



**INDIAN INSTITUTE OF TECHNOLOGY INDORE**  
**Simrol, Khandwa Road, Indore- 453552**

**E-TENDER MODE**

**Annual Maintenance Contract  
of Electrical, Air Conditioners (Split),  
Lift Operation and Fire Fighting systems  
at IIT Indore**

**Documents to be submitted online for  
(Technical & Financial Bid as per Schedule of requirement)**



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Indian Institute of Technology Indore  
Simrol, Khandwa Road, Indore- 453552

Tel.: 0731-2438700/920  
Email: [ido.tender@iiti.ac.in](mailto:ido.tender@iiti.ac.in)

**NOTICE INVITING TENDER (NIT)**

**FOR**  
**E-TENDER**

IIT Indore invites online e- Tenders in Two Bid System for the following works:

Sl. No	Description of Stores	NIT No. for submission of EMD	EMD (in INR) - Online
1.	Annual Maintenance Contract of Electrical, Air Conditioners (Split), Lift Operation and Fire Fighting systems at IIT Indore	IITI/IDO/ Elect/Maint./AMC/ BLDG/2019-20/02	EMD of Rs. 2.3 Lakhs (Rupees Two Lakh Thirty Thousand Only)  Online EMD Submission only

**SUBMISSION OF BIDS ONLINE IN TWO BID** <http://tenderwizard.com/IITI>

**\*NIT No. should be mentioned for the purpose of EMD Submission and also shall be referred for bid submission / communication etc.**

**Note:**

- Tender Documents with detail terms & conditions can be downloaded from website as:  
The bid forms and other details are available on website [http://iiti.ac.in/tender\\_estate](http://iiti.ac.in/tender_estate), <https://eprocure.gov.in/epublish/app>, but the bids can only be submitted online on [www.tenderwizard.com/IITI](http://www.tenderwizard.com/IITI).
- All the details/document pertaining to the NIT such as tender document, pre-bid report, corrigendum and any further updates will be available only on institute website and also at Central Public Procurement Portal and tenderwizard website.

IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons.

**For any issues related to tender please contact Infrastructure Development office, IIT Indore on Tel: +91-0731-2438700/920 Email: [ido.tender@iiti.ac.in](mailto:ido.tender@iiti.ac.in)**

**Executive Engineer (Electrical)**

**CHAPTER- 1****Schedule of Tendering:**

<b>Sr. No.</b>	<b>Event</b>	<b>Date and Time/ Remarks</b>
01	Downloading of Tender document online from CPPP	<b>From May 16, 2020</b>
02	Submission of Queries for Pre-bid meeting	<b>Upto 2 PM (IST) of May 30, 2020</b> Format for Submission of Queries enclosed as Annex F
03	<b>Prebid meeting</b>	<b>June 2, 2020 from 11.15 AM (IST)</b>
04	Last date & Time of Submission of Bids Online	<b>June 8, 2020 up to 03.00 PM (IST)</b> Please refer tender Terms at IITI
05	Opening of Technical Bids Online	<b>June 8, 2020 at 03.30 PM, (IST)</b> Please refer tender Terms at IITI
06	All the communications with respect to the tender shall be addressed to:	Executive Engineer (Ele.), IIT Indore, Sodium (Hub Building), Khandwa Road, Simrol, Indore- 453552 Tel.: 07321-2438852
07	Submission of Bid Online	<a href="http://www.tenderwizard.com/IITI">www.tenderwizard.com/IITI</a>
08	<b>For assistance, if any</b>	<b>0731-2438700/688</b>

**Perbid meeting** will be held in office of Executive Engineer (Electrical), Infrastructure Development office, HUB building, IIT Indore, Simrol, Indore 453552. Official coming for the meeting shall be an authorized representative and shall have the authorization letter and Aadhar card copy.

**CHAPTER- 2**  
**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. The intending tenderer must read the terms and conditions of CPWD-6 for e-Tendering carefully. He should only submit his tender if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for tenderer posted on website shall form part of tender document.
3. The tender document consisting of plans, specifications, the schedule of quantities of various types of items to be executed 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 [http://iiti.ac.in/tender\\_estate](http://iiti.ac.in/tender_estate), free of cost and shall be submitted on line on website [www.tenderwizard.com/IIT](http://www.tenderwizard.com/IIT).
4. The tender can only be submitted after uploading the mandatory scanned documents as per list given below.
5. The amount of EMD will be paid by online mode only. EMD of unsuccessful bidders will be returned/ released after the issue of work order to successful bidder only.
6. 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.

**Executive Engineer (Electrical)**

**CHAPTER- 3**  
**INSTRUCTIONS TO BIDDER FOR BID (ITB)**

**Annual Maintenance Contract of Electrical, Air Conditioners (Split), Lift Operation and Fire Fighting systems at IIT Indore**

Tenders shall be UPLOADED as part of bid submission in two parts simultaneously but separately as “Technical Bid” and “PRICE BID”, shall be submitted/ uploaded.

Entire tender document duly signed & sealed in every page by the contractor, along with technical information shall be uploaded by the bidder.

**ELIGIBILITY, QUALIFYING REQUIREMENTS AND TENDER EVALUATION**

To become eligible to participate in tender, the bidder must have following eligibility criteria:

The bidder shall provide documentary proof for the eligibility and qualifying requirements as part of the ‘technical bid’. All criteria are must to be fulfilled to be qualified for technical bid.

- (i) Organization details, proprietorship/ ownership details along with details of organization staff matrix.
- (ii) Certificate of Incorporation.
- (iii) Valid Registration Certificate of the firm as Class I Electrical Contractors’ license.
- (iv) Registration with CPWD/PWD/MES/IIT/NIT/IISER/IISc etc.
- (v) The tenderer should have experience of having executed/completed similar works during the last 5 years commencing on 01.04.2014 and ending on 31.03.2019 in educational institution of repute, Govt., PSU, or R&D organization as stated above (IIT, NIT etc.). The experience should be at-least one of the following:
  - (a) Three similar completed works during last 5 years, each costing not less than the amount equal to Rs. 45 Lakhs, OR
  - (b) Two similar completed works during the last 5 years, each costing not less than the amount equal to Rs. 68 Lakhs, OR
  - (c) One similar completed work during the last 5 years costing not less than the amount equal to Rs. 90 Lakh

Note:

- Experience prior to 01.04.2014 will not be considered as experience.
  - **“Similar work”** shall mean management of electrical works of nature of institutional/research organization/CPWD/factories (Not less than 100 Cr turn over, document shall be attached) etc. with skilled, semi skilled manpower for carrying out various electrical maintenance works.
- (vi) Annual Turnover for the previous three years (ending March 31, 2020) shall be at least Rs. 68 Lakhs and certified document from CA shall be submitted in this regard. Previous year’s financial statement of the contractor shall be provided.

