



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore
सिमरोल, खंडवा रोड इंदौर – 453552
Simrol, Khandwa Road, Indore- 453552

Notice Inviting Tender
for
Dismantling, Packing, Loading, Shifting, Unloading, Unpacking
and Re-Installation of Island Bench, Equipment, Office
furniture and Other materials

Materials Management Section
IIT Indore
First Floor, Sodium Building, Simrol
Khandwa Road, Indore- 453552
Tel.: 0731-2438700 Ext: 327/958, Email: mms@iiti.ac.in
Website: www.iiti.ac.in

सुरेश चन्द्र ठाकुर
Suresh Chandra Thakur
प्रशासनिक अधिकारी
Administrative Officer
आई आई टी इंदौर/IIT Indore



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सिमरोल, खंडवा रोड इंदौर – 453552

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

Tel.: 07324-306958
Email: mms@iiti.ac.in

**Notice Inviting Tender
for
Dismantling, Packing, Loading, Shifting, Unloading, Unpacking
and Re-Installation of Island Bench, Equipment, Office
furniture and Other materials**

Indian Institute of Technology Indore (IITI) is a statutory body and one of premier institutions of science & technical education under Ministry of Human Resource Development, Government of India. IITI is established through the Institute of Technology Act, 1961 and (Amendment) Act 2012 passed by the Parliament with an intent to impart education and undertake research, consultancy and other related services from Indore as part of Government of India's initiative and policy proposal to extend and expand the reach and horizon of science and technology education in the state of Madhya Pradesh.

Indian Institute of Technology Indore (IITI) invites sealed tender from reputed, eligible and qualified firms for the award of work of Dismantling, Packing, Loading, Shifting, Unloading, Unpacking And Re-Installation Of Island Bench, Equipment, Office Furniture And Other Materials as per schedule, specifications and as per the terms and conditions mentioned in this tender document.

For any other clarification/detail, you may feel free to talk to the MM Section on 0731-2438700 Ext: 327/958. Offers strictly in accordance with the NIT with relevant documents appended there to will be considered and evaluated for further discussion. Offers not meeting the requirements may not be considered for further discussion.

IITI reserves the right to:

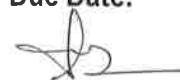
- a) Reject any or all the tenders without assigning any reason whatsoever;
- b) Not bind himself to accept the lowest or any tender; and
- c) Accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website www.iiti.ac.in.

Administrative Officer (MM)

Schedule of Requirements

Description	Details
Download of NIT	June 30, 2019
Last date for receipt of NIT	July 08, 2019 on or before 3.00 PM
Date and Time of Opening of NIT	July 08, 2019 on or before 3.30 PM
Tender Validity	The bids submitted by the firm should be valid for 90 days
Bid Security/ Earnest Money Deposit (EMD) Amount	Earnest money deposit of ₹ 10,000.00 (Rupees Ten Thousand Only) is to be submitted via online. Online EMD Submission: Bidder can submit their EMD online by visiting to the below link: https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=315967 EMD in any other form will not be accepted. Tenders received without valid EMD stand automatically rejected. EMD should be kept in a TECHNICAL BID ONLY. EMD to be submitted as per schedule of requirement. In respect of the successful bidder, this EMD will be returned on receipt of Security Deposit. EMD submitted by other bidders will be returned after finalization of the contract.
Security Deposit	For due performance of his/their obligations under the contract, The successful bidder shall have to deposit @10% of total value of work order as Security Deposit/Performance Guarantee at the time of award of contract which shall remain valid for the entire period of the engagement and no interest shall be paid upon the same. This security 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. After successful completion of the contract, the security deposit will be refunded within 30 days after adjusting dues if any to the IITI from the Contractor.
Tender to be submitted in	Tender Box at Ground Floor, Sodium Building, IIT Indore, Khandwa Road, Simrol, Indore- 453552
Tender Validity	The bids submitted by the firm should be valid for 180 days
All the communications with respect to the tender shall be addressed to:	Administrative Officer (MM) IIT Indore, First Floor, Sodium Building, Khandwa Road, Simrol, Indore- 453552 Tel.: 0731-2438700 Ext: 327/958, Email: mms@iiti.ac.in

The bidders shall send sealed proposal super scribing "Notice Inviting Tender for Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Island Bench, Equipment, Office furniture and Other materials" with NIT No. and Due Date.



Administrative Officer (MM)

INSTRUCTION TO BIDDERS (ITB)

1. **Submission of tender:** Proposal should be submitted in single envelope.
2. **Envelope:** Signed and sealed entire NIT, Annexure I and Terms & Conditions.
3. The tenderer is advised to visit the IITI on any working day **between 1000 hrs and 1700 hrs** to assess the nature and quantum of work before tendering.
4. The firm should give the acceptance of the NIT including scope of supply.
5. Failure to fulfill any of the conditions laid down renders the tender invalid.

