





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

**INFORMATION AND INSTRUCTIONS FOR BIDDER FOR e-TENDERING**

Executive Engineer (E), Indian Institute of Technology, Hauz Khas, New Delhi-16 (Phone No. 011-26591742) on behalf of Board of Governors invites online **Item Rate Tender** from Firms/ Contractors registered in appropriate class and category with CPWD, MES, BSNL, and Railways dealing with Electrical Installation work for the following work:

Sl. No.	N.I.T. No.	Name of work & Location	Estimated cost	Earnest Money	e-Tender processing fee	Period of completion	Last date & time of submission of bid (online mode)	Period during which EMD and other documents to be submitted physically	Time & date of opening of Technical bid	Time & date of opening of price/ financial bid
1	2	3	4	5		6	7	8	9	10
	8551/01/E/IITD/2015-16	Providing E.I and fans for construction of temporary community facility centre in east campus at IIT Delhi.	3,50,943.00	7,019.00	843.00 .00	3 Months.	07-05-2015, 3:00 PM	Within 7 (seven) days of opening of bid. If the seventh day happened to be holiday then next working day.	07-05-2015, 3:30 PM	08-05-2015, 3:00 PM.

1. The successful bidders shall be required to submit a performance guarantee of 5% of the tendered amount in the form of Bank Guarantee or F.D.R. from a Nationalized/Scheduled Bank within 15 days of issue of letter of intent before award of work. In case of failure by the Contractor to supply the performance guarantee within the specified period, full earnest money will be forfeited and the tender shall be treated as null and void. The performance guarantee shall be initially valid up to the stipulated date of completion plus 60 (Sixty) days beyond that.

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

D'Man/ J.E.

A.E.E

E.E.(E)

2. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
  - i) Firms/ Contractors must have completed satisfactorily one similar work of value not less than Rs. **2,80,800.00** or two similar works each of value not less than Rs. **2,10,600.00** or three similar works each of value not less than Rs. **1,40,400.00** during last 7 years ending last day of the month previous to the one in which applications are invited.
  - ii) e-tender processing fees – **Rs. 843.00** to be deposited with “K.S.E.D.C. LTD” Electronically.
  - iii) **Earnest money of Rs. 7,019.00** in the form of Banker’s cheque or Demand draft or fixed deposit receipt of a schedule bank drawn in favour of “**Registrar, I.I.T. Delhi.**”
3. **Similar work means** Providing and fixing electrical installation works.
4. **The intending bidder must read the terms and conditions of 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.
5. Information and Instructions for bidders posted on website shall form part of bid document.
6. 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 [www.tenderwizard.com/IITDELHI](http://www.tenderwizard.com/IITDELHI) or [www.iitd.ac.in](http://www.iitd.ac.in) or [e-procure.gov.in](http://e-procure.gov.in) free of cost.
7. The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker’s Cheque or Deposit at call Receipt or Fixed Deposit Receipts of any Scheduled Bank towards cost of EMD in favour of “**Registrar IIT Delhi**” and Processing Fee to be deposited with “K.S.E.D.C. Limited” through their e-gateway by credit / debit card, internet banking or RTGS / NEFT facility.
8. The physical EMD of the scanned copy of EMD uploaded shall be deposited by the lowest tenderer within a week after opening of financial bid failing which the tender shall be rejected.
9. The following undertaking in this regard shall be up-loaded by the intending bidders:  
**“The physical EMD shall be deposited by me / us with the Authority inviting the tender, in case I / we become the lowest tenderer, within a week of the opening of financial bid, otherwise, department may reject the tender and also take action to debar me / us from tendering in any form in IIT Delhi”**
10. **Copy of enlistment order and certificate of work experience and other documents as specified in the Press Notice / web notice 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 as specified in press notice web / notice shall have to be submitted by the lowest bidder only along with physical EMD of the scanned copy of EMD uploaded within a week physically in the office of e-tendering authority.**
11. **Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited e-Tender processing fee with M/s K.S.E.D.C. Limited and EMD and other documents scanned and uploaded are found in order.**

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

D'Man/ J.E.

A.E.E

E.E.(E)

12. 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 providing and fixing electrical installation works.
  - b. The completed cost of the work
  - c. Actual date of completion of the work
13. Attested copy of registration certificates to be submitted. Registration of firms/ Contractors must be valid on the last day of issue of Tenders or extended date of issue of Tenders.
14. Work means only work under Government/ Public Sector Under taking / Central Autonomous bodies.
15. 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.
16. 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.
17. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website
18. The intending bidder must have valid class-III digital signature to submit the bid.
19. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
20. Contractor can upload documents in the form of JPG format and PDF format.
21. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
22. 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.
23. 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.
24. **The bid submitted shall become invalid and e-Tender processing fee shall not be refunded if:**
  - a. The bidder is found ineligible.
  - b. The bidder does not upload all the documents (including service tax registration / VAT registration / Sales Tax registration) as stipulated in the bid document including the undertaking about deposition of physical EMD of the scanned copy of EMD uploaded
  - 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 tenderer in the office of tender opening authority.
  - d. The lowest bidder does not deposit physical EMD within a week of opening of tender.

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

D'Man/ J.E.      A.E.E

E.E.(E)

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

1. Demand Draft/Pay order or Banker's Cheque /Deposit at Call Receipt/FDR of any Scheduled Bank against EMD.
2. Enlistment order of contractor.
3. Attested certificate of work experience.
4. Certificate of Registration for Sales Tax / VAT and acknowledgement of up to date filed return of VAT.
5. Affidavit as per Notice Inviting Tender Condition 1.2.2. (To be submitted on stamp paper).
6. Acceptance to execute INTEGRITY PACT at page No. 11.
7. Undertaking as per 'Sl. No. 9' above on firm's letter head.

**"The physical EMD shall be deposited by me / us with the Authority inviting the tender, in case I / we become the lowest tenderer, within a week of the opening of financial bid, otherwise, department may reject the tender and also take action to debar me / us from tendering in any form in IIT Delhi"**



**Executive Engineer (Elect.),  
For & on Behalf of BOG, IIT Delhi**

---

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

D'Man/J.E.

A.E.E

E.E.(E)