



**INDIAN INSTITUTE OF TECHNOLOGY GOA, GEC
CAMPUS, FARMAGUDI, PONDA, GOA, 403401**

**TENDER DOCUMENT FOR THE WORKS "WORK CONTRACT FOR
EMPTYING OF SEPTIC TANK - HOSTEL PREMISES"**

NIT: IITGOA/C&EMD/2023/028 DT. 12-10-2023



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PART A (TECHNICAL BID)

1. NOTICE INVITING TENDER

1.1 INTRODUCTION

Indian Institute of Technology (IIT) Goa, invites sealed item rate tenders from the eligible contractors for the works “Work Contract for Emptying of Septic Tank - Hostel Premises”.

1.2 PARTICULARS

1.NIT No	IITGOA/C&EMD/2023/028
2.Name of work	Work Contract for Emptying of Septic Tank - Hostel Premises
3.Location of work	IIT Goa Campus
4.Estimated Cost (Including GST)	Rs. 8,85,000/-
5. Tender Fees	Rs. 1000/-
6. Earnest Money Deposit	Rs. 17,700/-
7. Security deposit	5% of the completed work amount.
8. Performance Guarantee	5% of the value of the contract.
9. Contract Period	12 months
10. Tender Basis and Mode	Two Bid System
11 .Mode of Payment to IITGoa	Tender Fees -Demand Draft EMD - Demand Draft/Fixed Deposit Receipt The Demand Draft/Fixed Deposit Receipt should be drawn in favour of IIT Goa Main Account payable at Goa. (Cheques will not be accepted)
12. Date, Time & Venue of Pre-Bid Meeting	19-10-2023 at 11.00 hrs in the C&EMD Office, IIT Goa
13. Closing Date & Time of Receiving of bids.	02-11-2023 at 15.00 hrs
14. Date & Time of opening of technical bids	02-11-2023 at 15.30 hrs at C&EMD Office, IIT Goa
15. Date, Time & Venue of Financial Bid Opening	Will be informed to all technically qualified bidders.
16. Address of tender issue, submission and opening	Tender documents will be available on the site as stated: https://www.iitgoa.ac.in (Under tender Section) & CPP Portal. Tender submission & opening place: C&EMD OFFICE, IIT GOA
17. Website for full and updated information.	https://www.iitgoa.ac.in (Under tender Section) .

Sd/-
Registrar, IIT Goa



1.3 ELIGIBILITY CRITERIA

- 1.3.1 The bidder must have GST registration certificate and Permanent Account Number of income tax.
- 1.3.2 The registrations and licenses should be valid during the contract period.
- 1.3.3 A Certificate/ Undertaking on the letter head of the company to the effect that the bidder has not been blacklisted anywhere in India or abroad by any organization. An undertaking to this effect is required to be enclosed as given in ANNEXURE-A.
- 1.3.4 The agencies should enclose the self-attested copies of the following;
- Performance certificate.
 - GST Registration.
 - PAN
 - Work order copy and completion certificate from previous client for similar work.
 - Average Annual turnover for the last three years duly certified by CA.
 - Ownership documents of the Night Soil tanker
 - Vehicle Fitness Certificate.
 - Valid driving license of the drivers engaged.

2. INFORMATION TO BIDDERS

2.1 SCOPE OF WORK

- 2.1.1 IIT Goa invites tender for the works "Work Contract for Emptying of Septic Tank - Hostel Premises".
- 2.1.2 The summary of the works is as stated below:
- 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.

2.2 GENERAL INSTRUCTIONS

- 2.2.1 Bidding documents are to be obtained electronically through websites: <https://www.iitgoa.ac.in> (Under tender Section) & CPP Portal.
- 2.2.2 **The bidder shall 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 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.
- 2.2.3 All clarifications about the tender shall be sought by bidder on or before the final submission date & time.



- 2.2.4 The bidders having MSME registration and claiming exemption for submission of tender fees and Earnest Money Deposit should duly fill and submit the Bid Security Declaration Form stated in Annexure B.**
- 2.2.5 The effluent from the septic tanks shall be collected through Night Soil Tankers of minimum capacity of 3000 litres.
- 2.2.6 In case of emergency, the agency has to supply night soil tanker beyond the normal office hours. No additional payment will be made for the same.
- 2.2.7 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.
- 2.2.8 The agency should not supply night soil tanker of which the agency does not possess the ownership documents.
- 2.2.9 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.
- 2.2.10 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.
- 2.2.11 The agency has to submit monthly running account bills in the first week of every subsequent month. The payment will be processed within 10-14 days from the date of receipt of bill.
- 2.2.12 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.
- 2.2.13 Completion certificate issued by the Competent Authority (not below the rank of Executive Engineer) accompanied by the copy of work order shall be credential for the similar work. The completion certificate should contain the name of the contractor, location of work, work order reference, date of start of work, actual and scheduled date of completion, delay if any, penalty levied, remark about the quality of work etc. Completion certificate from reputed private organisations accompanied by TDS certificate and the details as mentioned above shall also be considered.
- 2.2.14 The bidding document (consisting of the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any), corrigendum can be downloaded from the website: <https://www.iitgoa.ac.in> (Under tender Section) & CPP Portal. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever.
- 2.2.15 All costs, charges & expenses that may be incurred in connection with the preparation of the tender shall be borne by contracting agency and the Institute accepts no liability whatsoever therefore.
- 2.2.16 Rates quoted by the bidders shall be inclusive of labour charges, GST (Goods and Services Tax -Central, State and Interstate), applicable taxes, overheads and profits. Income Tax and all other statutory deductions like labour cess etc. will be deducted from the bill as per prevailing rules.**



