

Atal Bihari Vajpayee –
Indian Institute of Information Technology and Management,
Morena Link Road, Gwalior
(An Institute of National Importance under Ministry of Education, Government of India)

No ABV-IIITM/ Reg/2022-23/

Dated: 24.04.2023

TENDER DOCUMENT

FOR

**Providing Aluminum Shutters in windows of Boys
Hostel No 1, ABV-IIITM Gwalior**

Uploading of tender document commences from	24/04/2023
Date of publication of tender notification on official website of the Institute	24//04/2023
Last date for receipt of duly filled in tenders	08/05/2023 - 4.00 PM
Date and Time of opening of Technical Bids	08/05/2023 - 4.30 PM
Date and Time of the opening of Financial Bids	Will be notified to the technically qualified tenderers

Note: This tender document contains **10...** pages (total no. of pages including Annexure) and tenderers are requested to sign on all the pages.

Signature of contractor with rubber stamp and mobile no.

NOTICE INVITING TENDERS

Invitation to tenders for “ **Providing Aluminum Shutters in windows of Boys Hostel No 1,ABV-IIITM Gwalior**,from the contractors/firms having valid registration with MPPWD/CPWD/ Govt. Undertaking, estimated cost Rs.1.90 lacs.

1. Introduction:

The Atal Bihari Vajpayee – Indian Institute of Information Technology and Management, Gwalior invites sealed tender from the experienced contractors for “**Providing Aluminum shutters in windows of Boys Hostel No 1,ABV-IIITM Gwalior** . The tender documents can be downloaded from the website of the Institute i.e. ‘www.iiitm.ac.in’. The cost of tender document will be ₹ 1000/- (non-refundable).

2. Cost of tender form and Earnest Money Deposit (EMD):

The Bidder shall furnish cost of tender form and EMD of Rs. 20,000.00 (Rupees Twenty thousand only) along with the tender in the shape of demand draft/Banker Cheque/On line payment/Pay Order in favour of ‘Director, ABV-IIITM, Gwalior’ payable at Gwalior. EMD shall be returned to the unsuccessful bidders after award of work. EMD of successful bidder shall be adjusted as the performance guarantee deposit. The tender not accompanied with requisite amount of EMD shall be rejected. No interest will be paid on EMD amount.

- a) The offline bids will be received by ABV-IIITM, Gwalior up to 4.00 pm on **08/05/2023**, any bid received after the prescribed deadline shall not be considered irrespective of rates. The Technical bids will be opened on the same date (**08/05/2023**) at 4.30 pm in the presence of the representatives of the bidders present, if any. Date of opening of financial bids of such firms which meet the prescribed technical criteria will be notified separately.
- b) In case of MSME unit, copy of relevant trade of Registration with MSME, need to be provided. If core MSME Certification is not for a relevant trade, same may not be considered for EMD exemption. If the selected bidder fails to start & execute the work, his EMD will be forfeited as per Government rules.

The EMD Shall be forfeited if:

- i) The bidder withdraws his bid during the period of bid validity.
 - ii) In the case of successful bidder if he fails to furnish the required Security Deposit within the specified time limit.
- c) The EMD of the successful bidder shall be retained towards making of the performance deposit for the performance of the contract and shall be discharged after 90 days from the date of successful completion of the work..
 - d) The bid shall remain valid for a period of 4 months from the date of receipt of the bid.
 - e) No art work charges will be paid in any case.

3. Site Visit:

The bidder is advised to acquaint himself with the job work, visit the Site & examine site conditions, climatic conditions, labour, power, material availability, transport and communication facilities, environmental regulations, laws and bye- laws of statutory, local bodies and the Govt. of India and collect all information that shall be necessary for preparing the bid and entering into a contract.

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The cost of visiting the site and collecting information for the purpose of submission of the bid shall be incurred by the bidder only.

The bidder and any of his personnel or agents will be granted permission by the Institute to enter upon the site for the purpose of such inspection.