- (vii) Latest solvency certificate (Not older than 6 months) of at least Rs. 45 Lakhs issued by the bank.
- (viii) Performance Certificates issued by clients for the services rendered by the bidder.
- (ix) List of major clients where works of similar nature are carried out in the last 3 years with details of value and period of Work order. Names address and contact details of the concerned persons and certificate of completion by client.
- (x) PAN Card and GST Registration Certificate.
- (xi) PF, ESI, registration copies.

**Bid Evaluation:** Only technically qualified bidders will be eligible for opening Price Bid. Lowest bidder (L1) shall be awarded the contract.

IITI reserves the right not to accept the lowest rate quoted by a bidder and may reject any or all the tenders without assigning any reason whatsoever.

Any addendum / corrigendum / extension, if required, pertaining to the NIT will be posted in IITI website only. Bidders are requested to visit IIT Indore website and/or [www.tenderwizard.com](http://www.tenderwizard.com) website regularly for any addendum / corrigendum / extension, till opening of the bid.

If the last date of sale of tender or date of submission of tender is declared as holiday, the due dates will be the next working day accordingly.

Conditional tender shall be summarily rejected.

**Technical Bid Shall Contain:**

1. Receipt of EMD submitted online.
2. The Tenderer shall upload a self-declaration on their letter-head as PDF file in Cover-I of e-tender, along with the tender documents (sealed and signed), confirming that they are service provider for Annual Maintenance Contract of Electrical, AC (split), Lift Operation and Fire Fighting systems.
3. Organization details, proprietorship/ ownership details along with details of organization staff matrix along with skilled, semi skilled and unskilled workmen in the roll of the company.
4. Contact details (including email id, telephone number, etc.)
5. Valid Registration Certificate of the firm and Contractors license.
6. Valid Electrical Class – I / II license for working in MP.
7. PF, ESI, registration copies.
8. PAN Card and GST Registration Certificate.
9. Latest solvency certificate of at least 45 Lakhs issued by the bank.
10. Annual Turnover for the previous three years (ending March 31, 2020) shall be at least Rs. 68 Lakhs and certified document from CA shall be submitted in this regard. Previous year's financial statement of the contractor shall be provided.
11. An affidavit, in original, duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed.
12. An affidavit, in original, duly certified by a Notary that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Hon'ble Court.
13. The tenderer must produce work done certificate from the clients. The work done certificate should mention the details of work executed, the value of work done, the date of commencement and date of completion of the work.  
  
**Note:** Copy of work order and/or self-certified certificate will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted as relevant. Tenders not accompanied by certificate of experience issued by the client will automatically stand disqualified.
14. List of major clients where works of similar nature are carried out in the last 3 years with details of value and period of Work order. Name, address and contact details of the concerned persons.
15. The Tenderer must have EPF/ESIC Registration number as per the rules to contribute to EPF/ESIC.
16. Filled Annexures A to G, mentioned in this tender document.

**Price Bid:** To be submitted as per BoQ.xls.

1. **EMD:** Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with
  - (a) Micro and Small Enterprises (MSEs)
  - (b) Central Purchase Organization (CPO)
  - (c) Concerned Ministry / Department
  - (d) Startups as recognized by Department of Industrial Policy & Promotion (DIPP)
  
2. No interest will be payable by the Purchaser on Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to them at the earliest. The Earnest Money of successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to provide service as per order terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore.
  
3. The EMD/Bid security may be forfeited
  - (a) If the bidder withdraws his bid during the period of validity specified in the bid form.
  - (b) If the successful bidder fails to accept the order within a week of the issue of order.

**Return of the EMD/BS:** EMD/Bid security of the unsuccessful bidder will be discharged/ returned after the finalization/Award of the Contract

**Performance Bank Guarantee :** - *For due performance of his/ their obligations under the contract, during the validity, the successful tenderers shall have to deposit **5% (five percent) of contract value** as Security Deposit which will be free of interest, immediately after commencement of the contract. This deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalized Banks or SBI or from any one of the scheduled banks. The security deposit will be forfeited in case of breach of contract.*



**1. Scope of Contract:**

1.1 The Contractor will provide services at IIT Indore and as per the details laid down in the chapter Scope of Work for Buildings and areas mentioned in the chapter Building Area:

1.2 Once the Work Order is issued, the Contractor will receive instructions from an Officer designated for this purpose (Officer-in-Charge) or his authorized nominee and the Contractor hereby undertakes to abide by his/her suggestions/instructions, etc. as regards services covered in this contract.

**2. Quality and scope of services**

2.1 The Contractor shall appoint trained staff having a good bearing and maintain high standards of turnout, maintain adequate staff to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail penal reduction from the compensation payable as decided by IITI. The successful Contractor as soon as the agreement is signed shall submit a list of their workmen / supervisor/ others along with copy of appointment order issued to them. As and when there is a change in the staff posted, a revised list shall be submitted along with copy of appointment order issued to the new appointee / appointees, simultaneously.

2.2 It is normally understood and agreed between both the parties that IITI will not be responsible or be liable for any laws that are in force / that may come into force from time to time in respect of personnel engaged by the Contractor and he will be solely responsible for the terms and conditions of their services, safety, health, statutory requirement, etc.

2.3 The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the contract employees and interact on daily/weekly basis with Project-in-Charge regarding delivering the specified services.

2.4 It is understood and agreed that the Contractor will be held responsible for any disciplinary matters arising out of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in institute premises or in connection with the services referred to herein.

2.5 The Contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorized person in IITI.

2.6 The Contractor shall maintain proper and detailed record for the job carried out by their employees and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, Minimum Wages Act, ESI Act, PF Act, etc, as relevant and applicable from time to time.

2.7 The Contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this agreement and in respect of the employees engaged by the Contractor in fulfillment of the contractual obligations stated herein. It is understood and agreed that the Contractor will provide suitable uniforms with company insignia, badges/ID cards with photos and safety equipment and shoes to their

employees. It is Contractor's responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.

2.8 a) The Contract employees should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI, etc. will be furnished (whether running/monthly or final) by the contractor for reimbursing the same every month. LIN should be made available for verification.

b) The Contractor shall pay salary and other allowances/benefits as indicated by the Contractor in their tender and accepted by IITI. Such salary shall be well above minimum wages. If there is a revision on the minimum wages, the same shall be paid by the contractor.

c) IITI will have the right to inspect/call for books/registers, documents in relation to all matters referred to, in this tender or agreed later on. The institute will also have all rights to make recoveries from the compensation, if any that any statutory agency imposes upon the institute due to the Contractor's non-compliance with statutory obligations. All the Contract employees should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI, etc. will be furnished by the contractor for reimbursement.

d) The contractor shall maintain a muster roll, wages register of all men employed by them and all other documents and submit it to the Centre on the 1st of every month for the previous month or as necessary for inspection. The Contractor shall provide all facilities for inspection /books / personnel on demand by IITI or any Statutory Authority.

e) The contractor should provide PF A/c number, ESI Card and Photo Identity Card to the contract employees posted at the institute. This should be done immediately but not later than one month from the date of signing joint agreement.

2.9 It is clearly understood and agreed upon that neither the Contractor nor Contract employees shall have any claim on employment with IITI at any point of time nor this arrangement is purely between the Contractor and the Centre for specific services for the period specified.

2.10 The successful Contractor shall indemnify/deemed to have indemnified the Institute for all claims/losses arising out of this tender. The Contractor is deemed to have indemnified the Institute against any claim by any authority once the work order is awarded. In the event the Institute has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the Contractor only shall pay such claim/damages and even if the Institute is called upon to pay, such damages/penalties/cost shall be recovered from the contractor's dues /amount payable or shall be paid by the Contractor on demand from IITI.

2.11 The Contractor shall follow all rules as may be existing or may be framed from time to time at IITI on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in IITI as amended from time to time.

**2.12 Bid Validity:** The rates quoted shall remain valid for a period of 90 days from the date of opening of Price Bids.

### **3. Tenure & Termination**

3.1 The contract with the Institute will be initially for a one year and if the services are found to be satisfactory, the contract may be extended for two more years (one year at a time) on the same terms and conditions. The Institute reserves the right to terminate the Contract during the pendency of the Contract period if the performance is found unsatisfactory.

3.2 Except as provided in Clause 3.6 below, the Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the Contractor, the entire security deposit would be forfeited. Any other costs and / or damages incurred by the Centre to maintain the services contracted to the Contractor, on account of such short notice will be deducted from the dues payable to the Contractor, or shall be paid by the Contractor on demand if such dues fall short of such costs.

3.3 In the case of failure to complete the contract in terms of such contracts within the contract period specified in the tender and incorporated in the contract and if such work is got done by the Institute from any party at a higher rate the Contractor shall be liable to pay the Institute the difference between existing rate and the rate of the new Contract.

3.4 **Risk Clause:** Notwithstanding the other terms therein, the Institute at its option will be entitled to terminate the contract and to avail service from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the Centre within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof. The contractor shall be liable for any loss which the Institute may sustain by reason of such risk in addition to penalty.

3.5 **Insolvency and breach of contract:** The Institute may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events:

(a) If the Contractor being an individual or a firm, if any partner in the contractor's firm shall be adjudged insolvent or shall have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency act for the time being in force or make any conveyance or assignment of his effects or enter into an arrangement or composition with his creditors or suspend payment, or if the firm be dissolved under the Partnership Act, or

(b) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs or a receiver or manager on behalf of the debenture holders shall be appointed or circumstance shall have arisen which entitle the court or debenture holders to appoint a receiver or manager, or

- (c) If the contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall accrue thereafter to the Institute provided also that the contractor shall be liable to pay the Institute for any extra expenditure he is thereby put to but shall not be entitled to any gain on re-tender.
- (d) In the event of inadequate or unsatisfactory performance of duties by the Contractor, the Institute shall have the right to bring to the notice of the Contractor the default (s) on their part and the Contractor shall ensure that the said default (s) is / are not repeated and/or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default (s)'s being inadequately corrected, the Institute shall have the right to immediately terminate the agreement.

3.6 Notwithstanding any other clause herein, if there is any act or omission by the Contractor or the Contract employees which jeopardizes the safety / security of the Institute including, but not limited to:

- a) Theft or pilferage of property of IITI
- b) Fire, flooding, breakage or damage of Institute property
- c) Violence or physical attack on the Campus
- d) Any act or incident which may prove detrimental to the interests of IITI - the contract would be terminated without any notice. Further, the Contractor would be levied penalties, as appropriate by the competent authority. The decision of the Institute Director shall be final in such matters.

#### 4. Payment Terms:

4.1.1 The contractor shall submit bills after the completion of every calendar month and normally payment will be released within 15 working days from the date of submission of bill, if the bill is complete and correct in all respects and in accordance with the terms and conditions of the contract. All payments will be made after deduction of taxes and duties at source as applicable from time to time.

4.1.2 The monthly bills submitted by the contractor shall be only for actual salary, allowances, uniform content and margin. The other benefits like PF, ESI, ELI etc., can be claimed every month separately with proof of documents.

4.1.3 PF, ESI and ELI will be reimbursed to the contractor only on production of registration No./ ESI card/payment of ELI premium.

4.1.4 **Bonus:** Bonus shall be applicable by the contractor to his contract employees as per The Code on Wages 2019.

4.1.5 **Earned Leave:** A contract workman is entitled for leave with wages 15 days per year (calculated as 01 Earned leave for every 20 days actually worked). The balance leave available to the credit of the employees would be paid at the end of the year as leave encashment.

4.1.6 The monthly running bill of the Contractor will become payable at the end of each month on submission of a monthly claim to the Accounts Officer, and on due certification by the Officer-in-Charge of satisfactory services against the claim. The Contractor's payment will be released only after disbursing the salary to contract employees every month.

4.1.7 The Project-in-Charge is authorized to deduct any amounts as determined by the Institute Competent Authority from the amounts due to the Contractor for any deficiency in services, provided by the Contractor.

4.1.8 Payments to the contract employees shall be transferred to the bank accounts of the contract employees' by the 7th of the succeeding month. The Contractor shall notify all his employees / workers of this date in their appointment order, and follow this very strictly, whether the Institute has paid the Contractor's bill or not. The proof of payment of salary and all other benefits such as bonus and over time to the contract employees shall be submitted to accounts along with the monthly bills.

4.1.9 No claims will be entertained in respect of any discrepancy or defect or short claim if such demand is not made within 90 days of payment of the final bill.

4.2 **Security Deposit:** The person/persons whose tender(s) may be accepted shall permit IITI at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 2.5% of the gross amount of each running bill till the sum along with the sum already deposited as earnest money, will amount to security deposit of 2.5% of the tendered value of the work. Such deductions will be made and held by IITI by way of Security Deposit unless he / they has / have deposited the amount of Security at the rate mentioned above.

Security Deposit will be released only after the completion of the defect liability period of 3 months after the date of completion of the contract.

Security Deposit will not be refunded till clearance certificate from labour officer is obtained by Contractor. However, if there is genuine difficulty to obtain a clearance certificate, Project – In – Charge will make a reference to Labour Officer before releasing Security Deposit. If no reply is received within a reasonable period, say 1 month from the date of such reference then Project-In-Charge may make his decision to release based on his discretion.

4.3 **Price Bid:** It is important for the Contractor to note that the rate quoted shall be inclusive of all taxes and duties/escalation and shall remain valid for the period of the agreement, i.e. 3 years from the date of Work Order. Any increase or decrease in the rates shall be only in respect of statutory duties / levies and such claim/s shall be valid only with adequate documentary evidence. Any decrease in the duties/levies during the period of agreement, shall entail corresponding reduction in the contract amount. If no details or break-up of taxes, duties/levies, etc. are indicated, it will be assumed that the quote submitted is inclusive of all taxes/levies/duties, etc.

