



**Re- Invite
RFP for Appointment of Consultants/ Firms**

for

**PROVIDING CONSULTANCY SERVICES FOR OBTAINING
WATER SUPPLY CONNECTION FROM DELHI JAL BOARD
INSIDE IIT DELHI**

**WORKS DEPARTMENT
INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI**

1 Table of Contents

Invitation of RFP	2
1.1 Introduction.....	2
1.2 Scope of Work.....	3
1.3 Eligibility criteria.....	4
1.4 Earnest Money and Security Deposit.....	5
1.5 Performance Bank Guarantee.....	5
1.6 Modification of RFP.....	5
1.7 Maintenance of record.....	6
1.8 Validity of Agreement.....	6
1.9 Termination of Agreement.....	6
1.10 Penalty.....	6
1.11 Transfer of Interest.....	7
1.12 Ownership of Material.....	7
1.13 Dispute Resolution.....	7
1.14 Other details and Guidelines.....	7
2 Stages of Work and Deliverables.....	11
2.1 Deliverables Specifications.....	11
2.2 Fee for the Project.....	12
2.3 Payment Terms.....	13
2.4 Submission Guidelines.....	13
2.4.1 Technical Submission.....	13
2.4.2 Financial Submissions0.....	13
2.5 Information and Guidelines for Bidders.....	14
2.5.1 General.....	14
2.5.2 Authorization Requirements for Applications.....	14
2.5.3 Final Decision-Making Authority.....	15
3 Bid Opening and Evaluation.....	16
3.1 Technical Bid Evaluation.....	16
3.2 Award criteria.....	16
3.3 Online Bid submission details:.....	17
FORMS AND ANNEXURES.....	18-19
Schedule of Qty.....	21

SECTION – I
INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS: NEW DELHI – 110016
IITD/WORKS (SP-5066)/2025

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e- Request for Proposal (RFP Notice)

The Executive Engineer (CD-II), IIT DELHI, HAUZ KHAS, New Delhi-16 (Phone No 011-26591450) on behalf of Board of Governors **Re-invite** online Request for Proposal from eligible and experienced Consultant at IIT Delhi for the following work:

SL. No.	RFP No.	Name of Work	Earnest Money (in Rs.)	RFP Fees (in Rs.)	Time for Completion
1	IITD/EE(CD-II)/2025-26	PROVIDING CONSULTANCY SERVICES FOR OBTAINING WATER SUPPLY CONNECTION INSIDE IIT DELHI FROM DJB	Rs. 20,000/- (Refundable)	Nil	06 months

Last date and time of submission of

Technical bid : 31/07/2025 up to 3:00 pm (on line)

Date and time of opening of Technical bid : 1/08/2025 at 3.00 pm (office of D.R Store) Price bids of eligible bidders as per RFP shall be opened at a later date after scrutiny of technical bids.

1 Invitation of RFP

1.1 Introduction

Indian Institute of Technology Delhi (IITD), a premier academic institution, is seeking proposals from qualified consultants for providing consultancy service for obtaining water connection from Delhi Jal board at IIT Delhi campus, which includes but not limited to preparation of documents to be submitted to DJB, Liaisoning with local authority, coordinate with IIT Delhi.

This RFP Re invites experienced and qualified consultancy firms with proven expertise in similar nature of work i.e. Providing consultancy services to Delhi Jal Board (DJB) or any other government agency in Delhi for obtaining water supply connections, other types of utility/service connection / construction works. The selected consultant will be responsible for providing end-to-end assistance, including but not limited to Liaisoning with the concerned authorities, preparing and submitting necessary documentation to DJB, and

ensuring the timely completion of the process.

1.2 Scope of Work

The primary objective of this consultancy service is to submit application to DJB for new water supply connection within IIT Delhi campus which will fulfill the increased demand of water supply of IIT Delhi community.

The consultant will undertake a thorough review of the existing water supply lines of IITD and prepare a proposal of new water supply line required that aligns with the need of IITD campus community with site-specific conditions.

The consultant will be responsible for the preparation of detailed designs and engineering drawings, and phased implementation plans for approval the new system, ensuring both short-term and long-term operational effectiveness.

