Notice Inviting Quotation

NIT No: - IW/RAC/CIC / 2022-23                      Date: 24.02.23

Sealed quotations on item rate basis are invited by EE (E&M) from registered HVAC contractors of IIT Kharagpur/CPWD/MES/WBPWD/Kharagpur municipality and other bonafide contractors having valid GST, PAN and for below mentioned work. The approximate cost of the work is ₹45,120/- (Forty five Thousand One hundred Twenty only)

NAME OF THE WORK: Dismantling and reinstallation of 4 nos split ACs of CIC department at Takshashila building at IIT Kharagpur.

ISSUE OF QUOTATION : FROM 24.02.2023

LAST DATE OF SUBMISSION OF QUOTATION : - 07.03.2023 UPTO 11.00 AM

QUOTATION OPENING DATE : - 09.03.2023 TIME: 11.30 AM

TENDER DOCUMENTS Requisite Earnest Money amounting to Rs. 950/- (Rupees Nine hundred fifty only) to be paid by in demand draft in favour of “Indian Institute of Technology Kharagpur” on any nationalized Bank of India payable at Kharagpur Branch at the time of submission of Bid. Tenders without Earnest Money shall be summarily rejected. For any amendment /corrigendum please visit the Institute website www.iitkgp.ac.in & https://eprocure.gov.in.

The following documents to be submitted at the time of submission of bid:

i) GST
ii) PAN
iii) Experience Certificate as per Tender clause
iv) Company registered by Govt. Organization like CPWD/PWD/MES/Autonomous bodies or Other PSUs

ELIGIBILITY CRITERIA

1.1.1. 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.

1.1.2. The bidder must have done at least 1 (ONE) similar work of value of 80% of the estimated cost for HVAC works or 2 (TWO) similar works for projects each of value 60% of the estimated cost for HVAC works or 3(THREE) similar work for projects each of value 40% of the estimated cost for HVAC Works 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 cost is ₹45,120/- (Forty five Thousand One hundred Twenty 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 Maintenance of window/ split type AC system.

1.1.3. The bidder or the specialized agency the bidder intends to associate with 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.

1.1.4. The validity of the registrations and licenses should be valid as on the date of tender submission.

Sd/-

Executive Engineer (E&M)

Copy to:

1) Dean Infrastructure(IW)
2) Asso. Dean Infrastructure (IW-E&M/ RAC)
3) Sec. to Deputy Director
4) Superintending Engineer(E&M)
5) Assistant Engineer/ Junior Engineer (RAC)
6) Notice Board
7) Tender Notice uploaded to CPPP portal & Institute Website
8) Office file
1. INFORMATION TO BIDDERS

1.2. SCOPE OF WORK

1.2.1. The IITKGP intends to award the work of “Dismantling and reinstalling of 4 nos split ACs of CIC department at Takshashila building at IIT Kharagpur.” The scope of work will also include dismantling, reinstalling, Testing and commissioning of 4 nos split ACs of CIC department at Takshashila building at IIT Kharagpur.

1.2.2. Constraint: The job needs to be executed in Academic/Main building area without causing any disturbances to the normal functioning of offices/classes/departments and also road networks.

1.2.3. The vendor shall work out execution sequence and methodology so as to complete the project within the envisaged time and the estimated cost, duly handling the constraint mentioned above.

1.3. GENERAL INSTRUCTIONS

1.3.1. Bidding documents are to be obtained electronically through websites: on 
http://www1.iitkgp.ac.in/topfiles/tenders.php
https://eprocure.gov.in/epublish/app

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

1.3.3. 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.

1.3.4. IITKGP shall not provide any space at site for labour huts.

1.3.5. All clarifications about the tender shall be sought by bidder on or before 28.02.2023, 11.00 AM through e-mail to the Engineer-in-charge, Mr. S. Sarkar, Executive Engineer Tel: 03222-282724, Email: ssarkar@iijii.iitkgp.ac.in

1.3.6. 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.

1.3.7. 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: 
http://www1.iitkgp.ac.in/topfiles/tenders.php
https://eprocure.gov.in/epublish/app
Corrigenda, if any shall be published only at these websites at any time before the closing time of tender.

1.3.8. 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 corrigendum’s/addendums.

1.3.9. 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.

1.3.10. 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 laborcess etc. will be deducted from the bill as per prevailing rules.

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

1.3.12. IITKGP reserves the right to reject any or all of the bids without assigning any reason.

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

1.3.14. 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.

