INVITATION FOR TENDER FOR SERVICE & MAINTENANCE

Sealed tender offers are invited in two separate sealed covers (Technical and Commercial offers) for **Empanelment of agencies for rendering sweeping/cleaning and allied services in the premises and compound of the NEW Vikram Sarabhai Residential Complex (VSRC) at IIT Kharagpur on fixed service charge decided by the SRIC, IIT Kharagpur** from eligible contractor/service provider.

Please send offers, ALONG WITH THE ATTACHED SCHEDULE. The validity of the bid should be at least four months (120 days) or more from the date of the opening of this tender. Please ensure that your quotation reaches not later than **31.10.2018 at 15:00 Hrs** at the following address:

Assistant Registrar, Sponsored Research & Industrial Consultancy Cell,
Indian Institute of Technology Kharagpur – 721 302, West Bengal, India

Earnest money of **Rs. 75,000/-** is to be deposited in the form of Account payee Demand Draft in favour of IIT Kharagpur, payable at Kharagpur, India. Any bid which is not accompanied with an EMD shall be summarily rejected. Earnest money deposited will be forfeited if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. No interest will be paid on the earnest money of the unsuccessful bidders.

Tender Reference	**IIT/SRIC/VSRC/2018-19/ Works/01, Dated: 11.10.2018**
Price of Tender Document	**NIL**
Last Date and Time for submitting the tender document	**31.10.2018 at 15:00 Hrs (Indian time)**
Time and Date of Opening of Technical Bids	**31.10.2018 at 16:00 Hrs (Indian time)**
Place of Opening Tender	**Sponsored Research & Industrial Consultancy Cell, Indian Institute of Technology Kharagpur – 721 302, West Bengal, India**
Address of Communication	**As stated above**
Contact Telephone Numbers	**+91- 3222 - 28 2088**
E-mail	**raj@sric.iitkgp.ac.in**

The following activities of cleaning, maintenance, horticulture etc within the premises of New VSRC are to be looked after in a planned & pre-decided schedule as given hereunder:

• Upkeep of toilets	6.00 am to 6.00 pm (continuously)
• Cleaning of verandahs/corridors	Minimum twice a day, more if required
• Cleaning of staircases and lift	Minimum twice a day, more if required
• Cleaning of students' rooms	Twice a week, more if required
• Cleaning of common rooms/ utility rooms / common areas	On daily basis
• Cleaning of cycle shed/open fields etc.	Twice a day
• Cleaning of drains	On daily basis
• Cleaning of glass panes common area	Once a day
• Cleaning of roof	Once a week
• Cleaning of garden/surrounding areas	On daily basis
• Cleaning of food waste inside and outside kitchen.	On daily basis
• Removal of garbage	On daily basis
• Grass cutting	As and when required
• Hedge tree pruning	As and when required
• Supervision of allotment of rooms to the residents of New VSRC based on instructions received from SRIC, IIT Kharagpuyr and in this regard maintenance of separate register.	Round the clock on all days of the year.
• Supervision of allotment of Guest rooms as per instructions received from SRIC, IIT Kharagpur and in this regard maintenance of separate register.	Round the clock on all days of the year.
• To report room-wise occupancy status including guest room to SRIC, IIT Kharagpur.	Usually on monthly basis but sometimes also on "**as and when required basis**" if the situation demands so.
• To report about non-functioning of cooler and other electrical gadgets, non-supply of water and other maintenance issues of the rooms as well as the common area to SRIC, IIT Kharagpur	As and when required.
• At the time of check out, to ensure that all the items provided in the room are in order.	On daily basis.

GENERAL CONDITIONS OF THE CONTRACT

GENERAL CONDITIONS

- The tenderer submitting the tender would be deemed to have considered and accepted all the terms and conditions of contract. No verbal or written enquiry will be entertained in respect of acceptance or rejection of the tender.

- **The contract will be initially for a period of one year. S R I C , I I T K h a r a g p u r** may extend the contract on mutual consent to such further period (maximum up to two more years on yearly basis), as it may deem proper, having regard to the quality and manner of the contractor's performance.