Below are a brief roles and responsibilities of the Consultant (but not limited to):

1	Preparation of draft proposal to be submitted to DJB (Stage 1)	Submitting draft application to Competent Authority, IIT Delhi along with all required document to be submitted to DJB for new water supply connection inside IIT Delhi campus.
2	Approval of proposal by competent authority of IIT Delhi (Stage 2)	After approval of proposal, estimate to be submitted which includes cost of new connection, appurtenances and any other charges etc.
3	Submission of Application for new connection to DJB (Stage 3)	Submission of all documents including Application Fee, Security Deposit, Development Charges, Infrastructure Charges, Meter Charges, Labour Charges, water connection charges etc. (as applicable) as required by DJB for getting new water supply connection, any site visit required by DJB officials, any clearance required, Liaisoning with local govt. authorities if required at any stage, submission of application fees to DJB, assessment of location and route of new water supply connection without minimum disruption to existing utilities/ services. (All statutory charges shall be borne by IITD)
4	Completion (Stage 4)	Successful submission to IIT Delhi, All documents and Testing of new connection provided by DJB along with water quality report and Route map/ drawing of water supply line and associated documents received from DJB.

1.3 Eligibility criteria

- a. Bidder/Agency who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
- b. The Bidder/Agency must have successfully rendered services in the role of Project Consultant or equivalent for the works/Project of magnitude as follows during the last 7 years ending previous day of last date of submission of RFP.
 - One similar completed consultancy work costing not less than Rs.8 Lakhs.

Or

- 2 similar completed consultancy works, costing not less than Rs.6 Lakhs.

Or

- 3 similar completed consultancy works costing not less than Rs.4 Lakhs.

The bidder/agency must submit documentation for above.

- c. The bidder has to submit Duly filled Forms as enclosed in RFP including supporting documents otherwise the bidder shall be disqualified.
 - d. Submitting GST registration and PAN card is mandatory.
 - e. The bidder must submit an Authorization letter as applicable, under Part- 2.5.2.
- Similar nature of work i.e. Providing consultancy services to Delhi Jal Board (DJB) or any other government agency in Delhi for obtaining water supply connections, other types of utility/service connection / construction works under Government/ Central Public Sector Undertaking / State Public Sector under Central Autonomous bodies/ State Autonomous bodies/ City Development Authority/ Municipal Cooperation of City formed under any act by Central/ State Government and published in Central/ State Gazette or work done under private organization with TDS certificate for that work.
 - “Completed Consultancy work” shall mean completion cost of project for which consultancy assignment has been executed.
 - The executed works should be in the sole name of firm/bidder and the works executed in joint ventures shall not be accepted.
 - The value of executed works shall be brought to current costing level by enhancing the actual value of work done at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission for bids.
 - The bidder’s performance for each work completed in the last seven years ending the previous day of last date of submission of bid, should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent.
 - The Institute may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of

works.

1.4 Earnest Money and Security Deposit

1. The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker's Cheque or Deposit at call Receipt or Fixed Deposit Receipts and towards cost of EMD in favor of Registrar IIT Delhi to be deposited with <http://eprocure.gov.in/eprocure/app> / NEFT facility.
2. **Earnest money of Rs. 20,000/-** in the form of Banker's cheque or Demand draft or fixed deposit receipt of a schedule bank drawn in favor of **Registrar, I.I.T. Delhi**. No relaxation in EMD will be allowed for MSMEs and MSEs as per CPWD Manual.
3. The physical EMD of the scanned copy of EMD uploaded shall be deposited by the lowest bidder within a week after opening of financial bid, failing which the bid shall be rejected.
4. The following undertaking in this regard shall be up-loaded by the intending bidders: **"The physical EMD shall be deposited by me / us with the Authority inviting the RFP, in case I / we become the lowest bidder, within a week of the opening of financial bid, otherwise, department may reject the bid and also take action to debar me / us from bidding in any form in IIT Delhi"**.
5. Copy of certificate of work experience and other documents as specified in the RFP 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 as specified in RFP shall have to be submitted by the lowest bidder only along with physical EMD of the scanned copy of EMD uploaded within a week physically in the office of e-tendering authority and it shall be sole responsibility of lowest bidder.
6. EMD shall be released after the award of work and performance guarantee submitted by the lowest bidder in the form of Bank Guarantee or F.D.R from a Nationalized/Schedule Bank.
7. Security deposit of 2.5% will be retained from each running bill and will be released after one year from the completion of work, as recorded by the executing agency/PMC or the Institute. The release of the deposit is contingent upon the satisfactory verification of the As-built drawings.

1.5 Performance Bank Guarantee

1. Before signing the Agreement, the Agency must submit a **"Performance Bank Guarantee"** (on standard format provided by IIT Delhi) from a Scheduled Bank amounting Rs. 25,000.
2. Performance bank guarantee shall be released after getting satisfactory project completion.

1.6 Modification of RFP

IIT Delhi reserves the right to modify, amend, or withdraw the RFP at any time, including changes to the scope, requirements, deadlines, or other terms. Any modifications will be issued as written addenda, posted on the official IIT Delhi procurement website, or communicated to all bidders. Bidders must acknowledge receipt of all addenda and review them to ensure compliance with updated requirements. If significant changes occur, IIT Delhi may extend the submission deadline. Bidders are responsible for staying updated on any changes. IIT Delhi is not liable for any costs incurred due to modifications or withdrawal of the RFP.

1.7 Maintenance of record

The Consultant is required to maintain all records, documentation, and data related to the project for a period of Five (05) years following the expiration or termination of the agreement. This obligation includes all project-related files, drawings, communications, and other relevant materials.

In the event that IIT Delhi requests access to these records within this five-year period, the architect must provide the requested information promptly, regardless of whether the original agreement has expired. The responsibility to maintain and provide these records is critical for ensuring continuity, addressing potential future inquiries, and supporting any post-project evaluations or audits.

1.8 Validity of Agreement

1. The validity of this agreement is intended to be initially for a period of **06 Months** or shall be in line with the progress of the projects and shall be concluded after completion of projects in all respects. It may be extended, if mutually agreed upon.
2. Extension of time, during which a party shall, pursuant to this contract complete any action and/or tasks shall be extended for a period equal to the time during which such party was unable to perform such action as a result of Force Majeure or for reasons not attributable to such Party. Also, an extension of time will be given if the execution of the work continues beyond the stipulated date(s) of completion.

1.9 Termination of Agreement

The performance of the consultancy shall be reviewed and evaluated by an internal committee of the Institute periodically. In cases of unsatisfactory performance or failure to respond to three consecutive enquiries without valid reasons, the agreement may be terminated without notice and no correspondence will be entertained in this regard.

This Agreement may be terminated at any time by either party by giving a written notice of one month. Even after the termination, the consultant shall remain liable and shall be responsible for the service provided by them in respect of the work carried out before the termination.

In the event of the termination of the agreement by IIT Delhi, the Agency shall **not** be entitled to **any compensation or damages** by reason of such termination but **only to the fees for the milestones of services actually achieved** (Based on actual submissions) up to the date of notice. In case of termination by IIT Delhi for non-performance by the Agency or the Agency terminating on his own, the Performance Guarantee along with the Security deposit will be encashed and forfeited.

The agency will be evaluated by an internal committee of the Institute. Part or full work may be withdrawn if the performance of the consultant is found to be unsatisfactory by giving one-month notice.

1.10 Penalty

In the event of delay of submission of incomplete application/ Rejection of connection request by DJB, the following penalties will be imposed:

- a. A minimum penalty of 1% per month will be imposed for delays. For delays exceeding 30 days, an additional penalty in proportion to 1% per month will be charged on a weekly basis. However, in no case would the total penalty exceed 5% of the total consultancy fee payable for delay in submissions. Further the Institute

reserves the right to terminate the agreement for a delay of more than 5 months in addition to penalty.

- b. On submission of incomplete application, the Institute reserves the right to hold 5% of the project cost from the final bill. Additionally, the Institute may hold up to 5% of the fees payable on the account of delay arising from rejection of connection request by DJB, until the finalization of the Extension of Time for the justified delay.

The Institute reserves the right to recover liquidated damages and compensation from the agency's gross valuation and may also take measures including debarment from future projects with IIT Delhi.

If the consultant fails to perform their duties diligently, causing delays or non-cooperation, they will be liable for the damage incurred by the Institute. This is without prejudice to the Institute's right to terminate the agreement and pay any fees required at the time of termination, at the Institute's discretion.

1.11 Transfer of Interest

So long as the Agreement subsists, the Agency shall not assign, sublet, or transfer their interest in this Agreement, without the written consent of the Institute.