1.3.15. 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 enforcing actions as mentioned in the Bid Security Declaration.
Form (Annexure-III) and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IITKGP for next 05 (Five) years.

1.3.16. **Earnest Money Deposit (EMD)**: A requisite amount and that in prescribed mode or proof of payment thereof shall be enclosed with the Technical Bid explained in following section.

1.3.17. **Refund / Conversion of Earnest Money Deposit**: The Earnest Money received shall be refunded to the unsuccessful bidders without any interest after the opening of financial bids. The Earnest Money Deposit of successful bidder shall be retained and converted into part of Security Deposit.

1.3.18. **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, refuse to submit revised offer.

(iii) The bidder does not accept the correction of arithmetical errors of his tender.

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**Tender Document**

Sealed quotations on item rate basis are invited by EE (EW) from enlisted and approved HVAC contractors of IIT Kharagpur /CPWD/MES/WBPWD/Kharagpur municipality and Other bonafide contractors having valid GST, PAN and updated Electrical contractor license

The work to be completed within 15 days from the date of acceptance of work order placed by IIT Kharagpur

1. The Bidders are required to complete quotation, quote rate as per the schedule of quantities and sign on each page of tender documents before submission. The quotation will not be accepted other than our format. The completed set is to be enclosed in a sealed envelope addressed to:

   Executive Engineer (E&M),
   Indian Institute of Technology, Kharagpur
   Kharagpur -721302 (WB)

**Tenders will be received up to 11.00 AM on 07.03.2023** with all necessary documents i.e. GST, PAN in the office of RAC office, Old Building, IIT Kharagpur.

Agency has to submit the self-attested copy of the documents. Without these documents tender will not be accepted.

2. No tender will be received after the expiry of the date and time notified for receiving tenders under any circumstances whatsoever.

3. **The tender will be opened at 11.30 AM on 09.03.2023** at above address in the presence of authorized representative of Bidder and Tender opening committee of IIT Kharagpur.

4. Tender shall remain valid for acceptance for a period of 120 days from the notified last date of tender submission.

5. The price should be for the complete finished item of work and include all supply, labour charges, material, taxes, overhead, duties, cess etc. **Earnest Money, amounting to Rs. 950/- (Rupees Nine hundred fifty only)** in Demand Draft in favour of “Indian Institute of Technology Kharagpur” payable at Kharagpur must accompany each tender and each tender is to be in a sealed cover super scribed with “Dismantling and reinstallation of 4 nos split ACs of CIC department at Takshashila building at IIT Kharagpur.” and the NIQ No. IW/RAC/CIC/2022-23.

6. The price should be for the complete finished item of work and include all supply, labour charges, material, taxes, overhead, duties, cess etc.

7. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

8. The Institute reserves the right to reject any or all bid without assigning any reason. If any information furnished by the applicant is found incorrect at a later stage, he shall be debarred from tendering and taking up of any work in IIT Kharagpur.

9. The quantities given in BOQ against each items may vary i.e. increase or decrease as per site requirement, but rate will be firm.
10. This tender notice shall form part of the contract documents.
11. Penalty will be imposed against delay of work as per the Institute rule.
12. The agency is fully responsible for the safety of working personnel and has to follow all government safety rules.
13. All the Govt. labour rules, regulations and latest Indian Electricity Rule are followed by the contractor while executing the Electrical work.
14. All statutory deduction will be deducted as per government rules.
15. Rates quoted by the contractors in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures, and in word. However, if a discrepancy is found the rates which correspond with the amount worked out by the contractor shall be taken as correct.
16. If the amount of an item is not worked out by the contractor or it does not correspond with the rate written either in figures or in words that the rate quote by the contractor in words should be taken as correct.
17. Where the rate quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rate quoted by the contractor will be taken as correct, not the amount.
18. The Tenderer whose tender is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred by him through or in connection with his submission of tender or its consideration by the Purchaser, even though the Purchaser may elect to modify/withdraw the Invitation to Tender or does not accept the tender.
19. Bidders are requested to witness the bid opening.
20. Bids shall, first, be checked for Earnest Money Deposit (EMD). Only those bids found to have duly submitted Earnest Money Deposit (EMD) shall be considered for evaluation.

21. Evaluation of Technical Bid: The bids received will then be assessed on the eligibility criteria mentioned of Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.

22. IITKGP 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.

1.3.19. 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.

