INDIAN INSTITUTE OF TECHNOLOGY Kharagpur
Kharagpur, West Bengal 721302

TENDER DOCUMENT

FOR

Flower decoration for 67th CONVOCATION


Tender Serial No. ____________________________ issued to:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
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PRICE BID (BOQ)
1. NOTICE INVITING TENDER

1.1 INTRODUCTION

Indian institute of technology IIT Kharagpur, hereinafter called IIT KGP, invites sealed tender from the eligible contractors for Flower decoration for 67th CONVOCATION – 2021

Particulars of the project are as following.

### 1.2 PARTICULARS

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>NIT Number</td>
</tr>
<tr>
<td>2.</td>
<td>Name of the work</td>
</tr>
<tr>
<td>3.</td>
<td>Location of work</td>
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<td>4.</td>
<td>Estimated Cost (including GST)</td>
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<td>5.</td>
<td>Time Limit for the job</td>
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<td>6.</td>
<td>Tender Fee</td>
</tr>
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<td>7.</td>
<td>Tender Basis and Mode</td>
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<tr>
<td>8.</td>
<td>Closing Date &amp; Time for receipt of bids</td>
</tr>
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<td>9.</td>
<td>Pre-bid meeting date</td>
</tr>
<tr>
<td>10.</td>
<td>Date &amp; Time for Opening of Technical Bid</td>
</tr>
<tr>
<td>11.</td>
<td>Date &amp; Time for opening of Price Bid</td>
</tr>
<tr>
<td>12.</td>
<td>Engineer-in-charge and contact details</td>
</tr>
<tr>
<td>13.</td>
<td>Address for tender issue, submission and opening</td>
</tr>
<tr>
<td>14.</td>
<td>Website for full and updated information</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 cost is Rs.1, 97, 835.00 (Rupees one lakh ninety seven thousand eight hundred and thirty five 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.

1.3.3. 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.

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

Sd/-

Senior Executive Engineer (Horticulture Section)
On behalf of the Director, Indian Institute of Technology Kharagpur
Copy to:

1) Registrar
2) Chief Engineer
3) SE(/E&M) 5) Engineer (Telephone)
4) Senior Executive Engineer (Civil/ E&M)
5) Executive (CCM/ E&M)
6) Sr. Technical Superintendent (Horticulture Section)
7) Notice Board
8) Office file.
2. INFORMATION TO BIDDERS

2.1. SCOPE OF WORK

2.1.1. The IITKGP intends to award the work of Flower decoration for 67th CONVOCATION at Main building Entrance, Portico, Corridor, Netaji Auditorium, Director’s office, DD Office, Registrar’s office and Guest House. IIT Kharagpur with proper arrangements.

2.1.2. Constraint: The job needs to execute in the Main building Entrance, Portico, Corridor, Netaji Auditorium, Director’s office, DD Office, Registrar’s office and Guest House without causing any disturbances to the normal functioning of the Institute work. Adequate/ safe barricading has to be ensured to segregate the working zone from public circulating area.

2.1.3. 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.

2.2. GENERAL INSTRUCTIONS

2.2.1. Bidding documents are to be downloaded from websites: http://www1.iitkgp.ac.in/topfiles/tenders.php.

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.

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

2.2.5. If there is any clarification required, the tenderer shall submit the queries in writing 7 days before the last date & time of submission of the tender to the Sr. Executive Engineer, Horticulture Section, IIT Kharagpur.

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 on 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 works to be executed, the set of terms and conditions of the contract and other documents, if any), Corrigenda, Clarifications to Pre-bid/other queries can be downloaded from the websites: http://www1.iitkgp.ac.in/topfiles/tenders.php. Corrigenda, if any shall be published only on these websites. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever.

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 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/ 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.

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 90 days from the date of submission.
2.3.13. 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.

2.3.14. If any information furnished by the bidder is found as false / fabricated, then his bid will be rejected and treated as cancelled. In such cases the bidder will be debarred from participation in future tendering process in IITKGP for next 05 (Five) years.

3.3 SUBMISSION OF TENDER

3.3.1. The sealed tenders shall be received at the Sr. Executive Engineer, Horticulture Section IIT Kharagpur-721302, WB, up to 3:00 PM, 26.11.2021 or Corrigenda otherwise.

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

3.3.3. Tenders shall be submitted in a sealed Master envelope super scribed “Flower decoration for 67th CONVOCATION with NIT No. IIT/IW/HORT/NIT/CONV/67/2021/02 as NIT No., containing two separate sealed covers, each clearly super scribed as „ “Technical Bid” and “Financial Bid” respectively, in the following manner:

3.3.4. Envelope-1 (Technical Bid) 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) Self-certified copies of all the documents in support of eligibility of proposed/associated agencies for specialized services.

