

# **TENDER DOCUMENT**

## **SHIFTING OF FURNITURE, STORE, EQUIPMENT, AND IIT BHILAI RESOURCE MATERIALS FROM THE TRANSIT CAMPUS TO THE PERMANENT CAMPUS OF IIT BHILAI**

**NIT No. IITBh/Goods/Admin/2023-24/06**



Indian Institute of Technology Bhilai  
GEC Campus, Sejbahar, Raipur-492015, (C.G.)

## NOTICE INVITING TENDER

Indian Institute of Technology Bhilai (IIT Bhilai), an autonomous body under the Ministry of Education, Govt of India invites e-bid for **“Shifting of Furniture, Store, Equipment And IIT Bhilai Resource Materials from Transit Campus To Permanent Campus of IIT Bhilai”**. Tender Documents may be downloaded from Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). Bidders are advised to submit duly filled bids as per the following schedule:

Invitation for Bids (IFB) No & date	IITBh/Goods/Admin/2023-24/06 Dated: 10/05/2023
Place of Supply etc.	Indian Institute of Technology Bhilai (Permanent Campus) Kutelabhata, Khapri, Durg, Chhattisgarh 491001, INDIA.
Site Surveying Dates	May 11th to May 17 <sup>th</sup> , 2023 (11:00 am to 17:00 pm)
Pre-Bid meeting Date	May 15, 2023, 3.30 PM (Physical Mode)  Pre Bid Meeting Address: Indian Institute of Technology Bhilai, GEC Campus, Old Dhamtari Road, Sejbahar, Raipur 492015, Chhattisgarh  All queries (including technical) related to pre-bid meeting, should be reached on or before 15/05/2023 11:00 AM through email. Prior intimation is required for attending the pre-bid meeting.
Bid Submission Start date	May 18, 2023, 1500 Hrs
Last Date of Submission of Bids	May 25, 2023, 1600 Hrs
Date of Opening of Technical Bids	May 26, 2023, 1605 Hrs
Presentation for the Shifting Methodology	To be announced later
Date of Opening of Technical Bids	To be announced later
Tender Fee & EMD	Tender Fee - Rs. 2500/- and EMD Rs. 3,00,000/- should be paid using SBI i-collect Link <a href="https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=646425">https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=646425</a> Step1. Click Check Box to proceed for payment. Step2. Select S and P Tender Fee and EMD. Step3. Fill all Details and Submit (This online payment receipt may be provided in the on line Technical e-bid) EMD - MSE's are exempted from the payment of EMD, MSME's should submit the Valid MSME certificate in providing the transportation or logistics services. MSMEs should submit the Bid Security Declaration (in Annexure-H) in place of EMD.
Place of Opening of Technical Bids	Online - E-procurement Portal
Contact information (Tender Inviting Authority)	The Registrar, Indian Institute of Technology Bhilai, GEC Campus, Old Dhamtari Road, Sejbahar, Raipur 492015, Chhattisgarh Phone: +91-771-2973622, Email: <a href="mailto:administration@iitbhilai.ac.in">administration@iitbhilai.ac.in</a>

## CALL INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit their bids electronically on the CPP Portal using valid Digital Signature Certificates. Certain instructions are given below to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

### Registration Process

- 1) If a bidder is not registered at the eProcurement portal, such bidder should enrol/register on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link "Click here to Enrol". Enrolment on the CPP Portal is free of charge.
- 2) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 3) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- 4) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. *Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.*
- 5) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

### Tender Documents Search

- 1) Various built in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- 2) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 3) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 4) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### Bid Preparation

- 1) Bidder should also take into account of the corrigendum published related to the tender before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with **100 dpi with black and white option**.
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders.

Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

### **Bid Submission**

- 1) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder to select the payment option as “Off-line” to pay the tender fee/ EMD wherever applicable and enter details of the instrument in SBI i-collect.
- 4) A standard BoQ format has been also uploaded along with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### **Assistance to Bidders**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 0120-4001005.**

### **General Instructions to the Bidders**

- The tenders will be received online through the portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company’s name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link ‘Information about DSC’.

Tenderers are advised to follow the instructions provided in the ‘Instructions to the Tenderers for the e-Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

### **LIST OF DOCUMENTS TO BE UPLOADED IN E-PROCUREMENT PORTAL**

1. Bidder should take into account notifications, corrigendum published, if any on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
3. The two-bid system will be followed for this tender. In this system, online offer should be submitted under **TWO-BID System** in two separate e-packets i.e. **“Technical eBid”** and **“Commercial eBid”**.

#### **1. Online Envelope No. 1: "Technical Bid" shall contain (pdf format only)**

- a) Scanned copy of Payment Advice (with DU number) for **Tender Fee of Rs. 2500/- (Rupees Two Thousand Five hundred only)** and **EMD of Rs. 3,00,000/- (Rupees Three Lakhs only)**

##### **Payment Instructions:**

Tender fee and EMD should be paid through SBI i-collect Link given below:

<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=646425>

Step1. Click Check Box to proceed for payment.

Step2. Select Admin/ S and P Tender Fee and EMD.

Step3. Fill all Details and Submit

(This online payment receipt may be provided in the on line Technical e-bid).

#### **MSME's are exempted from the payment of EMD only, in place of EMD, Bid Security Declaration (in Annexure-H) should be submitted.**

- b) Scanned copy of EMD payment
- c) Copy of valid License and other essential licenses for logistics/ packing and moving works
- d) Copy of Certificate of Incorporation/ Registration Certificate for a period of minimum 10 years.
- e) Copy of PAN CARD
- f) GST Registration Certificate
- g) Bidder's Information
- h) Audited Balance sheets of previous three financial years
- i) Documents in support of experience
- j) Copy of performance certificate
- k) Declaration regarding non-blacklisting/ suspension or no legal case
- l) Declaration towards providing local support service

**Note: IIT Bhilai reserves the right to reject the bid if any of the above listed document/s is not submitted.**

#### **2. Online Envelope 2: "Commercial Bid" shall contain**

- a) The Commercial Bid should be filled properly in the .xls uploaded in eProcurement portal
- b) In case the bidder requires any clarifications/ information, they may write to [administration@iitbhilai.ac.in](mailto:administration@iitbhilai.ac.in).
- c) Commercial bids of the technically qualified bidders only will be opened in the eProcurement portal.
- d) Commercial bids must be offered in the format attached.
- e) The applicable exact rates of Taxes will be added as per the format attached.
- f) In case of any mistake or error in calculations or any discrepancy in price quoted in words and figures, the LOWEST amount will be considered for comparison. If this lowest price is not acceptable to the bidder, their bid will be rejected. In this case, IIT Bhilai reserves the right to forfeit their EMD.

## **SECTION-I: PRE-QUALIFICATION/ ELIGIBILITY CRITERIA**

The Bidder Tenderer should fulfill following eligibility criteria to participate in this tender enquiry: -

- a) The Tenderer must be a reputed, **registered**, established, recognized Packers & Movers Company/Firm OR Transportation Company/Firm OR Furniture shifting Company/Firm.
- b) **Experience:** The Tenderer must have **five years' experience** in the field of Packing/Moving OR Transportation OR shifting of Furniture, Machines, and equipment.
- c) **There** must be a registered Office of Company/Firm in Raipur/Durg.
- d) **Average Turn Over:** The firm should have an average annual turnover of at least **Rs. 50 Crores** during the last three financial years in Transportation services. And, the firm must attach a copy of the audited/ITCC Certificate for the last three financial years duly attested by Chartered Accountant. Also, the firm must submit a balance sheet and Profit & Loss account duly attested by CA for preceding three financial years.
- e) **Work Execution Certificates:** The tenderer must attach certificates for execution of three similar works of value not less than **Rs. 50 lakhs each** during last five years (similar work means shifting of various lab equipment, furniture, office equipment and other miscellaneous items in any CFTIS, Research Labs, State and Central universities, Govt Departments (PSUs), Research Institutes & Academic Institutions, or establishment during last five years).
- f) Attested copies of the completion certificates issued by the Officer-in-charge or above of the concerned customer are required to be enclosed with the technical bid. Also, the tenderer should give complete details of the concerned authority, such as name, designation, valid address and telephone/mobile number with STD Code. The completed works will be open to inspection and in case works are not upto the standard, the tender will summarily be rejected. No queries will be entertained in this regard.
- g) The firm should not have been blacklisted, debarred, declared non- performer or expelled from any work of Union Government, State Government, CFTIs or PSUs during **last five years**. Also, it should submit a notarized affidavit for the same. Further, the firm should also provide information regarding litigation or arbitration cases for the last five years.
- h) The tenderer must visit and examine the site and its surrounding to assess the accessibility and assess the scope of work before submitting their offer. **No bid shall be admissible if the Tenderer does not inspect the sites.** No claims, later on, shall be entertained. The tenderers shall arrange & maintain at his own cost all materials, transportation, water, and other facilities for workers sourced by the Tenderer for executing the work.

**Note:** *The bidders should provide sufficient documentary evidence to support the eligibility Criteria. IIT Bhilai reserves the right to reject any bid not fulfilling the eligibility criteria.*

## SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)

### 1. General:

IIT Bhilai is presently operating from its Transit Campus located at Government Engineering College (GEC), Sejbahar, Raipur. Phase I Stage I construction of the IIT Bhilai Permanent Campus is near completion at its permanent location in Kutelabhata village, Durg, approximately 55 km away from the present Transit Campus of IIT Bhilai. The Permanent Campus of IIT Bhilai consists of three sites (Kutelabhata, Sirsakhurd and Nava Raipur), totaling 444 acres of land. The functioning of IIT Bhilai from its Permanent Campus will likely start from July 2023. In this regard, all the items belonging to IIT Bhilai and currently located at its Transit Campus need to be shifted to IIT Bhilai Permanent Campus located at Kutelabhata.

### 2. Definitions:

- (a) **Transit Campus** (Transit Campus of IIT Bhilai): IIT Bhilai Transit Campus is defined as the campus currently located temporarily in GEC Campus, Sejbahar, Raipur, which consists of several buildings in possession. These buildings include Academic Building Block-B, Hostel Castle Ena, Hostel Castle Dio, Health Center Building, Guest House, Residence Building D4, Residence Building D3, Fuel Room, Container, VMC block in GEC workshop, Guest House apartments in F Block tower, Security cabin, all DG sets and Hostel Castle Tria (located at Boriyakala Housing Board Colony, New Dhamtari Road, Raipur, ~12 km from Sejbahar GEC Campus).
- (b) **Permanent Campus** (Permanent Campus of IIT Bhilai): The Permanent Campus of IIT Bhilai consists of three sites (Kutelabhata, Sirsakhurd, and Nava Raipur), totaling ~444 acres of land. All items located at IIT Bhilai Transit Campus need to be shifted to the **Kutelabhata** site of the Permanent Campus of IIT Bhilai.
- (c) **Site Survey:** IIT Bhilai management has decided to have a Site Survey duration (to be done by bidders) after floating the tender and before the pre-bid meeting. The relevant details will be provided by IIT Bhilai on request by the bidders. Bidders are requested to send an email prior to IIT Bhilai ([administration@iitbhilai.ac.in](mailto:administration@iitbhilai.ac.in)) for the site survey. Corrigendum/amendments etc., if any, will be notified only on the website, and no separate advertisement will be made for the same. Site survey will be arranged only on working days and during working hours.
- (d) **Category 0 Items (Annexure I):** These are the items located or placed in **Transit Campus** that need to be uninstalled, safe and protected packing, safe and protected loading for transportation, safe and protected transportation from Transit Campus to Permanent Campus and further safe and protected unloading after transportation, safe and protected unpacking, installation at the desired location at **Permanent Campus**. The list of desired locations for each item will be provided by the Registrar, IIT Bhilai at the time of transportation. The bidder can access and visualize the items under this Category in Annexure I, which needs to be shifted from Transit Campus to Permanent Campus, during **Site Surveying Dates** provided on Page 2.
- (e) **Category 1 Items (Annexure J):** These are the items located or placed in **Transit Campus** that need to be safe and protected loading for transportation, safe and

