



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

**TENDER DOCUMENT FOR RENOVATION OF OFFICE ROOMS
SITUATED IN THE ADMINISTRATIVE BLOCK OF GOA COLLEGE
OF ENGINEERING, FARMAGUDI, PONDA, GOA 403401.**

NIT: C&EMD/CIVIL/IITGOA/2019/010 DT.21-10-2019

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1. NOTICE INVITING TENDER

1.1. INTRODUCTION

Indian Institute of Technology (IIT) Goa, invites sealed tenders from the eligible contractors for Renovation of Office Rooms situated in Administrative Block of Goa College of Engineering.

1.2 PARTICULARS

1.NIT No	C&EMD/IIT GOA/2019/010 dt 18-10-2019
2.Name of work	Renovation of Office Rooms- Civil Works
3.Location of work	Administrative Block of Goa College of Engineering
4.Estimated Cost (Including GST)	Rs.5,08,721/- Only
5. Tender Fees	Rs. 500/- Only
6. Earnest Money Deposit	Rs.25,436/- Only
7.Period of completion	(1 month). From date of issue of work order.
9.Tender Basis and Mode	Single Stage
10.Mode of Payment to IITG (Tender Fee & EMD)	Demand Draft/ Bank Guarantee in favour of IIT Goa Main Account payable at Goa. (Cheques will not be accepted)
12. Closing Date & Time of receiving of bids.	29 th October 2019 @ 1500hrs
13. Date & Time of opening of Bids.	29 th October 2019 @ 1530hrs
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) & CPP Portal.

1.3. ELIGIBILITY CRITERIA

1.3.1. The bidder must be registered in appropriate class of works with Government organization like CPWD/ PWD/ MES or PSUs 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.

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 during last 7 (seven) years preceding last date of the month of tender submission or having experience in execution of similar works.

Note:

(i) The estimated cost is Rs. 5,08,721/- (Rupees Five Lakhs Eight Thousand Seven Hundred and Twenty One Only)..

(ii) Similar works shall mean: Building works/ maintenance of Civil

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.

1.3.5. The registrations and licenses should be valid during the execution phase.

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.5,08,721), not having incurred loss in more than two years, during last 5 years ending 31 Mar 2019.

1.3.7. The agencies should enclose the Xerox copies of the following;

- a) Performance certificate.
- b) GST Registration.
- c) PAN
- d) EPFO Registration Certificate.
- e) ESIC Registration Certificate.

2. INFORMATION TO BIDDERS

2.1 GENERAL INSTRUCTIONS

2.1.1. Bidding documents are to be obtained electronically through websites:

<https://www.iitgoa.ac.in> (Under tender Section) & CPP Portal. The tender fee & the EMD in the prescribed mode must accompany the tender documents issued electronically at the time of submission.

2.1.2. 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.

2.1.3. The bidder shall visit and inspect the site and obtain all information on 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. Access to the site will be granted by the Engineer-in-charge on all working days within working hours.

2.1.4. The water and electricity required for the work shall be arranged by the agency.

2.1.5. Scaffolding hiring and installation should be included in the work.

2.1.6. 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 individuals / organizations for whom such works have been executed shall also be accepted.

2.1.7. The tender 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), Corrigenda, can be downloaded from the website: <https://www.iitgoa.ac.in> (Under tender Section) Corrigenda, if any shall be published only on these website. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever.

2.1.8. All costs, charges & expenses that may be incurred in connection with the preparation of the tender shall be borne by contracting and the Institute accepts no liability whatsoever therefore.

2.1.9. Rates quoted by the bidders shall be inclusive of 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.

2.1.10. Exemption to IITG against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IITG after award shall be passed on to IITG by the contractor without dispute.

2.1.11. IITG reserves the right to reject any or all of the bids without assigning any reason.

2.1.12. Bid Validity: Bid shall remain valid for 120 days from the date of submission.

2.1.13. Firm Price: Bidder's quoted Rates/Prices for executing the activities under the Contract shall remain firm till the period of completion of the works & shall not attract any escalation under any circumstances whatsoever.

2.1.14. 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 Earnest Money Deposit and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IITG for next 05 (Five) years.

2.1.15. Tender Fees & the Earnest Money Deposit (EMD) of requisite amount and that in prescribed mode or proof of payment thereof shall be enclosed with the Bid explained in following section.

2.1.16. Refund / Conversion of Earnest Money Deposit: The Earnest Money received shall be refunded to the unsuccessful bidders without any interest upon executing the Contract Agreement by successful bidder. The Earnest Money Deposit of successful bidder shall be retained and converted into part of Security Deposit.

2.1.17. Forfeiture of Earnest Money Deposit: Earnest Money Deposit will be forfeited in any of the following cases:

- (i) The bidder withdraws / modifies his tender during the period of Bid Validity.
- (ii) The bidder, in case of tie between lowest bids, refuses to submit revised offer.
- (iii) The bidder does not accept the correction of arithmetical errors of his tender.
- (iv) Fails to commence the work after issue of work order within the specified time.

2.2. SUBMISSION OF TENDER

2.2.1. 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, 29th Oct 2019 or as per Corrigenda otherwise.

2.2.2. Tenders received after the due date and time shall not be considered.

2.2.3. Tenders shall be submitted in a sealed Master envelope super scribed “Renovation Of Office Rooms” with the NIT No. C& EMD /IITGOA/2019/010 dt 18-10-2019, containing two separate sealed covers, each clearly super scribed as “Tender Fee and EMD“ & “Bid Document” respectively, in the following manner:

2.2.4. Envelope-1 (Tender FEE & EMD) will consist of:

i) Tender Fee & Earnest Money Deposit of requisite amount, in the prescribed mode or proof of payment thereof.