- The areas of cleaning indicated are purely approximate and likely to vary on either side up to any limit. The tenderer should visit the premises and assess himself/ herself for the areas to be cleaned.

- The contractor will be required to bring all tools, equipment, and labourers required for proper execution of the work, including fuel for operating the lawn mowers etc.

- The contractor shall abide by all laws and regulations and statutory obligations in force from time to time including all labour laws and shall indemnify **SRIC**, **IIT Kharagpur** from any claims in this regard.

- The contractor will have to pay minimum wages in regards to his/her contractual workers engaged in sweeping/ cleaning and allied services at the rate of semi-skilled/un-skilled category as per GOI norms. As and when the minimum wage is revised by Govt. notification it will be followed by the contractor with the approval from **SRIC, IIT Kharagpur.**

- **The contractor shall comply with all requirements under central, state and local bodies relating to tax, duties, levies etc. and shall be responsible for payment of all such taxes, duties, levies and other statutory payments to the respective authorities. The contractor should submit the proof of payment of statuory/non statutory benefits such as ESI/EPF etc to the persons employed by him every month along with bill claims otherwise the bills will not be paid**

- **It is mandatory on the part of the contractor to open Savings bank a/c in Syndicate bank, IIT extension Centre in the name of all persons employed by him and also monthly salary will be paid directly to individual worker/s account.**

- If it is observed at any stage that the overall quality of the work is not satisfactory, initially warning will be served. If service/quality of work does not improve even

after warning, the contract/work order as a whole may be terminated with one month's notice and the security deposit will be forfeited. The contractor will have no claim whatsoever on **SRIC, IIT Kharagpur.**

- Water and electricity would be provided by the Institute at individual hostel premises to undertake the maintenance and cleaning work.

- The quotation should be in conformity with minimum wages prescribed by the labour commissioner from time to time.

RESPONSIBILITIES OF THE CONTRACTOR/SERVICE PROVIDER

- The contractor/ service provider shall, unless otherwise provided in the contract, make his/her own arrangements for the engagement of all workers and the workers should be healthy and not suffering from any contagious diseases.

- The contractor shall deploy only female workers/supervisor for cleaning work in the girls' hostel, unless otherwise instructed by **SRIC, IIT Kharagpur.**

- It will be the responsibility of the contractor/service provider that the workers engaged by him/her for housekeeping services will be present in the hall premises for the entire period of their duties.

- It will be the responsibility of the contractor/ service provider that the supervisor engaged by him/her will also be present in the hall premises for the entire period of duties and report to **SRIC, IIT Kharagpur** at least once in a day.

- The contractor/service provider should be in constant touch with the designated person from **SRIC, IIT Kharagpur** and will report to the **SRIC** authority at least once in a month.

- The contractor/Service provider will not allow or permit his/her/their workers to participate in any trade union activities or agitation within the New **VSRC premises**, violation of which may result in the termination of the contract immediately.

- No right, much less a legal right, shall vest in the contractor.

- The supervisors/workers engaged under the contractor/service provider shall not have any claim of employment/seek any absorption in the **SRIC, IIT Kharagpur** nor the contractor workers shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of the **SRIC, IIT**

Kharagpur. The workers will remain the employees of the contractor and this should be the sole responsibiliy of the contractor. **The contractor should explicitly make it clear to their workers before deputing them on work in the New VSRC, that they are not the employees of SRIC, IIT Kharagpur.**

- Contractor will be fully responsible for any accident involving workers/supervisors engaged by him and contractor would pay claims made by the victims. Contractor shall indemnify **SRIC, IIT Kharagpur** from any claim arising out of the accidents, disabilities of any nature , death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.

- The Contractor shall identify the personnel to be deployed exclusively for the cleaning of all the toilets in the area mentioned. The Contractor shall be responsible for cleaning as well as security of the toilet fixtures handed over at the time of commencement of the contract. In case of items/fixtures stolen from the toilets either penalties to recover the cost shall be imposed or the contractor shall have a choice to replace the fixtures of the same quality under approval from the **SRIC, IIT Kharagpur**.

