



INDIAN INSTITUTE OF TECHNOLOGY:DELHI

HAUZ KHAS, NEW DELHI – 110016

E-NOTICE INVITING QUOTATION

IITD/WORKS (SP-4830)/2024

The **Executive Engineer (ED-II)**, Works Department, IIT Delhi, Hauz Khas, New Delhi-110016, Ph No.- 011-2659 7199 on behalf of BOG, invites online **Item rate quotation from** Firms/ Contractors Registered in appropriate class and category with CPWD, MES, BSNL and Railways as per details given below.

1	Name of work	:	Day-to-day maintenance for water coolers and reverse osmosis system installed in various sites at IIT Delhi.
2	E-NIQ No.	:	106/IITD/EW/00739/2024-2025
3	Estimated Cost (Rs.)	:	Rs. 3,93,100.00
4	Earnest Money Deposit (Rs.)	:	Rs. 7,862.00 (No Exemption allowed)
5	Period of completion	:	02 Months
6	Last date & time of bid submission	:	Upto 03:00 PM of 09-12-2024
7	Date of Opening	:	10-12-2024 at 03:00 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 enrol / register themselves before participating through web site <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 / tender 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 quotations. Select the appropriate quotation / tender and fill them with all relevant information and submit the completed Quotation / Tender 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 & Financial) should be submitted in the e-procurement portal.

**Executive Engineer (Electrical-II)
For & on behalf of BOG, IIT Delhi**

Ch. Head : 31.06.30
Work Code : 2021/006/0739



Copy to :-

1. Assistant Executive Engineer (E)
2. D.A. (Works Accounts) - for opening of quotations in the office of D.R. [SPS]
3. Sr. F/M (E).
4. D.R. (A/C)
5. A.R. [SPS] with a request for uploading the NIQ in e-procurement portal
6. Notice Board
7. Website Administrator, IIT Delhi
8. Office copy

INDEX

Sr. No.	Description	Page	
		From	To
1	Schedule of NIQ	03	03
2	Instruction for online bid submission	04	07
3	Information & instruction to bidders	08	10
4	List of Documents to be uploaded	11	11
9	Commercial & Additional conditions	12	13
11	Declaration (Annexure – 1)	14	14
12	Bid Submission Check List	15	15
13	Schedule of Quantity	16	16

Certified that this NIQ contains 1 to **16** pages.

NIQ amounting to **Rs.3,93,100.00** is approved.



SCHEDULE

1	Name of organisation	:	Indian Institute of Technology Delhi
2	Tender / Quotation type (open / limited / EOJ / auction / single)	:	Open
3	Tender / Quotation category (services / goods / works)	:	Goods & Works
4	Type of Contract (work / supply / auction / service / buy / empanelment / sell)	:	Work & Supply
5	Form of contract (IITD - 7/8)	:	IITD - 8
6	Work Category (civil / electrical / fleet management / computer systems)	:	Electrical works
7	Is multi-currency allowed?	:	No
8	Date of publishing / issue / start	:	03-12-2024 at 15:00 Hrs
9	Document download start date	:	03-12-2024 at 15:00 Hrs
10	Document download end date	:	09-12-2024 at 15:00 Hrs
11	Date & time of pre-bid meeting	:	No pre-bid meeting be held
12	Venue of pre-bid meeting	:	Not applicable
13	Last date & time of uploading of bids	:	09-12-2024 at 15:00 Hrs
14	Date & time of opening of Technical bids	:	10-12-2024 at 15:00 Hrs
15	Tender fee	:	NA
16	Earnest Money Deposit (EMD)	:	Rs.7,862.00 (No Exemption allowed)
17	Mode of payment of EMD	:	Can 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-I) OR Demand Draft favouring of Registrar, IIT Delhi Payable at SBI, IIT Delhi Branch. Scanned copy of DD needs to be uploaded along with the Technical Bid. Original DD shall have to be submitted to the tender inviting authority by the bidder as and when required after opening of bid.
18	No. of bids / covers (1 / 2 / 3 / 4)	:	2
19	Bid without EMD/ Non-submission of original DD	:	To be considered as UNRESPONSIVE and bid shall summarily be rejected.
20	Address for communication	:	Executive Engineer (Electrical-II) , Works Department, Room No. MZ-108, Main building, IIT Delhi, Hauz Khas, New Delhi - 110016
21	Contact No.	:	011-2659 7199/ 1779
22	e-mail address	:	rafatjamal@admin.iitd.ac.in / a26339@admin.iitd.ac.in



INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this quotation / tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit softcopies of their bids electronically on the CPP portal, using valid Digital Signature Certificates (DSC). 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 enrol 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 enrol". 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 user name and assign a password for their accounts.
3. Bidders are advised to register their valid e-mail address and mobile number 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 2 or class 3 certificates with signing key usage) issued by any certifying authority recognised 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 bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs into the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

SEARCHING FOR QUOTATION/ 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, organisation 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 organisation 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. The 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 other, 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 bids. Please note the number of covers in which the bid documents have to be submitted. Any deviations from these may lead to rejection of the bids.
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 & 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’s 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 “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, **Page no. 3**)



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 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 unauthorised 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 authorised 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 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 24 x 7 CPP Portal Help Desk. The contact number of the helpdesk is 18002337315.



GENERAL INSTRUCTIONS TO THE BIDDERS

1. The Quotation/ 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 authorised certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. 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 & INSTRUCTION TO BIDDERS FOR E-TENDERING

The **Executive Engineer (ED-II)**, Works Department, IIT Delhi, Hauz Khas, New Delhi-110016, Ph No.- 011-2659 7199 on behalf of BOG, invites online **Item rate quotation** from Firms/ Contractors Registered in appropriate class and category with CPWD, MES, BSNL and Railways as per details given below.

Sr. No.	E- NIQ No.	Name of Work & Location	Estimated cost put to bid (Rs.)	Earnest money (Rs.)	Period of completion	Last date & time of submission of bid	Time & date of opening of Technical Bid	Time & date of opening of Financial Bid
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	106/IITD/EW/0739/2024-2025	Day-to-day maintenance for water coolers and reverse osmosis system installed in various sites at IIT Delhi.	Rs.3,93,100.00	Rs.7,862.00 (No Exemption allowed)	02 Month.	Upto 03.00 PM of 09-12-2024	10-12-2024 at 03:00 PM	To be decided after assessing Technical Bids

- Contractors who fulfil the following requirements shall be eligible to apply. Joint ventures are not accepted.
 - Should have satisfactorily completed the works as mentioned below during the last Seven years ending last day of the month **previous to one in which tenders are invited**.
 - One** similar works costing not less than **Rs.3,14,480.00**, or **Two** similar works each costing not less than **Rs.2,53,860.00**, or **Three** similar work each costing not less than **Rs.1,57,240.00**.
- Earnest money (EMD) Rs.7,862.00 (No Exemption allowed)** shall have to be deposited/ submitted as stipulated in the Schedule. **Declaration to be submitted** by the bidder as indicated in the list of mandatory documents, if scanned copy of DD/ FDR is submitted for EMD.



3. **Similar work means Operation and Maintenance of Reverse Osmosis System / water cooler System.**
4. 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.
5. **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.*
6. 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
7. **The intending bidder must read the terms and conditions [both commercial & Additional] & 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.
8. Information and Instructions for bidders posted on website shall form part of bid document.
9. 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.
10. But the bid can only be submitted after depositing requisite EMD as specified in the schedule.
11. Copy of all mandatory documents as desired in the NIT/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-tendering authority, if so desired, by the tender inviting authority.
12. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited requisite EMD and other documents scanned and uploaded are found in order.
13. 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.
14. 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.



15. 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.
16. Contractors must ensure to quote rate of each item.



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

1. Annexure – I duly filled in and got signed
2. Proof of EMD deposit/ Attested scanned copy of DD submission (Favouring 'Registrar IIT Delhi').
3. Attested copy of work experience completion certificate as desired.
4. Attested copy of GST Registration certificate.
5. Registration prof of EPFO & ESIC .
6. Valid Enlistment order of contractor having enlistment in CPWD, MES, BSNL, Railways.
7. Any other document as specified in the NIQ.

NOTE :

- (a) Bidders are advised to keep the original EMD (if not deposited online) 'as it is' in safe custody till finalization of bid.

