



IIT PALAKKAD

Indian Institute of Technology Palakkad
भारतीय प्रौद्योगिकी संस्थान पालक्काड
Nurturing Minds For a Better World

Tender No. 17/ IITPKD/EWD/2023-24/039A

Indian Institute of Technology Palakkad (hereinafter called "IITPKD") invites Bids from eligible and experienced contractors for the below mentioned works. Interested bidders may submit their bids to "**The Executive Engineer (EWD), IIT Palakkad, Sahyadri Campus, Kanjikode, Palakkad -678 623**" (**Recall -1**)

Name of work : Shifting of Furniture from Academic Block, Hostel 3, Ahalia Integrated campus, Kozhipara, Palakkad - 678 557 to Research Complex (D03), Additional Lab & Classroom Complex (C06), Department Building (B03) of IIT Palakkad Permanent campus (Sahyadri Campus), Kanjikode, Palakkad - 678 623.

SL No	Events	Date & Time
1.	Notice Inviting BID (NIT) No.	17/IITPKD/EWD/2023-24/039
2.	Date and time of Issuance of Bid Document	17-11-2023
3.	Closing date & time for submission of Bids	23-11-2023, 1100 hrs
4.	Opening of bids	23-11-2023, 1130 hrs

Engineering Works Division
IIT Palakkad Sahyadri Campus,
Kanjikode, Palakkad -678 623
Email id: ewd@iitpkd.ac.in

1. SCOPE OF WORK

- i. The Contractor / agency has to carry out dismantling, packing, loading the furniture and all type of fixtures mentioned in various locations from various buildings of Ahalia campus and reassembling, fixing the items at designated locations in all floors, all height as directed by the Engineer-in-charge by manual and mechanical means and other incidental/necessary works as mentioned in the Annexure I.
- ii. The agency should carry out the transportation through minimum 5-ton loading capacity vehicles.

2. DOCUMENTS TO BE SUBMITTED:

Documents from Bidders

- i) Self-attested copy of Firm Registration/Establishment Certificate
- ii) Self-attested copy of IT returns for last 3 yrs (2018-19, 2019-20, 2020-21)
- iii) Self-attested copy of PAN card of Firm
- iv) Self- attested copy of GST Registration
- v) Self-attested copy of Bank Details of Firm
- vi) Financial bid format duly filled (as per Enclosed formats from IITPKD)
- vii) Declaration (material assessment, visited all the locations)
- viii) Declaration for GST Registration

3. SHIFTING, REFIXING PLAN AND TIME ALLOWED

- i) The shifting and refixing plan will be in phase wise manner as per the decision of the Institute and which will be intimated one week in advance for shifting. The agency should complete each phase of shifting and refixing.
- ii) Packing the item includes packing material and necessary protection from rain. The agency should use proper lifters and movers. The Institute will give advance information of shifting plan to the agency reasonable and shortest time required for the same but not more than 10 days per building from Ahalia Campus to Sahyadri Campus.
- iii) The entire work shall be completed within 60 days from the date of commencement.
- iv) Institutes reserve the right to increase/decrease the requirement of the services at any period of time during the validity of the contract.

4. RESPONSIBILITY OF THE TENDERER (PART OF SCOPE OF WORK):

- i) Site Visit of Agency: For better planning the prospective bidders are encouraged their own interest at their own cost are advised to visit and examine the campus ie i.e, Ahalia campus, at Kozhipara, Palakkad - 678 557 & Sahyadri campus of IIT Palakkad, Kanjikode, Palakkad -678 623 item to be shifted / placed and its surroundings. Financial bid to be submitted only after the site visit.
- ii) Engaging supervisors, electricians, plumbers, carpenters, welders, loading and unloading manpower.
- iii) Complete Dismantling / removing items belonging to the Institute from various buildings of Ahalia campus of IIT Palakkad listed in order to avoid damages to the existing furniture.
- iv) No extra charges, consequent upon lack of any information/ knowledge and understanding shall be entertained or payable by the institute.
- v) If needed, exceptional and sophisticated support machinery such as Hydraulic, chain pulley, cranes, and other machinery shall be engaged.
- vi) Wrapping to be done with standard materials such as ballooning paper, HM Laminated foam, corrugated sheets, Therma cool sheets, air bubble wrapping material, waterproof, moisture-free, for granite table Top to withstand the jerks while shifting and are delivered to the destination without scratch / damages.
- vii) While relocating the Institute Items / Assembly and loading items etc. the Agency should ensure that Institute Furniture has been moved to a specified place and set up on the scheduled date and time.
- viii) While shifting the goods, the agency should protect the floors, walls and door jambs to prevent wear and tear of valuable office space.
- ix) Place, Fix and Install the Furniture in position at the designated location as directed by the

