

भारतीय प्रौद्योगिकी संस्थान गोवा

INDIAN INSTITUTE OF TECHNOLOGY GOA



NOTICE INVITING e-TENDER

NAME OF WORK: "RATE CONTRACT FOR EMPTYING OF SEPTIC TANK-HOSTEL PREMISES"

N.I.T. No.

IITGOA/IWD/2025/05 Dt. 02-04-2025



e-Tender Notice

Indian Institute of Technology (IIT) Goa, invites Item Rate tender from the eligible contractor for the works "Rate contract for emptying of septic Tank-Hostel Premises" at, IIT Goa.

N.I.T. No	IITGOA/IWD/2025/05
Name of work	Rate contract for emptying of Septic tank-Hostel Premises
Location of Work	IIT Goa campus
Estimated Cost (Including GST)	Rs. 7,96,500/-
Earnest Money Deposit	Rs. 15,930/-
Performance Guarantee	5% of tender accepted value
Period of Contract	12 Months from the date of issue of work order
Form of Tender	Two Bid System (Technical Bid & Financial Bid)
Critical Dates:	
Publish Date	02.04.2025 at 18:00hrs
Document Download Start Date	02.04.2025 at 18:00 hrs
Pre-Bid Meeting	08.04.2025 at 11:00 hrs
Bid submission start date	02.04.2025 at 18:00 hrs
Document Download end date	23.04.2025 at 11:00 hrs
Bid submission end date	23.04.2025 at 11:00 hrs
Bid opening date	24.04.2025 at 11:00 hrs
Website for full and updated information	CPP Portal (www.eprocure.gov.in) and Institute website (https://iitgoa.ac.in/tenders/)

Head, IWD
IIT Goa

Copy along with NIT forwarded to:

1. Director, IIT Goa
2. Registrar, IIT Goa
3. Institute Works Department, IIT Goa
4. Website of IIT Goa and CPPP.



NAME OF WORK:	Rate Contract for emptying septic tank-Hostel Premises
N.I.T. No.	IITGOA/IWD/2025/05 DT. 02-04-2025

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This N.I.T. contains pages 01 to 25 for Part- A, B and C

This N.I.T. is approved for Rs. 7, 96,500/- (Rupees Seven Lacs ninety-six thousand and five hundred only)

sd/-
Head, IWD, IIT Goa



PART- A
INFORMATION & INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING
PART OF TENDER DOCUMENT AND TO BE POSTED ON WEBSITE

Indian Institute of Technology (IIT Goa) invites Item Rate bids from eligible contractor for the works “Rate contract for emptying of septic tank at Hostel premises”.

S. No	NIT No.	Name of Work	Estimated Cost put to tender	Earnest Money	Period of Completion	Last date & time of submission of bid	Time and date of opening of technical bid
1	IITGOA/IWD/2025/05	Rate contract for emptying of septic tank at Hostel Premises	Rs. 7,96,500/-	Rs. 15,930/-	12 Months	23.04.2025 Up to 11:00 hrs	24.04.2025 at 11:00 hrs

1. The intending bidder must read the terms and conditions carefully. He/she should only submit the bid if he/she considers himself/herself eligible and he/she is in possession of all the documents required.
2. The intending bidders are required to update their profile in CPP e-procure portal and to upload their bids well in advance of last date of submission of tender. Any issue related to updating profile / uploading tender can be resolved through the CPP Portal help line no. **0120-4200462** / 0120-4001002 or e-mail Id support-eproc@nic.tin
3. The e- tendering bidders are also advised not to wait to raise any issues till the last date of submission of bid in their own interest.
4. Information and Instructions for bidders posted on website shall form part of bid document.
5. The bid document consisting of specifications, terms & conditions, suppliers obligation, the schedule of quantities to be complied with and other necessary documents can be seen and downloaded from Institute website <https://iitgoa.ac.in/tenders/> and CPP portal (www.eprocure.gov.in)
6. Applicant has to deposit Rs. 15,930/- (Rupees Fifteen thousand nine hundred and thirty only) towards refundable EMD.



