and other details may be downloaded from Central Public Procurement Portal [http://eprocure.gov.in/eprocure/app](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](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 / quotation 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 / quotation and fill them with all relevant information and submit the completed Quotation / quotation document online on the website [http://eprocure.gov.in/eprocure/app](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 [E]-II
For & on Behalf of BOG, IIT Delhi

Ch. Head: NPN-10 (W03770)
Copy to: -
1. Assistant Engineer [E]HA
2. D.A. (Works Accounts) - for opening of quotations in the office of D.R. [SPS]
4. D.R. (A/Cs)
5. A.R. [SPS] with a request for uploading the NIQ in e-procurement portal
7. Office Copy
8. Web site Administrator, IITD
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<td>SCHEDULE OF QUANTITY</td>
<td>20</td>
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</tbody>
</table>

Certified that this NIQ contains 1 to 20 pages.

NIQ amounting to **Rs.2,37,882.00** is approved.

STS Plg.                  AE (E)HA

AEE(E)Plg.

Executive Engineer (E)

C.....Nil       I.....Nil       O.....Nil
### SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Organisation</td>
<td>Indian Institute of Technology Delhi</td>
</tr>
<tr>
<td>2</td>
<td>Quotation / Quotation Type [open / limited / EOI / auction / single]</td>
<td>Open</td>
</tr>
<tr>
<td>3</td>
<td>Quotation / Quotation Category [services / goods / works]</td>
<td>Goods &amp; Works</td>
</tr>
<tr>
<td>4</td>
<td>Type / Form of Contract [work / supply / auction / service / buy / empanelment / sell]</td>
<td>Work &amp; Supply; IITD-8</td>
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<tr>
<td>5</td>
<td>Product Category [civil works / electrical works / fleet management / computer systems]</td>
<td>Electrical Works</td>
</tr>
<tr>
<td>6</td>
<td>Is Multi Currency Allowed?</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td>Date of issue / publishing / start</td>
<td>07/03/2022 (15.00 Hrs)</td>
</tr>
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<td>8</td>
<td>Document download start date</td>
<td>07/03/2022 (15.00 Hrs)</td>
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<tr>
<td>9</td>
<td>Document download end date</td>
<td>14/03/2022 (15.00 Hrs)</td>
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<tr>
<td>10</td>
<td>Last date &amp; time of uploading of bids</td>
<td>14/03/2022 at 15:00 Hrs.</td>
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<tr>
<td>11</td>
<td>Date &amp; time of opening of Technical Bids</td>
<td>15/03/2022 at 15:00 Hrs.</td>
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<tr>
<td>12</td>
<td>EMD</td>
<td>EMD DECLARATION TO BE SUBMITTED IN LIEU OF EMD AS PER PRESCRIBED FORMAT</td>
</tr>
<tr>
<td>13</td>
<td>No. of covers [1/2/3/4]</td>
<td>02</td>
</tr>
<tr>
<td>14</td>
<td>Address for communication</td>
<td>Executive Engineer (Electrical)-II, Works Organisation, Hauz Khas, IIT Delhi, New Delhi - 110016</td>
</tr>
<tr>
<td>15</td>
<td>Contact No.</td>
<td>011-2659 1460/8437</td>
</tr>
<tr>
<td>16</td>
<td>E-mail address</td>
<td><a href="mailto:a26338@admin.iitd.ac.in">a26338@admin.iitd.ac.in</a>; <a href="mailto:ashish.kumar.vinodiya@admin.iitd.ac.in">ashish.kumar.vinodiya@admin.iitd.ac.in</a></td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this Quotation / quotation 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 / QUOTATION DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active Quotations / Quotation 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 / Quotation, in case they want to obtain any clarification / help from the Helpdesk.

