

**NOTICE INVITING ENQUIRY FOR  
Additional man power required for carrying out addition and alteration electrical  
works at Nila and Sahyadri campus**

**Tender No. 17/IITPKD/EWD/2024-25/027**

S. No.	Events	Date and Time
1	Notice Inviting BID (NIT) No.	17/IITPKD/EWD/2024-25/027
2	Date of Publication	27-09-2024
3	Date / Time of closing	10-10-2024, 1500 hrs
4	Opening of Technical cum eligibility Bids	10-10-2024,1615 hrs
5	Estimated Cost put to bid	Rs.30,17,880/-
6	Earnest Money Deposit (EMD)	Rs.60,358/-

Engineering works Division  
Indian Institute of Technology Palakkad  
Kanjikode West, Palakkad – 678 623  
Email: [ewd@iitpkd.ac.in](mailto:ewd@iitpkd.ac.in)

- i. Indian Institute of Technology Palakkad invites sealed Tender under Two-Bid System for **Additional manpower required for carrying out operation, maintenance, addition, alteration and extra electrical works at Nila and Main campus** as per the details given in **Annexure - I**. The tender documents can be downloaded and submitted in <https://mhrd.ewizard.in/>
- ii. The tender documents can be downloaded and submitted in <https://mhrd.ewizard.in/> Last date/time for submission of bids in **ONLINE mode** is **10-10-2024 at 1500 hours**. Only those who qualify in the technical evaluation will be graduated to the opening of financial bids. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above.
- iii. The bids should be submitted **ONLY** through **ONLINE mode** at <https://mhrd.ewizard.in/> latest by **10-10-2024, 1500 hours**. Bids received after the above mentioned date and time shall not be considered. Conditional bids will be rejected outright.
- iv. The responsibility of submission of the bids on or before the last date shall rest with the tenderer. The institute will hold no responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received by IITPKD after the bid submission deadline prescribed by IITPKD, shall be rejected and returned unopened to the Bidder.
- v. The Owner will respond to any request for clarification or modification of the Tender Document that are received up to **FIVE (05) days** prior to the deadline for submission of bids prescribed by the Owner. For this purpose, the prospective Bidder(s) requiring clarification in the Tender Document shall notify the Owner in writing at the Owner's address.
- vi. Copies of the Owner's response including the explanation of the query raised by the Bidders will be uploaded in for reference to all the Bidders who have downloaded the Tender Document. Further, it will be assumed that the Bidder has taken into account such clarifications/explanations while submitting the bid.

## **Instructions to Bidders including Terms and Conditions**

### **1. Scope of Bid**

- 1.1. Indian Institute of Technology Palakkad hereinafter called “Owner” invites bids for **Additional manpower required for carrying out operation, maintenance, addition, alteration and extra electrical works at Nila and Main campus.**

### **2. Cost of Bidding**

- 2.1. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Owner shall in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding.

### **3. Amendment in the Tender Document**

- 3.1. At any time prior to the deadline for submission of bids, the Owner 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)
- 3.2. Amendments will be uploaded in **<https://mhrd.ewizard.in/>** and shall be binding on them. Further, it will be assumed that the Bidder has taken into account such amendments while submitting the bid.

### **4. Language of Bid**

- 4.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and the Owner shall be in English and the Contract shall be construed and interpreted in accordance with that language.
- 4.2. 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.

5. **Documents Comprising the Bid:** All bids must be substantially responsive and shall comprise the following:

#### **5.1. Eligibility Bid:**

- a. Copy of valid Electrical Installation works Permit for carrying the Electrical Contract work.
- b. Supporting document for Earnest Money Deposit (EMD).
- c. **The Eligibility and the Commercial Bids shall be submitted ONLINE through the portal mentioned as Cover One and Cover Two.**
- d. Bidder's company related information. The bidder should furnish photocopies of the PAN, GST and TIN.
- e. **Digitally signed tender document should be submitted in Cover One**
- f. The vendor must have a registered office in South India (Kerala/ Tamilnadu / Karnataka/ AndhraPradesh/ Telangana) with trained personnel. Details of the same must be provided.
- g. Any other information, which the Bidder wishes to provide.

