



**Name of Work: Fabrication and Installation of MS flower rack  
in front of admin building of IIT Patna.**

**March 2021**

**BID DOCUMENT**

**Registrar, Indian Institute of Technology, Patna**

**Name of work: Fabrication and Installation of MS flower rack  
in front of admin building of IIT Patna**

**INDEX**

<b>Sl. No</b>	<b>Contents</b>	<b>Page</b>
1.	Notice.	3
2.	Eligibility Criteria	4-5
3.	Information and Instructions for e tendering	6-9
4.	General terms and condition	10-11
5.	Special condition of Contract	12
6.	Special condition for Safety at the Work Site	13
7	Annexure-I & II	14-15
8	Approved make	16

This tender document contains pages from 1 to 16.

# Indian Institute of Technology Patna

## 1. NOTICE

Indian Institute of Technology, Patna invites the **percentage Rate e tenders for 'Fabrication and Installation of MS flower rack in front of admin building of IIT Patna.'** in two bid system from the eligible and interested bidders who are well equipped, experience, financially sound Contractors / eligible Firms for the following works :-

1	Tendering Document No.	IITP/IWD/LS/01/2021 dated 12.03.2021
2	Name & brief scope of Works	<b>Fabrication and Installation of MS flower rack in front of admin building of IIT Patna</b>
3	Estimated cost put to tender (ECPT)	Rs.1,97,019/-
4	Earnest Money	<b>NIL</b>
5	Bid Security Declaration	<b>To be signed by the participating agency in the format provided accepting that if they withdraw or modify their bids during period of validity etc, they will be suspended for the time specified in the tender documents.</b>
6	Period for completion	30 days
	Pre-Bid meeting	17.03.2021 at 11:30 A.M in the office of AE, Civil (AZ)
7	Bid Submission	22.03.2021 up to 05:00 P.M.
8	Technical bid opening	24.03.2021 at 11:30 P.M.
9	Financial Bid opening	To be intimated later for technically successful agencies.
10	Security Deposit	03% of total value of work and will be refunded after successful completion of DLP.
11	Defect Liability period	Six months from the date of completion to the satisfaction of IITP.

**Deputy Registrar  
(IIT, Patna)**

## 2. Eligibility Criteria

### Bidder must meet the following eligibility Criteria:

#### A. Technical Criteria:

Contractors who fulfill the following requirements shall be eligible to apply. The Joint Ventures are not accepted.

- i) Experience of having completed during the last 5 years following 'similar works' ending last day of the month previous to the one in which applications invited:

Three similar works, each costing not less than the amount equal to 40% of estimated cost put to tender.

OR

Two similar works, costing each not less than the amount equal to 60% of estimated cost put to tender.

OR

One similar work of aggregate cost not less than the amount equal to 80% of estimated cost.

AND

One work of any nature (either part of (i) or a separate one) costing not less than the amount equal to 40% of the Estimated cost put to tender with some Central/State Government Organization / Central Autonomous Body / Central Public Sector undertakings.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple interest rate of 7% per annum, calculated from the date of completion and up to 31.10.2019

The 'similar works' shall mean civil works.

- ii. Experience certificate is required (work orders and completion certificates).  
iii. The cost of free issue materials shall not be included in the completion cost of works.

- b) Should have valid PAN (Permanent Account Number of Income Tax) & GST Registration no. Copies of documentary evidence to be submitted.
- c) It is desirable that the bidder should have valid PF Registration No & Sale Tax/VAT registration ESI (If required). In case, the bidders do not have PF Registration No & Sale Tax/VAT registration the same shall be obtained if required by successful bidder within one month from the date of LOI or before release of First RA Bill.
- d) The applicant shall have made an average annual financial turnover on construction works during the last three consecutive financial year's i.e. 2017-18, 2018-19 & 2019-20 of value 50% cost put to tender.
- e) The applicant should not have incurred any loss (Profit after tax should be positive) in more than two years during available last five consecutive balance sheet duly audited and certified by the Chartered Accountant. Copies of balance sheet and profit loss statement along with certificate from chartered accountant as per the format provided in Annexure- 2 of the NIT document to be submitted.

Even though an applicant may satisfy the eligibility criteria, IITP (Indian Institute of Technology, Patna) reserves the right for not issuing the tender document if the applicant's has record of poor performance such as abandoning work, not properly completing the work, delay in completion of work, poor quality of work, financial failure / weakness etc.

**B. Documents to be submitted along with technical bid:**

- (a) Contractor Registration Certificate from any Government organization.
- (b) Copy of signed bid security declaration as attached in Annexure-1 of NIT document.
- (c) Copies of work order and experience certificates for the works completed as per the technical criteria of tender document.
- (d) Copy GST Registration Certificate.
- (e) Copy of Pan Card.
- (f) Copies of balance sheet and profit loss statement and certificate from chartered accountant as per the format provided in Annexure-2 of the NIT document to be submitted.
- (g) Scanned copy of valid EPF and ESIC registration, if applicable.

## **BID DOCUMENT NO. IITP/IWD/LS/01/2021**

**NAME OF WORK: Fabrication and Installation of MS flower rack in front of admin building of IIT Patna.**

### **INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e- TENDERING**

- a. Information and instructions for Contractors will form part of NIT and to be uploaded [WWW.EPROCURE.GOV.IN/IITPATNA](http://WWW.EPROCURE.GOV.IN/IITPATNA) website.
- b. The bid document consisting of scope of works and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website [WWW.EPROCURE.GOV.IN/IITPATNA](http://WWW.EPROCURE.GOV.IN/IITPATNA). But the bid can only be submitted after uploading the mandatory scanned documents as mentioned in Page 5 of NIT document in favour of Registrar, IIT Patna.
- c. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
- d. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
- e. The Draft information and instructions to Contractors may be modified suitably by NIT approving authority as per requirement.
- f. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
- g. The bidder must ensure to quote rate for each items separately in the specified column. If any column of rate against any item remains left blank by the bidder, it shall be treated that the bidder has quoted nil rate for that and the item will be executed by the bidder free of cost.
- h. The work is estimated to cost Rs. 1,97,019/-.
- i. Tender documents consisting of specifications, schedule of quantities of the various classes of work to be done and the set of terms & conditions of contract to be complied with by the contractor whose tender may be accepted and other necessary documents can be seen on website [WWW.EPROCURE.GOV.IN/IITPATNA](http://WWW.EPROCURE.GOV.IN/IITPATNA).
- j. The information and instructions for tenderers / bidders posted on the web-site shall form part of bid/tender documents.
- k. The bid can only be submitted after scanning and uploading the mandatory details within the period of tender submission i.e. up to 22.03.2021 up to 05:00 P.M
- l. This Notice Inviting Tender shall form a part of the contract document. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose documents submitted online are found in order.

- m. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
- n. The competent authority 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.
- o. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection. The contractor shall not be permitted to tender for works in the IIT Patna (responsible for award and execution of contracts) in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Executive Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazette officer in the IIT Patna. Any breach of this condition by the contractor would render him liable to be debarred from tendering in this department. t. Tender for the works shall remain open for acceptance for a period of ninety days (90) from the date of opening of tenders. If any tenderer withdraws his tender before the 6 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 Institute, then the Institute shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money as aforesaid. Further the tender shall not be allowed to participate in the re-tendering process of work.
- p. In case the contractor fails to commence the work specified in the tender documents on 7th day or such time as may be mentioned in the letter of award or from the date of handing over the site wherever is later, the Institute shall, without prejudice to any other right or remedy, be at liberty to forfeit whole of the performance guarantee absolutely.
- q. Conditional tender will be summarily rejected.

## **Instruction of bidders**

The bidder must ensure that all the information required in the documents is furnished by him complete in all respects. He would not be allowed to withdraw any document, or to rectify any information furnished therein, after submitting the bid.

1. The bidder should give an affidavit that the information furnished in BID is correct. If any information is found to be incorrect at any time, the offer of the bidder shall be rejected, and action be taken as per rules up to the extent of debarring his participation in future intenders of IITP and forfeiture of EMD & performance security.
2. Bidders must do paging of all enclosures submitted as part of bid documents.
3. As part of technical evaluation, the IIT Patna reserves the right to inspect any of the completed works of the bidder to ascertain the quality aspect. In case, the general quality of the work in the opinion of the IITP team visiting is found unsatisfactory, the technical bid of that bidder shall be rejected.
4. The bid may be rejected in case of the following: -
  - i) If bid is not accompanied with the requisite documents mentioned in bid document or is not in accordance with procedure as specified in Para 1.
5. Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.
6. Bidders will need to produce in original of their all-supporting enclosure for verification by IIT, if required. Failure to comply with this requirement will result in disqualification of the bidder without any recourse.
7. The financial bid containing financial proposal and supplementary financial proposal, if provided, will be opened on-line in the presence of only those bidders who are qualified technically. Date of opening of financial bid shall be informed by the Registrar, at a later date. The opening of financial bid will be on line.
8. If any bidder withdraws his tender prior to expiry of said validity period or extended period or makes modification in the rates, terms and conditions of the tender within the said period, which are not acceptable to IITP or fails to commence the work in the specified period/, fails to execute the agreement, the IITP shall, without prejudice to any, other right or remedy, be at liberty to forfeit the amount of Bid Security given in any form absolutely. If any bidder, who having submitted a tender does not execute the agreement or start the work or does not complete the work and the work has to be put to re-tendering, he shall stand debarred from participating in such re-tendering in addition to forfeiture of Security Deposit/and to other action under agreement.
9. All tenders, in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations totaling or other discrepancies or which contain over-writing in figures or words or corrections not initialed and



dated will be liable to rejection.

10. After acceptance of the bid by competent authority, the Registrar, IITP shall issue letter of acceptance.
11. The Registrar, IITP or other duly authorized Engineer reserves the right to ask for submission of drawings, designs, design calculations, estimates, detailed quantity calculation for estimate, analysis of rates and samples/brand code of materials considered in estimation for which the bidder has quoted his rates before the tender can be considered for acceptance.
12. Sales tax/GST, purchase tax, turn over tax, Excise duty, Service tax, work contract tax or any other tax and CESS on materials and Labour as applicable shall be paid by the bidder himself. The bidder shall quote his rates considering all such taxes.
13. For the purpose of constructing Contractor's yard, godown, office, labour hutment, etc. the contractor may utilize the land and existing buildings/structures allocated to him by IITP after obtaining requisite permission from the Registrar subject to availability and suitability of the same. All expenses in connection with purchase, rental or construction or maintenance or removal etc. of such items shall be borne by the Contractor. Nothing extra shall be paid on these counts to the contractor.
14. If the participating agencies withdraws or modifies the bids during the period of validity, or if the technically qualified L1 agency is awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/LOA, the agency will be suspended for the period of two years from being eligible to submit bids/proposals for contracts with IIT Patna
15. ADDRESS FOR COMMUNICATION:

AE Civil (AZ)  
Indian Institute of Technology,  
Patna Bihta, Amhara,  
Patna, Bihar –801106,  
Phone – 0612-3028719

**Deputy Registrar**  
**IIT,Patna**

**GENERAL TERMS AND CONDITION**

1. IIT Patna reserves the right to reject any or all tender received without assigning any reasons thereof.
2. The price should be for the complete finished item of work and include all labour, material, taxes, overhead, duties, cess etc.
3. Each tender shall be accompanied by Bid Security Declaration in the format provided accepting that if they withdraw or modify their bids during period of validity etc, they will be suspended for the time specified in the tender documents.
4. Performance Bank Guarantee paid by the successful L1 contractor will be retained by the IIT Patna as a part of security deposit and will be refunded after completion of the work.
5. IIT will deduct a sum at the rate of 03 % of the gross amount of each running bill of the Contractor till the sum along with the sum already deposited as performance guarantee, will amount to security deposit of 03 % of the bid value of the work. Balance security deposit after successful completion of work shall be refunded after one year of defects liability period.
6. Time allowed for completion of the work is 30 (Thirty days).
7. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
8. IIT Patna reserves the right to reject any or all prospective applicants without assigning any reason .If any information furnished by the applicant is found incorrect at a later stage, he shall be debarred from tendering and taking up of any work in IIT Patna.
9. This tender notice shall form part of the contract documents.
10. The agency is fully responsible for the safety of working personnel and has to follow all government labour law and safety rules.
11. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub soil, laying route ,the form and nature of site, the means to access the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost of materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the bid documents. Submission of tender by a tenderer implies that he has read this notice and all other tender documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having bearing on the execution of the work.
12. All the Govt. labour rules, regulations and specification of CPWD are followed by the contractor while executing the Civil works.
13. All statutory deduction will be deducted as per government rules.
14. Payment shall be released through Bank Account after submission of Bill against work done.
15. All disputes are subject to exclusive jurisdiction of competent court and forum in Patna, India only.
16. The Registrar, IIT Patna shall provide any time extension, if required upon submission of proper justification for the delay by the Contractor during execution of the work keeping into consideration the following points:
  - 1) The contractor must apply to the Registrar, IIT Patna in writing for extension of time.
  - 2) Such an application must state the grounds that hindered the contractor in the execution of the work within the stipulated time.
  - 3) Such an application must be made within 14 days of the date on which such hindrance arose.

- 4) The Registrar, IIT Patna must be of the opinion that the grounds shown for the extension of time are reasonable.
  
17. IITP will deduct a sum @ 1% of the bill amount of the items, where water for the work is used from the institute source, or else the Contractor has to make his own arrangements for water.
  
18. Similarly, IITP will deduct a sum @ 1% of the bill amount of the items, where electricity for the work is used from the institute source, or else the Contractor will be issued with a meter (all materials to be provided by the contractor) from IITP and will have to pay the bill generated for electricity as per the prevalent rates of the IITP.

**Special condition of Contract**

1. The supply shall be carried out as per national code or C. P. W. D specifications for works with correction slips issued up-to date unless otherwise specified in the schedule of quantities for the works.
2. Water, electricity and other enabling work shall be included in the rate quoted by the vender/ contractor.
3. Work has to be carried out during occupancy of the office as per the convenience of the employees.
4. The rate quoted by the contractor shall be for all leads, lifts, depth etc. unless otherwise specified in the schedule of quantities attached to agreement.
5. Prior to dispatch of equipment/ fabricated material/product, the Institute reserves the right to inspect the same at the manufacturer's works and the contractor shall provide and secure every reasonable access and facility at the manufacturers works for inspection, for witness of all acceptance and routine tests as per relevant Indian Standards. Contractor shall give a reasonable notice of 2 days for local for the purpose of test, and witness of all major equipment's. Routine test will be carried out through proper calibrated Instruments at Site.
6. The work shall be treated as on works contract basis and the rates tendered shall be for complete item of work, inclusive of taxes (including works contract tax, if any), duties and levies etc. and all charges for items pertaining to the completed work, such as packing, forwarding, insurance, freight and delivery at site for the materials to be supplied by the contractor, watch and ward of all materials at the site, labour related expenses as per relevant labour laws, testing of materials/ samples etc.
7. Being and individual works contract / maintenance contract, sales tax, excise duty, Service Tax etc are not payable separately. The works contract tax, income tax and Labor cess shall be deducted from the bills of the contractor at the prescribed rates. The Contractor shall be responsible to pay applicable ESIC, PF to the respective authority, within his quoted rates.
8. The work will be carried out as per instructions given by the Engineer- in - Charge and as per layout plan and the contractor shall be bound to carry out the work in accordance with revised and / or modified drawing.
9. All the materials to be used in the work shall have to be got approved by the Engineer-in-charge prior to fixation and to be recorded in site register.
10. No under-ground work or above the false ceiling shall be covered until the same has got approved by the Engineer-in-charge. The contractor will supply the drawings of specific works for approval, if required
11. All charges or the municipal fees and other taxes that may be payable as per local municipal rules are to be paid by the contractors and his rates for such items shall be inclusive of all such charges. Nothing extra will be paid on his account by the department.
12. The contractor shall arrange /construct suitable godown at the site of work for storing materials safe against damage at his own cost and he shall employ necessary watch and ward establishment for tool and plants and other materials at his own cost.
13. The contractor is assumed to have visited the site before quoting the rates and so the work is to be completed in all respects before handover.
14. The work is to be completed before the stipulated time; otherwise the Institute reserves the right to penalize the contractor.
15. After doing work all civil works should be made as per original.
16. All debris/ malwa should be removed by respective agency.
17. The quantities mentioned in the Schedule of works are subjected to change as per exact site requirement.
18. The work is required to be executed in operational campus, hence proper safety is required to ensure any damage of electrical cables/IT/water supply etc.

