



Indian Institute of Technology Palakkad
भारतीय प्रौद्योगिकी संस्थान पालक्काड

Nurturing Minds For a Better World

NOTICE INVITING TENDER FOR

HILLTOP GARDEN AT BAGESHRI'S BACKSIDE , NILA CAMPUS

TENDER NO. 17/IITPKD/EWD/HORT/2021-22/015

Date/Time of Publication: 13/01/2022, 1500 hrs

Date/Time of Closing: 24/01/2022, 1530 hrs

Engineering works Department
Indian Institute of Technology Palakkad
Near Gramalakshmi Mudralayam, Kanjikode West, Palakkad – 678 623
Email: ewd@iitpk.ac.in

Indian Institute of Technology Palakkad (hereinafter called "IITPKD") invites ONLINE item rate Bids (Cover-1: Technical Bid, Cover-2: Financial Bid) from eligible and experienced contractors for the landscape at Nila Campus (Near Gramalakshmi Mudralayam, Pudussery PO, Kanjikode West, Palakkad-678623. Interested bidders may submit their bids ONLINE at <https://mhrd.euniwizarde.com/>.

1.	Name of work	Hilltop Garden at Bageshri's backside inside, Nila Campus IIT Palakkad.
2.	Estimate Cost put to Tender	Rs.4.48 Lakh
3.	Earnest Money Deposit (EMD)	No Earnest Money Deposit. Proforma for Earnest Money Declaration is enclosed as attached in Annexure IX
4.	Time period for completion	8 Weeks
5.	Validity of the tender	90 days from the date of opening of eligibility bid.
6.	Last Date for Submission of e-Tender	24-01-2022, 1500 hrs
7.	Date of Opening of the Eligibility document	24-01-2022, 1530 hrs
8.	Date of opening of the financial bid	Will be intimated later to eligible bidders through online in E- Wizard portal

Definition

Officer inviting tender : Chairman, EWD

Officer in charge of work : Horticulture officer

Engineer in charge : Executive Engineer (Civil)

Accepting authority : Chairman, EWD

Standard schedule of rate : DSR 2021

Time allowed for submission of Performance security : 7 days

Maximum allowable extension with late fee at the rate of 0.1% of PS per day beyond the period of 7 days - 5 days.

No of days from the date of issue of letter of acceptance for recurring date of start : 7 days

GENERAL

- 1.1 Indian Institute of Technology Palakkad (hereinafter called "IITPKD") invites online item rate tenders under two-bid System. The bid document consists of a schedule of quantities of various items to be executed, scope of works, terms and conditions of the contract and other necessary documents can be seen and downloaded from <https://mhrd.euniwizarde.com/>.
- 1.2 The bids will be opened by the competent authority of IIT Palakkad on behalf of the IIT Palakkad
- 1.3 The bids shall be submitted online in MHRD Portal (<http://mhrd.euniwizarde.com/>)
- 1.4 The responsibility of submission of the bids on or before the last date shall rest with the tenderer.
- 1.5 Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
- 1.6 The bidder shall bear all costs associated with the preparation and submission of his bid and IITPKD shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- 1.7 IITPKD will respond to any request for clarification or modification of the Tender Document that is received up to FIVE (05) days prior to the deadline for submission of bids prescribed by IITPKD. For this purpose, the prospective bidder(s) requiring clarification in the Tender Document shall notify IITPKD in writing at the address mentioned. Any such clarification, together with all details on which the clarification had been sought, will be published on the E-Wizard website.
- 1.8 Except for any such clarification by the Institute, which is expressly stated to be an addendum/Corrigendum to the tender document issued by the Chairman, EWD, IIT Palakkad, no written or oral communication, presentation, or explanation by any other employee of any of the Sections/Departments of the Institute, shall be taken to bind or fetter the Institute.

2. ADDENDUM / CORRIGENDUM IN THE TENDER DOCUMENT

- 2.1. At any time prior to the deadline for submission of bids, IITPKD
- 2.2. may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s)/Corrigendum
- 2.3. Addendum/Corrigendum will be intimated through the E- Wizard portal and the bidders shall ensure that the addendums are carried out in the bid before submission. The addendums will not be published in newspapers. Bidders should regularly visit the E-Wizard portal to keep themselves updated.
- 2.4. No extension in the bid due date/ time shall be considered on account of delay in submission of bid.