protected transportation from **Transit Campus** to **Permanent Campus** and further safe and protected unloading after transportation at the desired location at **Permanent Campus**. The responsibility of uninstalation, safe and protected packing at Transit Campus and safe and protected unpacking and installation will be of the IIT Bhilai. Bidder must transport these items under this Category according to the clear and advance instruction of IIT Bhilai. The list of desired locations for each of the items will be provided by the Registrar, IIT Bhilai at the time of transportation. The bidder can access and visualize the items under this Category, which needs to be shifted from Transit Campus to Permanent Campus, during **Site Surveying Dates** provided in Page 1.

**(f) Terms & Conditions:**

The following Terms and Conditions will apply:

- (i) The Firms/Agencies must have a Registered Office in Raipur/Durg.
- (ii) Sub-contracting is not allowed and if the supplier is sub-contracting the whole or part of the contract with any other firm/ service provider, IIT Bhilai at its discretion, may terminate the contract/ cancel the contract at any point of time during the campus shifting process.
- (iii) Bidders are requested to perform a thorough survey of the Transit Campus of IIT Bhilai and the Permanent Campus of IIT Bhilai to access the list of items being shifted and to evaluate the packing, transportation, etc related estimates. The survey work needs to be performed before the pre-bid meeting and with the prior permission of IIT Bhilai ([administration@iitbhilai.ac.in](mailto:administration@iitbhilai.ac.in)).
- (iv) For category "0" items, the packing material provided by the supplier will be returned / reused after successful unloading of the items in the permanent campus. Bidders should take this into consideration and quote their offer/ prices accordingly.
- (v) Shifting of items (Category 0 and 1) from Transit Campus to Permanent Campus may be undertaken in parts also as per the requirement of IIT Bhilai. Same may be instructed after the award of the work order.
- (vi) Bidders must submit all their queries/suggestions a day before the Schedule of the pre-bid meeting to IIT Bhilai ([administration@iitbhilai.ac.in](mailto:administration@iitbhilai.ac.in)). No communication by any means will be entertained afterward for the pre-bid meeting.
- (vii) The submission of bid will not place the IIT Bhilai under any obligation to place the order with any Firm/Agency, and no expenses incurred by the firm in this regard will be payable by the Institute.
- (viii) If any dispute arises between the Firm/Agency and its own arranged manpower regarding wages or any service conditions, the same will be settled mutually by the Firm/Agency and the persons engaged by it. IIT Bhilai in no case shall be a party to such dispute.
- (ix) Under normal circumstances, the **quoted rate/amount shall be valid for a period of six months** from the date of issue of the work order.



- (x) The quoted price of the bidder shall include the cost of all materials, labour, machinery and all taxes and any other inputs involved in the execution. No extra amount shall be paid from the quoted amount, unless clearly specified otherwise.
- (xi) In case Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation to items upper floors is not possible through lift, Contractor shall make its own arrangement for Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation manually or by any other means like staging, hydraulic lift etc. Nothing extra shall be paid on this account.
- (xii) Only quoted rates in whole rupees shall be considered. Rates quoted in percentage terms will not be considered. Where the rates quoted by the Contractor in figures and in words don't tally, in that event the rates quoted in the words shall be considered as correct and final.
- (xiii) No advance payments will be considered. The Contractor should submit the final bill in triplicate for payment quoting PAN No. and GST No. on the body of the bill. Tax will be deducted as per statutory provisions. The payment shall be made after successful completion of work.
- (xiv) Responsibility of taking necessary permission from the Traffic Police authority for movement through the city shall be of the selected Firm/Agency/Contractor. IIT Bhilai will provide the required assistance.
- (xv) Responsibility for damage, theft or loss of goods during shifting or physical injury to any labour in loading or unloading shall be of the Firm.
- (xvi) The damage caused, if any, to property of IIT Bhilai, through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be at the risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the IIT Bhilai on this account shall be made good by the Firm/Agency. The Firms are advised to take comprehensive insurance coverage from an IRDA authorized insurance company. The value of the asset is approximately Rs. 57 Crores. However, the insurance required to the extent may vary or differ as per the requirement of IIT Bhilai.
- (xvii) Title of Insurance Policies: All the Insurance Policies shall be taken by Vendors in the joint Name of Director, IIT Bhilai. Premium of the Policies will be borne by the Vendor only. The Vendor is required to submit all the Insurance Policies to IIT Bhilai before commencement of shifting work. After getting Insurance Policies, the work commencement order shall be handed over to the Vendor.
- (xviii) The successful bidder shall conclude the entire shifting work according to the Schedule provided by them in Annexure G.
- (xix) The standard Liquidated damage (LD) will be applicable in case the bidder causes delay in the Schedule provided during the presentation (the for complete shifting for Category 0 and Category 1 items from **Transit Campus** to **Permanent Campus**). Please note that the bidder must complete the shifting activity for all the items on or before the date finalize by IIT Bhilai. The bidder must fill and submit the Annexure G during

the submission of bid to comply with the same.

