



विश्वजीवनामृतं ज्ञानम्

**Atal Bihari Vajpayee Indian Institute of
Information Technology and Management
Morena link Road, Gwalior 474-015**

**BID DOCUMENT FOR
Providing & Fixing of ceramic tiles in the
Corridor at Ground floor of ' F' Block (Deptt. of
Management Studies) in the Institute.**

Atal Bihari Vajpayee Indian Institute of Information Technology and Management
Morena link Road Gwalior 474-015

No. ABV-IIITMG/ REG/2025-26/ 336

Date : 16 -05-2025

NOTICE INVITING LIMITED TENDER

Sealed tenders are invited for the work of **Providing & Fixing of ceramic tiles in the Corridor at Ground floor of ' F' Block (Deptt of Management Studies)in the Institute.**

from the eligible companies / Firms/ contractors/agencies, having experience of the similar works(s), with estimated cost of Rs. 5.03 Lakhs . The interested companies /firms /contractors /agencies, who are qualified as per eligibility conditions of the tender, given in the tender form, may submit their tenders in the prescribed format along with EMD and required documents, by speed post or registered post or by hand, so as to reach /drop in the tender box at the receipt/ Despatch Section at **1 st floor in Admn. Block' of ABV-IIITM Gwalior** by 04:00 PM on or before 26 th may 2025.

The tender-application form fee is NIL and the same containing detailed specifications, terms and conditions etc., are available on the website of Institute www.iiitm.ac.in, which may be downloaded for submission.

REGISTRAR

**Atal Bihari Vajpayee Indian Institute of Information Technology and
Management Morena link Road Gwalior 474-015**

**Limited Tender Document Cum Form For Providing & Fixing of ceramic tiles in the
Corridor at Ground floor of ' F' Block (Deptt of Management Studies)in the Institute.**

(A.) ELIGIBILITY CRITERIA

1. The Bidding Agencies are required to submit the annexure in the given format along with the copies of following documents, duly signed/self-attested, with the technical bid for being declared to be eligible:-

- I. **EMD of Rs. 10060/- (Rs. Ten thousand sixty only in the** form of Demand Draft in favor of "Director ABV-IIITM Gwalior ,payable at Gwalior.
- II. Certificate of incorporation of the bidder (Copy of Certificate to be enclosed).
- III. **CGST/SGST Registration** (Certificates to be enclosed along with GST returns of the preceding one quarter.)
- IV. Income Tax Permanent Account Number (**PAN**). (Copy of PAN card to be enclosed.)
- V. The average annual financial turnover during the last three (3) years, ending 31st March 2025 should be at least 30 % of the estimated cost. (Furnish copies of these **three years Income Tax returns**).

2. Experience of having successfully completed Similar type of Civil works , during last 5 preceding years(up to March 2025) in Government department(s) /PSU(s)/ reputed educational Institutes by either of the following: -

- (a). Three civil works completed each costing not less than the amount equal to 40% the estimated cost.
- (b). Two civil works completed each costing not less than the amount equal to 50% the estimated cost.
- (c). One civil work completed costing not less than the amount equal to 80% the estimated cost.

[Enclose copies of only 3/2/1 work order(s) along with respective completion certificate(s)]

3. The Bidder(s) need to have its own Bank Account. (Details of Bank Account to be enclosed).
4. A declaration to the following effect is required to be submitted on the affidavit of Non-Judicial Stamp of Rs.100 /- that
 - There is no pending criminal case before any Court of law against the Proprietor/Firm/Partner on the bidder company.
 - The bidder has not defaulted from the payment of statutory dues like EPF, ESIC, GST, Income Tax etc. during the last three financial years.
 - The bidder is not blacklisted by any of the following:
 - Government department(s), PSU(s), Organization(s), Educational Institute(s), Autonomous Institute(s) during the last three financial years.
 - No contract of the Bidder has been terminated before expiry of term during the last three financial years.

