



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

**TENDER DOCUMENT FOR THE WORKS "CONSTRUCTION OF
PARTITION- SCME LAB"**

NIT: IITGOA/C&EMD/2022/031 DT. 29-9-2022



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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 "Construction of Partition – SCME Lab".

1.2 PARTICULARS

1.NIT No	IITGOA/C&EMD/2022/031
2.Name of work	Construction of Partition- SCME Lab
3.Location of work	IIT Goa Campus
4.Estimated Cost (Including GST)	Rs. 72,157/-
5. Tender Fees	Rs. 500/-
6.Earnest Money Deposit	Rs. 1,445/-
7.Security deposit	5% of the completed amount.
8.Contract Period	One month
9.Tender Basis and Mode	Single Bid System
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. Closing Date & Time of Receiving of bids.	06-10-2022 at 15.00 hrs
12. Date & Time of opening of Bid	06-10-2022 at 15.30 hrs at C&EMD Office, IIT Goa
13. 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). Tender submission & opening place: C& EMD OFFICE, IIT GOA
14. 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 be registered in appropriate class of works with Government. Organization like CPWD/ PWD/ MES /PSUs/Reputed Private Firms or those having experience in similar nature of works awarded by Government / Semi Government Organizations/ Government Funded Autonomous Organization or having experience in execution of similar works in any reputed private firms.
- 1.3.2** The bidder must have done 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 or having experience in execution of similar works. 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. 72,157/- (Rupees Seventy Two Thousand One Hundred and Fifty Seven Only).
- (ii) Similar works shall mean: Building works/ maintenance of Civil & PH works
- 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. 72,157/-).
- 1.3.7** The agencies should enclose the Xerox 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.



- h) Registration under CPWD/PWD/MES/PSU & Others.
- i) Average Annual turnover for the last three years duly certified by CA.

2. INFORMATION TO BIDDERS

2.1 SCOPE OF WORK

- 2.1.1 IIT Goa invites tender for the works "Construction of Partition- SCME Lab".
- 2.1.2 The summary of the works is as stated below:
 - A. Providing and fixing aluminium work for partitions & doors.
 - B. Providing and fixing prelaminated particle board
 - C. Providing and fixing glazing
- 2.1.3 The contractor shall provide weekly report on the amount of work completed.
- 2.1.4 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 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.
- 2.2.4 The water required for the work shall be arranged by the agency whereas electricity will be provided by IIT Goa free of cost. The bidders should quote the rates considering the above.
- 2.2.5 All clarifications about the tender shall be sought by bidder on or before the final submission date & time.
- 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 / drawings, if any), corrigendum can be downloaded from the website: <https://www.iitgoa.ac.in> (Under tender Section). 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 IITG 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** 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.**
- 2.2.14** Payment shall be made on the basis of actual measurement carried out. Security deposit @ 5% of the completed value shall be retained with IIT Goa for a period of one year of defect liability period. If any defect in the work is detected within one year of completion date due to bad workmanship or material supplied by the contractor, the same shall be made good by the contractor free of cost to IIT Goa. In case the contractor fails to rectify the defect promptly, the defect will be rectified and made good by IIT Goa at the risk and cost of the contractor. The amount shall be recovered from the security deposit amount.
- 2.2.15** 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, 06th October 2022 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 "Construction of Partition- SCME Lab" with the NIT No. IITGOA/C&EMD/2022/031 dt 29-09-2022, 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. (Tender without submission of Tender Fees & 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.
- 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

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 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. Only those bids found to have duly submitted the Tender Fees & Earnest Money Deposit 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 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.

2.4.5 Evaluation of Financial Bids: The Financial Bid should contain the complete 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.

2.4.6 The lowest bidder shall be issued work order for carrying out the work.

2.4.7 Conditional tender will not be accepted.



- 2.4.8** 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.
- 2.4.9** 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 - CIVIL WORKS

Schedule of Quantities					
Sr. No	Item Description	Unit	Quantity	Rate	Amount
1	Providing and fixing aluminium handles, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete : i) 125 mm	each	2		
2	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/neoprene gasket etc. Aluminium sections shall be smooth, ruststraight, mitred and jointed mechanically wherever required including free,cleat angle, Aluminium snap beading for glazing / paneling, C.P.brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately) :For fixed portion i) Anodised aluminium (anodised transparent or dyed to required shade according to IS:1868, Minimum anodic coating of grade AC 15)	Kgs	73		
3	For shutters of doors, windows & ventilators including providing and fixing hinges/ pivots and making provision for fixing of fittings wherever required including the cost of EPDM rubber / neoprene gasket required (Fittings shall be paid for separately).i) Anodised aluminium (anodised transparent or dyed to required shade according to IS:1868, Minimum anodic coating of grade AC 15)	Kgs	12		
4	Providing and fixing 12 mm thick prelaminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade I Type II, in panelling fixed in aluminum doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings and directions of engineer-in-charge.i) Pre-laminated particle board with decorative lamination on both sides	M2	14		
5	Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge . (Cost of aluminium snap beading shall be paid in basic item): i) With float glass panes of 4.0 mm thickness (weight not less than 10 kg/ sqm)	M2	1.5		
	Total Amount				
	Adding 18% GST				
	Total Amount Inclusive of 18% 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 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: