Institute Works Department

Ref. No.: IIT(BHU)/IWD/CT/97/2018-19/3215   Dated: **26 February, 2019**

QUOTATION NOTICE

1. Limited tender quotation are invited among UWD, BHU empanelled contractors and also those contractors who had worked in erstwhile IT(BHU) before conversion i.e. 29.06.2012 for **providing and fixing of curtain at A-9, Principal Colony, IIT(BHU), Varanasi** as per description below. The sealed envelope containing quotation shall be super scribed with the name of the work, tender enquiry ref. no. & date. The quotations will be received up to **3:00 P.M on or before 05-03-2019** in the office of Superintending Engineer, Institute Works Department, IIT(BHU), Varanasi.

Sl. No.	Details	Quantity	Unit	Rate	Unit	Amount
1	Providing and fixing curtain (satin/Silk etc. clothes as per approved by Engineer-In-Charge.) in Door & Window. Including stitching of curtains. (Measurement will be taken for all the folds for payment purpose.)	2800.00	sqft		sqft	
2	Providing and fixing Décor Roman Blinds including all textures with provision of opening & closing. (Rate shall included all)	87.00	sft		sqft	
3	Providing and fixing stainless steel rod including Brackets and Phenyle/side brackets. (Measurement will be taken from Phenyle to Phenyle.)	164.00	rft		sqft	
4	Providing and fixing of eyelet in curtain (Design as per approved by Engineer-In-charge) including cutting of hole in cloth & fixing of eyelet.	350	pcs		each	
5	Stitching of belt in curtain.	27	pcs		each	
	INCLUSIVE OF GST AND ALL OTHER TAXES TOTAL Rs.					
AMOUNT IN WORD Rs.						

Special Term and condition :-
1. Time period: 15 days from date of order.
2. Warranty: 1 Year at our site for any material or manufacturing defects.
3. Tolerance : Upto 1" in dimensions of units.
4. Client can change the model & quantity of units as per requirement.

2. The bidders should submit self certified order copies of similar type of construction works executed during last three financial years along with self certified copies of satisfactory work completion certificates.

3. Those bidders who have already executed similar type of works in IWD, IIT(BHU) need not submit satisfactory work completion certificates. They should submit only the self certified copies of earlier work orders.

4. The amount of work order executed during preceding last five financial years should be at least:
   (i)   1 order of 80% of estimated cost of this work.
                        OR
   (ii) 2 order of 60% of estimated cost of this work.
                        OR
   (iii) 3 order of 40% of estimated cost of this work.

5. (a) Intending bidder should have average annual financial turnover of at least 30% of the estimated cost of this works during preceding last three financial years. **Self certified photocopies of certificate from CA to be submitted with bid.**

   (b) Should not have incurred any loss in more than three years during the preceding three financial years ending 31st March, 2018. **Self Certified photocopy of certificate from CA to be submitted along with last five years Profit & Loss Account to be submitted with bid.**

   (c) Should have a solvency certificate of **40%** of the estimated cost issued by Bank during the last six months. **Certified copy of original solvency certificate to be submitted with bid.**

6. Any bid submitted without the above mentioned documents in support of criteria laid down from Sl. No. 2 to 5 above shall be treated as unresponsive and may not be considered for further evaluation by the tender opening committee.

7. The quotation forms complete in all aspects along with all required documents should be submitted in sealed envelope along with **tender fee of** Rs.500.00 + Rs.90.00 (GST @ 18%) = **Rs. 590.00** in the form of demand draft drawn in favour of the Registrar, IIT (BHU), payable at Varanasi.

8. The estimated cost of this work is Rs. **3,39,828.00**. The **earnest money deposit** of Rs.**7,000**/- shall be submitted in the form of FDR or DD in favour of the Registrar, IIT (BHU), payable at Varanasi. The **EMD** of successful bidder will be retained till the completion of work and shall be returned after the payment of final bill & deduction of security. The EMD of unsuccessful bidders shall be returned after the final award of work.

9. In case one or more eligible bidders are found lowest that is the L-1 prices are same then all L-1 bidders will be asked to resubmit their bids in sealed envelope with the objective to break the tie cases and determine a single L-1 bidder.

10. The works will be executed on Agreement/work order basis.

11. Institute reserves the right to reject any quotation or all quotation without prejudice, assigning any reason or giving any explanation.

12. If quotation are submitted without clearly writing the rates then quotation will not be considered.

13. Quotation not signed by the contractor or his legally authorized agent will be considered invalid.

14. **Security deposit** @ 5% shall be deducted from each bill. The security deposit of 5% deducted from all the bills will be refunded after completion of the defect liability period i.e. 6 months from the date of final payment of bill and issue of no defect found certificate from IWD. The date of issue of work completion certificate will be treated as the work completion date.

15. 1% water tax will be deducted from each bill, wherever applicable.

16. Electricity charge will deducted as per actual consumption.

17. 2% Income Tax and other applicable taxes such as GST etc. shall be deducted as per applicable Govt. rules.

18. **Amount and quantity variation**: Quantity may vary as per actual work execution/site requirement/end user suggested changes during execution but the final bill value shall not exceed more than 5% of order value.

19. **Work completion period**: Within 15 **days** from the issue of work order/date of agreement. Work completion certificate shall be issued by the IWD after obtaining a satisfactory work done report from the user. A period of 10 days will be added to the work completion period for completion of above procedure.

20. **Late work completion penalty**: If work is not completed within the given time, penalty will be deducted as per institute norms.

21. Any damage caused to the building shall have to be made good by contractor at no extra cost & without any delay.

22. Duly completed tender document alongwith Quotation form, tender fee & E.M.D. should be sealed in one Envelop which should be superscribed with Name of work, Tender Reference No. & date submitted on or before the last date & time as mentioned at S. No. 1 above.

23. The empty containers of paint/adhesive/chemicals etc. used in the work are to be returned to the custody of Engineer-in-charge.

24. The bids submitted after the last date & time will not be considered for opening. The bids received within the last date & time will be opened **on dated 05-03-2019 at 4.00 P.**M. in the IWD office, IIT(BHU), Varanasi.

Sd-
Superintending Engineer
IWD, IIT(BHU), Varanasi

QUOTATION FORM

Tender Ref. No. IIT(BHU)/IWD/CT/97/2018-19/3215   Dated: 26ᵗʰ February, 2019

The Superintending Engineer,
Institute Works Department,
Indian Institute of Technology(BHU),
Varanasi-221005

Subject: Quotation for …………………………………………………………..
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Dear Sir,

      With reference to the Quotation invited by you for the captioned work. I/We do hereby offer to perform, provide, execute, complete and maintain work in conformity with the drawing, conditions of tender, articles of agreement conditions of contract, specification and quantities of the sum of Rs._____ (Rupees_____ _____) at the respective rates mentioned in the quotations.

      My/Our quotation will remain open for acceptance for 12 months from the date of its opening.

      I have submitting tender fee of Rs. 500/- vide DD No._____dated _____drawn on _____(Name of Bank).

      I have submitted EMD of Rs. _____ Vide FDR/DD No. _____ dated _____ issued by _____ (Name of Bank)

      I have enclosed self attached copy of PAN No. and GSTIN alongwith the bid.

      My email id for all future correspondence regarding this bid including communication of work order is _____ and mobile no. is _____

(Note: Any information left blank such as email id, mobile number, PAN & GSTIN etc. may lead to rejection of bid as non-responsive)

Yours faithfully,

Date: _____   **(Signature of contractor with seal)**