

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

Dated: 09-01-2015

Open Tender Notice No. 51/IITD/Works-EE(SP-130)/2015

PFC (Purchase finalization Committee), Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016 on behalf of Director invites online **Item Rate Quotation** from the specialized agencies (Part-A Technical cum Commercial Bid, Part- B Price/ Financial Bid).

| | |
|--|--|
| <i>Scope of Work</i> | <i>Supply of Manpower for Electrical Maintenance at IIT Delhi.</i> |
| <i>Estimated cost</i> | Rs.4,65,92,839.00 |
| <i>Earnest Money Deposit to be submitted</i> | Rs.9,31,856.00 |

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

Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document online on the website <https://eprocure.gov.in/eprocure/app> as per the schedule given below:

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

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This Quotation Documents contain 20 pages only.

NIQ Amounting to Rs. 4,65,92,839 /-(Rs. Four crore sixty five lakh ninety two thousand and eight hundred thirty nine only) is approved.

**Chairman Purchase Committee
(Buyer Member)**

Schedule

| | |
|--|---|
| Tender Reference No. | 51/IITD/Works-EE(SP-130)/2015 |
| Name of Organization | Indian Institute of Technology Delhi |
| Tender Type (Open/Limited/EOI/Auction/Single) | OPEN |
| Tender Category (Services/Goods/works) | Services |
| Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell) | Supply of Manpower for the works in Electrical Division at IIT Delhi |
| Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems) | Electrical work |
| Is Multi Currency Allowed | No (INR) |
| Date of issue / publishing | 12-01-2015, 0900 hrs. |
| Document download / sale start date | 12-01-2015, 0900 hrs. |
| Document download / sale end date | 12-02-2015, 1700 hrs. |
| Date of pre-bid conference | 13-02-2015, 1500 hrs. |
| Venue of pre-bid conference | Room No. AD-220, Chamber of the Institute Engineer, IIT Delhi |
| Last date and time for uploading bids | 26-02-2015, 1700 hrs. |
| Last date and time of physical submission of EMD & other uploaded documents at IIT Delhi | 27-02-2015, 1500 hrs. |
| Date and time of opening Technical bids | 02-03-2015, 1530 hrs. |
| No. of covers (1/2/3/4) | 02 |
| Bid validity | 120 days |
| Tender fee (non-refundable) | Rs.1500.00, D.D. in favour of "REGISTRAR, IIT DELHI" |
| EMD | Rs.9,31,856.00 in favour of "REGISTRAR, IIT DELHI" |
| EMD Payment Mode | Should be paid in the form of pay order or demand draft or Banker's cheque of scheduled bank or Fixed deposit Receipt (FDR) of a scheduled bank guaranteed by Reserve Bank of India |
| Address for communication | Executive Engineer (Electrical), Works Deptt. Room No. AD-118, IIT Delhi, New Delhi – 110016, Ph: 011-26591761 |

Chairman
Purchase Committee

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://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:

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

Registration:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://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 / eToken.

Searching for Tender Documents:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, 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 tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, 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 tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender 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 tender 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 tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) A standard BoQ format has been provided with the tender 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.
- 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 tender documents become readable only after the tender 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.

Assistance to Bidders:

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 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 tenders will be received online through portal <https://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”.
- 3) Tenderers are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app> .

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS , NEW DELHI-110016
QUOTATION NOTICE

No. 51/IITD/Works-EE (SP-130)/2015

PFC (Purchase Finalization Committee), Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016 on behalf of Director invites online **Item Rate Quotation for Supply of Manpower for the works in Electrical Division at IIT Delhi** from the agencies dealing with Electrical Works or labour supply works, in two parts (Part-A Technical cum Commercial Bid, Part- B Price/ Financial Bid).

TECHNICAL BID

Firm must have executed **three similar works** each of value **not less than Rs.1.864 crore** or **two similar works** each of value **not less than Rs.2.8 crore** or **one similar work** of value **not less than Rs.3.73 crore**, in the last 7 years ending on the last day of the month previous to the one in which the quotations are invited, in Govt./ Semi-Govt / Autonomous body organizations. Similar work means Maintenance of Electrical Installations / HVAC/ Sub Station/ DG Sets works/Fire alarm and firefighting works/Lift or labour supply work.