- 2.2.17 Exemption to IITGoa against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IITGoa after award shall be passed on to IITGoa by the contractor without dispute.
- 2.2.18 IITGoa reserves the right to reject any or all of the bids without assigning any reason.
- 2.2.19 **Compensation for delay in work completion:** Time is the essence of the contract. The work should be completed in all within the time stipulated in the contract. 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 uncommenced 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.
- 2.2.20 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 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.
- 2.2.21 If any information furnished by the bidder is found as false / fabricated, then his bid will be rejected and treated as cancelled. Even 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 of IITGoa for next 02 (Two) years.

2.3 SUBMISSION OF TENDER

- 2.3.1 The sealed tenders shall be received at the C&EMD Office, IIT Goa, Goa College of Engineering Campus, Farmagudi, Ponda Goa-403401 up to 15:00hrs, 02nd November 2023 or as per Corrigenda otherwise.
- 2.3.2 Tenders received after the due date and time shall not be considered.
- 2.3.3 Tenders shall be submitted in a sealed Master envelope super scribed "Work Contract for Emptying of Septic Tank - Hostel Premises" with the NIT No. IITGOA/C&EMD/2023/028 dt 12-10-2023, containing three separate sealed covers, each clearly super scribed as "Tender Fees & EMD", "Technical Bid" and "Financial Bid" respectively, in the following manner.

Envelope-1 will consist of Tender Fees & Earnest Money Deposit (EMD) of requisite amount (in the prescribed mode or proof of payment thereof) / Bid Security



Declaration (For MSME Registered Firms). Tender without submission of Tender Fees & Earnest Money Deposit (EMD) / Bid Security Declaration would be summarily rejected).

Envelope-2 (Technical Bid) will consist of:

- Covering letter of the offer signed by firm's authorized signatory.
- Complete tender document, each page duly signed and stamped by the bidder as acceptance of the conditions. The name of the person signing the bid documents with his designation in the firm/company must be clearly mentioned.
- Documents establishing the identity and authenticity of the bidder/ bidding firm.
- Self-certified copies of all the documents in support of eligibility of bidder ref. clause 1.3
- Undertaking by the bidder as per ANNEXURE-A
- A letter from the firm/ company/ agency may be submitted authorising the person for signing tender documents for this bid with his/ her name and relationship with the firm/ company/ agency and his/ her signature duly attested by the owner/proprietor/ executing party/ Board of Directors of the firm / agency.

Envelope-3 (Financial Bid) will consist of Financial Bid duly filled-in, signed by the bidder or his/her authorized signatory and stamped. The name of the person signing the bid document with his designation in the firm/company must be clearly mentioned.

2.4 EVALUATION OF BIDS AND AWARD OF WORK

2.4.1 The technical bids will be opened on the specified date and time of opening at the C& EMD Office, IIT GOA, GEC Campus, Farmagudi, Ponda Goa in the presence of willing bidders or their authorized representatives.

2.4.2 Bids shall, first be checked for Tender Fees & Earnest Money Deposit / Bid Security Declaration. Only those bids found to have duly submitted the Tender Fees & Earnest Money Deposit / Bid Security Declaration shall be considered for evaluation.

2.4.3 Evaluation of Bid: The bids received will then be assessed on the eligibility criteria mentioned at para 1.3 of Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.

2.4.4 Date, time and place of opening of Financial bid will be informed to the Technically Qualified Bidders after evaluation of Technical Bid.

2.4.5 IITGoa retains the right to revert back to individual bidders with further clarifications / queries on the bid. The bidder has to respond to the queries within the specified time mentioned in the covering letter failing which they may be considered as non-responsive and shall be rejected.



- 2.4.6 Evaluation of Financial Bids:** The financial bid of those firms shall be opened who qualify the technical bid. The date & time for opening of the Financial Bid shall be separately intimated to the qualifying firms/ agency. The Financial Bid should contain the complete financial bid document signed by the authorised representative of the firm and the financial bid should be duly filled in Indian Rupees. Financial Bids opened as above will be checked for arithmetical errors. The work will be finalised on lowest quotation basis.
- 2.4.7 The lowest bidder shall be issued work order for carrying out the work, and such bidder is required to furnish a Performance Guarantee (Format is stated in ANNEXURE D) within seven working days from the date of issue of work order failing which the work order may be cancelled.**
- 2.4.8** Conditional tender will not be accepted.
- 2.4.9** Agreement (Contract) consisting of complete tender document including conditions, bill of quantities, technical proposal and specialized services, drawings, if any, and acceptance thereof together with any correspondence leading thereto, shall be drawn and signed with the awardee after issue of Work Order.
- 2.4.10** Date of start of work shall be reckoned from the date of issue of "Work Order".



PART B (FINANCIAL BID)

1. SCHEDULE OF QUANTITIES - CIVIL WORKS

Annexure A (Schedule of Quantities)					
Sr.No	Item Description	Unit	Quantity required per year	Rate (Rs.) (Inclusive of GST)	Amount (Rs.)
1	Providing night soil tankers of capacity 3000 litres and emptying of the septic tanks at IIT GOA 640 Capacity hostel premises including transportation, labour, effluent disposing at effluent treatment plant etc.	Trip	250		
	Total Amount (Inclusive of GST)				
	Amount in Words:				



ANNEXURES

1. ANNEXURE A (UNDERTAKING BY THE BIDDER)

(To be printed on letterhead)

UNDERTAKING

I / We have read and examined the Tender document including terms & conditions, specifications, bill of quantities, drawings and designs, general rules & directions, General Conditions of Contract, Special Conditions of Contract and all relevant other documents, publications and rules referred to in the Conditions of Contract (CPWD GCC) and all other contents in the tender documents for the work including applicable CPWD Specifications.

I / We, hereby tender for execution of the work specified for the Indian Institute of Technology Goa within the time specified and in accordance in all respects with the specifications, designs, drawings and instructions in writing. We agree to keep the tender open for 120 days from the last date of its submission and not to make any modifications in its terms and conditions.

If I / we fail to commence the work, I / we agree that the Director, Indian Institute of Technology Goa shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money deposit absolutely. Further, I / We agree that in case of forfeiture of earnest money deposit as aforesaid, I / We agree to suspend of our company/firm for a period of two years from the date publication of this tender for future requirement of IIT Goa.

I / We hereby declare that I / We shall treat the tender documents and other records connected with the work as secret / confidential documents and shall not communicate information derived there-from to any person other than the officials of IIT Goa. I / We hereby declare that our firm (name & address of the firm) is neither blacklisted/debarred by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in every respect and in case, at a later date, it is found that any details provided above are incorrect, the tender/contract given to the firm may be summarily terminated and the firm may be blacklisted.

Seal & Signature of Firm:

Postal Address:

Dated:

Witness:

Address:



2. ANNEXURE B (BID SECURITY DECLARATION)

(To be printed on letter head)

BID SECURITY DECLARATION

IN LIEU OF SUBMISSION OF EARNEST MONEY DEPOSIT (EMD)

Ref: Enquiry 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



3. ANNEXURE D (FORMAT - PERFORMANCE GUARANTEE)

In consideration of the Indian Institute of Technology Goa (IIT Goa) having offered to accept the terms and conditions of the proposed agreement between..... and.....(hereinafter called "the said Contractor(s)") for the works.....(hereinafter called the said agreement") having agreed for production of an irrevocable Bank Guarantee for Rs.....(Rupees.....only) as a security/ guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We,.....(hereinafter referred to as "the Bank") hereby undertake to pay Indian Institute of Technology Goa an amount not exceeding Rs.....(Rupees.....Only) on demand by IIT Goa.
2. We,.....(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure merely on a demand from IIT Goa stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....Only)
3. We, the said bank further undertake to pay IIT Goa any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment and the Contractor(s) shall have no claim against us for making such payment.
4. We,.....(indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of IIT Goa under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-In-Charge on behalf of IIT Goa certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We,.....(indicate the name of the bank) further agree with IIT Goa that IIT Goa shall have the fullest liberty without any consent and without effecting any manner our obligation hereunder to vary any terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone from any time or from time to time any of the powers exercisable by IIT Goa against the said contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on part of IIT Goa or any indulgence by IIT Goa to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for provision, have effect of so relieving us.
6. This guarantee will not be discharged due to change in the constitution of the Bank or the Contractor(s).
7. We,.....(indicate the name of Bank) lastly undertake not to revoke the guarantee except with the previous consent of IIT Goa in writing.
8. This guarantee shall be valid up to.....unless extended on demand by IIT Goa. Notwithstanding anything mentioned above, our liability against the guarantee is restricted to Rs.....(Rupees.....) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged. Dated theday of for..... (indicate the name of the Bank)