**Special condition for Safety at the Work Site**

The contractor will identify one of the supervisors for taking care of implementation of Safety systems. The Contractor should follow the following General Guidelines governing the safety rules as laid down under:

Nobody is allowed to work without wearing safety helmet. Chinstrap of safety helmet shall be always on. Drivers, helpers and operators are no exception.

1. No one is allowed to work at or more than three meters height without wearing safety belt and anchoring the lanyard of safety belt to firm support preferably at shoulder level.
2. No one is allowed to work without adequate foot protection.
3. Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping, welding and gas-cutting. For other jobs as and when site safety co-coordinator insists eye protection has to be provided.
4. All safety appliances like Safety shoes, Safety gloves, Safety helmet, Safety belt, Safety goggles etc. shall be arranged before starting the job.
5. All excavated pits shall be barricaded & barricading to be maintained till the backfilling is done. Safe approach to be ensured into every excavation.
6. Adequate illumination at workplace shall be ensured before starting the job at night.
7. All the dangerous moving parts of the portable / fixed machinery being used shall be adequately guarded.
8. Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platforms.
9. Material shall not be thrown from the height. If required, the area shall be barricaded and one person shall be posted outside the barricading for preventing the tre-passers from entering the area.
10. Other than electricians no one is allowed to carry out electrical connections, repairs on electrical equipment or other jobs related thereto.
11. Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing of work every day.
12. All the unsafe conditions, unsafe acts identified by contractors, reported by site supervisors and / or safety personnel to be corrected on priority basis.
13. No children shall be allowed to enter the workplace.
14. All the lifting tools and tackles shall be stored properly when not in use.

Signature of the bidder

**Annexure-1**

**Name of the E-Tender: Fabrication and Installation of MS flower rack in front of admin building of IIT Patna.**

**UNDERTAKING**  
**Bid Security Declaration**

**To**  
**The Registrar,**  
**IIT Patna,**

**Dear Madam/Sir,**

1. I/We Mr./Ms \_\_\_\_\_ authorized person to sign the bid documents for tender for **Fabrication and Installation of MS flower rack in front of admin building of IIT Patna** do here by declare that I/We have gone through the entire tender documents including terms and condition mentioned in the tender documents and undertake to comply with them.
2. I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents
3. If I/we withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/LOA/PO, we will be suspended for the period of time specified in the debarment clause in the tender document from being eligible to submit bids/proposals for contracts with IIT Patna.

**Signature of Bidder**

With seal of firm

**(Name of Bidder)**

Place .....

Date.....

**FINANCIAL INFORMATION**

To  
Registrar  
IIT Patna

Audited Annual Turnover to be certified by Chartered Accountant (CA) for  
the Last 3 Years Of

\_\_\_\_\_

\_\_\_\_\_

S.No.	Financial / Accounting Year	Profit (Rs.)	Loss (Rs.)	Annual Turnover (in Rs.)
1	2017-2018			
2	2018-2019			
3	2019-2020			

**NET WORTH FOR THE LAST AUDITED FINANCIAL YEAR =**

**AVERAGE TURNOVER OF LAST THREE YEARS =**

I the undersigned certify that the above details submitted by the firm are verified by me  
and are found to be correct.

Signature of Chartered Accountant with seal

\*\*\*\*\*

This information to be printed on Letterhead of CA.

The above details to be furnished duly supported by figures in balance sheet/profit and loss  
account for the last three years duly certified by the Chartered Accountant, as submitted by  
the applicant to the Income Tax Department (copies to be attached).

**LIST OF APPROVED MAKE OF MATERIALS:**

Specification/brands names of materials (Refer materials, whichever are applicable for the scope of work) and finishes approved by the Engineer-in-Charge are List below. However, approved equivalent material and finishes of any other specialized firms may be used, in case it is established that the brands specified below are not available in the market and subject to written approval of the alternate brand by the Engineer-in-Charge of IIT Patna. Wherever available, ISI brand materials should be used, in case of non-availability of ISI brand materials, written approval required from IIT Patna.

<b>Sl. No</b>	<b>MATERIALS</b>	<b>APPROVED MAKE</b>
1.	STRUCTURAL STEEL SECTIONS/ALUMINIUM	TATA, SAIL, RINL, JINDAL
2.	AGRONET	SEAL BIOTECH, JAIN IRRIGATION
4.	SYNTHETIC ENAMEL PAINT	ASIAN, BERGER, NEROLAC