Eligibility criteria for prequalification:-

- 1) firm shall have to submit duly audited financial **turnover of Rs.1.39 crore of last three years** along with profit & loss statement of last three years
- 2) firm shall have to submit latest **Bank Solvency Certificate for Rs.1.86 crore**
- 3) firm shall have to submit **valid electrical license**
- 4) firm shall have to submit a self-attested certificate that they would obtain labour license if the work is awarded to them
- 5) firm shall have to submit proof of registration with **ESI, EPFO & Service Tax**.
- 6) firm shall have to submit the **Declaration** that they must not have been blacklisted or debarred from any Central / State Govt. Department or any Public Sector Undertaking and no contractual work of the firm must have been terminated by the client during the last 10 years.

Name of work: - Supply of Manpower for the works in Electrical Division at IIT Delhi

| Estimated Cost (In Rs.) | Earnest Money (In Rs.) | Period of Contract |
|------------------------------------|-----------------------------------|---------------------------|
| 4,65,92,839.00 | 9,31,856.00 | 1 year |

Brief about IIT Delhi for Electrical & Mechanical Works:-

- A. IIT Delhi has 16 Hostels (including 3 high rise buildings), 05 high rise buildings and 09 Engineering blocks of Academic Area, 08 high rise buildings at residential area, 02 guest houses and 01 RCA building.
- B. A number of Electrical Sub Stations: -
- a. Main Sub Station
 - b. Bharti Sub Station: 2 x 1000 kVA
 - c. TIFAC Sub Station: 1 x 630 kVA
 - d. Girnar & Udaigiri Sub Station: 2 x 1000 kVA
 - e. Chemical Engg. Sub Station: 1 x 1000 kVA & 1 x 750 kVA
 - f. Library Sub Station: 1 x 750 kVA
 - g. Computer Sub Station: 1 x 750 kVA
 - h. MSB Sub Station: 2 x 1000 kVA
 - i. Civil Engg Sub Station: 2 x 1000 kVA
 - j. Nilgiri Sub Station: 2 x 500 kVA
 - k. Hospital Sub Station: 2 x 1000 kVA
 - l. Synergy Sub Station: 1 x 1000 kVA
 - m. Zanskar Sub Station: 1 x 1000 kVA
 - n. Six panel interconnector RMU Sub Station
- C. A number of and DG sets:-
- a. Near IDDC: 2 x 750 kVA, 2 x 500 kVA
 - b. Near 1C Block: 2 x 750 kVA, 1 x 625 kVA, 1 x 500 kVA & 1 x 250 kVA
 - c. Bharti: 1 x 625 kVA
 - d. TIFAC: 2 x 380 kVA
 - e. Girnar Hostel: 2 x 250 kVA
 - f. Aravali Hostel: 2 x 380 kVA
 - g. Reservoir: 1 x 380 kVA
 - h. Vikramshila: 1 x 250 kVA
- D. Central AC Plant of Bharti School Building, IT School Bldg., Library Bldg.& Computer Service Centre
- E. Water cooled packaged type & ductable AC units at Vishwakarma Bhawan, Lecture Theatres VI LT 1&2, VLT-2 & IVLT-3
- F. Water coolers (150 nos.) & Cold rooms (16 nos.)
- G. Window & split air conditioners: 2500 nos.
- H. Lifts of various capacities in residential complex and other office / academic areas
- I. Fire Detection and Fire Fighting systems including wet riser and sprinklers in different buildings

Quotations shall be submitted online in the prescribed manner.

Envelope-I Part –A: Technical bid consisting of EMD and techno-commercial bid

Envelope-II Part –B: Financial/ Price Bid

Postal & Conditional Quotations are liable to be summarily rejected.