GENERAL TERMS & CONDITIONS:

1. **Bid Security (EMD):** Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with:-

- (i) **Micro and Small Enterprises (MSEs)**
- (ii) **Central Purchase Organization (CPO)**
- (iii) **Concerned Ministry / Department.**
- (iv) **Startups as recognized by Department of Industrial Policy & Promotion (DIPP).**

- In such case, copy of the certificate showing registration with the above mentioned institutions to be submitted along with proposal.
- In case the unit is not covered as above, the EMD should be submitted online via <https://www.onlinesbi.com/sbicollect/collecthome.htm> and the payment reference should be attached in PDF with Cover I.
- The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
- The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
- No interest will be payable by the Institute on the Earnest Money Deposit. **The earnest money of all the unsuccessful tenderers will be returned to them after finalization of order or immediately after completion of validity of the bid.** 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 the service as per Service Order (PO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore

2. Responsibility of the Tenderer:

- a) Packing and unpacking of Office furniture, files, equipments and other materials of the IIT Indore, as per instructions of the respective site in-charge.
- b) Transport arrangement with deployment of suitable vehicles/under container trucks during days of Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Reinstallation including adequate labour and supervisor as required.
- c) Experienced Labours as required to handle sophisticated and sensitive equipments.
- d) Special and sophisticated support machinery such as hydraulic, chain pulley cranes and other machinery, if required, for loading and unloading, transfer of heavy equipment's and trouble free installation at the required site, as per the instructions of the respective site in-charge.
- e) The goods to be wrapped with ballooning paper, HM Laminated Foams, corrugated Sheets, Thermocol sheets, air bubble wrapping material, water proof, moisture free, wherever is required so that the goods can easily overcome jerks while Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation and are delivered to the destination without any scratch, damage, breakage etc.
- f) While re-location of the office goods & other equipment and loading equipment, instruments etc., agency should ensure that all equipment's, files, furniture & other equipment are moved and set up on scheduled date, time and place.
- g) Place the equipment in position at designated location as directed by representative of the Institute.
- h) Arrangement of thread, ropes, adhesive sticky tapes etc. wherever required.
- i) The firm will measure the dimensions of all large items and make the design on floor plans where the same shall be shifted in consultation with the Institute.

- j) Dismantling and re-installation, if any, will be done by successful bidder after receiving work order.
- k) A detailed schedule will be given by the Institute 3 days prior to actual shifting. Successful bidder will make all logistic arrangement and submit a detailed plan to the Institute before shifting.

3. All the documents pertaining to the Firm/company submitted by the tenderer should bear the name and Address, as recorded in the Tender Form. In case of any variation, it should be specifically clarified, as to whether the changes have been duly notified to the respective Authority and proof of acceptance by the Authority must be attached with the respective document submitted by the tenderer.

4. **Location/Site Details:** IIT Indore, Khandwa Road, Simrol, Indore – 453552.

5. Rates and Payments:

- a) The rates of the Agency shall include cost of all materials, labour, machinery and all taxes and any other inputs involved in the execution. No extra amount shall be paid from the quoted amount, unless clearly specified otherwise.
- b) In case Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation to items upper floors is not possible through lift, Agency shall make its own arrangement for Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation manually or by any other means like staging, hydraulic lift etc. Nothing extra shall be paid on this account.
- c) Only quoted rates in whole rupees shall be considered. Rates quoted in percentage terms will not be considered. Where the rates quoted by the Agency in figures and in words don't tally, in that event the rates quoted in the words shall be considered as correct and final.
- d) No advance payments will be considered. The Agency/Agency should submit final bill in triplicate for payment quoting PAN No. and GST No. on the body of the bill. Tax will be deducted as per statutory provisions. The payment shall be made after successful completion of work.
- e) **The bidder may consider transit insurance coverage for covering carrier risk charges towards damage of items. The firm shall make proper security/inspection before quoting the rates. The quoted rates shall be deemed to be inclusive of this insurance coverage, if any.**

6. Interested Agencies should visit the sites of the present locations to assess the exact nature of requirements before submitting their quotes.

7. Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation process and schedule will be supervised & monitored through the designated officer which includes Dismantling, Packing & Loading and further unpacking, Un-loading, re-installation and relocation, The designated officer will supervise, instruct & Guide the agency about picking of desired items from existing building & Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of the same.

8. The Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation has to be done carefully so that no damages are occurred, however, otherwise, liquidated damages will be recovered out of the payments.

9. The agency shall compensate against all losses it has suffered during any accident/incident during the execution of this job.

10. The Agency is required to take all safety and security measures of men and materials involved in the Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Reinstallation process.