4. Defect Liability Period:

The work/ materials of the contractor shall be under 3 months Defect Liability Period (DLP). Any defect(s) noticed during the defect liability period shall be rectified by the contractor without any cost to ABV-IIITM, Gwalior, failing which the Security //Performance guarantee Deposit of the Contractor shall be forfeited. If the contractor backs out from the work tender, the EMD deposited of the contractor shall be forfeited. The contractor may also be debarred from any future tendering process in the institute for reasons assigned hereinabove.

5. Detail of required Experience Certificates /Work orders:

5.1 The Applicant to meet the following minimum experience:

- A. Experience of having successfully completed similar works/Civil work during last 7 (Seven) years ending December 2022, should be either of the following.
 - A (1) One similar / civil completed work costing not less than 80% of total tender estimated cost.
 - A(2) Two similar /civil completed works costing not less than 60% of total tender estimated cost for each work.
 - A(3) Three similar / civil completed works costing not less than 40% of tender estimated cost for each work.
- B Definition of “Similar Work” Experience in carrying out similar work / civil work/ civil maintenance works in private sector or Govt. organizations/ PSU’s.

6. Submission of Bids:

- (a) The sealed hard copy of the tender shall be submitted in one big envelope superscripting “**Providing aluminium shutters in windows of Boys Hostel No 1, ABV-IIITM Gwalior**” . containing two separately sealed small envelopes, one for "Technical Bid " and another for "Financial Bid" superscripting as such and addressed to Registrar (I/c), ABV-Indian Institute of Information Technology & Management, Morena Link Road, Gwalior – 474015. The sealed tender must be dropped in the tender box placed at Administrative Block, ABV-IIITM Campus Office only, **on or before 08/05 /2023 by 4.00 P.M.**
- (b) The technical bid envelope must contain the technical bid in prescribed Proforma as per Annexure - I along with an Account Pay Demand Draft or Fixed Deposit Receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank or Online Payment in an acceptable form for Earnest Money Deposit (refundable but non-interest bearing) of Rs /20000/-- (Rupees twenty thousand) favoring ‘Director, ABV-IIITM, Gwalior’ payable at Gwalior with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc to complete the work in all respect. ABV-IIITM will not accept any claim other than mentioned in financial bid. The online payment in favour of as per details above, but the receipt slip should be enclosed.

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- (c) The technical bid will be opened at Administrative Block, ABV-IIITM Campus, Gwalior on 08/05/2023 at 4.30 P.M. in the presence of the bidders/ their authorized representatives and committee members who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (d) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed form at and/or are found incomplete in any respect shall be summarily rejected.
- (e) Any further clarifications can be sought from the office of Registrar (I/c) through email registrar@iiitm.ac.in. The official website of the Institute is www.iiitm.ac.in.

TERMS & CONDITIONS:

- a. No paper shall be detached from the tender.
- b. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
- c. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender shall be filled in and submitted in strict accordance with the instructions laid down herein; otherwise the tender shall be liable to be rejected by the ABVIITMG unilaterally without assigning any reason or giving explanation to this effect.
- d. The tender shall be liable to be ignored/rejected if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in or any wrong/false or incorrect information is given or any material thing is concealed or manipulated therein.
- e. The Earnest Money of the successful tenderer shall be returned after the security deposit as required in terms of the tender, is furnished by the L-1. The Earnest Money to other than lowest bidders will be returned after finalization of the L-1.
- f. The Earnest Money deposited shall be liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender. If the successful tenderer fails to furnish the security deposit as required in the contract within the stipulated period, the EMD shall also be liable to be forfeited by ABVIITMG and ABVIITMG shall be entitled to initiate appropriate legal proceedings against the tenderer for the losses suffered by it as a result of the same.
- g. All rates/total amount shall include GST (as applicable), cost of labours & material for the works complete in all respects and no extra amount shall be payable on this account.
- h. Water and Electricity shall be provided free of cost at one point for bonafide use only.
8.1 The agency must enclose copy of the PAN Card of the company/Proprietor / Partner and work experience certificate / work order for having executed the similar works. Tender of any agency without above shall be rejected out rightly.
- i. The EMD deposited by the contractor shall be released with running / final bill duly submitted by contractor.
- j. The payment shall be made on the submission of bill, as per actual measurements of works and after successful completion of work by the contractor.
- k. Tender of any agency not adhering to the above-mentioned terms of the tender shall be rejected out rightly.
- l. Technically qualified bidder will be informed present at the time of opening of financial bid.

7. Selection Criteria:

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The work will be awarded to L1 vendor on overall basis of the work “ABV-IIITM, GWALIOR”.The determination of lowest bidder will NOT be on individual rates of financial bids. Rather it will be on overall basis.

The following documents / information shall be attached along with Technical Bid as follows:-

- a. Copy of Pan Card.
- b. Copy of GST Registration Number.
- c. Copy of three years ITR (AY- 2020-21, 2021-22, & 2022-23)
- d. Tender Form Fee
- e. EMD – Earnest Money Deposit
- f. Experience Certificates/ Works Orders as mentioned in Clause no.5.
- g. Valid registration with MPPWD/ CPWD/ Govt. Undertaking.
- h. All NIT document shall be signed by contractor or partner or proprietor with rubber stamp of contractor/ agency and mobile no.
- i. The technical bid page no. ... to with demand draft/Banker Cheque/On-line payment/PayOrder of EMD and tender cost should be kept in envelope no. 1 and closed the envelope properly.
- j. Financial bid should be kept in envelope no.2 and closed the envelope properly.
- k. Envelope no.1 & 2 should be kept in envelope no. 3 and closed the envelope properly.
- l. Please write the name of work such as “Providing and fixing of ceramic tiles on parapet walls at first floor of corridor connecting academic blocks in the campus of ABV-IIITM, Gwalior” on each envelope.
- m. The other terms and conditions shall be applicable as mentioned in NIT.
- n. GST registration certificate of the contractor/ agency / firm.
- o. The tender of any agency without above shall be rejected out rightly.

8. Time of Completion

The work should be mandatorily be executed within two weeks from the date of receiving of WO. The work shall also be duly completed within 21 days from the date of receiving of work order by the agency.

9. Liquidated Damages/ Penalty for Delay:

If the contractor fails to complete the work within the stipulated time or time extended by the Institute (if any) liquidated damages at the rate of 1% per week (07 days) of delay subject to maximum 10% of the total contract value shall be deducted and recovered from the contractor.

10. Specifications:

The materials supplied and proposed to be used in the work shall be of requisite specifications as specified in NIT, as per specification given in BOQ and as per approved list of make (placed at page-...). The contractor/vendor should have to get certified/verified the supplied items/materials from the representative authorized by the competent authority of the Institute. In absence of the same the material cannot be used on maintenance site. The vendor should submit the approved sample in the office, substandard items will not be accepted.

11. Payment:

Payment will be made after satisfactory completion & handing over of the entire work and bill submitted by the Contractor. Applicable GST/ TDS/ TDS etc. shall be deducted from the amount payable to the contractor.

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12. Bill of Quantity:

The quantities of work given in the Bill of Quantities (BOQ) are approximate to give an idea of work. It shall be carried out as per the given design / specifications and the quantities may vary on higher or lowside. The contractor shall execute the varied quantity of work on the quoted rates. The payment shall be made as per actual measurement of work.

13. Tools & Tackles:

All tools, tackles such as other equipment as per requirement of work will be arranged by the contractor and their charges will be deemed to be included in the quoted rates, no extra payment shall be made for the same to the Contractor.

14. Risks:

Contractor shall be solely responsible for safety of his workers, working at site by following all safety norms in the trade. All risks of loss or damage to physical property and of injury and death which arise during and in consequence of the performance of the Contract other than the excepted risks are the responsibility of the Contractor.

15. Failure of contractor to comply with the requirement of contract shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD, in which event ABVIIIIMG may get the work done at the risk & cost of the Contractor.

16. Work Order/Contract Agreement:

ABV-IIITM, Gwalior will notify the successful bidder that his tender has been accepted and it will send a work order to the bidder describing the works to be carried out and the same shall be returned duly acknowledged affirmatively by the bidder as a token of acceptance.

