

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

Dated: 19-01-2015

Open Tender Notice No.IITD/Works-Civil(SP-135)/2015

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

Scope of Work	Supply of Manpower for Civil Maintenance at IIT Delhi.
Estimated Cost	Rs. 2,00,61,110/-
Earnest Money Deposit to be submitted	Rs. 4,01,222/-

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 Tender documents contains pages One to twenty three only

NIQ Amounting to Rs. 20061110 /-(Rs. Two crore sixty one thousand one hundred ten only) approved.

Schedule

Tender Reference No	IITD/works-EE(SP-)/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 Civil Maintenance Division at IIT Delhi.
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Civil works
Is Multi Currency Allowed	No
Payment Mode (Online/Offline)	Offline : Should be paid in the form of pay order or demand draft or Banker's cheque of scheduled bank, Fixed deposit Receipt (FDR) of a scheduled bank, guaranteed by RBI and drawn in favor of Registrar IIT Delhi.
Date of Issue/Publishing	19/01/2015 (16:00Hrs)
Document Download/Sale Start Date	19/01/2015 (16:00Hrs)
Document Download/Sale End Date	19/02/2015 (17:00 Hrs)
Date of pre-bid confrence	20/02/2015
Venue of Pre-Bid Conference	Office or E.E (C-I), Room No. MZ – 140, Main Building, IIT Delhi Campus, Hauz Khas, New Delhi-110 016
Last Date and Time for Uploading of Bids	09/03/2015 (17:00Hrs)
Last date and time of physical submission of EMD & other uploaded documents at IIT Delhi	10/03/2015
Date and Time of Opening of Technical Bids	13/03/2015 (15:00Hrs)
Bid Validity days (180/120/90/60/30)	120 days
Tender Fee(non refundable)	Rs. 1500/- Demand Draft in favour of “REGISTRAR, IIT DELHI”
EMD	Rs 401222/-
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	Office or E.E (C-I), Room No. MZ – 140, Main Building, IIT Delhi Campus, Hauz Khas, New Delhi-110 016, 011-2659 1450

**Chairman Purchase Committee
(Buyer Member)**

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.

SUBMISSION OF BIDS

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- 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) Tenderer 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
TENDER NOTICE

No. IITD/Works-Civil(SP-135)/2015

PFC (Purchase finalization Committee), Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016 on behalf of Director invites online **Item Rate Tender** from the agencies dealing with Civil Maintenance 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. 80 lakhs of estimated cost or two similar work each of value not less than Rs. 120 lakhs of estimated cost or one similar work of value not less than Rs. 160 lakhs of estimated cost in last 7 years last date of October 2014 in Govt./ Semi Govt/ Autonomous body organizations. Similar and specialized work means Civil Maintenance works or labour supply works.

Eligibility criteria for prequalification :-

1. Firm should have duly audited financial turnover of Rs. 60 lakhs of estimate cost put to tender of last three years along with profit & loss statement of last three years.
2. Latest Bank Solvency Rs. 80 lakhs of estimated cost put to tender.
3. Firm should Submit a self-attested certificate that they would obtain labour license if work is awarded to them.
4. Firm should be registered in ESI, EPF & service tax.
5. Tenders shall submit on self-detailing that they are not black listed or debarred from any. Central state Government department or Public sector undertaking & no work of tenderer should have been terminated by client during last 10 years. If such informed the bid of agency shall be rejected.

Name of work :- Supply of Manpower for Civil Maintenance at IIT Delhi.

Estimated Cost (inRs.)	Earnest Money (inRs.)	Time for Completion
20061110/-	401222/-	1 Year

Earnest money i.e Rs. 401222/- and tender fee of Rs. 1000/- should be paid in the form of pay order or Demand Draft or Banker's Cheque of scheduled bank, Guaranteed by R.B.I. and drawn in favour of Registrar IIT Delhi. Pay Order or Demand Draft or Bankers Cheque (separate for Earnest Money and separate for Tender Fee) should not be prior to the date of NIQ.

The Civil, Public Health Maintenance Units of IIT Delhi requires manpower to cater work in Academic Area, East Campus, West Campus & Public Health. Bidder may line to visit site before quoting rates.

Quotations/Tender 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/Tender are liable to be summarily rejected.

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

For Detail please see our website <https://eprocure.gov.in/eprocure/app>

PURCHASE FINALIZATION COMMITTEE

Ch.to :NPN-10

Copy to :

- | | | | |
|--------------------------|------------------------|-----------------------|-------------------------|
| 1. Dean(Infra) | 2. I.E | 3. EE(C-I) | 4. D.R (A/Cs)I.E |
| 5. PS to Director | 6. PS to D.D(O) | 7. Office Copy | 8. Notice Board. |

cc:

D.R.Store, IIT DELHI:- Display of Quotation/Tender notice on website at IIT Delhi for wide publicity.

TECHNICAL BID

The Quotation/Tender shall be submitted online **duly completed in two separate covers, one for Part – I, Technical and Commercial bid and the other for Part – II Price Bid.** Both these bids shall be submitted together online on or before the due date and time.