Institute in the IIT Palakkad Sahyadri campus.

x) The Contractor/agency shall, unless specifically excluded in the Contract, perform all such work and/or supply all such items, services not specifically mentioned in the Contract but required for completing the work.

xi) The Contractor/agency shall comply with all laws in force in India. The laws will include all national, provincial, municipal or other laws that affect the performance of the Contract and are binding upon the agency. The agency shall indemnify and hold harmless the Institute from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature, arising or resulting from the violation of such laws by the agency.

xii) In the event of failure of carrying out the work within the stipulated delivery schedule, the Institute has all the right to carry out the work from other sources as per compensation/delay clause.

5. OTHER TERMS & CONDITIONS

i) The shifting has to be done carefully without any damage. Damages, if any cost shall be recovered from the payments to the Agency.

ii) The Agency will be solely responsible for the safe & secure transit of goods to the satisfaction of the Institute. In the event of any damages, the Institute will charge the loss in any manner as deemed fit by the Institute.

iii) Before commencing the execution of work, the Agency shall, without limiting its obligations and liabilities, insure at its own cost and expense against any damage or loss or injury which may be caused to any person or property at site of work.

iv) Delay Penalty of 0.5% of total order value per day will be imposed on the Agency.

v) In the event of continued delay for 10 days, the Institute may, at its discretion, cancel the contract. In the event of cancellation of the contract, Institute reserves the right to forfeit the performance guarantee submitted by the Agency without any notice.

vi) The Agency must take all safety and security measures of men and materials for covering your staff and workers with suitable insurance policy, ESI/Provident Fund and all other statutory State / Central rules and regulations.

vii) All associated activities required for obtaining necessary clearances, permissions, approvals, all licenses from local bodies etc needed for the execution of this work shall be the responsibility of the Agency and the cost of which shall be deemed to be included in the rates.

viii) 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, on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.

ix) During the 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.

x) The above items are to be brought in "As is where is Condition" to the new site and stacked/relocated as desired by the concerned Institute.

xi) The total work has to be completed in phases and preferably during office hours; Agency has to arrange the number of vehicles, labor, packing material etc., accordingly.

xii) In all matters, the orders/interpretation of the Competent Authority of the Institute shall be final & binding on the Agency.

xiii) The detailed schedule plan will be provided to the Agency by the department/ section wise to schedule.

6. TERMS AND CONDITIONS OF CONTRACT

i. Indian Institute of Technology Palakkad (hereinafter called "IITPKD") invites bids under **SINGLE BID** System as per the Schedule of quantity.

ii. The tender documents may be downloaded from **Live Tenders | IIT Palakkad**

(iitpkd.ac.in)/ Collected from the office of the Executive Engineer during the working hours. Last date/time for submission of the bid is **23.11.2023, 1100 hours**. The bid will be opened in the presence of the intending bidders and an authorized representative of the Institute. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bid, the bid will be opened on the next working day at the same time, but the deadline for submission of bid remains the same as indicated above.

- iii. The bid shall be submitted to the **Executive Engineer, Engineering Works Division, IIT Palakkad, Sahyadri Campus, Kanjikode, Palakkad -678623**.
- iv. The responsibility of submission of the bid on or before the last date shall rest with the bidder.
- v. Canvassing or offering of an advantage or any other inducement by any person with a view to influencing acceptance of a bid is an offense under Laws of India. Such action will result in the rejection of the bid, in addition to other punitive measures.
- vi. Each tenderer shall submit only one bid, either by himself or as a partner in a joint venture or as a member of a consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participates in more than one bid, the bid (of both the individual and the partnership/consortium/joint venture) are liable to be rejected.
- vii. 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.
- viii. The Bid Document is not transferable. The bidder shall make a copy of the tender document before submitting the same to the concerned office.
- ix. IITPKD will respond to any request for clarification or modification of the tender document that is received up to **THREE (03) days** prior to the deadline for submission of bid 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 in the Institute website. Post tender clarifications will not be accepted.
- x. Except for any such written clarification by the Institute, which is expressly stated to be an addendum 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.