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

For details, please see website <https://eprocure.gov.in/eprocure/app>

**PURCHASE FINALIZATION COMMITTEE
TECHNICAL BID**

The Quotation shall be submitted online, **Part – I for Technical and Commercial bid and the other Part – II for Price Bid**. Both these bids shall be submitted together online on or before the due date and time.

**DEPOSITION OF FEE FOR
QUOTATION DOCUMENT AND EMD**

Tender document fee of **Rs. 1500/-** and **Earnest Money of Rs.9,31,856/-** in the prescribed form, payable to **Registrar, IIT Delhi** has to be deposited at the **Office of Executive Engineer (E), IIT Delhi, Room No. AD-118, MSB, IIT Delhi** before the last date and time as mentioned in the schedule. A scanned copy of DD for EMD shall be uploaded along with e-Tender.

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS : NEW DELHI
TERMS & CONDITIONS

1. The successful bidder shall be required to submit a performance bank guarantee of **Rs.77,65,500.00 (Seventy seven lakhs sixty five thousand and five hundred) only** or a Fixed Deposit Receipt 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.
2. Contractor shall abide by all laws of the land including, labour laws, Companies Act, Tax deduction liabilities, welfare measures of its employees and all other statutory obligations that enjoin in such cases and are not enumerated and defined herein, through any such onus shall be the exclusive responsibility of the contractor, and it shall not involve the Institute in any way whatsoever.
3. To provide on agreed average rates, qualified work force possessing job characteristics appended in schedule of quantities to this Agreement and to work under the supervision of the Institute staff for agreed 24 hours per day and for agreed number of man days, each month. Any increase/ decrease of such employees shall be payable at the same rate on a *prorata* basis. In no case the Contractor shall pay his employees less than the agreed minimum mandatory wages declared by Delhi Govt./Min. of Industry.
4. 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.
5. In the case of any dereliction of duty, negligence, an unintended or intended damage caused by the Contractor or its staff pertaining to this agreement, or otherwise, any harm is done to the Institute, the Contractor shall make good the loss or pay the compensation, refund expenditure on legal/judicial proceedings as well as pay such penalty which the party of the first part may deem fit.
6. The Contractor shall be reimbursed service tax as mentioned. Any tax liabilities arising due to payment will be deducted before such payment.
7. The parties to the Contract agree and reiterate that the personnel deployed/ employed by the Contractor will at all times remain the employees of the Contractor only and shall have no claim whatsoever against the Institute in respect of any aspect of their employment whatsoever including but not limited to their salaries, conditions of service benefits and payment of provident Fund or Gratuity etc. and this clause shall be incorporated in the letter of appointment issued to each and every employee engaged by it for the purposes of this contract.
8. It would be responsibility of contractor to arrange all permission/ approvals from all local bodies/statutory bodies & nothing extra shall be paid on account of this by the Institute.
9. The Contractor shall be responsible for all injury and accident to persons employed by him while on duty.
10. All employees of the Agency/ Contractor shall be issued Identity Cards bearing their photographs. Photographs for identity cards shall be provided by the Agency/Contractor at their own cost. The ID Cards will be issued by the contractor. These will be countersigned by the IIT Delhi Security Officer/ Engineer of Works Department.
11. The Contractor will provide Name Address, Telephone No. & Photographs of its employees posted at IIT to Security Officer& Works Department for records.
12. The agency/ Contractor shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency/ Contractor is found misbehaving with the supervisory staff or other staff

members of the Institute the Agency/ Contractor shall terminate the services of such employees forthwith at contractor's own risk and responsibility. The Agency/ Contractor shall issue necessary Instructions to its employees to act upon the instructions given by the supervisory staff of the Institute.

