INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR, WEST BENGAL 721302

TENDER DOCUMENT

For

Cleaning of manhole/ sewer line using Cesspool machine.

NIT NO: IW/SS/NIT/2021/10

Tender Serial No. ___________________________ Issued to:

______________________________

______________________________

______________________________
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1. NOTICE INVITING TENDER

1.1. INTRODUCTION

Indian Institute of Technology (IIT) Kharagpur, hereinafter called IITKGP, invites sealed tenders from the eligible contractors for Cleaning of manhole/sewer line using Cesspool machine.

Particulars of the project are as following.

1.2. PARTICULARS

<table>
<thead>
<tr>
<th>1. NIT Number</th>
<th>IW/SS/NIT/2021/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name of Work</td>
<td>Cleaning of manhole/sewer line using Cesspool machine.</td>
</tr>
<tr>
<td>3. Location of Work</td>
<td>Residential campus, Academic campus &amp; Hall Area.</td>
</tr>
<tr>
<td>4. Estimated Cost</td>
<td>Rs.7,35,696.00 (Rupees Seven lakh thirty five thousand six hundred and ninety six only).</td>
</tr>
<tr>
<td>5. Earnest Money Deposit</td>
<td>Rs.14,714/- (Rupees Fourteen thousand seven hundred and fourteen only)</td>
</tr>
<tr>
<td>6. Time Limit for execution</td>
<td>365 days from Date of Start.</td>
</tr>
<tr>
<td>7. Tender Basis and Mode</td>
<td>Two stage (Technical Bid &amp; Financial Bid)</td>
</tr>
</tbody>
</table>
| 8. Mode of Payment to IITKGP (EMD) | i) Original Demand Draft/Pay Order or copy of valid registration certificate under MSE category has to be submitted physically at the office of Sr.EE (WW & SS) on or before the due date/extended date of submission of bid. 
&
Scanned copy of Demand Draft/Pay Order/Registration under MSE category has to be uploaded on https://eprocure.gov.in/eprocure/app

ii) Demand Draft/Pay order to be drawn in favour of IIT Kharagpur payable at Kharagpur. |
| 9. Date, Time & Venue of Pre-bid Meeting | 04.01.2021, 03:30 pm, CCM Meeting Room, 1st Fl, Old Bldg., IIT Kharagpur, Kharagpur-721302 |
| 10. Closing Date & Time for Receipt of bids | 13.01.2021 up to 15:00hrs |
| 11. Date & Time for Opening of Technical Bid | 14.01.2021 at 15:30hrs |
| 12. Date & Time for Opening of Price Bid | To be intimated to the eligible bidders subsequently. |
| 13. Engineer-in-charge and contact details. | Mr. S.K. Biswas, Sr. Executive Engineer, Tel: 03222-826211, Email: skbiswas@adm.iitkgp.ac.in |
| 14. Address for tender issue, submission and opening | Office of Sr.EE(C), 1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302 |
| 15. Website for full and updated information | http://www1.iitkgp.ac.in/topfiles/tenders.php; https://eprocure.gov.in/eprocure/app |
16. Website for tender submission & processing  
https://eprocure.gov.in/eprocure/app

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. 7,35,696.00 (Rupees seven lakh thirty five thousand six hundred and ninety six 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: Supply of cesspool machine for collecting sewage from manholes.

1.3.3. The bidder must be registered with appropriate government authority as a bonafide business entity and must have GST registration certificate and Permanent Account Number of income tax.

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

1.3.5. Mandatory documentary evidence for the following to be submitted with Technical Bid. Else the bid is liable for rejection.

i) Volume of cesspool machine (minimum 3000 litre capacity).

ii) Fitness certificate From R.T.O., Updated Insurance, Tax Clearance Certificate for commercial vehicle, Road permit & Pollution control certificate(All documents valid on date of technical submission).

iii) Driver’s name with valid driving license- 01Fo. (An undertaking that the same driver will be engaged. In-case of any changes, prior permission is to be obtained from Sr. Executive Engineer and submission of valid driving license.)

iv) The eligible bidder must possess ownership of the cesspool machine.

1.3.6. Average annual turnover of the bidder as per ITCC or profit & loss statement shall not be less than 30% of the estimated cost, not having incurred loss in more than two years, during last 5 years ending 31 Mar 2020.

[Name]
Sr. Executive Engineer (Water Works & sanitary Section)

On behalf of the Director, Indian Institute of Technology Kharagpur
Copy to:

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

2.1. SCOPE OF WORK

2.1.1. IITKGP intends to hire Cesspool machine of minimum 3000 liters capacity for collection of Sewage from manholes/sewer lines in campus with proper arrangements.

In the event of a tie in the bidder with larger size of capacity machine will be given preference.

2.1.2. Other terms and conditions of the work are as follows.

h) The availability of machine should be ensured for eight hours per day and twenty six days per month.

i) In case of any deficiency of services by the bidder or requirement of services by the IIT beyond the period of work mentioned as above the rate for payment will be deducted or increased on pro rata basis respectively.

iii) The cesspool machine will be provided with

   a) 1 licensed driver & 02 nos of worker for loading/unloading sewage.
   b) Gumboots for each worker.
   c) All the precaution measures for safety of the workers.
   d) Safety, Health and Environmental Compliance Certificate to be given by the agency/bidder.
   e) Fuel for operation and preventive/emergency repair, maintenance etc.

2.1.3. Constraint: The job needs to be executed in the IIT Kharagpur Campus area 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.

2.1.4. The vendor shall work out execution sequence and methodology so as to complete the work 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 obtained electronically through 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 huts/mens.

2.2.5. If there is any clarification required, the tenderer shall submit the queries in writing before two days from the last date & time of Submission of technical bid to the Sr. Executive Engineer, Water Works & Sanitary 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 Final bill/on account bills Schedule of Quantity of the qualifying works also to be attached along with the Completion certificates. Certificate from private individuals/organizations for whom such works have been executed shall not be accepted.

2.2.7. The bidding document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents/drawings, if any), 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 120 days from the date of submission.

2.2.13. Firm Price: Bidder's quoted Rates/Prices for executing the activities under the Contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.

2.2.14. If any information furnished by the bidder is found as false / fabricated, then his bid will be rejected and treated as cancelled. Even if the such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Earnest Money Deposit and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IITKGP for next 05 (Five) years.

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

2.2.16. 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.

2.2.17. 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.

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

2.3. SUBMISSION OF TENDER

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

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

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

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

2.3.5. Bidders may download and refer the "Instructions for Online Bid Submission" from (https://eprocure.gov.in/eprocure/app;jsessionid=A8554ECC72D86DF9AA9D9B2DDACDA88D.eprocgw4?pag e=BiddersManualKit&service=page).

2.3.6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill
Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of “Financial Bid”. Hence, physical submission of the documents is limited to submission of original Earnest Money Deposit in the form of Pay Order / Demand Draft / Bank Guarantee/MSE registration certificate as per provision given in sub-clause 1.2.5 of NIT & 2.2.15 of Information to Bidders.

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

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

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

2.3.9. The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line” only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.

2.3.10. Any tender received without original Earnest Money in the form as specified in clause 1.2.8 of tender documents shall not be considered and shall be summarily rejected.

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

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

2.3.13. The EMDs shall be received at the Office of Sr.EE(C), 1st Floor, Old Building, IIT Khargpur, Khargpur WB 721302, up to 15:00hrs, 13.01.2021 or Corrigenda otherwise.

2.3.14. EMDs shall be submitted in a envelope super scribed “Cleaning of manhole/ sewer line using Cesspool machine.” with the NIT No: IW/SS/NIT/2021/10.

2.4. EVALUATION OF BIDS AND AWARD OF WORK

2.4.1. The Bid of bidder will be opened electronically on the specified date and time of opening at the Office of Sr.EE(C), 1st Floor, Old Building, IIT Khargpur, Khargpur WB 721302 in the presence of willing bidders or their authorized representatives.

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

2.4.3. Bids shall, first, be checked for payment of Earnest Money Deposit. Only those bids found to have duly paid/ submitted Earnest Money Deposit shall be considered for evaluation.

2.4.4. Evaluation of Technical Bid: The bids received will then be assessed on the eligibility criteria mentioned at Para 1.3 of Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.

2.4.5. 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.

2.4.6. 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.

