



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

**TENDER DOCUMENT FOR THE WORKS "INSTALLATION OF  
TEACHING PLATFORM - COMPUTING CENTRE LAB"**

**NIT: IITGOA/C&EMD/2023/004 DT. 06-01-2023**



## Contents

### PART A (TECHNICAL BID)

|   |   |
|---|---|
| 1. NOTICE INVITING TENDER.....                | 3 |
| 1.1 INTRODUCTION.....                         | 3 |
| 1.2 PARTICULARS .....                         | 3 |
| 1.3 ELIGIBILITY CRITERIA.....                 | 4 |
| <br>  |   |
| 2. INFORMATION TO BIDDERS.....                | 4 |
| 2.1 SCOPE OF WORK .....                       | 4 |
| 2.2 GENERAL INSTRUCTIONS.....                 | 5 |
| 2.3 SUBMISSION OF TENDER .....                | 6 |
| 2.4 EVALUATION OF BIDS AND AWARD OF WORK..... | 7 |

### PART B (FINANCIAL BID)

|                                 |   |
|---------------------------------|---|
| 1. SCHEDULE OF QUANTITIES ..... | 8 |
|---------------------------------|---|

|                |   |
|----------------|---|
| ANNEXURES..... | 9 |
|----------------|---|

|  |    |
|--|----|
| 1. ANNEXURE A (UNDERTAKING BY THE BIDDER)..... | 9  |
| 2. ANNEXURE B (BID SECURITY DECLARATION).....  | 10 |



## 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 "Installation of Teaching Platform - Computing Centre Lab".

#### 1.2 PARTICULARS

|   |  |
|---|--|
| 1.NIT No  | IITGOA/C&EMD/2023/004  |
| 2.Name of work                                      | Installation of Teaching Platform - Computing Centre Lab   |
| 3.Location of work                                  | IIT Goa Campus   |
| 4.Estimated Cost (Including GST)                    | Rs. 59,472/-   |
| 5. Tender Fees                                      | Rs. 500/-  |
| 6.Earnest Money Deposit                             | Rs. 1,190/-  |
| 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                          | Tender Fees -Demand Draft<br>EMD - Demand Draft/Fixed Deposit Receipt<br>The Demand Draft/Fixed Deposit Receipt should be drawn in favour of IIT Goa Main Account payable at Goa. (Cheques will not be accepted) |
| 11. Closing Date & Time of Receiving of bids.       | 20-1-2023 at 15.00 hrs   |
| 12. Date & Time of opening of Bid                   | 20-1-2023 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: <a href="https://www.iitgoa.ac.in">https://www.iitgoa.ac.in</a> (Under tender Section). Tender submission & opening place: C&EMD OFFICE, IIT GOA       |
| 14. Website for full and updated information.       | <a href="https://www.iitgoa.ac.in">https://www.iitgoa.ac.in</a> (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 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. 59,472/- (Rupees Fifty Nine Thousand Four Hundred and Seventy Two Only).
- (ii) Similar works shall mean: Building works.
- 1.3.3** The registrations and licenses should be valid during the execution phase.
- 1.3.4** 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.
- 1.3.5** 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. 59,472/-
- 1.3.6** The agencies should enclose the Xerox copies of the following;
- Performance certificate.
  - GST Registration.
  - PAN
  - 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.
  - 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 "Installation of Teaching Platform - Computing Centre Lab".
- 2.1.2** The summary of the works is as stated below:
- Providing and fixing wooden platform made up of marine plywood.



- B. Providing and applying two coats of synthetic enamel paint on a coat of wooden primer.
- C. Providing and fixing wooden step made up of marine plywood.

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 **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.

2.2.3 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.

2.2.4 All clarifications about the tender shall be sought by bidder on or before the final submission date & time.

2.2.5 **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.**

2.2.6 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), all 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.**



- 2.2.10 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, 20<sup>th</sup> January 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 "Installation of Teaching Platform - Computing Centre Lab" with the NIT No. IITGOA/C&EMD/2023/004 dt 06-1-2023, 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

**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 / 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** 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 | Item Rate(Rs.) | Amount (Rs.) |
| 1                      | Providing and fixing wooden platform of size 23 feet (length) x 4.5 feet (width) x 1 feet (height) made with marine plywood of thickness 19mm. The entire platform should be supported with necessary supports beneath. The top, front and the side portion of the platform should be painted with single coat of wooden primer followed with two coats of synthetic enamel paint (teak wood finish). The bottom portion of the platform should be painted with single coat of wooden primer followed with two coats of synthetic enamel paint (white colour). | each | 1        |                |              |
| 2                      | Providing and fixing wooden step of size 36 inches (length) x 12 inches (width) x 6 inches (height) made with marine plywood of thickness 19mm. The entire step should be supported with necessary supports beneath. The top, front and the side portion of the step should be painted with single coat of wooden primer followed with two coats of synthetic enamel paint (teak wood finish). The bottom portion of the step should be painted with single coat of wooden primer followed with two coats of synthetic enamel paint (white colour).            | each | 1        |                |              |
|                        | Total Amount   |      |          |                |              |
|                        | Adding 18% GST   |      |          |                |              |
|                        | Total Amount (Including 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 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**