



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No. : IIIT-A/Purchase/449/592 / 2019

Date : 28/01/2019

TENDER NOTICE

S.No.	Description	Date	Time
1.	Last date of bid submission	20/02/2019	12:00 Noon
2.	Opening of Technical Bid	20/02/2019	16:00 PM
3.	Opening of Financial Bid	27/02/2019	16:00 PM

Sealed quotations are invited under Two Bid Systems (Technical & Financial) for **"Providing & fixing of Sun Control Film at IIIT-A"** at Indian Institute of Information Technology, Allahabad. You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions etc.

The **"Technical and Commercial Bids"** in two separate sealed envelopes placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the **"Faculty Incharge Purchase, Indian Institute of Information Technology, Deoghat, Jhalwa Prayagraj- 211015"** upto- **20/02/2019 at 12:00 noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Faculty Incharge Purchase, IIIT-A, Campus, Prayagraj. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT- Allahabad. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.

The **technical bids will be opened** in the presence of the tenderers, or authorized representatives interested to be present on **20.02.2019 at 4:00 PM**. **Financial Bid of the technically qualified firm will be opened on 27.02.2019 at 4:00 PM**. Information to the technically qualified firms will be sent through email/phone before the opening of financial bid. The financial bids of only those bidders, who have been declared technically qualified by the designated committee, shall be opened by concerned committee. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of participation in the opening of Technical/Financial bid. Only one representative will be allowed to attend the technical/Financial bid for a particular firm. Please carry the same original proof of identity for verification purpose at the time of opening the tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to **info.purchase@iiita.ac.in**.


Assistant Registrar (Purchase)

Copy to:

- Faculty In Charge Purchase – for kind information

Technical Bid**(On letter head of the Firm & in a separately sealed envelope)****PROFORMA FOR APPLICATION**

- 1.Name of the firm :-
- 2.Address of the firm :-.....
- 3.Mobile Number:-
- 4.Proprietor's name: -
- 5.Email Id.....
6. Address of Proprietor: -
- 7.Name of Proprietor/Partners.....
- 8.Details of the firm:-
- (a)Turnover of the firm during: -
- FY 2015-16 (₹).....
- FY 2016-17 (₹).....
- FY 2017-18 (₹).....
- (Please attach documentary evidence)**
- (a) PAN No. :- (d) GST No. :-

9. **E.M.D.:** EMD fee **Rs. 10,700/- (Ten Thousand Seven Hundred Only)** should be directly transfer into the bank account (IIITA General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered). **Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from EMD. Such bidder needs to submit relevant document along with technical bid of tender. EMD receipt should be enclosed with the Technical Bid document.**

All the transaction for EMD/ Bank Guarantee/ Performance Guarantee/ Security Deposit etc. should be directly transfered into the bank account (IIITA General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT.

The detail of institute's Bank account is as below;

Bank Account Name: IIIT-A General AC
Bank Name: Indian Overseas Bank
Address: 61, M.G. Marg, Civil Lines, Allahabad
Account No.: 035001000060976
IFSC Code: IOBA0000350

Amount of EMD as below:

Sl. No	Description	EMD Amount in.Rs.	Transaction receipt No. with date
1.	"Providing & fixing of Sun Control Film at IIIT-A"	10,700.00	