#### **5.2. Financial bid:**

- a. The bidder shall download Annexure I, II & III from the website, quote the rate for and amount in the Annexure I.
- b. Price shall be inclusive of all taxes, however statutory increase/decrease if any will be paid/recovered while making the payments.
- c. Employer contribution of EPF/ESI will be reimbursed against evidentiary proof..

**Note: All Eligibility and Financial bid documents should be submitted online through E-Wizard Portal.**

## 6. Earnest Money Deposit (EMD)

- 6.1. The Bidder shall furnish, as part of its bid, an **EMD @ 2% (ie, Rs. 60,358/-)** on estimated cost of **Rs.30,17,880/-** and that shall be interest free.
- 6.2. The EMD can be paid **ONLINE through** various e-Payment modes which are integrated to the E- Wizard portal. Bidders are exempted from EMD if they furnish an MSME/NSIC certificate. The firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI)/ Micro & Small Enterprises (MSEs) are exempted from furnishing the EMD. Self-attested photocopy of valid registration certificate issued by competent authority for '**Electrical works**' to be uploaded with the eligibility bid for exemption of EMD
- 6.3. The successful bidder's bid security will be returned as promptly as possible, but not earlier than fifteen (15) days after the successful Bidder has furnished the required performance security.
- 6.4. The EMD may be forfeited under the following circumstances:
  - (a) If a Bidder:
    - i. Withdraws its bid during the period of bid validity specified on the Bid Form or
    - (b) In the case of the successful Bidder, if the Bidder fails to:
      - i. **Sign the Contract or**
      - ii. **Furnish performance security.**

7. **Period of Validity of Bids:** Bids shall remain valid for a period of 180 days after the date of deadline for submission of bids prescribed by the Owner.

## 8. Deadline for Submission of Bids

- 8.1. The Owner may, at its discretion, extend this deadline for submission of bids in which case all rights of the Owner and all obligations of the Bidders will thereafter be subject to the deadline as extended.

## 9. Opening and Examination of Bids

- 9.1. The Eligibility bids will be opened on the prescribed date and time as mentioned in the Bid document. Bidders or their representative may be present during the opening of Eligibility bid, if they wish to be present.
- 9.2. The Owner will evaluate the Eligibility bids. Those bids, whose Eligibility bids fulfill the technical requirements and responsive to the tender requirements will be considered. Those bids which are found to be either non-responsive, not satisfying the technical requirements or both will not be considered and will be rejected.
- 9.3. The Price bids of the successful bidders on the basis of evaluation as mentioned in will be considered for the next stage for opening.
- 9.4. The Owner will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 9.5. 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*. If a Bidder does not accept the correction of errors, the bid will be rejected and its EMD may be forfeited.
- 9.6. The Owner may waive any minor nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 9.7. Prior to the detailed evaluation, the Owner will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviations, exceptions, objections, conditionality or reservations. A material deviation, exception, objection, conditionality, or reservation is:
  - (a) One that limits in any substantial way the scope, quality, or performance of the Equipment; (OR)
  - (b) One that limits, in any substantial way that is inconsistent with the Tender Document, the

Owner's rights or the successful Bidder's obligations under the Contract: and

(c) One that the acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.

9.8. If a bid is not substantially responsive, it shall be rejected by the Owner and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

The Owner's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

10. **Clarification of Bids:** During the bid evaluation, the Owner may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be online, and no change in the price or substance of the bid shall be sought, offered or permitted.

11. **Evaluation of Responsive Bids:** The Owner will evaluate the bids that have been determined to be substantially responsive.

#### 12. **Contacting the Owner**

12.1. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Owner on any matter related to the bid, it shall do so in writing.

12.2. If a Bidder tries to directly influence the Owner or otherwise interfere in the bid evaluation process and the Contract award decision, his bid shall be rejected.

#### 13. **Award Criteria**

Owner will award the Contract to the Bidder whose bid has been determined to be substantially responsive and the Lowest Quote Evaluated Bid.

