



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

No. IITD/EE(P)/2016/245

Dated:-09/11/2016

**QUATATION NOTICE**

Executive Engineer (P) 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.	<b>Name of Work: - Providing the services of office Computer Operator cum Typist and Peon cum Attendant/ Helper for the Division office of EE(P) and its Sub-Divisional Offices at IIT Delhi.</b> <b>S.H.:- Civil work.</b>	1,13,322/-	2,266/-	03 Months

**Last date of Receipt of application for Quotation**

**Date of issue of Quotation**

**Date & Time of submission of Quotation**

**Date & Time of opening of Quotation (Same day)**

- : 15/11/2016 up to 2:00 PM (Office of AEE(P))  
: 15/11/2016 up to 2:30 PM (Office of AEE(P))  
: 16/11/2016 up to 3:00 PM (Room No. MZ-136)  
: 16/11/2016 at 3:30 PM (Room No. MZ-136)

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. 2,266.00** 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. 90,700/- or Two similar works each of value not less than Rs. 68,000/- or there similar works each of value not less than Rs. 45,300/- during last 7 years ending on date 31/10/2016.**
- viii) **Similar work means pertaining to works of maintenance of buildings/ Renovation/ Addition Alteration/ Rehabilitation/ New construction of buildings/ Job Work related to Man Power 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.



- 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](http://www.iitd.ac.in))

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

**Ch. Head: NPN-10**

**Copy to: -**

1. Executive Engineer (P) for information.
2. D.A. (Works Accounts) - for opening of Quotation on 16/11/2016 at 3.30PM in the office of E.E.(P)
3. A.E.E (P)
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.