4.4 The Contractor shall pay any claim made by the Institute for any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the Institute shall have the right to forfeit the Security Deposit in full or part for any due/damages caused by the Contractor. If the Security Deposit or outstanding bills of the Contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the Contractor against this or any other contract until the dues of the Institute are fully settled. If the claim of the Institute could not be met in this manner, the Contractor shall pay up all such claims if a demand is made by IITI.



## 5. Safety, Security and Insurance

5.1 The Contractor shall follow all security rules of the Institute and instructions received from time to time regarding personnel identity cards, material movement, etc, of the Contractor.

5.2 During the pendency of the agreement, the contractor shall be liable fully to compensate all concerned for any loss, damage of construction of works, construction, plant & machinery, person, property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the Institute Director will be final & will be binding on both parties.

The contractor shall take Employer's Liability Insurance (ELI) of prescribed value for their employees. It must be adequately covered all employees/workers under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the Contractor shall produce the original insurance policy and the license of the workers where applicable to the Institute.

## 6. Miscellaneous

6.1 The work mentioned in the schedule is only indicative. The Institute reserves the right to increase or decrease the quantum of work. The contractor shall execute the work on the same terms and conditions and rates throughout the period of agreement.

6.2 The contractor or his supervisor shall meet the designated Officer of the Institute every day to receive the details of issues / complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned Officer.

## 7. Dispute and Resolution

Any dispute or differences that may arise between the parties shall be referred to the sole arbitrator appointed by the Institute Director or his nominees and the Contractor shall have no right to object to the appointment of the Director or his nominee as the sole arbitrator. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Indore and no other place. The provisions of the Arbitration and Conciliation act, 1996 as / amended (2015 or other) from time to time shall apply. The courts in Indore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

8. **Primacy of Documents** The tender documents, modification/addendums, subsequent communication exchanged, the work order and all annexures shall be part and parcel of this agreement. If there is any discrepancy between the above documents, following order of primacy will apply: any communication issued after the work order, any pre-order correspondence as accepted jointly, followed by work order, tender documents and annexures thereof, i.e. tender documents and annexures have least primacy.

9 **Amendments to Work Order / Agreement:** Any amendment to the Work Order/agreement shall be valid only if both parties have agreed to such amendment(s) in writing duly authenticated by authorized personnel of both parties.

10. **Award of Work:** Work will be awarded to L1 bidders after comparison of all bids on opening of financial bids of technically qualified bidders.

11. **SUPERVISION:** The Supervisor employed by the Contractor shall be responsible to ensure efficient and timely execution of the work (daily work completion sheet, grant of weekly off, discipline, manage work, interaction with officer-in- charge for day to day work).

The service of the workers may be required on all days in a month irrespective of holidays and they should be prepared to work on shifts as may be required. The Contractor has to ensure proper attendance and proper weekly off of the personnel deployed and should produce character and antecedent's verification reports of the persons engaged by the Contractor and the same shall be submitted to IITI for verification.

The workers deployed by the Contractors shall maintain personal hygiene and wear prescribed uniform while on duty.

The persons deployed by the contractor should be reliable, trust worthy, alert and efficient.

The contractor's personnel should be well disciplined, polite with good behavior. In case of any complaint or any unusual behavior of the worker, he/she should be replaced within 24 hours after receipt of intimation from the Institute.

The contract personnel shall undergo medical examination at the expense of the contractor to ensure that they are free from any communicable diseases and medical examination certificate to be furnished as and when called for as and when required by the Institute.

The contractor shall not lease or sub-contract the whole or any part of the contract to anybody.

The contractors should make payment to the workers on the last working day of every month and there should be no linkage between this payment and settlement of the contractor's bill from the IITI.

**For and on behalf of Indian Institute of Technology Indore  
Executive Engineer (Electrical)**

**Chapter-4****GENERAL TERMS AND CONDITIONS**

1. The bidders are advised to visit and inspect the site before submitting the offer.
2. The Operation, Maintenance and services shall be carried out as per the direction given by the Maintenance Department.
3. The Contractor shall arrange to execute operation and maintenance services only through qualified electricians who are permitted to work on electrical installations by appropriate competent authority and as per IE rules 2003.
4. The Contractor and his service provider / work force shall strictly follow the security instructions and safety instructions as imposed by the Department.
5. A full time supervision by the Supervisor at site is compulsory during any maintenance services, which shall strictly comply with relevant I.E., rules.
6. The scope of services includes servicing and routine repair as per manufacturer's recommendations and IITI Electrical In-Charge direction, including minor repairs and replacement of parts and accessories.
7. The Services include attending day-to-day complaints and maintaining record for the same as required.
8. All tools and tackles required for effective maintenance such as Multi meter, Megger, Clip on ammeter and Earth tester etc. shall be provided by the contractor and should be available at site till completion of the contract period. All the meters & testing equipment, which are used at site, should be periodically calibrated from authorized test laboratory.
9. The Department will supply all the spares and consumables required for operation, maintenance & services at free of cost.
10. Periodical cleaning, testing & routine maintenance of electrical system is to be done as recommended by manufacturers, and as directed by IIT Electrical Division in-charge.
11. The Contractor shall ensure and display the monthly duty chart / Shift roster and submit to IIT Electrical Division in-charge. For leave replacement service providers / work force should also be identified at the beginning of the contract such that they should also be aware of the operation & maintenance of the system fulfilling all other conditions as described in.
12. It shall be the responsibility of the Contractor for the safety of service providers / work force and maintain cleanliness of the installation/equipment's particularly which are under his sole possession/use as required. All his service providers shall be provided with Temporary Identity card as per the norms of the IITI.
13. The Contractor shall furnish local contact telephone number, Mobile number & contact address.



14. The Contractor shall be responsible to maintain records and furnish data about mandatory tests i.e. insulation and earth tests of all the installation as per I.E. rules & IS. Specifications.

15. The Contractor shall be responsible to provide & maintain records at IIT site e.g. attendance of duty staff, log books for equipment etc. as required.

16. It shall be the responsibility of contractor to maintain and hand over back the installation covered under the scope of service after completion of operation and maintenance services in good working condition as required.

17. The contractor shall be responsible for the equipment, materials handed over to him, and in case of any mishandling or missing the same shall be replaced or repaired at his own risk and cost.

18. All dismantled/unused materials shall remain the property of Department and shall be the responsibility of the contractor to return back the same to IIT store periodically as required failing which recovery shall be made at double the market rates from the Contractor.

19. Any damage done to the existing installation, equipment or to the building particularly due to negligence shall be entire responsibility of Contractor to repair, rectify or replace the same free of cost.

20. The installation equipment covered under this operation and maintenance contract are briefly as mentioned in the scope. The same shall be signed by the Contractor in token of having taken over Operation & maintenance services in hand and shall be liable to hand over back the installation/equipment as incorporated therein after due completion of the operational maintenance service.

