TENDER DOCUMENT

for
Floral decoration for 68th CONVOCATION at IIT Kharagpur for 2022-23.

NIT No. IW/HORT/NIT/22-23/002

Tender Serial No. ___________________________ Issued to:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

28/11/22
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1. NOTICE INVITING TENDER

1.1. INTRODUCTION

Indian Institute of Technology (IIT) Kharagpur, hereinafter called IITKGP, invites online tenders from the eligible contractors for Floral decoration for 68th CONVOCATION at IIT Kharagpur for 2022-23. Particulars of the project are as following.

1.2. PARTICULARS

<table>
<thead>
<tr>
<th>1. NIT Number</th>
<th>IW/HORT/NIT/22-23/002</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Location of Work</td>
<td>Main building Entrance, Portico, Corridor, Netaji Auditorium, Director's office, DD Office, Registrar's office, Guest House or as directed by EIC</td>
</tr>
<tr>
<td>4. Estimated Cost (including 18% GST)</td>
<td>₹ 2,32,700.00 (Rupees Two lakh thirty two thousand seven hundred Only)</td>
</tr>
<tr>
<td>5. Earnest Money Deposit</td>
<td>₹ 4,654.00 /- (Rupees Four thousand six hundred and fifty four Only) (Not mandatory for bidders registered under MSE category)</td>
</tr>
<tr>
<td>6. Time Limit for Execution</td>
<td>24 Hours.</td>
</tr>
<tr>
<td>7. Tender Basis and Mode</td>
<td>Two stage (Technical Bid &amp; Financial Bid)</td>
</tr>
<tr>
<td>8. Mode of Payment to IITKGP (EMD)</td>
<td>i) Original Demand Draft/Pay Order or copy of valid registration certificate under MSE category has to be submitted physically at the office of CE on or before the due date/extended date of submission of bid. &amp; Scanned copy of Demand Draft/Pay Order/Registration under MSE category has to be uploaded on <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ii) Demand Draft/Pay order to be drawn in favour of IIT KHARAGPUR payable at Kharagpur.</td>
</tr>
<tr>
<td>9. Date, Time &amp; Venue of Pre-bid Meeting</td>
<td>02nd Dec 2022 15:00hrs, CCM Meeting Room, 1st Fl, Old Bldg., IIT Kharagpur, Kharagpur-721302</td>
</tr>
<tr>
<td>10. Closing Date &amp; Time for Receipt of bids</td>
<td>08.12.2022 Upto 15:00Hrs.</td>
</tr>
<tr>
<td>11. Date &amp; Time for Opening of Technical Bid</td>
<td>09.12.2022 at 15:30hrs</td>
</tr>
<tr>
<td>12. Date &amp; Time for Opening of Price Bid</td>
<td>Shall be intimated to eligible bidders subsequently.</td>
</tr>
<tr>
<td>13. Engineer-in-charge and contact details.</td>
<td>Mrs. B. Datta, Executive Engineer (Civil), Tel: 03222-282586, Email: <a href="mailto:bithika@adm.iitkgp.ac.in">bithika@adm.iitkgp.ac.in</a></td>
</tr>
<tr>
<td>14. Address for tender issue, submission and opening</td>
<td>Office of Chief Engineer, Civil Construction and Maintenance Section, 1st Floor, Old Building, IIT Kharagpur, W.B. 721302</td>
</tr>
<tr>
<td>15. Website for full and updated information</td>
<td>[<a href="http://www1.iitkgp.ac.in/toplevel/">http://www1.iitkgp.ac.in/toplevel/</a> tenders.php](<a href="http://www1.iitkgp.ac.in/toplevel/">http://www1.iitkgp.ac.in/toplevel/</a> tenders.php); <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></td>
</tr>
<tr>
<td>16. Website for tender submission &amp; processing</td>
<td><a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></td>
</tr>
<tr>
<td>17. Hard copy submission of Technical Bid Documents</td>
<td>Hard copy of the Technical Bid documents to be submitted at &quot;Civil Construction &amp; Maintenance Section, 1st Floor, Old Building, IIT Kharagpur-721302, WB&quot; on or before 15.12.2022</td>
</tr>
</tbody>
</table>
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.

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.

Note:

(i) The estimated is ₹ 2,32,700.00 (Rupees Two lakh thirty two thousand seven hundred Only)

(ii) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of applications for tender.

(iii) Similar works shall mean: Flower Decoration in Convocation / Official Functions/Govt Academic Institute.

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.

Executive Engineer (Horticulture Section)

On behalf of the Director, Indian Institute of Technology Kharagpur

Copy to:

1) Registrar
2) Chief Engineer, IIT Kharagpur
3) Superintending Engineer (Civil/E&M)
4) Sr.EE(Civil/W&S)
5) Assistant / Junior Engineer (HORT)
6) Notice Board
7) Office file
2. INFORMATION TO BIDDERS

2.1 SCOPE OF WORK

2.1.1 The IITKGP intends for Floral decoration for 68th CONVOCATION at different places of IIT Kharagpur for 2022-23 like Main building Entrance, Portico, Corridor, Netaji Auditorium, Director's office, DD Office, Registrar's office, Guest House etc. with proper arrangements on emergency Basis.

2.1.2 Constraint: The job needs to be executed in IIT Kharapur Campus without causing any disturbances to the normal functioning of routine activities/road networks.

2.1.3 The vendor shall work out execution sequence and methodology with the approval of Engineer-in-Charge so as to complete the project within the envisaged time and the estimated cost, duly handling the constraint mentioned above. Time is the essence of the contract. All measures/actions shall be taken to complete as per schedule.

2.2 GENERAL INSTRUCTIONS

2.2.1 Bidding documents are to be obtained electronically through websites:
http://www1.iitkgp.ac.in/topfiles/tenders.php; iihhttp://eprocure.gov.in/eprocure/app

2.2.2 This bid document shall be read in conjunction with GCC (General Conditions of Contract) available on http://www1.iitkgp.ac.in/topfiles/tenders.php.

2.2.3 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 with prior appointment.

2.2.4 IITKGP shall not provide any space at site for labour hutsments.

2.2.5 All clarifications about the tender shall be sought by bidder on or before pre-bid meeting. The bidders may make suggestions which shall be considered during the Pre Bid Meeting. Intending bidder(s) may also send their queries or suggestion, if any, through e-mail to the Engineer-in-charge on bithika@admin.iitkgp.ac.in on or before 02nd Dec 2022, 14:30hrs. 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 individuals/organizations for whom such works have been executed shall not be accepted.

2.2.7 The bidding document (consisting of specifications, 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), Addendum/Corrigenda, Clarifications to Pre-bid queries can be downloaded from the websites: iihhttp://www1.iitkgp.ac.in/topfiles/tenders.php; iihhttps://eprocure.gov.in/eprocure/app. Corrigenda, if any shall be published only on these websites sat any time before the closing time of tender. The institute shall not be responsible for any delay/difficulties/inaccessibility of downloading facility for any reason whatsoever. The tenderers who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrigendum/addendum before closing time of tender and ensure that bid submitted by them are in accordance with all the corrigenda/addenda.

2.2.8 All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the institute accepts no liability whatsoever therefore.

2.2.9 Rates quoted by the bidders (in the uploaded Excel Template having form of contract as "Percentage") 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.

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

2.2.11 IITKGP 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 completion of the entire work & shall not attract any escalation under any circumstances whatsoever.
2.2.14 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 IIT KGP for next 01 (Year) year.

2.2.15 Earnest Money Deposit (EMD): EMD of requisite amount and that in prescribed mode or proof of payment thereof shall be submitted with the Technical Bid as explained in section 1.2.8.

2.2.16 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.

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

2.2.17.1 The bidder withdraws / modifies his tender during the period of Bid Validity.

2.2.17.2 The bidder, in case of tie between lowest bids, refuse to submit revised offer.

2.2.17.3 The bidder does not accept the correction of arithmetical errors of his tender.

2.2.17.4 The bidder fails to deposit Performance Guarantee and information as per format given in GCC within the stipulated time period before award of the work.

2.3 SUBMISSION OF TENDER

2.3.1 Help for Contractors, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.[https://eprocure.gov.in/eprocure/app]

2.3.2 It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-Procurement of IIT KHARAGPUR.

2.3.3 It is mandatory for the bidders to get their firm /company registered with e-procurement portal https://eprocure.gov.in/eprocure/app to have user ID & password.

2.3.4 Tender documents will be available online on website https://eprocure.gov.in/eprocure/app which can be downloaded free of cost.

2.3.5 Bidders may download and refer the “Instructions for Online Bid Submission” from (https://eprocure.gov.in/eprocure/app;sessionid=2A56E178EED5C7D8536175E68B573C9F.eprocgep2?page=HelpForContractors&service=page).

2.3.6 The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid".

Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of “Financial Bid”.

Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the letter of authority issued in his name by the bidder on his letter head.

2.3.7 Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal https://eprocure.gov.in/eprocure/app ("Server System Clock Time") shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

2.3.8 The bidders are advised to submit their e-bids well before the e-bid due date. IIT KHARAGPUR shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.

2.3.9 The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line”. However, hard copies of the complete 'Technical Bid documents' shall be submitted in a sealed

NO PRICE BID TO BE SUBMITTED OFFLINE.

The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid online. Scanned copies of various documents can be prepared in .pdf file format.

2.3.10 Any tender received without original Earnest Money in the form as specified in clause 1.2.5 of tender documents shall not be considered and shall be summarily rejected.

2.3.11 IIT KHARAGPUR reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIT KHARAGPUR's assessment of suitability as per eligibility criteria shall be final and binding.

2.3.12 Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. The decision of IIT Kharagpur in this regard shall be final and binding.

2.3.13 The EMDs shall be received at Office of Chief Engineer, Civil Construction and Maintenance Section, 1st Floor, Old Building, IIT Kharagpur, W.B. 721302 upto 15:00hrs 08th Dec 2022 or Corrigenda otherwise.

