

**Institute of Infrastructure, Technology, Research And Management
Ahmedabad**

Date: 04/06/2018

Tender No:2018/31

e-Tender

**BID FORM for Annual Rate Contract for
Maintenance as well as Interior Work**

Important Information

Date of issue	04/06/2018
e-Tender fees	Rs.2950/- (Inclusive of 18% GST)
EMD	Rs.1,65,000/-
Last date of online bid submission	02/07/2018 till 17:00 hrs.
Last date of physical bid submission	03/07/2018 till 17:00 hrs.
Opening of technical bid	11/07/2018 at 16:00 hrs.
Tender inviting Authority and address	Registrar, IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad- 380026, Phone- 079 29292910, 29292920

e-Tender

Invitation of quotations for Annual Rate Contract for **Maintenance as well as Interior Work** for IITRAM

Dear Sir/Madam,

The Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotations for Annual Rate Contract for **Maintenance as well as Interior Work** under “**two bid system in e-tender format**”. Interested parties who wish to participate in this e-tender may obtain the tender documents from IITRAM website www.iitram.ac.in or from <https://education.nprocure.com>. Bidders have to submit the technical documents through RPAD, speed post or in person till the last date and time prescribed for submission. Tender sent by other means will not be accepted in any case. EMD, Tender Fee, and other essential documents should be submitted for each quoted items on or before **03/07/2018 till 17:00 hrs.** in the office of the IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026. Financial bid is to be submitted in electronic form only on n-procure site. (<https://education.nprocure.com>).

1 Eligibility Criteria:

1. Photocopy of PAN card.
2. The Firm should be registered for GST, the bidder has to provide document showing GST Number (If applicable).
3. The Bidder has to submit at least last three years Income Tax Return of their firm.
4. The Bidder has to submit the Firm Registration Certificate.
5. The Bidder has to submit the authorization letter from the original manufacturer in case if the Bidder is a Distributor or a Supplier.
6. The firm should have annual turnover of Rs.2 cr. per annum i.e for last two years.
7. The Tenderer should have the ISO: 14000 Series quality standard and OHSAS 18000 or equivalent safety standards, without this certificate the tender is liable to be rejected.

2 General Terms and Conditions:

1. The bidder has to quote for all the items mentioned in particular Appendix-I .
2. The bid is to be quoted for full quantity mentioned in the bid document as per appendix. Part quantity will not be accepted.
3. The price quoted shall include all taxes, other levies payable, all freight, packing & forwarding, transportation, loading & unloading, custom duty, labour, commissioning, erection, excise duty, other duties, other charges, etc. to supply Goods at IITRAM..Separately quoted any taxes, other levies payable, freight, packing & forwarding, transportation, loading & unloading, custom duty, labour, commissioning, erection & excise duty, and any other duties and charges will not be considered.
4. Rates quoted should also include training, installation, commissioning, erection and demonstration of machine/material/goods/instruments/equipment at our site.

5. The items for which quotations have been submitted must be in accordance with the specifications given in **Appendix-I** .
6. Incomplete information of technical specification may lead to disqualification of bidder. Thus, the bidder is required to submit Sr. No. wise itemized compliance for all specifications mentioned in **Appendix-I**
7. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
8. The offer shall be valid up to 90 days from the date of opening of technical bid.
9. Rate Contract is for 01 year, if it is found satisfactory it can be extended for 1 year more.
10. The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the scheduled tender are not fully filled in. Particular attention must be paid to delivery date and also to the particulars referred to in the condition of the contract.
11. Financial bids will be opened in online format of technically qualified bidders only.
12. Tenders not complying with the above conditions are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
13. This tender is not transferable.
14. IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.
15. The Bidder has to submit Photocopy of PAN card, document showing GST Number, firm registration certificate and at least last three years' Income Tax Return of their firm along with tender documents. If firm is newly established, provide chartered accountant certificate to make firm eligible for tender. In case of foreign company/organization/industry, has to provide necessary document like firm registration, original manufacturing certificate etc. Otherwise, it shall be liable for disqualification of this e-tender.
16. Security deposit: The successful Bidder shall be required to furnish/deposit Performance Bank Guarantee from any nationalized bank @5% of the cost of the items to be supplied for the duration of warranty in favor of Registrar, Institute of Infrastructure, Technology, and Research And Management within 30 days of the receipt of the order. If the Bidder fails to comply with the above requirements within the said period, the earnest money already deposited by him/ them shall be applicable for forfeiture and IITRAM shall purchase the items required at the risk and cost of the successful Bidder.
17. All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
18. Any loss or damage caused to the article in transit/Installation/Testing is to be made up item by the supplier free of cost within period of 30 days.
19. If any civil work is required to be done for installation and commissioning then the supplier shall arrange the essential drawing. for this, prior permission of IITRAM authority is required to be taken by the bidder.
20. The Bidder shall have to enter into the agreement in the prescribed Performa.

21. Instruments/Equipment/Machines/Goods should be vibration free and provided with vibration absorbing pads.
22. If the firm is blacklisted by central Government or state Government or any other Government body then its submitted tender will be rejected. It is essential for bidder/firm to submit Annexure-IV duly filled, signed, sealed & stamped manner in hardcopy, failing which the tender will be **summarily rejected**.
23. Successful bidder has to visit the site personally and make necessary arrangements to install machine/material/goods/instruments/equipment after receiving the purchase order within 30 days.
24. No Bidder shall withdraw his rates after the tender is opened. If a Bidder does so, his tender related deposit/s shall be forfeited and such Bidder shall be considered ineligible for work/contract in future.
25. As per the government notification no.47/2017 Integrated Tax(Rate) dated 14th Nov.,2017 the amount calculated will be at the rate of 5% when supplied to the university as mentioned in column(2) of the above referred notification for imported equipments.
Institute of Infrastructure, Technology, Research And Management, Ahmedabad is established Under the Gujarat Act No. 5 of 2013 as a State Government University for Research (Government of Gujarat) which is State funded State owned Institute.(Please check our website www.iitram.ac.in for detailed act)

3 Submission of Bids:

1. The Tender document can be downloaded from website www.iitram.ac.in or from <https://education.nprocure.com>. The fully filled in and complete in all respect tender must be submitted with tender fee (As per Annexure-I) in the form of Demand Draft in separate cover in favor of the “**Registrar, IITRAM**” payable at Ahmedabad. Please mention tender number, item name and name of bidder on back side of DD.
2. The bidder has to submit the tender in two parts viz, (a) Technical Bid in envelop no.1 and (b) EMD in envelope No.2 both these envelopes should be sealed and put together in a covering envelope, super scribed with, Please Don't Open, bid for Annual Rate Contract for “**Maintenance as well as Interior Work**”, due date, tender serial number, item name and complete address.
3. The bidder has to submit **financial quotation** online only at www.nprocure.com website.
4. The bidder has to provide the make, model and detailed technical specifications of the quoted item(s) as mentioned in Appendix-I. Without this information, bid submitted by the bidder will be rejected.
5. EMD cover shall contain DDs of Tender Fee and EMD as per Annexure-I for items quoted separately.
6. EMD: As indicated in Annexure-I, it should be submitted only in form of Demand Draft in favor of the “**Registrar, IITRAM**” payable at Ahmedabad. The EMD is refundable. Please mention tender number, item name and name of bidder on back side of DD. **All parties have to pay EMD and Tender fee otherwise tender will be summarily rejected.**
7. It is essential for bidder/firm to submit Annexure-I, II, V, Appendix & Tender documents (all pages) duly filled, signed, sealed & stamped manner in hardcopy, failing which the tender will be **summarily rejected**.
8. Price quoted “online” will only be considered for L1.

4 Evaluation of Quotations:

The tender evaluation committee of the IITRAM will evaluate and compare the received quotations to determine the substantially responsive tender i.e.(i) tender is complete (ii) properly signed (iii) confirm the terms/conditions and specifications.Further, the financial evaluation will be done only for the substantially responsive tender based on the following parameter(s):

- Total Price quoted (online only) for a unit as per specifications mentioned in **Appendix-I**

5 Award of Contract:

1. IITRAM will award the contract to the successful bidder (i.e.whose quotation has been determined to be substantially responsive and contains the lowest evaluated quotation price.)
2. Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
3. The bidder whose bid is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
4. Inspection: Pre-dispatch inspection at Bidders site or inspection after the delivery of machine/material/goods/instruments/equipment, as the case may be.
5. Inspection Charges @0.5% within Gujarat State and inspection charges @1% for outside Gujarat State of the total order value will be borne by the bidder.
6. Security Deposit: Successful tenderer shall be required to furnish/deposit “**Performance Bank Guarantee**” (Pbg) for the value of five percentage(5%)of cost of the order,from any of the Nationalized banks.

6 Delivery of Goods

1. The machine/material/goods/instruments/equipment are to be delivered within a maximum time limit of **90 days** from the issue of purchase order. However,in case of imported Equipment/ Instrument/ Machines/ Goods/ Item can be delivered within a maximum time limit of **120 days** from the issue of purchase order.
2. After the receipt of machine/material/goods/instruments/equipment in acceptable condition at IITRAM, Ahmedabad bidder has to complete the work and produce successful installation report with demonstration/training certificate within 30 Days.
3. Penalty: Penalty of 1% per week of order value will be charged after duration specified above individually. Further, 6 weeks or above delay from above mention days may lead to cancellation of order at the discretion of the university and forfeiting of Performance Bank Guarantee. Maximum Penalty shall be 10%.

7 Warranty:

1. Minimum One year warranty from the time of completion of work at our institute.
2. If the colour coating is cracked within 03 year contract period then, its is required to re-coat apax color paint without any additional material or labour cost.

8 Terms of Payment:

1. The payment in INR will be released through the “crossed bank cheque” instrument within 30 days credit period after acceptance of successful delivery, installation, commissioning, demonstration, training, etc. at the site of IITRAM.

Address for submission of bid:
Registrar, IITRAM,
Near Khokhara Circle,
Maninagar (East),
Ahmedabad- 380026.

Registrar