2.4.7. EVALUATION OF Financial Bids: The Financial Bid should contain the complete bid document with duly filled in Schedule of Financial Quote. Financial Bids opened as above will be checked for arithmetical errors.
2.4.8. The successful bidder shall be issued Letter of Acceptance (LOA) of the bid, and be required to furnish a Performance Guarantee as per General Conditions of Contract, Program Schedule with specific Milestones to be achieved as to complete the work within the stipulated time limit and details of his Technical Staff to be deployed as per Annexure I.

2.4.9. Letter of Award (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.

2.4.10. Agreement (Contract) consisting of complete tender document including conditions, bill of quantities, technical proposal and specialized services, drawings, if any, and acceptance thereof together with any correspondence leading thereto, shall be drawn and signed with the awardee after issue of Work Order.

2.4.11. Date of start of work shall be reckoned from 7th day from the date of issue of “Letter of Acceptance”.

2.5 COMPLAINTS HANDLING:

2.5.1 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.

2.5.2 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 Card”.

2.5.3 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.
3. UNDERTAKING BY THE BIDDER

UNDERTAKING

I / We have read and examined the Tender document including terms & conditions, specifications, bill of quantities, drawings and designs, general rules & directions, General Conditions of Contract, Special Conditions of Contract and all relevant other documents, publications and rules referred to in the Conditions of Contract and all other contents in the tender documents for the work.

I / We, hereby tender for execution of the work specified for the Indian Institute of Technology Kharagpur within the time specified and in accordance in all respects with the specifications, designs, drawings and instructions in writing.

We agree to keep the tender open for 120 days from the last date of its submission and not to make any modifications in its terms and conditions. A sum of Rs. __________ has been deposited in cash / demand draft of a scheduled bank / 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
<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>
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<td></td>
<td></td>
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<tr>
<td>Supervisor</td>
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</table>

Seal & Signature of Contractor
UNDERTAKING FOR COMPLIANCE WITH GCC

UNDERTAKING

We hereby undertake that we shall fulfill all the terms & conditions of G.C.C of IIT Kharagpur 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:
Safety, Health and Environment Compliance Certificate

We are monitoring and have ensured that all safety, health and environmental measures as per the applicable or standard policies are in place at site.

Date:
Place: Kharagpur

Signed by In-Charge of “Safety, Health & Environment” of the Contractor.
Name:
Designation:
Contact Number:

Countersigned by:
Senior Executive Engineer
Name:
Designation:
3. Checklist for Documents to be uploaded on [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents</th>
<th>Reference</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Tender Documents</td>
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<tr>
<td>2.</td>
<td>EMD</td>
<td>1.2.8</td>
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<td>3.</td>
<td>Document support of Bonafide Business Entity</td>
<td>1.3.3</td>
</tr>
<tr>
<td>4.</td>
<td>GST Registration Certificate</td>
<td>1.3.3</td>
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<tr>
<td>5.</td>
<td>Permanent Account Number</td>
<td>1.3.3</td>
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<td>6.</td>
<td>Average annual turnover of the bidder as per ITCC or profit and loss statement for last 5 year</td>
<td>1.3.6</td>
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<tr>
<td>7.</td>
<td>Experience Certificate</td>
<td>1.3.2</td>
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<tr>
<td>8.</td>
<td>ANNEXURE-I</td>
<td></td>
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<tr>
<td>9.</td>
<td>ANNEXURE-II</td>
<td></td>
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<tr>
<td>10.</td>
<td>ANNEXURE-III</td>
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<tr>
<td>11.</td>
<td>SOQ</td>
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<tr>
<td>SI No.</td>
<td>Description of Item</td>
<td>Unit</td>
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<tr>
<td>--------</td>
<td>-------------------------------------------------------------------------------------</td>
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<tr>
<td>1</td>
<td>Supply of Cesspool machine of 3000 liters capacity with fuel, driver and 02 nos of manpower for per operation to collect/cleaning of manholes/sewage line etc, for Academic area, Residential Campus (old and new) and also Hall of residences including tools &amp; plants Or as directed by the Engineer In-Charge.</td>
<td>Per Unit</td>
</tr>
<tr>
<td></td>
<td><strong>Total Rs.</strong></td>
<td></td>
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</table>

(Rupees Seven lakh thirty five thousand six hundred and ninety six only)