TENDER DOCUMENT

NIT NO: IITG/MAIN/NIT/FY20-21/01 dtd 19.05.2020

NAME OF WORK

Supply of 200W LED flood light fittings for installation in the table tennis arena of Multipurpose hall of SAC building.
Detailed NOTICE INVITING TENDER for the work “Supply of 200W LED flood light fittings for installation in the table tennis arena of Multipurpose hall of SAC building” vide NIT No. IITG/MAIN/NIT/FY20-21/01 Dtd. 19.05.2020 issued to:

Shri / M/s ..................................................

Address ..........................................................

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Head, IPM Section
Sealed tenders in single bid system are invited from experienced & competent contractors for following works at IIT Guwahati campus:

<table>
<thead>
<tr>
<th></th>
<th>Name of works</th>
<th>Supply of 200W LED flood light fittings for installation in the table tennis arena of Multipurpose hall of SAC building</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Earnest Money</td>
<td>Rs. 8100.00</td>
</tr>
<tr>
<td>3</td>
<td>Date of availability of tender paper in IITG Website</td>
<td>From 22.05.2020 to 28.05.2020</td>
</tr>
<tr>
<td>4</td>
<td>Last Date &amp; time of submission of tender</td>
<td>Upto 2.30 p.m. on 03.06.2020</td>
</tr>
<tr>
<td>5</td>
<td>Time of Completion</td>
<td>Thirty (30) days</td>
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<tr>
<td>6</td>
<td>Cost of Tender Paper</td>
<td>Rs. 500.00</td>
</tr>
<tr>
<td>7</td>
<td>Date &amp; time for Opening</td>
<td>At 3.00 p.m. on 03.06.2020</td>
</tr>
</tbody>
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8. Qualifying criteria for participating of Tender:

(a) The tender must be Authorized dealer of reputed luminaries fittings.

(b) Should have experience of successful completion of any one of similar types of electrical work - (i) One work value not less than Rs.3.22 lacs (ii) two works value not less than Rs. 2.41 lakhs (iii) Three works value not less than Rs.1.61 lacs during preceding 3 (three) years in any Govt. / Semi Govt. Department or Autonomous Body(Work order and completion certificate to be submitted along with the tender)

(c) Copy of PAN card & GST Registration certificate and dealership certificate of reputed luminaries.

(d) Annual turnover in any one year of the last 3 years should be at least Rs.3.22 lakhs.

9. Download of Tender Document:

(i) Tender document shall be downloaded from IIT website (www.iitg.ac.in) only from 22.05.2020 to 28.05.2020.

(ii) Any further clarification including corrigendum, addendum, amendments, time extension etc. to the above tender will be posted in the website only. Bidders should therefore regularly visit the website www.iitg.ac.in

10 Submission of Completed Tender:

Duly completed tenders shall be submitted along with the following documents:

(i) Self attested copies of all the qualifying documents.

(ii) DD/BC of Rs.500.00 as a cost of tender paper (non refundable) in favour of “IIT Guwahati” payable at “Guwahati”

(iii) Earnest money in the form of Demand draft/ Banker’s cheque in favour of ‘IIT Guwahati’ payable at ‘Guwahati.

Any tender without the qualifying documents shall be considered incomplete and shall be rejected without any further communication.
11. IIT Guwahati reserves the right to reject the tender papers to any contractor engaged in one or more ongoing works in the IITG Campus, if in the opinion of the Institute, the progress of the ongoing works of the contractor has not been found satisfactory and they will not be able to handle a new work till the completion of their ongoing work(s). IITG also reserves the right to accept or reject any or all applications for issue of tender document without assigning any reason thereof.

12. The issue of tender paper to a contractor does not automatically mean the tenderer is considered qualified for the price part of the bid. Price bid of only those bidders who fulfill all the requirements given here in above shall be considered.

13. The acceptance of tender will rest with the authority of IIT Guwahati who does not bind itself to accept the lowest tender and reserves in itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part or whole at the discretion of competent authority of the Institute.

14. For all clarifications regarding site conditions, items of works or any other related matters to the tender, Engineer In-charge (Maintenance) may be contacted during office hours on all working days.

15. In case, the day of submission of the tender happens to be a holiday on account of Govt. notification and tender cannot be received or opened; the tender shall be received and opened on the next working day at the same times.

16. The tender document shall be submitted at the designated place before the last date and time as per NIT. IIT Guwahati is not responsible for any delay on the part of postal department or Shipping agencies.

17. In case of two bid system, Part-A tenders shall be opened on the date and time as mentioned above. But price bids of only of those tenderers whose techno-commercial bids (Part-A) are found acceptable shall be opened on a later date. Prior notification shall be given to all tenderers who qualify for opening of the PRICE BIDS to enable them to attend the opening of the Price bids. Part-B of the tender of those tenderers who do not qualify for opening of the Part-B shall be returned.

Head, IPM Section
TERMS AND CONDITIONS:

1. Only the firms or a contractor, who downloads the tender document from IITG website from 22.05.2020 to 28.05.2020 are eligible to participate in the tender. The tender submitted by other firm on behalf of any such firm shall not be accepted.

2. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in Annexure-A in figure and words. If there is any variation between the rate of figure and word, the rate quoted in word will be considered.

3. The rate shall be firm up to the completion of work. No price escalation will be paid on any account.

4. The work shall be completed within Thirty (30) days from the date of issue of the formal work order.

5. The rate shall be inclusive of all taxes, GST, Royalty, loading, unloading and transportation etc. of all the materials to work site at IITG campus, Guwahati-39.

6. All the pages of the tender document shall be signed and dated at the lower right hand corner by the tenderer or by a person holding power of attorney authorizing him to sign on behalf of the tenderer before submission of the of the tender.

7. The documents submitted along with the application for tender in respect of Experience, registration will be verified by the Institute with respect to that stated in the NIT for qualifying for the tender. If after verification any such data/ information are not found true or has attempted to conceal any unfavourable data/ information, his/her tender shall be summarily rejected.

8. The owner reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from a client whether disclosed in the tender or not. If any such report from the client is found to be unsatisfactory, the tender is liable to be rejected.

9. Any tender submitted without the document mentioned above will be considered as incomplete tender and the tender will be rejected for which no communication will be made.

10. The light fittings shall have warranty for a minimum period of 5 (five) years from the date of supply. An undertaking from the manufacturer shall be enclosed.

11. The tenderer must have office/ dealer’s outlet at Guwahati and shall maintain ready stock of fittings, drivers, etc for urgent replacement requirement Any abnormal rate quoted in the tender will summarily be rejected for which no communication will be made.

12. Any abnormal rate quote in th tender will summarily be rejected for which no communication will be made.

13. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing. He/they shall be responsible for repairing all damages and resorting the same to their original finish at his own cost. He / they shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site.

14. The Earnest Money shall be paid in the form of Demand Draft/ Banker’s cheque drawn in favour of “IIT Guwahati” payable at ‘Guwahati’. EMD submitted in the form of Bank Guarantee or any other form except as stated above will NOT be accepted and tender will be summarily rejected. No interest shall be paid by the Institute on the Earnest Money deposited by the tenderer. The Earnest Money of the unsuccessful tenderer will be refunded.
15. **Payment of Bills**: The successful bidder if desire may submit their Running Account Bill as per progress of work and actual execution. Site Engineer will prepare RA Bill for release of payment subject to his satisfaction in progress of work.

   After successful completion of work, as per specification and requirement, the contractor must submit their Final Bill including detail measurement along with Forest Department or other department clearance if necessary within one month from the date of completion of work. On submission, the site engineer will prepare the bill subject to his satisfaction and put up for payment within fifteen days.

16. **Performance Guarantee Period**: 6 (six) months from the date of completion of the work. Any damage or defect in the work during this period shall be made good by the contractor at their own expenses. Otherwise the same will be made good by engaging other workmen and the expenses incurred will be deducted from their security deposit.

17. **Security Deposit**: 10% of the Bill Value will be deducted as Security Deposit from the bill and shall be refunded after the successful completion of Performance Guarantee period. No interest will be paid on security deposit.

18. The IIT Guwahati does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part for whole at the discretion of competent authority of the institute.

19. All other terms & conditions shall be as per provision of General Conditions of Contract followed by the institute.

20. All legal disputes will be subjected to jurisdiction of Guwahati High Court only.

21. All Specification of the work will be followed as per CPWD manuals.

22. Reasonability of the rates quoted by the contractors shall be determined by comparing to the justified estimated rates. If the lowest bid is too low and the tender evaluation committee feels that it is not possible to do the work as per specification, the tender shall be cancelled.

23. If the lowest bid is below 10% of the justified estimate, additional initial security deposit of value by which the quote is below 10% of the justified estimate will have to be submitted by the bidder along with the specified initial security deposit within 15 days from the date of issue of Letter of Intent offering the work. The additional security deposit shall be refunded immediately after completion of the work. In case the lowest bidder is not able to complete the work, the security deposit and the additional security deposit will be forfeited and the contractor will be debarred for 2 years from participating in the tenders floated by the Institute after issuing a show case notice.

24. The initial and additional security deposit will be in the form as specified in the tender. In case the lowest bidder fails to submit the initial security deposit and the additional security deposit within the stipulated time, the offer will be cancelled and their EMD will be forfeited. In such case, the work will then be offered to the next lowest bidder (L2) at L2’s rate and so on.

25. Lowest quotes above 10% of the justified estimate will not be accepted in any case and fresh tender invited.

**Head, IPM Section**
Annexure-I

To,

The HOS, IPM Section
Indian Institute of Technology Guwahati
Guwahati – 39

Dated:……………

Sub : Submission of tender for the "Supply of 200W LED flood light fittings for installation in the table tennis arena of Multipurpose hall of SAC building"

Dear, Sir,

I/we do hereby submit our tender for "Supply of 200W LED flood light fittings for installation in the table tennis arena of Multipurpose hall of SAC building", as per Notice Inviting Tender No. IITG/MAIN/NIT/FY20-21/01 dtd 19.05.2020. The rates quoted by me / us are for the whole work in accordance with Notice Inviting Tender and Terms & Conditions.

Name of Firm/ Contractor :

Address for correspondence :

Signature of Contractor with seal :

Date :

Contact Phone No –

email id :

Enclosure :

1. 
2. 
3. 
4. 
5.

Seal & Signature of Contractor
ANEXURE-2

Compliance to requirement of tender documents:

We confirm that our tender complies with the total techno-commercial requirements of bidding document without any deviation.

Signature of Company / Contractor
ANEXURE-3

TENDER VALIDITY

Tender shall remain valid for acceptance for a period of 120 (One hundred twenty) days from the date of opening of the tender. The tenderer shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given or any term thereof. In case of tenderer revoking or cancelling his tender or varying any term in regard thereof, the OWNER shall forfeit the earnest money paid by him along with the tender. Tender shall be revalidated for extended period as required by OWNER in writing.

Signature of Company / Contractor