3. COMPOSITION OF THE TENDER DOCUMENT

- 3.1 The Tender Document comprises of:
 - (a) Schedule of Quantity (Annexure - I)
 - (b) Pre-qualification Criteria (Annexure-II)
 - (c) Documents to be uploaded (Annexure III)
 - (d) Format of Performance Security (Annexure-IV)
 - (e) Declaration (Annexure-V)

- (f) Fall clause notification certificate (Annexure VI)
- (g) Bid Security Declaration form (Annexure – VII)
- (h) Letter of Transmittal (Annexure - VIII)
- (i) Procedure for Submission of E-Tender (Annexure- IX)

The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.

4. LANGUAGE/FORMAT/SIGNING OF THE BID

- 4.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and IITPKD shall be in English and the Contract shall be construed and interpreted in accordance with that language. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence and communications, shall bear the costs and risks of such translation.
- 4.2. The bid shall not contain any internalizations, erasures, overwriting, except to correct errors made by the bidder, in which case the person or persons signing the bid shall initial such corrections with date.

5. Bids submitted in any mode other than ONLINE will be rejected outright. The bidder shall furnish, as part of the technical bid, Bid Security Declaration Form as per the Annexure. Bids not accompanied by Bid Security Declaration Form will be treated as invalid. No prices should be included in the technical bid. Financial Bid should be filled as per the financial bid document.

6. ITEM RATE CONTRACT

The bidder should quote the Item rate for each item.

7. CONFORMITY OF THE TENDER DOCUMENT

The bid document consisting of specifications, the schedule of quantities of various items to be executed and the terms and conditions of the contract and other necessary documents except Standard General Conditions of Contract can be seen in the tender document.

8. PERIOD OF VALIDITY OF BIDS

Bids shall remain valid for a period of 90 days after the date of deadline for submission of bids prescribed by the Institute.

9. MODIFICATION AND WITHDRAWAL OF BIDS

The bidders may modify or withdraw the bid after submission only through ONLINE mode, within the period of deadline for submission of bids. No bids can be modified subsequent to the deadline for submission of Bids. No bids can be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period.

10. OPENING AND EXAMINATION OF BIDS

- 10.1. The Technical bids will be opened on the prescribed date and time as mentioned in the Bid document in ONLINE mode.
- 10.2. The Institute will evaluate the technical bids for the eligibility criteria. Those bids, who satisfy the eligibility criteria will be considered for opening their financial bids. Those bids which are found to be either non-responsive, not satisfying the eligibility criteria will not be considered for opening their financial bids and will be rejected.

- 10.3. The date of opening of financial bid (cover 2) will be intimated to later to the eligible bidders through E- wizard portal.
- 10.4. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail.

11. CLARIFICATION OF BIDS

During the bid evaluation, the Institute may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be through ONLINE mode ONLY and no change in the price or substance of the bid shall be sought, offered or permitted.

12. AWARD CRITERIA

The competent authority on behalf of the IIT Palakkad does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without assigning any reason. All bids in which any of the prescribed conditions is not full fill including that of conditional rebate is put forth by the bidders shall be summarily rejected. The competent authority on behalf of the IIT Palakkad reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform at the rates quoted.

13. INSTITUTE RIGHT TO ACCEPT/REJECT BIDS

The Institute reserves the right to accept or reject any bid or to annule the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

14. AWARD OF WORK/PURCHASE ORDER

Prior to the expiration of the period of bid validity, the institute will issue the Letter of Intent / Work Order to the successful Bidder in writing. The Work Order will form part of the Contract.

15. CONTRACT AGREEMENT

Within Fifteen (15) days of receipt of the work Order, the successful Bidder shall sign and date its copy on each page and return it to the Chairman EWD, along with the Performance Security. Copy of Work Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.

16. PERFORMANCE SECURITY

Within **SEVEN DAYS** of receipt of notification of award from the Chairman EWD, the successful Bidder shall furnish the performance security equal to 3% of the Contract value. The Performance Security shall be valid all along the warranty period and shall extend upto sixty (60) days after the date of completion of warranty period.

The performance security shall be a bank guarantee (in the format as provided in (in the format as provided in Annexure- VI of the bidding documents) issued by any Scheduled Bank in India acceptable to the Purchaser or a Demand Draft favoring, INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD payable at PALAKKAD.