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 / Quotation advertisement and the Quotation / Quotation 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 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 II/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

The Executive Engineer [E], Works Department, IIT Delhi invites online item rate quotations on behalf of BOG, IIT Delhi from contractors Registered with CPWD/MES / BSNL/ Railways with appropriate class and category for the following work: as per details given below.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>N.I.Q. No.</th>
<th>Name of work &amp; Location</th>
<th>Estimated cost put to bid</th>
<th>Earnest Money</th>
<th>Period of completion</th>
<th>Last date &amp; time of submission of bid (online mode)</th>
<th>Time &amp; date of opening of Technical Bid</th>
<th>Time &amp; date of opening of Financial Bid</th>
</tr>
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<tr>
<td>1</td>
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<td>Providing manpower for electricity metering, billing allied work at IIT Delhi.</td>
<td>Rs. 2,37,882.00</td>
<td>EMD Declaration be submitted</td>
<td>6 Months</td>
<td>14-03-2022 upto 03:00 PM</td>
<td>To be decided after assessing Technical Bids</td>
<td></td>
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</table>

1. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

   i) Firms/Contractors should have satisfactorily completed one similar work of value not less than Rs.1,90,500.00 or two similar works each of value not less than Rs.1,43,000.00 or three similar works each of value not less than Rs.95,500.00 during last 7 years ending previous day of last date of submission of bids.
1. The value of executed work shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of submission of financial bid.

2. **Similar work means Electrical Installation works.**


4. 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:
   a. The similar work executed shall be **as per ‘2’ above**
   b. The completed cost of the work
   c. Actual date of completion of the work

5. IITD is committed to follow the principle of transparency, equity and competitiveness in public procurement. Before submission of bid, **each bidder should sign integrity pact at respective places** and submit the bid. If duly signed integrity pact is not submitted by bidder, such bid shall not be considered.

6. **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.

7. Information and Instructions for bidders posted on website shall form part of bid document.

8. 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.

9. But the bid can only be submitted after depositing requisite EMD as specified in the “Schedule”.

10. Copy of all mandatory documents as desired in the 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.

11. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited requisite EMD / attached scanned copy and other documents scanned and uploaded are found in order.

12. 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.

13. 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.
14. 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.

15. Contractors must ensure to quote rate of each item.

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

1. Annexure – I duly filled in and got signed
2. Annexure -2 EMD Declaration
3. Attested certificate of work experience as desired
4. Certificate of Registration for GSTIN
5. Valid electrical licence.
6. Valid enlistment of the contractor
7. EPFO & ESIC Registration proof.
8. Bidder shall sign all pages of the quotation document and upload the scanned copy of the same
9. Any other document as specified in the NIQ

Executive Engineer [Electrical]-II
For & on Behalf of BOG, IIT Delhi
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.

<table>
<thead>
<tr>
<th></th>
<th>Name &amp; Address of the bidder :</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>Phone :</td>
</tr>
<tr>
<td>3</td>
<td>E-mail :</td>
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<tr>
<td>4</td>
<td>Contact person name :</td>
</tr>
<tr>
<td>5</td>
<td>Mobile number :</td>
</tr>
<tr>
<td>6</td>
<td>TIN number :</td>
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<tr>
<td>7</td>
<td>PAN number :</td>
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<tr>
<td>8</td>
<td>UTR no. [if deposited online] for EMD : NOT APPLICABLE</td>
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<tr>
<td>9</td>
<td>DD / FDR / Banker’s Cheque No. [if uploaded scanned copy] for EMD : NOT APPLICABLE</td>
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BANK DETAILS of the Bidder

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>11</td>
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<tr>
<td>12</td>
<td>Branch telephone no. :</td>
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<tr>
<td>13</td>
<td>MICR Code of the bank :</td>
</tr>
<tr>
<td>14</td>
<td>IFSC code :</td>
</tr>
<tr>
<td>15</td>
<td>Bank Account no. :</td>
</tr>
<tr>
<td>16</td>
<td>Type of account :</td>
</tr>
</tbody>
</table>

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 & name of the bidder)

Seal of the bidder

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

D'Man / J.E. A.E.E / A.E. E.E.
ANNEXURE - 2

Performa for Earnest Money Deposition

(To be submitted on firm’s letter head with Technical Bid)

Whereas, I/we ………………………………………………………. (Write Name of Agency here) have submitted bids for Providing manpower for electricity metering, billing allied work at IIT Delhi.

I/we hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

Or

2. If after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/we shall be suspended for one year and shall not be eligible to bid for IIT Delhi tenders from date of issue of suspension order.

Signature of the Bidder / Contractor
COMMERCIAL AND ADDITIONAL CONDITIONS

1. GENERAL

1.1. This specification covers supply and delivery of materials at site, all preparatory work assembly and installation, commissioning of electrical accessories at site.

