

INDIAN INSTITUTE OF TECHNOLOGY : DELHI
HAUZ KHAS : NEW DELHI-110016
(OFFICE OF THE EXECUTIVE ENGINEER (ELECT))

QUOTATION NOTICE

Quotation No. IITD /DB/1180/EE(E)/AE (E) / 2017-2018 / 02

Dated : 08-12-2017

Executive Engineer(E) Indian Institute of Technology Hauz Khas New Delhi-110016 invites sealed item rates quotation from experienced contractors in AC work enlisted with CPWD/MES/BSNL/Railway, who have executed similar nature work in Govt / Semi Govt / Autonomous body in last 7 years for below mentioned work. **Similar work means Operation and routine maintenance of Central AC Plant works.**

Name of Work :- A.R & M.O. Central AC Plant, Package and Ductable type cooling system of Vishwakarma Bhawan at IIT Delhi.

Sub-Head :- Operation and Routine maintenance of Central AC Plant, Package and Ductable type cooling system of Vishwakarma Bhawan at IIT Delhi.

Estimated Cost	Completion Time	Last date for issue of Quotation documents	Last date for Submission of Quotation	Last date for Opening of Quotations
Rs.2,34,144/-	02 Month ⁴	14.12.17 Up to 4.00 pm	15.12.17 Up to 2.30 pm	15.12.17 At 3.00 pm

The quotation documents can be had from the office of Assistant Engineer (E) Office on production of experience certificate between 10.00 am to 4.00 pm on all working days.

Application in person for issue of quotation shall accompany the following :-

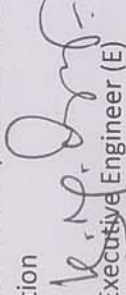
1. Registration of firm / contractor.
2. Attested valid GSTN
3. Attested copy of completion certificates.
4. Attested copy of EPF & ESI Registration.
5. Quotation fee receipt @ Rs.150/- in favour of Registrar IIT Delhi
6. EMD of Rs.4683.00

Quotation shall be submitted in Sealed Cover Telegraphic postal. Unsealed & Conditional quotation is liable to be summarily rejected.

The following particulars should be record on the envelope containing the offered quotation documents.

1. Name of work
2. Name of firm
3. Date of Opening of quotation

Ch to :- NPN-10 (W03090)


Executive Engineer (E)

For & on Behalf of BOG IIT Delhi

Note :- Contractors are advised to visit the site before quoting the rates.

Copy to :-

1. D.A for opening of quotation on-----at 3.00 p.m in the Office of AE (E)
2. AE (E)
3. AE (E) RA
4. AE (E) AA
5. Notice Board



SPECIAL TERMS AND CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the IITD shall accrue/arise implicitly or explicitly.
2. That on taking over the responsibility of providing Contractor's Worker, the contractor shall formulate the mechanism and duty assignment under intimation to the Engineer-in-charge. Subsequently, the contractor shall review work arrangement from time to time. The contractor shall further be bound by and carry out the directions/instructions given to him by the Engineer-in-charge in this respect from time to time.
3. That the Engineer-in-charge or any other person authorized by him shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case of the persons so deployed by the contractor does not come up to the mark or does not perform his/her duties properly or indulges in any unlawful activities or riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Engineer-in-charge. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Engineer-in-charge, in case of any of the aforesaid acts on the part of the said person.
5. **That the contractor shall particularly abide by the provisions of Minimum Wages Act, 1948. Minimum wages shall be paid by the Agency / Contractor at the rate fixed by Delhi Govt. / IIT Delhi from time to time to 03 Nos. qualified trained skilled Mechanics, and 03 Nos. Helper, Arrears, if due as result of increase in minimum wages would be reimbursed to the contractor on submission of proof of actual payment to the worker. In case of half yearly increase in Minimum wages by the Govt. of NCT of Delhi, the contractor will submit copy of gazette notification to the Institute and the same may be considered by the Institute. However base rate of wages are considered as @633/- per day for mechanic, & @522/- per day for helper as per latest notification.**
6. Technical Supervisor should have Diploma in Electrical Engg. From reputed college / institute and Mechanic / Electrician / Wireman should be 10th passed and ITI course in Air-Conditioning / Electrician . The contractor shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct or acts of his employees so deployed.
7. **That the contractor shall deploy his persons in such a way that they get weekly rest. The working hour / leave, for which the work is taken from them, do not violate relevant provisions of the Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs.**
8. That the contractor shall keep the IITD indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the contractor to contest the same. In case IITD is made party and is supposed to contest the case, IITD will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to IITD on demand. Further, the contractor shall ensure that no financial or any other liability comes on IITD in this respect of any nature whatsoever and shall keep IITD indemnified in this respect.