11. Any time after award of work, the Institute may abandon or reduce the scope of work for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Agency shall have no claim to any payment of compensation or otherwise whatsoever.

12. During execution of the works the entire premises have to be kept clean and free from any obstructions, all the debris and surplus materials shall be removed from the work site as soon as works are completed.

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13. The total work has to be completed in phases and preferably during hours intimated by the Institute, agency has to arrange number of vehicles, labour, packing material etc. accordingly.
14. In all matters, the orders/interpretation of the Competent Authority of the Institute shall be final & binding on the Agency.
15. In case of non-compliance of any of the clause/terms, the Institute will have the right to impose penalty as deemed fit, and engage new Agencies, and also forfeit the Performance Guarantee in full or in part.
16. The Commission reserves the right to terminate the contract at anytime without assigning any reason and also to refuse services of any contract worker of the firm without assigning any reasons.
17. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding.
18. This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall provide the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire shifting is taken from the firm.
19. IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
20. IIT Indore is green zone campus; hence, after Shifting and completion of the work supplier should take back the waste packing material such as plastic, wrapping paper and toxic material. Further, any wooden packing material to be handed over to store.
21. For any dispute, the place of jurisdiction shall be Indore, India only.



Annexure-I**DETAILS OF THE BIDDER**

Sl. No.	Description	Details of the Firm
1.	Name of the Bidder	
2.	Address of the Registered Office	
3.	Contact No. & Email Id	
4.	PAN No. (PAN Card should be attached with the Proposal)	
5.	Incorporation Certificate of the Firm(Should be attached with the Proposal):	
6.	GST registration no. (Should be attached with the Proposal)	
7.	Details of Owner/Proprietor/partners of the firm	
9.	Legal Constitution of Applicant: (Public Limited/Private Limited/Partnership/Proprietorship etc.)	
a.	Status / Constitution of the firm:	
b.	Registration No (Copy of the certificate should be attached with the Proposal)	
10.	Previous experience of Service of 'Similar Projects', if any:	
a.	Relevant Experience (Documents to be attached)	
b.	Achievements in the Relevant Field	

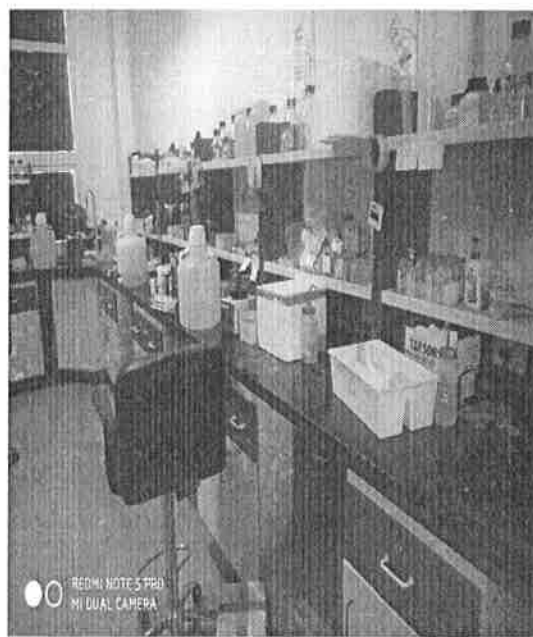
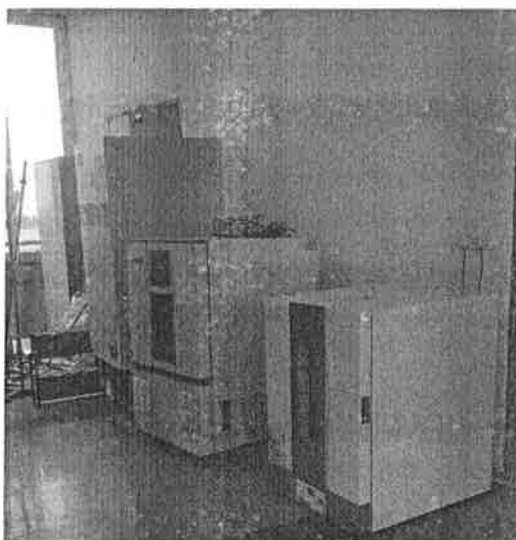
Proposals without required information or enclosures are liable to be rejected