2.2.5. Tender without payment of Tender Fees & Earnest Money Deposit would be summarily rejected.

2.2.6. Envelope-2 (Bid Document) will consist of:

(i) Covering letter of the offer signed by firm’s authorized signatory.

(ii) Documents establishing the identity and authenticity of the bidder/ bidding firm

(iii) Self-certified copies of all the documents in support of eligibility of bidder.

iv) The complete tender document, each page should be duly signed and stamped by the bidder as acceptance of the conditions, Declaration by Bidder and Schedule of Quantities all duly filled-in, signed by the bidder or his/her authorized signatory and stamped.

2.3. EVALUATION OF BIDS AND AWARD OF WORK

2.3.1. The bid document of the 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.

2.3.2. Bids shall, first be checked for payment of Tender Fees & Earnest Money Deposit. Only those bids found to have duly paid/ submitted Tender Fess & Earnest Money Deposit shall be considered for evaluation.

2.3.3. Evaluation of Bids: 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. The Bid should contain the complete bid document with duly filled in Schedule of Quantities. The duly filled Schedule of Quantities as above will be checked for arithmetical errors.

2.3.4. IITG 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.

2.3.5. The successful bidder shall be issued Letter of Award (LOA) of the bid only after a detailed program schedule of the works is provided by the bidder.

2.3.6. 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.

2.3.7. Date of start of work shall be reckoned from the date of issue of "Work Order".

3. UNDERTAKING BY THE BIDDER

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. A sum of Rs. _____ has been deposited in cash/ demand draft of a scheduled bank as earnest money. If I / we fail to commence work 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 forfeit the said earnest money absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

Further, I / We agree that in case of forfeiture of earnest money, I / We shall be debarred for participation in the re-tendering process of the work.

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 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 & Signature of Contractor

Postal Address

Dated

Witness

Address

Occupation

Schedule Of Quantities					
Sr.No	Particulars	Unit	Quantity	Rate	Amount
1	Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	m2	215		
2	Removing white or colour wash by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete	m2	215		
3	Distempering with oil bound washable distemper of approved brand and manufacture to give an even shade :New work (two or more coats) over and including water thinnable priming coat with cement primer	m2	215		
4	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, rust free, straight, mitred and jointed mechanically wherever required including 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) :1)Anodised aluminium (anodised transparent or dyed to required shade according)	kg	460		
5	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 1) Anodised aluminium (anodised transparent or dyed to required shade according to IS:1868, Minimum anodic coating of grade AC15)	kg	30		

Sr.No	Particulars	Unit	Quantity	Rate	Amount
6	Providing and fixing 12 mm thick prelaminated particle board flat pressed three layer or graded wood particle board forming to IS:12823 Grade 1 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. 1) Pre-Laminated particle board with decorative lamination on both sides.	m2	45		
7	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):With float glass panes of 5 mm thickness (weight not less than 12.50	m2	6		
8	Providing & fixing aluminium round shaped handle of outer dia 100mm with SS screws etc. complete as per direction of Engineer-in-Charge :1) Anodized (AC15) aluminium	nos	2		
9	Providing and fixing Brass 100mm mortice latch and lock with 6 levers without pair of handles (best make of approved quality) for aluminium doors including necessary cutting and making good etc.complete.	nos	1		
10	Providing and fixing ISI marked oxidised M.S. tower bolt black finish, (Barrel type) with necessary screws etc. complete : 2) 150X10mm	nos	1		
11	Providing and fixing ISI marked M.S. pressed butt hinges bright finished with necessary screws etc. complete : 2) 100x58x1.90mm or Heavy weight.	nos	3		

Sr.No	Particulars	Unit	Quantity	Rate	Amount
12	<p>Providing and fixing false ceiling at all heights with integral densified calcium silicate reinforced with fibre and natural filler false ceiling tiles of Size 595x595mm of approved texture, design and patterns having NRC (Noise Reduction coefficient) of 0.50 (minimum) as per IS 8225:1987, Light reflectance of 85% (minimum). Non combustible as per BS:476 (part-4), fire performance as per BS:476 (part 6 &7), humidity resistance of 100%, thermal conductivity < 0.043 W/m K as per ASTM 518:1991,in true horizontal level suspended on interlocking metal T-Grid of hot dipped galvanised iron section of 0.33mm thick (galvanized @ 120 grams per sqm including both sides) comprising of main-T runners of size 24x38 mm of length 3000 mm, cross - T of size 24x32 mm of length 1200 mm and secondary intermediate cross-T of size 24x32 mm of length 600mm to form grid module of size 600 x 600 mm, suspended from ceiling using galvanised mild steel items (galvanizing @ 80 grams per sqm) i.e.50 mm long, 8 mm outer diameter M-6 dash fasteners, 6 mm dia fully threaded hanger rod upto 1000 mm length and L-shape level adjuster of size 85x25x25x2 mm. Galvanised iron perimeter wall angle of size 24x24x0.40 mm of length 3000 mm to be fixed onperiphery wall / partition with the help of plastic rawl plugs at 450mm center to center and 40 mm long dry wall S.S screws. The work shall be carried out as per specifications, drawing and as per directions of the Engineer-in-Charge.</p> <p>1) With 15 mm thick tegular edged light weight calcium silicate false ceiling tiles</p>	sqm	102		
13	<p>Repairs to plaster of thickness 12 mm to 20 mm in patches of area 2.5 sq.meters and under, including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the walls complete, including disposal of rubbish to the dumping ground, all complete as per direction of Engineer-in-Charge 1)With cement mortar 1:4</p>	m2	20		
14	<p>Painting with synthetic enamel paint of approved brand and manufacture to give an even shade :</p> <p>1) Two or more coats on new work</p>	m2	10		
	Total Amount				