- It will be the sole responsibility of the contractor to abide by the provisions of the acts i.e., Employment of Children Act, Workmen Compensation Act, Employment of Labour/Contract Labour Act, Contract Labour Abolition & Regulation Act 1970, Minimum Wages Act, Employee Provident Fund Act and Employee State Insurance Act, and any other Act or Legislation brought from time to time, which may govern the nature of the contract as may be applicable from time to time as to the workers engaged by him/her for performance of this contract.

- The Contractor shall abide by all laws of the land including Labour Laws, Company Act, Tax Deduction liabilities, Welfare measure of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the contractor, and it shall not involve **SRIC, IIT Kharagpur** in any way whatsoever.

- Any liability arising on the New VSRC shall be deducted from the bills of the Contractor/ Security deposit and if the full amount is not recovered then the same will be recovered from the contractor. There would be no liability towards the workers of the contractor by **SRIC, IIT Kharagpur.**

- The contractor is required to depute his authorized representative at the work site who shall receive the instructions from **SRIC, IIT Kharagpur** authority from time to time. All such instructions received by the authorized representative on behalf of the contractor shall be deemed to have been received by the contractor within the scope of

the contract.

- The contractor shall be liable to pay compensation for any loss and damage caused to the property of the New VSRC (**SRIC, IIT Kharagpur**) or its staff members/visitors/residents by the contractor or his workers.

- The Contractor shall be personally responsible for the conduct of his/her workers and in case of any complaint against any of his staff, the Contractor will be under obligation to change the worker concerned when instructed by authority. The Contractor shall observe all the relevant laws and will be responsible for any prosecution or liability arising from breach of any of those laws. **SRIC, IIT Kharagpur** will not and cannot hold any responsibility with regard to worker on the role of the Contractor whatsoever.

- The Contractor and his/her workers shall follow the rules and regulations of the New VSRC (**SRIC, IIT Kharagpur**) in force and instructions issued from time to time. **SRIC, IIT Kharagpur** will be free to take action against the contractor for violating the same.

- The Security Deposit (EMD) shall be forfeited in the event of premature withdrawal by the contractor from the job assigned.

- If the contractor fails to provide the services under the contract, the agreement shall stand terminated without any notice and in such cases the contractor would be liable to compensate the **SRIC, IIT Kharagpur** for any loss caused to it due to non-fulfillment of the contractual obligations, in addition to forfeiture of Security Deposit (EMD).

- **SRIC,IIT Kharagpur** reserves the right to terminate the contract without assigning any reason by giving a notice of one month. The contractor will also have to serve a notice of one month, if he/she wishes to terminate the contract.

- In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter the matter shall be referred to the Dean (SRIC) of the Institute for arbitration whose decision shall be final and binding on the parties.

- At any time during the period the contract, if it comes to the notice of **SRIC, IIT Kharagpur** that the contractor has mislead this office by way of giving false/incorrect information which has been material in award of the contract, the contract shall be liable to termination without any notice besides other legal action as per law.

- The contractor shall not appoint any Sub Contractor to carry out any obligation under the contract.

THE CONTRACTOR SHOULD PROVIDE THE FOLLOWING :

- **Materials (non-consumables)**

  Housekeeping trolley, aluminum ladder, dry-wet vacuum cleaner machine, handy hand-held wall cleaner, pans, baskets, mop wringer bucket, garbage drums, mugs wheel barrows, trolley, vans, and gardening tools such as fannas, sickles, spades, shovel etc. are to be provided by the contractor.

- **Materials (consumables)**

- Consumables (cleaning materials) will have to be provided by the contractor.

- **Uniform**

  All workers of the contractor shall wear uniform/ T-shirt of common colour while on duty. The logo/ name of the service provider should be written on the uniform. It will be strictly monitored and a fine of Rs. 500/- (Rupees five hundred only) per worker will be imposed and will be deducted from the bill if any of the workers is found without uniform.

- **Identity card**

- The contractor will issue Identity Card to its workers and supervisor after getting them verified by the **SRIC, IIT Kharagpur** authority. It will also be strictly monitored and a fine of Rs. 500/- (Rupees five hundred only) per worker will be imposed and will be deducted from the bill if any of the workers is found without the Identity Card.