Signature of the tenderer with seal



10. Qualifying Requirements:

- i) The bidder must prove its efficiency and workman ship and submit proof of financial position with the last three years.
 - ii) Annual Turnover of the agency should be Rs.15 lakh for the last two financial years (i.e. 2016-17 & 2017-18) separately. **(profit and loss account/balance sheet duly certified by CA is compulsory).**
 - iii) The bidder should be registered with the **Railways/MES/BSNL, State PWD's (B&R) or the departments of state government dealing with (B&R) in appropriate classes** (for CPWD works within that state). **Non CPWD registered contractors shall have to fulfil the criteria of satisfactory execution of work as given below:**
 - (i) Three similar completed works costing not less than the amount equal to 40% of estimated cost put to tender,
or
 - (ii) Two similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender
or
 - (iii) One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost.
and
 - (iv) One Completed work of any nature (either part of (i) or a separate one) costing not less than the amount equal to 40 % of the estimated cost put to tender with some Central/State Government Organisation/Central Autonomous Body/ Central Public Sector undertaking.
 - (v) EMD is mandatory to submit otherwise tender will not be considered.
 - (vi) All the documents submitted along tender bid must be signed and stamp on the each pages by the authorized signatory.
 - (vii) **Quality of Sun Control film should fulfil the specification as mentioned in bill of quantity.**
 - (viii) **Agency/bidder should attach/provide the manufacture certificate as per IS-rules.**
11. In support of above the bidder must submit the following documents with their bid for evaluation :
- a) Copy of the registration in the government organization.
 - b) Copies of detailed work orders/Agreements/Completion certificate with value of work.
 - c) Documents of works done in any government organization / autonomous bodies etc.
12. A complete set of bid documents may be downloaded from the Institute WEB Site www.iiita.ac.in or CPP portal.
13. To submit a letter of Undertaking and Declaration complete in all respect on stamp paper of Rs.100/- is mandatory (see page no. 8/10 & 9/10 of tender document).
14. Not with standing anything stated above, IIIT-A reserves the right to assess the bidder's capability and capacity to perform the contract by inviting the bidder for negotiation etc. and IIIT-A decision in this regard shall be final.
15. IIIT-Allahabad shall not be responsible for any postal delay, loss or non-receipt of documents sent through post/courier.


Assistant Registrar (Purchase)

INSTRUCTIONS TO BIDDER

Bidder is requested to read carefully the following and comply:

1. The intending bidder must read the terms and conditions carefully. He should only submit his bid if he consider himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The bid document consisting of CPWD specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied.
4. Those contractors not registered in the government organization not need to participate.
5. The intending bidder must have valid authorization by the firm to submit the bid.
6. On opening date, the contractor can join to see the bid opening process. After opening of bids he will be allowed to note the competitor rates.
7. Contractor can download the document from the Institute website.
8. Bidder must fill the letter of Undertaking and Declaration Proforma complete in all respect.
9. Bidder must quote their rates exclusive of all taxes and duties. Taxes applicable may be quoted separately giving full details.
10. The EMD receipt should be in a separate envelop and annexed with the tender with suitable superscripted on envelop. Unsigned documents will not be considered and may be rejected.
11. Bidder must sign in each and every page of the enclosed tender documents and submit the same in sealed cover superscripting the NIT No. name of work, bid opening date and EMD particulars.
12. Contractor must ensure to quote rate of each item. Partially quoted items rate may be treated as cancelled.
13. Rates shall be quoted both in figures and in words in clear illegible writing. No. overwriting is allowed. All scoring and cancellations should be countersigned in full by the tenderer. In case of illegibility the interpretation of the Engineer-in-charge/Tender Committee shall be final.
14. All the work will be executed as norm and specification of CPWD and as specified in bill of quantity. If any other work will require to be under taken related to this works or any alteration in work, will be executed on the basis of approved rates after prior approval.
15. Work should be completed within 05 weeks from the receipt of the Purchase order and after site clearance. If, the work delayed beyond the stipulated time of completion penalty of 1% per week of total cost shall be imposed at the discretion of competent authority. The penalty may be upto 10% of the total accepted bid value. This purchase/Work order will be automatically expired after 7 weeks unless extension is provided by the Institute on request by the supplier.
16. Agency can raise running bill as per progress of work. Accordingly the payment will be made after verified by the engineer in charge upto 2 & final bill.
17. Payment for the work shall be made within 15 days after the submission of test certificate of the quality of supplied film & satisfactory report & recommendation of site charge.
18. Any conditional tender will not be accepted.
19. Security amount @ 10% of the total work done, will be deducted from the agency bill for the defect liability period.
20. Defect liability period shall be 06 months from the date of handing over the site and satisfactory report from the indenter/End user.

