



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

NOTICE INVITING E-QUOTATION

IITD/WORKS (SP-5113)/2025-26

The Assistant Executive Engineer [Estate], IIT Delhi invites online item rate quotations on behalf of BOG, IIT Delhi from **contractors Registered with CPWD/MES / BSNL/ Railways with appropriate class and category** for the following work: as per details given below.

1	Name of Work	:	Providing temporary manpower for Administrative Assistant (Estate office) in IIT Delhi.
2	NIQ No.	:	0917/IITD/ESTATE/2025-26
3	Estimated cost	:	4,11,168.00
4	Earnest Money	:	8,223.00 (No exemption allowed)
5	Period of completion	:	12 Months
6	Last date & time of bid submission	:	22-09-2025 upto 3 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).

Assistant Executive Engineer [Estate]

Ch. Head: 31.06.30[2021/006/0917]

C.....Nil

I..... Nil

O..... Nil

J.E.

A.E.E. [ESTATE]



Copy to: -

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



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Certified that this NIQ contains 1 to 17 pages.

NIQ amounting to **4, 11,168.00** is approved.

Junior Engineer [E]

Assistant Executive Engineer [Estate]

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J.E.

A.E.E. [ESTATE]

**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]	:	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	:	16-09-2025 AT 16.00 Hrs
8	Document download start date	:	16-09-2025 AT 16.00 Hrs
9	Document download end date	:	22-09-2025 at 15.00 Hrs.
10	Last date & time of uploading of bids	:	22-09-2025 at 15.00 Hrs.
11	Date & time of opening of Technical Bids	:	23-09-2025 at 15.30 Hrs.
12	EMD	:	8,223.00 (No exemption allowed)
13	Mode of payment of EMD [N.B. – Bidders who have already submitted EMD in response to previous invitation of this bid, may not be required to re-submit EMD. However, UTR number shall have to be mentioned in Annexure -1]	:	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 - 1)
13	No. of covers [1/2/3/4]	:	02
14	Address for communication	:	Assistant Executive Engineer [Estate], Hauz Khas, IIT Delhi, New Delhi - 110016
15	Contact No.	:	011- 2659 1742
16	E-mail address	:	a26984@admin.iitd.ac.in

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J.E.

A.E.E. [ESTATE]



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.

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PREPARATION OF BIDS

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

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

Assistant Executive Engineer [Estate], IIT Delhi invites online item rate quotations on behalf of BOG, IIT Delhi from **contractors Registered with CPWD/MES / BSNL/ Railways with appropriate class and category** for the following work: 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	0917/IITD/ESTATE/2025-26	Providing temporary manpower for Administrative Assistant (Estate office) in IIT Delhi.	4,11,168.00	8,223.00 (No exemption allowed)	12 Months	22-09-2025 upto 03:00 PM	23-09-2025 at 03:30 PM	To be decided after assessing Technical Bids

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.3,29,000.00** or two similar works each of value not less than **Rs.2,47,000.00** or three similar works each of value not less than **Rs.1,64,000.00** during last 7 years ending previous day of last date of submission of bids.
1. 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.

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2. **Similar work means Providing Manpower in buildings.**
3. **Work means** work done with some Central Government Department / State Government Department / Central Autonomous Body / *State Autonomous Body* / Central Public Sector Undertaking / *State Public Sector Undertaking* / *City Development Authority* / *Municipal Corporation of City formed under any Act by Central / State Government and published in Central / State Gazette.*
4. 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 per '3' above**
 - b. The completed cost of the work
 - c. Actual date of completion of the work
5. **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.
6. Information and Instructions for bidders posted on website shall form part of bid document.
7. 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 free of cost.
8. But the bid can only be submitted after submission/uploading of EMD as prescribed in the schedule.
9. Copy of all mandatory documents as desired in the NIQ shall be scanned and up-loaded to the e-Tendering website within the period of bid submission. However, certified / original copy of all the scanned and up-loaded documents shall have to be submitted by the lowest bidder only within a week physically in the office of e-Quotationing authority, if so desired, by the tender inviting authority.
10. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has submitted **prescribed EMD** and other documents scanned and uploaded are found in order.
11. Those contractors not registered on the website mentioned above, are required to get registered beforehand. Bidders should refer "Instruction for Online Bid Submission" given earlier for further assistance.
12. When bids are invited in two / three stages systems and if it is desired to submit revised financial bid it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
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. Contractors must ensure to quote rate of each item.



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 of Contractor
3. Proof of online EMD deposit / submission
4. **Certificate of work experience as desired** (vide clause 3 above)
5. Certificate of GST Registration of the State in which the work is to be taken up, if already obtained by the bidder. If the bidder has not obtained GST registration in the State in which the work is to be taken up, or as required by GST authorities then in such a case the bidder shall scan and upload following undertaking alongwith other bid documents.

“if work is awarded to me, I/we shall obtain GST registration certificate of the State, in which work is to be taken up within one month from the date of receipt of award letter or before release of any payment by IIT Delhi, whichever is earlier, failing which I/we shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by IIT Delhi or GST department in this regard.”

6. Bidder shall sign all pages of the Quotation document and upload the scanned copy of the same
7. Any other document as specified in the NIQ

Assistant Executive Engineer [Estate]

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J.E.

A.E.E. [ESTATE]



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	GSTIN number	:	
7	PAN number	:	
8	UTR no. for EMD	:	
	BANK DETAILS OF BIDDER		
9	Bank name	:	
10	Branch address	:	
11	Branch telephone no.	:	
12	MICR Code of the bank	:	
13	IFSC code	:	
14	Bank Account no.	:	
15	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.

N.B. Bidder is also requested to upload scanned copy of one cancelled bank cheque alongwith the Technical Bid

[Signature of the bidder]

(Name)

Seal of the bidder

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J.E.

A.E.E. [ESTATE]



COMMERCIAL AND ADDITIONAL CONDITIONS

1. GENERAL

A good maintenance programme is the key to long system life and ease of serviceability. Maintenance & service should only be carried out by experienced / qualified personnel as desired in the schedule of work. The maintenance and service which are done must be as per specifications and upto the satisfaction of the Engineer-in-charge.

1.1. Location: In Estate offices at IIT Delhi.

1.2. The work shall be executed as per CPWD General Specifications for Electrical Works Part-I (Int.) 2013, Part-II (Ext.) 1994, HVAC Work 2017, as amended upto date, relevant I.E. Rules, BIS/IEC and as per directions of Engineer-in- Charge. These additional specifications/conditions are to be read in conjunction with above and in case of variations; specifications given in these additional conditions shall apply. However, nothing extra shall be paid on account of these additional specification and conditions, as the same are to be read along with schedule of quantities for the work.

1.3. The tenderer should in his own interest visit the site and get familiarized with the site conditions before tendering.

1.4. 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 and opening of Tenders:

2.2.1. The tender is in two parts:

2.2.1.1. Part-I -Technical cum Un-priced commercial Bid

2.2.1.2. Part-II-Price Bid

3. TERMS OF PAYMENTS

3.1. Running Account Payment shall be processed (not earlier than three months from the date of start or last RA bill as the case may be) only after submission of document of payment of wages to the workers. Bidder should note that necessary documents (PAN card, cancelled cheque, GST Reg. proof and RTGS mandate form as per prescribed proforma of IIT Delhi) be submitted as soon as the work is awarded to them. Separate Contractor's Code shall be generated in IIT Delhi if the bidder is a new contractor to IIT Delhi ('Code' is perpetual in nature). Payment shall be processed after submission of Invoice and necessary documents / certificates (as mentioned in the NIT). There is a prevailing practice of pre-audit (for total tendered amount more than 6 lakhs) at IIT Delhi before releasing final payment. Bidder shall have to comply all necessary documents as outlined in the Contract as to be desired by the Auditor and or by the accountant. It may take one to two months in the whole process (from submission /

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acceptance of bill in CMB / MB by the contractor upto processing by Accounts section) to release payment subject to quick compliance of all submittals by the contractor. Applicable Taxes shall be got deducted from the bill as per prevailing orders of the Government. 'GST part of the bill' shall be released after submission of proof of payment of GST, i.e., B2B challan, etc. as may be, by the contractor.

- 3.2. Income tax, GST, & other statutory deduction etc. shall be made at source as per the prevalent laws. The deduction of Security Deposit, Income Tax, etc., shall be done after calculation for the above due payment as per clause 3.1 above and net payment shall reduce accordingly.

4. SECURITY DEPOSIT

- 4.1. Security Deposit shall be deducted from bill to the extent of 5% of the tendered amount. **The security deposit shall be released after completion of work and clearance of all contractual obligations to workers as per regulations.**

5. RATES

The work shall be treated as on works contract basis and the rates tendered shall be for complete items of work inclusive of all taxes, GST (including works contract tax, if any), duties, and levies etc. and all charges for items contingent to the work, risk overhead charges, general liabilities and obligations, etc.

6. COMPLETENESS OF TENDER

- 6.1. All sundry equipments, fitting, unit assemblies, accessories, hardware items, foundation bolts, termination lugs for electrical connections and all other items which are useful and necessary for efficient assembly and installation of equipment and components of the work shall be deemed to have been included in the tender irrespective of the fact whether such items are specially mentioned in the tender documents or not.

7. COMPLETION PERIOD

8. The completion period indicated in the tender documents is for the entire work of planning, deployment of manpower as per duty schedule, supervision, , payment of wages, etc. to the satisfaction of the Engineer-in-charge

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 person deployed by him is doing his duties.
4. That in case of the person so deployed by the contractor do not come up to the mark or do 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. Wages of staff shall be not less than Rs. 25,000/- (Rupees Twenty Five Thousand only) per month. Total deployment shall be 5 days in a week in General shift. All Institutional (IIT Delhi's) holidays shall be paid- holidays if holidays fall on week days except Saturdays and Sundays.**
6. The Work is to be carried out for stipulated period of time and may be extended further as desired by Engineer-in-charge.
7. Institute reserves the right to remove the 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.
8. That the contractor shall submit detail of the names, parentage, residential address, age, educational qualifications, experiences, etc. of the person deployed by him in the premises of the IIT Delhi for the purpose of proper identification & category of the employee of contractor deployed at for the purpose. He shall issue identity card bearing his photographs / identification, etc. and such employee shall display their identity cards at the time of duty.
9. The contractor shall ensure that the person is punctual and disciplined and remain vigilant in performance of his duty.
10. That the contractor shall be required to maintain **permanent attendance register in addition to Biometric Attendance (biometric machine to be arranged by the contractor)** at the IITD premises which shall be open for inspection and checking by the authorized officers of the IITD.
11. **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.**
12. **A consolidated wage sheet duly signed / acknowledged by the worker after disbursal of wages to be submitted to the Engineer-in-charge every month. Proof of disbursal of wages to be submitted before claiming bill. The wage sheet shall contain mandatory fields as per following: Name of the worker, Actual days of duty performed, Total wages, Total deductions, Net wages received / disbursed, signature of the worker.**
13. **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**

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the Engineer-in-charge in this regard shall be full & final and binding upon the contractor.

- 14.** The work shall be carried out General Shift only.
- 15.** The contract of the work may, at any time, be terminated by the Engineer-in-charge serving at least 15 days' notice to the contractor without assigning any reasons. Bill will be finalised upto the actual period of work done subject to fulfilling other conditions as stated in the NIQ.
- 16.** Institute reserves the right not to award the work even L1 is decided.



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 1 duly filled in and got signed	.PDF
2		Annexure -2 EMD submission proof	.PDF
3		Valid Enlistment of Contractor	.PDF
4		Attested Certificate of work experience	.PDF
5		Certificate of Registration for GSTIN	.PDF
6		Bidder shall sign all pages of the quotation document and upload the scanned copy of the same	.PDF
7		Any other document as specified in the NIQ	.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: **Providing temporary manpower for Administrative Assistant (Estate office) in IIT Delhi.**

Sl. No.	Description of item	Qty.	Units	Rate	Amount
1	Providing engagement of one experienced, retired person from Government / Autonomous / Semi government organization (Jr. Assistant grade) for day to day all processes related to the allotment of faculty & staff accommodation, advertisement of faculty houses, updating the ERP system with the current occupancy, vacation status of houses, House Rent Allowances (HRA) processing, house extension case of retired faculty members etc. as to be assigned by the Assistant Executive Engineer (Estate)				
1.1	NB : 1. Interview of the person shall be taken by the Estate officer before deployment. 2. One job means -- For a period of one month]	12	Job	***	
	Total				

***** Bidder shall quote rates in the BOQ specified for this purpose**

Junior Engineer [E]

Assistant Executive Engineer [Estate]

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A.E.E. [ESTATE]