



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

**NOTICE INVITING TENDER  
(NIT)**

**Name of work: Provision of Multi-Purpose Vehicle for Operations & Maintenance of Electrical, Mechanical & Civil services under Construction & Maintenance Division, IIT Hyderabad, Kandi, Sangareddy.**

**Executive Engineer-Electrical  
IIT Hyderabad**

**INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD**

**NOTICE INVITING TENDER**

**NIT No. IITH/CMD/ELE/NIT/2024-25/04**

**Indian Institute of Technology Hyderabad invites on behalf of the President of India online bids (e-tenders) in Item rate / ~~Percentage rate~~ in Single Cover (Technical Eligibility + Financial) System, from the contractors/agencies having experience in providing road vehicles to Centrally funded Institutions or Government Organizations on a Monthly Hire-basis for the following work as per the stipulated terms and conditions mentioned below:**

**Copy of valid Registration of Firm (ROF) certificate, PAN card, GST Registration certificate & GSTIN should accompany the Technical Bid and those certificates should be valid on the last date of submission of bid.**

1.1	NIT No.:	<b>IITH/CMD/ELE/NIT/2023-24/04</b>
1.2	Name of Work:	<b>Provision of Multi-Purpose Vehicle for Operations &amp; Maintenance of Electrical, Mechanical &amp; Civil services under Construction &amp; Maintenance Division, IIT Hyderabad, Kandi, Sangareddy.</b>
1.3	Location of work	<b>Indian Institute of Technology (IIT) Hyderabad campus, Kandi-502284, Sangareddy, Telangana, India</b>
1.4	Estimated Cost: <i>(given merely as a rough guide)</i>	<b>Rs. 7,36,930/-</b>
1.5	Earnest Money Deposit (EMD):	<b>Rs. 15,000/-</b>
1.6	Period of Completion:	<b>07 Months</b>
1.7	Date of Online Publication/Download of Tender	<b>17/08/2024 @ 09:00hrs</b>
1.8	Last Date for Submission of Bids	<b>23/08/2024 @ 15:00hrs</b>
1.9	Date and time of Opening of Technical Bids	<b>24/08/2024 @ 15:30hrs</b>
1.10	Date and time of Opening of Financial Bids	<b>24/08/2024 @ 15:30hrs</b>
1.11	Cost of Bid Document:	<b>NIL</b>

## **Instructions to the Bidders for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL: https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 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 addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one 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.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID 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. 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 need to be submitted. Any deviations from these may lead to rejection 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 / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black-and white option which helps in reducing the 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, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use the “My Space” or “Other Important Documents” are available to them to upload such documents. These documents may be directly submitted from the “My Space” 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.

*Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

## **SUBMISSION OF BIDS**

- 5) Bidder should log into the site well in advance for bid submission.
- 6) Bidder should ensure that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 7) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 8) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 9) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date and time of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

- 10) 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 coloured (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.
- 11) 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.
- 12) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 13) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 14) Upon the successful and timely submission of bids (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 15) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 16) 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.
- 17) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact details of the helpdesk are 0120-4711508, 0120-6277787, 0120-4001002, 0120- 4001005 and support-eproc@nic.in.

**NOTICE INVITING TENDER**  
**NIT No. IITH/CMD/ELE/NIT/2024-25/04**

**Basic Eligibility Criteria:**

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

Bidder should have the minimum experience of **05 years** in continuous as mentioned below, as on the last day of the month previous to the one in which tenders are invited i.e., ***Experience in providing Road vehicle transportation services to Centrally Funded Institutions viz. IITs/IIMs/IISc/NITs/IISERs etc. or any other Central or State Govt Engineering Departments of repute.*** Name, address/contact details of the present and past clients to be provided with a copy of the experience certificate/satisfactory completion certificate in the client's letterhead to be enclosed with the bid. The Experience and satisfactory certificate should contain number of vehicles provided by the bidder and value of the work.