Liquidated Damage: IIT Bhilai reserves the right to levy a penalty of 0.5 % of the order value per week of delay in shifting process (for each part of shifting process), beyond the schedule as mentioned in this tender document or Schedule instructed to the supplier at the time allotting the shifting assignment, subject to a maximum of 10% of the order value. IITBH reserves the right to cancel the order if the delay is more than 06 weeks. The delay in providing the service not attributed to the supplier, viz. delay in site preparation, delay as per IIT Bhilai requirement, delay in submission of required documents, etc. and the conditions arising out of Force Majeure will not be considered for the purpose of calculating penalties.

- (xx) In case of any dispute, the decision of IIT Bhilai shall be final and binding on both parties.
- (xxi) **Acceptance/Rejection:** IIT Bhilai reserves the right to reject any or all quotations without assigning any reasons thereof.
- (xxii) **Contract Labour Act:** The Vendor shall pay his labors as per the Central Government Minimum Wages Act 1948 and observe working hours and employment conditions according to the existing rules under contract labor laws. Further, it shall be Vendor's responsibility to ensure that accurate and regular payments to his workers are made in time. The Vendor shall fully indemnify IIT Bhilai from any claim under Labour Act 1970. Labour license to be obtained from the Central Labour Commissioner, if applicable.
- (xxiii) The Packers & Movers Company/Agency will be held responsible for accidental damages to Institute property during moving and handling be it internal or external. The Company will compensate the Institute for such damages either through appropriate Insurance cover or otherwise. Appropriate Insurance charges may be included in quoted rates.
- (xxiv) Any dispute, difference, controversy, or claim arising out of or relating to or in connection with this agreement (the 'Dispute') shall be subject to the exclusive jurisdiction of the courts of Durg, Chhattisgarh.
- (xxv) **Coordination:** The work is to be carried out in coordination with other Agencies, Occupants, Faculty members & Staff members with the least disturbances and least inconvenience. The Vendor should observe that his work shall not cause any nuisance to the public in general and to the neighboring occupants in particular. His employees be well-behaved, soft-spoken and efficient in the execution of work.
- (xxvi) All Pages of Tender documents are to be signed by the Vendors as proof of acceptance. Any overwriting or use of white ink be avoided by the Vendor. IIT Bhilai reserves the right to reject incomplete tenders.
- (xxvii) All rights for the shifting dates and movement scheduled will be with IIT Bhilai and the successful firm will have to abide by it. In any case, the bidder must complete the shifting activity within 3 (Three) months from the date of PO release.
- (xxviii) **Completeness Responsibility:** Notwithstanding the scope of work, services stated in

bid document, any other services which might not be even specifically mentioned under the scope of service of the bidder and which are not expressly excluded there from but which – in view of the bidder - are necessary for the performance of the service in accordance with the requirement are treated to be included in the bid and has to be performed by bidder.

**(g) Mandatory documents to be provided during bid submission**

Following essential documents shall be attached as part of Technical Bids in Envelope 'X': -

- (i) The following documents be attached: -
  1. Cover Letter as per Annexure – A
  2. Letter of Authority as per Annexure- B
  3. Affidavit for Declaration Regarding Blacklisting / Debarring for Taking Part in Tender as per Annexure – C
  4. Firm/Bidder (Pre-eligibility) Details as per Annexure – D
  5. Details for Technical Bid (As per the format given in section – IV)
  6. The copy(ies) of valid registration/incorporation certificates of the firm(s) along with the copies of relevant documents.
  7. Copy of valid certificate of registration
  8. Copy of PAN card.
  9. Copy of GST registration, if applicable.
  10. Aadhar Card of the firm owner.
  11. The document establishes that the applicant has a work experience of 5 years (minimum) in the area of packaging and movement/shifting services.
  12. Experience in shifting educational and research institutions/universities is desirable.
  13. Copy of ISO certificate.
  14. Copy of audited balance sheet and a certificate from a reputed Chartered Accountant for the annual turnover of the last three financial years.
  15. Income Tax Clearance/Return for the last 3 years (i.e., for the FY 2019-20, FY 2020-21 and FY 2021-22) certified by a reputed Chartered Accountant.
- (ii) **Earnest Money Deposits (EMD)** The tenderer shall be required to submit the interest-free refundable **EMD for an amount of Rs 3,00,000/-** (Rupees Three Lakhs only) and a **non-refundable Tender Fee for an amount of Rs 2500/-** (Rupees Two Thousand Five Hundred only) by demand drafts drawn in favour of "Director, IIT Bhilai" payable at Bhilai.
- (iii) **EMD of the Tenderer, whose tender has been accepted, will be returned on submission of performance security/Security Deposit.** EMD of the successful tenderer shall be forfeited, if he/she refuses or neglects to execute the contract or fails to furnish the required performance security within the time frame as specified by the Institute.
- (iv) **Refund of EMD** After awarding the contract to the successful Tenderer, the EMD of all other Tenderers will be refunded.
- (v) **Security Deposit-** Interest-free and refundable Security Deposit in the form of **FDR or Bank Guarantee of 10% of the PO/WO Value** shall be deposited by the Vendor within 05 days of issue of Work Order. This shall have validity two months beyond the Date

of work completion.

### **SECTION-III: SCOPE OF SERVICES/ WORK**

#### **Scope of Work:**

IIT Bhilai management has divided all the items (located at **Transit Campus**) into two categories: Category 0 and Category 1. The list of Category 0 and Category 1 items are provided in Annexure I and Annexure J respectively. The specific scope of work for Category 0 and Category 1 are provided in Section 3.1 and 3.2 respectively.