21. The Contractor shall provide proper uniform, shoes and other safety gadgets like hand gloves, raincoats etc., for the service provider engaged by him during Operation and maintenance services at site.

22. The contractor shall make own arrangements for transport and other logistics to service providers / work force.

23. Contractor shall be fully responsible for releasing payment to service providers/work force engaged by him as per the Minimum Wages act within 7th of every month and also shall be responsible for complying with the labour regulations in vogue regarding the maintenance of attendance and other registers etc. The Contractor in addition to the above is also fully / wholly responsible for Provident fund and ESI formalities to be complied with the service providers engaged by him as applicable to Govt. rules and he should indemnify the department wholly/fully these implications / eventualities.

24. The service providers deployed at site of services to be carried out shall be trained and qualified as per the CPWD standards and should be able to behave properly with the Staff of our Institute and Visitors. In case of complaint about any misbehavior & or for improper working of any of service providers of Contractor is

received or noticed the concerned service provider shall be removed and to be suitably replaced by the Contractor immediately failing which it shall be presumed that no such service provider and accordingly the corresponding charges will be deducted from the bill.

25. In case of any accident occurs due to any reasons during duty hours within IIT Indore campus, Department will not be responsible in any way for the same. No extra payments shall be made to the Contractor and No claim what so ever nature will be given or paid on this account and Contractor is fully responsible for such eventualities and he should indemnify the Department from such happening.

26. Unauthorized person belonging to the Contractor will not be allowed to enter IITI campus.

27. The Contractor shall be responsible for the entire criminal, civil, liabilities arising during the contract period and he should indemnify the Department from such implication /eventualities / happenings.

28. The Contractor or his bonafied representative shall regularly visit the site and meet the In charge to take instructions, monitor operations and review the complaint register/site order book, thereby attending the site requirements efficiently & effectively, failing which In charge shall be free to take suitable action as per relevant terms & conditions of agreement at his discretion as required.

29. IITI may ask contractor to supply additional similar manpower during exigency / critical operations other than the scheduled supply against extra payment as per their offer.

30. The work performance of the contractors & individuals service providers will be assessed periodically (once in three months) and if the same is found unsatisfactory the contractor should immediately replace the service provider / work force.

31. The contract may be terminated at any time without giving further notice by the competent authority, if the quality of the work is found not satisfactory.

32. The contractor will maintain a building-wise register for the repair carried out in the individual building and items replaced like switches/socket/power socket, etc. (the electrical items shall be provided by IITI on demand free of cost to the contractor for replacement as per need).

33. The duties of Electrician/ Lift Operator / Fire Pump Operator can be swapped by the Site In charge depending upon requirement. However there will be no extra cost to IITI

34. In case Contractor is fails to provide Supervisor as per schedule @ Rs.:700.00 will be deducted per day and if he fail to provide other service providers as per schedule Rs. 500.00 will be deducted per day irrespective of their level.

35. If the Contractor fails to carry out the services assigned within reasonable period a penalty of Rs.: 250.00 per service will be recovered from the bills.

36. In case the person on duty found sleeping will be fined Rs.: 250.00 per incident.

37. The contract can be terminated by the Department within one month notice and proportionate payment shall be made if the Contractor fails to provide the requisite service provider or repeatedly fails to carry out the services satisfactorily.

38. NO Advance payment will be made.

39. The contract is a fixed price contract & no escalation will be permissible during any stage of contract.

40. Income tax, TDS, as applicable from time to time shall be recovered from monthly bill, to this necessary certificate will be provided by the Department Accounts section.

41. Pro - rata amount may be paid on monthly basis and will be paid within 10 days from the date of submission of bill duly certified by IIT Electrical In-charge.

42. At IIT, Contractor shall keep all machineries and equipment in working condition all the time during contract period. The Electrical supply of Institute shall not be affected at any time due to any negligence or careless operation by the contractor or his service providers. In such case liquidated damages @ ` : Rs. 600.00 per hour for the down time will be charged.

43. The materials to be supplied by the Client will have to be received by the Contractor from Client godown.

44. If any material is required at site and as per the instructions of Project In-charge the contractor needs to deliver the same and the Payment of items will be made on the basis of cost of material + 15%. The latter figure (15%) would include all costs towards freight, Contractor's profit margin etc.

45. Man-power shuffling shall be done by contractor after the approval of Engineer – in – charge on weekly / monthly basis.

46. Mixed work can be allotted to any man-power deployed at IIT Indore site but within the scope of the contract.

47. The following statutory norms must be followed:

- Employment of Children Act
- Workmen compensation Act
- Employment of Labour/Contract Labour Act
- Industrial Employment Act
- Contract Labour (Regulation & Abolition) Act 1970.
- Minimum Wages Act
- Employee Provident Fund Act
- Employees State Insurance Act
- Labour Laws Rules 2017 in accordance with Gazette of India GSR 154(E) dated Feb 21, 2017
- Any other act or legislation as may be in force from time to time

**Chapter-5**  
**SCOPE OF WORK**

**Annual Maintenance Contract of Electrical, Air Conditioners (Split), Lift Operation and Fire Fighting systems at IIT Indore Campus, Madhya Pradesh India**

IIT Indore campus is having an area of 501 Acres comprises Academic, Seminar Room space, residential area, Utility Buildings, Sports and Dining complex, Pump houses, Play grounds etc., and associated Electrical, Air conditioning, Fire Alarm, Firefighting Systems, Sewage Treatment Plant and Water Sump Tanks.

IITI has critical requirement of Electric power and Air-Conditioning. In no case, outage of power for more than 3 minutes (for critical areas) is acceptable. Hence, the essence of this contract is to achieve 'Zero Breakdown". All efforts are to be made with up to date maintenance in achieving this, by using predictive and proactive maintenance techniques at times, and, by strictly adhering to preventive maintenance practices and schedules. Only Class-1 certified electrical contractors who have carried out similar works with good track records shall be considered for engagement. Contractors shall engage and deploy experienced technical staff, who have experience in troubleshooting to meet these kinds of requirements. So engaged supervisors / technicians shall have ability to read continuous power and control circuit drawing of 30 pages or more, able to do troubleshooting and rectification.

The Scope of work includes (but not restricted to) the following.

1. The Vendor should be responsible to keep 100% Availability and Healthiness of various Electrical utility systems at IIT INDORE laboratory/ Academic Building/ Library Building/ Admin Building/ Residential Building/ Health center/ Hostel/ Guesthouse campuses.
2. Electrical maintenance of offices, residential areas, Bore well pump motors, Street lighting and compound wall/periphery lighting inside IIT Indore campus.
3. Electrical maintenance of non-operational area in side IIT like meeting rooms, canteen, library, Guest house, corridors, toilets including street light and periphery lighting as directed.
4. Electrical maintenance of operational area in side IIT such as Power Panels in AC plants.
5. Attending, rectifying power OFF complaints and restoring it at any time on emergency.
6. Verifying the tripping of ELCB. RCCB and MCBs.
7. Replacing of burnt out or damaged bulbs, Tube lights, switches, sockets, holders, fans, lighting fixtures, switch boards, MCBs, ELCBs, and any works given by Electrical Department.

