



Name of Work: Tender Notice for Supply of Manpower for fabrication of MS framing and AI partitioning work at various locations in academic zone of IIT Patna as per its requirement

December 2023

BID DOCUMENT

Registrar, Indian Institute of Technology, Patna

Name of work: Supply of Manpower for fabrication of MS framing and Al partitioning work at various locations in academic zone of IIT Patna as per its requirement.

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Indian Institute of Technology Patna

1. NOTICE

The Registrar, on behalf of Director, Indian Institute of Technology, Patna invites the **Percentage Rate e tenders for ‘Supply of Manpower for fabrication of MS framing and AI partitioning work at various locations in academic zone of IIT Patna as per its requirement’ in two bids** from the eligible and interested bidders who are well equipped, experience, financially sound Contractors / eligible Firms for the following works:-

1	Tendering Document No.	IITP/IWD/AZ/32/2023 dated 19.12.2023
2	Name & brief scope of Works	Supply of Manpower for fabrication of MS framing and AI partitioning work at various locations in academic zone of IIT Patna as per its requirement
3	Estimated cost put to tender (ECPT)	Rs.1,43,758
4	Earnest Money	Rs. 2876/-
5	Period for completion	Till completion of work as per requirement of IIT Patna or for a maximum period of six months from the date of award of work order
6	Bid Submission	11.30 a.m. on 09.01.2024
7	Technical bid opening	10.01.2024 at 12:30 P.M.
8	Financial bid opening	To be intimated later on.
9	Security Deposit	05 % of the gross amount of each running ^{bill} of the Contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 10 % of the bid value of the work
10	Defect Liability period	Six months from the date of completion to the satisfaction of IITP.

Registrar IIT, Patna

Eligibility Criteria

Bidder must meet the following eligibility Criteria:

A. Technical Criteria:

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

Experience of having completed during the last 5 years following ‘similar works’ ending last day of the month previous to the one in which applications invited:

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

OR

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

OR

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

AND

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

“Similar works” shall mean supply of manpower.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple interest rate of 7% per annum, calculated from the date of completion and up to 31.10.2022

The ‘similar works’ shall mean supply of manpower.

- ii. Experience certificate is required (work orders and completion certificates).
 - iii. The cost of free issue materials shall not be included in the completion cost of works.
- b) Should have average annual financial turnover on works amounting at least 50% of the estimated cost of the work during the last three consecutive financial years ending on 31.03.23 duly certified by a Chartered Accountant.
 - c) Should not have incurred any loss in more than two years during the immediate last five consecutive financial years, ending 31.03.2023.
 - d) Should have valid PAN (Permanent Account Number of Income Tax) & GST Registration no. Copies of documentary evidence to be submitted.
 - e) Participating vendors/contractors must be having valid registration with ESIC/EPF, failing which their bid shall not be considered.

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

B. Documents to be submitted along with technical bid:

- a. Copy of EMD/valid EMD exemption certificate.
- b. Copy of work order and completion certificate as per the technical criteria of NIT.
- c. GST Registration Certificate.
- d. Copy of Pan Card.
- e. Turnover & Profit/Loss documents (Audited Balance sheet and Profit loss statement for last three financial years ending 31.03.2023 or a certificate from CA indicating turnover and Profit/Loss.
- f. EPF & ESIC registration certificate.
- g. Duly Signed copy of tender document.

BID DOCUMENT NO. IITP/IWD/AZ/32/2023

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INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e- TENDERING

- a. Information and instructions for Contractors will form part of NIT and to be uploaded WWW.EPROCURE.GOV.IN/IITPATNA website.
- b. The bid document consisting of scope of works and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website WWW.EPROCURE.GOV.IN/IITPATNA. But the bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft of any Scheduled Bank towards cost of bid document and EMD in favour of Registrar, IIT Patna, payable at Patna through DD.
- c. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
- d. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
- e. The Draft information and instructions to Contractors may be modified suitably by NIT approving authority as per requirement.
- f. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
- g. The work is estimated to cost Rs. 1,43,758/-.
- h. Tender documents consisting of specifications, schedule of quantities of the various classes of work to be done and the set of terms & conditions of contract to be complied with by the contractor whose tender may be accepted and other necessary documents can be seen on website WWW.EPROCURE.GOV.IN/IITPATNA.
- i. The information and instructions for tenderers / bidders posted on the web-site shall form part of bid/tender documents.
- j. The bid can only be submitted after scanning and uploading the mandatory details within the period of tender submission i.e. up to 09.01.2024 up to 11:30 a.m
- k. This Notice Inviting Tender shall form a part of the contract document. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit, and other documents placed in the envelope are found in order.

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

Instructions to bidders

1. The bidder must ensure that all the information required in the documents is furnished by him complete in all respects. He would not be allowed to withdraw any document, or to rectify any information furnished therein, after submitting the bid.
2. As part of technical evaluation, the IIT Patna reserves the right to inspect any of the completed works of the bidder to ascertain the quality aspect. In case, the general quality of the work in the opinion of the IITP team visiting is found unsatisfactory, the technical bid of that bidder shall be rejected.
3. The bid may be rejected in case of the following: -
 - i) If bid is not accompanied with the requisite documents mentioned in bid document or is not in accordance with procedure as specified in Para 1.
4. Bidders will need to produce in original of their all-supporting enclosure for verification by IIT, if required. Failure to comply with this requirement will result in disqualification of the bidder without any recourse.
5. The financial bid containing financial proposal and supplementary financial proposal, if provided, will be opened on-line of only those bidders who are qualified technically. Date of opening of financial bid shall be informed, at a later date. The opening of financial bid will be online.
6. GST or any other tax and CESS as applicable shall be paid by the bidder himself. The bidder shall quote his rates considering all such taxes.
7. ADDRESS FOR COMMUNICATION:

EE Civil (AZ)

IIT Patna

Patna, Bihar –801106,

Phone – 0612-3028059

GENERAL TERMS AND CONDITION

1. IIT Patna reserves the right to reject any or all tender received without assigning any reasons thereof.
2. The price should be for supply of manpower and include all taxes, EPF & ESIC contribution and contractor's profit.
3. Earnest money Deposit (EMD) of Rs.2876/- (Rupees Two Thousand Eight Hundred and Seventy Six only) to be deposited in the institute's account through SBI i collect and the receipt of submission is to be uploaded along other techno financial documents. For details regarding submission of EMD, the webpage with following link may be visited: <https://www.iitp.ac.in/images/pdf/snp/SBI%20I-Collect.pdf>
4. The earnest money deposited shall not carry any interest and will be refunded to the unsuccessful tenderers. Earnest money paid by the successful contractor will be retained by the IIT Patna as a part of security deposit and will be refunded after completion of the work.
5. IIT will deduct a sum at the rate of 05 % of the gross amount of each running bill of the Contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 05 % of the bid value of the work. Balance security deposit after successful completion of work shall be refunded after 6 months of defects liability period.
6. Time allowed for providing of required manpower for taking up of the work as per the requirement of IIT Patna shall be seven days failure to which necessary actions/deductions as per the approval of competent authority shall be deducted from running or final bill of the agency. The work order provided for supply of manpower shall be valid for a period of six months or as decided by competent authority of IIT Patna.
7. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
8. IIT Patna reserves the right to reject any or all prospective applicants without assigning any reason .If any information furnished by the applicant is found incorrect at a later stage, he shall be debarred from tendering and taking up of any work in IIT Patna.
9. This tender notice shall form part of the contract documents.
10. Penalty @ 1% per week subject to maximum 10% will be imposed against delay in providing the manpower for the work as per the intimation of IIT Patna within 07 days
11. The agency is fully responsible for the safety of working personnel and has to follow all government labour law and safety rules.
12. All the Govt. labour rules, regulations and specification of CPWD are followed by the contractor while executing the Civil works.
13. Statutory deduction will be deducted as per government rules.

14. Payment shall be released through Bank Account after submission of Bill against work done.
15. All disputes are subject to exclusive jurisdiction of competent court and forum in Patna, India only.
16. Work has to be carried out during occupancy of the office as per the convenience of the employees.
17. The contractor is assumed to have visited the site before quoting the rates and so the work is to be completed in all respects before handover.
18. After doing work all civil works should be made as per original.
19. All debris/ malwa should be removed by respective agency.
20. The quantities mentioned in the Schedule of works are subjected to change as per exact site requirement.
21. The work is required to be executed in operational campus, hence proper safety is required to ensure any damage of electrical cables/IT/water supply etc.
22. Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping, welding and gas-cutting. For other jobs as and when site safety co-coordinator insists eye protection has to be provided.
23. Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platforms.
24. Material shall not be thrown from the height. If required, the area shall be barricaded and one person shall be posted outside the barricading for preventing the tre-passers from entering the area.
25. Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing work every day.
26. All the unsafe conditions, unsafe acts identified by contractors, reported by Engineers and / or safety personnel be corrected on priority basis.
27. No children shall be allowed to enter the workplace.
28. Minimum wage as prescribed by Government of India as per the latest circular for the month in which the work being executed at IIT Patna shall be paid to the manpower used for execution of the work.
29. Proof of wage payment, EPF & ESIC compliance and other compliances to be submitted along with the invoice payment after execution of the work.
30. **DELAY IN BIDDER'S PERFORMANCE:** The bidder must strictly adhere to the time schedule for providing outsourced manpower, as specified by IITP through written communications. Any delay in completion of obligations by the bidder will enable IITP to resort to any or all of the following:
 - Termination of the service Contract fully or partly.
 - invocation of the EMD.



Registrar
IIT Patna

DETAILS OF MANPOWER TO BE PROVIDED FOR EXECUTION OF THE WORK

Sl No.	Manpower Description	Category
1	Aluminum partitioning worker	Skilled
2	Aluminum partitioning worker	Semi –Skilled
3	Helper	Un-Skilled
4	Weldar	Skilled