1.3.20. Letter of Award (Work Order) shall be issued to the successful bidder only after receipt of the Program Schedule with specific Milestones to be achieved as to complete the work within the stipulated time limit, details of his Technical Staff to be deployed as per ANNEXURE-I, and complaint handling arrangement for the Defect Liability Period and Complaint Redressal Mechanism as per following para.

2.4.8 (a) Contractor shall submit Complaint redressal arrangement with name & contact number of the contractor’s authorized representative for the purpose.

1.3.21. 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 within 10 days of the Letter of Award.

1.3.22. Date of start of work shall be reckoned from the 07th day of the issue of the Work Order.

1.3.23. Defect Liability Period (DLP): In partial modification to clause no.16 of General Conditions of Contract (GCC), the Defect Liability Period for the workmanship shall be 3 months after the certificate final or otherwise of its completion of work or till the final bill has been prepared.

1.3.24. Terms of payment
a. 90% shall be released on completion of said work.
b. Remaining 10% shall be kept on hold till DLP.
1.4. COMPLAINT REDRESSAL MECHANISM

1.4.1. All maintenance complaints shall be got addressed by the contractor to the satisfaction of Engineer-in-charge within 3 days from the date of issuance of the "Job Card" from IIT Kharagpur.

1.4.2. Complaints requiring completion time more than 3 days shall be responded specifically by the contractor with the scheme, in consultation with Engineer-in-charge, and timeline for compliance, to the Engineer-in-charge within 3 days from the date of issuance of the "Job"

1.4.3. Any complaint left unattended by the contractor beyond 3 days without specific reasons on record shall attract levy of penalty of Rs 50/- per complaint per day from 4th day to 7th day and Rs 100/- per complaint per day thereafter recoverable from dues to the contractor.
ANNEXURE-I

TECHNICAL STAFF OF CONTRACTOR

Name of Work: Dismantling and reinstallation of 4 nos split ACs of CIC department at Takshashila building at IIT Kharagpur.

<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>
<tr>
<td>Engineer - Structure and Civil Works</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineer – Electrical &amp; Mechanical Works</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-charge - Safety, Health &amp; Environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Seal & Signature of Contractor
UNDERTAKING FOR GCC COMPLIANCE

UNDERTAKING

We hereby undertake that we shall fulfill all the terms & conditions within the specified time frame, after the acceptance of our offer in case our offer is accepted; failing which IIT Kharagpur 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 Kharagpur works.

Seal & Signature of Contractor

DATED:
ANNEXURE - III

Bid Security Declaration Form

Date: ___________________________ Tender No. ___________________________

To (Insert complete name and address of the purchaser)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/we may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instruction to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on ................................................day of ................................................ (Insert date of signing)

Corporate seal (where applicable)
## Schedule of Quantities

**Name of work:** Dismantling and reinstallation of 4 nos split ACs of CIC department at Takshashila building at IIT Kharagpur.

<table>
<thead>
<tr>
<th>SL No</th>
<th>Materials / Installation Required</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Rate with GST (RS.)</th>
<th>Total Value with GST (RS.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supply &amp; installation of ½&quot; copper pipe with 19mm thk. nitrile rubber insulation Wrapping with insulation tape. Wall cutting and finishing good with white cement is in the scope of vendor.</td>
<td>9.8</td>
<td>Rmt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Supply &amp; installation of ¼&quot; copper pipe with 19mm thk. nitrile rubber insulation Wrapping with insulation tape. Wall cutting and finishing good with white cement is in the scope of vendor.</td>
<td>9.8</td>
<td>Rmt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Supply &amp; installation of ⅜&quot; copper pipe with 19mm thk. nitrile rubber insulation Wrapping with insulation tape. Wall cutting and finishing good with white cement is in the scope of vendor.</td>
<td>23.2</td>
<td>Rmt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Supply &amp; installation of ⅝&quot; copper pipe with 19mm thk. nitrile rubber insulation Wrapping with insulation tape. Wall cutting and finishing good with white cement is in the scope of vendor.</td>
<td>23.2</td>
<td>Rmt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Supply &amp; installation of FRLS 4 core 2.5 sqmm ISI marked copper insulated cable with cable tie &amp; clamp</td>
<td>34.7</td>
<td>Rmt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Supply of R-22 gas</td>
<td>4</td>
<td>Kg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Dismantling &amp; Reinstallation of existing split Ac (Total qty: 4 nos)</td>
<td>4</td>
<td>nos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total with GST</strong></td>
<td></td>
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</table>