1.12 Ownership of Material

The ownership of all submitted materials of all bidders at whichever stage shall lie with the Institute. The Agency shall not use any information or document without the written permission of the Institute.

1.13 Dispute Resolution

In case a dispute arises between the Agency and Engineer In-charge, the jurisdiction will be that of the Court at Delhi.

1.14 Other details and Guidelines

1. The intending bidder must read the terms and conditions carefully. They should only submit bid if they consider themselves eligible and are in possession of all the documents required.
2. Information and Instructions for bidders posted on the website shall form part of the bid document.
3. The bid document consisting of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://eprocure.gov.in/eprocure/app> in free of cost.
4. Those firms/bidders not registered on the website mentioned above are required to get registered beforehand. If needed, they can be imparted training on online bidding process as per details available on the website
5. The intending bidder must have a valid class-III digital signature to submit the bid.
6. On the opening date, the bidder can login and see the bid opening process. After opening the bids, he will receive the competitor bid sheets.

7. Bidders can upload documents in the form of JPG format and PDF format.
8. Bidder must ensure to quote rate of each item, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
9. The institute reserves the right to reject any or all prospective bidders without assigning any reason and to restrict the list of qualified bidders to any number deemed suitable by it.
10. In e-RFP the intending bidders can quote their rates in figures only. The rates in words against amount of each item and total is generated automatically. Therefore, the rate quoted by the bidder in figures will be taken as final.
- 11. The bid submitted shall become invalid if:**
 - a. The bidder is found ineligible if he fails to upload the required documents.
 - b. The bidder does not upload all the documents (including GST registration) as stipulated in the bid document including the undertaking about deposition of physical EMD of the scanned copy of EMD uploaded etc.
 - c. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of tender opening authority.
 - d. The lowest bidder does not deposit physical EMD within a week of opening of tender.
12. Bid validity shall be **90 days** from the last date of opening of financial bid. The Institute reserves the right to reject any or all proposals without assigning any reason. The validity period may further be extended on mutual consent.

**Executive Engineer (CD-II), For &
on Behalf of BOG, IIT Delhi Hauz
Khas, New Delhi-110016**

Copy to: -

1. Dean (Infra)/AD(Infra-I/II/III) for information.
2. Institute Engineer
3. AEE(C)
4. A.R. (Works Accounts)
5. D.R. (A/Cs) – for opening of uploaded documents at **3:00 PM on 1/08//2025** in the office of D.R. Store
6. Notice Boards.
7. Office Copy
8. Web site Administrator, I.I.T.D
9. E-tendering Web. <http://eprocure.gov.in/eprocure/app> or www.iitd.ac.in

Schedule

Name of Organization		Indian Institute of Technology, Delhi
Tender Type (Open/Limited/RFP/Auction/Single)		Request for Proposal
Tender Category (Services/Goods/Works)		Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)		Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)		
Source of Fund (Institute/Project)		Institute
Is Multi Currency Allowed		No
Date of Issue/Publishing		24/07/2025 (15.00 Hrs)
Document Download/Sale Start Date		24/07/2025 (15.00 Hrs)
Document Download/Sale End Date		31/07/2025 (15.00 Hrs)
Date for Pre-Bid Conference		NA
Venue of Pre-Bid Conference		NA
Last Date and Time for Uploading of Bids		31/07/2025 (15.00 Hrs)
Date and Time of Opening of Technical Bids		1/08/2025 (15.00 Hrs)
RFP Fee	Nil	(To be paid through RTGS/NEFT/ Banker's cheque or Demand draft or fixed deposit receipt of a schedule bank drawn in favor of Registrar, I.I.T. Delhi IIT Delhi Bank details are as under: Name of the Bank A/C: Registrar IIT Delhi SBI A/C No. 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on- line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II) or as per RFP notice
EMD	Rs. 20,000/-	
No. of Covers (1/2/3/4)		02
Bid Validity days (180/120/90/75/60/30)		90 days
Address for Communication		Office of the Executive Engineer (Civil Division-II), , Main Building, IIT Delhi, Hauz Khas, New Delhi- 110016