The performance security shall automatically become null and void once all the obligations under the Contract have been fulfilled, including, but not limited to, any obligations during the maintenance period and any extensions to the period. The performance security shall be returned to the contractor not later than fifteen (15) days after its expiration.

17. CONTRACT DOCUMENTS

All documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The Contract shall be read as a whole. The order of precedence of the Contract documents shall be as follows:

1. Contract Agreement
2. All other Forms
3. Bid documents

18. AMENDMENT TO CONTRACT

No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract and is signed by a duly authorized representative of each party to the Contract.

19. CONTRACTORS RESPONSIBILITIES

The Contractor's obligations involve:

The work shall be executed as per Schedule of quantity / CPWD specifications (Horticulture and landscaping 2020) and as per direction of Engineer /officer in charge of IIT Palakkad.

The contractors are advised to take site visit before participating in the tender. No such escalation claims will be entertained once taking the work for any items mentioned in the schedule of quantity.

20. TIME ALLOWED FOR CARRYING OUT THE WORK

The time allowed for carrying out the work will be 2 Months from the date of start. The date of start shall commence from the 7th day of issue of acceptance. The agency shall complete the work within the period specified in the tender document and sign the work order or within the period mutually agreed between Institute and Contractor.

21. TERMS OF PAYMENT

No Advance payment will be made. Monthly running account bill shall be made by the Executive Engineer as per the Execution of items in the BOQ. Final bill shall be finalized and paid by the Executive Engineer.

22. BILLS SUBMISSION

100 % payment will be made based on the actual work completion certified by the Officer In charge.

23 TAXES AND DUTIES

The Contractor should ensure payment of all taxes, GST duties, levies and charges assessed by all municipal, state or national government authorities, in connection with the Goods and Services supplied under the Contract. Nothing extra shall be paid on any account. Rates quoted shall be inclusive of taxes and duties

24. SPECIFICATION TO BE FOLLOWED FOR EXECUTION OF WORK

Schedule of quantity / CPWD specifications (Horticulture and landscaping 2020) and as per direction of Engineer /officer in charge of IIT Palakkad.

25. TIME AND EXTENSION

The time allowed for execution of work shall be the essence of the contract. If the contractor commits default in commencing the execution of work, the performance guarantee or performance security shall be forfeited by the Engineer in charge and shall be at the disposal of government without prejudice to any other right or remedy available in law.

The contract period will not be extended.

26. EFFECT OF FORCE MAJEURE

If the agency is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the Institute in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fifteen (15) days after the occurrence of such event. The Contractor/Contractor, when affected by the event of Force Majeure, shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its performance of the Contract and to fulfill its obligations under the Contract, but without prejudice to the Institute right to terminate the Contract.

No delay or non-performance by the contractor caused by the occurrence of any event of Force Majeure shall:

Constitute a default or breach of the Contract.

Give rise to any claim for damages or additional cost or expense occasioned by the delay or non-performance.

If the performance of the Contract is substantially prevented, hindered, or delayed for a single period of more than THIRTY days or an aggregate period of more than SIXTY days on account of one or more events of Force Majeure, the institute shall have the right to terminate the Contract by giving a notice to the contractor.

27. LIQUIDATED DAMAGES

If the contractor fails to maintain the required progress in terms of the schedule of quantity or to complete the work and clear the site on or before the contract date of completion pay as compensation for at the rate of 1% of the accepted tendered value per months of delay to be computed on per day basis subjected to maximum of 5% of the accepted tendered value.

28.ASSIGNMENT

The agency shall not assign to any third party of the awarded Contract or any part thereof without the prior written consent of the Institute

29. GOVERNING LAW

The Contract shall be governed by and interpreted in accordance with the laws of India.

30. SETTLEMENT OF DISPUTES

Any dispute or claim arising out of/relating to this Contract or the breach, termination or the invalidity thereof, shall be settled by the Hon'ble Courts of Justice at Palakkad.

The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as in Annexure-VII.

IITPKD reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.

31. ACCEPTING AUTHORITY

The accepting authority - Chairman, EWD

32. AUTHORITY FOR FIXING LIQUIDATED DAMAGES - Chairman, EWD

ANNEXURE I

SCHEDULE OF QUANTITY

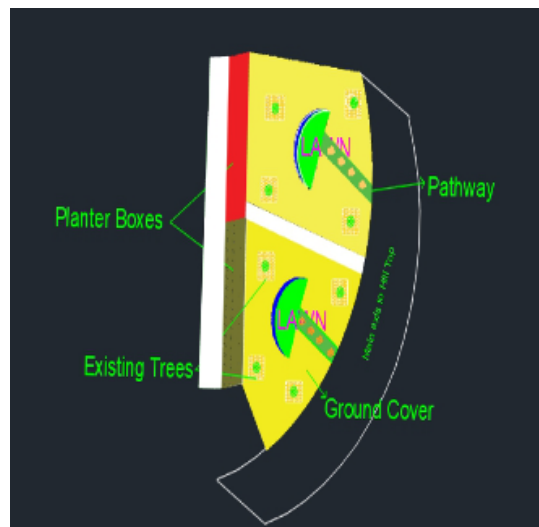
**NAME OF WORK : HILLTOP GARDEN AT BAGESHRI'S BACKSIDE , NILA CAMPUS
(TO BE SUBMITTED ONLY THROUGH ONLINE MODE IN APPROPRIATE FORMAT)**

Item No	Description of Item	Quantity	Unit
1	Cement concrete (Cast In situ) :Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level :		
1.1	1:2:4 (1 cement : 2 coarse sand (zone-III) : 4 graded stone aggregate 20 mm nominal size)	10	cum
2	Random rubble masonry using available stone with in foundation and plinth including levelling up with levelling up with cement concrete 1:6:12 (1 cement : 6 coarse sand : 12 graded stone aggregate 20 mm nominal size)upto plinth level.pointing the stones providing the weep holes as required by PVC pipes or instruction given by the engineer in charge.		
2.1	Cement mortar 1:6 (1 cement : 6 coarse sand)	25	cum
3	Centering and shuttering including strutting, propping etc. and removal of form for		
3.1	Lintels, beams, plinth beams, girders, bressumers and cantilevers	25	Sqm
4	MASONRY WORK : Brick work with clay fly ash F.P.S. (non modular) brick of class designation 7.5 in foundation and plinth level		

	in :		
4.1	Cement mortar 1:4 (1 cement : 4 coarse sand)	5	cum
5	Earth work :Earth work in excavation by mechanical means (Hydraulic excavator) / manual means in foundation trenches or drains (not exceeding 1.5 m in width or 10 sqm on plan), including dressing of sides and ramming of bottoms, lift upto 1.5 m, including getting out the excavated soil and disposal of surplus excavated soil as directed by the engineer in charge , within a lead of upto 2 km.		
5.1	All kinds of soil.	230	cum
6	Ornamental Plants, hedge plants & Ground cover		
6.1	Supplying and planting of best quality pot grown shrubs minimum 300 mm tall of Ornamental flowering plants like Allamanda, Clerodandrum splendens, Russelia juncea for planter boxes.All plants to be approved before the planting including maintenance for 30 days like weeding, watering, Gap filling.	200	Nos
6.2	Supplying and planting of best quality pot grown shrubs minimum 150 mm tall (Cuphea) for decorating hedges. All plants to be approved before the planting including maintenance for 30 days like weeding, watering, Gap filling..	186	Nos

6.3	supplying and planting of best quality poly cover grown Ground cover with Wedelia Tribulata having healthy foliage and disease free. All plants to be approved before the planting including maintenance for 30 days like weeding, watering, Gap filling and till it covers the ground with thick foliage .	300	Nos
6.4	Grassing with Mexican grass includes watering and maintenance of the lawn for 30 days or more till the grass forms a thick lawn., free from weeds and fit for Mowing.	300	Sqm
6.5	Supplying and fixing of bangalore stone as desired by the Engineer in charge all inclusive of loading unloading transportation etc.	5	Sqm
6.6	Supplying and fixing of garden Pebbles vary from 20mm to 40 mm size along the walkway as desired by the Engineer in charge all inclusive of loading unloading transportation etc.	100	Kg
7	Supplying and fixing Sitting Benches as desired by the Engineer in charge all inclusive of loading unloading transportation etc. The sitting bench should consist of sandstone members in vertical and preferably marbonite stones at the sitting slab all complete.	4	Nos