7. SUBMISSION OF BID

- I. The bid should be placed in sealed cover and submitted to the Office of the Executive Engineer, EWD on or before **23.11.2023 at 1100 hours**.
- II. The bid should be placed in envelope superscribe with the name of work and tender no.
- III. The bidders should sign each page of the bid document.
- IV. The bids made / received by Email or Fax and those received late will not be entertained.
- V. Special care should be taken to write the rate in figures as well as in words and amount in figures only in such a way that interpolation is not possible
- VI. Overwriting should be avoided. Correction if any should be made by neatly crossing out the initial date and re- writing.
- VII. The bidders should quote price in the Financial bid format
- VIII. Bid indicating rates anywhere else in the bid document shall be liable for rejection.

8. BID SECURITY DECLARATION DETAILS:

Bid Security Exemption:

(i) Micro and Small Enterprises (MSEs):

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) for goods produced and services rendered, are exempted from Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect. Accordingly, MSEs shall be required to submit Udyam Registration Certificate for availing benefit under MSE Procurement Policy. Enterprises registered prior to 30 June 2020 and who are not reregistered with Udyam

Registration, shall continue to be valid for a period up to 31 Mar 2021. Such enterprises shall submit EM Part-II or Udyog Aadhar Memorandum (UAM) for availing aforesaid benefit. The benefit as above to MSEs shall be available only for Goods produced and services rendered by MSEs. However, traders are excluded from the purview of MSE Procurement Policy.

(ii) Startup (s): Startup (s) as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India, are exempted from Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect. Eligible MSE and startup bidders who seek exemption from Tender fee/Bid Security as per clause.

a. if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

b. **Other than eligible MSE and Startup bidders**, Bid Security Declaration: Bidders should have to submit the Bid Security Declaration in duly filled and signed condition.

9. DOCUMENTS TO BE SUBMITTED

9.1 Important Documents (OIDs) Firm Incorporation Certificate, PAN details, GST details are to be provided.

9.2 Statutory Documents:

- i) The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure- IV.
- ii) The firm should be neither blacklisted / debarred by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-VIII

10. ADDENDUM IN THE TENDER DOCUMENT

- a) At any time prior to the deadline for submission of bid, IITPKD 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 addendum(s).
- b) Addendum will be intimated through the institute website 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 Institute website to keep themselves updated.
- c) No extension in the bid due date/ time shall be considered on account of delay in submission of bid.

11. COMPOSITION OF THE TENDER DOCUMENT

The Tender Document comprises of:

- i) Schedule of Quantity (Annexure-I)
- ii) Bid Security Declaration (Annexure-II)
- iii) Details of Bidder (Annexure-III)
- iv) Undertaking (Annexure-IV)
- v) Format of Performance Security (Annexure-V)
- vi) Declaration for GST Registration (Annexure-VI)
- vii) Fall clause notice certificate (Annexure-VII)
- viii) Undertaking for Blacklisted/ Debarring (Annexure VIII)

12. LANGUAGE/FORMAT/SIGNING OF THE BID

- a) 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.

13. DOCUMENTS COMPRISING THE BID

- a) Bidders who are bidding for this NIT shall submit duly signed tender documents should be submitted
- b) Bids received after the above mentioned date and time shall not be considered. Bids sent through Cable/Facsimile/Email/FAX/any other mode shall not be considered. Conditional bids will be rejected outright.
- c) All the eligibility documents and required annexures duly filled and submitted. False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- d) Rate shall be **inclusive of GST and all other incident charges** for completing the work.
- e) Prices quoted by the bidder shall remain during the validity of the bid.

14. BID CURRENCY

Prices of the items shall be quoted in Indian Rupees.

15. CONFORMITY OF THE TENDER DOCUMENT

The bid document consisting of 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

16. PERIOD OF VALIDITY OF BID

Bid shall remain valid for a period of 60 days after the date of deadline for submission of bid prescribed by the Institute.

17. MODIFICATION AND WITHDRAWAL OF BID

- a) No bid can be modified subsequent to the deadline for submission of bid.
- b) No bid can be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period.

18. OPENING AND EXAMINATION OF BID

The bid will be opened on the prescribed date and time as mentioned in the Bid document.

19. CLARIFICATION OF BID

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.

20. EVALUATION OF BID

The Institute will evaluate the bid that has been determined to be substantially responsive

21. AWARD CRITERIA

The Institute will award the Contract to the Bidder, whose bid has been determined to be L1 by the Institute.