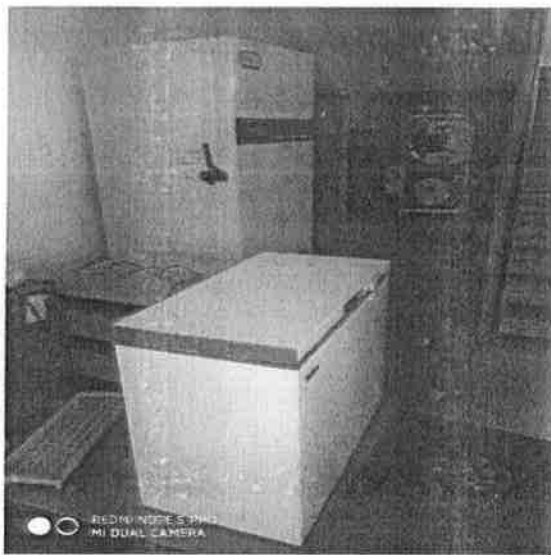
Signature of the Bidder

Seal



Present site address:	Material to be shifted to as below:
Room No. 316B, 315B, 303A of School Building	Room No. 501B of POD-1B
Room No. 315A, 214, of School Building	Room No. 502 of POD-1B
Room No. 316A, 215, 216 of School Building	Room No. 503 of POD-1B
Room No. 303B, 110B, 110A of School Building	Room No. 603 of POD-1B
Room No. 301, 302 of School Building	Room No. 602 of POD-1B
Room No. 109 of School Building	Room No. 501A of POD-1B

Some of the Pictures of Labs to be shifted:



fr

PART – II -PRICE BID*Firm should submit the Price bid on Firm's/ Company Letter Head*

'Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Island Bench, Equipment, Office furniture and Other materials'

Sl. No.	Details of Scope of work	Amount/Rs. per month (lump sum inclusive of all taxes and other expenses)
1.	End to End Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Island Bench, Equipment, Office furniture and Other materials.	
	Other charges if any	
	Total Charge =	
	GST @____% =	
	TOTAL CHARGES =	
In Words-		

NOTE:

1. After inspection of site bidders can submit quote for END to END solution.
2. The firms should visit the site to access the quantum of work and area before submission of bid.
3. Completion period of shifting within 02 weeks from the date of work order.
4. Taxes & Other charges: Inclusive as mentioned above.

Date:

Signature of the Tenderer with Seal & Address



CERTIFICATE FOR SITE INSPECTION

Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Reinstallation of Island Bench, Equipment, Office furniture and Other materials of the BSBE Lab & Offices from School Building (IIT Indore) to POD Building (IIT Indore)

Certified that we.....(Name of tenderer) have visited the site on dated..... and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to executing the work as per specification to suit the site conditions.

Present site address	<u>School Building (IIT Indore)</u> -Room No. 109, 110B on <u>Ground Floor</u> -Room No. 214, 215,216 on <u>First Floor</u> -Room No. 301, 302, 303A, 303B, 315B, 316A, 316B, 318A on <u>Second Floor</u>
Site to be shifted to	<u>POD-1B Building (IIT Indore)</u> -Room No. 501B, 501A, 502, 503, on <u>Fourth Floor</u> - Room No. 602, 603 on <u>Fifth Floor</u>

Signature of tenderer with Seal & Date


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Items Detail of School Building

Following items will be shifted

Sl. No.	Item Description	Qty.	
1.	Gel Scanner Model: Ettan IP Gphor3 S.No: 11734117	01 NO.	
2.	Biosafety Cabinet	01 NO.	
3.	Acta Pure : UNICHROMAT 1500 Sr. No. 16436	01 NO.	
4.	UV-VIS SPECTROMETER Model : Lambda 35 S/N: 502515030406 (a) PTP 6+6 Peltier Temperature Programmer ; S/N: 1411068 (b) Water Peltier System: PCB 1500 S/N: 1404433	01 NO.	
5.	Water Purification System Sartorius Arium	01 NO.	
6.	Remi Cold Storage Model: Walkin Humidity Chamber	01 NO.	
7.	Citizen Fumehood	01 NO.	
8.	Sartorius water system	01 NO.	
9.	Biosafety hood	01 NO.	
10.	Fume hood(Citizen)	01 NO.	
11.	Biosafety Cabinet (Thermo)	01 NO.	
12.	Inverted Microscope / RTC-7L	01 NO.	
13.	Biosafety Cabinet BSL-II / II228BBC86	01 NO.	
14.	imset Biosafety cabinet	01 NO.	
15.	Remi viral Inoculation Chamber	01 NO.	
16.	Neutronic virus reverse genetics chamber	01 NO.	
17.	Neutronics Humidity Chamber	01 NO.	
18.	Class 11 BS (Essco)	01 NO.	
19.	Real-time PCR (Agilent Tech) Ariamax	01 NO.	
20.	GC (MODEL-7890B (G3440B1)), (SERIAL NO. CN16143055), MAKE-AGILENT	01 NO.	
21.	Biosafety cabinet	01 NO.	

Any additional charges or special services that you may like to include may also be enclosed separately.

Signature of the Bidder

Name of Bidder:

Contact No.:

Email id:

Seal

Date:



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.

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