7. Details for online payment for EMD:
Beneficiary name: IIT Goa Main Account
Account no: 520101252594859
IFSC Code: UBIN0913286
Bank Name: Union Bank of India
Branch: Farmagudi
Address: GEC Campus, Farmagudi, Ponda, Goa - 403401.
The bank Transaction reference slip shall be uploaded with technical bid.
8. Those contractors not registered on the website mentioned above, are required to get registered beforehand. The necessary training materials including the videos with step to step process are available on CPP portal. The institute shall not be responsible for whatsoever case in this regard.
9. The intending bidder must have valid class digital signature to submit the bid.
10. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
11. Contractor can upload documents in the form of JPG format and PDF format
12. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in yellow colour and the moment rate is entered, it turns sky blue.
In addition to this, 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).
However, if a tenderer quotes nil rates against each item, the tender shall be treated as invalid and will not be considered as lowest tenderer.
13. The bidder should not have been blacklisted or penalized or not have any involvement in illegal activities or financial misappropriation/frauds etc. by any Central Government / State Government Offices/PSUs/Autonomous bodies. An undertaking on Non-Judicial Stamp paper of Rs. 100/- duly notarized, in this effect is required to be scanned and uploaded. **The date of the document should be within the bid period. (Form-E)**
14. Tenders with any condition including that of conditional rebates in the tender document shall be rejected forthwith.
15. The Technical Bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
16. GST or any other tax applicable in respect of inputs procured by the contractor for this contract shall be payable by the Contractor and the Institute will not entertain any claim whatsoever in respect of the same. However, component of GST at time of supply of service (as provided in CGST Act 2017) provided by the contract shall be varied if different from that applicable on the last date of receipt of tender including extension if any.
17. The bidder shall quote their rates considering all prevalent taxes/ cess like GST, workers cess or any other tax for emptying septic tank as applicable on the last date of bid submission and nothing extra shall be paid to the contractor on this account. All such taxes as applicable shall be paid by the contractor himself/herself. The institute shall deduct the TDS as applicable.
18. The Institute 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.



19. List of documents to be scanned and uploaded within the period of bid submission:

(i)	Earnest Money Deposit– Scanned copy of Bank transaction slip
(ii)	Letter of Transmittal
(iii)	GST Registration Certificate
(iv)	PAN card and Bank Account details duly attested by the firm.
(v)	Copy of work order & completion certificate from previous client for similar work as per conditions laid down in the eligibility criteria
(vi)	Certificate of Financial Turnover from CA or Copy of audited balance sheets of last three financial years ending 31.03.2024.
(vii)	An undertaking on Non-Judicial Stamp paper of Rs. 100/- duly notarized, for non-backlisting or penalized or not involved in illegal activities or financial misappropriation/frauds etc. by any Central Government / State Government Offices/PSUs/Autonomous bodies, is required to be scanned and uploaded , that should be within the bid period.
(viii)	Ownership documents/Lease/rent document of the night soil tanker.
(ix)	Vehicle Fitness Certificate.
(x)	Valid driving license of the drivers engaged in the soil tanker.
(xi)	Vehicle Insurance Certificate.

20. Any clarification on the content of NIT/ Tender document can be referred to the Executive Engineer (Civil) IIT Goa and/or Sr. Executive Engineer IIT Goa (Phone No. 0832-2490866/0832-2490905) email: ex.eng.civil@iitgoa.ac.in / sr.ex.eng.civil@iitgoa.ac.in by making a written request up to 23.04.2025 at 17:00 Hrs.
21. Pre-Bid meeting will be held in the IWD Office, IIT Goa on 08.04.2025 at 11.00 Hrs, to clear the doubt of intending bidders, if any.
22. Corrigendum / Addendum to this tender if any will be uploaded on the CPPP/ Institute website. Bidders/ prospective bidders may kindly note this.



LETTER OF TRANSMITTAL

From: M/s.

To

The Head, IWD
IIT Goa

Subject: Submission of bids for the work of

Sir,

Having examined the details given in the bid document for the above work, I/we hereby submit the relevant Information.

1. I/We hereby certify that all the statement made and information supplied in Technical cum eligibility bid documents accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We also authorize Engineer-in-Charge to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

Name of work	Certificate from

Certificate: It is certified that the information given in the enclosed Technical cum eligibility bid are correct. It is also certified that I / We shall be liable to be debarred, disqualified / cancellation of enlistment in case any information furnished by me / us is found to be incorrect.

Enclosures: Seal of bidder

Date of submission:

Signature(s) of Bidder(s):

For e-TENDERING

Indian Institute of Technology (IIT) Goa, invites Item Rate tenders in two bid system from eligible contractor for following work:

Name of Work: Emptying of the septic tank at Hostel Premises

- 1.1 The **estimated Cost for 12 Months:** Rs. 7,96,500/-. This estimate, however, is given merely as a rough guide.
- 1.2 Joint ventures are not accepted.

Eligibility Criteria:

- 1.3 The firms/Contractors who fulfill the following requirements shall be eligible to apply:
 1. Should have satisfactorily emptying the septic tank and disposed the effluents as mentioned below during the last Seven years ending last day of the month previous to the one in which tenders are invited.
 - Three similar works each costing not less than 40% of estimated cost put to tender
 - or two similar works each costing not less than 60% of estimated cost put to tender
 - or one similar work costing not less than 80% of estimated cost put to tender.

Similar work shall mean emptying the septic tank.

The value of executed works shall be brought to current costing level by enhancing the actual value of supply at simple rate of 7% per annum; calculated from the date of completion to previous day of last day of submission of tenders.

Contractor shall submit completion certificate for such works for pre-qualification. Pre-qualification application received without such experience (Completion Certificate) shall be summarily rejected.

Bidder shall submit self-attested certificate of completion certificate(s), issued by the officer not below the rank of Executive Engineer or equivalent in case of Govt. works. For non-Govt. work the completion certificate shall be accompanied with TDS certificate indicating payment made to the firm against the work. Completion certificate must clearly indicate.

1. Name of work
 2. Stipulated date of start and actual date of completion.
 3. Gross Value of work done
 4. That the work has been completed satisfactorily.
 5. Full address of client, officer issuing the certificate & location where work is executed.
2. Should have had **Average Annual Financial Turnover 50% of the estimated cost put to tender** during the last three years ending **31st March 2024** (Scanned copy of Certificate from CA with Unique Document Identification Number (UDIN) to be uploaded). The financial Year in which no turnover is shown would also be considered for working out the average. (Form-A)
 3. The bidder should not have incurred any loss (**profit after tax should be positive**) in more than two years during available last five consecutive balance sheets, duly certified and audited by the Chartered Accountant. (The balance sheet in case of Pvt./ Public Ltd. company means its standalone financial statement and consolidated financial statement both).



4. The bidder should not have been blacklisted or penalized or not have any involvement in illegal activities or financial misappropriation/frauds etc. by any Central Government / State Government Offices/PSUs/Autonomous bodies. An undertaking on Non-Judicial Stamp paper of Rs. 100/- duly notarized, in this effect is required to be scanned and uploaded. (Form-E) **The date of the document should be within the bid period.**
5. The registrations and licenses should be valid during the contract period.
6. The bidder must have GST registration certificate and Permanent Account Number of income tax.
2. The bid document consisting of the schedule of quantities, Scope of work and the set of terms & conditions of contract to be complied with and other necessary documents.
3. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of tender as notified. While submitting the revised bid, contractor can revise the quoted rates but before last time and date of submission of tender as notified.
4. The bid submitted shall become invalid, if
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not deposit original EMD with technical bid.
 - (iii) If a bidder quotes nil rates against each item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest bidder.
 - (iv) If any discrepancy is noticed in the documents / details as submitted by bidder.

5. **EMD:**

Applicant has to deposit Online payment of Rs. 15,930/- (Rupees Fifteen thousand nine hundred and thirty only) towards refundable EMD.

Details for online payment:

Beneficiary name: IIT Goa Main Account
Account no: 520101252594859
IFSC Code: UBIN0913286
Bank Name: Union Bank of India
Branch: Farmagudi
Address: GEC Campus, Farmagudi, Ponda, Goa - 403401.

The bank transaction reference slip (UTR number required) shall be uploaded with technical bid.