Concept of Garden Design



Sitting Bench Model



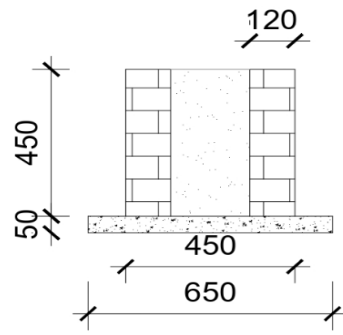
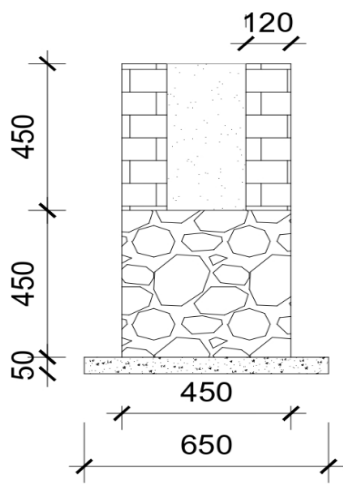
Black Pebbles



Black Pebbles

Bangalore Stone





ANNEXURE-II

ELIGIBILITY CRITERIA FOR BIDDERS

LIST OF DOCUMENT TO BE SCANNED AND UPLOADED WITHIN THE PERIOD OF BID SUBMISSION

Only those bidders fulfilling the following criteria should respond to the tender.

1. Information related to the agency/bidder such as photocopies of the Registration/PAN/GST/TIN shall be furnished.
2. Should have an average annual financial turnover of **Rs. 1.34 lakhs** during the last 3 years ending 31.03.2020. At the time submission of bid, contractor may upload an affidavit/certificate from CA mentioning financial turnover of the last three years and further details required may be asked from the bidder after opening of eligibility bid/ technical bid. Year in which no turnover is shown would also be considered for working out the average.
3. Should not have incurred any loss in more than one year during the last three years ending 31.03.2020.
4. Bidders, who are bidding for this shall have satisfactorily completed the works as mentioned below during the last three years ending previous day of last date of submission of bid:

THREE similar completed works each costing not less than the amount equal to
Rs. 1.7 lakh

(OR)

TWO similar completed works each costing not less than the amount equal to
Rs. 2.2 lakh

(OR)

ONE similar completed works each costing not less than the amount equal to
Rs. 3.5 lakh

“Cost of work” for this clause shall mean completed cost of work as mentioned in the final bill including internal electrical works, if any, carried out under single contract including cost of materials, if any, supplied by clients. However, the cost of materials issued free of cost shall not be considered for calculating the cost of work. The value of executed works shall be brought to current costing level by enhancing the actual value of work at a simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of applications for bids.

“Similar work” for this clause means Development of landscape and garden works.

The following documentary proof shall be scanned and uploaded.

5. Digitally signed tender documents should be uploaded in Cover One
6. Has the firm ever been debarred/blacklisted by any Govt. Organization/Dept.? If ‘yes’ the details thereof (Please upload supporting document). Is any person working with the applicant a near relative of the Employees of IIT Palakkad? If yes, give details.

ANNEXURE - III

LIST OF DOCUMENTS TO BE SCANNED AND UPLOADED WITH IN THE PERIOD OF BID SUBMISSION

1. Photocopies of the PAN/GST
2. GST registration Certificate of the Kerala State if already obtained by the bidder. If the bidder has not obtained GST registration of Kerala State as required by GST Authorities, then in such a case the bidder shall scan and upload the following undertaking along with other bid documents.
“If work is awarded to me, I/We shall obtain GST registration certificate of the Kerala State, within one month from the date of receipt of award letter or before release of any payment by IITPKD, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by IITPKD or GST Department in this regard”.
3. The applicant should furnish the Annual financial statement for the last 3 years FORM – A
4. Details of All Works of Similar Nature Completed During The Last Five Years - FORM B
5. Performance Report for similar works completed - FORM C
6. Bid Security Declaration form - Annexure IX
7. Letters of Transmittal - Annexure X