1.2. Location: The work shall be carried out in different locations of West Campus 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, and other relevant parts, 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 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:

2.1. Type of contract: The work to be awarded by this tender shall be treated as indivisible works contract.

2.2. Submission and opening of Tenders:

2.2.1. The quotation/tender is in two parts:

2.2.1.1. Part-I - Technical cum Un-priced commercial Bid

2.2.1.2. Part-II - Price Bid

2.3. The quotation/tender shall be submitted online, duly completed as per NIT conditions within period of bid submission.

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

2.5. Technical cum un-priced commercial bid only shall be opened on the due date and time in the presence of tenderers or their authorized representative who wish to remain present.

2.6. Scrutiny/evaluation of the technical-cum-commercial bid shall be done by the department. In case, it is found that the technical-cum-commercial bid of a tenderer is not in line with NIT specifications/requirements and/or contains too many deviations, the department reserves the right to reject the technical bid of such firms(s) without making any reference to the tenderer(s).

2.7. Necessary clarifications required by the department shall have to be furnished by the tenderer within the time given by the department for the same. The tenderer will have to depute his representative to discuss with the officer(s) of the department as and when so
desired. In case, in the opinion of the department a tenderer is taking undue long time in furnishing the desired clarifications, his bid will be rejected without making any reference.

2.8. After obtaining clarification from all the tenders, the department will intimate the tenders who’s technical cum commercial bids are acceptable.

2.9. The price bids of only those tenderers shall be opened whose technical bids are found to be technically acceptable. The time and date of opening of price bid shall be fixed after the technical cum unpriced commercial bid is accepted and intimated to them by post/Fax/e-mail.

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

3. TERMS OF PAYMENTS

3.1. Payment shall be released as per General Conditions of Contract. 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 3 lakhs) at IIT Delhi before releasing final 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.

4. SECURITY DEPOSIT

4.1. Security Deposit shall be deducted from each running bill and final bill to the extent of 5% of the gross amount payable. The security deposit shall be released on the expiry of guarantee period stipulated in the contract.

4.2. 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.

5. RATES

5.1. 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. Acceptable makes of materials have been outlined in the BOQ itself. Bidder has to quote accordingly. No deviation in make shall be entertained at later stage.

6. COMPLETENESS OF TENDER
6.1. All sundry equipments, fitting, unit assemblies, accessories, hardware items, foundation bolts, termination lugs for electrical connections and all other items which are useful and necessary for efficient assembly and installation of equipment and components of the work shall be deemed to have been included in the tender irrespective of the fact whether such items are specially mentioned in the tender documents or not.

7. CARE OF THE BUILDING

7.1. 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.

8. COMPLETION PERIOD

8.1. The completion period indicated in the tender documents is indicative only. Bidder should note that the whole part of the work (as given in the BOQ) will not be executed at one go. Work shall be executed as and when so required as per site requirement. No site for executing work is ready. It would be made available to the contractor as per demand. Quantity taken in the BOQ are tentative and may vary as per site requirement. Supply of materials in lieu of non-execution of any work is not acceptable.

9. GUARANTEE

9.1. All equipment’s shall be guaranteed for a period of 12 months from the date of taking over the installation by the department (to be reckoned from the date as and when so executed) against unsatisfactory performance and/or breakdown due to defective design, workmanship or material. The equipment or component, or any part thereof, so found defective during guarantee period shall be forthwith repaired or replaced free of cost to the satisfaction of the Engineer-in-Charge. In case it is felt by the department that undue delay is being caused by the contractor in doing this, the same will be got done by the department at the risk and cost of the contractor. The decision of Engineer-in-Charge in this regard shall be final & binding on the contractor.

9.2. The tenderer shall guarantee among other things, the following:

9.2.1. Quality, strength and performance of the material used as per manufacturer's standards.

9.2.2. Safe mechanical and electrical stress on all part under all specified conditions of operation.

10. POWER SUPPLY

10.1. Power supply shall be made available by the department at one point near the site free of cost, if required. Further, the arrangement for tapping power supply from this point shall be made by the contractor.

11. EXTENT OF WORK

11.1. The work shall comprise of entire labour including supervision and all material necessary to make a complete installation and such tests and adjustment and commissioning as may be required by the department. The term complete installation shall not only mean major items of the plant and equipment covered by the specification but all incidental sundry components necessary for complete execution and satisfactory performance of installation.
with all layout charts whether or not those have been mentioned in details in the tender documents in connection with this contract as this is a turnkey job.