This must be uploaded in the technical bid of the tender bid document, with a subject line –**‘EMD for this NIT.**

The EMD of the successful bidder will be returned without any interest after submission of Performance Guarantee. The earnest money of unsuccessful bidders shall be returned after financial evaluation/award of work. Please provide details of particulars for the refund in ‘Form D’ and upload the same along with technical bid’.

Note: The MSME firms registered in NSIC under PP policy are exempted from payment of EMD. However, MSME firms must submit the Bid Security Declaration form stated in Form B.

6. **Performance Guarantee:**

The contractor whose bid is accepted will be required to furnish performance guarantee of **5% (Five Percent) of the tender accepted amount** within the period specified in Schedule F. This guarantee



shall be in the form of cash (in case guarantee amount is less than Rs. 10000/-) or Deposit at Call receipt of any scheduled bank/Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/ Pay order of any Scheduled Bank of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.

7. **Payment Clause:**

The agency has to submit running account bills in the first week of every subsequent month along with the trips of night soil tanker. The payment will be processed within 10-14 days from the date of receipt of bill. If the delay occurs due to the late submission of the bill, the Institute is not responsible for the delayed payment.

Liquidated Damage: - If the agency fails to commence the work as per the schedule provided by IIT Goa, then the agency will be issued a warning letter at the first instance. In case of delay in the work beyond the stipulated time or extended time duly granted by IIT Goa if any, the contractor shall pay compensation an amount equal to 1% of the work order value or such smaller amount as the employer (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains uncompleted or unfinished or remains incomplete due to quantity of work that remains incomplete after proper date as per the progress chart. Compensation to be paid by the contractor shall not exceed 10% of the work order value as shown in the agreement.

8. **The description of the work is as follows: -**

Intending Bidders are advised to **visit and inspect the site and obtain all information at his/ her own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender.** No excuse or ignorance as to the site conditions and local information shall be accepted after awarding of the contract. The Engineer-in-charge will grant access to the site on all working days within working hours.

A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done.

9. The competent authority on behalf of the IIT Goa does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
10. Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L1) shall be decided only after following due procedure.
11. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.



12. The competent authority on behalf of IIT Goa reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
13. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his/her retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
14. The bid for the works shall remain open for acceptance for a period of **90 days** from the date of opening of bid. Further
 - a) If any bidder withdraws his bid or makes modifications in the terms & conditions of the bid which is not acceptable to the department within 7 days after last date of submission bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - b) If any bidder withdraws his bid or makes modifications in the terms & conditions of the bid which is not acceptable to the department after expiry of 7 days after last date of submission bids, then the Government without prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - c) In case of forfeiture of earnest money as prescribed in para (a) and (b) above, bidders shall not be allowed to participate in the rebidding process of the same work.
15. Except writing rates and amount, the bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed/downloaded form of tenders. If any changes, additions, alterations, modifications are detected in the submitted bid even at a later date when contract has been awarded, the contract will be liable to be void. The decision of IIT Goa will be final & binding to the Contractor in this regard.
16. Signing of Contract:

This notice-inviting bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of

 - a. The notice inviting tender, all the requisite documents, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - b. Standard C.P.W.D. Form as mentioned.
 - c. Integrity Pact (if applicable)
17. Any dispute unless resolved amicable shall be settled by a court of law having jurisdiction over Goa.



INDIAN INSTITUTE OF TECHNOLOGY GOA
IWD Office

Item Rate e-Tender & Contract for Works

Tender for the work of: Emptying of Septic tank at the Hostel premises.

- (i) Tender to be submitted online upto 11.00 hrs on 23/04/2025 as per the NIT
- (ii) To be opened at 11.00 hrs. 24/04/2025 as per NIT in the office of the IWD, IIT Goa.

Issued to: - M/s _____

Signature of officer issuing the documents

Designation:

Date of Issue:

TENDER

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F. Scope of work, specifications applicable, General Rules and Directions, Conditions of Contract, clauses of contract, special conditions, Schedule of Rate & other documents and Rules referred to in the condition of contract and all other contents in the tender document for the work.

I/We hereby tender for emptying the septic tank through night soil tanker specified for the Institute within the time specified in Schedule "F", viz., schedule of quantities and in accordance with the specifications,

I/We agree to keep the tender open for **Ninety (90) days** from the due date of opening and not to make any modification in its terms and conditions.