Annexure-IV

FORMAT OF PERFORMANCE SECURITY

1. This deed of Guarantee made this day of _____ between Bank of _____ (hereinafter called the "Bank") of the one part, and Indian Institute of Technology Palakkad (hereinafter called "the Purchaser") of the other part.
2. Whereas the Contractor has awarded the contract for _____ Landscape work at Hilltop, Nila Campus (name _____ of the item) (hereinafter called the contract) to _____ (hereinafter called the Contractor); (Name of the Contractor)
3. AND WHEREAS the Contractor is bound by the said Contract to submit to the Contractor a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. Now, I/we the undersigned, being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Purchaser the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned Contract with the Purchaser, the Bank is engaged to pay the Purchaser, any amount up to and inclusive of the aforementioned full amount upon written order from the Purchaser to indemnify the Purchaser for any liability of damage resulting from any defects or shortcomings of the Contractor under the Contract mentioned above, whether these defects or shortcomings are actual or estimated. The Bank will deliver the money required by the Purchaser immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings of the Contractor. The Bank shall pay to the Purchaser any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid for a period of thirty six months from the date of signing. (Initial period for which this Guarantee will be valid must be for at least thirty (30) days longer than the anticipated expiry date of warranty period).
7. At any time during the period in which this Guarantee is still valid, if the Purchaser agrees to grant a time extension to the Contractor or if the Contractor fails to complete the work within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages as stated under Para 5 above, the Bank shall extend this Guarantee under the same conditions for the required time on demand by the Purchaser and at the cost of the Contractor.
8. The Guarantee herein before contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.
9. The neglect or forbearance of the Purchaser in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Purchaser for the payment hereof shall in no way relieve the bank of its liability under this deed.
10. The expressions "the Purchaser", "the Bank" and "the Contractor" herein before used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month & Year) being herewith duly authorized. For and on behalf of the _____ Bank.

Signature of Authority

Name of the Official Name:

Designation:

Stamp/Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness 1

Witness 2

Signature

Signature

Name

1 Address

Name

Address

ANNEXURE-V

DECLARATION

We hereby undertake that there are _____ pages, serially numbered, in the submitted tender including the supporting documents. (Please serial number all the pages including blank pages, if any). We have submitted our principal's exclusive authorization letter which is specific for this tender No. _____ dated _____ .

Signature and Seal of the Bidder

ANNEXURE-VI

FALL CLAUSE NOTICE CERTIFICATE

(To Be Submitted Only Through Online Mode in Appropriate Format)

This is to certify that we have offered the maximum possible discount to you in our Quotation No. ____dated_ **(Please do not reveal the prices here, which will lead to outright rejection of your bid)**. The prices charged for the Stores supplied under tender should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU"s/Central Govt, /State Govt. Autonomous bodies/Central/state Universities/Central/State Educational Institutions, failing which the "FALL CLAUSE" will be applicable. The institute will look into a reasonable past period to ensure this. In case, if the price charged by our firm is found to be more, **IIT Palakkad** will have the right to recover the excess charged amount from the subsequent/unpaid bill of the Contractor.

Note:

This letter of authority should be on the letterhead of the quoting firm and should be signed by a Competent Authority and having the power of attorney.

BID SECURITY DECLARATION FORM

Date :

Name of Work/Item Description:

Tender No. and Date:

To (insert complete name and address of the purchase)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- i. the receipt of your notification of the name of the successful Bidder; or
- ii. (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Note: This letter should be on the letterhead of the quoting firm and should be signed by a Competent Authority. Non-submission of this will lead to DISQUALIFICATION of bids.

LETTER OF TRANSMITTAL

(To be duly filled, signed, scanned and uploaded along with e-cover 1 by the tenderer)

To Tender no. 17/IITPKD/EWD/2021-22/<<>>

The Chairman, EWD

IIT Palakkad

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I / We hereby submit the application for eligibility and the tender (financial bid) for the work duly filled in.

1. I / We hereby certify that all the statements made, and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/ We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / We submit the requisite solvency certificate and authorize the CHAIRMAN EWD, Engineering Works Department, EWD to approach the bank concerned to confirm the correctness of the certificate. We also authorize the CHAIRMAN, EWD to approach individuals, firms and corporations to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed following works.

