

NIT No. IITH/CMD/CIVIL/NIT//2022-23/ 04



भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

**NOTICE INVITING TENDER
(NIT)**

Name of the work: Procurement of Civil Maintenance Materials for carrying out the day to day maintenance works at Faculty Housing towers, Staff Housing, Dining Hall, Hostels and Academic Blocks at IIT Hyderabad, Kandi, Sangareddy.


13/05/2022
**Executive Engineer
IIT Hyderabad**

INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD
NOTICE INVITING TENDER

NIT Reference No. IITH/CMD/CIVIL/NIT/2022-23/04

Indian Institute of Technology Hyderabad invites on behalf of President of India online bids (**e-tender**) in Single Bid (Technical + Financial) System, from Manufacturer/Authorized distributors/dealers OR Registered Firms/Agencies OR Working Civil Contractors/Suppliers of IIT Hyderabad for the following item as per the stipulated limits for below mentioned work.

Copy of valid Registration of Firm certificate (ROF), PAN card, GST Registration certificate & GSTIN should accompany the Technical Bid.

1.1	NIT No.:	IITH/CMD/CIVIL/NIT/2022-23/04
1.2	Name of Work:	<i>Procurement of Civil Maintenance Materials for carrying out the day to day maintenance works at Faculty Housing towers, Staff Housing, Dining Hall, Hostels and Academic Blocks at IIT Hyderabad, Kandi, Sangareddy.</i>
1.3	Estimated Cost: <i>(given merely as a rough guide)</i>	Rs. 18,43,928/-
1.4	Earnest Money Deposit (EMD):	Rs. 36,900/-
1.5	Period of Completion:	30 days
1.6	Date of Online Publication/Download of Tender	13/05/2022 1500hrs
1.7	Last Date for Submission of Bids	20/05/2022 1500hrs
1.8	Date and time of Opening of Technical Bids	20/05/2022 1530hrs
1.9	Date and time of Opening of Financial Bids	23/05/2022 1530hrs
1.10	Cost of Bid Document:	NIL

The Tender Document can be downloaded from <https://mhrd.euniwizarde.com> OR Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app> OR Institute website- <https://www.iith.ac.in/tenders/#Civil%20Works>.

The bid is to be submitted online mode only through the E-procurement portal of <https://mhrd.euniwizarde.com> up to the last date and time of submission of tender. Manual bids shall not be accepted. All quotation (both Technical and Financial) should be submitted online through E-procurement portal of <https://mhrd.euniwizarde.com>.

Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support - Phone No. 011-49606060. Mail id: - helpdeskeuniwizarde@gmail.com.

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The Tender Document can be downloaded from <https://mhrd.euniwizarde.com> OR Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app> OR Institute website- <https://iith.ac.in/tenders>.

The bidders are required to submit soft copies of their bids electronically on the <https://mhrd.euniwizarde.com> using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Portal, prepare their bids in accordance with the requirements and submitting their bids online.

More information useful for submitting online bids may be obtained at: <https://mhrd.euniwizarde.com>

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enrol on the e-Procurement Portal with clicking on the link "Bidder Enrolment" on the e-tender Portal by paying the Registration fee as applicable + Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.) with their profile or bidders can contact help desk for getting the DSC.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in **pdf format** on portal <https://mhrd.euniwizarde.com>
8. After completion of registration payment, bidders need to send their acknowledgement copy on help desk mail id helpdeskeuniwizarde@gmail.com for activation of their account.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS:

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in **PDF/XLSX/PNG etc., formats**. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
6. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.

SUBMISSION OF BIDS:

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by IIT Hyderabad.
3. Bidder has to select the payment option as “**e-payment**” to pay the **tender fee / EMD** as applicable and enter details of the instrument.
4. ***In case of Bank Guarantee (BG) bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official of IIT Hyderabad before the Online Opening of Technical Bid. In case of non-receipt of BG in original by the said time, the uploaded bid will be summarily rejected.***
5. ***Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.***
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. ***Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal <https://mhrd.euniwizarde.com>), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.***
10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.
11. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
12. As per portal norms Tender Processing Fee will be applicable.