8. Cable laying, wiring and lighting etc as per the user's/Department's requirement.
9. Dismantling of burnt pump motors, burnt ceiling fans, burnt chokes of light fixtures and installing the same after repairs, for which materials will be issued by the department free of cost.
10. Fixing of Geysers, repairing of geysers for the replacement of defective thermostat, rectification of major leaks of the geyser.
11. Repairing / Replacement of the burnt chokes of street light fixtures and changing of fused lamps in the fixture.
12. Periodical maintenance of light fittings, street light fittings, ceiling fans, exhaust fans including repairs like replacement of fused lamps and tubes, checking of chokes, capacitors, starters, holders, terminals, control gears, regulators etc.
13. Diagnosing the cable fault and rectifying the defects by providing straight through joints, end terminations etc., as directed.
14. Operation and Maintenance of internal Telephone lines/FO cables, instruments, junction boxes and wiring for new connections, if required.
15. Preventive maintenance of above listed installations to be carried out in a well planned manner with periodicity as detailed in general, as directed.
16. Electrical complaints, other than the above mentioned shall also be executed by the contractor, as per the directions.
17. The work allotted shall be attended to, within 4 hours and reported to Head, Electrical Maintenance for its progress.
18. Preventive maintenance shall be effectively carried out in consultation with Head, Electrical Maintenance as mentioned below.
19. Keeping the maintenance records updated and logging the day-to-day works executed.
20. Keeping the record of materials received for the day-to-day works and materials used at different locations.
21. Helping the IIT personnel in the execution of new job requirements.
22. In addition to this any other electrical work allotted by the Head, Electrical Maintenance to be attended.

#### **OPERATION AND MAINTENANCE OF LIFTS**

Number of Lifts:36

Schindler(19)Jhonson(7)Kone(5)Thyssenkrupp(4)Venus(1)Kone(05)

- i) The lifts shall be operated by employing trained lift operators (the maintenance of the lift being the direct responsibility of OEM).
- ii) Co-ordination for renewal of license for operation of lifts from time to time as required with concerned Govt. department.

**Fire alarm and Firefighting system:**

- a. Maintenance of smoke/Heat detectors (fire detectors)
- b. 24x7 Operation of Fire pumps, Fire Diesel Engines.
- c. Operation and maintenance of Alarm panels (Control and Indicating Equipment)
- d. Operation and Maintenance of Alarm bells (Fire alarm devices)
- e. Checking of manual call points
- f. Regular checking of DECAM panel (Fire Services Signaling Transmitter)
- g. Continuous monitoring and debugging of DECAM station (Alarm monitoring system)
- h. Operation and Maintenance of Extinguishing panels (Control for automatic fire protection equipment)
- i. Operation and maintenance of sprinkler (Automatic fire protection equipment)
- i. Charger/Battery (Power supply equipment)

**Addition and Alteration jobs:** All addition & alteration jobs have to be carried out as per requirement at the campus. No staff in regular shift duties (I, II, III and General shift) shall be used for these works. If shift staff are used (allowed only in emergencies), only material supply charges will be paid for such executed works.

Any addition or alterations made in the system during the tenure of this contract (whether by the AMC contractor or any other firm or by IITI), have to be maintained by the contractor.

All small fabrication works, repairs, servicing of machines / equipment / parts therein shall have to be carried out by the contractor within specified time. Contractor shall never say 'no' to any of the requirement of IITI, which is in the area of AMC's technical services, as found reasonable to be entrusted onto the contractor by Engineer In charge (Electrical). Reasonable amount shall be paid against bills for such works as certified by Engineer In charge (Electrical)

. All fire alarm calls and other related functional requirement calls of IITI shall be attended and followed up in the best interest of the Institute and its activities.

While carrying out any of the works, if the dust is generated / the same flies and settles in the surrounding area, the same (dust) should be thoroughly cleaned. Vacuum cleaner and wiping materials shall be used in cleaning. If any marking, scars are seen, the same to be neatly wiped off. All attempts to be made in avoiding dust / dirt / markings etc., while working.

Providing all kinds of labour and the expertise required to attend to the above work is included in the scope of work. However, consumable, workshop expenses, new



addition and alteration work will be paid extra as per actual rate or agreed rate as applicable.

**Special Conditions:**

1. All works to be carried out in accordance with relevant Indian Standards and as per Indian Electricity rule as amended. The contractor has to obtain necessary clearance from Electrical Inspectorate. Panels, Fittings, Equipment's, Systems etc., all the components, accessories, Subassembly, assemblies etc. which are attachments or parts needed for the purpose. Any other work which are incidental or part of the above, but not specifically spelt out will also be included in the scope.
2. For carrying out above job the contractor has to make his own arrangements for tools, tackles and measuring equipment, measuring meters, safety and protective devices for carrying out the work.
3. IITI is a research institute and has critical power requirement. Please note maintenance should be in such a way that power failure should not be more than 3 minutes in any case.
4. For some of the emergency load point's power availability has to be monitored round the clock.
5. Contractor will ensure that the deployed staff should have basic qualification and are capable of handling work as stipulated in scope of work. Contractors should deploy electrical staff having experience in handling such power shutdown situations and have ability to read continuous drawing of 30 pages or more and capable of troubleshooting and rectification.
6. As the work involved is quite specialized and continuous monitoring is required, absenteeism of the contractor's employees will not be tolerated. The **Electrical Engineer is authorized to make penal deductions in the bills for the absenteeism and non-compliance of the work.** The contractor will ensure proper supervision all the time. In case of deficiency, penalty will be imposed.
7. It is presumed that contractor will deploy skilled manpower as required. All the labour and expertise are included in the scope of work. No extra payment will be made for carrying out wiring work, routine breakdown and preventive maintenances.
8. All the breakdown calls should be attended immediately. In case frequency / work demands more manpower, Contractor will arrange additional manpower, at no extra cost, so as not to disturb the research activities.
9. It is fully contractor's responsibility to deploy qualified Supervisor, Sr. technicians and Technicians & helper with relevant Qualifications, License, hands on experience (Minimum 7 to 8 Years) to handle electrical, Fire alarm System, Fire Fighting System and Equipments specified in the scope of work. They should be well conversant with Indian Standard, Indian Electricity Rule and Acts as applicable and should have knowledge of electrical and Industrial safety practices.

10. Contractor will ensure consistency of work and workforce, correct trouble shooting, good workmanship, follow all safety procedures and will make all necessary efforts to maintain healthy environment and reliable services.

11. It is purely contractor's responsibility to get his staff acquainted with the site condition, operation and maintenance procedures, equipment details, safety devices, Scope of work etc.