DEPOSITION OF FEE FOR TENDER DOCUMENT AND EMD

Tender document fee of Rs. **1500/-** and Earnest Money of Rs. **401222/-** in the form of Demand Draft from any Scheduled Bank, payable to **Registrar, IIT Delhi** has to be deposited. Physical DD shall be delivered at the Office of **Executive Engineer (C-I), IIT Delhi Room No. MZ – 140, 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.

SPECIAL CODITIONS OF CONTRACT

Name of work :- Supply of Manpower for Civil Maintenance at IIT Delhi.

1. 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.
2. To provide on agreed average rates, qualified work force possessing job characteristics appended in its Schedule 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 prorated basis. In no case the Contractor shall pay his employees less than the agreed minimum mandatory wages declared by Delhi Govt./Min. of Industry.
3. Institute reserves the right to require the contractor to remove any person deployed by the company, without assigning any reasons/notice. This will be without prejudice to the right of the contractor to remove any of his own employees deployed in the Institute.
4. 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.
5. The Contractor shall be reimbursed service tax as mentioned on production of proof of service tax to the concerned authorities. Any tax liabilities arising due to payment will be deducted before such payment.
6. 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.
7. It would be responsibility of contractor to arrange all permission/ approvals from all localbodies/statutory bodies & nothing extra shall be paid on account of this by the Institute.
8. The Contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover.
9. 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.

10. The Contractor will provide Name Address, Telephone No. & Photographs of its employees posted at IIT to Security Officer/ Works Department for records.
11. 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 their 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.
12. 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.
13. 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.
14. 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.
15. The Agency / Contractor shall not appoint sub-Contractor to carry out any obligation under the contract.
16. The contractor will take day to day instructions from the supervisory staff of the institute and shall maintain diary for the same.
17. If the Agency / Contractor fails to implement the schedule of services to the satisfaction of Engineer-In-Charge of the Institute on any part of the said campuses, shall be penalized by imposing a fine as mentioned in Agreement 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 of the contractor/agency.
18. The Agency / Contractor shall give the Maintenance services on all days of the month including gazette holidays i.e. round the period of contract as work specified in Annexure I. 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.
19. 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.
20. The employees of contractor shall be of good character and of health and shall not be below age 18 years and no worker will be allowed to stay in the Institute campus. The Supervisor engaged shall be at least with 3 year Diploma Holder or Graduation, Mechanic/ Grade – I Worker – ITI in respective field or 5 year experience & Helper –

with in 3 year experience with sufficient experience. The contractor shall require to furnish the particulars of supervisors immediately after award of the work to Engineer-In-Charge.

21. 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.
22. 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.
23. Minimum wages shall be paid by the Agency / Contractor at the rate fixed by Delhi Govt. 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 /VDA by the Govt. of NCT of Delhi, the contractor will submit copy of gazette notification to the Institute and the same will be considered by Institute.
24. 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.
25. The duration of the contact shall be one years further extendable to two more years and 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 neglect 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.

26. The contractor shall in no case pay his employees less than the minimum mandatory rates per day / month as announced by Govt. of 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.

27. 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.
28. 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.
29. 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.
30. 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.
31. 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.
32. 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.
33. 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.
34. 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.
35. 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.
36. 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.
37. 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.
38. 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.
39. For ESI/EPF/Service Tax shall be reimbursed only on the production of documentary proof of payment to the concerned authorities/ departments for the particular project.
40. 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.
41. 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.

42. 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.
43. The Contractor must provide salary slips, EPF numbers and ESI Cards, duly activated, to all the deployed manpower at Clients office. 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.
44. 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.
45. 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.
46. 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.
47. Contractor staff shall always be disciplined, properly dressed and be presentable all the time during duty. The persons deployed by Contractor shall be properly trained, have requisite experience and skills for carrying out a wide variety of work. 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.
48. IF Supervisor absent from duty than 200/- per day, Mechanic / Grade – I worker absent than 150/- per day , Sewerman absent 150/- per day and Other worker absent 100/- per day recovery shall be done in addition to non-payment of their absentee in R/A bills.
49. Tenderer should not here conflict of interest. The tenderer fond to here conflict interest shall be disqualified.
50. No. Joint ventures are allowed.

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

ADDITIONAL TERMS & CONDITIONS

1. The work will be carried out as per CPWD specification.
2. Time allowed for the work will be initially **12 Month** 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.
3. All taxes such Income Tax whether applicable or laid 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 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 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 claim shall be given by the Contractor.
9. The contractor staff shall mark their attendance in biometric machine daily, kept with the representative of Engineer-in-charge.
10. Any damage caused during maintenance work of the equipment of any Institute property shall be made by the contractor on his own cost.
11. The contractor will not delay in making payment to the staff beyond 7th days 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 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 signature the site order book & carry out instructions giving their in.
16. All payments shall be made monthly & no advance payment will be made.
17. Deviation can occur upto 30% of tender cost per annum on excess side. Negative deviation is permissible as per directions of Engineer-in-charge.
18. IITD form 7/8 shall form part of agreement.
19. Special terms & conditions shall supersede. Additional terms & conditions or as decided by Engineer in charge.
20. Attendance of workers shall be done in Biometric machines fixed at IIT Delhi as per directions of Engineer-in-charge.
21. The contractor will not delay in making payment to the staff beyond 7th days of each month.