- No near relative of the proprietor/ partners/ directors of the firm is working as employee in ABV_IITM Gwalior
- Duly filled in Annexure are required to be submitted by the bidder in the prescribed format.

(B.) PROCEDURE FOR TENDER SUBMISSION1

Tenders are required to be submitted in a main sealed cover super scribed **“Providing & Fixing of ceramic tiles in the Corridor at Ground floor of ‘ F’ Block (Deptt of Management Studies)in the Institute.”** and it has to be dropped in the Tender Box kept in the Receipt / dispatch section at First Floor of Admn. Block ABV-IITM Gwalior **by 4:00 PM on or before 26 th May 2025.**

All papers related to eligibility and EMD shall be kept in envelop marked “A” Technical bid and only Financial bid is to be kept in envelop “ B’ marked financial Bid same can also be sent by Speed-Post / registered post by clearly mentioning the above subject on Envelope and in such cases, it would be responsibility of the bidder that the same is reached to the Institute by 4:00 PM on or before **26 th May , 2025.**

1. All pages of the Bid shall be duly numbered and self-attested by the bidder.
2. Xerox copies of all the submitted documents shall be self-attested.
3. Conditional Bids will not be accepted.
4. At any time prior to the opening of bids, the Institute may for any reason modify the tender document by suitable amendment/corrigendum(s) through website of the Institute. No separate communication will be required to be sent to prospective bidders.
5. The bidders will comply with the terms and conditions mentioned in the tender document and accordingly clearly fill all the columns in both the formats (Technical & Financial), failing which the Institute reserves the right to reject the same.
6. Incomplete filled-in tenders shall be rejected.
7. The bid shall be opened as scheduled in the Notice Inviting Tender (NIT), in the presence of bidders or their authorized representatives, if any.
8. In case, there is a Public Holiday on the scheduled date/day of opening the bid, the same shall be opened on the next working day at the same time.
9. The bidders are expected to visit the site at the Institute to inspect the proposed work and be aware of the site conditions and scope of work, which is to be declared in the tender form.
10. No correspondence shall be made with those bidders, whose bids are rejected on technical or financial basis.

(C.) GENERAL CONDITIONS OF THE CONTRACT

1. The estimated measurement of repair work in proposed work is given merely as a rough guide. The quantity and items mentioned in the schedule may therefore vary, which will have to be accepted by the contractor in the offered rates. The payments shall be made to the agency as per actual measurement of work executed at site.
2. The payment shall be made to the contractor on satisfactory completion of the work and the contractor shall prepare computerized bills as per prescribed format of Tax invoices.
3. Before using the material, the contractor shall get approval from the Institute and any changes to the work will require approval from the Institute.
4. After communication regarding award of work, the successful bidder shall, within 7 days, submit a non-judicial stamp of Rs. 100/- and sign an agreement with the Institute for the work, on the terms & conditions of the present tender.