Name of work

Certificate from

5. I/We certify that the tender documents uploaded is the exact replica of the document published by the IITPKD and no alterations and additions have been made by me/us in the e- tender document.
6. I am /We are aware that the Financial bid submitted by me/us will not be opened if I/We do not become eligible after evaluation of my/our application for eligibility.
7. I/We certify that the Proforma for EMD Declaration and Bank guarantee which was /were scanned and uploaded while submitting the e- Wizard.
8. I/we agree that the eligibility criteria submissions will become part of the contract.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

ANNEXURE -IX

PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the e-Wizard Portal <https://mhrd.euniwizarde.com/>

1. REGISTRATION PROCESS ON ONLINE PORTAL

(i) Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link "Bidder Enrolment".

(ii) The bidders choose a unique username and assign a password for their accounts. 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 e-Wizard Portal.

(iii) Bidders register upon enrolment of their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.

(iv) 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. Foreign bidders are advised to refer to "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.

(v) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

2. TENDER DOCUMENTS SEARCH

(i) Various built-in options are available in the e-Wizard Portal like organization name, value, location, date, other keywords, etc. to search for a tender published on the Online Portal.

(ii) 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 'Interested tenders' folder.

(iii) 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.

3. BID PREPARATION

(i) Bidders should take into account any corrigendum published on the tender document before submitting their bids.

(ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

(iii) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that needs to be submitted. Any deviations from these may lead to rejection of the bid.

(iv) Bidders, 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/PNG, etc. formats.

4. BID SUBMISSION

(i) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.

(ii) The bidder to digitally sign and upload the required bid documents one by one as indicated

in the tender document.

(iii) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.

(iv) 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, the opening of bids, etc. The bidders should follow this time during bid submission.

(v) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.

(vi) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(vii) 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.

(viii) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

5. ASSISTANCE TO BIDDERS

(i) 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.

(ii) Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091, Gagan 8448288987/88, Vijay 9113518121/8448288989, Retnajith 9355030607, Rajesh 8448288990, Suriya 8448288994, Farhan 8448288992, Sanjeeth 8882495599

6. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

7. The bid should be submitted in TWO COVER systems through the MHRD portal ([https://mhrd.euniwizarde.com/.](https://mhrd.euniwizarde.com/))

8. The bidders should download the BoQ and Quote price for given items. After quoting the same downloaded file should be uploaded.

FORM- A

(To be duly filled, signed, scanned and uploaded along with e-cover 1 by the tenderer)

FINANCIAL INFORMATION

I Financial Analysis–

Details to be furnished duly supported by figures in Balance Sheet for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Sl No	Details	Year ending 31 st March of 2018, 2019 and 2020		
		2017-18	2018-19	2019-20
1	Gross annual turnover			

- II. Financial arrangement for carrying out the proposed work.
- III. Income Tax PAN details
- IV. Solvency certificate from Bankers of Applicant.

SIGNATURE OF APPLICANT(S)

Signature of Chartered Accountant with seal

FORM'B'

(To be duly filled, signed, scanned and uploaded along with cover 1 by the tenderer)

DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE
LAST FIVE YEARS.

Sl No	Name of work Project / Location	Owner or organizations	Agreement Scope of work*	Cost of Date of Work in Commencement	Stipulated Date of completion	Actual date of completion
	* indicate the quantity of Landscape area.					

1) Landscape & Garden area.

Signature of Applicant(s)

In case of works carried out for private persons/ Organizations copies TDS certificate along with copy of performance order and work order/Agreement should be enclosed. Private works without TDS certificates shall not be considered for eligibility.

FORM- C

(To be duly filled, signed, scanned and uploaded along with cover 1 by the tenderer)

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM- B

- I. Name of the work/Project & Location.
 1. Scope of work.
 - 1) Area of Landscape
 - 2) Garden area actually maintained by the contractor
 2. Agreement No.
 3. Estimated Cost
 4. Tendered Cost
 5. Value of work done
 6. Date of Start
 7. Date of completion
 8. Amount of compensation levied for deficiency in services if any.
 9. Performance report based on
Quality of Work,
Time Management,
and Resourcefulness : Very Good /Good /Fair / Poor

DATE:

EXECUTIVE ENGINEER/ PROJECT MANAGER OR
EQUIVALENT

*Certificate shall be submitted separately for each work

**FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK
(SOLVENCY CERTIFICATE)**

This is to certify that to the best of our knowledge and information that M/s Sh..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....
.....).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers. (Signature) For the Bank

NOTE: (1) Banker's certificates should be on the letter head of the Bank.

(2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank