



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

**TENDER DOCUMENT FOR ANNUAL MAINTENANCE
CONTRACT - CLEANING & DISINFECTION OF WATER
STORAGE TANKS**

NIT: IITGOA/C&EMD/2022/001 DT.09-02-2022



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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 – Cleaning & Disinfection of Water Storage Tanks.

1.2 PARTICULARS

1.NIT No	IITGOA/C&EMD/2022/001
2.Name of work	Annual Maintenance Contract- Cleaning & Disinfection of Water Storage Tanks
3.Location of work	1) 640 capacity hostel premises 2) Academic Blocks 3) Mahalaxmi Bungalow 4) Central Library 5) PG Block 6) IT Building 7) Admin Block 8) Mechanical Workshop 9) Medical Dispensary
4.Estimated Cost (Including GST)	Rs. 1,28,620/- (Inclusive of GST)
5.Earnest Money Deposit	Rs. 2,572/-
6.Performance Guarantee	3% of Work order value
7. Security deposit	5% of the completed amount.
8.Contract Period	One year from date of issue of work order.
9.Tender Basis and Mode	Two Stage (Technical Bid & Financial Bid)
10.Mode of Payment to IITG	Demand Draft/ Bank Guarantee in favour of IIT Goa Main Account payable at Goa. (Cheques will not be accepted)
11.Date, Time & Venue of Prebid meeting	16-2-2022 at 11.00 hrs at C&EMD Office, IIT Goa
12. Closing Date & Time of Receiving of bids.	23-2-2022 at 15.00 hrs



13. Date & Time of opening of Technical Bid	23-02-2022 at 15.30 hrs at C&EMD Office, IIT Goa
14. Date & Time of opening of Financial Bid.	Will be intimated to qualified agencies.
15. 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
16. 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 possess a valid registration certificate under Shops & Commercial Establishments Act. Issued by the Labour Authority to carry out such business.
- 1.3.2** The bidder must have successfully completed at least 1 (ONE) similar work of value of 80% of the estimated cost or 2 (TWO) similar works for projects each of value 60% of the estimated cost or 3 (THREE) similar work for projects each of value 40% of the estimated cost with Government/ Semi-government/ PSU/ Government Funded Autonomous Organization or reputed Pvt. Organisations during last 7 (seven) years preceding last date of the month of tender submission. In case of private works, the same shall be supported by TDS certificate for the work under consideration along with the document of having satisfactorily completed the above work to the satisfaction of Engineer-in -Charge.

Note:

- (i) The estimated cost is Rs. 1,28,620/- (Rupees One Lakh Twenty Eight Thousand Six Hundred and Twenty Only).
- (ii) Similar works shall mean: Cleaning & Disinfection of water storage tanks
- 1.3.3** The bidder must be registered with appropriate government authority as a bonafide business entity and must have GST registration certificate and Permanent Account Number of income tax.
- 1.3.4** The registrations and licenses should be valid during the execution phase.
- 1.3.5** A Certificate/ Undertaking on the letter head of the company to the effect that the bidder/ Manufacturer has not been blacklisted anywhere in India or abroad by any organization. A self- certification to this effect is required to be enclosed as given in ANNEXURE-A
- 1.3.6** Average annual turnover for the last three years of the bidder as per ITCC or profit & loss statement shall not be less than the estimated cost (i.e. Rs. 1,28,620/-).
- 1.3.7** The agencies should enclose the photo copies of the following;
- Performance certificate.
 - GST Registration.
 - PAN
 - EPFO Registration Certificate.
 - ESIC Registration Certificate.
 - Work order copy and completion certificate from the client as per the criteria 1.3.2
 - TDS Certificate in support of private works as per criteria 1.3.2 along with work order copy and completion certificate.
 - Registration under CPWD/PWD/MES/PSU & Others.
 - Average Annual turnover for the last three years duly certified by CA.
 - Valid registration certificate under shops & commercial establishment Act issued by the labour authority to carry out such business.



2. INFORMATION TO BIDDERS

2.1 SCOPE OF WORK

- 2.1.1 Cleaning & Disinfection of Water Storage Tanks situated at the following locations: 1) 640 capacity hostel premises 2) Academic Blocks 3) Mahalaxmi Bungalow 4) Central Library 5) PG Block 6) IT Building 7) Admin Block 8) Mechanical Workshop 9) Medical Dispensary
- 2.1.2 The contractor shall provide a supervisor for supervising all the works carried out.
- 2.1.3 The cleaning of the water storage tanks will be done twice a year i.e i) In the month of March 2022 and ii) in the month of September 2022.
- 2.1.4 During the working days the contractor shall provide daily report of the work completed to the Engineer in Charge or authorized representative in the prescribed format.
- 2.1.5 Police Verification Certificate of all workers shall be obtained by Contractor.

