



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

NOTICE INVITING E-QUOTATION

IITD/WORKS (SP- 1590)/2018

Executive Engineer [Electrical], Indian Institute of Technology Delhi, Hauz Khas, New Delhi – 100016 [Phone No. 011-26591746] on behalf of Board of Governors invites online **Item Rate Quotation** from **Contractors registered with CPWD / BSNL / MES** as per details given below:

1	Name of Work	:	A.R. & M.O. D.G. Sets & Central AC Plant at IIT Delhi; Sub Head: Round the Clock Manning & Operation of DG sets at IIT Delhi
2	NIQ No.	:	9300/106/EW/IITD/NIQ/2017-18
3	Estimated cost	:	Rs.5,91,133.00
4	Earnest Money	:	Rs.11,823.00
5	Period of completion	:	30 days
6	Last date & time of bid submission	:	20-03-2018 upto 4 PM

The bid forms and other details may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Bidders can access Quotation / quotation documents on the website (For searching in the NIC site, kindly go to Quotation Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi Quotations). Select the appropriate Quotation / quotation and fill them with all relevant information and submit the completed Quotation / quotation document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All bids (both Technical and Financial should be submitted in the E-procurement portal).

**Executive Engineer [E],
For & on Behalf of BOG, IIT Delhi**

Ch. Head: NPN10

C.....Nil

I..... Nil

O..... Nil

D'Man /J.E.

A.E.E / A.E.

E.E.



Copy to: -

1. Assistant Executive Engineer [E]
2. D.A. (Works Accounts) - for opening of quotations in the office of A.R. [SPS]
3. A.E.E. (E) Plg.
4. J.R. (A/Cs)
5. A.R. [SPS] with a request for uploading the NIQ in e-procurement portal
6. Notice Boards.
7. Office Copy
8. Web site Administrator, IITD

C.....Nil

I..... Nil

O..... Nil

D'Man /J.E.

A.E.E / A.E.

E.E.



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Certified that this NIQ contains 1 to 18 pages.

NIT amounting to **Rs.5,91,133.00** is approved.

D/Man

AEE [E]Plg

Executive Engineer [E]

Institute Engineer

C.....Nil

I..... Nil

O..... Nil

D'Man /J.E.

A.E.E / A.E.

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**SCHEDULE**

1	Name of Organisation	:	Indian Institute of Technology Delhi
2	Quotation / Quotation Type [open / limited / EOI / auction / single]	:	Open
3	Quotation / Quotation Category [services / goods / works]	:	Goods & Works
4	Type / Form of Contract [work / supply / auction / service / buy / empanelment / sell]	:	Work & Supply; IITD-8
5	Product Category [civil works / electrical works / fleet management / computer systems]	:	Electrical Works
6	Is Multi Currency Allowed?	:	No
7	Date of issue / publishing /start	:	15-03-2018 at (16:00 Hrs)
8	Document download start date	:	15-03-2018 at (16:00 Hrs)
9	Document download end date	:	20-03-2018 at (16:00 Hrs)
8	Last date & time of uploading of bids	:	20-03-2018 upto 4 PM
9	Date & time of opening of Technical Bids	:	21-03-2018 at 04 PM
10	EMD	:	Rs.11,823.00 To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi- 110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
11	No. of covers [1/2/3/4]	:	02
12	Address for communication	:	Executive Engineer [Electrical], Works Organisation, Hauz Khas, IIT Delhi, New Delhi – 110016
13	Contact No.	:	011- 2659 1742
14	E-mail address	:	a26984@admin.iitd.ac.in ; a26335@admin.iitd.ac.in

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INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this Quotation / quotation document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / e-Token.

SEARCHING FOR QUOTATION /QUOTATION DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active Quotations / Quotation by several parameters. These parameters could include Quotation ID, organization name, location, date, value, etc. There is also an option of advanced search for Quotations, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a Quotation published on the CPP Portal.
- 2) Once the bidders have selected the Quotations they are interested in, they may download the required documents / Quotation schedules. These Quotations can be moved to the respective 'My Quotations' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the Quotation document.
- 3) The bidder should make a note of the unique Quotation ID assigned to each Quotation / Quotation, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the Quotation document before submitting their bids.

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- 2) Please go through the Quotation / Quotation advertisement and the Quotation / Quotation document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Quotation document.
- 3) Bidder has to select the payment option as "offline" to pay the Quotation fee / EMD as applicable and enter details of the instrument.
- 4) A standard BoQ format has been provided with the Quotation document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded Quotation documents become readable only after the Quotation opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

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ASSISTANCE TO BIDDERS

- 1) Any queries relating to the Quotation document and the terms and conditions contained therein should be addressed to the Quotation Inviting Authority for a Quotation or the relevant contact person indicated in the Quotation.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The Quotations will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app> . Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder' for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

**INFORMATION AND INSTRUCTIONS TO BIDDERS FOR E-NIQ**

Executive Engineer [Electrical], Indian Institute of Technology Delhi, Hauz Khas, New Delhi – 100016 [Phone No. 011-26591746] on behalf of Board of Governors invites online **Item Rate Quotation** from **Contractors registered with CPWD / BSNL / MES** as per details given below:

Sl. No.	N.I.Q. No.	Name of work & Location	Estimated cost put to bid	Earnest Money	Period of completion	Last date & time of submission of bid (online mode)	Time & date of opening of Technical Bid	Time & date of opening of Financial Bid
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
1	9300/106 /EW/IITD/NIQ/2017-18	A.R. & M.O. D.G. Sets & Central AC Plant at IIT Delhi; Sub Head: Round the Clock Manning & Operation of DG sets at IIT Delhi	Rs.5,91,133.00	Rs.11,823.00	30 days	20-03-2018 upto 4 PM	21-03-2018 at 04 PM	To be decided after assessing Technical Bids

1. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

- i] Firms/Contractors should have satisfactorily completed one similar work of value not less than **Rs.4,73,000.00** or two similar works each of value not less than **Rs.3,55,000.00** or three similar works each of value not less than **Rs.2,36,000.00** during last 7 years ending previous day of last date of submission of bids.

2. Similar work means Operation and / or Maintenance of DG sets

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D'Man /J.E.

A.E.E / A.E.

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3. **The intending bidder must read the terms and conditions & 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.
4. Information and Instructions for bidders posted on website shall form part of bid document.
5. 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 website e-procure.gov.in.
6. But the bid can only be submitted after depositing requisite EMD as specified in the schedule.
7. 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-Quotating 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 within a day in the office of e-quotation inviting authority.
8. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited requisite EMD and other documents scanned and uploaded are found in order.
9. 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 **as '2' above**
 - b. The completed cost of the work
 - c. Actual date of completion of the work
10. Attested copy of registration certificates to be submitted. Registration of firms/ Contractors must be valid on the day of submission of Quotations or extended date of submission of Quotations whichever is later.
11. Work means only work under Government/ Public Sector Undertaking / Central Autonomous bodies.
12. 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.
13. 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.
14. **The bid submitted shall become invalid if:**
 - a. The bidder is found ineligible.
 - b. The bidder does not upload all the documents as stipulated in the bid document including the undertaking / declaration.
 - c. EMD not deposited as specified

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

1. Annexure – I duly filled in and got signed
2. Valid Enlistment Order / Registration with CPWD / BSNL / MES
3. Attested certificate of work experience as desired
4. Certificate of Registration for GSTIN with upto date Return
5. EPFO & ESIC Registration proof with upto date Challan
6. Any other document as specified in the NIT

**Executive Engineer [Electrical]
For & on Behalf of BOG, IIT Delhi**

C.....Nil

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D'Man /J.E.

A.E.E / A.E.

E.E.



ANNEXURE - I

<< Organization Letter Head >>
DECLARATION

I / We, _____ hereby declare that all the information and data furnished by our organization with regard to this quotation specification are true and complete to the best of our knowledge. I / we have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

1	Name & Address of the bidder	:	
2	Phone	:	
3	E-mail	:	
4	Contact person name	:	
5	Mobile number	:	
6	TIN number	:	
7	PAN number	:	
8	UTR no. [for payment of EMD]	:	
	BANK DETAILS		
10	Bank name	:	
11	Branch address	:	
12	Branch telephone no.	:	
13	MICR Code of the bank	:	
14	IFSC code	:	
15	Bank Account no.	:	
16	Type of account	:	

We further declare that our organization has not been blacklisted / delisted or put to any holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last three years.

[Signature of the bidder]

Name:

Seal of the bidder

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D'Man /J.E.

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COMMERCIAL AND ADDITIONAL CONDITIONS

1 GENERAL

- 1.1 A good maintenance programme is the key to long generating set life. Maintenance & service should only be carried out by experienced and qualified technicians. The maintenance and service which are done must be recorded to the Maintenance Record Form for the following work:
- 1.11 **Name of work & location: A.R. & M.O. D.G. Sets & Central AC Plant at IIT Delhi; Sub Head: Round the Clock Manning & Operation of DG sets at IIT Delhi.** The work shall be carried out as per Local Bye Laws, Relevant IE Rules and as per directions of Engineer-in-Charge. These additional specifications and conditions are to be read in conjunction with above and in case of variations, specifications given in the Additional specifications and conditions shall apply. However, nothing extra shall be paid on account of these as the same are to be read along with schedule of quantities for the work.
- 1.2 The tenderer should in his own interest visit the site and get familiarized with the site conditions before tendering.
- 1.3 No T & P shall be issued by the Department and nothing extra shall be paid on account of this.

2 COMMERCIAL CONDITIONS

2.1 Type of contract

The work to be awarded by this tender shall be treated as indivisible works contract.

2.2 Submission of Tender:-

Bidder shall submit earnest money through RTGS, other documents as specified, price bid in prescribed manner as indicated in "INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING FORMING PART OF NIT AND TO BE POSTED ON WEBSITE"

- 2.3 The tenderers are advised not to deviate from the technical specifications / items, commercial terms and conditions of NIT like terms of payment, guarantee, arbitration clause, escalation etc.
- 2.4 **The department reserves the right to reject any or all the price bids and call for fresh price tenders, as the case may be, without assigning any reason.**

3.0 VALIDITY

Tenders shall be valid for acceptance for a **period of 45 days from the date of opening of price bid.**

4.0 SAFETY CODES AND LABOUR REGULATIONS

- (i) In respect of all labourers employed directly or indirectly on the work for the performance of the contractor's part of work, the contractor at his own expense, will arrange for the safety provisions as per the statutory provisions, B.I.S. recommendations, factory act, workman's compensation act, CPWD code and instructions issued from time to time. Failure to provide such safety is solely the contractor's responsibility. In addition the Engineer-In-Charge shall be at liberty to make arrangements and provide facilities as aforesaid and recover the cost from the contractor.
- (ii) Contractor shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause. The department shall not be responsible for any accident occurred or damage incurred or claims

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arising there from during the execution of work. No extra payment would be made to the contractor due to the above provisions thereof.

5.0 PAYMENT TERMS

5.1 **Payment shall be initiated after after submission of proof of disbursement of wages to the workers engaged for manning & operation of DG sets.**

6.0 SECURITY DEPOSIT

EMD shall be treated as Security Deposit and shall be released after successful completion of the work.

7.0 **Earnest Money Stipulation:** The quotation for the work / supply shall remain open for a period of **forty five** days from the date of opening of quotations. IIT Delhi shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money if any quotationer withdraws his quotation before that date or makes any modification in the terms and conditions of the quotation which are not acceptable to the Institute, and to forfeit the whole of the earnest money if the quotationer, whose quotation is accepted, fails to supply the items specified in the NIQ [alongwith changes in scope, if any] in the prescribed time or abandons the work before its completion.

8.0 Forfeiture of earnest money:

[a] If any tenderer / quotationer withdraws his tender / quotation before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute [IIT Delhi], then the Institute shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely. This provision would normally apply only to the lowest bidder once the earnest money of all the tenderers / quotationers except those of the lowest is refunded. [b] If bidder fails to furnish the prescribed Performance Guarantee / Security within the prescribed period as is specified [if specifically mentioned in the NIQ], the earnest money is absolutely forfeited to the Board of Governors, IIT Delhi automatically without any notice. [c] In case of forfeiture of earnest money as prescribed in 'a' and 'b' above, the tenderer / quotationer shall not be allowed to participate in the retendering process of the work / supply.

9.0 RATES

9.1 **The rates quoted by the tenderer, shall be firm and inclusive of all taxes viz. GST, etc, overhead charges, general liabilities / obligations and clearance from concerned authority, if any.**

10.0 COMPLETION PERIOD

The completion period of **1 month** as indicated in the quotation documents is for the entire work of Round the clock operation of DG sets to the satisfaction of the Engineer-in-charge.

11.0 COMPLIANCE WITH REGULATIONS AND INDIAN STANDARDS

11.1 All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by this specification. In particular, the equipment and installation will comply with the following:

[a] Factories Act as applicable

[b] IE Rules as applicable

[c] BIS and other standards as applicable

[d] Workmen's Compensation Act as applicable

[e] Statutory norms prescribed by local bodies like CEA, Power Supply Co. etc. as applicable

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12.0 MOBILIZATION ADVANCE:

No mobilization advance shall be paid for this work.

13.0 CLEAN UP WORKS AT SITE

During operation the contractor shall at all times keep the working and storage areas free from waste or rubbish. On completion of maintenance / servicing, if any required, he shall remove all temporary structures, debris and leave the premises clean to the full satisfaction of the department.

14.0 INTERPRETING SPECIFICATIONS

In interpreting the specifications, the following order of decreasing importance shall be followed in case of contradictions:

- [a] schedule of quantities
- [b] General specifications
- [d] Relevant BIS or other international code in case BIS code is not available
- [e] Local Bye Laws

15.0 COOPERATION WITH OTHER AGENCIES

The successful tenderer shall co-ordinate with other contractors and agencies in the site of work, if any, and exchange freely all technical information so as to make the execution of this work / contract smooth. No remuneration should be claimed from the department for such technical cooperation. If any unreasonable hindrance is caused to other agencies and any completed portion of the work has to be dismantled and re-done for want of cooperation and coordination by the tenderer during the course of work, such expenditure incurred will be recovered from the successful tenderer if the restoration work to the original condition or specification of the dismantled portion of the work was not undertaken by the tenderer himself.

16.0 INDEMNITY

The successful tenderer shall at all times indemnify the department, consequent on this works contract. The successful tenderer shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claims arising there from during the period of erection, construction and putting into operation the equipment and ancillary equipments under the supervision of the successful tenderer in so far as the latter is responsible. The successful tenderer shall also provide all insurance as may be necessary to cover the risk. No extra payment would be made to the successful tenderer on account of the above.

17.0 DEDUCTIONS

Income Tax, Labour Cess and other Taxes as applicable shall be deducted from the bill of the contractor.

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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 as amended upto date. Minimum wages shall be paid by the Contractor at the rate fixed by Delhi Govt. from time to time.** The contractor shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct or acts of his employees so deployed.
6. **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.**
7. 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.
8. The Work is to be carried out for stipulated period of time and may be extended further as desired by Engineer-in-charge.
9. Non Judicial stamp paper worth Rs.10/- (Ten Rupees only) will be submitted by the contractor which will have to be signed as token of acceptance.
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. **The contractor shall deploy all operators and helpers in such way that no shift and site including Sundays & holidays shall be void of any staff. Suitable substitute arrangement should be made by the contractor if operator[s] / helper[s] remain[s] on leave / absent / fail[s] to attend duty. No extra payment shall be made by the IIT Delhi in this regard.**
12. 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

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- 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.
13. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
 14. **Total number of manpower is as specified in the schedule of work.** However, the Institute can increase or decrease the manpower as per requirement in case there is exigencies. **The increase / decrease in manpower would accordingly affect the billing on pro-rata basis.**
 15. That the contractor shall be required to maintain **manual attendance record in addition to Biometric Attendance** at the IITD premises which shall be open for inspection and checking by the authorized officers of the IITD.
 16. **That the contractor shall make the payment of wages, etc. to persons so deployed monthly basis through Bank Transfer / electronic mode on or before 10th day of every month.**
 17. 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 viz. actual days of duty performed, Total wages, EPF & ESI Contribution, signature of the worker, etc.
 18. **In case of delay of payment of wages 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.**
 19. 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 given to either operator [in case of operators] or helper [in case of helpers].
 20. It would be the responsibility of contractor to arrange all permission/ approvals from all local bodies/statutory bodies as to be required; nothing extra shall be paid on account of this by the Institute.
 21. **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.**

C.....Nil

I..... Nil

O..... Nil

**BID SUBMISSION CHECK LIST****ONLINE BID SUBMISSION:**

The Online bids (complete in all respect) must be uploaded online in **two** bids as explained below:-

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1	Technical Bid	Annexure - I duly filled in	.PDF
2		Valid Enlistment Order	.PDF
3		Attested Certificate of work experience	.PDF
4		Certificate of Registration for GSTIN with upto date Return	.PDF
5		Bidder shall sign all pages of the quotation document and upload the scanned copy of the same	.PDF
6		EPFO & ESIC Registration proof with upto date Challan	.PDF
7		Any other document as specified in the NIT	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in BOQ format.	.EXL

**SCHEDULE OF QUANTITY**

Name of work: **A.R. & M.O. D.G. Sets & Central AC Plant at IIT Delhi; Sub Head: Round the Clock Manning & Operation of DG sets at IIT Delhi**

Item No.	Description of items	Quantity	Rate [Rs]	Unit	Amount [Rs]
1	Round the clock [in three shifts on everyday] manning & operation of different capacities DG sets installed for West Campus inside the IITD campus including manual operation of DG sets and breakers / switch gears for supplying of DG power as and when required during mains failure including cleaning of DG sets and premise, logging of DG operation as per prescribed proforma, daily checking and reporting of diesel consumpton & availability, condition of batteries, filling of diesel in service tank and transporting of diesel from site to site as and when needed, etc. as required by deputing at least following manpower:				
	[a] Operator [Mechanic] Grade: 17 nos., [b] Helper Grade: 12 nos. & [c] Supervisor - 01 no. [1 job means -- Carrying out the scheduled work by deputing the above-mentioned minimum manpower and fulfilling Terms & Conditions as stipulated for a period of one month] [Period: 01-04-2018 to 30-04-2018]	1 Job		Job	
	Total				

*** Firm shall not quote rates here. Please refer financial bid for quoting of rates.

AEE [E]

Executive Engineer [E]

C.....Nil

I..... Nil

O..... Nil

D'Man /J.E.

A.E.E / A.E.

E.E.