5. **The successful bidder also deposit requisite Performance Security @ 10% of contract value by Demand Draft or Fixed Deposit in the name of Director, ABV-IIITM , Gwalior, which shall be valid at least for a period of Eighteen (18) months.**
6. EMD of unsuccessful bidders will be returned after finalization of tender. No interest shall be payable on such refund.
7. **The Performance Security shall be refunded after 12 Months defect liability period from the date of successful completion of work and satisfaction of the Institute. No interest shall be payable on such refund. Defect Liability will be for any Cracks, Defects or Structural defects or any problem occurred in done work is of 1 Year to which contractor Firm/Agency will visit the site(s) and duly attend such problems.**
8. The bidders shall quote their rates as per various terms and conditions given in the tender document under price bid, inclusive of all taxes, appropriate materials, labor, machinery, machines tools and plants and all appliances whatsoever are necessary for the complete execution of the work. Nothing extra shall be paid by Institute other than those quoted in the financial bid, if scope of extra/lead or contingency work is not approved by the Director of the Institute.
9. All the required labor will be arranged by the contractor only and no minor shall be engaged at site. For all intents and purposes, the unskilled labor and such-like personnel provided by the contractor shall be the employees of the contractor and ABV-IIITM shall not own any responsibility in any manner whatsoever for the same.
10. The competent authority of the Institute reserves right to accept the whole or any part of the tender and the contractor shall be bound to perform the same at the quoted rates.
11. The tender for the works shall remain open for acceptance for a period of **180 days**.
12. The work shall be completed within **20 days** from the date of agreement and intimation regarding commencement of work will be made by the contractor to the Institute.
13. **A penalty @ Rs. 500/- per day will be imposed for delay**, which shall be deducted from the bill of the contractor and the penalty so imposed **shall not exceed 5%** of the total cost. If any hurdle arises, the same may be intimated to the office of Dean of planning and Development and accordingly, extension of time-period shall be made, if required.
14. The work shall be carried out as per CPWD specifications and CPWD Works Manual up to the entire satisfaction of the Institute.
15. No waste/ debris of any sort including dismantled material, including dismantled material, will be left at the work site or anywhere in the Institute campus and the contractor shall be responsible to remove and dispose it outside the campus at their own cost.
16. The contractor will be fully responsible for any type of loss to the Institute property during execution of work. If any damage is caused at the site or surroundings, the same shall be made good within the quoted rates without any additional payments on this account.
17. The contractor shall raise the Bill as per actual work carried-out at site. Any item of work exceeding the quantity specified in this tender document shall require prior written permission of the Institute. The payment shall be made to the contractor on receipt of bills in duplicate and upon satisfaction of the Institute with respect to the entire work.
18. Debarred/blacklisted agency/firm/ individual shall not be permitted to participate in the tendering process.
19. The sub-contracting shall not be allowed.
20. If the contractor fails to complete the work as per work order up to the satisfaction of the Institute, or commits breach of any of the terms and conditions of contract, then the Institute shall have right to forfeit EMD and/or performance security / guarantee, as the case may be. In addition, the Institute shall have the right to blacklist the contractor.
21. The contractor will not be entitled for any compensation due to enactment of any law / regulation etc. during the currency of the contract.
22. All Taxes on materials or any element of this contract shall be payable by the contractor and the Institute will not entertain any such claim whatsoever in this respect. The contractor's rates shall cater to all such taxes.

23. **The Institute will deduct income tax and any other tax applicable, at source from all the payments made to the contractor under this contract, in accordance with the provisions of IT Act or any other law as applicable from time to time.**
24. The contractor shall be fully responsible to observe the labor safety provisions and all risks of loss of or damage to physical and personal loss and death which arise during the execution of work shall be the responsibility of the Contractor.
25. Action in case of bad work - If it shall appear to that any work has been executed with unsound, imperfect or unskillful workmanship or with materials of any inferior description the Institute may rectify and re-execute the work or remove and replace with others, material or articles complained of as the case maybe at the risk and expense in all respects of the contractor.
26. Criteria for work award will ordinarily be the aggregated lowest rates quoted for all the items.
27. The Institute reserves the right to ask the justification of quoted rates before award of work.
28. The contractor has to follow all electricity rules as amended from time to time and contractor shall be responsible for any mishap due to negligence on his/labor part whatsoever.
29. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders, who resort to canvassing will be liable to rejection.
30. The agency will submit in writing to the Institute after complete work is executed and finished.
31. All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract are the responsibility of the Contractor.
32. In the event of any dispute between the Institute and contractor, it shall be resolved through mutual discussions between the parties. If it cannot be resolved through discussion.
33. Water and power for bonafide use will be available and contractor will have to take metered connection and will have to pay charges for the same.
34. Gwalior District will be judicial jurisdiction for dispute.

Registrar.

TECHNICAL BID FOR
Providing & Fixing of ceramic tiles in the Corridor at Ground floor of ' F' Block (Deptt of
Management Studies)in the Institute.

SL N O.	DESCRIPTION	WHETHER DOCUMENT IS SUBMITTED OR NOT	FURNISH INFORMATION HERE	COPY ENCL OSED AT PAGE NO.
1	Full Name of Bidder	Yes/No		
2	EMD of Rs. Rs.10060.00 in the form of Demand draft in favor of the Registrar, LNIPE, Gwalior.	Yes/No		
3	Full Address, Phone Number, email, website of Bidder	Yes/No		
4	Status of the Bidder, .i.e. Public, Private(Ltd.) / Partnership Firm(s) or Proprietor firm (Certificate of Incorporation to be enclosed)	Yes/No		
5	CGST/SGST Act Registration issued by the competent authority (Registration along with the GST returns for last one quarter to be enclosed)	Yes/No		
6	Permanent Account Number (PAN) issued by the Income Tax Department (Copies of PAN card to be enclosed)	Yes/No		
7	The Average Annual financial turnover during the last three(3) Financial Years ending March 2025 should be at least 30% of the estimated cost (Furnish Certificates of Turnover issued by a registered CA along with balance sheets of these three FY along with Income Tax returns	Yes/No		
8	Experience of having successfully completed civil works related to heavy repair (up to March 2025) in Government department(s)/PSU(s)/Organization(s)/ reputed Educational Institute(s) by either of the following: - (a).Three civil works completed each costing not less than the amount equal to 40% the estimated cost. (b).Two civil works completed each costing not less than the amount equal	Yes/No		

	to 50% the estimated cost. (c).One civil work completed costing not less than the amount equal to 80% the estimated cost. [Enclose copies of only 3/2/1 work order(s) along with respective completion certificate(s)]			
9	Details of Bank Account of Bidder. (Details of Bank Account to be enclosed along with Account Statement).	Yes/No	Account No., Type of Account, IFSC Code, Bank Branch etc.	
10	A declaration to the following effect is required to be submitted on the affidavit of Non-Judicial Stamp of Rs.100/-that (a)There is no pending criminal case before any Court of Law against the Proprietor/Firm/Partner on the bidder company. (b)The bidder has not defaulted from the payment of statutory dues like EPF, ESIC, GST, Income Tax etc. during the last three financial years. (c)The bidder is not blacklisted by any of the following: Governmentdepartment(s),PSU(s),Organization(s),PrivateInstitute(s),EducationalInstitute(s),AutonomousInstitute(s) duringthelastthreefinancialyears. (d) No contract of the Bidder has been terminated before expiry of term during the last three financial years.	Yes/No		
11	Any other Information that bidder desires to submit, relevant to the contract and Present bidding.	Yes/No		

Signature of bidder with seal .

ANNEXURE – B**Bill of Quantities**

Name of work: Providing & Fixing of ceramic tiles in the Corridor at Ground floor of ‘F’ Block (Deptt of Management Studies)in the Institute

SNo	Particulars of item	unit	Quantity	Rate in figures	Rate in words	Amount
1	Dismantling old plaster or skirting raking out joints and cleaning the surface for plaster including disposal of rubbish to the dumping ground within 50 metres lead.	sqm	333.11 sqm			
2	12 mm cement plaster on rough side of single or half brick wall finished with a floating coat of neat cement of mix :	sqm	333.11			
3	Providing and fixing 1st quality ceramic glazed floor tiles conforming to IS : 15622 (thickness to be specified by the manufacturer) of approved make in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge in skirting, risers of steps and dados over 12 mm thick bed of cement Mortar 1:3 (1 cement: 3 coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm including pointing in white cement mixed with pigment of matching shade complete.Quantity as per item No 1 above	sqm	333.11			
	Total inclusive all taxes					

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- All rates quoted/specified by bidder are inclusive of GST. Nothing extra shall be payable.

Signature and the seal of bidder.