



# 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

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Ref no. IIIT-A/ENQ/Repair/502/705/2019

Date: 08/05/2019

## Enquiry Letter

M/s. ....

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Ph. No.: .....

Sub: Quotation for Repairing, Denting & Painting of Institute Two Buses (UP-70 BT 0387 & 0388) of IIIT-A.

Enquiry issue date: 08/05/2019

Last submission date: 15/05/2019 up to 12:00 Noon

Opening of Bid: 15/05/2019 at 4:00 PM

Bid Security Amount : Rs.12,000/- (Rupees Twelve Thousand Only) through RTGS/NEFT

Dear Sir,

Institute intends the work of "Repairing, Denting & Painting of Institute Bus No. UP-70 BT 0387 & 0388 of IIIT-Allahabad" for which quotations are invited as per details given below. Interested & eligible Tenderer can participate.

Sl. No	Description of Work	Unit	Quantity (Approx)	Unit/Rate (Rs.)	Amount (Rs.)
<b>A. Bus no. UP-70 BT 0387</b>					
1.	Removing of damage sheet and providing and fixing of new 16 gauges sheet similar to existing sheet of the body.	Job work	01		
2.	Repairing of front and rear bumpers	Sets	02		
3.	Removing of all defecting rubber beats (Gasket) of the windows and providing and fixing of rubber bites along with the existing windows glass and complete in all respect.	Job work	01		
4.	Removing of damage and whole ply of the floor and providing and fixing of water proof ply of suitable shave and size making with the existing structure.	Job work	01		
5.	Removing of damage aluminum plates of floor and proving and fixing of new suitable shave and size aluminum plates matching with existing plates by butting additional MS angle to sustain the all 52 seats. Complete in all respect.	Job work	01		
6.	Repairing of footrest structure of the seats including cutting and blinding with the required material.	Nos.	52		
7.	Providing and fixing of seat cover for both back and seat for all 52 seats.	Sets	52		
8.	Replacing of internal body MS/GI sheets with the new sheets matching with existing sheets.	Job work	01		
9.	Removing all defecting locks of door and handle and providing and fixing of new suitable locks and handles completes sets.	Sets	01		

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Sl. No	Description of Work	Unit	Quantity (Approx)	Unit/Rate (Rs.)	Amount (Rs.)
10.	Repairing of internal wiring of the Bus and make it functional with all required material as per need. Complete in all respect.	Job work	01		
11.	Replacing of mudguard rubber /pad for all wheels complete sets	Sets	01		
12.	Denting and painting of internal and external including writing of Institute name registration number and other details as per exiting traffic guidelines completes in all respect.	Job work	01		
13.	Replacing of defecting tails lights (back lights) completes sets (08 No. light sets).	Sets.	01		
14.	Replacement of hydraulic wiper (02 no. front side)	Sets.	02		
15.	Providing and fixing of radium reflector sign tape external side as per traffic norms. Complete all respect.	Sets.	01		
16.	Repairing of wind screen by providing suitable side rubber gasket with sealing compound including removable of old gasket and glass. Complete all respect.	Job work	01		
17.	Replacing of beading of front pane. Complete sets	Sets	01		
18.	Providing and fixing of damage panes of the windows of suitable shape and size matching with the existing.	No.	03		
<b>Total A-</b>					

**B. Bus no. UP-70 BT 0388**

1.	Removing of damage sheet and providing and fixing of new 16 gauges sheet similar to existing sheet of the body.	Job work	01		
2.	Repairing /replacement of front and rear bumpers.	Sets	02		
3.	Removing of all defecting rubber beats (Gasket) of the windows and providing and fixing of rubber bites along with the existing windows glass and complete in all respect.	Job work	01		
4.	Removing of damage and whole ply of the floor and providing and fixing of water proof ply of suitable shave and size making with the existing structure.	Job work	01		
5.	Removing of damage aluminum plates of floor and proving and fixing of new suitable shave and size aluminum plates matching with existing plates by butting additional MS angle to sustain the all 52 seats. Complete in all respect.	Job work	01		
6.	Repairing of footrest structure of the seats including cutting and blinding with the required material.	Nos.	52		
7.	Providing and fixing of seat cover for both back and seat for all 52 seats.	Sets	52		
8.	Replacing of internal body MS/GI sheets with the new sheets matching with existing sheets.	Job work	01		
9.	Removing all defecting locks of door and handle and providing and fixing of new suitable locks and handles completes sets.	Sets	01		
10.	Repairing of internal wiring of the Bus and make it functional with all required material as per need. Complete in all respect.	Job work	01		
11.	Replacing of mudguard rubber /pad for all wheels complete sets	Sets	01		
12.	Denting and painting of internal and external including writing of Institute name registration number and other details as per exiting traffic guidelines completes in all respect.	Job work	01		
13.	Replacing of defecting tails lights (back lights) completes sets (08 No. light sets).	Sets.	01		
14.	Replacement of hydraulic wiper (02 no. front side)	Sets.	02		

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15.	Providing and fixing of radium reflector sign tape external side as per traffic norms. Complete all respect.	Sets.	01		
16.	Repairing of wind screen by providing suitable side rubber gasket with sealing compound including removable of old gasket and glass. Complete all respect.	Job work	01		
17.	Replacing of beading of front pane. Complete sets	Sets	01		
18.	Providing and fixing of damage panes of the windows of suitable shape and size matching with the existing.	No.	03		
<b>Total B-</b>					
<b>Total A+B-</b>					
<b>GST @ %-</b>					
<b>Grand Total-</b>					

Note:- all required consumable materials like hardwires/insulation, sealing compound and labours charges should be mentioned separately by the agency, if any.

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 15/05/2019 at 12:00 Noon.** Quotations duly sealed may also be dropped in the tender box placed in the office of the Faculty In-Charge (Purchase), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Faculty In-Charge (Purchase), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj -211015.**

**Note:**

1. The work will be carried out at agency workshop, to and fro transportation of Bus is in the scope of IIIT-Allahabad.
2. Preference will be given to the **Manufacturer/Sole Distributors/body maker.**
3. Agency should be registered in state, GST, PAN etc. (Attach documentary evidence).
4. The vendor is desired to furnish copies of average turnover of Rs. 8.0 lacs during the financial year **2016-2017 & 2017-2018.** Vendors are desired to fulfill the following criteria:
  - (i) Three similar completed works costing not less than the amount equal to 40% of estimated cost put to tender (Attach documentary evidence),
  - or
  - (ii) Two similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender (Attach documentary evidence),
  - or
  - (iii) One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost (Attach documentary evidence).
5. Quoted rate should be valid at least for 90 days from the last date of submission.
6. Agency should submit GSTIN registration copy with quotation.
7. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter and attached evidence papers of all on claims / accessories maze.
8. One agency can quote only one bid.
9. Agencies are desired to quote all the items as mentioned above, failing which quotation will not be considered.
10. All the repairing, denting and painting will be carried out as per the requirement of the Bus under the instruction of transport in-charge. Any changes in the work as per side requirement will be carried out by the agency with a reasonable price.
11. **The defect liability period will be 6 month from the date of completion and 2.5% of the total value of the tender will be deducted from the agency bill and same will be releases after completion of defect liability.**
12. The mentioned quantity is approx quantity; it may decrease/increase by upto 10%. The payment will be made as per actual basis as certified by transport In-charge.

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13. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/Agency, otherwise quotation shall be rejected outright.
14. Work should be completed within 06 weeks from the receipt of the work order and after site clearance. If, the work delayed beyond the stipulated time of completion penalty of 1% per week or part thereof of total cost shall be imposed at the discretion of competent authority. The penalty may be upto 10% of the total accepted bid value.

15. Details of Bank account of Firm/Agency for returned of BS and/or Performance Security

**Bank's Account Holder Name:**.....

**Type of Account Name:**.....

**Address of Branch:**.....

**Account No.:**.....

**IFSC Code:**.....

16. **Bid Security** : Bid Security (BS) fee should be directly transfer into the bank account (IIIT-A 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 BS fee receipt will not be considered). However, the bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. **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 BID SECURITY. Such bidder needs to submit relevant document along with technical bid of tender. BS receipt should be enclosed in a separate envelop. The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period. No interest shall be paid on Bid Security/Performance Security.**

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

**Account Name:** IIITA General AC


**Bank Name:** Indian Overseas Bank

**Address:** 61, M.G. Marg, Civil Lines, Prayagraj

**Account No.:** 035001000060976

**IFSC Code:** IOBA0000350

17. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm, will have to replace the fake/ sub-standard items with genuine ones immediately. Additionally they will also be liable to be blacklisted.
18. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision shall be final and binding on both the parities. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications, will not be considered.
19. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
20. In case the selected firm fails to complete the job within maximum specified period, Institute reserves the right to get the job done by any other firm and the difference of cost, if any, shall be recovered from the defaulting firm from the balance payment due.
21. Payment will be made within fifteen days after completion of work and satisfactory report. No conditions/clause with regard to interest etc. shall be entertained.
22. All the documents submitted must be legible and self attested, Otherwise it is likely to be rejected.
23. To accord wide publicity, the details are also available on our web site ([www.iiita.ac.in](http://www.iiita.ac.in)), may be seen.
24. The tender will be opened in the presence of the tenderers or authorized representatives interested to be present on **15/05/2019 at 4:00 PM**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card. 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 of 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.

25. **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 only [www.iiita.ac.in](http://www.iiita.ac.in). Intending tenderers are advised to visit [www.iiita.ac.in](http://www.iiita.ac.in) for regular updates, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.**
26. For any technical queries, please contact Sh.L. N. Sharma, Transport In-charge (0532-2922074), E-mail-[lnsharma@iiita.ac.in](mailto:lnsharma@iiita.ac.in).
27. Tenderers may feel free to contact Purchase Section through E-mail-[info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in) (Ph. No. : 0532-2922051) for any queries.
28. 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.
29. The lowest rate will not be the basis of claim to get the order.
30. All disputes are subject to Jurisdiction of Allahabad Courts only.

  
Assistant Registrar (Purchase)

**Read and accepted.**

**Signature & stamp of Bidder or  
Authorized Signatory**