

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

Name of work: - Providing the services of office Computer Operator cum Typist at Sub-Divisional Offices at IIT Delhi.

Sub. Head: - Civil work.

Estimated Cost: - 1,72,260/-

Earnest Money: - 3,446/-

Completion Time: - 12 Months

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Quotation issued to: - _____

AEE (C)



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

No. IITD/EE(E)/2016/.....

Dated:-09/09/2016

QUOTATION NOTICE

Executive Engineer (E) Indian Institute of Technology, Hauz Khas Delhi-16. Invites sealed **ITEM RATE QUOTATION** from firms/ Contractors Registered in appropriate class with CPWD, MES, BSNL, and Railways for the following work:-

S.No	Name of work	Estimated Cost (Rs.)	Earnest Money (Rs.)	Completion Period
1.	Providing the services of office Computer Operator cum Typist at Sub-Divisional Office at IIT Delhi	1,72,260/-	3,446/-	12 months

Last date of Receipt of application for Quotation

: 20/09/2016 up to 3:00 PM (Office of AEE(C))

Date of issue of Quotation

: 20/09/2016 up to 4:00 PM (Office of AEE(C))

Date & Time of submission of Quotation

: 21/09/2016 up to 3:00 PM (Room No. MZ-124)

Date & Time of opening of Quotation (Same day) : 21/09/2016 at 4:00 PM (Room No. MZ-124)

1. Applications in person for issue of tenders should accompany the following: -

- i) Cost of Quotation **Rs. 500.00 (Rs. Five hundred)** in cash deposit in S.B.I. or Canara Bank at IIT Delhi. (Non- refundable).
- ii) Quotation shall be accompanied with **Earnest money of Rs. 3,446.00** 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.
- iii) Attested valid TIN Registration Certificate under D-VAT including deposit receipt.
- iv) Attested copy of registration certificates to be submitted. Registration of firms/ Contractors must be valid on the last day of issue of Quotation or extended date of issue of Quotation.
- v) Quotation shall be submitted in the prescribed manner in sealed cover.
- vi) Telegraphic, Postal & Conditional Quotation are liable to be summarily rejected.
- vii) **Firms / Contractors must have completed satisfactorily one similar work of value not less than Rs. 137808/- or Two similar works each of value not less than Rs. 103356/- or there similar works each of value not less than Rs. 68904/- during last 7 years ending on date 31/08/2016.**
- viii) **Similar work means pertaining to works of maintenance of buildings/ Renovation/ Addition Alteration/ Rehabilitation/ New construction of buildings (Civil Works), Labour supply.**

The Institute reserves the right to reject or accept any application for issue of Quotation Forms without assigning any reason.

The following should be super scribed on the envelope containing Quotation Documents.

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- a) Name of work.
- b) Name of Firm/Contractor.
- c) Date of opening.
- d) Deposit receipt number & amount.
- e) Estimated cost

For details please see – (On website – www.iitd.ac.in)

Executive Engineer (E)
For & on Behalf of BOG IIT Delhi.

Ch. Head: NPN-10 W02803

Copy to: -

1. **Executive Engineer (E) for information.**
2. **D.A. (Works Accounts) - for opening of Quotation on 09/08/2016 at 3.30PM in the office of E.E.(E)**
3. **A.E.E (C)**
4. **Notice Boards.**
5. **Office Copy**
6. **Web site Administrator, I.I.T.D**
7. **NIQ:- Publicity on Website of Institute as well as on CPP portal <http://eprocure.gov.in> may be ensured as per instruction issued.**

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HAUZ KHAS, NEW DELHI – 110016**

SCHEDULE OF MATERIAL TO BE ISSUED

Schedule showing approx. quantities of material to be supplied by Institute under Clause 10 of the conditions of contract for work contracted to be executed and the rates at which they are to be charged for.

Items Particulars	Rates at which the material will be charged to the contractor.	Place of delivery
	Nil	

- Note: - 1. The person of firm submitting the tender should be see that the rates in the above schedule are filled up by the Engineer- In- charge on the form prior to the submission of the tender.
2. The above issued rates are inclusive of 2% (Two percent) storage charges.

INDIAN INSTITUTE OF TECHNOLOGY: DELHI
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TERMS & CONDITIONS

1. The work will be carried out as per CPWD specification.
2. Time allowed for the work will be **12 Months** from the date of start of the contract and the payment shall be made monthly and no advance payment will be made.
3. All taxes such as work contract Tax / Income Tax whether applicable or laid by the government after opening the tender shall be borne by the contractor & shall be deducted from the bills of contractor.
4. 1% (one percent) cess towards labour welfare fund & 4% WCT or as applicable will be deducted from the bill of the contractor.
5. The contractor shall following workers for each day in year except Sundays. In case of any emergency the contractor will here to supply extra manpower's as per requirement. **(a) Computer Operator cum Typist – 1 no.**
6. All staff to employed by the contractor will be interviewed by the Engineer-in-charge or his representative before their deployment for the above job. Only after assessing the capabilities and positive attitude towards the work, the staff will be allowed to work at the work premises.
7. Log book required shall be maintained at site by the contractor.
8. Stationary required for submitting daily/ weekly / monthly / yearly report shall be provided by the contractor.
9. Failure to comply any of the above clauses or due to unsatisfactory performance as observed by Engineer-in-charge, the contract shall be terminated at any stage without assigning any reason thereof.
10. No escalation on account of increase in wages etc. shall be allowed during the contractor period.
11. The contractor shall be responsible for any injury or accident to the labour during maintenance work and claim shall be given by the Institute.
12. The contractor staff shall mark their attendance in biometric machine daily, kept with the representative of Engineer-in-charge.
13. Any damage caused during maintenance work of the equipment of any Institute property shall be made by the contractor on his own cost.
14. The contractor will not delay in making payment to the staff beyond 7th days of each month.
15. No small T&P will be issued to the contractor by the Department which shall be decided by Engineer-in-charge.
16. The Firm will be required to submit the photo copy of the cheques / RTGS statement issued to the staff deputed under this contract after making payment of their monthly salary with Bank clearance. Payment to the firm shall be released on monthly basis after rendering successful service by the firm.
17. Final payment shall be released only after satisfactory completion of work.
18. The contractor shall provide all necessary superintendence during execution of the work and all along thereafter as may be necessary for proper fulfilling of the obligations under the contractor.
 - (i) The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, Contract Labour (Relegation and Abolition) Act, 1970 and rules framed there under, and other labour laws affecting contract labour that may be brought into force time to time.
 - (ii) It shall be the duty of the contractor to ensure the disbursement of the wages in the presence of the junior engineer or any other authorized representative of the Engineer-in-charge, who will be required to be present at the place and time of disbursement of wages by the contractor to his workers.
 - (iii) Payment to all staff shall be made by the contractor through Account payee cheque only the proof of payment shall be submitted to representative of Engineer-in-charge before payment of next bill to the contractor.
19. The contractor shall clean the site thoroughly to the entire satisfaction of Engineer-in-charge.
20. The contractor / his supervisor will be bound to signature the site order book & carry out instructions giving their in.
21. All payments shall be made monthly & no advance payment will be made.

