



INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR 721302
ESTATE (E &M) WORKS SECTION

NIT No. IIT/E/E&M/T/**53**/2017-18
Dated: 27.03.2018

TENDER NOTICE

On Behalf of Director, Indian Institute of Technology Kharagpur invites item rate tenders on prescribed tender documents under two bid system (Technical Bid and Price Bid) for the below mentioned work from the registered and eligible contractors of the Indian Institute of Technology, Kharagpur/CPWD/WBPWD/MES/Railways (SER)/Kharagpur Municipality/PSUs and other bonafied agencies meeting the minimum qualification criteria with a valid Electric License up to **3.30 pm on 18.04.2018**. The technical bid will be opened on **18.04.2018 at 4.30 p.m.** and the Price bid will be opened only of those firms, who will be found technically qualified of their technical bids on **25.04.2018 at 4.30 pm**.

Sl. No.	Name of work	Estimate Amount in Rupees (₹Rs.)	Earnest Money Deposit in Rupees (₹Rs.)	Tender cost in Rupees (₹Rs.)	Time Allowed for the completion of work
1	SITC of 08 passengers MRL Lift in Kendriya Vidyalaya at IIT Kharagpur	16,08,000/-	32160.00 (To be submitted in a separate envelope)	2,000.00 (non-refundable)	06 Months

1. Contractors who fulfill the following requirements shall be eligible to apply.

Eligibility criteria:- Bidder should have satisfactory completion certificates from Central/State Government Organization/ Central Autonomous Body/ Central or State Public Sector Undertaking for three similar works each costing not less than 40 % of estimated amount of work OR completion certificates of two similar works each costing not less than 60% of estimated amount of work OR completion certificate of one similar works each costing not less than 80% of estimated amount of work. Similar work Means laying of LT cable along with **SITC of Lifts**.

- 2 Contractor should have updated Electrical License, updated Trade License, GST No. & PAN No.,
- 3 The Technical bid shall be opened first on **18.04.2018 at 4.30 pm**. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date, if modified.
- 4 Corrigendum & addendum if any would appear on the **IIT Kharagpur website** and not to be published in any news paper. IIT Kharagpur reserves the right to reject any or all the tenders in part or full without assigning any reasons thereof.
- 5 In case the bid submission date happens to be a non-working day for any reason, then the date will be automatically get extended to the next working day in the Institution.

6. **TECHNICAL BID:** Technical Bid must accompany the following documents with self attestation for Technical evaluation:
- i) GST
 - ii) PAN
 - iii) Completion Certificates of works justifying eligibility criteria.
 - iv) Updated Contractor's Electrical Licence
 - v) Updated Trade Licence
7. **The bidders must submit the bid in 3 (Three) nos. separate envelops each containing a) Technical Bid, b) Price Bid & c) Earnest Money Deposit & Tender Paper cost. The Technical bid must have a forwarding application along with all relevant documents as required in the Technical Bid.**
8. Tender document to be downloaded from the Institute website www.iitkgp.ac.in or www.eprocure.gov.in /**cppp** and the tender shall be submitted along with DD of ₹Rupees.2000/- (towards the non refundable cost of bid document) in favour of "IIT Kharagpur" and payable at kharagpur, **otherwise the tender will be treated as cancelled.**
9. Detailed information and tender document may be seen at our web site www.iitkgp.ac.in

(Mahesh Kumar)
Sr. Executive Engineer (EW)

Copy to:-

- 1) Prof. in-Charge (Electrical Works)
- 2) Prof. in -Charge (IIC):- with a request for publication of tender notice
In Institute Web site
- 3) Registrar, I.I.T Kharagpur.
- 4) Superintending Engineer (EW)
- 5) Sr. Executive Engineer (Civil)
- 6) Dy. Registrar (F &A)
- 7) Joint. Registrar (S&P)
- 8) Notice Board, EPDS.
- 9) Notice Board, Estate (E &M) Head office, Old Building
- 10) Office file.

Tender Document

For

Name of the Work: SITC of 08 passengers MRL Lift in Kendriya Vidyalaya at IIT Kharagpur.
The approximate cost of the work is Rupees 16,08,000/- (Sixteen lakhs Eight thousand only).

- 1 The site for the work is available/or the site for the work shall be made available in the parts as specified below.
- 2 The time allowed for carrying out the work will be **180 (one hundred and eighty) days** from the day after the date of written orders to commence the work.
- 3 Bids not received by the due date and time shall be rejected and representative of such bidders shall not be allowed to attend the bid opening.
- 4 **Earnest money: Rupees. 32160.00** (Thirty two thousand one hundred and sixty only) in the form of demand draft in favour of IIT Kharagpur payable at Kharagpur Earnest Money shall be returned to the unsuccessful bidders at the earliest after finalisation of the contract. No interest shall be paid on Earnest Money Deposit. The offer without Earnest Money or with short Earnest Money or Earnest Money deposit in the form other than specified herein above shall be liable for rejection.

The Earnest Money shall be forfeited if:

- a) The tender is revoked during its validity period.
 - b) The prices are increased unilaterally after the tender opening and during validity of offer by the tenderer,
 - c) The owner accepts the tenderer's bid proposal and the tenderer refuse to enter into contract after the contract is awarded to him,
- 5 The contractor should quote the figures as well as in words the rate and amount tendered by them. The amount for each item should be worked out and the requisite totals given.
When a contractor signs a tender in an Indian Language the total amount tendered should also be written in the same language.
6. The contractor whose tender is accepted will also be required to furnish by way of **Security Deposit** for fulfillment of his contract, an amount equal to 10 % of the tendered value of the work. For the successful bidder i.e. the contractor, the earnest money will automatically be converted as a part of Security Deposit; the balance security deposit will be retained from each running bill till such time the total value of security deposit (i.e. 10% of the total contract value) is achieved. This Security Deposit will be kept with IIT Kharagpur till the satisfactory completion of the project and subsequent Defect Liability Period of **one year**.
 7. The acceptance of a tender, will rest with the authority who does not bind himself to accept the lowest tender, and reserves to himself the authority to reject any or all the tenders received without the assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

8. Canvassing in connections with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
9. All rates shall be quoted on the proper form of the tender alone.
10. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated to the Engineer-in-Charge.
11. Special care should be taken to write the rates in figures as well as in words, and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word "Rs." should be written before the figure of rupees and words "P" after the decimal figures, "e.g., Rs.2.15P" and in case of words "Rupees" should precede and the word "Paise" should be written at the end. Unless the rate is in whole rupees and followed by the words "only" it should invariably be upto two decimal places. While quoting the rate in schedule of quantities, the work "only" should be written closely following the amount and it should not be written in the next line.
12. The Institute does not bind himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
13. Sales-tax, purchase tax, turnover tax, service tax, VAT, GST, Octroi, labour cess, insurance or any other tax on materials, machinery and T&P, labour or any other item/service in respect of this contract shall be payable by the contractor and Institute will not entertain any claim whatsoever in respect of the same.
14. The contractor shall not be permitted to tender for works in the Institute in which his near relative is posted as Divisional Accountant or as an Officer in any capacity between the grades of Superintending Engineer and Engineer (Both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Officer in the Institute. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Institute.
15. The contractor shall give a list of Institute employees related to him.
16. No Engineer of Officer rank or other employees employed in Engineering or Administrative duties in an Engineering Department of the Govt. of India Institute is allowed to work as a contractor for a period of two years of the retirement from Govt. service Institute, without the previous permission of the Govt. of India Institute. This contractor is liable to be cancelled if either the contractor or any of this employees is found at any time to be such a person who had not obtained the permission of the Govt. of India Institute as aforesaid before submission of the tender or engagement in the contractor's service.
17. The tender for the work shall remain open for acceptance for period of **120 days** from the date of opening of the tender. If any tenderer withdraws his tender before the said period or makes any modifications in terms & conditions which are not acceptable to the Engineer-in-charge then Institute shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money. Institute shall without prejudice to any other right or remedy, be at liberty to forfeit the whole of the earnest money if the tenderer, whose quotation is accepted, fails to commence the work specified in the NIQ (along with changes in scope, if any) in the prescribed time or abandons the work before its completion.
18. The contractors exempted from payment of earnest money/security deposit in individual cases should attach with the tender an attested copy of the Institute's letter exempting them from the payment of earnest money and security deposit and should produce the original whenever called upon to do so.

19. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summery rejection.

20. The Contractor shall submit list of works which are in hand (Progress) in the following form:

Name of Work	Name and particulars of Division where work is being executed.	Amount of work	Position of works in progress	Remarks

21. 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.

22. 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.

23. 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.

24 Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub soil, laying route, the form and nature of site, the means to access the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost of materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the bid documents. Submission of tender by a tenderer implies that he has read this notice and all other tender documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having bearing on the execution of the work.

25 All the Govt. labour rules, regulations and latest Indian Electricity Rule are followed by the contractor while executing the Electrical work.

26 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.

Schedule of Quantities

Sl. No.	Description	Unit	Qty.	Rate (Rs.)	Amount in (Rs.)
1.	<p>Supply, Installation, Testing and Commissioning of Machine room less gearless 08 passengers (544 kg capacity) lift serving different floors in the lift shaft with Contact Speed: 1.0 mtr./sec Travel:10.95 mtrs. 4-stop and opening (all opening on the same side) with VF regenerative drive (closed loop) Power Supply: 415 volts \pm 10%, 50 Hz, AC 3 phase 4 wire. Microprocessor based simplex collective selective operation with / without attendant conforming to the latest lift act and lift practice. Lift well size:1850 mm W x 1650 mm Lift well pit depth:1350 mm Life well overhead:4200 mm Car finish: SS False ceiling #4 (Hairline), Stainless steel car #4 (Hairline), Stainless steel car door #4 (Hairline) and stainless steel doors on landing #4 ((Hairline), Stainless Steel Mirror finish Handrails on rear car panels. Over Load indicator, Automatic Rescue Device (ARD) complete with dry maintenance free batteries as required. Floor Annunciator with dot matrix (LED) Scrolling display, LCD Monochrome type Hall button arrangement. Anti-nuisance Car Call protection, emergency fireman's service, emergency car light unit, Infrared curtain door protection, door time protection, emergency alarm button, Extra door time of lobby & parking, door open/close button, Manual rescue operation, belt inspection drive, auto fan cut off, voice synthesizer intercom and extra telephone fixed on lift car with dial pad to call emergency numbers of school and all standard accessories including guide rails, ropes, safety devices, counter weight, self travelling devices, terminal buffers. Necessary lift documents and drawing has to provide to take necessary approvals & License from State/ Central Govt. authorities by IIT Kharagpur. Make: OTIS/ KONE/ SCHINDLER/ JOHNSON/ OMEGA or Equivalent</p>	No.	01		
2	<p>Comprehensive Maintenance of 01 no. 08 passengers lift which include routine preventive and breakdown maintenance for period of 05 (five) years after completion of one year guarantee period including repair / replacement of worn out items with minimum down time and warranty & guarantee of repaired & replaced items.</p>	Year	05		
Rupees in words					

TENDER

I/We have read and examined the invitation for bid, Bidding data, Specifications applicable, Drawings & Designs, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the Bidding document for the work.

I/We hereby tender for the execution of the work specified for the Director within the time specified in Bidding data, viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions given in guidelines to Bidders and in Clause 4.1 of the General Specification and Condition of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for (120) days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum or ₹. _____ has been deposited in demand draft of a scheduled bank having DD No. _____ Dated _____ as earnest money. If I/we, fail to furnish the prescribed performance guarantee within prescribed period. I/we agree that the said Director or his successors in office 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 Director or his successors in office 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 and to carry out such deviations as may be ordered, up to maximum of the percentage mentioned in Bidding data and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 4.2 of the General Specification and Condition of contract of the Bidding document.

I / we hereby declare that I/we shall treat the bidding 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.

I / We agree to carry out the work at the quoted Price of ₹.

Dated-----

Signature of Contractor

Witness: -

Address

Address:-

Occupation.

Special condition of Contract

1. The work shall be carried out as per National Code/CPWD specification or P.W.D. specifications for works at West Bengal/CPWD General specification for electrical works(Lift and Elevators) or otherwise as specified in the Schedule of Quantities for the works
2. The following Indian Standard Specifications and Codes of Practice will apply to the equipment and the work covered by the scope of this contract. In addition the relevant clauses of the Indian Electricity Act 1910 and Indian Electricity Rules 1956 as amended upto date shall also apply. Wherever appropriate Indian Standards are not available, relevant British and/or IEC Standards shall be applicable.

BIS certified equipment shall be used as a part of the Contract in line with Government regulations. Necessary test certificates in support of the certification shall be submitted prior to supply of the equipment. It is obligatory under the IE Rules, that all Electrical Installation works shall be executed under qualified Electrical Supervisor holding Electrical Supervisor's Certificate of Competency granted by the State Licensing Board.

It is to be noted that updated and current Standards shall be applicable irrespective of those listed below.

Low voltage Switchgear and Control gear specifications	IS 13947: 1993
Part I – General	
Part 2 – Circuit Breakers	
Part 3 – Switch Fuse Units	
Part 4 – Contactors and Motor Starters	
Part 5 – Control Circuit Devices	
Electrical Relays for power system protection	IS 3231: 1986
Low voltage Switchgear and Control gear assemblies	IS 8623: 1993
Marking of Switchgear bus bars	IS 11353: 1985
Degree of Protection of Enclosures for low	
Voltage switchgear	IS 2147: 1962
Code of Practice for selection, installation and	
Maintenance of Switchgear	IS 10118: 1982

3. Prior to dispatch of equipment the Institute reserves the right to inspect the same at the manufacturer's works and the contractor shall provide and secure every reasonable access and facility at the manufacturers works for inspection, for witness of all acceptance and routine tests as per relevant Indian Standards. Contractor shall give a reasonable notice of about 15 days for outstation and 2 days for local for the purpose of test, and witness of all major equipments. Routine test will be carried out through proper calibrated Instruments at Site.
4. The work shall be treated as on works contract basis and the rates tendered shall be for complete item of work, inclusive of taxes (including works contract tax, if any), duties and levies etc. and all charges for items pertaining to the completed work, such as packing, forwarding, insurance, freight and delivery at site for the materials to be supplied by the contractor, watch and ward of all materials at the site, labour related expenses as per relevant labour laws, testing of materials/ samples etc.
5. Being an individual works contract / maintenance contract, sales tax, excise duty, Service Tax etc are not payable separately. The works contract tax, income tax and Labour cess shall be deducted from the bills of the contractor at the prescribed rates. The Contractor shall be responsible to take as specified insurance such as CAR policy, Third Party, Workmen's compensation, etc. for the period of construction and maintenance as per contract.
7. The work will be carried out as per instructions given by the Engineer-in-charge and as per layout plan and the contractor shall be bound to carry out the work in accordance with revised and / or modified drawing.
8. All the materials to be used in the work shall have to be got approved by the Engineer-in-charge prior to fixation and to be recorded in site register.
9. No under-ground work or above the false ceiling shall be covered until the same has got approved by the Engineer-in-charge. The contractor will supply the drawings of specific works for approval, if required
10. All charges or the municipal fees and other taxes that may be payable as per local municipal rules are to be paid by the contractors and his rates for such items shall be inclusive of all such charges. Nothing extra will be paid on his account by the department.
11. The contractor shall construct suitable go-down at the site of work for storing the materials safe against damage by Sun, Rain, dampness, fire, theft, etc. at his own cost. He shall also employ necessary watch and ward establishment for tools and plant and other materials issued to him at his own cost. No extra payment shall be made on this account
12. The contractor is assumed to have visited the site before quoting the rates and so the work is to be completed in all respects before handover.
13. The work is to be completed before the stipulated time; otherwise the Institute reserves the right to penalize the contractor as per rule.
14. All the old wiring has to be dismantled with proper care. The reusable old materials if any are to be handed over to departmental store with proper documentation and the other non-reusable (nil reselling value) will be disposed by the contractor. The contractor shall clear the site thoroughly of all scaffolding materials & rubbish etc. left out of his work & dress the site around the building to the satisfactions & his decision in writing shall be final & binding on all concerned
15. Special care to be taken to avoid any theft of electrical fittings and fixtures while executing the work.
16. The location of Panel / DB / Switch board / Light point / Fan point will be as per existing location or as per the instruction of Engineer-in-charge.
17. All the wiring will be done with feruling and cable / Wire termination by required size or lugs of required materials and It should be noted that license wire man shall only be allowed for the wiring work.
18. The quantities mentioned in the Schedule of works are subjected to change as per exact site requirement.
19. All the labour rules, regulations are to be followed while executing the Electrical work.

- 20 Prior to commencement of the work Registration from labour enforcement office has to be taken. Also it may be noted that minimum wages as per minimum wages Act must be paid to the contract labours
- 21 After completion of the work and during maintenance period liability of the contractor, the work shall also be subjected to 'Post construction inspection and testing'. In case the materials or articles incorporated in the work are found to be inferior, though the sample collected for the same might have been passed at the time of execution, it shall be the responsibility of the contractor to replace the same at his own cost, failing which the IIT may rectify the same at the risk and cost of the contractor or IIT may accept the work as sub-standard, and cost be adjusted from the outstanding security deposit, as per the terms and conditions of the contract for the work. Defect liability period is one year.
- 22 Safety of engaged manpower of Contractor is the Contractor's responsibility. The successful tenderer shall at all times indemnify the Institute, consequent on this work contract. The successful Tenderer shall be liable, in accordance with Indian law & Regulations for any accident occurring due to any cause and the Institute shall not be responsible for any accident and damage incurred or claims arising there from during the period of erection, construction and putting into operation the equipment under the supervision of the successful bidder in so far as the latter is responsible. The successful Tenderer shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful Tenderer due to above.
- 23 Safety of materials issued by the Department to the Contractor is the contractors' responsibility.

Special condition for Safety at the Work Site

The contractor will identify one of the supervisors for taking care of implementation of Safety systems. The Contractor should follow the following General Guidelines governing the safety rules as laid down under:

Nobody is allowed to work without wearing safety helmet. Chinstrap of safety helmet shall be always on. Drivers, helpers and operators are no exception.

1. No one is allowed to work at or more than three meters height without wearing safety belt and anchoring the lanyard of safety belt to firm support preferably at shoulder level.
2. No one is allowed to work without adequate foot protection.
3. Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping, welding and gas-cutting. For other jobs as and when site safety co-ordinator insists eye protection has to be provided.
4. All safety appliances like Safety shoes, Safety gloves, Safety helmet, Safety belt, Safety goggles etc. shall be arranged before starting the job.
5. All excavated pits shall be barricaded & barricading to be maintained till the backfilling is done. Safe approach to be ensured into every excavation.
6. Adequate illumination at workplace shall be ensured before starting the job at night.
7. All the dangerous moving parts of the portable / fixed machinery being used shall be adequately guarded.
8. Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platforms.
9. Material shall not be thrown from the height. If required, the area shall be barricaded and one person shall be posted outside the barricading for preventing the tre-passers from entering the area.
10. Other than electricians no one is allowed to carry out electrical connections, repairs on electrical equipment or other jobs related thereto.
11. All electrical connections shall be made using 3 or 5 core cables, having a earth wire.
12. Inserting of bare wires for tapping the power from electrical sockets is completely prohibited.
13. A tools and tackles inspection register must be maintained and updated regularly.
14. Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing of work every day.
15. All the unsafe conditions, unsafe acts identified by contractors, reported by site supervisors and / or safety personnel to be corrected on priority basis.
16. No children shall be allowed to enter the workplace.
17. All the lifting tools and tackles shall be stored properly when not in use.

18. Clamps shall be used on Return cables to ensure proper earthing for welding works.
19. Return cables shall be used for earthing.
20. All the pressure gauges used in gas cutting apparatus shall be in good working condition.
21. Proper eye washing facilities shall be made in areas where chemicals are handled.
22. Connectors and hose clamps are used for making welding hose connections.
23. All underground cables for supplying construction power shall be routed using conduit pipes.
24. Spill trays shall be used to contain the oil spills while transferring / storing them.
25. Tapping of power by cutting electric cables in between must be avoided. Proper junction boxes must be used.