A sum of Rs.15,930/- is hereby paid online in favour of Registrar, IIT Goa as earnest money. If I/We fail to furnish the prescribed performance guarantee of tender form within prescribed period. I/We agree that the Institute, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to empty the septic tank as specified, I/we agree that Institute shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely.

Further I/We agree that in case of forfeiture of earnest money or both earnest money and performance guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in IIT Goa in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-In-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the state.



Seal of bidder:

Date of submission:

Signature(s) of Bidder(s)

ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Director, IIT Goa for a sum of Rs.

(Rupees.....)

The letters referred to below shall form part of this contract agreement: -

- (a)
- (b)
- (c)

For & on behalf of the IIT Goa

Signature

Designation

Date:



PROFORMA OF SCHEDULES

SCHEDULE 'A'

Schedule of quantities (Enclosed)

As per Financial Bid

SCHEDULE 'B'

Schedule of materials to be issued to the bidder/contractor.

Sl. No.	Description of Item	Qty.	Rates in figures & words at which the material will be charged to the contractor	Place of Issue
1	2	3	4	5
1.	NIL	NIL	NIL	NIL

SCHEDULE 'C'

Tools and plants to be hired to the bidder/contractor

Sl. No.	Description	Hire charges per day	Place of issue
1	2	3	4
NIL	NIL	NIL	NIL

SCHEDULE 'D'

Extra schedule for specific requirements/ documents for the work, if any.

Nil

SCHEDULE 'E'

1.	Name of work	:	Emptying of Septic tank at the Hostel premises.
(i)	Estimated Cost put to tender:	:	Rs. 7,96,500
(ii)	Earnest Money	:	Rs. 15,930 <i>(to be returned after receiving performance guarantee without interest)</i>
(iii)	Performance guarantee	:	5% of tender accepted value. <i>(to be returned after completion of work without interest)</i>

SCHEDULE 'F'

General Rules & Directions			
Officer Inviting Tender		:	Head, IWD, IIT Goa
Definitions:			
2(v)	Engineer-in-Charge	:	Executive Engineer (Civil), IIT Goa
2(vii)	Accepting Authority	:	Director, IIT Goa
2(xii)	Department	:	Institutes Works Division, IIT Goa
Clause 1 (Performance Guarantee)			
(i)	Time allowed for submission of Performance Guarantee from the	:	10 days



	date of issue of letter of acceptance		
(ii)	Maximum allowable extension with late fee @ 0.1% per day of performance guarantee amount beyond the period provided in (i) above	:	7 days

PART- B GENERAL AND COMMERCIAL CONDITIONS OF CONTRACT

1. The summary of the works is "Rate contract for emptying the septic tank-Hostel Premises". Providing Night Soil Tankers of capacity 3000 litres and emptying the septic tanks located at IIT Goa 640 Capacity Hostel premises including transportation, labour and effluent disposing at effluent treatment plant.
2. The bidder is advised to visit and inspect the site i.e. "IIT Goa at GEC Campus" to have an idea **and obtain all information at his/ her own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender.** No excuse or ignorance as to the site conditions and local information shall be accepted after awarding of the contract. The Engineer-in-charge will grant access to the site on all working days within working hours. Failure to do so shall not absolve their responsibility to do the work as specified in agreement.
3. The effluent from the septic tanks shall be collected through Night Soil Tankers of minimum capacity of 3000 litres.
4. The agency must be in a possession of minimum one night soil tanker and the ownership documents of the night soil tankers must be enclosed with the technical bid document.
5. The agency should not supply night soil tanker of which the agency does not possess the ownership documents.
6. The agency must provide original slips to the security control room during each trip of night soil tanker to IIT Goa Premises. The agency must also maintain a duplicate copy of the same slip with them.
7. The agency must ensure that the drivers and the co-drivers are paid salaries in time and IIT Goa will not take any responsibility of the same.
8. If the agency's night soil tanker causes any damage to IIT Goa assets during its movement in the IIT Goa campus or otherwise, the damage should be repaired and made good by the agency from his/ her own funds. If the agency fails to do so, then IIT Goa will repair the damage caused and recover the cost from the agency's bill.
9. Emptying the septic tank charges through the tanker with the required trips should be inclusive of all i.e. applicable taxes, cost of fuel, lubricant, vehicle maintenance expenditure, pump running charges along with the fuel cost, cost of effluent disposal to the exact location and any other incidental expenditure for disposal.
10. The work should be completed within the stipulated time period as mentioned in the contract or extended time if any duly granted by IIT Goa. In case the work is delayed beyond the stipulated time, the contractor has to complete the work as quick as possible subject to levy of compensation as per



