NOTICE INVITING QUOTATION

1	**Name of Work**	:	**Providing Manpower for the post of Technical Superintendent(Plg), Electrical in IIT Delhi.**
2	**NIQ No.**	:	9987/05/NIQ/SNP/EW/2021-22
3	**Estimated Cost (Rs.)**	:	1,58,589.00
4	**EMD (Rs.)**	:	EMD Declaration to be submitted
5	**Time Period**	:	03 Months
6	**Last date of receipt of application**	:	Upto 3 PM of 28-05-2021

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Certified that this NIQ contains 2 to 5 pages

Quotation document issued to	:	

AEE (E)

Notice Inviting Quotation

The Executive Engineer (E), Works Department, IIT Delhi invites sealed item rate quotations on behalf of BOG, IIT Delhi from contractors registered with CPWD / MES / BSNL for the following work:

Sr. No.	NIQ No.	Name of work & Location	Estimated Cost [INR]	Earnest Money [INR]	Time of Completion	Last date & time		Time & date of submission & opening of quotation
						Receipt of application	Issue of quotation documents	
1	2	3	4	5	6	7	8	9
1	9987/OS/NIQ/SNP/EW/2021-	Providing Manpower for the post of Technical Superintendent(Plg), Electrical in IIT Delhi.	1,58,589 .00	EMD Declaration to be submitted	03 Months	Upto 3 PM of 28-05-2021	28-05-2021 Upto 4:00 PM	31-05-2021 upto 3 PM Opening on same date at 3:30 PM

The quotation document can be obtained from the office of the AEE (E) Plg. Room No. 05, Porta Cabin near Horticulture Depart. IIT Delhi. Quotation will be issued to eligible contractors / firms provided they produce definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having following documents:

1. Valid Enlistment order of the contractor
2. Attested copy of GSTIN
3. Completion certificate of one work of value not less than 1.5 Lakh.

In lieu of Earnest Money the bidder shall have to submit EMD Declaration form duly signed by him as per prescribed format on bidder's letter head.

Sealed envelopes [EMD Declaration and Quotation Document] marked as **"Earnest Money Declaration"** and quotation shall be submitted together in another sealed envelope superscripted with name of work and due date of opening. The envelope marked 'Quotation' shall be opened whose "Earnest Money Declaration", placed in the other envelope marked as 'Earnest Money' is found to be in order.

Authority of IIT Delhi reserves the right to reject any or all the quotations without assigning any reason.

[a] Name of the firm and address [b] Quotation No. [c] Date of opening [d] Name of work

AEE (E) **EE (E)**

Copy to:

1. DA Works for opening of quotation on the opening date as mentioned
2. Notice Board / NIC Portal uploading

SCHEDULE OF MATERIAL TO BE ISSUED

Schedule showing approx. Quantity of materials to be supplied by the Institute under clause 12 of the conditions of contract for work contracted to be executed and the rates at which they are to be charged for.

Particulars	Rate at which the material will be Charged to the Contract	Place of Delivery
----------NIL----------		

Note:-

1. The Person of firm submitting the quotation/tender should be seeing that rates in the above schedule are filled up by the Engineer-1n-Charge on the form prior to the submission of the tender.
2. The above issued rates are inclusive of 2% (Two percent) storage charges.

AEE (E)

Signature of the contractor with seal

TERMS AND CONDITIONS

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 after completion of 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. 40,000/- (Rupees Forty Thousand only) per month. Total deployment shall be 5 days in a week in General shift. All Institutional (IIT Delhi's) holidays shall be paid-holidays if holidays fall on week days except Saturdays 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. 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, parentage, 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 IITD premises which shall be open for inspection and checking by the authorized officers of the IITD. Attendance shall be got verified by the AEE(E).
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 Technical Superintendent (Plg), IIT Delhi shall be furnished for the staff to be deployed.**

SCHEDULE OF WORK

Name of Work: - Providing Manpower for the post of Technical Superintendent(Plg), Electrical in IIT Delhi.

Item No.	Description of items	Quantity	Rate including GST	Unit	Amount (Rs.)
1	Providing engagement of experienced, retired government servant (from the post of Technical Superintendent Elect Plg. of IIT system) for day to day Electrical Planning related work under the Electrical Division which shall include checking of works estimates, Justifications, necessary entry in the ACSS system, generation of different sanctions under budget head, checking of issues like different type of deviations during execution of work and other such work as to be assigned by the Executive Engineer (E) and AEE (E) Plg. **N.B. 1. Interview of the person shall be taken by the engineer-in-charge before deployment.** **2. One Job means carrying out the work for the period of one month.**	03 Job		Job	
	TOTAL				

Rates shall be quoted both in figures as well as in words

AEE (E) EE (E)

Annexure - 1

Proforma for Earnest Money Deposit Declaration

(to be submitted on firm's letter head)

Whereas, I/We ……. (write name of agency) have submitted bids for "Providing Manpower for the post of Technical Superintendent(Plg), Electrical in 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 Contractor(s) / Supplier