#### **3.1 Category 0 Items (General Items and Special Equipment)**

- a. All the bidders must perform a site survey at **Transit Campus** to access the items under Category 0. The list of Category 0 items is provided in Annexure I.
- b. All the bidders must visit the Permanent Campus to access the destination location for each item under this Category 0.
- c. It is the responsibility of the bidder to arrange all the related packing materials, tools, machinery/cranes/lifters/loaders for loading and unloading, and transport vehicles for transportation purposes from **Transit Campus** to **Permanent Campus**.
- d. Bidders must consult the designated person of IIT Bhilai for the selection of packing material for any of the items under Category 0 during the site survey. The successful bidder must use good quality packing material, like gunny bags, packing tape, sutli, cardboard shipping boxes, wooden shipping boxes, metal frame shipping boxes, containers, thermocol sheets, air bubble sheets, etc. as per the instruction provided by the designated person.
- e. Successful bidders must follow the shifting Schedule provided in Annexure G for the items under Category 0. The bidders must fill in the required details in Annexure G during bid submission.
- f. Bidder must take written permission to pick any items under Category 0 from the designated person of IIT Bhilai at Transit Campus. Also, the bidder must take a delivery certificate from the designated person at the Permanent Campus for any items under Category 0. The format of the application/certificate will be provided by IIT Bhilai at the time of shifting. The successful bidder ensures to collect a certificate from the designated person of IIT Bhilai that the items are exclusively for research and academic purpose and not for sale/commercial purpose before the commencement of their transfer activity according to Annexure G.
- g. It is the responsibility of the successful bidder to clean the waste material generated from the packing and unpacking at **Transit Campus** and **Permanent Campus**.
- h. Bidder must ensure that any of the building/structure, electrical cables, network cables, water pipeline, sewer pipelines, and relevant infrastructure for the building functioning etc. must not be damaged during uninstalation, packing, loading, transportation, unloading, unpacking and installation at Transit Campus and Permanent Campus as well.
- i. Bidder is responsible to carry the items safely from source location (details are

given in Annexure I) of multistorey buildings of **Transit Campus** to their transport vehicle, to transport to the **Permanent Campus** safely and further, to place the items to their destination location (details are given in Annexure I) of multi-storey buildings in Permanent Campus.

The exact location of installation of any of the items in any of the desired locations of the building / multi-storey building will be communicated to the bidder after the award of the work/ contract.

Some of the items need to be installed/delivered at higher level at multi-storey buildings.

- j. Transport, machines, cranes, forklifts to deliver at the multi-storey buildings safely, Labors & Supervisors, required for dismantling, loading, unloading and re-installation, shall be arranged by the bidder at their own cost.
- k. The successful bidder will be responsible for decommissioning, uninstallation, safe and protected packing, safe and protected loading for transportation, safe and protected transportation from **Transit Campus** to **Permanent Campus** and further safe and protected unloading after transportation, safe and protected unpacking, installation, commissioning at the desired location in the Permanent Campus of all the items under Category 0.
- l. The successful bidder must be in contact with the designated person of IIT Bhilai for each item under Category 0. Bidder must follow all the instructions provided by the designated person of IIT Bhilai for any of the given items under Category 0 for uninstallation, safe and protected packing, safe and protected loading for transportation, safe and protected transportation from Transit Campus to Permanent Campus and further safe and protected unloading after transportation, safe and protected unpacking, installation. Designated locations for various items are provided in Annexure I.

### **3.2 Category 1 Items (Specialized Lab Equipment)**

- a. The bidder must follow and comply the points from 'a' to 'j' mentioned in section 3.1 for Category 1 items also.
- b. In addition to 'a' of section 3.2, the successful bidder must coordinate with the designated person of IIT Bhilai for the safe and protected loading for transportation from **Transit Campus** to **Permanent Campus** and further safe and protected unloading after transportation at the desired place at the **Permanent Campus**.
- c. The successful bidder must be in contact with the designated person of IIT Bhilai for each item under Category 1. Bidder must follow all the instructions provided by the designated person of IIT Bhilai for any of the given items under Category 1 for, safe and protected loading for transportation, safe and protected transportation from **Transit Campus** to **Permanent Campus** and further safe and protected unloading after transportation,. Designated locations for various items are provided in Annexure J.

## **SECTION – IV BID EVALUATION SCHEME**

### **1. Bid Evaluation:**

The Tender will be evaluated by Tender Evaluation Committee constituted by the Competent Authority, IIT Bhilai. The detailed evaluation method for Prequalification- cum-Technical and Financial Bids is specified below. The Technical and Financial bid will be given weightage of 60 and 40 respectively.

Technical bids of the firms, which meet the prequalification criteria and secure minimum cutoff marks (will be decided by the committee) of total technical score of 60 shall be taken up for financial evaluation. In case of non-fulfilment of any pre-qualification criteria, technical bid of the respective bidder shall be rejected.

#### **A. Screening of pre-eligibility documents**

- i. At this stage the bid will be evaluated for compliance with the minimum pre-qualification criteria as listed in the tender in Section 8. The screening will be done purely on the basis of documentary evidence submitted by the tenderer along with his technical bid.
- ii. The decision of Bid Evaluation Committee as regards to the evaluation of bids will be final and no correspondence will be entertained in this regard.