the payment clause and LD Clause above. In case IIT Goa feels that the work is abnormally delayed by the contractor, IIT Goa shall have the liberty to execute the balance work at the risk and cost of the contractor including the encashment of EMD, performance bank guarantee, pending bills etc. Further, if IIT Goa desires, it may terminate the contract and debar the contractor from future participation in IIT Goa tenders for a period of two years.

11. The contract shall be initially for a period of one (1) year and as per the requirement of IIT Goa it may be extended (or) renewed for another one year on mutual consent. The quoted price shall be valid for the initial contract period and or extended/renewed period. No negotiation in this regard will be entertained.
12. All clarifications about the tender shall be sought by the bidder on or before the pre-bid meeting. The bidders may make suggestions which shall be considered during the pre-bid meeting. No queries shall be entertained after notification of replies to noteworthy queries received till the date of pre-bid meeting.
13. The bidders having MSME registration and claiming exemption for submission of Earnest Money Deposit should duly fill and submit the Bid Security Declaration Form stated in Form- B.
14. Completion certificate issued by Competent Authority will only be considered as credential. If the Completion certificate issued by Competent Authority does not reflect the type of work, then Final bill / Schedule of Quantity of the qualifying works also to be attached along with the Completion certificates. Certificate from private organizations for whom such works have been executed shall also be accepted along with a copy of TDS certificate for the bills paid for the supply executed.
15. **Rates quoted by the bidders shall be inclusive of labour charges, GST (Goods and Services Tax -Central, State and Interstate) and all applicable taxes, over heads and profits. Income Tax and all other statutory deductions like labour cess etc. will be deducted from the bill as per prevailing rules.**
16. Exemption to IIT Goa against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IIT Goa after award shall be passed on to IIT Goa by the contractor without dispute.
17. IIT Goa reserves the right to reject any or all of the bids without assigning any reason.
18. Bid Validity: Bid shall remain valid for 90 days from the date of opening of price bid.
19. If any information furnished by the bidder is found to be false / fabricated, then his bid will be rejected and treated as cancelled. If such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Performance Guarantee and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IIT Goa for next two years.

Contractor's Obligations

1. Night soil tanker and its operations must comply with all the norms and guidelines by the RTO, MoRTH, State transport department & any other government organization as applicable.
2. The contractor to maintain all the compliances issued by the Environment Ministry, Water Ministries, State waste water and sanitary departments, pollution control, ULBs etc
3. The contractor shall cover its personnel for personal accident and death whilst performing the duty and the IIT Goa shall own no liability and obligation in this regard.