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



TERMS AND CONDITIONS

1. The work shall be carried out as per CPWD Specifications.
2. Payment shall be made after completion of work followed by submission of bill.
3. Nothing shall be paid extra in labour / material rates
4. No advance payment will be made to the contractor.
5. Necessary compensation as per clause IITD 7 / 8 as applicable, MAY BE IMPOSED IF REQUIRED.
6. Work shall be completed as per CPWD specifications.
7. For bad work suitable penalty will be imposed and recovery will be made from the bill of the contractor.
8. The time period for the execution of the work will be **02 month** from the date of issue of the work order.
9. Storage of material inside the IIT campus is strictly prohibited.
10. Income tax as per rules deducted from the bill of the contractor, where the value of the contract exceeds Rs. 10, 000.00 including enhancement.
11. Incomplete work will be got done at the risk and cost of the contractor.
12. No T & P shall be issued by the institute and contractor has to make his own arrangement.
13. The work shall be executed as per program draw by the Engineer In-Charge. Necessary compensation (AS per CPWD, 7& 8) will be imposed in case; it is found that the contractor is intentionally delaying the execution of work.
14. The contractors shall be responsible for any injury or accident to the labour working at site and no claim shall be given by the institute.
15. Recovery for the damage hand done of the institute Building by the contractor or his labour will be made from the bill of contractor.
16. GST @18% will be applicable from the bill of the contractor.
17. I. Tax @2%, CGST and SGST @2% & Cess @1% will be deducted from the bill of the contractors.
18. The envelope containing quotation documents must be properly sealed.
19. Use of correction fluid in quotation/ tender documents not to be allowed such quotation / tenders is liable to be rejected.
20. Quoted rates shall be net rates inclusive of all taxes like GST etc.
21. EPF & ESI contribution in respect of the workers shall be deposited with the authority concerned in time and employer's share shall be got reimbursed to the contractor by IIT Delhi on production of proof of deposition.
22. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hour / leave, for which the work is taken from them, do not violate relevant provisions of the Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. No extra payment shall be made by the IITD in this regard.
23. However the basic rates of wages as per latest notification by Central Govt. of India shall be considered as 04 Nos. qualified trained skilled Mechanics @ Rs.954/- per day, 02 Nos. Helper @ Rs.783/- per day. Arrears, if due as result of increase in minimum wages would be reimbursed to the contractor on submission of proof of actual payment to the worker. In case of half yearly increase in Minimum wages by the Central Govt., the contractor will submit copy of gazette notification to the Institute and the same may be considered by the Institute
24. That the contractor shall particularly abide by the provisions of Minimum Wages Act, 1948. Minimum wages shall be paid by the Agency / Contractor at the rate fixed by Central Govt. of India / IIT Delhi from time to time. Arrears, if due as result of increase in minimum wages would be reimbursed to the contractor on submission of proof of actual payment to the worker. In case of half yearly increase in Minimum wages by the Central Govt. of India, the contractor will submit copy of gazette notification to the Institute and the same may be considered by the Institute.



ANNEXURE - 1

<< Organization Letter Head >> DECLARATION

I / We, _____ hereby declare that all the information and data furnished by our organization with regard to this tender 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	GST number	:	
7	PAN number	:	
8	UTR no. With date [for payment of EMD]	:	
9	DD / FDR / Banker's Cheque No. [if uploaded scanned copy] for EMD	:	
	BANK DETAILS of the Bidder		
10	Bank name	:	
11	Branch address	:	
12	Branch telephone no.	:	
13	MICR Code of the bank	:	
14	IFSC code	:	
15	Bank Account no.	:	
16	Type of account	:	

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

(Signature & name of the bidder)
Seal of the bidder



BID SUBMISSION CHECK LIST

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	Annexure – 1 (To be submitted on firm's letter head)	.PDF
2		Proof of EMD deposit/ scanned copy of DD submission (Favoring 'Registrar IIT Delhi')	.PDF
3		Certificate of work experience as desired, BOQ of work showing components of work.	.PDF
4		Certificate of GST Registration	.PDF
5		Registration Copy of EPFO & ESIC .	.PDF
6		Valid Enlistment order of contractor having enlistment in CPWD, MES, BSNL, Railways.	.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 :- :- Day-to-day maintenance for water coolers and reverse osmosis system installed in various sites at IIT Delhi.

S. No	Description of items	Qty.	Unit	Rate	Amount
1	Routine maintenance of following water coolers and Reverse Osmosis system including daily checking of RO's, coolers, cleaning, servicing, adjustment for their proper functioning, measurement of input output TDS level, PH value in water in RO's, prevention of any leakage by providing following Standing Technicians who shall be present at site on daily basis at general shift or as to be fixed by the Engineer-in-charge, responsible for immediate attending of all problems etc., maintaining of Register (to be provided by contractor) complete as required. 4nos Technician 2nos Helper Note: -One job means carrying out as one work for a month as per specifications, terms, and conditions of the tender.	2.0	Job		
	Total amount Rs.				

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

Sr. F/M(E)

E.E(ED-II)