12. Contractor shall depute adequate number of staff to carry out routine work, wiring work, additional project work, attending fuse call, preventive and breakdown maintenance so as not disturb research activity.

13. Minimum wage of the staff should not be less than minimum Wage Act applicable to the respective category/experience. Contractor will submit the details of minimum wages as per Minimum Wage Act, as applicable to the respective category/Experience at the time of submission of Tender bid.

## **SCHEDULING**

In a broad manner, the AMC work can be scheduled as follows (All at no extra cost)

### **PREVENTIVE MAINTENANCE SCHEDULE**

1. **Once in three months:** Pump Motors, LT Panels, Feeder panels, Switchgears, Streetlight and Periphery Lighting etc
2. **Once in Six months:** Building Level Feeder Panels, Cables, Ceiling Fans, Geysers and energy meter panels etc
3. **Once in a Year:** Earth resistance measurement of all installations identified by Head, Electrical Maintenance.
4. **MONTHLY**
  1. Billing on residential area, guest house, hostel and any other energy meters and submitting the same to the concerned as per instruction of Engineering In Charge Electrical.
  2. Checking, fitting cleaning and fault rectification and recording of following:
    - a. Street and security lights within the campus and in the road leading to campus
    - b. Periphery lights
    - c. Path way lights
    - d. Lights and fans in canteen buildings and cafeteria
    - e. Lecture hall and seminar hall lights
  3. Common area lights and the open space lighting.



4. Contractor's running spares makeup and list submission.
5. Battery charger panel testing and recording.
6. Load current record of each LT feeder from sub-station.

5. **WEEKLY:**

1. Checking of rainwater sump pumps in summer and winter (December to April) and taking corrective action.

6. **DAILY:**

1. Breakdown maintenance and alteration works (with special importance to critical areas, labs, lecture halls, seminar halls).
2. Updating and maintenance of all other registers.
3. Checking of rain water sump pumps in rainy season (May to November) and taking necessary corrective action
4. Monitoring of all emergency loads (electrical and air-conditioning) and recording of system parameters and condition. Necessary corrective action to be taken, if things are not found normal.
5. Any other works entrusted on daily basis for the same trade.

**Chapter-6**  
**MANPOWER REQUIREMENTS**

The Contractor is responsible to provide Services from below listed Qualified and well experienced personnel, who can independently handle, Operate and maintain electrical installation as per the guidelines of IIT Electrical In-charge. The work force to be deployed will be screened for technical capability by the Institute to ensure the deployment of suitable candidates by the contractor.

Sr. NO.	DESIGNATION	CATEGORY	Numbers (Total Manpower required)	EXPERIENCE
01	Supervisor (Diploma Holder)	Technical Supervisory	3	With 1-2 years experience in similar works of electrical field. Or .
02	Sr. Electrician	Skilled	6	ITI with 5 years experience
03	Electricians/AC Technicians	Skilled	4	ITI with 3 years experience
03	Helpers	Un-skilled	10	NCVT Licensed wire man preferred
04	Lift Operators	Skilled	2	Having 3 years experience; preferably vocational training done
05	Fire Equipment Operator	Skilled	3	Having 3 years of experience in same work.
Total			28	

**TESTING, MEASURING EQUIPMENTS, TOOLS & TACKLES:**

All the tools required for carrying out the work stipulated in this document shall be provided by the Contractor at site. But, the following minimum is a must at all times:-

All the Senior Technicians should be given with the following:

1. One test lamp set (3ph. & 1 Ph.)
2. Two screwdriver (one light duty & one heavy duty) with insulated handles.
3. One cutting plier, 500V grade with insulated handles.
4. One live line tester, 500V

Following calibrated and well maintained instruments should be available at site:

1. Two Nos. tong testers / multi meters
2. One 500V Megger / IR tester
3. One earth resistance measurement instrument (0.1 Ohm LC ) with kit
4. One phase sequence meter.

Following tools should always be available at site:

1. Two sets pf 6-7 to 30 – 32 size 9 metric 0 double end open spanner
2. One set of 6-7 to 30 – 32 size (metric) double end ring spanner
3. Two Nos. adjustable wrenches (12 inch)
4. Two Nos. 0.5 to 16 sq.mm hand crimping tools
5. Two sets of Allen keys
6. One set of tubular spanner
7. One star screwdriver set 8. One screwdriver set
8. Two Nos. of hammers (1lb & 2lb)
9. One soldering gun with lead & flux.
10. One 6mm, hand drill, electric, with drill bits ( 2.5mm , 3mm, 4mm, 5mm, 6mm, 5 each).
11. Two pairs of 15000V grade Hand gloves.
12. Rubber mats. All these shall be suitably kept at site, with contractors own security arrangement.

## Chapter-7

SI No.	Name of Building/ Structure	Area (in Sqm)
A.	<b>Academic Area:</b>	
1.	Central Library	9264
2.	Lecture Hall	19706
3.	POD area (5 buildings)	44255
4.	Workshop Building	2595
5.	School Building	9563
B.	<b>Hostel Area:</b>	
1.	CV Raman Hall of Residence	14069
2..	Vikram Sarabhai Hall of Residence	14069
3.	Devi Ahilya Hall of Residence (Girls Hostel)	14069
4.	Homi Jehangir Bhabha Hall of Residence	14069
5.	A P J Abdul Kalam Hall of Residence	14004
C.	<b>Residential Area:</b>	
1.	Guest House	1425
2.	J.C Bose Hall of Residence (Studio Apartment)	11025
3.	Faculty Housing	1170
D.	<b>Utility Buildings:</b>	
1.	Administrative Building	8365
2.	Sports Complex	4257
3.	MRS, ESS-07A, ESS-05, ESS-02, UGT-G, UGT-B, UGT-A	2478
4.	Health Centre	3775
5..	Central Dining Hall	9289
13.	Gate Complex (1 & 2)	400
15.	Guest House and Hostel component in Faculty Housing	1170
16.	Work Shop Building	2594
17.	Central HVAC plant	1685
18.	A.P.J Kalam Hall of Residence (Hostel Building)	14004
20.	Sewage Treatment Plant	780
21.	Water Treatment Plant	714
22.	La' Fresco Store & first floor	414
23.	Balda Farm Unit No. 3, 4 & 5	360
24.	Gym – 150	150
26.	Area Lighting of whole campus	NA

Buildings and Areas are indicatives and for getting an idea for the bidders. New Buildings and Areas can be added.

Indicative Operation and routine, preventive and breakdown maintenance of the following Lighting and heating systems.

- a. Street Lights & Flood Lights : approx. 100 Nos.
- b. Building Light fittings : approx. 3000 Nos.
- c. Ceiling fans : approx. 3500 Nos.
- d. Exhaust Fans : approx. 200 Nos.
- e. Geysers : approx. 150 Nos. f. All related power points : approx. 2500 Nos.