2. The bidder should have submitted their Income Tax Return (ITR) of last three financial years i.e., financial years 2020-21, 2021-22 and 2022-23 along with financial statements duly audited / CA certificate for the last three financial years i.e., up to 31.03.2023.
3. The bidder should have a Registered/Branch office preferably in Hyderabad/Sangareddy. The proof of the same shall be enclosed with the bid. In case of non-presence of the office in the said location, the Intending bidder shall submit a declaration cum Affidavit (along with the bid) stating they will establish the same within 01(One) month of award of contract.
4. The bidder shall submit the Indemnity bond as per the format provided in Annexure III.
5. The bidder shall have Employees Provident Fund (EPF) enlistment and proof of the same shall be attached along with the Technical Bid clearly showing the Provident Fund Code number.
6. The bidder shall have Employees State Insurance Corporation (ESIC) enlistment and proof of the same shall be attached along with the Technical Bid clearly showing the Enlistment number.
7. The contractor shall carry a mandatory site visit for the true accessibility of this work before bidding and the same shall be acknowledged from the EE-Electrical IITH as per the format given in Annexure-IV.
8. To become eligible, the tenderer shall have to furnish an affidavit as per Form 'J' of the NIT.
9. Agreement shall be drawn with the successful tenderer on prescribed Form which is available in the website: [https://drive.google.com/file/d/1C7JCvsCtaK6sIZYnRIAPxe\\_2Eu8WZixB/view](https://drive.google.com/file/d/1C7JCvsCtaK6sIZYnRIAPxe_2Eu8WZixB/view) **(with up to date correction slips if any)** Tenderer shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
10. The time allowed for carrying out the work will be as stated at para 1 from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.

11. 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.
12. The contractor whose tender is accepted, will be required to furnish a **performance guarantee of 5% (Five Percent)** of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of Deposit at Call receipt of any scheduled bank/Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any scheduled bank or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F'. including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.
13. The description of the work is as follows:

**Provision of Multi-Purpose Vehicle for Operations & Maintenance of Electrical, Mechanical & Civil services under Construction & Maintenance Division, IIT Hyderabad, Kandi, Sangareddy.**

14. Tenders with any condition including that of conditional rebates shall be rejected forthwith.
15. **Earnest Money Deposit:** EMD of Rs.15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft/ Bank guarantee/RTGS/NEFT or payment online from scheduled bank in the name of Director, IIT Hyderabad valid for 180 days, The Scan Copy of the Demand Draft /Proof of Payment made online should be submitted along with bid.  
Alternatively, bidder may also deposit the EMD amount to the Institute account mentioned below and upload scan copy of proof of payment along with their bid.

<b>Name of the Account Holder :</b>	<b>Indian Institute of Technology Hyderabad</b>
<b>Account Number :</b>	<b>30412797764 (Current Account)</b>
<b>Name of the Bank :</b>	<b>State Bank of India</b>
<b>Address of the Bank :</b>	<b>IIT Kandi, IIT Hyderabad Campus, Kandi, Sangareddy, Telangana - 502284</b>
<b>Branch code :</b>	<b>14182</b>
<b>IFSC code :</b>	<b>SBIN0014182</b>
<b>MICR code :</b>	<b>502002528</b>
<b>SHIFT code :</b>	<b>SBININBB762</b>

**NOTE: EMD exemption to MSMEs or firms registered with NSIC will be considered as per the prevailing Govt. of India guidelines only.**

16. 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.

17. 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.
18. 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.
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 shall remain open for acceptance for a period of Ninety (90) days from the date of opening of tenders/Ninety 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. This notice inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority shall within 7 days from the stipulated date of start of the work.



**Executive Engineer - Electrical  
IIT Hyderabad**

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(Signature of the bidder)



**AFFIDAVIT**

I/we undertake and confirm that our firm/partnership firm has not been blacklisted by any state/Central Departments/PSUs/Autonomous bodies during the last 7 years of its operations. Further that, if such information comes to the notice of the department then I/we shall be debarred for bidding in IIT Hyderabad in future forever. Also, if such information comes to the notice of IIT Hyderabad on any day before date of start of work, the Engineer-in-charge shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee (Scanned copy of this notarized affidavit to be uploaded at the time of submission of bid)

***NOTE: Affidavit to be furnished on a 'non-Judicial' stamp paper worth Rs.100/-***

Signature of Bidder(s) or an authorized Officer of the firm with stamp

Signature of Notary with seal

**Checklist of documents to be submitted along with Technical Bid**

<b>Sl. No.</b>	<b>Doc Ref</b>	<b>Description of the Document</b>	<b>Enclosed Yes/No</b>	<b>Remarks</b>
	<b><i>The applicant shall submit the following documents for technical scrutiny</i></b>			
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	As per Para No. 1.5 of NIT	Cost of EMD of Rs. 15,000/- only		
5	As per Sl. No1	Bidder should have the minimum experience of 05 years in continuous as mentioned below, as on the last day of the month previous to the one in which tenders are invited i.e., <b><i>Experience in providing Road vehicle transportation services to Centrally Funded Institutions viz. IITs/IIMs/IISc/NITs/IISERs etc. or any other Central or State Govt Engineering Departments of repute</i></b>		
6	As per Sl .No.2 of NIT	The bidder should have submitted their Income Tax Return (ITR) of last three financial years i.e., financial years 2020-21, 2021-22 and 2022-2023 along with financial statements duly audited / CA certificate for the last three years i.e. up to 31.03.2023.		
7	As per Sl. No.3 of NIT	The Bidder should have a Registered/ Branch office preferably in Hyderabad/ Sangareddy. In case of non-presence of the office in the said location, the intending bidder shall submit a declaration cum Affidavit stating they will establish the same within 1 month of award of contract.		
8	As per Sl. No.4 of NIT	The bidder shall submit the Indemnity bond as per the format provided in Annexure III.		
9	As per Sl. No. 5 of NIT	The bidder shall have Employees Provident Fund (EPF) enlistment and proof of the same shall be attached along with the Technical Bid clearly showing the		