#### 14. **Owner's Right to Accept/Reject/Modify Bids**

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

14.2. The Owner reserves the right to negotiate with the Bidder having the Lowest Evaluated Bid.

#### 15. **Award of Work Order**

15.1. Prior to the expiration of the period of bid validity, the Owner will issue the Letter of Intent / Work Order to the successful Bidder in writing.

15.2. The Work Order will constitute the foundation of the Contract.

15.3. Upon the successful Bidder's furnishing of the copy of the Work Order duly signed on each page and the Performance Security.

#### 16. **Contract Agreement**

16.1 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 Owner, along with the Performance Security.

16.2 Copy of Work Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.

**16.3 The Contract can be terminated (during the period of Contract) with a notice of 30 days by either party. In case of any breach, IITPKD will cancel the contract without any notice.**

#### 17. **Performance Security**

17.1. Within fifteen (15) days of receipt of notification of award from the Owner, the successful Bidder shall furnish the performance security equal to **5% of the Contract value** (excluding the value of annual maintenance charges). **The Performance Security will be valid all along the warranty period and shall extend upto sixty (60) days after the date of completion of work.** The security shall be in one of the following forms: A bank guarantee (in the format as provided in **Annexure** of the bidding documents) issued by the Indian Scheduled bank acceptable to the Owner A Demand Draft favoring, **INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD** payable at PALAKKAD. The security shall automatically become null and void once all the obligations of the Contractor under the Contract have been fulfilled, including, but not limited to, any obligations during the currency of contract period and any extensions to the period. The security shall be returned to the Contractor not later than fifteen (15) days after its expiration.

17.2. Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the Owner may call for new bids.

#### 18. **Contract Documents**

- 18.1. 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.
- 18.2. The order of precedence of the Contract documents will be as follows:
- (i) Contract Agreement
  - (ii) All other Forms
  - (iii) Contractor's Bid
  - (iv) Tender Document
19. **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.
20. **Period of Contract**
- 20.1. The Contractor shall carry out the work as per the time specified in the tender document.
21. **Terms of Payment**
- 21.1 Payment will be made monthly.
22. **Taxes and Duties:** The Contractor should ensure payment of all taxes, duties, levies and charges assessed by all municipal, state or national government authorities, in connection with the Goods and Services supplied under the Contract.
23. **Assignment:** The Contractor shall not, without the prior written consent of the Owner, assign to any third party, the Contract or any part thereof.
24. **Governing Law:** The Contract shall be governed by and interpreted in accordance with the laws of India.
25. **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.
26. 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 **Annexure-V**
27. **Indian Institute of Technology Palakkad 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.**

**Other Details**

Name and Address of the bidder

1. Name of the Bidder

- a. Full postal address
- b. Full address of the premises
- c. Telegraphic address
- d. Telex number
- e. Telephone number
- f. Fax number
- g. Type of firm: Propriety/ Private/ Private Ltd/ MNC/ Cooperative /Govt. undertaking
- h. Name of the proprietor /Partners
- i. Firm Registration No.
- j. Year of starting of manufacturing
- k. PAN Number
- l. TIN Number
- m. GST Number
- n. Current Account Details

2. Has the firm ever been debarred/blacklisted by any Govt. Organization/Dept.? If 'yes' the details thereof.  
The terms and condition or acceptable to me/us.

**Signature and seal of the bidder**

**ANNEXURE -I**

**SCHEDULE OF QUANTITY**

**Name of work : Additional man power required for carrying out addition and alteration electrical works at Nila and Sahyadri campus.**

<b>S No</b>	<b>Description of items</b>	<b>Qty.</b>	<b>Unit</b>
<b>1</b>	<b>Additional man power required for carrying out addition and alteration electrical works at Nila and Sahyadri campus,with transportation charges to workers for moving to various buildings in Nila and Sahyadri Campus etc. as required. (4 wireman + 4 khalasi from 9.00am to 5.00pm)</b>	<b>12</b>	<b>Months</b>
	<b>Total</b>		

**Note:**

- 1. EPF and ESI payment made by the agency to the employees will be refunded against evidentiary proof.**
- 2. TDS @ 2% will be deducted as per Circular No.65/39/2018-DOR, Dated 14.09.2018 from Ministry of Finance**



## ADDITIONAL TERMS AND CONDITIONS

**Name of Work : Additional man power required for carrying out operation, maintenance, addition, alteration and extra electrical works at Nila and Main campus.**

1. The work shall be executed as per CPWD general specification of electrical works & sub-station work amended upto date.
2. The firm/contractor shall have to abide by the Institute Security Rules. Proper discipline shall have to be maintained at site of work. The identity of staff engaged in work will be verified at the entrance gate. The staff shall not be changed frequently after issuing security passes.
3. The following staff shall be deputed on General Shift

### **General Shift**

#### **9 AM to 5PM**

Operator cum electrician	4 Nos.
Khallasi ----	4 Nos.

4. The staff to be engaged by the contractor shall have the following qualification:-
  - a) The Operator / Electricians should have National Trade Certificate (ITI/ITC in the trade of Electrician or wireman) or holder of wireman permit issued by the Kerala State Electricity Licensing Board with minimum 2 years relevant experience
  - b) Khallasi: 10<sup>th</sup> Pass with one year experience in the same field as above.
5. All the required material for replacement including consumables and T&P required for the day-to-day maintenance work will be issued by handed over to the contractor by IIT Palakkad. The same shall be returned to the Institute when contract is completed/expired.
6. **The salary and travel expenses of the employees posted at site shall be made before 5th of every month.**
7. All the dismantled material shall be returned to JE(E) in charge.
8. The contract may be closed by the Engineering Department at any time with notice / intimation of 15 days and no claim shall be entertained in this regard. Decision of the Engineer- in- charge in this regard shall be final and binding on the contractor.
9. The contractor shall submit the bio data, complete with educational qualification, electrical license, one passport photograph in respect of the staff deployed on the work.
10. The staff deputed on the work shall be in proper dress code as decided by the Engineer in charge.
11. The staff deputed on the work shall be well acquainted with fire safety equipments and their operation.
12. If the performance/ integrity of any worker deputed by the contractor on the work is observed unsatisfactory, the worker shall be replaced within 48 hrs. The decision of Engineer in charge in this respect shall be final and binding on the contractor.
13. The contractor shall identify the Engineering Department against all losses or damages or liability arising in respect of staff deployed by him on the work in case of any injury/accident.
14. The contractor shall have to adopt all the safety precautions while executing the work and no claim shall be entertained by the Engineering Department in case of any accident while carrying out the work.
15. Before commencement of the work, both Engineering Department and contractor shall sign the inventory of the installations and accessories as an acceptance of physical existence of the same and all new components/ control/ accessories to be provided during the course of maintenance shall be included in inventory. After expiry of contract, the same procedure shall be followed.
16. The contractor shall be fully responsible for the conduct of staff deputed by the firm.
17. The workers engaged by the agency will be utilized for addition alteration/modification works all campuses for IIT for which nothing will be paid extra

**FORM OF PERFORMANCE SECURITY (GUARANTEE) BY BANK**

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 Owner") of the other part.
2. Whereas the Owner has awarded the contract for Supply, Installation, Commissioning, Integration and Validation of \_\_\_\_\_ (name of the equipment) (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 Owner 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 Owner the full amount of Rs. \_\_\_\_\_ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned Contract with the Owner, the Bank is engaged to pay the Owner, any amount up to and inclusive of the aforementioned full amount upon written order from the Owner to indemnify the Owner 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 Owner 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 Owner 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 Owner 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 Owner and at the cost of the Contractor.
9. The Guarantee herein before contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.
10. The neglect or forbearance of the Owner in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Owner for the payment hereof shall in no way relieve the bank of its liability under this deed.
11. The expressions "the Owner", "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**

Bank 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**

Signature .....

Name .....

Address .....

**Witness 2**

Signature .....

Name .....

Address

.....

**Declaration**

We hereby certify that we have read all the tender documents uploaded in the web site and submitted the required eligibility documents/Price bid based on the same. We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services

For -----

Authorized Signatory

Date:

**Signature and seal of the bidder**