22. INSTITUTE RIGHT TO ACCEPT/REJECT BID

The Institute reserves the right to accept or reject any bid or to annul the bidding process and reject all bid at any time prior to Contract award, without thereby incurring any liability to the Bidders. The Institute reserves the right to negotiate with the Bidder, whose bid has been evaluated as the lowest quote.

23. AWARD OF WORK ORDER

Prior to the expiration of the period of bid validity, the institute will issue the Work Order to the successful Bidder. The Work Order will constitute the foundation of the Contract.

24. CONTRACT AGREEMENT

Within FIVE (5) days of receipt of the work order, the successful Bidder shall sign and date its copy on each page and return it to the Executive Engineer, 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.

25. PERFORMANCE SECURITY

- a. Within FIVE (05) days issue of acceptance letter from the Chairman EWD, the successful Bidder shall furnish the performance security equal to 5% 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 work.
- b. The performance security shall be a bank guarantee (in the format as provided in (in the format as provided in Annexure-V of the bidding documents) issued by any Scheduled Bank in India acceptable to the Institute or a Demand Draft favoring, INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD payable at PALAKKAD.
- c. The performance security shall automatically become null and void once all the obligations of the agency under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The performance security shall be returned to the agency not later than fifteen (15) days after its expiration.

26. CONTRACT DOCUMENTS

- A. 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.
- B. The order of precedence of the Contract documents shall be as follows: Contract Agreement
 - i. All other Forms uploaded
 - ii. Tender Document uploaded
 - iii. Agency's Eligibility/financial Bid

27. 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.

28. RATES AND PAYMENTS

- a. The rates of the Agency shall be all-inclusive irrespective of height, depth, lead, lift etc. The rates shall include the cost of all materials, labour, machinery, transit insurance, and all other inputs involved in the execution and all scope of work, including terms & conditions, the responsibility of the tenderer and other terms & conditions mentioned in the tender document. No extra charges shall be paid from the quoted amount, unless clearly specified.
- b. Shifting to different floors through lift is not permissible in the buildings at Sahyadri Campus, the agency shall make its own arrangements for shifting manually and by any other means like staging, hydraulic lift etc.
- c. No extra amount will be paid on this account.
- d. Only quoted rates shall 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.
- e. **No advance payment shall be made. Running account payment will be allowed as per stage wise if the work done since last bill is more than 25% or more of the contract value (Refer financial bid conditions).**
- f. Statutory deductions (TDS @ 2% will be deducted as per CBEC Circular No.65/39/2018-DOR, dated 14.09.2018)
- g. GST or any other tax applicable in respect of inputs procured by the contractor for the contract shall be payable by the contractor and Institute will not entertain any claim whatsoever in respect of the same. However, component of GST at time of supply of service (as provided in CGST ACT 2017) provided by the contract shall be varied if different from that applicable on the last date of receipt of tender including extension if any

29. TAXES AND DUTIES

- a) The Contractor/agency should ensure payment of all taxes, GST duties, levies and charges assessed by all municipal, state or national government authorities, all incidental charges in

connection with works. **Nothing extra shall be paid on any account.**

b) Rates quoted shall be inclusive of taxes and duties.

30. PENALTIES

If the agency fails to complete any of the activities in accordance with the time specified for it, or any extension of the time granted by the Institute, the Contractor/agency shall pay to the Institute, liquidated damages specified in the tender document.

The Institute reserves the right to terminate the contract if the agency defaults on any of the time limits by more than **10 days**.

31. TERMINATION FOR INSOLVENCY

a) The IIT Palakkad may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

b) The courts of Palakkad alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Palakkad Court shall have jurisdiction in the matter.

32. FORCE MAJEURE

a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non- fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.

b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

33. EXTENSION OF TIME LIMITS FOR CARRYING OUT THE WORK

The time limit for completing the entire work shall be extended under the Contract due to justified reasons and not otherwise. Such a time limit shall be fair and reasonable under all the circumstances and shall fairly reflect the delay or impediment sustained by the agency.

34. GOVERNING LAW

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

35. ARBITRATION

In the event of any dispute or difference arising under this contract, the Director, IIT Palakkad will nominate the sole arbitrator to adjudicate the dispute as per Arbitration & Conciliation Act 1996. and the decision of the arbitration will be binding on both parties.

36. LIQUIDATED DAMAGES: If the contractor fails to complete the work on or before the stipulated date of completion or extended date of extension by the competent authority, pay as compensation the amount calculated at the rate stipulated below.

S No.	Service level agreement	Penalties for delay
(a)	Non completion operation mentioned in the contract	Penalize the Service Provider by 0.5% of the contract value per week up to a maximum of 5% of contract amount.
(b)	If the employee is found responsible for any theft, loss of material/ articles and	Immediate payment in actual/replacement, equivalent

	damages	to the value of the article theft/lost/damaged as decided by the buyer depending on the gravity of the act. Also, the manpower responsible to be replaced.
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37. LIST OF ITEMS TO BE SHIFTED

Refer Annexure I (Schedule of quantity)

38. TIME ALLOWED FOR COMPLETION :

The time allowed for carrying out the work will be 60 days from the date of start. The date of start shall commence from the 5th day of issue of work order. 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

39. ACCEPTING AUTHORITY : DIRECTOR, IIT PALAKKAD

ANNEXURE – I

SCHEDULE OF QUANTITY

Name of Work: Shifting of furniture from Academic Block, Hostel 3 of Ahalia Integrated campus, Kozhipara, Palakkad -678 557 to Research Complex (D03), Additional Lab (C06) and Department Building (B03) at IIT Palakkad Permanent campus (Sahyadri Campus), Kanjikode, Palakkad - 678 623.

Item No	Description of items	Quantity	Unit	Total Amount (Incl of all other taxes and charges)
1	Shifting of furniture from Academic Block, Hostel 3 of Ahalia Integrated campus, Kozhipara, Palakkad to Research Complex (D03), Additional Lab (C06) and Department Building (B03) at IIT Palakkad Permanent campus (Sahyadri Campus), Kanjikode, Palakkad - 678 623. (As per list of furniture /fixtures given Annexure - 1A)	1	Job	

Rupees in Words :

The agency shall submit per-receipted invoices in Duplicate complete in all respects for necessary payment to the Chairman, EWD. The invoices should be submitted along with complete details of work undertaken, supporting documents and bills as well as certificate of interim payment certified by Engineer-in-charge IIT Palakkad. Payments will be made within 15 days after submission of invoices subject to certificate by IIT Palakkad of the work done.

Annexure 1A

Detailed list of Furniture & Fixtures

Name of Work: Shifting of furniture from Academic Block, Hostel 3 Ahalia Integrated campus, Kozhipara, Palakkad -678 557 to Research Complex (D03), Additional Lab & Classroom Complex (C06), Department Building (B03) at IIT Palakkad Permanent campus (Sahyadri Campus), Kanjikode, Palakkad - 678 623.

A. Inventory of the items to be shifted from Stores & Purchase Section (013)		
1	Staff Table	7 Nos
2	AR Table	1 No
3	Side Table	1 No
4	Almirah	13 Nos
5	Steel Perforated Chair	1 No
6	Study Table	1 No
7	Wooden Shelf	1 No
8	Side Storage	2 Nos
9	Shredder	1 No
10	File Cabinet	1 No
11	Stool	1 No
12	Polypropylene Chair	1 No
13	White Board	2 Nos
14	Key Cabinet	1 No
15	Revolving Chairs	11 No
B. Inventory of the items to be shifted from Ast. Registrar Accounts (013)		
1	Table	1 No
2	Side Table	1 No
3	Steel Perforated Chair	1 No
4	Revolving Chair	3 Nos

C. Inventory of the items to be shifted from Finance & Accounts Section (015)

1	Staff Table	8 Nos
2	Almirah	11 Nos
3	File cabinets	2 Nos
4	Revolving chairs	7 Nos
5	Steel chairs	2 Nos

D. Inventory of the items to be shifted from Registrar's Office (015)

1	Table	4 Nos
2	Visitor Chair	3 Nos
3	Revolving Chairs	1 Nos
4	Filing cabinet	2 Nos
5	Headrest chair	1 No

E. Inventory of the items to be shifted from Academic Section (FF) (Room No. 101)

1	Office Table	6 Nos
2	Almirah	5 Nos
3	Revolving Chairs	5 Nos
4	Steel Chairs	2 Nos
5	Plastic Chairs	5 Nos
6	File Cabinet	4 Nos
7	Study Table	1 No
8	Side Table	1 No

