

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI

E-QUOTATION DOCUMENT

1	Name of work	:	Air Balancing and Duct Cleaning (Robotic) of CSC Chiller Air Distribution System, IIT Delhi
2	NIQ No.	:	132/0515/IITD/AC/23-24
3	Estimated Cost (Rs.)	:	4,12,500.00
4	Earnest Money Deposit (Rs.)	:	8,250.00 (No Exemption allowed)
5	Period of completion	:	15 days
6	Last date & time of bid submission	:	Upto 03.00 PM of 21-03-2024

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Certified that this e-NIQ contains 17 pages.
NIQ amounting to 4,12,500.00 is approved.

T.S. Plg.

SA (AC)

AEE In-Charge
AC Division

INDIAN INSTITUTE OF TECHNOLOGY DELHI
IIT DELHI HAUZ KHAS, NEW DELHI
NOTICE INVITING E-QUOTATION
IITD/WORKS (SP- 4576)/2024

Assistant Executive Engineer-in-charge, AC Division, Indian Institute of Technology Delhi, in-charge of HAUZ KHAS, NEW DELHI, Ph. No. 011-2659 1746 on behalf of Board of Governors invites online **Item Rate Quotation approved and eligible of OEM of Centralised Chiller AC or their Authorised Service Agent** as per details given below.

1	Name of work	:	Air Balancing and Duct Cleaning (Robotic) of CSC Chiller Air Distribution System, IIT Delhi
2	NIQ No.	:	132/0515/IITD/AC/23-24
3	Estimated Cost (Rs.)	:	4,12,500.00
4	Earnest Money Deposit (Rs.)	:	8,250.00
5	Period of completion	:	15 days
6	Last date & time of bid submission	:	Upto 03.00 PM of 21-03-2024
7	Time & date of opening of Technical Bid	:	22-03-2024 (15.00 PM)
8	Time & date of opening of Financial Bid	:	To be decided after assessing Technical Bids

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 enrol / register themselves before participating through web site <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 / bid 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 quotations. Select the appropriate quotation / bid and fill them with all relevant information and submit the completed Quotation / Bid 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 & Financial) should be submitted in the e-procurement portal.

AEE In-Charge, AC Division
For & on behalf of BOG, IIT Delhi

Ch. Head : 31.06.30
 Work Code : 2021/006/0515

Copy to:-

- | | | | |
|-----------------|---------------|---------------|----------------|
| 1. D.A. (Works) | 2. A.R. (A/C) | 3. D.R. (SPS) | 4. Office Copy |
| 5. Notice Board | | | |

C ... Nil I Nil O Nil

SCHEDULE

1	Name of organisation	:	Indian Institute of Technology Delhi														
2	Bid / Quotation type (open / limited / EOI / auction / single)	:	Open														
3	Bid / 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														
7	Is multi-currency allowed?	:	No														
8	Date of publishing / issue / start	:	14/03/2024 (15.00 PM)														
9	Document download start date	:	14/03/2024 (15.00 PM)														
10	Document download end date	:	21/03/2024 (15.00 PM)														
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	:	Upto 03.00 PM of 21-03-2024														
14	Date & time of opening of technical bids	:	22-03-2024 (15.00 PM)														
15	Quotation / Bid Fee	:	Free of cost														
16	Earnest Money Deposit (EMD) Rs.	:	8,250.00														
17	Mode of payment of EMD	:	<p>Can be paid through RTGS/NEFT. IIT Delhi Bank details are as under:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name of the Bank A/C</th> <th style="text-align: left;">IITD Revenue Account</th> </tr> </thead> <tbody> <tr> <td>Name of Bank</td> <td>State Bank of India</td> </tr> <tr> <td>Branch</td> <td>IIT Delhi, Hauz Khas, New Delhi – 110016</td> </tr> <tr> <td>Account Number</td> <td>10773572622</td> </tr> <tr> <td>IFSC Code</td> <td>SBIN0001077</td> </tr> <tr> <td>MICR Code</td> <td>110002156</td> </tr> <tr> <td>Swift No.</td> <td>SBININBB547</td> </tr> </tbody> </table> <p>(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-1)</p> <p style="text-align: center;">OR</p> <p>Demand Draft / FDR favouring Registrar, IIT Delhi Payable at SBI, IIT Delhi Branch. Scanned copy of DD / FDR needs to be uploaded alongwith the Technical Bid. Exact Original DD/ FDR shall have to be submitted to the tender inviting authority by the bidder as and when required after opening of bid.</p>	Name of the Bank A/C	IITD Revenue Account	Name of Bank	State Bank of India	Branch	IIT Delhi, Hauz Khas, New Delhi – 110016	Account Number	10773572622	IFSC Code	SBIN0001077	MICR Code	110002156	Swift No.	SBININBB547
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IFSC Code	SBIN0001077																
MICR Code	110002156																
Swift No.	SBININBB547																
17	Bid without EMD / Non-submission of original DD	:	To be considered as UNRESPONSIVE and bid shall summarily be rejected														
18	No. of bids / covers (1 / 2 / 3 / 4)	:	2														
19	Address for communication	:	AEE In-Charge, AC Division, Works Department, AC Division, Engineers Complex, IIT Delhi, Hauz Khas, New Delhi – 110016														