3.3.5. Envelope-2 (Financial Bid) will consist of the complete tender document, each page duly signed and stamped by the bidder as acceptance of the conditions, Declaration by Bidder and Financial Bid all duly filled-in, signed by the bidder or his/her authorized signatory and stamped.

4.4. EVALUATION OF BIDS AND AWARD OF WORK

4.4.1. The Bid of bidder will be opened on the specified date and time of opening at the Office of Sr. Executive Engineer, Horticulture Section IIT Kharagpur, WB 721302 in the presence of willing bidders or their authorized representatives.

4.4.2. Date, time and place of opening of Financial Bid will be informed after evaluation of Technical Bid to the Technically Qualified Bidders.

4.4.3. 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.

4.4.4. 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.

4.4.5. On the date & time specified for opening of Financial Bid or the Revised Financial Bids as the case may be will be opened on specified date and time.

4.4.6. 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.

4.4.7. 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

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

4.4.9. 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 awardees within 10 days of the Letter of Award.

4.4.10. Date of start of work shall be reckoned from the date of the issue of the Letter of Acceptance / Work Order.
TERMS AND CONDITIONS:

1. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Government.

2. Income tax / CESS, etc. will be deducted from the bill of the executing agency / contractor as per existing rules.

3. Tools and tackles required for the above work should be provided by the contractor / agency.

4. Payment will be arranged only after satisfactory completion of work / certification.

5. The contractor must abide by all the prevalent labour rule and minimum wages rule of the Government.

6. In case of any loss that might be caused to the Institute due to lapse on the part of the personnel deployed by the contractor discharging their responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the Institute shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the Institute besides imposition of penalty. In case of any deficiencies / lapses on the part of the personnel deployed by the contractor, the Institute shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

7. Contractor’s authorized representative (Owner/ Director/ Partner/ Manager) shall personally contact the designated officer in charge or the office in charge of the Horticulture Section every working day to get a feedback on the services rendered by the contractor vis-à-vis corrective action required to make the services more efficient.

8. The contractor shall be solely liable for all payment /dues of the workers employed and deployed by him with reliable evidence provided to the Institute.

9. The contractor should maintain all the records and documents under various labour laws applicable to contract labours.

10. If any of the personnel of the contractor indulges in theft or any illegal /irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.

11. Arbitration for all disputes between the agency and the Institute in connection with the works shall be referred to the sole arbitrator as appointed by Director, IIT Kharagpur and that shall be final and binding on the parties.
2. **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 / Pay order 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 NO.</th>
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Seal & Signature of Contractor
### INSTITUTE WORKS
HORTICULTURE SECTION
IIT KHARAGPUR

**Name of the Work:** Flower decoration for 67th CONVOCATION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of work</th>
<th>Unit</th>
<th>Qnty.</th>
<th>Rate Rs.</th>
<th>Amount Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Flower arrangement on large vase with good quality of flowers, sample photo attached or as directed</td>
<td>No.</td>
<td>10</td>
<td>1155.00</td>
<td>11550.00</td>
</tr>
<tr>
<td>02</td>
<td>Flower arrangement on medium vase With good quality of flowers sample photo attached or as directed</td>
<td>No.</td>
<td>14</td>
<td>935.00</td>
<td>13090.00</td>
</tr>
<tr>
<td>03</td>
<td>Flower arrangement on small vase with good quality of flowers sample photo attached or as directed</td>
<td>No.</td>
<td>18</td>
<td>770.00</td>
<td>13860.00</td>
</tr>
<tr>
<td>04</td>
<td>Floral decoration at Portico (Rangoli) sample photo attached or as directed</td>
<td>No.</td>
<td>1</td>
<td>3850.00</td>
<td>3850.00</td>
</tr>
<tr>
<td>05</td>
<td>Flower bouquet (Special) sample photo attached or as directed</td>
<td>No.</td>
<td>10</td>
<td>825.00</td>
<td>8250.00</td>
</tr>
<tr>
<td>06</td>
<td>Flower bouquet sample photo attached or as directed</td>
<td>No.</td>
<td>35</td>
<td>550.00</td>
<td>19250.00</td>
</tr>
<tr>
<td>07</td>
<td>Floral decoration at Netaji Auditorium photo as designed and directed by the section</td>
<td>stage</td>
<td>1</td>
<td>110000.00</td>
<td>110000.00</td>
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</tbody>
</table>

Total Rs. 1, 79, 850.00

Add: 10% increase due to inflation Rs. 17, 985.00

**Grand Total Rs.** 1, 97, 835.00

I agree to execute the work at _____________ % [in figure] ABOVE / BELOW / AT PAR (___________ _________________ percent) [in words] ABOVE / BELOW / AT PAR Department estimated amount/item rates __________________________

Signature of the Contractor with Date & seal

**Name and address of the tenderer:**

Signature of the representative with seal