F. Inventory of the items to be shifted from JR Office (SF) (Room No.202)

1	Table	1 No
2	Side Table	1 No
4	Steel Chair	1 No
5	Revolving Chair	4 Nos

6	Mobile Pedestal	1 No
7	Headrest chair	1 No
8	Almirah	1 No

G. Inventory of the CET Office Academic Block (128) (FF)

1	Office Table (1.40 x0.75)	1 Nos.
2	Storage Cabinet (1.0x0.46)	1 Nos.
3	Office Table (1.22x0.68)	1 Nos.
4	Stool	2 Nos.
5	Office chair	2 Nos.
6	Almirah	1 Nos.
7	White board	1 No
8	Plastic Chair	2 Nos

H. Inventory of the Faculty Room 201 (SF)

1	Faculty Table (L-Shaped)	1 Nos.
2	Mobile Pedestal	2 Nos.
3	Office Table	1 Nos.
4	Headrest Chair	2 Nos.
5	Revolving chairs	2 Nos.
6	Plastic Chair	1 Nos.
7	Almirah	1 Nos.

I. Inventory of the Room No 204 (Faculty Room)

1	Office Table (1.5x0.55)	2 Nos.
2	Storage Cabinet (0.9x0.45)	1 Nos.
3	Almirah	2 Nos.
4	Headrest Chair	1 Nos.
5	Office chair	5 Nos.

6	White Board	1 Nos.
J.Inventory of the Room No 205 (Faculty room) (SF)		
1	Faculty Table	2 Nos.
2	Headrest Chair	2 Nos.
3	Plastic Chair	1 No.
4	Revolving Chairs	3 Nos
K. Inventory of the Faculty Room 125 (FF)		
1	Faculty Table (1.67x0.76)	9 Nos
2	File Cabinet (1.0x0.45)	18 Nos
3	Mobile pedestal	9 Nos
4	Headrest Chair	9 Nos
5	Visitors chair	18 Nos
6	Table (0.90x0.60)	1 No
7	Steel Chair	1 No
L. Inventory of the Faculty Room (117) (FF)		
1	Faculty table	3 Nos
2	File Cabinet	3 Nos
4	Mobile Pedestal	3 Nos
5	Plastic Chair	1 No
6	Steel Chair	1 No
7	Stool	1 No
M Inventory of the Faculty Room 118 (FF)		
1	Faculty Table (1.52x0.75)	9 Nos
2	File Cabinet (1.2x0.45x1.22)	9 Nos
3	Mobile Pedestal (0.90x0.45x0.75)	9 Nos

4	Headrest Chair	9 Nos
5	Visitors chairs	18 Nos
6	Almirah	1 No
7	Stool	1 No

N. Inventory of the Faculty Room 121, FF

1	Faculty Table (1.52x0.75)	7 Nos
2	File Cabinet (1x0.48x1.2)	7 Nos
3	Mobile Pedestal (0.90x0.45x0.75)	7 Nos
4	File Cabinet (2x0.48x1.2)	7 Nos
5	Headrest Chair	7 Nos
6	Visitors chairs	14 Nos
7	Steel Chair	1 No
8	Stool	1 No

O. Inventory of the Faculty Room 122 (FF)

1	Faculty Table (1.52x0.75)	9 Nos
2	File Cabinet (1.2x0.45x1.22)	9 Nos
3	Mobile Pedestal (0.90x0.45x0.75)	9 Nos
4	Headrest Chair	7 Nos
5	Visitors chair	20 Nos
6	Plastic Chair	2 Nos

P. Inventory of the Common Space of Academic Block

1	Notice Board	13 Nos.
2	Green Board (GF & FF)	3 Nos.
3	Table (1.82x1.0)	1 Nos.
4	Table (1.52x0.77)	1 Nos.

5	Headrest Chair	1 Nos.
6	Plastic Chair	12 Nos.
7	Office chair	3 Nos.
8	Office Table (1.20x0.76x0.75)	3 Nos.
9	Almirah (0.9x0.5)	2 Nos.
10	Study Table	1 Nos.
11	Table	5 Nos
12	File cabinet	1 Nos.
13	Steel Chair	2 Nos

Q. Inventory of the Central Workshop (Academic Block & Hostel 3)

1	Staff table (155 *80*80) -Room no.31	2 Nos
2	Staff table (155 *80*80) -CWS/AM Lab	2 Nos
3	Computer lab -60 *100*80 - Room No.31	2 Nos
4	Office Chair-Room No.31	5 Nos
5	Office Chair-CWS/AM Lab	2 Nos
6	Almirah (95*45*200) Room No.31	8 Nos
7	Almirah (95*45*200) CWS/AM Lab	2 Nos
8	Student Table (150*95*85) Room No.31	2 Nos
9	Student Table (190*100*85) Room No.31	4 Nos
10	Student Table (190*100*85) CWS/AM Lab	3 Nos
11	Work Stool (40*40*70) Room No.31	20 Nos
12	Work Stool (40*40*60) Room No.31	1 No
13	Work Stool (40* dia 70) Room No.31	1 No
14	Work Stool (40*40*70) CWS/AM Lab	25 Nos
15	Carpentry Table	5 Nos.