2.2 GENERAL INSTRUCTIONS

- 2.2.1 Bidding documents are to be obtained electronically through websites: <https://www.iitgoa.ac.in> (Under tender Section).
- 2.2.2 This bid document shall be read in conjunction with GCC (General Conditions of Contract) laid down in the CPWD manual and the applicable specifications of CPWD.
- 2.2.3 **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. Access to the site will be granted by the Engineer-in-charge on all working days within working hours.
- 2.2.4 The water required for the work shall be arranged by the agency whereas electricity will be provided by IIT Goa.
- 2.2.5 All clarifications about the tender shall be sought by bidder on or before pre-bid meeting. The bidders may make suggestion(s) 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.
- 2.2.6 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.
- 2.2.7 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, if any), Corrigendum, Clarifications to Pre-bid queries can be downloaded from the website: <https://www.iitgoa.ac.in> (Under tender Section) Corrigendum, if any shall be published only on this website. The institute shall



- not be responsible for any delay /difficulties / inaccessibility of downloading facility for any reason whatsoever.
- 2.2.8** 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.
- 2.2.9 Rates quoted by the bidders shall be inclusive of labour charges, GST (Goods and Services Tax -Central, State and Interstate) and all applicable taxes. Income Tax and all other statutory deductions like labour cess etc. will be deducted from the bill as per prevailing rules.**
- 2.2.10** 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.
- 2.2.11** IITGoa reserves the right to reject any or all of the bids without assigning any reason.
- 2.2.12** Bid Validity: Bid shall remain valid for 120 days from the date of submission.
- 2.2.13** Firm Price: Bidder's quoted Rates/Prices for executing the activities under the Contract shall remain firm till the period of one year & shall not attract any escalation under any circumstances whatsoever.
- 2.2.14** Materials required for satisfactory completion of work shall be of approved quality, make, grade etc. and confirming to the Indian Standard Specifications (Latest revision) wherever applicable and as approved by the Engineer-in-charge. All material before fixing/ installation should be shown to the engineer-in-charge for quality check and approval.
- 2.2.15** The contractor shall follow all the safety rules and regulations while executing the works.
- 2.2.16** The arrangement of scaffolding and other necessary machinery is in the scope of the contractor.
- 2.2.17** Payment shall be made on the basis of actual work carried out.
- 2.2.18** 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 in IITG 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, 23th February 2022 or as per Corrigenda otherwise.
- 2.3.2** Tenders received after the due date and time shall not be considered. Tenders shall be submitted in a sealed Master envelope super scribed "Annual Maintenance Contract - Cleaning & Disinfection of Water Storage Tanks with the NIT No. IITGOA/C&EMD/2022/001 dt 09-02-2022, containing three separate sealed



covers, each clearly super scribed as “Earnest Money Deposit “ , “Technical Bid” and “Financial Bid” respectively, in the following manner.

2.3.3

Envelope-1 will consist of Earnest Money Deposit (EMD) of requisite amount, in the prescribed mode or proof of payment thereof. (Tender without submission of Earnest Money Deposit (EMD) would be summarily rejected).

Envelope-2 (Technical Bid) will consist of:

- Covering letter of the offer signed by firm’s authorized signatory.
- 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.

Envelope-3 (Financial Bid) will consist of the complete tender document, each page duly signed and stamped by the bidder as acceptance of the conditions, Undertaking by Bidder and Financial Bid all duly filled-in, signed by the bidder or his/her authorized signatory and stamped. The name of the person signing the bid documents 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 Bid of bidder 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 Date, time and place of opening of Financial Bid will be informed to the Technically Qualified Bidders after evaluation of Technical Bid.

2.4.3 Bids shall, first be checked for Earnest Money Deposit. Only those bids found to have duly submitted the Earnest Money Deposit shall be considered for evaluation.

2.4.4 Evaluation of Technical 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 eligible and shall be rejected summarily.

2.4.5 IITGoa retains the right to revert back to individual bidders with further clarifications /queries on the Technical 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 On the date & time specified for opening of Financial Bid or the Revised Financial Bids as the case may be will be opened on specified date and time.

2.4.7 Evaluation of Financial Bids: The Financial Bid should contain the complete bid document signed by the authorised representative of the firm and the financial should be duly filled in Indian Rupees. Financial Bids opened as above



will be checked for arithmetical errors. The work will be awarded on lowest quotation basis.

2.4.8 The lowest bidder shall be issued work order for carrying out the work, and such bidder is required to furnish a Performance Guarantee (Format stated in Annexure B) within seven working days from the date of issue of work order.

2.4.9 Conditional tender will not be accepted.

2.4.10 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.

2.4.11. Date of start of work shall be reckoned from 7th day from the date of issue of "Work Order".



PART B (FINANCIAL BID)

1. SCHEDULE OF QUANTITIES -

Sr.No	Item Description	Unit	Capacity of Tanks in Litres	Nos	Rate	Amount
1	Cleaning and Disinfection of Water Storage Tank through mechanised de-watering, sludge removal, high pressure cleaning and applying anti-bacterial spray.					
	Area Description					
	640 Capacity Hostel Premises (Hostel B1, B2, B3 & G1)	nos	5000 litres	28		
	Academic Block (Block A & Block B)	nos	5000 litres	2		
		nos	1000 litres	4		
	Mahalaxmi Bungalow	nos	5000 litres	2		
		nos	2000 litres	1		
	Central Library	nos	5000 litres	1		
		nos	500 litres	4		
	PG Block	nos	5000 litres	1		
		nos	2000 litres	2		
		nos	200 litres	1		
	IT Building	nos	10000 litres	1		
	Admin Block	nos	2000 litres	2		
	Mechanical Workshop	nos	500 litres	1		
	Medical Dispensary	nos	5000 litres	1		
		nos	200 litres	1		
	Total Amount (Inclusive of GST)					
	Total Amount x 2 times (Inclusive of GST)					
	Net Amount					
	Net 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 submit the performance guarantee as specified, 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 suspend our company/firm for a period of two years from the date publication of this tender for future requirement of IIT Goa. 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 performance guarantee absolutely. Further, I / We agree that in case of forfeiture of Performance Guarantee 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 (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)