

INDIAN INSTITUTE OF TECHNOLOGY DHARWAD



॥ सा विद्या या विमुक्तये ॥

भारतीय प्रौद्योगिकी संस्थान धारवाड
Indian Institute of Technology Dharwad

TENDER DOCUMENT FOR

MAINTENANCE CONTRACT OF ELECTRICAL WORK FOR IIT DHARWAD

Last Date & Time of Submission:	16/08/2018 – 1200 hrs.
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INVITATION OF BIDS FROM REPUTED CONTRACTORS FOR ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL WORK FOR IIT DHARWAD.

Indian Institute of Technology Dharwad hereby invites sealed bids in two bid format from reputed **Agencies/Firms/Consortium CONTRACTORS** having requisite license and experience **FOR MAINTENANCE CONTRACT OF ELECTRICAL WORK FOR IIT DHARWAD.** (hereinafter referred to as Institute). Interested applicants may download tender document from the website: http://IIT_Dharwad.ac.in/announcements_tenders.php. Applications as per specification & Bill of Quantities duly supported by prescribed documents will be received up to 12:00 hrs. August 16, 2018. Both technical & price bids in hard copy in two separately sealed envelopes along with Earnest Money Deposit (EMD) shall be received up to 12:00 hrs on August 16, 2018 in the office of the undersigned. The technical bids shall be opened & the vendors who are short listed after qualifying technical bid will be intimated the date of opening of price bids subsequently through proper means. Institute reserves the right to reject any or all the tenders/bids without assigning any reason thereof. For any query/Clarification please contact IIT Dharwad during working days between 09:30 hrs. to 17:00 hrs. on telephone no. 0836-2212839.

No. IIT DHARWAD/Dean(IPS)/WC/2018-19/Electrical/011

Date: 24/07/2018

Officer on Special Duty
Admin, Finance & Contracts
IIT Dharwad
Email : pro@iitdh.ac.in

GENERAL INSTRUCTIONS TO TENDERERS/BIDDERS

1. Technical Bids along with Earnest Money Deposit of Rs. 30,000/- (Rs. Thirty Thousand only) (in form of DD/Term Deposit etc.in favour of Dean, IIT Dharwad payable @ Dharwad) & supporting documents & Price bids in hard copy in separate sealed envelopes shall be received up to 12.00 hrs on 16th August 2018 in the office of the undersigned.
2. All the pages of this tender document along with necessary supporting documents as applicable according to Minimum Eligibility Criteria will form the technical bid. These pages should be duly filled and should be sealed in a separate envelope super-scribing 'Technical Bid for **MAINTENANCE CONTRACT OF ELECTRICAL WORK FOR IIT DHARWAD**. Each page of the bid document shall be stamped and signed by the authorized signatory of the agency/firm/company.
3. **Blank BOQ** forms the price bid. This should be duly filled stamped and signed by the authorized signatory of the agency/firm/company and sealed in a separate envelope super scribing 'Price Bid for **MAINTENANCE CONTRACT OF ELECTRICAL WORK FOR IIT DHARWAD**. The technical bids shall be opened and the vendors who are short listed after qualifying technical bid will be intimated the date of opening of price bids subsequently through proper means.
4. IIT Dharwad reserves the right to reject any or all the tenders/bids without assigning any reason thereof. For any query/Clarification please contact IIT Dharwad during working days between 09.30 hrs. to 17.00 hrs. on 0836-2212839.

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MINIMUM ELIGIBILITY CRITERIA

IIT Dharwad has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the technical bid.

Sl. No.	Criterion	Documents to be provided
1	The entity should be either registered as a Company under Companies Act 1956/ 2013 or as a Registered Partnership Firm (including Limited Liability Partnership) under Partnership Act, 1932 or under Proprietorship the case may be and should be in existence for not less than four years before 31/03/2018 as a company or firm as the case may be.	Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act. i. Certificate of Commencement of business ii. Certificate consequent to change of name, if applicable
2	Proof of Financial Capabilities of the Vendor	Extract of Profit and Loss Account, Balance Sheet, Audited Annual Statements of Accounts certified by CA & Income Tax returns filed for the last 3 financial years should be attached with the tender document (Technical Bid)
3	They should have their own Bank Account	Certified extracts of the Bank Account containing transactions during last three years of the bidder in relation to manpower services.
4	They should be registered with Income Tax and Goods & Service Tax departments	i. Attested copy of PAN/GIR Card ii. Attested copy of Goods & Service Tax registration certificate.
5	They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other Labour authorities including under the Contract Labour (Regulation and Abolition Act).	i. Attested copy of the Employee Provident Fund registration letter / certificate. ii. Attested copy of the Labour License under the Contract Labour (Regulation & Abolition) Act. iii. Attested copy of the Employee State Insurance registration letter / certificate.