- **Duty roster**

- The weekly duty roster of the workers including the Supervisor(s) (hall wise & floor wise) will have to be submitted by the contractor/service provider to **SRIC, IIT Kharagpur** (authorized representative of SRIC in advance for record and display of the same in a prominent place. The contractor needs to rotate his workers within the New **VSRC premises** while making the duty roster.

PENALTY

The contractor will be fined in case of violation of any of the following rules and other terms and conditions:

- Non availability of relevant Complaint Registers at the security counter of the New

VSRC (**SRIC, IIT Kharagpur**) discouraging the complainant to file complaints would impose a fine of Rs.2,000/- on the contractor.

- Three or more complaints of unclean toilets/rooms/corridors/open spaces/garden etc. would invite a fine of Rs.1000/- on the contractor, unless proper justification with endorsement of the concerned complainants are provided.

- If the contractor, in spite of repeated written warnings by the **SRIC IIT Kharagpur** authority cannot improve upon the performance, a fine of Rs.5,000/- will be imposed.

- In case of any shortfall of workers in the attendance provided by the contractor, the monthly payment will be proportionately deducted.

- As and when a fine is proposed, it will be informed within a maximum of 7 days to the contractor or representative of the contractor and fine will be imposed by **SRIC, IIT Kharagpur** only. In case of any dispute, the same may be carried out in consultation with the **SRIC,IIT Kharagpur.**

INCOME TAX

- **SRIC, IIT Kharagpur** will deduct Income Tax at source as per Income Tax Act from the contractor's bill at the prevailing rates of such sum as income.

DISPUTES AND JURISDICTION

a. **Settlement of Disputes**

- It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place between the parties, efforts shall be made to settle at the level of **SRIC IIT Kharagpur.** The Bidder shall make request in writing to **SRIC IIT Kharagpur** for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute failing which no dispute/claim shall be entertained by **SRIC IIT Kharagpur. T**he decision of the DEAN **SRIC IIT Kharagpur** will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the court of law in Kolkata jurisdiction.

b. **Jurisdiction**

The Kolkata High Court of West Bengal will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

INFORMATION AND INSTRUCTIONS TO APPLICANTS/TENDERER

1.1 The application/tender document should be typewritten. The applicant's/ tenderer's name, signature and official stamp should appear on each page of the application/tender.

1.2 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. All pages of the pre-qualification document shall be signed, numbered and submitted as a package with signed letter of transmittal.

1.3 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by a responsible person.

1.4 The applicant/tenderer is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant/tenderer is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after pre- qualification document is submitted, unless the Institute calls for it.

1.5 Prospective applicants/tenderer may seek clarification regarding the work and/ or the requirements for pre-qualification, in writing within a reasonable time. The Applicant/tenderer can visit New **VSRC** between 10.00 am to 12.00 pm on any working day before the last day of submission of tender. Any clarification given by the **SRIC IIT Kharagpur** will be hosted in the website of the Institute. No request for clarification will be considered after receiving the pre-qualification documents.

2. Method of Application

2.1 If an individual makes the application/tender, it shall be signed by the proprietor above his full typewritten name and current address.

2.2 If the application/tender is made by a proprietary firm, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

2.3 If the application/tender is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address, or alternatively by a partner holding power of attorney for the firm. In

such a case, a certified copy of the power of attorney shall accompany the application/tender. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application/tender.

2.4 If the application is made by a limited company or a corporation, it shall be signed by a duly authorized person holding power of attorney for signing the application/tender. In such a case, a certified copy of the power of attorney shall accompany the application/tender.

3.0 Particulars of the Work:

The particulars of the work given in **WORK SCHEDULE** are provisional and must be considered only as advance information to assist the applicant/tenderer.

4.0 Site Visit:

The applicant/tendere is advised to visit and examine the site of work (New VSRC) and obtain for himself, on his own responsibility, all information that may be necessary for preparing the bid. The cost of visiting the site shall be at applicant's/tenderer's own expense.