R. Inventory of the Hostel 3 chemistry inside the partition (Molecular spectroscopy) Dark room

1	Table 1.22 x0.60	2 Nos
2	Table - 0.90 x0.55 x0.73	1 No
3	Steel chair	2 Nos
4	Office chair	4 Nos
5	Table -(1.65 x.75 x0.78	2 Nos
6	Table -(1.22 x0.75)	2 Nos
7	Equipment table -0.93 x0.93	1 No

S. Inventory of the MMIC Lab at Hostel 3, GF

1	Granite table 122 x71 cm	10 nos
2	Fume Hood (204 X80 cm)	1 unit

T. Cafeteria at Ahalia Campus, GF

1	Tables	8 Nos
2	Chairs	20 Nos

U. Class room & Auditorium Furniture

1	Two seater Desk cum bench	121 Nos
2	Two Seater Flap Chair	125 Nos
3	Lecture Platform in all classrooms	5 Nos
4	Notice board inside classrooms	16 Nos
5	Green Board (Inside)	6 Nos
6	Plastic Chairs w/o arm	13 Nos
7	Plastic chair with arm	5 Nos
8	Tables	4 Nos
9	Podium	1 No
10	Revolving Chairs	5 Nos

11	Stool	1 No
V. Inventory of Computer Science Lab (Old Director office), FF		
1	Table (100x60x75)	7 Nos
2	Table (120x100x75)	9 Nos
3	Revolving chairs	24 Nos
4	Notice board	1 No
W.Inventory of Room No. 102, FF, Academic Building		
1	Table (1.84 x 0.77x 0.75)	11 Nos
2	Table (0.92 x.77 x.75)	3 Nos
3	Revolving chair	27 Nos
4	Plastic chair	2 Nos
5	Steel Cloth Locker	2 Nos
X. Inventory of Innovation Lab at Hostel 3, GF		
1	Table (1.6x1x.75)	8 Nos
2	Table (1.73x1x.75)	1 No
3	Table (1.80x.8x.75)	1 No
4	Revolving stool	4 Nos
5	Stool	22 Nos
6	Revolving Chair	2 No
7	Almirah	3 No
8	File Cabinet	1 No
Y. Inventory of Survey Lab, Hostel 3, GF		
1	Table with Granite top (1.5x.09x.075)	6 Nos
2	Office table	1 No
3	Stool	30 Nos

4	Table	1 No
5	Steel Chair	5 Nos
6	Revolving chair	1 No
7	Almirah	4 Nos
8	White board with stand	1 No
9	Almirah (Drawing Hall)	1 No

Z. Inventory of AM Lab, Hostel 3, GF

1	Equipment table (1.5x.09x1)	13 Nos
2	Student table (1.6x.75x.75)	3 Nos
3	Staff table	2 Nos
4	Revolving chair	2 Nos
5	Stool	20 Nos
6	White board with stand	2 Nos
7	Almirah	2 Nos
8	Study table	1 No
9	Wooden chair with cushion	2 Nos

AA. Inventory of Furniture -CIF lab 2 rooms at Academic building , GF

1	Office table	2 Nos
2	Table (167*75*75)	3 Nos
3	Table (120*60*75)	1 No
4	Revolving chair	4 Nos
5	Steel Chair	3 Nos
6	Stool	1 No
7	Table	1 No

AB. Inventory of Furniture CIF Lab room No. 25

1	Steel Almirah	1 No
2	Solvent cabinet	1 No
3	Revolving chair	6 Nos
4	Steel Chair	1 No
5	Work table with storage (6*1.2*.9)	1 No
6	Work table with storage (7.2*1.2*.9)	1 No

AC. Inventory of Furniture Telephone Room, GF, Academic Block

1	Table	1 No
2	Chair	1 No
3	Almirah	1 No

AD. Inventory of Furniture inside Computer Lab (Server Room) Room No.11

1	Almirah	2 Nos
2	Table	2 Nos
3	Stool	1 No

AE. Inventory of Furniture Electronics and technology lab furniture (Room No.123), FF

1	Table (8.55 x1.55 x0.90)	1 No
2	Table (9.65 x1.55x0.90)	1 No
3	Almirah	9 Nos
4	Office Table	2 Nos
5	Chair	2 Nos
6	Stool	40 Nos

AF.Inventory of Boardroom furniture (FF), Academic Block

1	Conference Table (4.2 X1.8X0.8)	1 No
2	Headrest Chair	1 No
3	Revolving chairs	10 Nos

4	Storage cabinet with side storage	2 set
5	White board with stand	1 No
AG. Inventory of Advisor (Admin) cabin furniture (FF)		
1	Table with side storage	1 unit
2	Headrest Chair	1 No
3	Revolving chair	3 Nos
4	Almirah	1 No
AH. Inventory of Pantry room at Academic Block (FF)		
1	Table	1 No
2	Steel Chair	1 No
3	Storage cabinet	1 No
AI. Inventory of Furniture at CCTV room at ground floor academic block		
1	Office Table	1 No
2	Table	1 No
3	Headrest Chair	1 No
4	Plastic Chair	1 No
5	Almirah	1 No
AJ	20 Feet Container from Academic Block	2 Nos
AK	PhD Table and chairs Academic Block	107 Set

Note :

1. The quantity given below may vary. No cost adjustment will be made for the variation plus or minus 5%
2. The payment for the items shall be made as per the stage wise payment mentioned below. The agency shall submit per-receipted invoices in Duplicate complete in all respects for necessary payment to the Chairman, EWD. The invoices should be submitted along with complete details of work undertaken, supporting documents and bills as well as certificate of interim payment certified by Engineer-in-charge IIT Palakkad. Payments will be made within 15 days after submission of invoices subject to certificate by IIT Palakkad of the work done.

On Company Letterhead
Bid Security Declaration

To
The Executive Engineer (EWD)
Indian Institute of Technology Palakkad

Ref: **Tender No. 17/ IITPKD/EWD/2023-24/039A**

Name of work :

Sir,

We, the undersigned, declare that

1. We understand that, according to tender conditions, bids must be supported by a Bid Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Institute for the period of 3 years starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) Have withdrawn our bid during the period of bid validity specified in the letter of bid; or
 - (b) Having been notified of the acceptance of our bid by the institute 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 tender conditions.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No:

ANNEXURE-III

A. Company Profile
Name of the Company/Bidder
Postal Address of the Registered Office
Telephone (Landline) No.
Mobile No.
Email Address (Official)
Name of the CEO/Director
Name(s) of the Partners (if applicable)
Registration No. (Upload supporting document)
Type of Firm (Proprietary/Partnership/Private Ltd./Private/MNC/Cooperative/Govt. Undertaking/Any Other)
Email Address and Contact Number(s) of CEO/Director
Year of Establishment
No. of Years of Operations in India
Location of Offices in India
PAN (Upload supporting document)
GST (Upload supporting document)
IT returns for 3 years
C. Experience/Credentials (Upload supporting document)
D. Location and Address of Service Centres
Whether registered/established in Kerala/Tamil Nadu/ Karnataka/ Telengana/ Andra Pradesh. (Upload supporting document)
The details of the vehicles registered under the firm need to be uploaded.
E. Others
Has the firm ever been debarred/blacklisted by any Govt. Organization/Dept.? If 'yes', the details thereof. Upload (supporting document)
Note: Supporting Documents, wherever asked for, shall be uploaded along with the Bid, without which the Bid shall be rejected outright.

ANNEXURE- IV
Undertaking

To
The Executive Engineer (EWD)
IIT Palakkad

Ref: **Tender No. 17/ IITPKD/EWD/2023-24/039A**

Sir,
I /we hereby submit our tender for Notice Inviting Tender for xxx

1. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.

2. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:

Authorized Signatory

Name: Place:

Designation: Contact No:

ANNEXURE-VI

GST DECLARATION

To

The Executive Engineer
Engineering works
Division IIT Palakkad

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.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

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 submit the following undertaking along with other bid documents

ANNEXURE-VII

FALL CLAUSE NOTICE CERTIFICATE

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 agency.

ANNEXURE - VIII

CERTIFICATE

(To be provided on letter head of the firm)

I hereby certify that the above firm is neither blacklisted / debarred by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.: