



## INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

Web: [www.iittp.ac.in](http://www.iittp.ac.in)

Phone: 0877-2503602

### E-Procurement Notice. NIT NO: IITTP/EU/EE(C)/2022-23/005

Online tenders are hereby invited in **Two Cover system** from Indian Nationals for the work of “**Supply and Installation of Venetian Blinds (Zebra Blinds) for Windows at various locations in Department Block-1 and Department Block-2 at IIT Tirupati Permanent Campus**” on a **Percentage Rate basis** from eligible firms/individuals who are satisfying the eligibility criteria prescribed in this tender document. Bidders can download a complete set of bidding documents from the e-procurement platform <https://eprocure.gov.in/eprocure/app>.

Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

**The last Date / Time for receipt of bids through e-procurement is 03/04/2023 up to 15.00 Hrs.**

Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications, please visit websites <https://eprocure.gov.in/eprocure/app> and [www.iittp.ac.in](http://www.iittp.ac.in)

#### CRITICAL DATE SHEET

<b>Published Date</b>	<b>20/03/2023</b>
<b>Bid Document Download Start Date</b>	<b>20/03/2023</b>
<b>Clarification Start Date</b>	<b>21/03/2023</b>
<b>Clarification End Date</b>	<b>27/03/2023 up to 17.00 Hrs</b>
<b>Date of pre-bid meeting</b>	<b>28/03/2023 @ 11.00 Hrs</b>
<b>Bid Submission Start Date</b>	<b>21/03/2023 from 09.00 Hrs</b>
<b>Bid Submission End Date</b>	<b>03/04/2023 up to 15.00 Hrs</b>
<b>Bid Opening Date (Technical)</b>	<b>04/04/2023 at 15.30 Hrs</b>
<b>Bid Opening Date(Price)</b>	It will be announced after technical evaluation to the successful bidders.

**Note:** Bidder should submit the EMD as specified in the tender. A scanned copy of the document should be uploaded as part of the offer.

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**INDIAN INSTITUTE OF TECHNOLOGY, TIRUPATI**

**भारतीय प्रौद्योगिकी संस्थान तिरुपति**

**Yerpedu - Venkatagiri Road, Tirupati District, Andhra Pradesh – 517619**

**O/o Executive Engineer (C)  
Engineering Unit  
IIT Tirupati**

**NOTICE INVITING E-TENDERS  
NIT NO: IITTP/EU/EE(C)/2022-23/005**

The Executive Engineer (C), Engineering Unit, IIT Tirupati invites online percentage rate bids from eligible contractors of Indian Nationals of appropriate class satisfying eligible conditions in Two bid systems for the following work.

01.	Name of work	<b>Supply and Installation of Venetian Blinds (Zebra Blinds) for Windows at various locations in Department Block-1 and Department Block-2 at IIT Tirupati Permanent Campus, Yerpedu Mandal, Tirupati Dist., Andhra Pradesh – 517 619.</b>
02.	Estimated Cost	<b>Rs. 8,75,000/-</b>
03.	Tender Fee	<b>Rs. 1,500/-</b>
04.	Earnest Money Deposit	<b>Rs. 17,500/-</b> (submission of EMD through online tender to the Tender Inviting Authority)
05.	Completion Time	<b>30 days</b>
06.	Last Date and Time for submission of E-Tender	03-04-2023 up to 15.00 Hrs Late bids shall not be accepted.

The bid forms and other details can be obtained from the website <http://eprocure.gov.in/eprocure/app> and <http://www.iittp.ac.in/tenders>

Executive Engineer(civil)

## INDEX

**Name of work : Supply and Installation of Venetian Blinds (Zebra Blinds) for Windows at various locations in Department Block-1 and Department Block-2 at IIT Tirupati Permanent Campus, Yerpedu Mandal, Tirupati Dist., Andhra Pradesh – 517619.**

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Certified that this NIT contains 1 to 36 pages only.

## Technical Eligibility Criteria

- a) **Joint ventures/Consortium and special purpose vehicles are not accepted;**
- b) **Eligibility Criteria for Work Experience**

To become eligible for participating in the bid process the bidders shall satisfy the following Work Experience Criteria.

The Bidders should have satisfactorily completed similar works during the last five years ending the previous financial year i.e., 31<sup>st</sup> March 2022 as below. For this purpose, cost of work shall mean the gross value of the completed work including the cost of material supplied by the Government / Client but excluding those supplied free of cost. This should be certified by an officer, not below the rank of Executive Engineer / Project Manager or equivalent. **On-going works will not be considered.**

Three similar completed works each costing not less than Rs.3.50 lakhs

OR

Two similar completed works each costing not less than Rs. 5.25 lakhs

OR

One similar completed work costing not less than Rs. 7.00 lakhs

**Similar works shall mean the bidder should have experience in carrying out "Supply & Installation of Blinds / Curtains".**

Note: For similar works, works executed in India only shall be considered.

**Bidding Procedures**  
**Section I: Instructions for Online Bid Submission**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

1. Possession of a valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders in the e-Procurement/e-tender portal are prerequisites for e-tendering.
2. Bidder should register for the enrolment in the e-Procurement site using the "Online Bidder Enrolment" option available on the home page. Portal enrolment is generally free of charge. During registration, the bidders should provide only valid information including a valid E-mail ID. All the correspondence shall be made directly with the contractors/bidders through the E-mail ID as registered.
3. Bidders need to log in to the site through their user ID/password chosen during enrolment/registration
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY / TCS / nCode / eMudra or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on e-Token / Smartcard, should be registered.
5. The registered DSC only should be used by the bidder in the transactions and should ensure the safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
7. After downloading/getting tender documents/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
8. Any clarifications may be sought online through the tender site, through the contact details or during the pre-bid meeting if any. The Bidder should consider the corrigendum if any published before submitting the bids online.
9. Bidder may log in to the site through the secured login by the user id/password chosen during enrolment/registration and then by submitting the password of the e-Token / Smartcard to access DSC.
10. Bidder may select the tender in which he/she is interested by using the search option and then move it to the 'my tenders' folder.
11. From my tender folder, he/she may select the tender to view all the details uploaded there.
12. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. The bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidder's Bid documents may be scanned with 100 dpi with a black and white option. It is advisable that

each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip / rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.

14. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under "My Space option" and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing the upload time of bids.
15. Bidder should submit the Tender Fee/EMD as specified in the tender. The hard copy should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date and time as indicated in the tender. A scanned copy of the instrument should be uploaded as part of the offer.

16. **TENDER FEE & EARNEST MONEY DEPOSIT DETAILS:**

(a) **Tender Fee of Rs 1,500/- (Rupees One thousand five hundred only)** should be submitted to ECS (Bank transfer / NEFT / RTGS) in favour of Indian Institute of Technology Tirupati.

(b) **EMD of Rs 17,500/- (Rupees Seventeen Thousand Five Hundred only)** should be submitted to ECS (Bank transfer / NEFT / RTGS) in favour of Indian Institute of Technology Tirupati.

(c) **Bank A/c Details for crediting EMD/Tender Fee:**

Name: Indian Institute of Technology Tirupati  
Bank: State Bank of India  
Account No: 41139549389  
IFSC Code: SBIN0061587

(d) Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

(e) **The bidders who seek exemption from Tender fee/EMD as per clause no. (d) above, 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.**

- (f) EMD of all unsuccessful bidders (if any) will be returned after the finalization of the tender. EMD of the successful bidder will be returned only after receipt of the Security Deposit towards the Performance Guarantee
  - (g) In case of a successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
  - (h) The amount of EMD (if any) is liable to be forfeited if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
  - (i) No interest will be paid on the EMD (if any) / Performance Security deposited/remitted.
  - (j) The Bidders will have to upload a scanned copy of Payment details towards EMD and the same will be accepted only on verification and confirmation by the Institute. Any delay in credit will not be entertained by the Institute. **(As per the format attached in Annexure – C)**
17. The financial bid (price bid) i.e. Bill quantity (BOQ) of only technically qualified bidders will be opened online by a committee of members and the result will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender.
  18. **Time of completion: 1 (one) month** from the date of issue of commencement order.
  19. Contractors shall be deemed to have inspected and examined the site of work and its surroundings before submitting the tenders.
  20. Bidders will have to submit a copy of their registration.
  21. The contractor shall not subcontract the work to sub-contractors or to any single sub-contractor. An Undertaking by the contractor shall have to submit to this effect.
  22. The successful contractor shall provide performance security for his proper performance of the contract within 7 (seven) days from the date of receipt of the letter of award. The performance Security shall be in the form of FD/Call Deposit to be pledged in favour of the **Registrar**. In case the Performance Security is in the form of a Bank Guarantee the same is to be sent to the **Registrar** in a sealed envelope directly by the issuing Bank along with the forwarding letter indicating BG No. purposed of the BG, etc. The amount of the security shall be **5 % (five percent)** of the contract price. The performance security shall be valid until the contractor has executed and completed the works and remedied any defects therein in accordance with the contract. The Performance security shall be returned to the contractor within 14 days from the expiry of the Defect Liability period. If the contractor fails to perform the work as per the terms and conditions of the contract, the performance security shall be forfeited.
  23. If during the execution of the work the contractor encounters physical obstructions or physical conditions other than climatic conditions on the site, which obstructions or conditions were in his reasonable opinion not foreseeable by the contractor, the contractor shall forthwith give notice thereof to the Dean



Planning & Infrastructure, Engineering Unit. On receipt of such notice, in his opinion feel that such obstructions/conditions could not have been reasonably foreseen by the contractor, after due consultation with the contractor determine any extension of time with no financial bearing to which the contractor is entitled.

24. During the execution of the works, the contractor shall keep the site reasonably free from all unnecessary obstructions and shall store or depose any contractor's equipment and surplus materials and clear from the site any wreckage, rubbish or temporary works in consultation with the Sanitary Supt of the Institute.
25. Before the issue of any completion certificate, the contractor shall clear away and remove from that part of the site to which the completion certificate relates all contractors' equipment, surplus material, rubbish and temporary works of every kind.
26. The contractor while employing labour should ensure that all the statutory labour laws and regulations are adhered to.

In the event of

- a. The amount or nature of extra or additional work
  - b. Exceptionally adverse climatic conditions
  - c. Other special circumstances which may occur other than through default or breach of contract by the contractor or for which he is responsible.
27. Being such as fairly to entitle the contractor to an extension of time for completion of the works or any section or part thereof, the Institute shall after due consultation with the contractor and subject to clause 11 determine the amount of such extension with no financial bearing and shall notify the contractor accordingly.
  28. If the contractor fails to complete the execution and completion of the works as specified in the work order and if the extension of time is granted if any in accordance with clauses of the GCC, the contractor shall be bound to pay as liquidated damages a sum of 0.5 % (percent) per week of delay for such default subject to a maximum of 5 % of the contract price.
  29. When the whole of the works has been substantially completed, the contractor shall give a notice to the Executive Engineer(C) accompanied by a written undertaking to finish with due expedition any outstanding work during the defect Liability period. Such notice and undertaking shall be deemed to be a request by the contractor to the Executive Engineer (C), to issue a taking-over certificate.
  30. Defect liability period shall be **6 (Six) months** calculated from the date of completion of the works certified by the Dean, Planning & Infrastructure, Engineering Unit in the completion certificate
  31. If the contractor fails to fulfill any of the obligations under this contract, the Institute shall be at liberty to terminate the contract thereby avoiding the contract and will be at liberty to allot the whole work or balance works to any other party at the risk and cost of the first party.
  32. All works are to be carried out as per current specifications prevailing in the CPWD and directed by the Institute.
  33. Running payments can be made to the contractor subject to certification by the Executive Engineer(C) after completion of about 50 % of the work and final payment will be paid after completion of the work after due certification and satisfaction of the Executive Engineer(C)
  34. Parties to submit PAN Card

35. Parties to submit GST Registration
36. Rates once accepted will not be enhanced due to variations in the rate of materials, labour and Government taxes.
37. No tools and plants will be supplied by the Institute.
38. No materials will be supplied by the Institute.
39. The quoted rates shall be firm, fixed and binding on the contractor irrespective of any variation in the quantities stated in the contract up to + 10 % variation of the contract value as a whole.
40. Successful tenderers should submit the valid Trading license within 7 (seven) days from the date of issue of a preliminary work order.
41. Any dispute arising out of the contract shall be settled by the Dean planning & Infrastructure Engineering unit.
42. The specifications and mode of measurement for civil works shall be in accordance with CPWD specifications unless otherwise specified.
43. In the event of responsive parties quoting the same rates, the Institute reserves the right to allot the work to the bidder having higher credentials in terms of turnover, similar work experience, etc.
44. If there is any excess payment on any item etc. made to the contractor, the contractor shall not hesitate to cooperate in adjusting/deducting the same from either the running bills or final bills.
45. The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof.
46. All the above requirements are compulsory for fulfillment as part of the tenders failing which tenders will be rejected
47. All documents and registrations should be valid as on the date of tender.
48. Goods and Service Tax as applicable will be deducted from the bills of the contractor.
49. Parties are to submit the list of technical staff with at least one experienced supervisor (Diploma). Attested copy of diploma/degree certificates to be enclosed.
50. The Party shall be responsible for the safety of all its workmen/employees during the period of execution of the work. The party shall provide all safety materials, gadgets, equipment, etc, to all its workmen/employees to ensure their safety during the execution of the work. The Institute shall not be held responsible in case of any accidents, mishaps, etc to the party and its employees.
51. Any delay in completion of the works beyond the stipulated date due to reasons attributable to the contractor may eventually lead to the cancellation of the letter of award for which the contractor is not entitled to any compensation. The cancellation of the letter of award would lead to the forfeiture of performance security.
52. The contractor is to register with the Labour Department for the work and the registration certificate has to be submitted, failing which the bill cannot be processed.
53. If any statutory tax/deduction/recovery is notified by the State/Central Govt, the same shall be deducted from the bill of the contractors as applicable from its effective date of coming into force.

54. The party who is allotted the work, will have to sign on the measurement book as a token of acceptance of the measurement.
55. The bidder has to select the payment option as offline to pay the EMD as applicable and enter details of the instruments.
56. The details of the DD / any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
57. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
58. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood, and agreed with all clauses of the bid document including the General Conditions of contract without any exception.
59. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected

60. **Price Bid**

If the price bid format is provided in a spreadsheet file like BoQ\_XXXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling in the relevant columns. The Priced-bid / BOQ template shall not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for the tender

61. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders
62. The time settings fixed on the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening, etc., in the e-Tender system. The bidders should follow such time during bid submission
63. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgment number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of the bid for the particular tender and also be used as an entry pass to participate in the bid opening
64. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
65. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers’/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers

66. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128-bit encryption technology. Data storage encryption of sensitive fields is done
67. The bidder should log out of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser
68. For any queries regarding the e-Tendering process, the bidders may contact the address provided in the tender document. Parallel for any further queries, the bidders are advised to contact over the phone: **1-800-233-7315, 0120-4001005** or send an E-mail to [cppp-nic@nic.in](mailto:cppp-nic@nic.in)

**List of Documents to be uploaded in JPG format or PDF format within the period of bid submission date:**

1. Photocopy/scan copy of original EMD
2. Copy of registration.
3. Copy of PAN card.
4. GST Registration certificate.
5. Undertaking not to sub-let the work. as per Annexure-A.
6. Tender submission Letter as per Annexure –B
7. EMD undertaking as per Annexure-C
8. Similar nature of works successfully completed during the last five years as per Annexure – D.
9. Performance Report Annexure-E.

**Details to be furnished by the Contractor.**

<b>Sl.No</b>	<b>Description / Requirement from the tenderer</b>	<b>Tenderer's response should be clear, firm, complete &amp; legible. If necessary, separate sheet shall be used.</b>	<b>Page No (Must be filled)</b>
1	Name & Complete address of the tenderer with contact details:		
2 (a)	Details of EMD (should be in the form of DD) Demand draft No. Amount Rs. Bank Details:		
2 (b)	MSME/NSIC Registration No: Company Name & Address: Validity: Product for which registered:		
3	Status of the tenderer: Proprietorship / Partnership / Private Limited / Public Limited		
4	Details of Contract Registration with Govt. depts. Class and value (If available)		
5 (a)	Details of PAN		
5 (b)	Employees Provident Fund Registration:		
5 (c)	Employees State Insurance Registration:		
5 (d)	GST Registration:		
6	Work Experience Certificate		

**Note:** Self-Attested copies of relevant certificates for items 3-5 are to be enclosed

I/We hereby certify that the information furnished above and the attached documents as proof of the information are true and correct to the best of our knowledge.

I/We also authorize the Registrar / IITT or his representative to approach the source of the certificate to verify our competence, if required, for processing the tender.

## INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

### I. TENDER CONTRACT CONDITIONS

- 1) Time is the essence of the contract. Being a time-bound project, the contractor should make all efforts to complete the work on time.
- 2) Even though the overall completion period is indicated as 30 days the work shall be completed progressively and handed over as per the agreed split-up schedule if any.
- 3) The tenderers are advised to visit the site and get acquainted with the site conditions before submitting the offer.
- 4) Tender quantity is only approximate and liable for variation without entitling the tenderer to any compensation, till the total value of the contract varies by more than 30% (thirty percent).
- 5) Quoted rate shall remain valid for a period of 60 days from the date of tender opening for the release of the work order and will be firm throughout the contract period of 30 days or till completion of work, once awarded and no cost escalation is allowed on any account.
- 6) The item rate offered is for finished items of work and shall provide for the complete cost towards fuel, tools, tackles, plant & machinery, temporary works, labour, materials, levies, taxes, transport, lay-out, repairs, rectifications, maintenance till handing over, supervision, labour colonies, establishment, services, roads, revenue expenses, overheads, profits & all other incidentals, etc., complete. The rate quoted shall exclude GST. The applicable GST can be reimbursed by IITT along with the running / final bill on the production of documentary evidence by the agency for having paid the GST to the authorities concerned.

**The Tenderer should be a GST Registered Contractor. If the proof of GST registration is not furnished the tender of the tenderer will not be eligible for opening price bid and become disqualified.**

- 7) Some changes are likely in the quantities furnished as well as in the layout, design, and specifications of the work. The rates quoted shall be deemed to be inclusive of all such contingencies
- 8) The work shall be carried out as per drawings released then and there, BIS/CPWD specifications, and standard code of practice and as per the instructions of the Engineer-in-charge. A brief description of items of work is given in the bill of quantities.

- 9) For any item of work not covered in the Bill of Quantities, the rate will be arrived at based on the procedure given in the CPWD manual.
- 10) The contractor has to furnish the security deposit, as per the Clause indicated elsewhere in this document if the work is awarded.
- 11) Since the responsibility for the quality, workmanship, and accuracy of any work being carried out under this contract lies with the contractor, the contractor should ensure that no work is done without the presence of the contractor's representative at the work spot, whose strength depends on the value of the contract awarded. The contract should arrange for surveying the construction site at his own cost.
- 12) The decision of Engineer-in-charge shall be final and binding on the contractor regarding the clarification of items in this tender schedule.
- 13) The works contract to be entered into with the successful tenderer will be governed by the CPWD Works Manual in force.
- 14) The contractor shall strictly adhere to various labour laws in force.
- 15) To safeguard the persons working at height in the roof, wall, etc., sufficient number of Industrial Safety nets shall be provided at the tenderer's cost in appropriate levels and locations. The working hand including Supervisors, Engineers should wear personal protective items and safety measures such as helmets, safety belts, shoes, etc., before entering the working place.
- 16) The tenderer has to deploy adequate labour of required categories such as Unskilled, Skilled, Mason, Carpenter, Plumber, Welder, Fitter, Mistry, technically experienced, etc. so as to execute the works simultaneously in all areas of work.
- 17) Expertise labour only to be engaged for specialized items of work like laying of ceramic tiles, marbles, cuddapah slabs, granite slabs and false ceilings, partition, wall paneling, architectural finishing etc. and work experienced persons shall be engaged for fabrication, water supply, railway track laying and aligning works, sewerage system work, etc.
- 18) The contractor shall follow the norms of IITT security system for the movement of men & materials within the complex.
- 19) All the works shall be executed as per the standard specifications as provided in CPWD / BIS.
- 20) All the materials to be used in the work and the nature of work shall conform to the respective CPWD& BIS and National Building Organisation, Standard Specifications forming part of "DELHI STANDARD SCHEDULE OF RATES" specifications and shall be got approved by the Engineering-charge before actual incorporation in the work.

- 21) All materials brought by the Contractor for incorporation in the work shall be got inspected and approved by the Engineer-in-charge before they are incorporated in the work.
- 22) The contractor should extend fullest cooperation with the third-party agencies engaged, if any by IITT, to adhere to the Quality Control Procedures ensuring quality.
- 23) The contractor should extend full cooperation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
- 24) Tenderers are requested to furnish the duly filled-in E format attached as a separate sheet along with a canceled Cheque leaf to accept Electronic fund transfer / R T G S transfer for any payment from IITT, Tirupati.
- 25) No advance/mobilization advance will be given.
- 26) LD / Penalty clause is applicable as per CPWD Works Manual in force.
- 27) IITT reserves its right to reject a tender due to unsatisfactory past performance in the execution of a contract awarded against a different Tender.
- 28) Tenders submitted after the due date and time will not be accepted.
- 29) Bidder should submit the EMD as specified in the tender. The proof of submission of EMD in hard copy should be posted/couriered/deposited in person to the Tender Inviting Authority, within seven days from the last date of bid submission. A scanned copy of the instrument should be uploaded as part of the offer.
- 30) The bidder has to select the payment option as offline to pay the EMD as applicable and enter details of the instruments.
- 31) The contractor's responsibility under this contract shall commence from the date of receipt of the LOI by the tenderer. The scheduled period of completion for this work is as mentioned in page No. 01, and the Contractor will have to plan his work accordingly.
- 32) Any deviation to this tender terms & conditions and schedules of this tender will cause total rejection of the offer submitted
- 33) Incomplete offers will become liable for rejection
- 34) **Earnest Money Deposit:**

Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to him. Shall also be furnished



in the form of a Pay Order or Demand Draft in favour of The Registrar, IIT Tirupati. EMD in any other form will not be accepted.

The rate of earnest money deposit shall be as under:

Works costing more than Rs.1 lakh, 2% of the estimated cost put to tender EMD of the successful contractor shall be refunded when the work is completed and the unsuccessful contractor shall be refunded immediately after finalization of the contractor. EMD shall not carry any interest.

**Without submission of an Exception Certificate Copy for EMD to the Tender Inviting Authority, Technical Bid will be rejected.**

**35) Security Deposit**

- a) The security deposit shall be deducted at the rate of 2.5% of the gross amount of the bill from each running bill as well as the final bill of the contractor.
- b) The security deposit shall be refunded to the contractor after the successful completion of the maintenance period of six months. The refund of the security deposit will not carry any interest.

36) If the tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, IITT reserves the right to reject such tender at any stage.

37) Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection

38) This tender notice shall be deemed to form an integral part of the contract to be entered into for this work.

39) The tenderers are advised to go through the condition stipulated in the Tender document & code of conduct for the Safety of the Contract Labourer in detail. Any violation thereof will invite punitive action to be taken against them. While quoting the rate all the above factors are to be considered.

40) Agency registered with NSIC/MSME is exempted from payment of tender document cost & Earnest Money Deposit but is required to attach the attested copy of registration indicating the company name, address, registration number, validity & product for which registered in the technical bid, Any deviation in the certificate on product or validity or name of the company tendering will attract rejection resulting in non-opening of the respective price bid.

**41) Compensation for Delay:**

If the contractor fails to maintain the required progress or to complete the work and clear the site on or before the contracted or extended period of completion, he shall, without prejudice to any other right or remedy of the IITT on account of

such breach, pay as agreed compensation an amount calculated as stipulated below or such smaller amount as may be fixed by the IITT on the contract value of the work for every week that the progress remains below or that the work remains incomplete. This will also apply to items or groups of items for which a separate period of completion has been specified.

For this purpose, the term 'Contract Value' shall be the value at contract rates of the work as ordered and the compensation for delay is by way of recovery at 1 percent of contract value per week of delay provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the contract value or of the contract value of the item or group of items of work for which a separate period of completion is given.

The amount of compensation may be adjusted or set off against any sum payable to the Contractor under this or any other contract with the IITT.

#### 42) **Arbitration:**

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings, and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the work or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Director of IITT and if Director is unable or unwilling to act, to the sole arbitration of some other person appointed by the Director, willing to act as such arbitrator. The cases referred to arbitration shall be other than those for which the decision of the Estate Officer / Engineer-in-charge is expressed in the contract to be final and conclusive. There will be no objection if the arbitrator so appointed is an employee of IITT he had to deal with the matters to which the contract relates and in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference.

The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, Director as aforesaid at the time of such transfer, vacation of office, or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. Subject as aforesaid the provision of the Arbitration & Reconciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with the consent of the parties enlarge the time for making and publishing the award.

The work under the Contract shall, if reasonably possible, continue, during the arbitration proceedings and no payment due or payable, to the Contractor shall be withheld on account of such proceeding.

The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the Parties fixing the date of the first hearings. The arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive, and binding on all parties to this contract.

In the event of disputes or differences arising between one public sector enterprise and a Govt. Department or between two public sector enterprises the above stipulations shall not apply or its amendments for arbitration shall be applicable.

**43) Force Majeure clause:**

If at any time during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason, of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine, restrictions or acts of GOD (hereinafter referred to as events) then provided notice of happening of any such events is given by either party to other within twenty-one days from the date of occurrence thereof neither party shall reason of such events be entitled to terminate this contract nor shall either party have any such non-performance and delay is resumed as soon as practicable after such events have come to an end or ceased to exist. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason or any such event claims for extension of time shall be granted for the period considered reasonable by IITT subject to prompt notification by the tenderer to IITT of the particulars of the events and supply to the IITT if required of any supporting evidence. Any waiver of time in respect of partial installment shall not be deemed to be a waiver of time in respect of remaining deliveries.

The correspondence exchanged against the tender from both tenderer and IITT through email is considered a valid document legally though it is not signed. It is treated as valid confirmations made on behalf of the respective company and very much comes under the legal ambit of the business transaction hence it is binding on both the parties to the business.

Any transaction pertaining to the tender from both parties of business done round the clock irrespective of the office or business hours of the companies is valid legally and binding on both parties. This applies to the extent only in such cases where the deadline time for a transaction is not specifically declared by either or both parties to the business.

In case a Letter of Intent (LOI) is issued through email, the PC generated time and date of mail shall be construed as the official time and date of release of LOI.

In as much as this date is within the last date of validity given by the tenderer the LOI is said to have been issued within the validity period and shall be binding on both the parties to the business.

Tenderers participating in the tender should declare in their technical bid whether they have been black-listed / kept on hold for a specified period / given a Business holiday for a specified period by any Public sector undertaking or Government departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to IITT. If no such details are mentioned in the offer, then it will be construed that the subject tenderer is not under any such hold. But at a later date, if it comes to the notice of IITT about any such hold under enforcement on the subject tenderer, IITT will have every right to reject the offer of such vendors at any point of time and also under any stage of the finalization of the subject tender irrespective of the status of the subject tenderer in that tender. Such tenderers will not be permitted to participate in further tender proceedings and will be communicated suitably. They will not be also considered for any ongoing tenders even if participated till the hold is officially lifted and confirmed in writing.

## **II. GENERAL CONDITIONS OF CONTRACT**

- A. No night work will be permitted without the written permission of the Engineer – in – charge.
- B. Items of work other than those mentioned in the Bill of Quantities (Tender Schedule) attached hereto will be carried out at the rates to be fixed by this organization as per relevant clauses of CPWD Works Manual.
- C. Permission for erection of temporary work sheds etc., at site will have to be obtained from IITT in writing in advance.
- D. The works contract to be entered into with the successful tenderer will be governed by the CPWD works Manual 2022 or the latest in force.
- E. The successful tenderer / Contractor shall observe all safety regulations and take necessary safety precautions as called for and Safety Precautions enclosed herewith.
- F. In all matters of dispute, the decision of the Director, Indian Institute of Technology, Tirupati. Shall be final and binding on the tenderer/contractor.
- G. Some changes are likely in the quantities furnished as well as in the layout, design, and specifications of the work. The rate quoted shall be deemed to be inclusive of all such contingencies.
- H. Engineer in charge / Civil or his duly authorized representative shall have all reasonable times access to the Contractor's premises of work and shall have the power at all reasonable times to inspect and test any portion of the work or examine the materials and workmanship of the structures during their

manufacture and test. The contractor shall give due notice in writing to the Inspecting Engineer of IITT when the materials supplied to be incorporated in the work are ready for inspection and testing. No material shall be incorporated into the work until the inspecting Engineer certified in writing that such materials have been inspected and approved by him or else the rejected material should be removed from the site immediately.

- I. The Contractor shall closely scrutinize all the drawings issued in connection with the work by this organization and bring to the notice of the Engineer-in-charge if any discrepancies, or omissions in the drawings before undertaking the actual work pertaining thereto.
- J. The contractor should submit in advance every fortnight a detailed program of work to be undertaken from time to time strictly in conformities.
- K. The contractor should extend full cooperation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
- L. Electricity will be provided free of cost for the installation of blinds. The contractor shall arrange necessary electrical equipment & tools for tapping from the source at his own cost.

### **III. SPECIAL CONDITIONS OF CONTRACT**

- A. The contractor shall submit the fabrics of various colours to get approval before the execution of the work.
- B. The contractor shall carry out a mockup for one window with the approved fabric within 7-10 days from the date of approval and the remaining window blinds shall be completed as per the scheduled completion time i.e., 30 days.
- C. The contractor should take the physical measurements of all the windows before ordering/purchasing the bulk quantity.
- D. The quantities given in the Bill of quantities of the tender are approximate only.
- E. The contractor who has been terminated during the last three years is not eligible to participate in the tender. If tenders are submitted from them, those documents will not be considered for evaluation.
- F. During the execution of the work, if there is any delay or stoppage of work for any reason, the same shall be recorded by the contractor in the hindrance register available with EMD, with the signatures of the concerned authorities.

### **IV. GENERAL SAFETY PRECAUTIONS TO BE FOLLOWED AT THE WORK SITE DURING EXECUTION**

**The following safety measures should be strictly adhered to, during the execution of works at sites.**

- (a) Providing the working platform with a toe board and handrail for continuous working at heights.
- (b) Providing safety belts and lifelines at all times for men working at heights.
- (c) Providing dust or fume respirator in places where dust and fume concentration exists.
- (d) Providing goggles and welding screens.
- (e) Providing acid alkali-proof rubber gloves for handling acid and alkali and chemicals that are corrosive.
- (f) Providing rubber gloves for working on electrical works.
- (g) Ensuring proper lashing of the components while being transported in vehicles.
- (h) The vehicles must have side supports or a body to support the materials conveyed.
- (i) The materials should not be allowed to extend or overflow the sides of the vehicles.
- (j) Materials should not be allowed to overhang from the rear edge of the body of the vehicle.
- (k) Driver of the vehicle must possess a license.
- (l) Vehicle must not be overloaded with added prescribed limits.
- (m) Red flags and lights for parts projecting from the body of the vehicle must be provided.
- (n) The speed restrictions within the Institute must be strictly adhered to.
- (o) The gas cylinders must be always handled on trolleys or kept tied down not in use. They should never be rolled as a Roller for conveying.
- (p) Cylinders should not be used without regulators.
- (q) All excavations must be barricaded and red lamps must be provided.
- (r) All electrical connections must be properly earthed.
- (s) Providing helmets, safety belts, etc., for high-level work and a sufficient number of Industrial Safety nets at appropriate levels to safeguard the persons working at high levels, particularly in roofing, etc.
- (t) All personal protective equipment conforms with standard specifications and the Contractor including their sub-contractors, agents, and labour engaged in the work are required to scrupulously adhere to the safety regulations, safety precautions, and measures. Any violation thereof will invite punitive action to be taken against them. Also, contractors with frequent violations of safety regulations will not be entrusted with further work in this organization.
- (u) In the event of any injured/fatal accident for the workmen during the course of the contract period, the compensation and other medical ores for the incident lie with the contractor. No way is IITT responsible.

**V. SAFETY PRECAUTIONS TO BE OBSERVED WHILE TRANSPORTING MATERIALS**

**I. VEHICLE**

- a) Vehicles carrying material should have proper registration documents and must be produced on demand by our Security Staff.
- b) The light on the right side, i.e., over the driver's cabin shall be in working condition.
- c) Both the headlights as well as park lamps must be in working condition.

**II. MOVEMENT OF VEHICLE**

- a) The vehicle should not travel at more than 20 kmph on our premises.
- b) The Driver of the vehicle must possess a heavy-duty license and produce on demand by the Security Staff.
- c) Vehicles carrying inflammable liquids in the tank containers should have grounding chains or the tank should be coated with insulating material also to avoid Static Electricity.
- d) In road junctions, speed breakers, and railway crossings, the speed should be lowered and the vehicle should proceed cautiously.
- e) The driver should 'KEEP TO THE LEFT' at all places.
- f) The vehicle should not be parked on the road which could obstruct vehicular traffic.
- g) No person other than the driver should be allowed to sit or stand on the prime mover or trail
- h) The vehicle should pass only through the approved routes. Shortcuts should be forbidden.
- i) There must be a safe distance behind another moving truck.
- j) The driver should avoid making quick starts, jerky stops, or quick turns at excessive speed.

**VI. TERMS AND CONDITIONS REGARDING COMPLIANCE WITH VARIOUS LABOUR LAWS BY THE CONTRACTORS FOR IITT**

- i. The Contractor shall not employ in connection with the work any person who has not completed 18 years of age.
- ii. The Contractor shall in respect of labour employed by him either directly or through subcontractors, comply with or cause to be complied with the following statutory provisions and rules and in regard to all matters provided therein.
  - a) The Contract Labour (Regulation & Abolition) Act 1970
  - b) The Minimum Wages Act 1948 and related Central Rules.
  - c) The Payment of Wages Act 1936 and related Central Rules.
  - d) The Employee's Provident Fund & Miscellaneous Provisions Act 1952.
  - e) The Employees State Insurance Act 1948.
  - f) The Workmen Compensation Act 1923.
  - g) The Industrial Disputes Act 1947.

h) The payment of bonus act 1965

And any other law or modifications to the above or to the Rules made there from time to time.

- iii. The Contractor employing 20 or more workmen is required to obtain a license from the authorities (The Deputy Chief Inspector of Factories / Assistant Commissioner of Labour as the case may be). The license shall be amended and/or renewed wherever there is an increase in the workmen employed by him or in the event of a contract being extended or renewed. The Contractor shall inform the license number to the IITT Management before taking up the work.
- iv. The Contractor (Licensed or unlicensed) shall promptly furnish every information and document required by IITT authorities for the purpose of fulfilling their obligations as Principal Employer and shall render all necessary assistance for the same.

#### **VII. REGISTERS & RECORDS: -**

The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documentation on the part of the Contractor.

#### **VIII. SUBMISSION OF BILLS BY CONTRACTOR: -**

The Contractor at the end of each month shall submit a bill in triplicate, if required, detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the EE / EMD separately details of his claims for the work done by him up to and including the previous month which is not covered by his contract agreement in any of the following respects:

- a) Deviation from the items provided in the contract documents.
- b) Extra items / new items of work.
- c) Items in respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done up to and including the period under report.

#### **IX. MEASUREMENTS:-**

The actual size of the window openings (L x W) only shall be considered for payment.



**X. PAYMENT OF BILLS: -**

All payments to be made to the Contractor, under this contract shall be by NEFT or RTGS within a reasonable time, after the certification of bills by the execution department.

**XI. DEVIATION:**

Deviation means deviation in quantities of items, i.e. where there is an increase or decrease in the quantities of items of work in the agreement. The competent authority shall have the power to make deviation up to 30% in the quantities and the contractor shall execute the positive deviated work as per the rate quoted by the bidder in the tender documents, and shall have no claim for any payment on account of such deviations in the quantity of item(s) or component(s) of the work.

**XII. RECOVERY FROM CONTRACTOR: -**

Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to the Contractor under the contract or under any other contract with IITT or from his Security Deposit or he shall pay the claim on demand.

**XIII. CANCELLATION OF CONTRACT FOR CORRUPT ACTS: -**

IITT, whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to IITT cancel the contract in any of the following cases and the Contractor shall be liable to make payment to IITT for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default,

**If the Contractor shall: -**

a) Offer or give or agree to give to any person in IITT service any gift or consideration of any kind, as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act, in relation to the obtaining or execution of this or any other contract for IITT service,

**OR**

b) Enter into a contract with IITT in connection with which commission has been paid or agreed to be paid by him or with his knowledge unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to IITT.

**OR**

c) Obtain a contract with IITT as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to IITT.

**XIV. CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUBLETTING OF CONTRACT: -**

IITT, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to IITT, shall cancel the contract in any of the following cases: **If the Contractor,**

- (a) Being an individual or if a firm or any partner thereof shall at any time be adjudged bankrupt or have a receiving order for the administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any

Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors

**OR**

- (b) Being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,

**OR**

- (c) Assigns, Transfers, Sub-lets, or attempts to assign, transfer, or sub-let any portion of the work without the prior written approval of the IITT.

- (d) Whenever IITT exercises the authority to cancel the contract under these conditions, IITT may have the work done by any means at the Contractor's risk and expenses provided always that in the event of the cost of the work so done (as certified by Engineer in charge which is final and conclusive) being less than the contract cost, the advantage shall accrue to the IITT and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by Estate Maintenance Dept. or the same shall be recovered from the Contractor by other means.

- (e) In case the IITT carries out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the IITT with the addition of such percentage to cover superintendence and establishment charges as may be decided by Estate Maintenance Dept., whose decision shall be final and conclusive.

**XV. CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACATOR'S DEFAULT:**

**If the Contractor:**

- (a) Makes default in carrying out the work as directed and continues in that state after reasonable notice from Engineer in charge or his authorized representative.
- (b) Fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued there under.
- (c) IITT may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to IITT, CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever IITT exercises the authority to cancel the contract as whole or part under this condition IITT may complete the work at the contractor's risk and cost (as certified by Engineer in charge, which is final and conclusive) being less than the contract cost, the advantage shall accrue to the IITT. If the cost exceeds the money due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by Estate Maintenance Dept. or the same shall be recovered from the Contractor by other means. In case the IITT carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or Labour provided by the IITT with the addition of such percentage to cover the superintendence and establishment charges as may be decided by the Engineer in charge, whose decision shall be final and conclusive.

**XVI. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR: -**

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated, IITT shall have the option of terminating the contract without compensation to the Contractor.

**XVII. SPECIAL POWER TO TERMINATION: -**

If at any time after the award of the contract, IITT shall for any reason whatsoever not require the whole or any part of the work to be carried out the Engineer in charge shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever 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 foreclosing of the work.

**XVIII. LABOUR: -**

The Contractor shall remain liable for the payment of all wages or other money to his workpeople or employees under the Payment of Wages Act 1936, Employees Liability Act. 1938, Workmen's Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, there under from time to time.

**XIX. PRECAUTIONS AGAINST RISK: -**

The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

**XX. RATE FOR ADDITIONAL ITEM / SUBSTITUTED ITEM:**

This will be as per the rate analysis based on the market rate for material and Labour prevailing at the time of execution at the place of work as ascertained by the Engineer in charge raised to the overall tender percentage at which the work was awarded to cover overheads/establishment/profit.

**XXI. CORRIGENDUM / AMENDMENT:**

It is the tenderer's responsibility to watch for any corrigendum or amendment till the opening of a particular tender that will be posted only at IITT and CPPP web site.

**SCHEDULE 'A'**

**Bill of Quantities**

**Name of the work: Supply and Installation of Venetian Blinds (Zebra Blinds) for windows at various locations in Department Block-1 and Department Block-2 at IIT Tirupati Permanent Campus, Yerpedu Mandal, Tirupati District, Andhra Pradesh – 517 619.**

<b>S. No.</b>	<b>Description of Work</b>	<b>Unit</b>	<b>Qty</b>
1	Providing & fixing premium quality Venetian Blinds (Zebra Blinds) for Window with necessary accessories of required sizes and approved colour including transportation and installation. Complete as per the instructions of the Engineer In-Charge.		
	DW22V: 2.50m x 1.45m W7VL: 2.20m x 1.45m	Sqm	380.00

**Technical Specification:**

<b>Blinds with slat width 100 mm and slat thickness 2 mm</b>		
<b>A</b>	<b>GENERAL</b>	
	Blinds with slat / louver width ( $\pm 5$ mm)	100 mm
	Fire properties	Fire retardant
	Light control	Room darkening
	Draw type	One way draw
	Components of vertical blinds	Headrail - end caps - carrier trucks with link - mono command with wand - face fix brackets - shallow frame face fix brackets - top fix brackets screw - top fix brackets spring - top fix brackets clip and screw - adjustable face fix brackets - extension top fix brackets - side fix brackets - Louvre insert – Cord – Metal chain no. 6 - Plastic chain no. 6 – Cord weights
	Arrangement of slats alignment mechanism in the slat traveller	Yes
	Arrangement to replace damaged hook without dismantling the head rail	Yes
	Arrangement of clutch mechanism – to turn the slats	Yes (Worm Gear Clutch Mechanism )
	Type of head rail	Regular

<b>B</b>	<b>MATERIAL</b>	
	Venetian Blinds material	Fabric - polyester
	Coating on venetian blinds	Anti-fungus repellent
	Thickness of blinds material ( $\pm 5\%$ )	2 mm
	GSM of blinds material to be declared	1
	Material for headrail	Aluminium
	Material for end caps	Nylon
	Material for carrier truck with link	Unit - nylon and link– SS 304
	Material for Mono command with wand	Unit – nylon and wand – glass fiber
	Material for face fixed bracket	SS 304
	Material for shallow frame face fix brackets	SS 304
	Material for top fix brackets screw	SS 304
	Material for top fix brackets spring	SS 304
	Material for top fix brackets clip and screw	Nylon
	Material for adjustable face fix brackets	SS 304
	Material for extension top fix brackets	SS 304
	Material for side fix brackets	SS 304
	Material for louver insert	Nylon
	Material for cord	Polyester
	Material for metal chain	Nickel plated brass
	Material for plastic chain	Polyester cord acetal spheres
	Material cord weights	Polypropylene

<b>C</b>	<b>DIMENSION</b>	
	Dimension for headrail	38.5 mm X 27.3 mm
	Dimension for end caps	67 mm X 17 mm X 10 mm
	Dimension for carrier truck with link	24 mm X 32 mm X 12 mm
	Dimension for mono command with wand	67 mm X 17 mm X 10 mm
	Dimension for face fixed bracket	20 mm X 51 mm
	Dimension for shallow frame face fix brackets	45 mm X 25 mm
	Dimension for top fix brackets screw	25 mm X 10 mm X 32 mm
	Dimension for top fix brackets spring	20 mm X 10 mm X 42 mm
	Dimension for top fix brackets clip and screw	42 mm X 17 mm 11 mm
	Dimension for adjustable face fix brackets	45 mm X 53 mm X 180 mm
	Dimension for extension top fix brackets	20 mm X 130 mm
	Dimension for side fix brackets	20 mm X 32 mm X 75 mm
	Dimension for louver insert	127 mm X 9 mm
	Diameter of cord	2.2 mm
	Diameter of metal chain	2.0 mm
	Diameter of plastic chain	2.0 mm
	Dimension cord weights	110 mm X 30 mm X 16 mm

<b>D</b>	<b>COLOUR &amp; FINISH</b>	
	Colour of blinds	As per the buyer's choice
	Colour of headrail	NA
	Slat finishing	Traditional finishing with weights and chains
<b>E</b>	<b>WARRANTY</b>	
	Warranty Period	1 - Year

DETAILS & QUANTITIES of each item of work shown in the BILL OF QUANTITIES are only approximate. They are given as a guide for the purpose of tendering only and are liable to variation and alteration of the Competent Authority. The work under each item as executed shall be measured and priced at the corresponding rate quoted by the contractor in the BILL OF QUANTITIES.

**BLANK**



**FORM OF UNDERTAKING**

To

The Executive Engineer (C)  
Engineering Unit  
IIT Tirupati Permanent Campus,  
Yerpedu, Tirupati – 517 619  
Andhra Pradesh

Sub: Supply and Installation of Venetian Blinds (Zebra Blinds) for Windows at various locations in Department Block-1 and Department Block-2 at IIT Tirupati Permanent Campus, Meralapaka Village, Yerpedu Mandal, Tirupati Dist., Andhra Pradesh.

Sir,

With reference to the above, I hereby undertake not to sublet the work cited above, if the work is allotted to me.

Date:

Name of contractor

Signature and seal

**TENDER SUBMISSION LETTER**

To

The Executive Engineer (C)  
Engineering Unit  
IIT Tirupati Permanent Campus,  
Yerpedu, Tirupati – 517 619  
Andhra Pradesh

I / We hereby offer to carry out the work of

I / We hereby carefully perused the following documents connected with the above – noted work and agree to abide by the same.

1. Specifications (General & Particular)
2. Drawings
3. Schedule 'A',
4. Bill of Quantities
5. CPWD works Manual in force.

I / We forward herewith the sum of Rs. 17,500/- (Rupees Seventeen Thousand Five Hundred only) Earnest Money, which shall be refunded should this tender be rejected. I / We further agree to deposit such sum which along with the sum of Rs.....mentioned above shall make up 50% of the full Security Deposit for this work as provided for under conditions of the INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI General Conditions of Contract.

I / We further agree to execute all the work referred to in the said documents upon the terms & conditions contained or referred therein and as detailed in Schedule 'A' and Bill of Quantities thereto and to carry out such deviations as may be ordered, vide conditions of the IITT up to a Maximum of 30% of the tendered amount of Rs.....

I / We further agree to refer all disputes, as required to the sole arbitration of an Officer, to be appointed by the Director, IITT., in his sole discretion whose decision shall be final and binding.

**WITNESS**

Signature of the Contractor

Date:

1. ....

2. ....

## Undertaking

To

The Executive Engineer (C)  
Engineering Unit  
IIT Tirupati Permanent Campus,  
Yerpedu, Tirupati – 517 619  
Andhra Pradesh

Tender No. IITTP/EU/EE(C)/2022-23/004

Notice Inviting Tender for Supply and Installation of Venetian Blinds (Zebra Blinds) for Windows at various locations in Department Block-1 and Department Block-2 at IIT Tirupati Permanent Campus, Yerpedu Mandal, Tirupati Dist., Andhra Pradesh.

Sir,

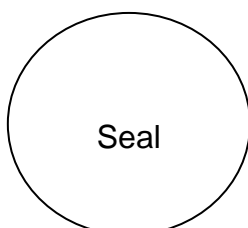
I /we hereby submit the tender for the Supply and Installation of Venetian Blinds (Zebra Blinds) for Windows at various locations in Department Block-1 and Department Block-2 at IIT Tirupati Permanent Campus, Yerpedu Mandal, Tirupati Dist., Andhra Pradesh. I/ We enclosed herewith the following in favor of the Indian Institute of Technology Tirupati towards the EMD & Tender Fee.

Particular	Amount	Payment Reference Details	Payment Date
EMD	Rs. 17,500/-		
Tender Fee	Rs. 1,500/-		

I / We hereby reconfirm and declare that I / We have carefully read, understood & complying with the above-referred tender document including instructions, terms & conditions, the 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.

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 :

**Details of eligible Similar nature of works successfully completed during the last five years  
ending 31<sup>st</sup> March 2022**

<b>S. No.</b>	<b>Name of work / Project and Location</b>	<b>Work Order Number</b>	<b>Completed value of the work in rupees</b>	<b>Completion certificate provided by whom</b>	<b>Year of Completion</b>	<b>Name and Address (Postal &amp; E-mail) / mobile number of officer to whom reference may be made</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

*Signature of Tenderer*

**PERFORMANCE REPORT OF WORKS REFERRED IN ANNEXURE – D**

Name &amp; Address of the client.....

Details of works executed by Shri/M/s.....

1	Name of work with brief particulars	
2	Agreement No.and date	
3	Date of commencement of work	
4	Stipulated date of completion	
5	Actual date of completion	
6	Details of compensation levied for the delay, if any	
7	Tender amount	
8	Gross Amount of work completed	
9	Name and address of the authority under whom Works executed	
10	Whether the contractor employed qualified Engineer/Overseer during the execution of work?	
11	(i) Quality of work (indicate grading)	Outstanding/V.Good/Good/Poor
11	(ii) Amount of work paid on a reduced rate basis, if any	
12	(iii) Did the contractor go for arbitration? (iv) if yes, the total amount of claim\ (v) Total amount awarded	
13	Comments on the Capabilities of the contractor	
	(a) Technical Proficiency	Outstanding/V.Good/Good/Poor
	(b) Financial Soundness	Outstanding/V.Good/Good/Poor
	(c) Mobilisation of adequate T&P	Outstanding/V.Good/Good/Poor
	(d) Mobilisation of manpower	Outstanding/V.Good/Good/Poor
	(e) General behaviour	Outstanding/V.Good/Good/Poor

Note: All columns should be filled in properly.

Signature of the Reporting  
Officer with official Seal

For works carried out other than Govt/ Autonomous Body form -16 shall be attached

## SCHEDULE FOR FINANCIAL BID

Validate

Print

Help

### Percentage BoQ

Tender Inviting Authority: Executive Engineer (Civil), Engineering Unit, IIT Tirupati

Name of Work: Supply and Installation of Venetian Blinds (Zebra Blinds) for Windows at various locations in Department Block-1 and Department Block-2 at IIT Tirupati Permanent Campus

Contract No: NIT No. IITTP/EU/EE(C)/2022-23/005

Name of the Bidder/  
Bidding Firm /  
Company :

#### PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	Venetian / Zebra Blinds					
1.01	Supply and Installation of Venetian Blinds (Zebra Blinds) for Windows at various locations in Department Block-1 and Department Block-2 at IIT Tirupati Permanent Campus	380.00	Sqm	2302.63	874999.40	INR Eight Lakh Seventy Four Thousand Nine Hundred & Ninety Nine and Paise Forty Only
<b>Total in Figures</b>					<b>875000.00</b>	INR Eight Lakh Seventy Four Thousand Nine Hundred & Ninety Nine and Paise Forty Only
<b>Quoted Rate in Figures</b>			<b>Select</b>		<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>				

Executive Engineer (Civil)  
Engineering Unit