



INDIAN INSTITUTE OF TECHNOLOGY BHILAI
GEC, CAMPUS, SEJBAHAR, RAIPUR-492015
CHHATTISGARH, INDIA

Index of Tender documents

Sr. No.	DETAILS	PAGE NO.
1.	Index	1-1
2.	Details & Online Instruction	2-2
3.	Schedule of Online auction tender	3-3
4.	Auction Tender Notice	4-7
5.	Online instruction for bid submission	8-10
6.	Annexure -I	11-11
7.	Additional conditions and Special term & Condition	12-12
8.	Schedule of Quantities	13-13

This Tender documents contains pages 01 to 13 only

NIT for auctioning of material for which reserved price fixed to Rs. 75,000/- (Rs Seventy Five Thousand) approved.

Project Associate (Electrical)

AEE

Head of the Unit (Estate)



INDIAN INSTITUTE OF TECHNOLOGY BHILAI
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CHHATTISGARH, INDIA

Notice Inviting E-Tender (E-Procurement mode)

Dated:-12/10/2020

Open Tender Notice No. 03/IITBhilai/ Estate/2020-21

Indian Institute of Technology Bhilai is in the process of purchasing following item(s)/ services as per details given as under.

Details of the item	Name of work: -Civil Works at IIT Bhilai during the year 2020-2021. (Sub Head: - Auction of Dismanteled Material from fire affected wing of Castle Dio Hostel of IIT Bhilai, Sejbahar, Raipur.)
Earnest Money Deposit submitted	Rs. 1500.00
Warranty / Maintenance Period	NA
Performance Security	5% of Tender Amount

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>

Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission '.

Tender can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, click on "GO" button to view all IIT BHILAI tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the e - procurement portal).

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Head of the Unit (Estate)



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Schedule

Name of Organization	Indian Institute of Technology Bhilai
Tender Type(Open/Limited/EOI/Auction/Single)	Open
Tender Category(Services/Goods/works)	Works
Type/Form of Contract (Work/Supply/Auction/Service/ Buy/ Empanelment/Sell)	Auction
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Civil Works
Source of Fund(Institute/Project)	Institute
Is Multi Currency Allowed	No
Date of issue/Publishing	14/10/2020 (11:00)
Document Download/Sale Start Date	14/10/2020 (11:00Hrs)
Document Download/Sale End Date	28/10/2020(15:00Hrs)
Last Date and Time for Uploading of Bids	28/10/2020(15:00Hrs)
Date and Time of Opening of Technical Bids	29/10/2020(15:00Hrs)
Tender fee	Rs 500/- (Five hundred only) Through SBI i-collect Link https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=646425 step1. Click Check Box to proceed for payment. step2. Select EstateTenderFee/EMD. Step3. Fill all Details and Submit (This online payment receipt may be provided in the on- line quotation/bid.)
EMD	Rs 1,500/- (Rs. One Thousands, Five Hundred Only) in favour of Director IIT BHILAI.
No. of Covers(1/2/3/4)	02
Bid Validity days(180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Asst. Executive Engineer , Estate department, Room No 301 GEC Campus, IIT Bhilai Sejbahar, Raipur-492015
Contact No.	0771-2551300 Ext.-6216
Email Address	estate@iitbhilai.ac.in

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NOTICE INVITING E-TENDERS

Head of the Unit (Estate), Indian Institute of Technology, Bhilai, on behalf of Director, IIT Bhilai **invites** online **as is where is basis Tender** from Firms/ Contractors having valid GST and PAN card for the following work:

1. NIT No : **03/IITBhilai/ Estate/2020-21**
2. Name of work:- **Civil Works at IIT Bhilai during the year 2020-2021.**
(Sub Head :- **Auction of Dismanteled Material from fire affected wing of Castle Dio Hostel of IIT Bhilai, Sejbahar, Raipur.**)
3. Reserve Price : **Rs 75,000.00/-**
4. Earnest Money : **Rs. 1,500.00/-**
5. Period of completion : **15 Days**
6. Last time & date of submission of bid: **29/10/2020 up to 3:00 pm (online)**

The bid forms and other details can be obtained from the website www.iitbhilai.ac.in or e-procure.gov.in free of cost. For more clarification you may visit on above website.

Ch. Head: Institute

Copy to: -

1. Director
2. Head of the Unit (Estate) for information.
3. Store Purchase Section – for opening of uploaded documents on **29/10/2020 at 03:00pm** in the office of Deputy Registrar (Adminsitration)
4. Office Copy
5. Web site Administrator, I.I.T.Bhilai.

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Head of the Unit (Estate)



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INFORMATION AND INSTRUCTIONS FOR BIDDER FOR e-TENDERING

Asst. Executive Engineer Indian Institute of Technology, Bhilai on behalf of Director, **invites** online as is where is basis **Auction Tender** from Firms/ Contractors having valid GST and PAN card for the following work:

Sl. No.	NIT No.	Name of Work	Estimated Cost (in Rs.)	Earnest Money (in Rs.)	Tender fees (in Rs.)	Time for completion
1.	03/IITBhilai/ Estate/2020-21	Name of work: - Civil Works at IIT Bhilai during the year 2019-2020. (Sub Head :- Auction of Dismanteled Material from fire affected wing of Castle Dio Hostel of IIT Bhilai, Sejbahar, Raipur.)	75,000.00/-	1,500.00/-	500.00	15 Days

Last date and time of submission of Financial cum Technical bid :- **29/10/2020 upto 3:00 pm (on line)**

Date and time of opening of technical bid:- **29/10/2020** after 03:00pm (office of Store and purchase)

Financial bid shall be opened after verification of technical bid

1. The successful bidder shall be required to **deposit Reserve Price before measurement/weighing of scraps and that final amount shall be adjusted with the final value of material.** In case of failure by the Contractor to deposit the money, tender shall be treated as void and EMD shall be forfeited.
2. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
 - i) Tender fees – **Rs.500.00** through online payment as per account detail provided in **page 3 of the NIT.**
Earnest money of Rs. 1,500/- in the form of Online Payment as per account details mentioned on page 3.
3. EMD shall be released only after complete removal of material.
4. Information and Instructions for bidders posted on website shall form part of bid document.
5. Other necessary documents can be seen and downloaded from website <http://eprocure.gov.in/eprocure/app>. in free of cost. But the bid can only be submitted after online payment of Tender Fee.
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
7. The intending bidder must have valid class-III digital signature to submit the bid.

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8. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
9. Contractor can upload documents in the form of JPG format and PDF format.
10. Contractor must ensure to quote rate of each item., If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO).
11. When bids are invited in two /three stages systems and if it is desired to submit revised financial bid it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
12. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
13. In e-tendering intending bidder can quote his rates in figures only. The rates in words, amount of each item and total is generated automatically. Therefore, the rate quoted by the bidder in figures is to be taken as correct.
14. The bid can only be submitted after uploading the mandatory scanned documents such as Demand Drafts or Pay Order or Banker’s Cheque or Deposit at call Receipt or Fixed Deposit Receipts and towards cost of EMD in favour of Director IIT BHILAI to be deposit with <http://eprocure.gov.in/eprocure/app/NEFT> facility.
15. Copy of certificates & documents as specified in the Press Notice / web notice shall be scanned and up-loaded to the e-Tendering website within the period of bid submission. However, certified / original copy of all the scanned and up-loaded documents as specified in press notice web / notice shall have to be submitted by the highest bidder only.
16. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has submitted EMD and other documents scanned and uploaded are found in order.
17. When bids are invited in two/three stages systems and if it is desired to submit revised financial bid it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid-Not applicable.
18. The bid submitted shall become invalid if:
 - a. The bidder is found ineligible.
 - b. The bidder has not uploaded all the documents as stipulated in the bid document.
 - c. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the highest tenderer in the office of tender opening authority.

List of Documents to be Scanned and uploaded within the period of bid submission:

1. Scanned copy /Online Payment of EMD and online Tender Fee.
2. Certificate of Registration of GST & PAN
3. Organization Declaration sheet as per Annexure-I.

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Ch. Head:

Copy to: -

1. Director
2. AEE(E)
3. Store Purchase Section – for opening of uploaded documents on **29/10/2020** at **3:00pm** in the office of Store
4. Office Copy
5. Web site Administrator, I.I.T.Bhilai
6. NIT:- Publicity on Website on institute as well as on CPP portal <http://eprocure.gov.in> may be ensured as per instruction issued.
E-tendering Web.<http://eprocure.gov.in/eprocure/app> or www.iitbhilai.ac.in

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For Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

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PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the biddocuments have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.



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- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app> .

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ANNEXURE-I

<< **Organization Letter Head**
>> **DECLARATION SHEET**

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy *attached*) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT BHILAI.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 GST Number	
7 PAN Number	
8 UTR No. (For Tender Fee)	
9 UTR No. (For EMD)	
10. Bank details of bidder (Name of Bank)	
11. Bank Branch Address with Phone No.	
12. IFSC Code	
13. MICR code of Bank	
14. Bank Account No	
15. Type of Bank account	

List of Documents Scanned and uploaded /check list.

- 1) Scanned copy /Online Payment of EMD and Tender Fee.
- 2) Certificate of Registration of GST & PAN
- 3) Organization Declaration sheet as per Annex.-I.

(Signature of the Bidder)

Name & Address of the bidder :

Seal of the Company

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INDIAN INSTITUTE OF TECHNOLOGY: BHILAI
ADDITIONAL CONDITIONS

1. The work shall be awarded to the bidder who has quoted overall highest rate.
2. No payment will be made to successful bidder for the said work. The Successful bidder will pay to the Institute as per rate quoted by him.
3. No T & P would be supplied by the Institute and contractor will have to make his own arrangement. T
4. **The rates quoted by the contractor in tender will be as per “Per KG” and total amount shall be worked out based on measurement of material and rate quoted by agency as Per KG basis. Total amount shall be deposited by agency in advance without any tax liability.**
5. The contractor shall make his own arrangement for getting the permission with respect to trucks from the Traffic Police.
6. No payment shall be made to contractor for any damage caused by the rain, snowfall or any other natural causes what so ever during the execution of work.
7. Some restrictions may be imposed by the security staff of IIT BHILAI etc. on the working and or movement of labour & material due to COVID-19 pandemic. The bidder must follow all the safety protocols and social distancing norms during the lifting off of scrap material.
8. In case of any lacking in service, IIT Bhilai is empowered to impose penalty as deemed fit.
9. The contractor shall take necessary precautions for the safety of his workmen.
10. The contractor will have to get his workmen insured at his cost.
11. The contractor shall be fully responsible for the safe custody of the material issued or brought at site by him for doing the work.
12. The malba / garbage generated at site due to lifting off the material and cleaning activities shall be removed from the site immediately & shall be disposed-off by the contractor to the approved dumping site of MCD.
13. The contractor shall clean the site thoroughly of rubbish, equipment left out of his work & dress the site around the building to the complete satisfaction of the IIT Bhilai before the work is treated as completed.
14. NIT terms and condition shall be given first preference If any difference in terms and condition is observed that rule given by GOI for auctioning of material shall be applicable.

AEE

Head of the Unit (Estate.

Schedule of quantity is attached in separate excel sheet