Contact No.	011-26591450
Fax No.	Nil
Email Address	a26791@admin.iitd.ac.in

SECTION – II

2 Stages of Work and Deliverables

S. No.	Stages	Details of Services
1	Preparation of draft proposal to be submitted to DJB (Stage 1)	Submitting draft application to Competent Authority, IIT Delhi along with all required document to be submitted to DJB for new water supply connection inside IIT Delhi campus. (IIT Delhi will provide all available records, information, and documents necessary for submission of application)
2	Approval of proposal by competent authority of IIT Delhi (Stage 2)	After approval of proposal, estimate to be submitted which includes cost of new connection, appurtenances and any other charges etc.
3	Submission of Application for new connection to DJB (Stage 3)	Submission of all documents including Application Fee, Security Deposit, Development Charges, Infrastructure Charges, Meter Charges, Labour Charges, water connection charges etc. (as applicable) as required by DJB for getting new water supply connection, any site visit required by DJB officials, any clearance required, Liaisoning with local govt. authorities if required at any stage, submission of application fees to DJB, assessment of location and route of new water supply connection without minimum disruption to existing utilities/ services. (All statutory charges shall be borne by IITD).
4	Completion (Stage 4)	Successful submission to IIT Delhi, All documents and Testing of new connection provided by DJB along with water quality report and Route map/ drawing of water supply line and associated documents received from DJB.

2.1 Deliverables Specifications

1. All documents, drawings, reports, and any other documents submitted in fulfillment of the scope of services shall be prepared strictly as per provisions and guidelines issued by the Central/State Government/local authorities.
2. All previous records/ document/ data required for preparation of application for new connection will be shared with Consultant by IIT Delhi.
3. The Consultant shall provide, without question or failure, all information within the

purview of the scope of services as sought by all committees and other agencies appointed by the Institute for the purpose. Support and assistance, if any, to the extent required by such committees and other agencies, shall also be provided by the Consultant as and when desired by the Institute.

4. The Consultant shall, without question or failure, provide knowledge transfer and handover of all aspects of the scope of services to the Institute and/or implementing and management agencies appointed by the Institute, as and when required.
5. The Consultant may, at the discretion of the Institute, aid and advise in matters relating to all aspects covered under the scope of services, as and when required.
6. The Consultancy shall hire suitable office space in Delhi for carrying out their activities after the award of contract if they don't have space within 50km from the campus of IIT Delhi.
7. The Consultant shall maintain an organizational/governance structure including in-house and outsourced personnel to the satisfaction of the Institute to ensure effective rendering of the scope of services.
8. The Consultant shall be required to participate in all meetings as and when sought by the Institute. During work stages as listed in the scope of services, the Institute expects to hold periodic meetings as and when required at IIT Delhi for the Consultant to demonstrate the work progress and take inputs from the Institute. Senior representatives of the consultant shall attend these meetings.
9. The decision of the Institute shall be final in all matters. The Consultant shall be bound to execute such decisions to the satisfaction of the Institute.
10. The Institute, at its sole discretion and without assigning any reasons whatsoever, reserves the right to appoint any individual and/or organization as it may deem fit to render the whole or part of services covered in this RFP in the interest of timely and qualitative completion of campus development works.
11. The Consultant shall carry out this assignment with diligence and adopt the best Professional Practices, so as to achieve a landmark campus while avoiding ostentation in material and finishes.
12. The Consultant should unconditionally and fully indemnify the Institute against any legal action/s by any national or international company or body regarding software and system used by the consultant in carrying out this Design Assignment.

2.2 Fee for the Project

The consultancy fees should be submitted by consultant as per schedule of Qty of Request for proposal.

Additional terms & conditions are as follows:

- This fee shall include all charges i.e. all taxes including duties, levies, out of pocket expenses, professional fee and GST @ 18% etc. In the event of a future increase in GST, an additional payment will be made and conversely, if the GST rate decreases, a proportional amount will be deducted.
- The fee is inclusive of fees payable by the consultant to any other sub-consultant and associated consultant and nothing extra shall be payable by the Authority.
- The Consultant will have to make all arrangements for the staff at their own cost.
- The consultant shall acquaint itself with all the legislation, courts and standards prescribed from time to time.
- All Statutory charges for obtaining water supply connection from DJB shall be borne by IIT Delhi.