5.1 Initial Criteria of Eligibility

a. Experience in sweeping/ cleaning and allied business in Govt. Organization/PSU/Govt. funded Educational Institute for a minimum period of **FIVE** years as on the last date of submission of the tender. (Relevant documents are to be enclosed)

b. Experience of having successfully run the sweeping/ cleaning and allied services in students' hostels of IISERs, IITs, IIMs, NITs and Central-funded Universities/Institutes of higher learning during last 05 years ending as on the last date of submission will be preferred. (Relevant documents are to be enclosed)

c. The applicant's/tenderer's average annual financial turn-over (gross) in cleaning services, duly audited by Chartered Accountants, should not be less than 20 Lakhs during the last preceding three financial years. Year in which no turnover is shown, if any, would also be considered for working out the average.

d. Solvency certificate minimum of Rs. 5 Lakh in the prescribed format is required from any scheduled bank.

e. The bidder must have a minimum manpower of 15 (Fifteen) deployed for services of similar nature in one establishment as stated earlier as on the last date of tender submission. The bidder must submit the last three months' challans for contribution of EPFO and ESIC towards those employees, as a proof.

f. The service provider should have valid Trade License/Society Registration Number, Labour License and Registration Number, Permanent Account Number, EPF Registration Number, ESI registration Number, Proof for payment of last three years Income Tax and Proof of last three months' challan in support of the deposit of the contribution made both with the EPFO and ESIC. PAN/TAN, IT and GST clearance (copy of the certificates/returns) are to be submitted.

g. A certificate (Affidavit) to be signed by MD / CEO of the company in the Court of a First Class Magistrate that they have not been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational institute/ university or state/ central government and no criminal case/legal proceeding or industrial dispute is pending or contemplated against them.

DETAILS OF ORGANIZATION/SERVICE PROVIDER

[to be submitted in the organizational letterhead]

Sl No	Description	Information
1	Name of the Firm	
2	Year of Establishment	
3	Complete Address	
4	Contact number and e-mail id.	
5	Name & Designation of the contact person with mobile number and e-mail id.	
6	Trade License Number / Society Regn. Number (Copy should be enclosed)	
7	Labour License Number / Registration Number (Copy should be enclosed)	
8	Permanent Account Number (Copy should be enclosed)	
9	EPF Registration Number (Copy should be enclosed)	
10	ESI Registration Number (Copy should be enclosed)	
11	Proof for payment of Income Tax (for last three years) (Copy of the IT Return for last three years ending on March 2015 to be enclosed)	Enclosed/ Not enclosed
12	Copy of the last three months challan (say, for December 2015 to February 2016 paid in January to March 2016) in support of the deposit of the contribution made both with the ESIC, and the EPFO to be enclosed	Enclosed/ Not enclosed

Declaration: I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not be allowed to have any dealing with the VSRC, New VSRC SRIC, IIT Kharagpur in future.

Date:

Signature of the tenderer with seal

FINANCIAL BID

(In sealed Cover-II super scribed "Financial Bid")

F-1 HOUSE KEEPING SERVICES OF NEW VSRC COMPLEX COMPRISING OF TWO BLOCKS (165 ROOMS IN EACH BLOCK)

Sl. No	Description	Hours of Duty	No. of Personnel	Rates per person per month	Total
1.	Supervisor	8 hours	2 (Two)		
2.	Service men (Helpers, Cleaning personal etc.)	8 hours 07:30hrs to 11:30hrs & 13:30hrs to 17:30hrs	Male including two nos mali(unskilled) – 10 Nos. Female(unskilled) – 8Nos.		
3.	Additional Manpower (for any miscellaneous works) - Unskilled - Semi-skilled	Daily basis	As and when required		
4.	**Total**				
5.	Miscellaneous cost including cost of materials, dry cleaning of sofas, mosquito repellents, liquid spray providing soap/liquid soap / toilets, disinfectant (Phenyl) , floor cleaner, brooms, bathroom Air Fresheners and all other materials and services as per requirement of sweeping/cleaning services of approved quality to meet all requirements as per terms and conditions		On monthly basis		
Grand Total Amount (4+5)					

Break-up of the rate for each of the above item should be provided. Applicable taxes if any will be calculated thereon. Also provide with the copy of the Govt. order on **Minimum Wages** to facilate revision of rate whenever minimum wages are revised by the Govt.

Declaration by thye Tenderer:
This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions herein and undertake myself/ourselves to abide by them.

Note: i) No other charges would be payable by SRIC, IIT Kharagpur
ii) There would be no increase in rates during the Contract period except for made under the terms and conditions.

(Signature of Tenderer with Seal)

Name:

Seal:

Address:

Date:

Phone No.(O):

Check list to be submitted along with Bid documents

Sl.No.	Particulars	Remarks (Yes/No)
1.	Enclosed Money receipt of cost of Bid document (demand draft)	
2.	Bid Security should have the validity priod as mentioned under the Bid document and should only be in form of Accounts payee Demand Draft from any of the Nationalised bank, in favour of 'SRIC, IIT Kharagpur' payable at Kharagpur	
3.	Price of the Bid, if the document downloaded from website	
4.	Copies of Registration certificate under various statutory, laws viz. PAN, TIN, ESIC, EPF, Labour License etc., whichever is applicable to carry out the services, are enclosed.	
5.	Formal forwarding letter in standard printed from addressed to the Employer	
6.	Certificate of authentication by owner for experience of similar type of works.	
7.	Detailed methodology indicating the procedures of execution of work and schedule of completion of the work.	
8.	Copies of original documents defining constitution or legal status of the firm/organization.	
9.	Power of attorney of the authorized signatory signing the Bid	
10.	Total monetary value of work/supplies performed for each of the last two years.	
11.	Whether covering letter as per Bid document along with the financial Bid i.e. "Form of Contractor's Bid' is enclosed.	
12.	Whether all columns of the Bid documents are filled and signed by authorized signatory invariably or not, including each point of "Information regarding Qualification of Bidders" in Section-II.	
13.	If required please enclose a separate sheet as per given format of Bid document duly filed and mention the same in appropriated column of Bid document as "Details enclosed as per annexure _____". Whether separate sheet enclosed or not.	
14.	Documentary proof for minimum required experience and value of similar type of work performance along with the list of clientele enclosed.	
15.	The annual turnover to be shown is only for the services of Cleaning & Housekeeping Services and value of no other services included in it.	
16.	Copy of valid license to run Cleaning & Housekeeping Services is enclosed.	
17.	The Value of work and period shown are distinctively for the service provided in the area of Cleaning & Housekeeping Services.	

It is certified that I/We have enclosed all the required documents as mentioned above. Also the Bid document is duly filled and signed by me.

Seal & Signature of Contractor

Note:-

1. Please write Yes/No, whichever is applicable.
2. Supporting documentary proof for all above mentioned items duly self-attested should be enclosed.

Signature of Contractor

GENERAL TERMS & CONDITIONS

PLEASE SPECIFICALLY INDICATE THE FOLLOWING POINTS IN YOUR QUOTATIONS AND COMPLY THE TERMS AS MENTIONED HEREUNDER:-

1. TENDER ARE INVITED COMPLYING THE REQUIREMENT FOR TENDER AS DETAILED IN THE TENDER SPECIFICATION TO BE SUBMITTED IN THE COMPANY'S / FIRM'S LETTERHEAD NEATLY PRINTED / TYPED DULY SIGNED BY AUTHORIZED PERSON WITH THE SEAL OF THE BIDDERS. ALL ENVELOPS CONTAINING THE TENDER SHOULD BE PROPERLY SEALED. SEPARATE ENVELOPS SHOULD BE USED FOR TECHNICAL AND PRICE BID AND INDICATION TO THEIR EFFECT MAY PLEASE BE SUPERSCRIBED ON THE ENVELOP.

2. **PRICE BIDS**: PRICES ARE TO BE QUOTED AS PER THE **WORK SCHEDULE GIVEN IN PAGE 2**.