20	Contact No.	:	011 2659 1746
21	e-mail address for communication	:	a26984@admin.iitd.ac.in ;

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this quotation / bid document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit softcopies of their bids electronically on the CPP portal, using valid Digital Signature Certificates (DSC). 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 enrol 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 enrol". 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 user name and assign a password for their accounts.
3. Bidders are advised to register their valid e-mail address and mobile number 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 2 or class 3 certificates with signing key usage) issued by any certifying authority recognised 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 bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs into the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

SEARCHING FOR BID DOCUMENTS

1. There are various search options built in the CPP portal to facilitate bidders to search active bids by several parameters. These parameters could include bid ID, organisation name, location, date, value, etc. There is also an option of advanced search for bids, wherein the bidders may combine a number of search parameters such as organisation name, form of contract, location, date, other keywords etc. to search for a bid published on the CPP portal.
2. Once the bidders have selected the bids they are interested in, they may download the required documents / bid schedules. The bids can be moved to the respective "My Bids" folder. This would enable the CPP portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the bid document.
3. The bidder should make a note of the unique Bid ID assigned to each other, 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 bid document before submitting their bids.
2. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bids. Please note the number of covers in which the bid documents have to be submitted. Any deviations from these may lead to rejection of the bids.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black & 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's 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 bid document.
3. Bidder has to select the payment option as "on-line" to pay the bid fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Bid fees is sought, bidders need to pay the bid fee and EMD separately on-line through RTGS (Refer to Schedule, [Page no. 3](#))
4. A standard BOQ Format has been provided with the bid 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 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 unauthorised 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 bid documents become readable only after the bid opening by the authorised 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 bid document and the terms and conditions contained therein should be addressed to the bid inviting authority for a bid or the relevant contact person indicated in the bid.
2. Any queries relating to the process of online bid submission or queries relating to CPP portal in general may be directed to the 24 x 7 CPP Portal Help Desk. The contact number of the helpdesk is 18002337315.

GENERAL INSTRUCTIONS TO THE BIDDERS

1. The bids will be received online through portal <https://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 authorised certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. 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 & INSTRUCTION TO BIDDERS FOR E-QUOTATION

1. Contractors who fulfil the following requirements shall be eligible to apply. Joint ventures are not accepted.
 - a. Should have satisfactorily completed the works as mentioned below during the last Seven years ending **last day of the month previous to one in which bids are invited**.
 - i. **Three** similar works each costing not less than **Rs.1,65,000.00**, or **two** similar works each costing not less than **Rs.2,47,500.00**, or one similar work costing not less than **Rs.3,30,000.00**.
 - ii. 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 previous day of last day of submission of bids.
 - b. 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 (a) the completed cost of the work and (b) actual date of completion of the work.
 - c. **Similar work means HVAC works.**
2. **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* / any Public Authority.
3. **Earnest money (EMD)** shall have to be deposited / submitted as stipulated in the schedule. EMD shall be refunded unsuccessful bidders after award of work.
4. **The intending bidder must read the terms and conditions.** He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
5. 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.
6. But the bid can only be submitted after submission of **EMD as prescribed in the schedule.**
7. Copy of all mandatory documents as desired in the NIQ shall be scanned and up-loaded to the e-Bidding 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 two days physically in the office of e-bidding authority. During scrutiny of technical bids, if required, bidders may be asked to submit original documents for cross checking.
8. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has submitted **prescribed EMD**, and other documents scanned and uploaded are found in order.
9. 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.

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10. 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.
 11. 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.
 12. Contractors must ensure to quote rate of each item.
 13. The work is estimated to cost **Rs.4,12,500.00**. This estimate, however, is given merely as a rough guide.
 14. The bid submitted shall become invalid, if:
 - a. The bidder is found ineligible.
 - b. The bidder does not upload scanned copies of all the documents stipulated in the bid document.
 - c. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening / accepting authority.
 - d. If a bidder quotes nil rates against each item in item rate bid or does not quote any percentage above/below on the total amount of the bid or any section / sub head in percentage rate bid, the bid shall be treated as invalid and will not be considered as lowest bidder.
 - e. EMD not deposited / submitted as specified.
 15. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and subsoil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
 16. The competent authority on behalf of the Board of Governors does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
 17. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
 18. The competent authority on behalf of the Board of Governors reserves to himself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
 19. The contractor shall not be permitted to bid for works in the IITD responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an

officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in the IIT Delhi or its HAUZ KHAS, NEW DELHI. Any breach of this condition by the contractor would render him liable to be debarred from bidding process in future in IIT Delhi.