2.3 Payment Terms

If 'X' is the Project cost (on the least of amount of PE, Tendered or the Completed project cost) then the payment of % service charges to Consultant, as accepted by IIT Delhi, shall be made as under:

S. No.	Key Activities/Milestones	Payment %
1	Preparation of draft proposal to be submitted to DJB (Stage 1)	30% of X.
2	Approval of proposal by competent authority of IIT Delhi (Stage 2)	30% of X.
3	Submission of Application for new connection to DJB (Stage 3)	20% of X
4	Completion (Stage 4)	20% of X

2.4 Submission Guidelines

2.4.1 Technical Submission

1. EMD as specified in section I.
2. Relevant experience of similar nature of work as specified in RFP.
3. Copy of PAN card.
4. Undertaking on firm's Letter head **"The physical EMD shall be deposited by me / us with the Authority inviting the RFP, in case I / we become the lowest bidder, within a week of the opening of financial bid, otherwise, department may reject the bid and also take action to debar me / us from bidding in any form in IIT Delhi"**
5. Certificate of Registration for GST and acknowledgement of up to date filed return of GST.
6. Copies of Enlistment order/ registration certificates and licenses.
7. Annexures (1), Form F.
8. Qualification of Key personnel proposed to be engaged in the Consultancy.
9. Any other documents specified in RFP required for Eligibility Criteria / Technical evaluation

2.4.2 Financial Submissions

1. The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with

any other copy same BOQ in . xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/e-procure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.

2. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.
3. The percentage fee quoted by the bidder is inclusive of all other charges etc. excluding GST. GST shall be reimbursed extra on submission of proof of payment.
4. This agreement may be extended by IIT Delhi maximum until the completion of works. In case the work is not completed by the executing agency within the stipulated period.
5. The price bid should include the cost of all the works as detailed in the Terms of reference and other additional activities as felt necessary by the Consultants / Architects for completing the job.
6. The price bid shall also include the cost of all visits to be made by Consultants / Architects to the site of work. The cost of office expenses, stationery, travelling, attending meetings and related expenses shall also be deemed to be included in the price bid. The quoted fee will be for providing service of all works, relating to project till actual completion of whole project including Statutory approvals.

2.5 Information and Guidelines for Bidders

2.5.1 General

1. All information requested on the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned in the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particulars/query is not applicable in case of the bidder, it should be stated as 'Not applicable'. The bidders are cautioned that not giving complete information called for, in the application forms or not giving it in clear terms or making any change in the prescribed forms (or) deliberately suppressing information may result in the bid being summarily rejected.
2. The bidder (s) must sign each page of the application including all the supporting documents submitted.
3. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating, and rewriting. The pages of the Eligibility criteria documents are numbered. Additional sheets, if any added by the bidder, should also be numbered by him. They should be submitted as a package with a signed letter of transmittal.
4. The bidder may provide any additional information, which he/she thinks is necessary to establish his/her capabilities to successfully complete the envisaged work. He/she is, however, advised not to furnish superfluous information. No information shall be entertained after submission of the eligibility criteria document unless it is called for by the Institute.

2.5.2 Authorization Requirements for Applications

1. If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full type of written name and the full name of his firm with its current address.
2. If the bidder is a limited company or a corporation or private limited, the bid shall be signed by a duly authorized person holding power of attorney for signing the application and a certified copy of such power of attorney shall also be furnished.

The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

3. If the bidder is a partnership firm and not all tender documents are signed by all partners, a Power of attorney authorizing the individual who has signed the tender must be uploaded with the tender documents.
4. Tender, not duly signed as mentioned above or by an unauthorized signatory shall be treated as non-responsive and shall be summarily rejected.
5. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of works in IIT Delhi. The department reserves the right to verify the particulars furnished by the applicant independently.

2.5.3 Final Decision-Making Authority

The Institute reserves the right to accept or reject any bid and to annul the process and reject all bids at any time without assigning any reason or incurring any liability to the bidders.

3 Bid Opening and Evaluation

- a. The system is based on a two-bid system where the technical bid and financial bid shall be submitted and evaluated separately.
- b. Technical bids will be opened first as per schedule and examined by a technical committee. Technical evaluation shall be done only for eligible bidder who has submitted their bids as per eligibility criteria and technically qualified bidder shall be called for presentation for further evaluation as per RFP.
- c. Financial bids of all technically qualified bidders will be opened.
- d. Based on Financial bid work will be awarded to lowest Bidder.
- e. The details given in the power point presentation of the successful bidder will form part of the agreement.