4. It is the sole responsibility of the contractor to disburse timely wages to all its deployed personnel and the IIT Goa has no responsibility in this regard.
5. The contractor shall comply with all existing labour legislation & Acts such as Contract labour regulation act, Workmen's compensation Act, Minimum wages Act, Payment of wages act, PF/ESIC Act etc. (or) any modification thereof (or) any other law in. For any lapse (or) breach on the part of the supplier in respect of non-compliance of any labour legislation in force during the validity of the contract, the supplier would be fully responsible and would indemnify the IIT Goa, in case of the IIT Goa is held liable for the lapse if any, in this regard.
6. The contractor shall maintain registers/logbook and checklists as per mutually agreed formats for every trips of soil tanker.
7. The contractor will always keep adequate number of equipment (in working conditions) along with the tankers to ensure emptying of septic tank at the Institute premises.
8. All safety accessories and measures as required for the execution of the work shall be provided to the workers by the contractor at their own cost.
9. The contractor must leave work areas in a clean, tidy, and safe condition after completion.
10. The contractor will be required to submit details of the manpower engaged in the complete the task with photo ID, address proof, police verification certificate before deputing the workers. The Service Provider shall be solely responsible for the credentials/ acts of his staff/workers.
11. In an event that, for any reason, the manpower provided changes during the tenure of the contract, the Institute shall be immediately notified of such change by the contractor.
12. Deployed manpower should be capable of taking up any repair and maintenance work of his area of the system independently. The Contractor's supervisor shall ensure that his manpower is always available with tanker.
13. The Contractor should ensure that their personnel do not consume alcohol / do not smoke / do not take khaini/ any type of drugs in the Institutes premises, the violation will attract suitable deduction.
14. The Contractor shall at all times ensure that the services being provided under this Contract/ Agreement are performed strictly in accordance with all applicable laws, orders, bye-laws, regulations, rules, standards, notifications, recommended practices and guidelines etc, and no liability in this regard will be attached to the Institute.
15. The Contractor shall be fully responsible for the acts of their representatives / sub-contractors / employees and shall fully indemnify the Institute for any kind of losses or damages caused by any of the aforesaid representatives. The Institute shall not be responsible for any claim from any representative employed by the Contractor. The Contractor shall wholly and fully be responsible for any such claims.



FORM - A

FINANCIAL INFORMATION

- I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be uploaded).

Financial years					
Gross Annual Turn Over					
Profit/Loss					

- II. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant

Name of Chartered Accountant

Membership No. of ICAI

Date and Seal

Signature of Bidder(s)



FORM - B

(To be printed on letter head)

BID SECURITY DECLARATION

IN LIEU OF SUBMISSION OF EARNEST MONEY DEPOSIT (EMD)

Ref: NIT No -

Dated.

I/we do hereby certify that the bid submitted by me/us shall not be withdrawn or modified during its validity/extended period of validity.

I am/we are fully aware that, in the event of withdrawal of the bid/any modifications in the bid/ failing to accept the work order within the period /extended period of bid validity/failing to submit the performance security before the deadline prescribed as per rules, our firm shall be suspended to being eligible to submit any bids/proposals for contract with IIT Goa for a period of **Two Years.**

Signature with date:

Name:

Designation:

Official Seal



FORM - C

ORGANIZATION STRCUTURE

1. Name & address of the bidder
2. Telephone no./Telex no./Fax no.
3. Legal status of the bidder (Scan & upload 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 (Scan & upload attested photocopy)

S. No.	Organization/Place of registration	Registration No
1		
2		
3		

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 case of partnership firm, limited company / Joint Venture, ever been convicted by the court of Law? If so, give details
8. In which field of Civil Engineering construction the bidder has specialization and interest?
9. Any other information considered necessary but not included above

Seal & Signature of Bidders



FORM – D

**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL
BIDDER**

1	Name of Bidder	
2	Permanent Account Number (PAN)	
3	Particulars of Bank Account	
	a) Account No.	
	b) Name of Account Holder	
	c) Name of Bank	
	d) IFSC/NEFT/RTGS Code	
	e) Type of Account	
	f) Bank Branch Address	
	g) City Name	
	h) Telephone No./Mobile No.	
4	Email id of the bidder	
5	Telephone No./Mobile No. of bidder	

Note: Please attach original cancelled cheque along with RTGS/NEFT mandate form.

Seal & Signature of Bidders



FORM – E

(To be submitted on Non-Judicial Stamp Paper of Rs. 100/-)

UNDERTAKING

I/we hereby certify that the firm has not been ever blacklisted or penalized or not have any involvement in illegal activities or financial misappropriation/frauds etc. by any Central/ State/ Public Sector Undertaking /Autonomous bodies /Institute of Govt. of India on any account.

I/we undertake and confirm that eligible work(s) has/ have not been got executed through another contractor on back-to-back basis. Further that, if such violation comes to the notice of Institute then. I/we shall be liable for appropriate panel action as decided by Institute i/c debarred for work in institute, in future forever.

Also, if such a violation comes to the notice of Institute before date of start of work, the Engineer-in- charge shall be free to forfeit the entire amount of Earnest money deposited/Performance Guarantee.

I also certify that the information given in the bid is true and correct in all aspects and if in any case at a later date it is found that any detail/s provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per rules.

Date:

Name :

Place:

Business Address :

Signature of Bidder :

Seal of the Bidder :

Notary seal and sign:



Appendix – ‘A’

ARTICLE OF AGREEMENT

(To be executed on non-judicial stamp paper of Rs.500/-)

Agreement No: _____

Dated: _____

CONTRACT FOR THE WORK OF <name of work>

ARTICLE OF AGREEMENT made at Indian Institute of Technology Goa, this (Date of Agreement), (Two thousand twenty Five), BETWEEN Indian Institute of Technology Goa, an Institute of National Importance under The Institute of Technology Act, 1961 (here in after referred to as the Institute or IIT Goa) which expression shall include its Successors and assigns and all the persons for the time being in management of the Institute of the one part and (M/s Name of the Agency with Address) trading in the name and style of xxxxxxxx (hereinafter referred to as the contractor(s)) which expression shall include his/their respective heirs, executors, administrator and assign/its successors and assigns other part.

WHEREAS IIT Goa is desirous of getting the work of ("Name of the work") at IIT Goa, GEC Campus, Farmagudi, Ponda, Goa - 403401 done and has caused schedule of quantities and conditions describing the supply of water tanker.

AND whereas the no. of trips engaged for emptying septic tank xxxxxxxxxxxxxxxx inclusive of GST, OH & Profit and the priced schedule of quantities have been signed by or on behalf of the parties hereto.

AND whereas the contractor has deposited cash in bank through (Payment Form & Details) with IIT Goa as a security for the due performance & EMD respectively of this agreement as provided in the said condition.

NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOW:

1. In consideration of the payments to be made to his as hereinafter provided, the contractor's shall upon and subject to the conditions herein contained and the said conditions, emptying the septic tanks through soil tankers according to the said price schedule of trips within (Time Period / delivery schedule) from the date of order to commence work.
2. IIT Goa shall pay to the contractor such sums as shall become payable hereunder at the time and in the manner specified in the terms & conditions.
3. Time is the essence of this agreement and the contractor shall pay penalty if fails to emptying the tank as per the delivery schedule. The penalty clause shall be applicable according to the point no.11 under "General & Commercial condition of contract", of the NIT.
4. The term Engineer in the said conditions shall mean the Engineer, IIT Goa or in the event of this agreement such other persons as shall be nominated for that purpose by IIT Goa will be the Engineer-In-



Charge for the work. Directions given or expressed in writing by the Engineer-In-Charge from time to time shall be binding.

5. The plans, agreement and documents above mentioned shall form the basis of this agreement and the decision of the said engineer or the other engineer for the time being as mentioned in the said conditions, in reference to all matters of dispute as to material and workmanship shall be final and binding on both the parties.
6. IIT Goa, through the Engineer reserves to himself the right of increasing or decreasing the no. of night soil tanker during the service period and such alterations or variations shall not vitiate this agreement.
7. All disputes and difference of any kind whatsoever except as excluded by Clause 6 arising out of or works (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to arbitration. The provisions of the Arbitration act, 1940 or any statutory modification or reenactment thereof and of the rules made thereunder for the time being in force shall apply to arbitration proceedings under this clause. The sole arbitrator shall be decided by the Director, IIT Goa which shall be accepted by the party.
8. All the terms & Conditions & specifications stated in the offer of the contractor and work order issued by IIT Goa shall be an integral part of the agreement.

In witness whereof the parties hereto have set their respective hands the day and the year herein above written.

Signed by the said Contractor:
In the presence of

(1)

(2)

Signed by for and done behalf of IIT Goa:
The presence of

(1)

(2)



PART- C

FINANCIAL BID

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Total no of trips (Tanker capacity - 3000ltrs)	Trips	BASIC RATE In Figures including GST, OH & Profit (To be entered by the Bidder in Rs. P)	TOTAL AMOUNT in figures including GST,OG & Profit in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Providing night soil tankers of capacity 3000 Liters and emptying of the septic tanks at IIT Goa 640 capacity hostel premises including transportation, labour, effluent disposing at effluent treatment plant	250.000	Trips		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only			