9. The Work is to be carried out for stipulated period of time and may be extended further as desired by Engineer-in-charge.
10. 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.
11. That the contractor shall submit detail of the names, present residential address, age, educational qualifications, experiences, etc. with photocopies of documents of the persons deployed by him in the premises of the IIT Delhi for the purpose of proper identification & category of the employees of contractor deployed at various points/sections. He shall issue identity cards bearing their photographs / identification, etc. and such employees shall display their identity cards at the time of duty.
12. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
13. The Institute can increase or decrease the manpower requirement in case there is a further increase or decrease in area to be maintained. The increase/ decrease in manpower would accordingly affect the billing on pro-rata basis.
14. That the contractor shall be required to maintain permanent attendance register in addition to Biometric Attendance (Face detection type provided by IIT Delhi) at the IITD premises which shall be open for inspection and checking by the authorized officers of the IITD.
15. The contractor shall be responsible for any injury or accident to the labour during maintenance work and no claim shall be given by the Institute.
16. All staff to be deployed 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.
17. Any damage caused to E.I or the equipment or any Institute property during maintenance work shall be made good by the contractor at his own cost.
18. The material required for the maintenance of this work shall be supplied departmentally and No T&P will be issued to the contractor.
19. Log book as required shall be maintained at site by the contractor.
20. The contractor/his supervisor shall visit daily to the Electrical Enquiry Office and will report to AE(E).
21. In case of any dispute, the arbitrator shall be appointed by the Director, IIT Delhi and his decision shall be final as well as binding on both the parties.
22. Dismantled material shall be returned to AE(E)RA of Electrical Enquiry at Vishwakarma Bhawan.
23. 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 obligation under the contract.
24. Failure to comply any of the clauses(s) or due to unsatisfactory performance as observed by Engineer-in-charge, the contract shall be terminated at any stage without assigning any reason thereof.



25. That the contractor shall make the payment of wages [not less than minimum wages as & when declared by the Govt. Of NCT Delhi], etc. to persons so deployed monthly basis through Bank Transfer / electronic mode on or before 10th day of every month.
26. A consolidated wage sheet containing the names of all workers so deployed by the contractor duly signed / acknowledged by the workers after disbursement of wages to be submitted to the Engineer-in-charge every month. Proof of disbursement of wages to be submitted before claiming bill. The wage sheet shall contain mandatory fields as per following: [1] Sr. No., [2] Name of the worker, [3] Actual days of duty performed, [4] Total wages, [5] Bonus amount, [6] EPF contribution, [7] ESI Contribution, [8] Total deductions, [9] Net wages received / disbursed, [10] signature of the worker.
27. Every worker shall get one day rest after performing 6 days duty.
28. In case of delay of payment of wages beyond 10 days as specified, IIT Delhi shall arrange for payment to the workers at the risk & cost of the contractor. Decision of the Engineer-in-charge in this regard shall be full & final and binding upon the contractor.
29. Attendance comparative sheet shall be prepared by the contractor and to be submitted to the Engineer-in-charge after completion of every month as per duty chart, desired days of duty of a particular worker allowing weekly off and actual days of duty performed by the said worker. Summation of the two columns should tie in normal case. Falling short of days of attendance from desired days of attendance shall be got deducted from the bill of the contractor at the rate of the wages.
30. EPF & ESI contribution in respect of the workers shall be deposited with the authority concerned in time and employer's share shall be got reimbursed to the contractor by IIT Delhi on production of proof of deposition
31. Tax shall be deducted from bill of the contractor as applicable as per rules.



Special Terms & Conditions

1. The Work has to be completed within the stipulated time.
2. In case of delay beyond the control of the contractor due to unforeseen circumstances or force majeure Reasons, EOT shall be considered.
3. In case it is noticed that the firm is intentionally delaying the work for one reason or the other, the firm could be debarred for future works i/c forfeiture of the EMD.
4. In case of any extra item, the contractor shall seek prior permission in writing from the Engineer-in-charge and submit analysis of rates.
5. The quantities are tentative and could be increased or decreased.
6. The material shall be got approved from the Engineer-in-charge before utilization. Inferior/substandard material shall have to be removed from the site immediately. In case the contractor fails to remove the inferior/ sub standard material the Board reserves the right to dispose it off.
7. In case of slow progress/intentional delay by the contractor the work can be withdrawn/rescinded in whole or part thereof and executed at the risk & cost of the defaulting contractor.
8. In case of any dispute, the arbitrator shall be appointed by the Director, IIT Delhi and his decision shall be final as well as binding on both the parties.
9. Hindrance register shall be maintained by JE (E) at site.
10. Instructions given in Site Order Book would be followed immediately by the contractor.
11. Recovery shall be made Rs. 700/- against absent Mechanics, Rs. 600/- against absent Helper.
12. Attendance with Biometric system.

C.....Nil

I..... Nil

O..... Nil



	<p>6. All measuring instruments to note down the reading wherever measuring meters are not installed shall be provided by contractor.</p> <p>Work shall be carried out as per preventive maintenance schedule (one job means to carry out above work by deputing above specified staff for one month)</p>					
	Total = Rs.					

AE(E)

Contractor

C.....Nil

I..... Nil

O..... Nil