22. The firm will be required to submit the photo copy of the cheques issued to the staff deputed 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.
23. Final payment shall be released only after satisfactory completion of work.

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

ANNEXURE -I**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 :

Note :- This declaration should be signed by the Bidder(s) authorized representative who is signing the Bid.

Signature of Bidder

1. ISNTRUCTIONS TO BIDDER

This Financial Bid shall be part of contract along with Technical Bid, therefore rates should be quoted considering all the provisions of Technical bid.

Annexure-II**Technical Bid Format**

Sl. No.	1	2	3	4	5
Conditions	Whether the Firm should have duly audited financial turnover of Rs. 60 lakhs of estimate cost put to tender of last three years along with profit & loss statement of last three years	Whether the firm had submitted Latest Bank Solvency Rs. 80 lakhs of estimated cost put to tender	Whether the firm has submitted self-attested certificate that they would obtain labour license if work is awarded to then	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 black listed or debarred from any. Central state Government department or Public sector undertaking & no work of tenderer should have been terminated by client during last 10 years. It such informed the bid of agency shall be rejected.
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
HAUZ KHAS, NEW DELHI – 110016

Name of Work : Supply of Manpower for Civil Maintenance at IIT Delhi.

Schedule of Quantity
Commercial Bid

S.No.		Description	Quantity	Unit	Rate		Amount
					In Figure	In word	
1	(A)	Wages (minimum) (including VDA)					
		A Up-keeping of maintenance services (Day to day complaint servicing) in single storied, Multistoried, Duplex Type Houses and other buildings at IIT Delhi .					
		providing following minimum staff in a month to keep the general maintenance of the houses at IIT Delhi in good shape.					
		Supply of Mason/ Carpenter/ Plumber/ Welder / Fitter -(Grade - I)-49 Nos. 26 days Job work by competent Skilled Person for Mason work/ Plumbing work / Carpenter work / Welding work / Fitter work for maintenance of all kinds of Building/ multi storey / Single storey etc. (One job work means for this item is repair / maintenance work to be carried out for 8 hrs a day) i.e Mason/ Carpenter/ Plumber/ Welder/ Fitter.	15288	Days			

		2	Supply of Painter/ Sewerman/ Glazier/ Polisher -21 Nos. 26 days Job work by competent Skilled person for Painter work / Sewerman work / Glazier work / Ploisher work that is repairs/ painting/ removing blockage (one job work means for this items is painting work to be carried out for 8 hrs a day) i.e Painter/ Sewerman/ Glazier / Polisher.	6552	Days			
		3	Supply of Helper / Beldar - 26 Nos. 26 days Job work by a person for assisting Carpenter/ Mason/ Plumber / Fitter/ Painter/ Glazier for one day job as beldar/ helper/ coolie as per site requiremnt. (job work means for this items is to provide assistance to Carpenter/ Mason/ Plumber/ Fitter/ Painter/ Glazier by one Helper/ Beldar/ Coolie in repair/ Maintenance work for 8 hrs a day)	8112	Days			
		4	Supply of Supervisor - 4 Nos. 26 days for supervisor of day to day work done by agency manpower.	1248	Days			

		5	Supply of Valve Operator / Pump Operator - 30 Nos 26 days Job work by a competent person for operating pumps, Motors, Starters and other allied services etc in three shifts of 8 hours job as Valve Operator/Pump operator job on Main Water Supply Pipeline Network and Tubewell Pumps, Booster Pumps, Main Reservoir Plant, Vaishali Plant, TIFAC Building Plant, Girl Hostels including noting of pressure readings, Chlorination at various locations etc. with necessary tools complete as required as per the directions of Engineer-in-charge.	9360	Days			
		Sub Total (A)						
	(B)	Statutory Charges						
		ESI						
		1	Mason/ Carpenter/ Plumber/ Welder -(Grade - I)-49 Nos.	15288	Days			
		2	Painter/ Sewerman/ Glazier / Polisher -21 Nos.	6552	Days			
		3	Helper / Beldar - 26 Nos.	8112	Days			
		4	Supervisor - 4 No.	1248	Days			
		5	Valve Operator / Pump Operator - 30 Nos	9360	Days			
		EPF						
		1	Mason/ Carpenter/ Plumber/ Welder -(Grade - I)-49 Nos.	15288	Days			
		2	Painter/ Sewerman/ Glazier / Polisher -21 Nos.	6552	Days			
		3	Helper / Beldar - 26 Nos.	8112	Days			

		4	Supervisor - 4 No.	1248	Days			
		5	Valve Operator / Pump Operator - 30 Nos	9360	Days			
							Sub Total (B)	
	(C)	Service Charges on (A)			Sub Total (C)			
				Sub Total (A+B+C)				

Signature of contractor