- 20.** No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract liable to be cancelled, if, either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
- 21. The bids for the work shall remain open for acceptance for a period of 45 (forty five) days from the date of opening of technical bids. Further**
- a. If any bidder withdraws his bid or makes any modification in the terms & conditions of the bid which is not acceptable to the department within 7 days after last date of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - b. If any bidder withdraws his bid or makes any modification in the terms & conditions of the bid which is not acceptable to the department after expiry of 7 days after last date of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - c. In case of forfeiture of earnest money as prescribed in para (21.a) and (21.b) above, the bidders shall not be allowed to participate in the rebidding process of the same work.
- 22.** Standard IITD Form –7/8 or other Standard IITD Form as applicable.
- 23.** GST or any other tax applicable in respect of inputs procured by the contractor for this contract shall be payable by the Contractor and Government will not entertain any claim whatsoever in respect of the same.

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 / FDR submission (favouring 'Registrar, IIT Delhi') The following undertaking on firm's letter head shall be uploaded by the bidder if scanned copy of DD/FDR is uploaded by the bidder: <i>"The exact physical EMD (as uploaded) shall be deposited by me / us with the authority inviting bid, in case I / we become the lowest bidder, within a week of the opening of financial bid, otherwise, IITD may reject the bid and also take actions to debar me / us from bidding in any form in IIT Delhi."</i>
3	:	Certificate of work experience as desired
4	:	Certificate of GST Registration, if already obtained by the bidder. If the bidder has not obtained GST registration as applicable, then he shall scan and upload following undertaking alongwith bid documents. <i>"If work is awarded to me, I/we shall obtain GST registration certificate as applicable within one month from the date 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 account of the work executed and/or for any action taken by IIT Delhi or GST department in this regard."</i>
5	:	Bid specific of OEM authorisation certificate (Not mandatory for OEM)
5	:	EPFO & ESIC Registration proof
6	:	Valid Electrical Licence in the name of the contractor. <i>if the bidder does not possess electrical licence in his own name, he shall have to submit an undertaking on their letter head and the bidder shall scan and upload following undertaking along with other bid documents.</i> <i>"I/We undertake that, if I/we do not possess in my/our name a valid electrical license as required, I/we shall associate an agency having such a licence for execution of work which requires such a licence".</i>
7	:	Undertaking on bidder's letter head that the Duct Cleaning Work shall be got done by

	NADCA certified Agency.
8 :	Any other document as specified in the NIQ

Note:

- a. Original copies are to be submitted as per clause 9.1 of IITD-6
- b. Bidders are advised to keep the Original Affidavit, EMD (if not deposited online) 'as it is' in safe custody till finalisation of bid

**AEE, In-Charge, AC Division
For & on Behalf of BOG, IIT Delhi**

COMMERCIAL AND ADDITIONAL CONDITIONS

1. GENERAL

- 1.1. This specification covers all preparatory work assembly and repairing (as required), robotic cleaning of ducting network in the existing system.
- 1.2. The work shall be executed as per CPWD General Specifications for Electrical Works **Part-I (Int.) 2013, Part-II (Ext.) 1994, HVAC Work 2017**, Manufacturer's recommendation, NADCA standard as amended upto 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.
- 1.3. The bidder should in his own interest visit the site and get familiarize with the site conditions before bidding.
- 1.4. No T&P shall be issued by the Department and nothing extra shall be paid on account of this.

2. COMMERCIAL CONDITIONS:

- 2.1. The work to be awarded by this bid shall be treated as indivisible works contract / work order.
- 2.2. **Submission and opening of e-Quotations:**
 - 2.2.1. The e-quotation 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 bidders are advised not to deviate from the technical specifications / item, commercial terms and conditions of NIQ like terms of payment, guarantee, escalation etc.
- 2.4. Technical cum un-priced commercial bid only shall be opened on-line mode.
- 2.5. 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 bidder is not in line with NIQ 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 bidder(s).
- 2.6. Necessary clarifications required by the department shall have to be furnished by the bidder within the time given by the department for the same. The bidder 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 bidder is taking undue long time in furnishing the desired clarifications, his bid will be rejected without making any reference.
- 2.7. After obtaining clarification from all the bidders, the department will intimate the bids whose technical cum commercial bids are acceptable.
- 2.8. The price bids of only those bidders 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.