		Provident Fund Code number.		
10	As per Sl. No. 6 of NIT	The bidder shall have Employees State Insurance Corporation (ESIC) enlistment and proof of the same shall be attached along with the Technical Bid clearly showing the Enlistment number.		
11	As per Sl.No. 7 of NIT	The bidder shall carry a mandatory site visit for the true accessibility of this work before bidding and the same shall be acknowledged from the EE-Electrical IITH as per the format given in Annexure-IV.		
11	As per Sl. No. 8 NIT	The tenderer shall have to furnish an affidavit as per Form 'J' of the NIT.		
12	As per Annexure-II	Copy of Acceptance of Tender Terms		

## PROFORMA OF SCHEDULES

### SCHEDULE 'A'

Schedule of quantities (Enclosed): Volume -2 (Price Bid)

### SCHEDULE 'B'

Schedule of materials to be issued to the contractor.

Sl. No.	Description of item	Quantity	Rates in figure & words at which the material will be charged to the Contractor	Place of issue
..... <b>NIL</b> .....				

### SCHEDULE 'C'

Tools and plants to be hired to the contractor.

Sl. No.	Description	Hire Charges per day	Place of issue
..... <b>NIL</b> .....			

### SCHEDULE 'D'

Extra schedule for specific requirements/documents for the work, if any.

--- NIL ---

### SCHEDULE 'E'

Reference to General Condition of Contract.: *Posted in the website of the Institute.*

Name of the work	:	<b>Provision of Multi-Purpose Vehicle for Operations &amp; Maintenance of Electrical, Mechanical &amp; Civil services under Construction &amp; Maintenance Division, IIT Hyderabad, Kandi, Sangareddy.</b>
Estimated cost of work	:	<b>Rs. 7,36,930/-</b>
Earnest money	:	<b>Rs. 15,000/-</b>
Performance Guarantee	:	<b>5.0% of the accepted tendered value</b>
Security Deposit	:	<b>NIL</b>

## **SCHEDULE 'F'**

### **GENERAL RULES AND DIRECTIONS:**

Officer Inviting Tender: : ***Executive Engineer-Electrical, IITH***

Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in accordance with Clauses 12.2 & 12.3 : ***Not Applicable***

### **Definitions:**

2(v) Engineer -in- Charge : ***Executive Engineer-Electrical, Indian Institute of Technology, Hyderabad.***

2(viii) Accepting Authority : ***Executive Engineer- Electrical, Indian Institute of Technology, Hyderabad.***

2(x) Percentage on cost materials and Labour to cover all overheads and profit : ***15% (Fifteen) percent.***

2(xi) Standard Schedule of Rate : ***CPWD, Delhi Schedule of Rates (DSR) 2022 E &M, with up-to-date correction slips.***

Standard Contract Form : ***IITH General Conditions of Maintenance Works***

### **Clause 1**

i) Time allowed for submission of Performance Guarantee, Programme Chart (Time and Progress) and applicable licenses, registration with EPFO, ESIC, and BOCW Welfare Board or proof of applying thereof from the date of issue of letter of acceptance, in days : ***15 (Fifteen) Days***

ii) Maximum allowable extension beyond the period provided in (i) above : ***7 (Seven) Days with late fee @0.1% of PG Amount***

### **Clause 1A**

Whether Clause 1A is applicable : ***Yes***

**Clause 2** : ***Superintending Engineer, Indian Institute of Technology, Hyderabad***  
Authority for fixing Compensation under Clause 2

**Clause 3 (VII):** If the contractor had secured the contract with Government as a result of wrong tendering or other non-bonafide methods of competitive tendering or commits breach of Integrity Agreement-will be made ineligible.