2.3.14 EMDs shall be submitted in an envelope super scribed "Floral decoration for 68th CONVOCATION at IIT Kharagpur for 2022-23." with the NIT NO: IW/HORT/NIT/22-23/002

2.4 EVALUATION OF BIDS AND AWARD OF WORK

2.4.1 The Bid shall be opened electronically on the specified date and time of opening at the Office of CE, 1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302 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 after evaluation of Technical Bid to the Technically Qualified Bidders.

2.4.3 Bids shall, first, be checked for payment of Earnest Money Deposit. Only those bids found to have duly paid/ submitted 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-responsive and shall be rejected summarily.

2.4.5 IITKGSP 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.

2.4.6 Date & time for opening of Financial Bid: The Financial bid or the Revised Financial Bids as the case may be will be opened on specified date and time, which will be intimated to the technically qualified bidders.

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

2.4.8 The successful bidder shall be issued Letter of Acceptance (LOA) of the bid, and be required to furnish a Performance Guarantee as per General Conditions of Contract, Program Schedule with specific Milestones to be achieved as to complete the work within the stipulated time limit and details of his Technical Staff to be deployed as per ANNEXURE-I.

2.4.9 Letter of Award shall be issued to the successful bidder. The Work Order will be issued only after receipt of the Performance Guarantee, along with Program Schedule and the details of Technical Staff to be deployed for the work.

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 "Letter of Acceptance".
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 and all other contents in the tender documents for the work.

I / We, hereby tender for execution of the work specified for the Indian Institute of Technology Kharagpur 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 furnish the prescribed performance guarantee within prescribed period, I / we agree that the said Director, Indian Institute of Technology Kharagpur or his authorized officer shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I / we fail to commence work as specified, I / we agree that the Director, Indian Institute of Technology Kharagpur shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee 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 or both Earnest Money & Performance Guarantee as aforesaid, 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, drawings 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
# TECHNICAL STAFF OF CONTRACTOR

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>NAME</th>
<th>QUALIFICATION</th>
<th>EXPERIENCE</th>
<th>CONTACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Project In-charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Seal & Signature of Contractor
UNDEARTAKING FOR GCC COMPLIANCE

UNDEARTAKING

We hereby undertake that we shall fulfill all the terms & conditions of GCC-IIT Kharagpur within the specified time frame, after the acceptance of our offer in case our offer is accepted; failing which IIT KARAGPUR may go ahead to take necessary action such as reporting the non-compliance to appropriate Government authorities and barring us from future participation in IIT KARAGPUR works.

Seal & Signature of Contractor

DATED:
4. Checklist for Documents to be uploaded on [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tender Documents</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>EMD</td>
<td>1.2.5</td>
</tr>
<tr>
<td>3.</td>
<td>Document support of Bonafide Business Entity</td>
<td>1.3.3</td>
</tr>
<tr>
<td>4.</td>
<td>GST Registration Certificate</td>
<td>1.3.3</td>
</tr>
<tr>
<td>5.</td>
<td>Permanent Account Number</td>
<td>1.3.3</td>
</tr>
<tr>
<td>6.</td>
<td>Experience Certificate</td>
<td>1.3.2</td>
</tr>
<tr>
<td>7.</td>
<td>ANNEXURES-I _II</td>
<td>Page No-8-9</td>
</tr>
<tr>
<td>8.</td>
<td>SOQ</td>
<td>Page No-11</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of work</td>
<td>Unit</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>1</td>
<td>Flower arrangement on large vase with good quality of flowers, as directed</td>
<td>No.</td>
</tr>
<tr>
<td>2</td>
<td>Flower arrangement on medium vase with good quality of flowers, as directed</td>
<td>No.</td>
</tr>
<tr>
<td>3</td>
<td>Flower arrangement on small vase with good quality of flowers, as directed</td>
<td>No.</td>
</tr>
<tr>
<td>4</td>
<td>Floral decoration at Portico (Rangoli), as directed</td>
<td>No.</td>
</tr>
<tr>
<td>5</td>
<td>Flower bouquet (VVIP) as directed</td>
<td>No.</td>
</tr>
<tr>
<td>6</td>
<td>Flower bouquet (VIP) as directed</td>
<td>No.</td>
</tr>
<tr>
<td>7</td>
<td>Flower arrangement for Technology guest house rooms</td>
<td>No.</td>
</tr>
<tr>
<td>8</td>
<td>Flower arrangement for Guest House banquet Hall (large vas)</td>
<td>No.</td>
</tr>
<tr>
<td>9</td>
<td>Flower arrangement for Guest House Heritage Building (Large vas)</td>
<td>No.</td>
</tr>
<tr>
<td>10</td>
<td>Flower arrangement for Guest House Reception (large vas)</td>
<td>No.</td>
</tr>
<tr>
<td>11</td>
<td>Flower arrangement for Guest House Reception (Medium vas)</td>
<td>No.</td>
</tr>
<tr>
<td>12</td>
<td>Flower arrangement for Guest House Dining Hall (large vas)</td>
<td>No.</td>
</tr>
<tr>
<td>13</td>
<td>Floral decoration at Netaji Auditorium photo as designed and directed by the section</td>
<td>stage</td>
</tr>
</tbody>
</table>

Total Rs. = 2,32,700.00

Say Rs = 2,32,700.00