3.1 Technical Bid Evaluation

Following documents to be submitted by Bidder. Technical bids received complete in all respects will only be opened as per schedule, Financial bid of all technically qualified bidder will be opened.

3.2 Award criteria

4.3.1 The work will be awarded to the lowest bidder in Financial bid.

4.3.2 The successful bidder will be informed of the acceptance of his bid and shall be required to furnish a "Performance Guarantee". Necessary instruction with regard to amount, time of depositing performance guarantee will be specified in the letter of offer.

4.3.3 The competent authority on behalf of the Board of Governors does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

4.3.4 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.

3.3 Signing of Agreement:

The Agency selected, will be required to sign the Contract agreement on stamp paper within 15 days of the issue of award letter and award letter shall be issued only after submission of P.G. as per format of the Institute. The RFP documents along with price bid shall be deemed to form parts of the Contract.

ONLINE BID SUBMISSION DETAILS

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

Part – 1 (Technical Bid)			
(Following documents to be provided as single PDF file)			
S.No	Documents	Content	File Type
1.	Technical Bid	Scan Copy Demand Draft/Pay order or Banker`s Cheque /Deposit at Call Receipt/FDR of any Scheduled Bank against EMD.	.PDF
2.		Self-attested certificate of work experience and area details of projects executed.	.PDF
3.		Certificate of Registration of GST and acknowledgment of filled return of GST.	.PDF
4		Copy of PAN, GST with up to date filing	.PDF
5		Undertaking as per on firm`s letter head. “The physical EMD shall be deposited by me / us with the Authority inviting the RFP, in case I / we become the lowest bidder, within a week of the opening of financial bid, otherwise, department may reject the bid and also take action to debar me / us from bidding in any form in IIT Delhi”	.PDF
6		Qualification of Key personnel proposed to be engaged in the Consultancy.	.PDF
7		Annexures (1), Form F (duly filled & signed by the bidders)	PDF
8		Any other documents specified in RFP required for Eligibility Criteria / Technical evaluation	PDF
9		ESI/ EPF Registration	PDF
Part – 2 (Financial Bid)			
S.No	Document	Content	File Type
1.	Financial Bid	Price bid should be submitted in BOQ format.	.Xls

All above documents shall be as per RFP Notice

FORM 'F'**STRUCTURE & ORGANIZATION**

1.	Name & Address of the bidder		
2.	Telephone No. / Email id /Mobile No./Fax No.		
3.	Legal status of the bidder (Attach copies of original document defining the legal status).		
	a)	An Individual	
	b)	A proprietary firm	
	c)	A firm in partnership	
	d)	A limited company or Corporation	
4.	Particulars of registration with various Government bodies (attach attested photo - copy).		
	ORGANIZATION/PLACE OF REGISTRATION		REGISTRATION No.
	1.		
	2.		
5.	Names and Titles of Directors & Officers with designation to be concerned with this work.		
6.	Designation of individuals authorized to act for the organization.		
7.	Has the bidder or any constituent partner in the case of partnership firm limited company or Corporation ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		
8.	Has the bidder blacklisted/debarred in last 3 years/ convicted by the court of law.If so, ive details.		
9.	In which field, the bidder has specialization and interest?		
10.	Any other information considered necessary but not included above.		

Signature of bidder(s) with seal & stamp

<< Organization Letter Head >>

DECLARATION

I / We, _____ hereby declare that all the information and data furnished by our organization with regard to this RFP document are true and complete to the best of my/ our knowledge. I / we have gone through the specifications, conditions and stipulations in detail 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	GST number	
7	PAN number	
8	UTR no. with date [for payment of EMD] or DD No. with date	
	BANK DETAILS	
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 on holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last three years from the last date of submission of bid and all the information furnished in this proposal is true.

[Signature of the bidder]

Schedule of Quantity

Name Work: PROVIDING CONSULTANCY SERVICES FOR OBTAINING WATER SUPPLY CONNECTION INSIDE IIT DELHI FROM DJB

S No.	Description	Consultancy fee		
		Qty/unit.	(Consultancy Fees) Amount in Figures	(In words)
1.	Providing consultancy services for obtaining water supply connection inside IIT Delhi from DJB as per scope mentioned in this RFP.	1 Job	Rs.....	

Signature of Authorized Representative with the seal

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