#### **B. Technical Bid Evaluation-**

- i. The bidders who qualify the pre-eligibility criteria will be eligible for technical evaluation (Qualitative & Quantitative).
- ii. In the technical evaluation, each bidder will be awarded certain marks based on the details provided by them in PART-A (i.e. Quantitative Analysis) of the Technical Bid.
- iii. Furthermore, bidders are also required to give a presentation for their **Shifting Methodology** (i.e. PART-B: Qualitative Analysis) **for which the Dates will be announced later for the bidders who will qualify the pre-eligibility criteria.** In this Section of the Technical Bid, bidders will be required to present a detailed plan for shifting Methodology which will be evaluated by a committee.
- iv. Bidders will be evaluated on the basis of technical scores based on the documents submitted in the **technical bid.**

#### **C. Final short-listing of technically qualified bidders**

- i. A cutoff (in technical evaluation score) will be decided by the committee for opening the financial bids of the selected bidders.
- ii. The name of firms that gets more score than the cutoff marks in the technical bid will be included in the 'Final short list' and will become eligible for opening of their Financial bid.

#### **D. Opening of Financial bid-**

- i. The Financial bid of final short-listed bidders only will be opened
- ii. After opening the financial bids, a relative point (Out of Ten) will be given to each bidder based on their price/financial bid.

#### **E. Final Evaluation-**

- i. The total score will consist of a weightage of 60 % of score in Technical Section and 40% of the score in Financial Section
- ii. A common merit list will be prepared based on total score and the tender will be awarded to the bidder securing the highest in the tally.

- iii. If the selected bidder withdraws its offer, the tender will be awarded to the next bidder in the hierarchy list.

**F. Award of contract and execution of work/ services:**

The bidder who secures the highest composite score will be awarded the contract and the bidder should be able to execute the work/ services within 3 days from the date of receiving the work/ service order or as per the instructions of IIT Bhilai. Bidder should be ready to deploy the vehicles and manpower to initiate the campus shifting work.

**G. Technical Bid Evaluation:**

The Technical Bid consists of 2 Parts i.e. PART-A and PART-B.

PART-A: This part of the technical bid will consist of a quantitative evaluation of the bidder. The bidder is expected to provide the information asked for there.

PART-B: This part of the technical bid will include a qualitative evaluation of the bidder. The presentation made by the bidder for their shifting methodology for IIT Bhilai will be the basis for their evaluation in this part. The Technical Score (**Quantitative Analysis: PART-A + Qualitative Analysis: PART-B**) contains marks for each Section.

Institute will form an evaluation committee to evaluate the complete bid. The decision of this committee will be final and binding to all the bidders. Any query related to the allotted marks will not be entertained in any case and the committee will have sole discretion over this.

**A. Quantitative Analysis: PART-A (50 Marks)**

*\*Bidders are required to fill in the details in this form. The bidder may provide the overall strength of their firm while filling these details in the column "Bidders Response"*

1. Turnover	
Turnover	<b>Bidders Response (Supporting Documents should also be submitted)</b>
2. Age of the Firm	
Years of Establishment	<b>Bidders Response (Supporting Documents should also be submitted)</b>
3. Manpower- Regular/ Registered employees of the firm only will be considered for evaluation	
Manager or Equivalent	<b>Bidders Response (Supporting Documents should also be submitted)</b>

Supervisors (min. 2 years of exp. in the given firm)	
Packing and Transport Staff	
<b>4. Experience</b>	
Total experience in CFTIs, PSUs, Research Labs, Govt. Depts, State and Central Universities (No. of work orders) while executing the similar work (More than 80 Lakhs)	<b>Bidders Response (Supporting Documents should also be submitted)</b>
<b>5. Value of Similar Works</b>	
Value of Purchase Order / Similar works undertaken by the bidder	<b>Bidders Response (Supporting Documents should also be submitted)</b>

**Criteria for Technical Evaluation Score:**

1. Turnover- 10 Marks

	<b>Value (in Crores)</b>	<b>Marks</b>
Turnover	Less than 50	0
	50 to 100	5
	More than 100	10

2. Age of the Firm - 5 Marks

	<b>Years (in numbers)</b>	<b>Marks</b>
Years of Establishment	5 to 10 years	1
	10 to 15 years	3
	Above 15 Years	5

3. Manpower – 15 Marks

	<b>Value (in numbers)</b>	<b>Marks</b>
Manager or Equivalent	Less than 2	0
	2 to 5	2
	More than 5	5



Supervisors (min. 2 years of exp. In the given firm)	Less than 5	0
	5 to 15	2
	More than 15	5
Packing and Transport Staff	Less than 20	0
	20 to 50	3
	More than 50	5

#### 4. Experience - 10 Marks

Total experience in CFTIs, PSUs, Research Labs, Govt. Depts, State and Central Universities (No. of work orders) while executing the similar work (More than 80 Lakhs)	No. of CFTIs	Marks
		Less than 1
	1- 3	5
	More than 3	10

#### 5. Value of Purchase Order- 15 Marks

Value of Purchase Order / Similar works undertaken by the bidder	Value of Similar Work (in Rs.)	Max Marks - 15
		At least one similar work worth Rs. 1.5 Crores
	At least one similar works worth Rs. 1 Crores	10
	At least one similar works worth Rs. 80 Lakhs	5

#### B. Qualitative analysis: PART-B (Presentation)

Sr. No.	Description	Max. Marks	Marks Awarded
1	Skill set used while executing previous work orders	10	
2	Innovations used while executing previous work orders & Packaging material used in the previous work orders	10	
3	Presentation for complete workplan (incl. no. of trips and duration) for IIT Bhilai	30	

**Note: The details of the Qualitative Analysis should be provided at the time of presentation for the Shifting Methodology**

H. **Financial Bids:**

Consolidated amount **inclusive of all taxes** as per Annexure 'F' be quoted in Annexure attached. Tenderers price shall be deemed to include cost of all materials, tools and tackles, taxes, delivery charges etc. whether specifically mentioned or not. The tenderer shall also include in his price all taxes, which are legally leviable on the execution of work. The prices will remain firm & fixed during the currency of work. However, in case of any statutory variation in Taxes/Duties after the last Date of submission of Tender, the same shall be adjusted.

I. **Movement Schedule:**

- a. Movement Schedule as per Annexure 'G' should be provided by the bidder during their presentation for Qualitative Analysis.
- b. It may be noted the whole work should be completed in the stipulated time.
- c. The institute authority has right to modify/change/Reschedule the time frame as per its convenience and the bidder should abide by it with no changes in their price bid.
- d. Route: The tenderer is required to recce the routes, obtain the permission of the concerned traffic authority, with reference to movement timings and smoothly execute the shifting work.

J. **Safety Precautions:**

Following safety precautions will be taken: -

- a. No damage/breakage be caused to any item during the entire process.
- b. No injury/damage be caused to any human being during the process.
- c. All persons involved in the shifting process are: -
  - i. Advised to be extra careful regarding any snake/scorpion bite or similar cases while executing the work.
  - ii. Adhere to all precautionary measures to avoid any damage to doors, rooms, buildings, etc.
- d. In cases where there is an essential requirement to make available suppliers' technical experts, maximum help and supervision/guidance shall be taken from the OEM.
- e. In case of minor damages to the Institute property, Vendor has to make good the loss caused to the Institute. The Quantum of loss will be assessed by Institute as per the prevailing market rate.

K. **Dispute Resolution:**

In case of any dispute, the decision of the Director, IIT Bhilai shall be final, conclusive, and binding on the Vendor.

L. **Arbitration:**

In case of any dispute or difference further arising out of or in connection with the tender conditions, work order, and contract, the Institute and the Contractor will address the dispute/difference for a mutual resolution failing which, the matter

shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

**M. Time and Extension for Delay-**

- a. If in the opinion of the Officer, the works is delayed by:
  - i. Force majeure.
  - ii. Reasons of civil commotion, location combination of workers on strike or lock-out affecting any of the building trades.
  - iii. In consequence of the Agency for not having received in due time necessary instructions from the Officer for which he shall have specifically applied in writing.
  - iv. Reasons of Officer instruction

The Officer shall make a fair and reasonable extension of time for completion of the contract works. Then upon the happenings of any such event causing delay, the Agency shall immediately give notice thereof in writing to the IIT Bhilai but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Officer to proceed with the works.

- a. Request for rescheduling of date of completion and extension of time, to be eligible for consideration, shall be made by the Agency in writing immediately after the happenings of the event causing delay. The Agency may also, if practicable, indicate in such a request the period for which extension is desired.
- b. In such case, the Officer may give a fair and reasonable extension of time and reschedule the completion date. Such extension shall be communicated to the Agency by the Officer in writing within 1 week of the date of receipt of such a request. Non-application by the Agency for extension of time shall not be a bar for giving a fair and reasonable extension by Officer and this shall be binding on the Agency.

**N. Jurisdiction:**

The court at Durg alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Durg court shall have jurisdiction in the matter.

**O. Payment Terms:**

100% payment within 30 days after successful completion of the work. Part Deliveries are accepted and the part payment may be released based on the stages / quantum of work completed/ as per the discretion of the committee.

## **SECTION – V: FINANCIAL BID**

S No	Description of the items	Range	Maximum marks	Rate offered by the bidder	Criteria for allocating marks
1	Consolidated Charges for Shifting of Furniture, Store, Equipment And IIT Bhilai Resource Materials from Transit Campus To Permanent Campus of IIT Bhilai	Not applicable	100		As described in Point No. 6 given below.
2	a. Charges for each trip by 14 feet Truck (In Rs.) (Inclusive of all taxes)	Not applicable	NA		NA
	b. Charges for each trip by 16 feet Truck (In Rs.) (Inclusive of all taxes)	Not applicable	NA		
	c. Charges for each trip by 20 feet Truck (In Rs.) (Inclusive of all taxes)	Not applicable	NA		
	d. Charges for each trip by 30 feet Truck (In Rs.) (Inclusive of all taxes)	Not applicable	NA		NA
	e. Charges for Crane (2 Tonnes capacity) per work/ assignment (in Rs.) (Inclusive of all taxes)	Not applicable	NA		NA
	f. Charges for forklift (2 Tonnes capacity) per work/ assignment (in Rs. ) (Inclusive of all taxes)	Not applicable	NA		NA
3	Charges for providing the insurance for the items to be shifted from transit campus to permanent campus (Bidder should mention the insurance percentage on the value of items in the remarks column)	Not applicable	NA		NA
Total			100		

Note.: Every bidder should quote rates for point no. 1, 2 and point no. 3. However, financial score will be allotted for point no. 1 only and the rates quoted for point no. 2 and 3 will be used as a reference price during the execution of the contract.

### **Instructions to bidders:**

1. Bidders should quote the rate for each service offered by them in a reasonable manner. Bidders who quotes unreasonable rates/ Zero may be disqualified from the tender evaluation process.
2. IIT Bhilai reserves the right to award the contract for selected services/ individual/any service rather than awarding the contract for all the services mentioned above.

3. Committee reserves the right to decide the additional/new financial evaluation criteria than the criteria mentioned in the tender document when bidders are not quoting their rates in the uniformed/reasonable manner.
4. Price quoted should be valid for a period of 180 days from the date of opening the financial bid.