**Clause 5:**

Number of days from the date of issue of letter of acceptance for reckoning date of start : *15 Days from the date of issue of LOA or handing over of site, whichever is later*

Milestones : *Not Applicable*

Time allowed for execution of work : *07 Months*

Authority to give fair and reasonable Extension of time for completion of work (Web based hindrance register) : *Superintending Engineer, IITH*

Rescheduling of milestones : *Superintending Engineer, IITH*

**Clause 6:- Measurement Book**

Clause applicable, 6

: *(i) For works having estimated cost more than Rs 15 Lakh – Clause 6*

*(ii) For works having estimated cost Rs. 15 Lakh or less – Contractor's option of Clause 6 or to be exercised at the time of Tender Submission*

**Clause 7:**

Gross work to be done together with net payment /adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment : *Minimum One month of services completion*

**Clause 7A:**

Whether Clause 7A is applicable

: *Applicable  
No running account bill shall be paid for the work till the applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board, whatever applicable are submitted by the contractor to the Engineer-in-charge.*

**Clause 10A:**

Materials to be provided by the Contractor : *Applicable as given in GCC*

**Clause 10B (i)- Secured advance on Non-perishable Materials:**

Whether Clause 10 B (i) shall be applicable : *Not applicable*

**Clause 10C:**

Component of labour expressed as percent of the value of work : *Applicable*

**Clause 10CA** : *Applicable*

**Clause 10CC** : *Applicable*

**Clause 10D** : *Applicable*

**Clause 11:**

Specification to be followed for execution of work : As specified in NIT document

**Clause 12:**

**12.2 & 12.3:** Deviation limit beyond which Clause 12.2 & 12.3 shall apply for building work : *Applicable as per GCC*

**12.5 :** Deviation Limit beyond which clauses 12.2 & 12.3 shall apply for foundation work : *Applicable as per GCC*

**Clause 14:**

Whether Clause 14 is applicable : *Yes*

**Clause 16**

Action in casework not done as per the specifications of tender : *Applicable as given in GCC*

**Clause 18:**

List of mandatory machinery, tools & plants to be deployed by the contractor at site : *As required for the work.*

**Clause 25:**

Settlement of disputes by Conciliation and Arbitration:

Conciliator : *Dean (Planning)*

Authority to appoint arbitrator : *Director, IIT Hyderabad*

Place of arbitration : *Hyderabad*

Venue of arbitration : *IIT Hyderabad*

Type of Arbitration Tribunal : *Sole Arbitrator*

*Note: Provisions of Arbitration and Conciliation Act 1996 with latest amendments in force shall be applicable.*

**Clause 32:** *As required for the work specified in NIT and as approved by EIC.*

**Clause 38**

(i): Schedule/statement for determining theoretical quantity of cement & bitumen on the basis of Delhi Schedule of Rates : *Not applicable*

## **Special Conditions of Contract**

### **1. Scope of Work:**

The Supply of 01(One) No. of 05 seater Crew cab vehicle of make: Mahindra Bolero Camper or TATA Youdha Xenon or Ashok Leyland vehicle for performing field duties for Construction and Maintenance Division(CMD) IITH. The CMD office looking after estate affairs, Construction activities, Electro-Mechanical and Civil services at IITH. This vehicle should run within the IITH Campus overseeing the construction activities, purchase of petty materials from market at Isnapur, Sangareddy and nearby locations including Hyderabad Liasoning with different external Government agencies/Departments in Sangareddy and nearby locations including Hyderabad Maintenance of residential and non-residential building of IITH Campus. The Construction and maintenance Department will coordinate the timings and issue necessary instructions from time to time.

2. The bidder should have all the requisite valid registration and Commercial vehicle licenses, Pollution and Insurance for providing the service.
3. The person deployed for work should not be involved in any police case or any case should not be pending against them.
4. The workers must be provided with uniform (and where required shoes and other materials for safety and safe handling of chemicals, etc.,) by the contractor from out of his charges. The workers should maintain personal hygiene. They should behave politely and amenable to discipline.
5. If in the opinion of the IITH authorities, the performance of any of the person deployed is not satisfactory or he is not amenable to discipline or their behavior is not conducive to retain them for the work, he should be replaced immediately.
6. The vehicle movement required beyond campus for goods/Staff transport.
7. If Vehicle is not available in any circumstances beyond 4 hours on any day, recovery will be on pro-rata basis.
8. Damages of vehicle in any situation is not attributed to IITH.
9. Vehicle shall be maintained in good worthy condition.
10. The standard GCC for maintenance works shall be refereed to and applicable to this work at the discretion of IIT Hyderabad.
11. Contract agreement shall be drawn with the successful bidder on submission of Performance Guarantee.
12. The model/Engine of the vehicle shall not be older than the year 2023 and shall be complying to latest emission norms as applicable and acceptable as per Govt guidelines.
13. At the discretion of IITH, the tenure of this work may be extended beyond 07 months on the same rates, terms and conditions and based on mutual agreement between the contractor and IIT Hyderabad.
14. The Executive Engineer-Electrical, IIT Hyderabad shall be the Engineer-in-Charge for the execution of this work.



## Annexure-I

### Form of Performance Security (Guarantee) Bank Guarantee Bond (Format - I)

In consideration of the President of India (hereinafter called "The Government") having offered to accept the terms and conditions of the proposed agreement between **Indian Institute of Technology Hyderabad** and ..... (hereinafter called "the said Contractor(s)") for the work..... (hereinafter called "the said agreement") having agreed to the production of an irrevocable Bank Guarantee for Rs. .... (Rupees ..... only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, ..... (hereinafter referred to as "the Bank") hereby undertake to pay to the Government an amount not exceeding Rs. .... (Rupees..... Only) on demand by the Government.
2. We, .....(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the Government stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. .... (Rupees .....only)
3. We, the said bank further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.
4. We, ..... (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in- Charge on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We, ..... (indicate the name of the Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, ..... (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.
8. This guarantee shall be valid up to .....unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. .... (Rupees .....) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged. Dated the .....day of .....for.....(indicate the name of the Bank)

**ANNEXURE-II**  
**ACCEPTANCE OF TENDER TERMS**  
(To be given on Company Letter Head)

Date:

To  
The Executive Engineer-Electrical  
Indian Institute of Technology Hyderabad  
Kandi – 502 284, Telangana, India

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**ANNEXURE-III**  
**INDEMNITY BOND (VIOLATION OF LAWS, NORMS, ACCIDENTS, DAMAGES ETC)**  
**(On Non-Judicial Stamp Paper of Rs.100/-only)**

**Name of work: Provision of Multi-Purpose Vehicle for Operations & Maintenance of Electrical, Mechanical & Civil services under Construction & Maintenance Division, IIT Hyderabad, Kandi, Sangareddy.**

KNOW all men by these presents that I/We \_\_\_\_\_ (Name of Contractor with address) do hereby execute Indemnity Bond in favour of Indian Institute of Technology (IIT) Hyderabad having their office at Kandi, Sangareddy-502284, Telangana, India and for the project ..... IIT Hyderabad under consideration.

On this day of .....2024

THIS DEED WITNESSETH AS FOLLOWS:

I/We, (Name of Contractor) hereby do indemnify and save harmless IITH having their office at Kandi-502284, Sangareddy, Telangana, India from the following: -

1. Any third party claims, civil or criminal complaints/liabilities/material/life loss during site mishaps and other accidents such as snake bites etc or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, faulty construction and/or for violating any law, rules and regulations in force, for the time being while executing/executed civil works by me/us.
2. Any damages, loss or expenses due to or resulting from any negligence or breach of duty on the part of me/us or any sub-Contractor/s if any, servants or agents.
3. Any claims by an employee of mine/ours or of sub-Contractors if any, under the workman compensation act and employers' Liability act, 1939 or any other law rules and regulations in force for the time being and any acts replacing and/or amending the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of execution of the Contract work and/or arising out of and in the course of employment of any workman/employee.
4. Any act or omission of mine/ours or sub-Contractor/s if any, our/their servants or agent which may involve any loss, damage, liability, civil or criminal action.

IN WITNESS WHEREOF THE HAS SET HIS/THEIR HANDS ON THIS DAY OF SIGNED AND DELIVERED BY THE AFORESAID IN THE PRESENCE OF WITNESSES:

- 1.
- 2.

**ANNEXURE-IV**

**MANDATORY SITE VISIT FORMAT**

**EOI No.: IITH/CMD/ELE/NIT/2024-25/04**

This is to certify that I/We (Name of Representative, Designation) .....  
(Name of contractor/firm with address) have visited the site on .....and are  
thoroughly aware of the work, technology/machinery installed at IITH campus in relation to the above-  
mentioned work. We understand the execution site, guidelines, working hours etc. and shall adhere to the  
contract stipulations, terms, conditions and clauses. We, understand that, if any equipment/machinery,  
other parameters had been missed out by us during site visit, it shall be deemed to be included in our  
scope of work as per NIT terms and conditions.

Date of visit:

Signature of Firm's Representative who  
had visited the site.

Name of Representative & Designation

Verified that Firm had visited the site on .....

Signature of Engineer-In-Charge

**Note: - Site visit is allowed only on working days (Monday to Friday: 9 am to 5 pm except on  
Holidays).**