6	The agency or any of its Partners/Directors etc. should not have been black listed/debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce	Self-Declaration in the format in Annexure-I
7	Past Experience of Execution of Similar Nature of Work	Provide list of references to whom vendor/contractor have provided similar services along with necessary certificates/ copies of the purchase orders.
8	Bidders should be registered Government Contractor of Class-II and above	The relevant documents in this regard should be submitted along with the technical bid.

Work Description: MAINTENANCE CONTRACT OF ELECTRICAL WORK FOR IIT DHARWAD.

Bids are invited for “For **MAINTENANCE CONTRACT OF ELECTRICAL WORK FOR IIT DHARWAD**”. as per specification, bill of quantities and conditions mentioned below.

1. The tender fee of Rs. 1000/- (Rupees Five Hundred only) by way of a Demand Draft drawn in favour of “Dean, IIT Dharwad” and payable at any nationalized bank at Dharwad should be enclosed in original with the bid. Photocopy / Fax copy of the demand draft will not be accepted.
2. Earnest Money Deposit of Rs. 30,000/- (Rupees Thirty thousand only) by way of a Demand Draft drawn in favour of “Dean, IIT Dharwad” and payable at any nationalized bank at Dharwad should be enclosed in original with the bid. Photocopy / Fax copy of the demand draft will not be accepted.
3. Any tender without tender Fee and Earnest Money Deposit (EMD) would be considered as “**DISQUALIFIED**” and hence would be **REJECTED**.
4. The rates quoted shall be inclusive of all taxes, royalties etc. The contractor shall quote for all the items whose rates are asked and not leave any blanks. All taxes including GST shall be Borne by the contractor.
5. The rates quoted shall be valid for 90 days from the date of submission of quotation.
6. Income Tax/WC Tax and other taxes as applicable shall be deducted at source.
7. Electric Charges: - A flat rate of 1% of contract sum of all the work carried out by the contractor or the actual consumption will be deducted from the contractor’s bill towards electric charges. The arrangement shall be made to provide electricity at one convenient point. Further arrangements for distribution shall be done by the contractor at his own cost.
8. Water Charges: - Water shall be supplied to contractor free of charge if available at site.
9. Contractor liable for damages, defects during maintenance period. If the contractor or his working people or his servant shall break, deface, injure or destroy any part of building in which they are working, or any building, road ,road kerb, fence, enclosure, water pipe, cables, drains, electric or telephone post or wires, trees, grass or grassland or cultivated ground contiguous to the premises on which the work or any part is being executed, or any damage shall happen to the work while in progress, from any cause whatever of any defects, shrinkage or any faults appear in the work within twelve(12) months after a certificate of its virtual completion shall have been given by the authority as aforesaid arising out of defect or improper, material or workmanship the contractor shall upon receipt of notice in writing on that behalf make the same good at his own expense or in default authority cause the same to make good by other workmen and deduct the expense from any sums that may due or at any time thereafter may become due to the contractor or /from his security deposit or the proceeds of sale thereof or of a sufficient portion thereof. The security deposit of the contractor shall not be refunded before the expiry of Twelve (12) months after the issue of the certificate of virtual completion of work, or till the final bill has been prepared and passed whichever is later.

10. IIT Dharwad, reserves its right to accept or reject any tender and to divide the work among different agencies or not to execute any items in the schedule of work or to call any agencies for negotiation without assigning any reason and without any reference.
11. 5% of the bill amount shall be retained/recovered from the running account bill/final bill(s) toward security deposit. The retained amount shall be released after completion of 36 months from the date of final completion of the work if no defects with the workmanship/quality of work is noticed.
12. The successful tenderer shall deposit an amount equal to 5% of the tendered and accepted value of the work (without limit) as performance guarantee in form of an irrevocable bank guarantee bond of any nationalised bank within 15 days from the date of receipt of the Work Order/Purchase Order. The bank guarantee will be valid up to 364 days after the completion of all contractual obligations by the Contractor, including the warranty obligated.
13. No extra item or substituted items of work shall be carried out unless prior approval in writing has been received by the contractor for the rates of such items submitted by him.
14. The contractor shall abide by all security regulations issued by the institute from time to time.
15. Sufficient care shall be taken by the contractor while carrying out the work; any damages done to the institute property shall be made good at the risk and the cost of the contractor.
16. The contractor shall remove all the surplus material & debris out of the campus immediately as and when it gets accumulated.
17. Work has to be carried out in consultation with the co-ordinator nominated by the institute.
18. Time is essence of the contract. The job is to be completed within the stipulated time limit.
19. The contractor should have valid registration UNDER Labour Contract Regulation & Abolition Act, 1970, GST registration EPF and ESI registration and this should be proved by producing attested copies of the said certificates along with tenders. Any tender submitted without the said documents will be summarily rejected.
20. The contractor should produce necessary evidence like payment challans etc. to prove that firm regularly pays GST, Professional tax, PF contribution and ESI contribution etc. Any tender submitted without documentary evidence for prompt compliance of the above items will be summarily rejected.
21. All the safety, security regulations shall be observed strictly and IITDh will not be responsible for any accident, damage etc., caused by the negligence of the contractor or his staff.
22. Successful Contractor will have to enter a detailed contract agreement with IIT Dharwad on non-judicial stamp paper of Rs.200/- (Rupees hundred only).

LIST OF REQUIREMENTS

S. No	Description of Goods and Allied Services
1	Operation and Maintenance of various Electrical units, points etc. Under the custody of IIT Dharwad in WALMI campus and in the buildings, flats etc taken on lease by IIT Dharwad.
2	Rewinding/reconditioning of electrical fan/unit, pumps, motors, geysers, water heaters and other appliances.
3	Operating and Maintaining electrical DG Sets at IIT Dharwad.
4	Minor extensions to the current electrical circuits including rewiring laying of cables with channels/ duct pipes of any may also be carried out by the Contractor, without any additional payment

Description of duties

1. To maintain all electrical points, units, etc. under the custody of IIT Dharwad in WALMI campus and the buildings, flats, etc taken on lease by IIT Dharwad and also to Operate and Maintain electrical DG Sets at IIT Dharwad.
2. The contractor posted should attend and available in the IIT Dharwad Walmi campus to attend the work 24x7 on all days.
3. Electrical installation means lights, fans, equipment, generators, blowers, compressors, motors, pumps, electrical wirings, switches, plugs, starters, DB Boxes, MCB's, Main switches etc.
4. It will be the duty of the contractor to see that street lights are operated regularly, exhaust fans and other non R&D electronic equipment's and machineries are operated smoothly.
5. The contractor will monitor power supply voltage regularly. It will be the duty of the contractor to see that the generator which is under AMC (Annual Maintenance Contract) is maintained in excellent condition and switch on the generator as and when the power supply fails or on other demands and ensure continuous supply of power round the clock.
6. The contractor should ensure that all the fans and electrical fittings need to be cleaned regularly at least once in a month.
7. The contractor possessing valid license of class II and above and having enough work experience shall employ necessary number of qualified, healthy and talented electricians to attend all the above mentioned electrical works (as per qualification stated in the BOQ) should be made available to undertake the electrical maintenance work. A copy of their certificates with originals may be produced in this office for verification.
8. The contractor shall provide tools necessary for the work and no work should be left un-attended for want of tools.
9. The contractor has the responsibility to provide all safety garments, equipment's, tools

etc.to his staff or the persons dealing with work.

10. The contractor should specify the break-up of monthly charges to be claimed and actuals to be paid. The Contractor should ensure that the contract persons posted to IIT Dharwad are in proper uniforms.

11. The Contractor shall ensure that all fittings are working properly and all items required for replacement will be provided by the office as and when required. For items needed for replacement, the Contractor shall furnish the requirement to the Office of IIT Dharwad for making necessary provisions. The item replaced shall be returned to the stores (Issue) section of the Institute.

12. The contractor shall ensure sufficient stock of diesel to run the Generator set (2 No's). The requirements of the diesel should be intimated to the office sufficiently in advance for taking procurement action. Necessary log book needs to be maintained by the contractor.

13. Maintaining a register for all activities detailing date, time, item description, quantity complaints diagnosis, time of completion of work etc. This register will be daily shown to the authorised staff of IIT Dharwad and countersigned to acknowledge the activities attended to reflect daily progress.

14. The contractor shall ensure that all energy efficient appliances, spare parts should be replaced as per the standards of approved make/ brand by PWD, KPTCL or HESCOM such as BIS, BEE, ISI, IEEE, ISO etc.

15. The Contractor shall ensure the type of works to be taken place in IIT Dharwad campus on visiting the Site and have to Prepare the quotation based on site inspection only.

16. The work of the Contractor will be supervised by the authorized representative/electrician of IIT Dharwad.

Issued and signed by

Officer on Special Duty
Admin, Finance & Contracts
IIT Dharwad

I/We have read all the above-mentioned terms and conditions and are in total agreement with the same

Contractor's Signature:

ANNEXURE- 'I'

SELF-DECLARATION – NO BLACKLISTING

(Date)

To,
The Officer on Special Duty
Admin, Finance & Contracts
IIT Dharwad

Dear Sir/Madam

Ref: Tender for MAINTENANCE CONTRACT OF ELECTRICAL WORK FOR IIT DHARWAD.

In response to the Tender Document for Selection of Contractor for **Maintenance Contract of Electrical Work for IIT Dharwad**, I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Yours faithfully,

Place:

Signatures_____

Name_____

Date:

Seal of the Organization