3. **PERIOD OF VALIDITY**: BIDS SHALL REMAIN VALID FOR ACCEPTANCE FOR A PERIOD OF 120 DAYS FROM THE DATE OF OPENING.

4. **PAYMENT TERMS** FOR INDIAN FIRMS

   A) 100% PAYMENT THROUGH CROSSED ACCOUNT PAYEE CHEQUE / ELECTRONIC TRANSFER AFTER RECEIPT OF STORE IN GOOD ORDER AND CONDITION.

   B) ENSURE MENTIONING

   i) BANK DETAILS OF THE BENEFICIARY, VAT NO., GST NO. AND PAN NUMBER

   ii) FULL NAME AND ADDRESS OF THE BENEFICIARY ON WHOM ORDER HAS TO BE PLACED

5. ONLY THOSE BIDDERS WHO'S BIDS HAVE BEEN TECHNICALLY FOUND ACCEPTABLE WILL ONLY BE INVITED FOR PARTICIPATION IN THE PRICE BID.

6. THOSE BIDDERS WHO DO NOT RECEIVE ANY COMMUNICATION FOR PARTICIPATION IN PRICE BID OPENING MEETING MAY PRESUME THAT THEIR BID HAS NOT BEEN ACCEPTED BY THE INSTITUTE.

7. CONDITIONAL OFFER WILL NOT BE ACCEPTED.

8. LATE TENDERS I.E. TENDER RECEIVED AFTER THE DUE DATE AND TIME OF SUBMISSION AS MENTIONED ABOVE SHALL NOT BE ACCEPTED.

9. BIDDERS TO ENCLOSE THE FOLLOWING DOCUMENTS:-

   A) CURRENT INCOME TAX AND SALES TAX CLEARANCE CERTIFICATES (VAT No.), GST NO. AND PAN NO.

   A) BANKER'S SOLVENCY CERTIFICATE

   C) SUMMARY OF AUDITED STATEMENT OF ACCOUNTS FOR THE LAST THREE YEARS TO BE ENCLOSED AND FINANCIAL HIGHLIGHTS AND THE KEY PERFORMANCE DURING THE LAST THREE QUARTERS TO BE ENCLOSED AS PER FORMAT:-

COMPANY'S KEY PERFORMANCE

DESCRIPTION	JAN. TO MARCH	APRIL TO JUNE	JULY TO SEPT.
GROSS REVENUE			
PROFIT BEFORE TAX			
PROFIT AFTER			

TAX			
RETURN ON INVESTED			
CAPITAL (ROIC)			

D) CUSTOMER SATISFACTION CERTIFICATE FROM ONE SUCH ORGANIZATION IS TO BE ATTACHED WITH THE TECHNICAL BID.

10. THE INSTITUTE DOES NOT BIND ITSELF TO OFFER ANY EXPLANATION TO THOSE BIDDERS WHO'S TECHNICAL BID HAS NOT BEEN FOUND ACCEPTABLE BY THE EVALUATION COMMITTEE OF THE INSTITUTE.

11. ALL TENDERS (UNLESS OTHERWISE SPECIFIED) ARE TO BE SUBMITTED / HANDED OVER TO **ASSISTANT REGISTRAR, SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY CELL, INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR - 721 302** AND ACKNOWLEDGEMENT TO BE OBTAINED. *A Drop Box will be kept near the Assistant Registrar's chamber*

IMPORTANT

1. IIT Kharagpur authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The Institute at its discretion may change the quantity / upgrade the criteria / drop any item or part thereof at any time before placing the Purchase Order.

2. Promptly make arrangements for repair and / or replacement of any damaged item (s) irrespective of settlement of claim.

3. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.

4. For any query pertaining to this bid document correspondence may be addressed to **ASSISTANT REGISTRAR (SRIC)**, at the address mentioned above.

LAST DATE FOR SUBMISSION OF SEALED BIDS: 31.10.2018

1) Please Note that the Institute remains closed during Saturdays & Sundays and all specified government holidays.

2) Fax, e-mail Tender will not be accepted.

3) The General Terms and Conditions as stated above relate to specific service other terms and conditions of the Institute will apply also.