21. Security deposit should remain valid for two month additional time beyond the defect liability period. No interest shall be paid on Performance Security. The Performance Security will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non- acceptance of the work order. EMD will be released after receiving of transaction receipt of RTGS/NEFT of security amount.
22. All disputes are subject to jurisdiction of Allahabad.
23. After submission of the bid the contractor can re-submit revised bid one number of time only but before last time and date of submission of bid as notified in the tender.
24. While submitting the revised bid, contractor can revise the rate of specific items one number of times (he need not mentioned rate of all the items) but before last time and date of submission of bid as notified in the tender document.
25. When bids are invited in two bid system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
26. Copy of Enlistment Order and certificate of work experience and other documents as specified in the bid document shall be submitted along with the submission of Bid after certified. Without signed & certified copy of any documents will not considered as evidence. Same will be treated as non submission of any evidence and participant will be stand cancelled automatic.
27. The bid submitted shall become invalid if :
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not deposit transaction receipt.
 - (iii) If any discrepancy is noticed between the documents physically by the bidder to the Institute.
 - (iv) If a tender quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section/sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

Details of Bank account of Firm for returned of EMD and/or Performance Security

Bank's Account Holder Name:.....
 Type of Account Name:.....
 Address of Branch:.....
 Account No:.....
 IFSC Code:.....

28. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.
29. For any technical queries, please contact Sh. G.R.Singh, **AE** (0532-2922034).
30. May feel free to contact Purchase Section through E-mail-info.purchase@iiita.ac.in (Ph. No. : 0532-2922051) for other queries.
31. Kindly quote your Income Tax PAN No./GST No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
32. The lowest rate will not be the basis of claim to get the order.
33. All disputes are subject to Jurisdiction of Allahabad Courts.
34. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.

FINANCIAL BID

Name of Work : Providing & fixing of Sun Control Film at IIIT-A at IIIT-A

BILL OF QUANTITY

Sl. No	Description of work	Unit	Qty.	Rate / Unit (Rs.)	Amount Rs.
A.	Director's Residence (G+1) building				
1	Removing and refixing of wooden beeding from the existing windows & ventilation for fixing of sun control film on the window panes.	RM	570.00		
2	Supply of new teak wood beeding of required shape & size and nail including polishing by matching with the existing . (where as required)	RM	57.00		
3	Providing & fixing of High Performamce Film on existing old window pane after cleaning or new window pane (cost on new pane will be paid separately) with a specification of thicknes - 1.5 Mil, Visibble Light Transmittance -37%, Visible Light Reflectance - 7%, Solar Energy Transmittance- 41%, Solar Energy Reflectance - 9%, Sloar Energy Absorbance - 50%, Untra Violet Transmittance - < 2%, Glare Reduction - 58%, Shading Coefficient - 063%, Emissivity - 0.84%, U Factor (BTU/hr./Sq. ft.) - 1.12, Total Solar Energy Rejection - 40%, Model: HP green 30. It is selected & Specific requirement for specficv purpose. Variation in mentioned specs is 1.0% only. (DR- 79 SqM+BH-V/DH -99 SqM + BH-V/FF -51 SqM + ETF - 369 SqM = 598 SqM)	SqM	598.00		
B.	Boy's Hostel -V (G/F & F/F) Building				
1	Removing & refixing of Al. Snap beeding from the existing aluminium section window & Ventilation frame for fixing of Suncontrol film on Window panes.	RM	968.00		
2	Supply of al Snap beeding matching with existing structure colour after fixing of film. (where as required)	RM	48.50		
C.	E Type Flats (G+1) & BH-V common Rooms				
1	Removing of window panes from the windows & ventilation (lengh) by removing the old Glass putty and refixing with new glass putty after fixing of window panes.	RM	3070.00		
D.	Supply of Float glass sheet of nominal thickness 4 mm (weight not less than 10 kg/sqm) DSR -2016, No. 2406	SqM	60.00		
	Sub-total				
	GST @ 12.0%				
	Total-				
Amount (In words):					

The mentioned quantity may vary \pm 10.0%

Signature of the tenderer with seal



ACCEPTANCE LETTER

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Institute for a sum of ₹
(Rupees)

The letters referred to below shall form part of this contract agreement:

- (a)
- (b)
- (c)

For & on behalf of Institute

Signature

Dated:

Designation



Declaration

(Regarding ownership and / or employment of IIIT-A Employees)

To be filled in by the tenderer, signed and submitted along with tender papers.