17. CONCILIATION/ARBITRATION:

- a. If any dispute (s) or difference (s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Director, ABV-IIITM, Gwalior.
- b. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the sole Arbitrator to be appointed by Director, ABV-IIITM, Gwalior.
- c. The arbitration proceeding shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- d. The venue of the arbitration shall be Gwalior, India & the language of arbitration shall be English. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- e. The arbitrator shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief.
- f. The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.
18. Tender shall be accompanied by all the relevant documents covered in the tender.
19. The full & final payment shall be made by the Institute only after successfully completion of work /items for which the bid is made.
20. The contractor/supplier shall ensure that he himself or his authorized representative is available for proper handing over the supplies/consignments at ABV-IIITM Campus, Gwalior.
21. All statutory duties and taxes / GST and any other taxes or duties may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during the validity of the offer shall attract the forfeiture of the EMD and shall entitle ABV-IIITM to take appropriate legal action against the Tenderer.
23. The contractor shall be liable with regard to compliance of all laws, regulations, rules & directions given by any statutory or constitutional authority for the time being in force in the Gwalior City.

25. Right to accept or reject the Tender:

Director, ABV-IIITM, Gwalior reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Special conditions related to execution of the work:

- a. The section used for fabricating the sliding shutters shall be matching to the existing colour, thickness of powder coating .
- b. The sample of the section shall be got approved by the competent authority before fabrication of the shutters.
- c. The glass shall be of thickness as specified in the item. The Mosquito nett shall be of stainless steel wire of specified gauge .
- d. Fixtures in shutters shall be provided as fixed in the existing shutters.
- e. Weight of each shutter without glass or wire net should be not less than 33.0 kg each
- f. The rates are for complete job. including scaffolding , lifting of materials safety of labour etc. No Extra payment will be made on any account.

Signature of contractor with rubber stamp and mobile no.

TECHNICAL BID

(To be kept in envelop no -1 superscribed as “Technical bid” with name of work)

1. Name of the Vendor:.....
2. Name of the authorized person:.....
(who signs on the tender document)
3. Address of the Vendor:.....
4. Mobile No./Phone No.....
5. E-mail ID:.....
6. A copy of Cancelled Cheque:.....

Documents to be submitted:

S.No.	Particulars	Attached at Pg. No.	Remarks/Details
1.	Tender Form Fee demand draft for Rs...../- separateDD/Banker Cheque/On line Payment/PayOrder (Date of DD must be after the publication date of tender)		Date of DD:..... DD No..... Amount of DD.....
2.	Earnest Money demand draft for Rs...../- separateDD/Banker Cheque/On linePayment/PayOrder (Date of DD must be after thepublication dateof tender)		Date of DD:..... DD No..... Amount of DD.....
3.	Whether agreed to abide by all the terms & conditions of this tender		Yes/No
4.	Copy of PAN Number		Copy to be attached
5.	Copy of GST Registration Certificate		Copy to be attached
6.	Copy of Registration with MPPWD/CPWD / Govt. Undertaking		Copy to be attached
7.	Copy of work order/ experience certificate with amount of work done during last 7 years ending December 2022		Copy to be attached with signature of vendor/ contractor
8.	Copy of three years ITR (AY- 2020-21, 2021-22, & 2022-23)		Signed copy to be attached
9.	Have you ever been debarred/ blacklisted by any Govt organizations/PSU/ Educational Institute		Yes / No and enclosed an undertaking on letter head with signature of owner or proprietor of company
10.	Delivery & installation/ completion of work (No. of days for completion of work within – days)		Agreed / Not Agreed

Signature of contractor with rubber stamp and mobile no.

11.	Vendor should enclose a client list along with client's name, address and contact no. supplied by them during last 7 years ending December, 2012		List to be Attached
12.	The technical bid with DD/ Banker Cheque /On line Payment/Pay Order of EMD in envelope no.1 in sealed envelope duly signed by the contractor or partner of proprietor		To be filled and signed
13.	The financial bid should be in sealed envelope no. 2 followed two bid system		To be filled and signed
14.	The envelope no. 1 & 2 should be sealed separately and put into the envelope no. 3 and envelope no.3 sealed properly with complete document.		To be filled and signed

Anexure-I

FINANCIAL BID

(To be kept in envelope no -1 superscribed as "Financial bid" with name of work)

Signature of contractor with rubber stamp and mobile no.