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

3. TERMS OF PAYMENTS

3.1. Payment shall be processed only after completion of the entire work. 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 NIQ). There is a prevailing practice of pre-audit (for total bided 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.

3.2. 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.

4. AWARD OF WORK

4.1. Work shall be awarded to the successful lowest bidder only after concurrence of all formalities as per extant Rules of the Institute.

5. SECURITY DEPOSIT

5.1. Security Deposit shall be deducted from bill to the extent of 5% of the bided amount. EMD shall be adjusted with SD. **The security deposit shall be released after Defect Liability Period is over i.e. 6 month after date of completion.**

6. RATES

6.1. The work shall be treated as on works contract basis and the rates bided shall be for complete items of work (except the materials, if any, stipulated for supply by the department) inclusive of all taxes, GST (including works contract tax, if any), duties, and levies etc. and all charges for items contingent to the work, such as, packing, forwarding, insurance, freight and delivery at site for the materials to the supplied by the contractor, watch and ward of all materials (including those, if any, supplied by the department), post installation services till defect liability period etc. for the work at site etc.

7. COMPLETENESS OF QUOTATION

7.1. 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 quotation irrespective of the fact whether such items are specially mentioned in the bid documents or not.

8. STORAGE AND CUSTODY OF MATERIAL

8.1. The agency has to make his own arrangement for storage. No separate storage accommodation shall be provided by the department Watch and ward of the storage and their safe custody shall be responsibility till the final taking over of the installation by the department.

9. CARE OF THE BUILDING

9.1. 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.

10. COMPLETION PERIOD

10.1. The completion period indicated in the quotation documents is for the entire work of planning, designing, approval of drawings (if any) etc., arrangement of materials & equipments, delivery at site including transportation, and handing over of the entire system to the satisfaction of the Engineer-in-charge.

11. POWER SUPPLY

11.1. 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.

12. VALIDITY

12.1. Bids shall be valid for acceptance for a period 45 days from the last date of submission of 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 NADCA.

14. INDEMNITY

14.1. The successful bidder shall at all times indemnify the department, consequent on this works contract. The successful bidder 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 equipments and ancillary equipment under the

supervision of the successful bidder in so far as the latter is responsible. The successful bidder 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 bidder on account of the above.

15. ERECTION TOOLS

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

16. COOPERATION WITH OTHER AGENCIES AND OCCUPANTS OF THE BUILDING

16.1. The successful bidder 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 of cooperation and coordination by the bidder during the course of work, such expenditure incurred will be recovered from the successful bidder if the restoration work to the original condition or specification of the dismantled portion of work was not under taken by the bidder himself.

17. INTERPRETING SPECIFICATION

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

17.1.1. Schedule of quantities

17.1.2. Technical Specification

17.1.3. Drawing (if any)

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

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

18. POLICY OF THE INSTITUTE

18.1. 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.

19. QUALITY OF MATERIALS

19.1. In order to ensure quality work, the bidder will be required to submit a certificate issued by NADCA before claiming any bill.

ANNEXURE - 1

<< Organization Letter Head >>
DECLARATION

I / We, _____ hereby declare that all the information and data furnished by our organization with regard to this bid 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	GSTIN number	:	
7	PAN number	:	
8	UTR no. 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& name of the bidder)
Seal of the bidder

BID SUBMISSION CHECK LIST

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 – 1	.PDF
2		EMD submission proof	.PDF
3		Certificate of GST Registration	.PDF
4		Bid Specific of OEM authorisation certificate	.PDF
5		EPFO & ESIC Registration proof	.PDF
6		Valid Electrical Licence / Undertaking	.PDF
7		Undertaking for NADCA Certified Agency	.PDF
8		Any other document as specified in the NIQ	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in BOQ format.	.EXL

SCHEDULE OF QUANTITY

Name of work: **Air Balancing and Duct Cleaning (Robotic) of CSC Chiller Air Distribution System, IIT Delhi**

Item No.	Description of items	Qty.	Rate including all taxes	Unit	Amount
1	Cleaning of inside surface of Supply Ducts of HVAC system by (NADCA certified duct cleaning agency) using high power vacuum, air compressor, robotic camera, air hammer, special nozzles, air sweep with other required accessories giving/showing inspection of dust before and after cleaning of duct using colour video inspection. (Standard and shall be treated as scope of this work)	30000		Sqft	
2	Air Balancing followed by testing, Duct Leakage Testing (Smoke Testing) by identifying sectionlised ductwork, sealing ductwork, pressure testing by applying static pressure, measurement of flow, comparing standards etc. as required	30000		Sqft	
	Total				***

***Rates shall only be given in Price Bid. NADCA – National Air Duct Cleaning Association

T.S. Plg.

SA (AC)

**AEE In-Charge
AC Division**