13. The Agency/ Contractor will be responsible for all the staff supplied, Verification of their antecedents through Special Branch, Delhi police and a certificate to this effect be furnished by the Agency/ Contractor should maintain proper record / document of the same. These documents are required to be produced to the Institute whenever required.
14. In the event of any loss being occurred to the Institute on account of the negligence of the duty by the Agency/ contractor's employees, the Agency/ Contractor shall make good the loss sustained to the Institute either by replacement or on payment of the adequate compensation.
15. That no right, much less a legal right shall vest in the contractor workers to claim/ have employment or otherwise seek absorption in the Institute nor the contractor workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the Institute. The workers will remain the employees of the Agency / Contractors and this should be the solely responsibility of the Agency to make it clear to their workers before deputing on work at the Institute.
16. The Agency / Contractor shall not appoint sub-Contractor to carry out any obligation under the contract.
17. The contractor will take day to day instructions from the supervisory staff of the institute and shall maintain diary for the same.
18. If the Agency / Contractor fails to implement the schedule of services to the satisfaction of Engineer-In-Charge of the Institute, he shall be penalized by imposing a fine as mentioned in conditions for breach of contract. The penalty shall continue for successive days till the Agency/ Contractor gets a certificate from the officer In-charge and such penalty shall be recovered from the bill of the contractor. The decision of Engineer-in-Charge shall be final and binding upon the contractor/agency.
19. The Agency / Contractor shall give the maintenance services on all days of the month including gazetted holidays i.e. round the period of contract. There will no separate payment for three National Holidays i.e. Republic Day, Independence Day and Gandhi Jayanti and the same is to be included in the daily / monthly charge claim in tender by the contractor.
20. None of the employees of the Agency / Contractor shall enter into any kind of private work at the different campuses of the Institute during working hrs.
21. The employees of contractor shall be of good character and of health and no worker will be allowed to stay inside the Institute Campus beyond assigned duty hours. The contractor shall require to furnish the particulars of workers employed by him immediately after award of the work to the Engineer-in-charge. Minimum educational qualification and working experience of the persons to be engaged must be as per following:

| Category | Minimum Educational Qualification | Minimum working experience | Age |
|--------------------|--|---|--------------------|
| Supervisory | at least Diploma in Engineering in appropriate field | Three years working experience in the respective field for Diploma and one year for Degree holder | Not below 18 years |
| Mechanic | at least ITI in appropriate technical field | Three years hand-on working experience | Do |
| Helper | at least 8th class pass | Three years working experience | do |

22. The Contractor shall maintain an Inspection Book as prescribed which will be made available to supervisory staff of the Institute. Fault / Observation record there on shall be attended to immediately.
23. The monthly payment shall be made to the Agency / Contractor on production of certificates of satisfactory completion of Maintenance services at all the different Campuses of the Indian Institute of Technology Delhi from the Engineer- In-Charge.
24. Minimum wages shall be paid by the Agency / Contractor at the rate fixed by Delhi Govt. IIT Delhi from time to time. 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.
25. Before deputing the manpower Engineer –in-charge/ representative of Engineer-in-charge shall take the interview or worker if same found suitable then only contractor can depute the worker on site.
26. The contract can be terminated even earlier by giving notice in writing on account of any of the following reasons :-
 - i) On account unsatisfactory performance.
 - ii) Breach of contract clauses.
 - iii) Persistently negligent to carry out his obligations under the contract.

When the contractor has made himself liable action under any of the cases aforesaid, the Engineer-in-charge on behalf of BOG, IIT Delhi shall determine the contract as aforesaid (of which termination notice in writing to the contractor under the hand of the Engineer-in-charge shall be conclusive evidence) upon such determination, the earnest money deposit/ Security deposit shall be liable to be forfeited and shall be absolutely at the disposal of the BOG, IIT Delhi. In the event of above courses being adopted by Engineer-in-Charge, the contractor shall have no claim to compensation for any loss sustained by him by reasons of having employed personnel or purchased T&P for the work.

27. The contractor shall in no case pay his employees less than the minimum mandatory rates per day / month as announced by Govt. of Delhi / IIT Delhi from time. The payment should be made by cheque in the presence of authorized Institute representative and a record of that should be kept in a Register which may be examined by the Institute at any time. In case the contractor fails to make timely payments to its employees or at the minimum rates, the Institute shall pay the employees of the contractor directly and suitable deductions shall be made from the amount to be paid to the contractors. The Contractor shall make payments to his employees with details on pay slips which should be given to his employees at the time of payment and copy of the PAYSLIPS to be submitted to IIT Delhi every month for records.
28. The employees of Contractor shall be bound to perform the assigned jobs by Engineer-in-Charge even though the same may not have been included in the Schedule of Services.
29. **Contractors will apply to the Labour Commissioner for obtaining a Labour License as applicable and will submit a copy of license to officer-in-charge before claiming bill.**
30. To ensure proper Maintenance of all the specified area as scattered at all over the campus, the Engineer-in-charge may take the help of facilities in-charge or any such representative of each Deptt. / Centre Unit as the case may be.
31. The contractor would sign and give an undertaking as per Performa every month for compliance of the provision of Contract Labour Act. Rule and other Law as applicable.
32. 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.**

33. Any dispute arising out of and in relation to this agreement shall be referred to the arbitration by sole arbitrator to be appointed by Director of the Institute. The arbitration would be conducted and governed by and under the provisions of Arbitration Act, 1996. Any legal dispute will be subject to jurisdiction of Delhi Courts only and no other court shall have the jurisdiction.
34. A Separate challan must be submitted for the payments of ESI & EPF of its employees deployed only at the Institute for the specific work agreement.
35. The firm/agencies will get all the staff for deployment duly verified of their antecedents through Delhi Police and their full particulars along with their recent photographs supplied to the Works Department with a copy of the same to be Security officer of the Institute.
36. Workers deployed should not be changed frequently due to security reasons. If any rotation of the workers is required on account of Labour Laws, this may be done with prior intimation to the Engineer in-charge/ JE / AEE.
37. IIT Delhi is a 'No SMOKING ZONE' The Contractor should ensure that his employees DO NOT SMOKE while working in the IIT Campus. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan/ Khaini / tobacco etc. they will not play cards or indulge in gambling on campus.
38. The Contractor shall be required to work as per SOP (Standard Operating Procedure) approved by the Institute after award of work which shall require to be strictly followed.
39. No labour hut shall be allowed to be constructed and no labour shall be allowed to stay in IIT Delhi campus and nothing shall be paid on this account.
40. For ESI/EPF/Service Tax shall be reimbursed only on the production of documentary proof of payment to the concerned authorities/ departments.
41. The Contractor may be asked to depute workers for night duties for which no extra payment over the quoted rates shall be payable. These workers will be required to report in Control Room/ Enquiry Office or as per instructions of the Engineer-In-Charge.
42. The Contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having any jurisdiction or authority, which in any manner may affect their engaged or employed and anything related to carry out the work. All the rules & regulations & byelaws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
43. Contractor must provide standard and clean liveries to its employees / supervisors with their photo identity cards properly displayed during duty time. No extra payments shall be claimed by the Contractor or its deployed staff from the Client for such items.
44. The Contractor must provide salary slips, EPF numbers and ESI Cards, duly activated, to all the deployed manpower at IIT Delhi office **before claiming bill**. The Contractor should also ensure that EPF statements to the deployed manpower are provided immediately after the financial year closing. Any delay in submission of these records will force Client to deduct a proportionate amount from the bills, as decided by the competent authority of Client.
45. Contractor must employ adult and skilled personnel only. Employment of child labour shall lead to the termination of the contract at the risk and cost of the Contractor. Contractor shall deploy/ engage reliable persons at client after proper character and police verification and impose any conditions as per prevailing contractual labour laws for such engagements, take disciplinary action or reward any person at work etc., at its sole costs, risks and responsibilities. Contractor shall intimate the details like name, age

parentage, address (residential as well as permanent) of all staff to the Client and shall also intimate changes in addresses of the staff as and when they take place.

- 46.** Contractor shall deal with and settle the matters related with unions and shall make sure that no labour disputes / problems are referred to Client. It shall totally indemnify Client in this regard.
- 47.** Contractor should at all times indemnify Client against all claims, damages or compensation under the provisions of payment of wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the workmen compensation Act, 1932; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time. Client will not own any responsibility in this regard.
- 48.** Contractor staff shall always be disciplined, properly dressed and be presentable at all the time during duty. The contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike / unfair activities etc. during performance of his/her duty. It shall indemnify Client in all respects under this contract.
- 49.** If any worker is found absent unauthorisedly from duty, penal charges @Rs.200/- per day per supervisory staff, @Rs.150/- per day per mechanic and @Rs.100/- per day per helper level staff shall be deducted from each R/A bill in addition to normal daily wages.
- 50.** Tenderer should not have conflict of interest. The tenderer found to have conflict of interest shall be determined.
- 51.** No joint ventures are allowed.

ADDITIONAL CODITIONS OF CONTRACT

1. The work will be carried out as per CPWD specification.
2. Time allowed for the work will be initially for **12 Months** from the date of start of the contract and the payment shall be made monthly and no advance payment will be made and period may be extended upto & more years on same terms and conditions as per discretion of the Engineer-in-charge.
3. All taxes such as Income Tax etc., whether applicable or laid down by the government after opening the tender shall be borne by the contractor & shall be deducted from the bills of contractor.
4. All staff to be 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.
5. Log book required shall be supplied and to be maintained at site by the contractor.
6. Stationary required for submitting daily/ weekly / monthly / yearly report shall be provided by the contractor.
7. 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.
8. 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.
9. Attendance of workers shall be done in Biometric Machines fixed at IIT Delhi as per directions of the Engineer-in-charge.
10. Any damage caused during maintenance work of the equipment of any Institute property shall be made good by the contractor at his own risk & cost.
11. The contractor will not delay in making payment to the staff beyond 7th day of each month.
12. 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 along with pay slips. Payment to the firm shall be released on monthly basis after rendering successful service by the firm.
13. Final payment shall be released only after satisfactory completion of the contractual work.
14. The contractor shall clean the site thoroughly to the entire satisfaction of Engineer-in-charge.
15. The contractor / his supervisor will be bound to sign the site order book & carry out instructions given therein.
16. All payments shall be made monthly & no advance payment will be made.
17. Deviation may occur upto 30% of the tender cost per annum on excess side. Negative deviation is permissible as per directions of the Engineer-in-charge.
18. The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 and rules framed thereunder, and other labour laws affecting contract labour that may be brought into force time to time.
19. IITD form 7/8 shall form part of agreement.
20. The firm shall be required to submit the photocopy of the cheques issued in favour of the workers 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.

Submission**i. Online Bid Submission :**

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

| Envelope – 1 (Following documents to be provided as single PDF file) | | | |
|--|------------------|---|-------------------|
| Sl. No. | Documents | Content | File Types |
| 1. | Technical Bid | Declaration by bidder as per Annexure-I | .PDF |
| 2. | | Technical Bid as per Annexure-II | .PDF |
| Envelope – 2 | | | |
| Sl. No. | TYPES | Content | |
| 1. | Financial Bid | Price bid should be submitted in given BOQ file in .xls format. | .XLS |

DECLARATION BY THE BIDDER(S)

We _____(Name of the Bidder's) hereby represent that we have gone through and understood the Bid Documents (including but not limited to), the Commercial, Technical Stipulations, Drawings, Schedule of rates etc. and that our Bid has been prepared accordingly in compliance with the requirements stipulated in the said documents.

We are submitting Bid Documents Part-A : Techno Commercial and Part-B : Price Bid, as part of our Bid duly signed and stamped on each page in token of our acceptance and shall form part of our bid. In the event of award of contract to us, all the parts including amendments and agreed variations shall be considered for constitution of Contract Agreement.

SIGNED FOR AND ON BEHALF OF BIDDER(S)**Name of Bidder(s)****Seal & Signature of Bidder****Date :****Place :**

Not :-This declaration should be signed by the Bidder(s) authorized representative who is signing the Bid.

Technical Bid Format

| Sl. No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|--|---|---|--|---|--|--|
| Conditions | Whether the firm has executed three similar works each of value not less than Rs.1.864 crore or two similar works each of value not less than Rs.2.8 crore or one similar work of value not less than Rs.3.73 crore , in the last 7 years ending on the last day of the month previous to the one in which the quotations are invited, in Govt./ Semi-Govt / Autonomous body organizations. Similar work means Maintenance of Electrical Installations / HVAC/ Sub Station/ DG Sets works/Fire alarm and firefighting works/Lift or labour supply work | Whether the firm has submitted duly audited financial turnover of Rs.1.39 crore of last three years along with profit & loss statement of last three years | Whether the firm has submitted latest Bank Solvency Rs.1.86 crore | Whether the firm has submitted valid electrical license | Whether the firm has submitted a self-attested certificate that they would obtain labour license if the work is awarded to them | Whether the firm has submitted proof of registration with ESI, EPFO & Service Tax | Whether the firm has submitted the Declaration that they must not have been blacklisted or debarred from any Central / State Govt. Department or any Public Sector Undertaking and no contractual work of the firm must have been terminated by the client during the last 10 years |
| Please attach relevant documents in support of above claims below this text | | | | | | | |
| Write YES / NO in the relevant box | | | | | | | |

Kindly add scanned PDF of all relevant documents in a single PDF file of Technical Bid.

Signature

Name of the Bidder : _____

Designation : _____

Organization Name : _____

Contact No. : _____

INDIAN INSTITUTE OF TECHNOLOGY DELHI

Name of Work: Supply of Manpower for the works in Electrical Division at IIT Delhi

Schedule of Quantity
Commercial Bid

Kindly fill up the data in BOQ given in the tender document.

| Sl.No. | Descriptions of Item | Qty. (a) | Unit | Rate (Rs.) | | Amount (a*b) (Rs.) |
|--------|--|-------------|----------|------------------|---------|--------------------------|
| | | | | In figure (b) | In word | |
| 1. (A) | Wages (Minimum) | | | | | |
| | Operation and up-keeping of routine maintenance services including attending day to day complaint / servicing of all types of electrical & mechanical installations consisting of E.I., Sub Station, DG set, HVAC, Fire Alarm and Fire Fighting systems, Lifts, etc. as per terms & conditions and additional conditions (annexed) inside the IIT Delhi campus | | | | | |
| | Providing following staff in a month to keep the general maintenance and operation of all types of electrical and mechanical service in IIT Delhi in good shape. | | | | | |
| a) | Supply of supervisor for up-keeping operation and routine maintenance services including attending day to day complaint / servicing of all types of electrical & mechanical installations in IIT Delhi : 06 nos. 26 days job work | 1872 | Man days | | | |
| b) | Supply of mechanic: 143 nos. 26 days job work by competent skilled person for operation and routine maintenance of different electrical & mechanical work including E.I., Sub Station, DG Set, HVAC, Fire Fighting & alarm systems, Lifts, etc. as required. | 44616 | Man days | | | |
| c) | Supply of helper: 114 nos. 26 days job work by competent experienced person for operation and routine maintenance of different electrical & mechanical work including E.I., Sub Station, DG Set, HVAC, Fire Fighting & alarm systems, Lifts, etc. as required | 35568 | Man days | | | |

| | | | | | | |
|------------|--------------------------------|-------|-------------|--|---|--|
| | | | | | Sub Total 1(A) | |
| (B) | Statutory charges | | | | | |
| | ESI | | | | | |
| a) | Supervisor: 06 nos. | 1872 | Man days | | | |
| b) | Mechanic: 143 nos. | 44616 | Man days | | | |
| c) | Helper: 114 nos. | 35568 | Man days | | | |
| | EPF | | | | | |
| a) | Supervisor: 06 nos. | 1872 | Man days | | | |
| b) | Mechanic: 143 nos. | 44616 | Man days | | | |
| c) | Helper: 114 nos. | 35568 | Man days | | | |
| | | | | | Sub Total 1(B) | |
| (C) | Service charges on 1(A) | | | | | |
| | | | | | Sub Total 1(C) | |
| | | | | | Grand Total 1(A) + 1(B) + 1(C) | |

Signature of contractor