11.1.1. Minor building works necessary for installation of equipment, foundation making of opening in walls or in floors and restoring them to their original condition / finish and necessary grouting etc. as required.

12. VALIDITY

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

13. COMPLIANCE WITH REGULATIONS AND INDIAN STANDARDS

13.1. 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:

13.1.1. Factories Act
13.1.2. Indian Electricity Rules
13.1.3. B.I.S. & other standards as applicable
13.1.4. Workmen’s compensation Act
13.1.5. Statutory norms prescribed by local bodies like fire department, CEA, Power Supply Co. etc.

14. INDEMNITY

14.1. 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 including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful tenderer on account of the above.

15. ERECTION TOOLS

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

16. COOPERATION WITH OTHER AGENCIES AND OCCUPANTS OF THE BUILDING

16.1. The successful tenderer shall co-ordinate with other working contractors, if any and other occupants of different offices / Labs, etc., 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 or cooperation and coordination by the tenderer 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 work was not under taken by the tenderer himself.

17. **MOBILIZATION ADVANCE**

17.1. No mobilization advance shall be paid for this work

18. **INTERPRETING SPECIFICATION**

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

18.1.1. Schedule of quantities

18.1.2. Technical Specification

18.1.3. Drawing (if any)

18.1.4. General Specification for Electrical Works of CPWD (relevant Parts)

18.1.5. Relevant BIS or other international code in case BIS code is not available.

19. **POLICY OF THE INSTITUTE**

19.1. Institute has a policy against sexual harassment and is committed to providing an environment free from sexual harassment of women at the workplace. 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.30,000/- (Rupees Thirty Thousand only) per month. 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 services 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. Institute reserves the right to remove any person deployed by the firm, without assigning any reason/notice. This will be without prejudice to the right of the contractor to remove any of his own employees deployed in the institute.

13. 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.

14. That the contractor shall be required to maintain permanent attendance register in addition to Biometric Attendance [face detection type provided by IIT Delhi; may be avoided in view of COVID pandemic till further orders] at the ITD premises which shall be open for inspection and checking by the authorized officers of the ITD. Attendance shall be got verified by the Junior Engineer (E) / AEE (E) in charge of Hostel Area.

15. Payment of wages shall be disbursed within 10th of every month either through electronic mode or cheque. However, contractor shall deposit the proof of payment of wages duly acknowledged by the worker employed by him every month.

16. Proof of retirement from the post of Meter Reader Gr-1 (IIT Delhi) shall be furnished for the staff to be deployed.
**BID SUBMISSION CHECK LIST**

**ONLINE BID SUBMISSION:**

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents</th>
<th>Content</th>
<th>File Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technical Bid</td>
<td>Annexure 1 duly filled in and got signed</td>
<td>.PDF</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Annexure-2 EMD Declaration</td>
<td>.PDF</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Attested Certificate of work experience</td>
<td>.PDF</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Certificate of Registration for GSTIN</td>
<td>.PDF</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Valid electrical license.</td>
<td>.PDF</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Valid enlistment of the contractor</td>
<td>.PDF</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>EPFO &amp; ESIC Registration proof.</td>
<td>.PDF</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Bidder shall sign all pages of the quotation document and upload the scanned copy of the same</td>
<td>.PDF</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Any other document as specified in the NIQ</td>
<td>.PDF</td>
</tr>
</tbody>
</table>

**Envelope – 2**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>TYPES</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Financial Bid</td>
<td>Price bid should be submitted in BOQ format.</td>
</tr>
</tbody>
</table>
## SCHEDULE OF QUANTITY

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of item</th>
<th>Qty.</th>
<th>UNIQ</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deployment of experienced, retired government servant (from the post of meter reader) for taking the monthly reading of 600metres and preparing the electricity bill and other work related to metering such as providing connection, liaising with other establishments as per the direction of engineer-in-Charge.</td>
<td>6</td>
<td>Jobs.</td>
<td>*****</td>
<td></td>
</tr>
</tbody>
</table>

**NB:**
1. Interview of the person shall be taken by the Engineer in charge before deployment.
2. One job means - For a period of one month.

***Bidder shall quote rates in the BOQ specified for this purpose***

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AE (E)HA

EE (E)-II