## Annex-A

**TECHNICAL BID COMPLIANCE MATRIX****A. Documents details to be mandatorily submitted:**

Sl. No.	Particulars	Details
1.	Name of Firm/Tenderer/Company (in block letters)	
2.	Permanent Address & Telephone No.	
3.	Full Postal Address, Telephone/Fax No./E-mail:	
4.	Details of infrastructure persons employed and number of offices/branches available (attach separate sheet).	
5.	EMD Submission Online reference	
6.	Firms Incorporation certificate	
7.	Copy of Valid Electrical Licence	
8.	PAN No.	
9.	GST Registration Number:	
10.	Income Tax Return (last three years),	
11.	Copy of a valid License issued by State/ Central Labour Department under Contract Labour Act duly attested by a gazetted officer/notarized.	
12.	Details of ESIC Registration with Date and proof of registration	
13.	Details of EPF Registration with date and proof of registration	
14.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been black listed or changed the name of the firm (in original). <i>The Notary should be self-attested.</i>	
15.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original). <i>The Notary should be self-attested.</i>	
16.	The Signed copy of NIT and Tender Documents	
17.	Copy of Experience Certificate (pdf format)	
18.	Acceptance Certificate	
19.	Letter of Consent	

**B. Experience**

(i) Details of Experience: Should be furnished in the following format - till 31.03.2018 only:

Name of the Client and full address	Telephone and Email id of the client	Tenure of contract	Value of contract

*(ii) Three similar completed works during the last 5 years, each costing not less than the amount equal to Rs.45 Lakhs,*

**OR**

*Two similar completed works during the last 5 years, each costing not less than the amount equal to Rs. 68 Lakhs,,*

**OR**

*One similar completed work during the last 5 years costing not less than the amount equal to Rs. 90 Lakhs*

**C. Documents to be submitted by the successful Tenderer before award of work:**

1	Proof of Financial Capacity from his bankers/Chartered Accountant
2	Audited balance sheet and Profit/Loss A/c for last 03 financial years.

Date:

Signature of Tenderer,  
Seal & address

**ACCEPTANCE CERTIFICATE**  
**(To be given on Company Letter Head)**

To, \_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of NIT Reference No:** \_\_\_\_\_

**Name of Tender / Work: -** \_\_\_\_\_

**Dear Sir,**

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' 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 from Page No. \_\_\_\_\_ to \_\_\_\_\_ (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/ organizations 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 do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.

7. I / We agree to hold this offer open until **90 days** and shall be bound to provide service within the specified period.

8. 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.

**(Signature of the Bidder, with Official Seal)**

LETTER OF CONSENT

To  
The Project In charge  
IIT Indore

Date: \_\_\_\_\_

Tender Ref. No.

**Name of Work: 'Annual Maintenance Contract of Electrical, Air Conditioners (Split), Lift Operation and Fire Fighting systems at IIT Indore'.**

I/We understand the nature and quantum of work to be carried out. I/we have read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 180 days from the date fixed for opening the Part I and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted.

I/We understand that my/our "Earnest Money Deposit" submitted along with the tender to Registrar, IITI will be liable for forfeiture. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the IITI, general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by IITI.

A sum of Rs..... (Rupees.....) Only is hereby forwarded as Earnest Money via online. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

I /We do not execute the contract documents within 7 (seven) days after getting information from IITI, or I / We do not commence the work within 15 (fifteen) days after getting information from IITI.

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

**Signature of Tenderer(s) with Stamp, Address**

**Note:** *The formats have been made available for the convenience of tenderers in word format in the document titled 'Annexure'. The formats may also be downloaded. No change should be made by the tenderers except filling-up details. In case any change is made in the content of the formats, except filling-up details, it shall be treated as unauthorised and such tender will stand automatically disqualified.*

**FORM OF UNDERTAKING**

**(to be submitted by the successful company/agency before deployment of manpower)**

We hereby declare that the advertisement inviting applications for deployment of manpower for Annual Maintenance Contract of Electrical, Air Conditioners, Lift Operation and Fire fighting systems Operation at IIT Indore Campus.at IIT Indore has been published in \_\_\_\_\_ dated \_\_\_\_\_ exclusively and wide publicity has been given. The candidates have been evaluated with regard to the qualitative requirement as mentioned in the published invitation of application.

We will be liable to appropriate action as per the contract in case of any shortcomings omission and commission.

SIGNATURE OF THE CONTRACTOR OR HIS AUTHORIZED SIGNATORY

DATE:

ADDRESS WITH SEAL OF THE AGENCY /FIRM



**PRICE BID**

PRICE BID - Schedule of price bid in the form of BOQ format:

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>
2. **Bidders are advised to download this BoQ.xls** as it is and only quote their offer/rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited.
4. The tender shall remain valid for acceptance for 90 **days**, from the date of tender opening.

**OTHER CONDITIONS FOR PRICE BIDS**

1. **After inspection of site bidders must submit quote for each building/structure separately.**
2. **The firms should visit the site to access the quantum of work and area before submission of bid.**
3. **Order may be placed fully or partially.**

Signature of Tenderer

**PRE-BID QUERY FORM**

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/ Deviation sought	Clarification/Response from IITI
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**PERFORMANCE SECURITY FORMAT**

To,

.....

**WHEREAS** ..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. .... dated .....to supply (description of goods and services) (herein after called "the contract").

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee:

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(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 there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer  
Seal, name & address of the Bank and address of the Branch  
Phone No., Fax No. & e-mail id.

**PRICE BID** (2 pages)

**(To be filled separately in BoQ.xls file)**

SCOPE/DESCRIPTION OF WORK	RATE (RS.) PER MONTH	PERIOD Qty	AMOUNT (RS.)
<b>Annual Maintenance Contract of Electrical, Air Conditioners (Split), Lift Operation and Fire Fighting systems at IIT Indore as per tender document</b>		12 months	
<b>Taxes ( _____ %)</b>			
<b>Total</b>			

(Total amount in words : Rupees..... only)

<b>Rate per manpower per day for additional engagement (other than normal work) / minimizing# either</b>	
Supervisors	
Sr. Electricians	
Electricians/Air Conditioner (Technicians)	
Fire Fighting Operators	
Helper	

<b>Applicable Taxes And Duties (mentioned above)</b>			
Sales Tax/VAT	Applicable Rate (%)	Inclusive	Exclusive
Service Tax			

GST Regn No.	Service Tax Rgn No.	PAN Card No.

(please do not leave these columns blank. If it is not applicable to you please indicate "Not Applicable")

Note: Non compliance to technical as well as commercial terms and conditions mentioned in the tender, bid is liable to get rejected. Please contact us for any clarifications before bidding.

# Man-power can be reduced also, at the discretion of IIT Indore, from the total manpower requirement at the same rate mentioned above for additional engagement.

\_\_\_\_\_  
SIGNATURE OF THE TENDERER WITH  
SEAL) ADDRESS MOBILE NO. \_\_\_\_\_