I/We hereby declare that I/we or Partners or Directors of our concern do not have any such person under my/or employment who has retired/resigned/ removed /dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners or Directors of our concern have the following under my/our employment who has/have retired/resigned/removed/ dismissed from IIIT-A during three last two years.

Sl.	Name of Person	Date of leaving	Reasons for leaving IIIT-A

I/We hereby declare that i/We or partners of directors are not related to any employees of IIIT-A

OR

I/We hereby declare that the following persons employed in IIIT-A and any other IIIT-A Project/Station are related to me/us for partners or directors of our concern as per details indicated.

Sl.	Name of Person	Designation and Name of project or Office of IIIT-A	Relationship

NOTE: The near relative shall include wife, husband, parents and Grand Parents, children and Grand Children, Brother And Sister, Uncles, Aunts and Cousins and their corresponding in-laws.

(SIGNATURE OF TENDERER)
NAME:

WITNESS:
SIGNATURE:
NAME:
PLACE
DATE:

Note:
Please tick whatever is applicable and delete/cut whatever is not applicable
Please attach extra sheet if necessary



Proforma of Letter of Undertaking

(To be executed on non-judicial stamp paper of value Rs. 100/- & to be submitted by the tenderer along with his tender)

The,
Registrar
IIIT-A, Deoghat
Jhaiwa Campus
Prayagraj-211015

Dear Sir,

- 1.0 *I/*We have read and examined the following bid documents relating to the
.....(Full Scope of work)
- 2.0 Notice Inviting Tender.....dt.....
- 3.0 Conditions of contract for Civil works containing sections Tender Notice,
Qualifying Requirements & Instructions to bidder.

*I/*We hereby submit our tender and undertake to keep our tender valid for a period of **180** days from the date of opening of tenders i.e. up to / /2019

*I/*We hereby further undertake that during the said period *I/*We shall not vary/alter to revoke my/our tender during the validity period of tender.

This undertaking is in consideration of IIIT-A agreeing to open by tender, consider and evaluate the same for the purpose of award, in terms of provisions of tender documents. Should this tender be accepted, *I/*W shall not vary/alter at revoke my/our tender during the validity period of tender.

I/We also agree to abide by fulfil and comply with all the terms and conditions and provisions of the above mentioned tender documents.

Signature along with Seal of the
Company
Duly authorized to sign the tender
(on behalf of the Contractor)

Name: Designation:
Name of Co. (BLOCK LETTERS) Date:
Postal Address:
Telegraphic Address:
Telex no.

WITNESS :

Signature Date

Name and Address

(*) Strike out whichever is not applicable



AGREEMENT

An agreement made this on _____ day of _____ between Registrar Indian Institute of Information Technology, Allahabad (herein referred to as Employer) of the part and M/s _____ (herein referred as the Contractor of the other part).

Whereas in response to call for tender for the _____ as per tender paper at _____ hereto contractor has submitted a Tender as per Annexure 'A' hereto and whereas the said Tender of the contractor has been accepted the total estimated contract value of Rs. _____ as per copy of letter of acceptance of Tender No. _____ Dated _____ completed with enclosures at the accepted rates and agreed deviations from Tender Papers as per annexure hereto. Now this agreement witness that consideration of premises and the payment to be made by the Employer to the contractor provided for herein below the contractor shall supply all equipments and materials and executed and perform all works for which the said Tender of the contractor has been accepted strictly according to the various provisions in Tender papers hereto and upon such supply execution and perform to the satisfaction of the Employer, the employer shall pay to the contractor at the several rates accepted as per the said annexure and in terms of provisions herein.

In witness whereof the parties have here unto set and subscribed their respective hands and /or seals the day and years respectively mentioned against their respective signatures.

Signed and delivered at _____ by Sri _____
For and on behalf of M/s _____
the contractor within named in the presence.

(Authorized Signatory)

Witness:

1. Signature

Name in Block Capitals _____

Address _____

2. Signature

Name in Block Capitals _____

Address _____

Signed and delivered at _____ by
Sri _____ Registrar Indian Institute of Information Technology, Allahabad
in the presence of:

Registrar

Witness:

1. Signature

Name in Block Letter _____

Address _____

2. Signature

Name in Block Letter _____

Address _____