AMENDMENTS OF BID DOCUMENT:

At any time prior to the deadline for submission of Bids, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

ASSISTANCE TO BIDDERS:

For any clarification in using <https://mhrd.euniwizarde.com>

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24X7 e-Wizard Helpdesk Support.

Please feel free to contact euniwizard helpdesk (as given below) for any query related to e- tendering - Phone No. 011-49606060.

Mail id: - helpdeskeuniwizarde@gmail.com

The contact number for the helpdesk is 8448288994/86/87/89/88/81/90/92/82

011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604

eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com, eprochelpdesk.06@gmail.com

3. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
4. The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.

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1. Bidders shall produce definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed/supplied similar material/works of magnitude specified below:-

Criteria of eligibility for submission of tender documents apart from basic eligibility:

Three similar works/supply of goods each of value not less than 40% of estimated cost or two similar works/supply of goods each of value not less than 60% of estimated cost or one similar work/supply of goods of value not less than 80% of estimated cost (rounded to nearest Rs. 10 lac) in last 3 (Years) years ending last day of the month previous to the one in which the tenders are invited.

2. ***Should have had Average Annual Financial Turnover of Rs. 15,00,000 on Supply of Civil material during the last three years ending 31st March 2021 (Scanned copy of Certificate from CA to be uploaded)***

2.1 Bidder has to submit tax returns filed for the firm during last three years ending 31st March 2021 (Scanned copy of returns filed to be uploaded).

2.2 Should not have incurred any loss (profit after tax should be positive) in more than two years during the last five years ending 31st March 2021.

“Similar Work” shall mean Supply of Civil Building maintenance goods, Water Supply & Sanitary fixtures & fittings for External & Internal Civil works of Institutional, Residential, Commercial Buildings etc. like if any.

3. Delivery period: Material should be supply and delivery within 30 days from the date of issue of purchase/supply order. The offered delivery period shall have to be strictly adhered to in case an order is placed.
4. Applicants are advised to keep visiting the above mentioned website from time to time (till the deadline for bid submission) for any updates in respect of the tender documents, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the applications complete in all respects including updates thereof, if any. An incomplete application may be liable for rejection.

5. The description of the work is as follows:

Procurement of Civil Maintenance Materials for carrying out the day to day maintenance works at Faculty Housing towers, Staff Housing, Dining Hall, Hostels and Academic Blocks at IIT Hyderabad, Kandi, Sangareddy.

6. Tenders with any condition including that of conditional rebates shall be rejected forthwith.

- 7. Liquidated Damages Clause for delays:** The applicable rate is 0.5% per week and maximum deduction is 10% of the contract price.
- 8.** If the deliveries are not maintained and due to that account the purchaser is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
- 9.** Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition. Please inform your Bank details for RTGS payment. No payment will be made in Advance. Kindly Note.
- 10.** Warranty & Maintenance contract: The supplier shall warranty equipment, system components as per manufacturer specifications following satisfactory installation and commissioning. The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. All expenditure including government levies on account of the replacement are to be borne by the supplier/agent.
- 11.** All supplies are subject to inspection and approval before acceptance. Manufacturer warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
- 12.** Kindly furnish your PAN & GST Number etc. in your quotation for our records.
- 13.** Conditional tenders will not be accepted and summarily rejected.
- 14.** Cost of Bid document and EMD may also be remitted to Institute's account number as per Bank particulars given below:

Name of the Account Holder	: Indian Institute of Technology Hyderabad
Account Number	: 30412797764 (Current Account)
Name of the Bank	: State Bank of India
Address of the Bank	: IIT Kandi, IIT Hyderabad Campus, Kandi, Sangareddy, Telangana - 502285
Branch code	: 14182
IFSC code	: SBIN0014182
MICR code	: 502002528
SHIFT code	: SBININBB762

- 15.** The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

16. Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
17. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
18. The contractor shall not be permitted to tender for works/supply of goods if his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Institute.
19. No Engineer of gazette rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
20. The tender for the works//supply of goods shall remain open for acceptance for a period of Sixty (60) days from the date of opening of tenders/Sixty days from the date of opening of financial bid in case tenders are invited on 2/3 envelop system (strike out as the case may be) if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.
21. **(A) All taxes, Labour Cess etc., as applicable shall be borne by the contractor himself. The contractor shall quote his rates considering all such taxes including GST on supply of goods/works. Any recovery towards GST is notified by the competent authority, the same shall be effected and no claim what so ever shall be entertained by IITH. The contractor shall quote his rates accordingly.**
- (B) 2% as TDS amount of GST payable on the bills will be deducted as per the Govt. of India, Ministry of Finance, Department of Revenue notification vide No.65/39/2018-DOR, dtd: 14-09-2018.**

22. ***GST registration certificate of the state in which the work/supply of goods is to be taken up, if already obtained by the bidder.***

If the bidder has not obtained GST registration in the state in which the work/supply of good is to be taken up or as required by GST authorities, then in such a case the bidder shall scan and upload following under taking along with other bid documents.

“If the work/supply of goods awarded to me, I/We shall obtain GST registration certificate of the state, in which work/supply of goods is to be taken up, within one month from the date of receipt of award letter or before release of any payment by IIT Hyderabad, whichever earlier, failing which I/We shall responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by IIT Hyderabad or GST department in this regard.”

23. ***Bidder has to submit Undertaking on their letter head pursuant to the Section 206AB (as applicable) of the Income Tax Act,1961 in prescribed format along with each and every bill submitted for payment.***


13/05/2022
Executive Engineer
IIT Hyderabad

(Signature of bidder)

Complaint Redressal Mechanism:

In case any complaint received by the procuring agency or the concerned Ministry/Department against the claim of a bidder regarding local content/domestic value addition in a product, the same shall be referred to competent authority at IITH or the relevant Ministry.

The bidder against whom the complaint is received shall be required to furnish the necessary documentation in support of the domestic value addition claimed in the product to authority. If no information is furnished by the bidder, such laboratories may take further necessary action, to establish the bonafides of the claim.

A complaint fee of Rs. 2 lakh or 1% of the value of the domestically manufactured products being procured (subject to a maximum of Rs.5 lakh), whichever is higher, to be paid by Demand Draft to be deposited with Procuring Institute. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest. False declarations will be in breach of the Code of Integrity under Rule 175 (1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

1. ARBITRATION: a) Unless otherwise specified, in all cases of disputes which cannot be settled by mutual negotiations, the disputes or differences shall finally be settled and binding on both parties by arbitration in conformity with the rules of Indian Arbitration Act, 1940. All disputes or differences what so ever arising between the parties out of relating to the construction, meaning and operation or effect of the general terms and conditions including the Purchase Order or the breach thereof shall be settled by Arbitration Act, 1940 and the award made in pursuance thereof shall be binding on the parties.
 - b) Performance of the purchase order shall continue during arbitration and any subsequent proceedings.
 - c) The Jurisdiction and Venue of arbitration shall be Hyderabad. The Arbitrator will be the Director, IIT Hyderabad, or his nominee.
2. All disputes shall be settled in the courts of Hyderabad/Sangareddy only.
3. The Director, IIT Hyderabad reserves the right to accept the offer in full or in parts or reject summarily or partly and also reserves the right to cancel the tender at any stage without assigning reasons.

Checklist of documents to be submitted along with Technical Bid

Sl. No.	Doc Ref	Description of the Document	Enclosed Yes/No	Remarks
	<i>Applicant shall submit the following documents for Technical scrutiny</i>			
1	Registration of Firm (ROF)	Copy of valid Registration of Firm (ROF)		
2	PAN details	Copy of PAN card		
3	GST registration details	Copy of GST Registration certificate & GSTIN should accompany the Technical Bid		
4	Details of supply of Electrical material completed during last 3 years <i>(Detailed statements to be enclosed)</i>	Not less than 40%of estimated cost (Three similar works)		
		Not less than 60%of estimated cost (Two similar works)		
		Not less than 80%of estimated cost (One Similar work)		
5	As per Para No. 1.4 of NIT	Cost of EMD		
6	As per Sl. No.2 of NIT	Copy of Certificate from CA for Average Annual Financial Turnover of Rs. 15,00,000/-		
7	As per Sl.No.2.1 of NIT	Copy of returns filed during last three financial years		
8	As per Sl.No.2.2 of NIT	Profit and Loss statement of last 3 Financial Years		