**Evaluation Of Financial Bids/ Calculation of financial score:**

5. Financial Score of each bidder can be calculated as mentioned in the Section-V Financial Bid/ Quotation.
6. The lowest evaluated financial proposal will be given maximum score of 100. The score of other firms would be calculated as per the formula:  
F (Other than lowest bidder)  
= (Price Quoted by Lowest Bidder/ Price Quoted by the bidder) X 100
7. Bidders should quote their rate/charge for each service mentioned in the BoQ sheet for the financial evaluation purpose. IIT Bhilai reserves the right to reject any bid which is not quoting the reasonable rates for all the services mentioned in the BoQ.
8. Out of the total marks secured by the bidder in the financial evaluation, 40% weighted financial score will be taken into consideration in the calculation of Composite evaluated score.

**\*\*\* (END OF SECTION V) \*\*\***

## **SECTION – VI: ANNEXURES AND FORMATS**

### **Annexure A**

#### **COVER LETTER (To be submitted in Original on Letterhead)**

Date:

To:

The Director  
Indian Institute of Technology Bhilai  
Government Engineering College Campus,  
Old Dhamtari Road, Sejbahar,  
Raipur – 492 015, Chhattisgarh.

**Subject: Tender Notice No. \*\*\*\*\***

Dear Sir,

We, the undersigned, offer to provide the campus shifting services to IIT- Bhilai in response to your Tender notice no. \*\*\*\*\* dtd\*\*\*\*\*.

We are hereby submitting our proposal for the same.

We hereby declare that all information and statements made in this proposal are true and we understand and accept that any misinterpretation by us, may lead to our disqualification.

We agree to abide by all the terms and conditions of the Tender document. We would hold the terms of our proposal valid for 180 days as stipulated in the Tender document.

We understand you are not bound to accept any Proposal you receive.

The undersigned is authorized to sign this bid document. The authority letter to this effect is enclosed.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

e-mail:

Mobile No:

**LETTER OF AUTHORITY**

**(To be submitted in Original on Letterhead)**

Date:

To

The Director

Indian Institute of Technology Bhilai

Government Engineering College Campus,

Old Dhamtari Road, Sejbahar,

Raipur – 492 015, Chhattisgarh.

Subject: Letter of Authority for Tender No. \*\*\*\*\***Dated** \*\*\*\*\*

Dear Sir,

We, M/s \_\_\_\_\_ (Name of the bidder) having registered office at \_\_\_\_\_  
(address of the bidder) herewith submit our bid against the said Tender notice.

Mr./Ms. \_\_\_\_\_ (Name and designation of the signatory), whose signature is appended  
below, is authorized to sign and submit the bid documents on our behalf against said  
notice for Tender.

Specimen Signature:

The undersigned is authorized to issue such authorization on behalf of us.

For M/s \_\_\_\_\_ (Name of the bidder)

Signature and company seal

Name

Designation

Email

Mobile No.

**Declaration Regarding Blacklisting / Debarring for Taking Part in Tender**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non-judicial Stamp paper by the Tenderer)

1. I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm/agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

**(Or)**

2. I / We \_\_\_\_ (Tenderer) hereby declare that the Firm/agency namely M/s. \_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years wef \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

3. In case the above information is found false I/We are fully aware that the tender/contract will be rejected / cancelled by the Director, IIT Bhilai and EMD / performance security shall be forfeited.

4. In addition to the above, the Director, IIT Bhilai, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

**Attested:**

(Public Notary / Executive Magistrate)

Name

\_\_\_\_\_

Address

\_\_\_\_\_



**Annexure D****Pre-eligibility**

Ser No	Description of Documents		Particulars	Enclosed		Enclosed at Page No	Remarks
				Yes	No		
(a)	(b)		(c)	(d)	(e)	(f)	(g)
(a)	Name of the Bidder					-	
(b)	Address of the Bidder					-	
(c)	Contact Details of Bidder					-	
	(i)	Tele No				-	
	(ii)	E-mail				-	
	(iii)	Website				-	
(d)	Name of Proprietor/ Partners/Director of the firm/ Agency and address					-	Separate sheet may be used.
(e)	Bidders Bank details					-	
	(i)	Name of Bank & Branch				-	
	(ii)	Account No				-	
	(iii)	IFSC Code				-	
(f)	Details of Regn of						
	(i)	GST Regn Certificate					
	(ii)	PAN					
	(iii)	TIN (If applicable)					
	(iv)	Registration of Shop / Office/Firm					
	(v)	License to carry on business					
(g)	Copies of ITR of last three financial years (FY) FY 2019-20, FY 2020-21 and FY 2021-22						
(h)	Financial Statement showing Average Turnover (not less than Rs. 50 Crores) of last three Financial Years duly audited by CA						
(j)	Last five experience certificate from Govt Dept/PSUs /Academic Institutions						

(k)	Declaration with reference to Blacklisting or otherwise, as per Annexure C					
(l)	Copy of Tender Documents with all Pages duly signed, read and conditions accepted.					
(m)	Copies of Award/Merit certificate received from various agencies.					
(n)	Financial Deposits					
	(i) EMD Draft of Rs 3,00,000/-					
	(ii) Tender Fee Draft for Rs 2500/-					
	(iii) Security Deposit of Rs. (10% of the PO/WO Value)					To be submitted by Selected firm within one week from Award of the work order and before commencement of shifting.
(o)	Third party insurance in the joint name of the firm and IIT Bhilai					
(p)	Fire Insurance policy in the joint name of the firm and IIT Bhilai (Insurance coverage certificate of Institute Assets)					

**INTEGRITY PACT  
(on non-judicial paper of appropriate value)**

This INTEGRITY PACT is made and executed at \_\_\_\_\_ on this day of \_\_\_\_\_  
202\_\_\_\_\_

BY AND BETWEEN

Indian Institute of Technology Bhilai (IIT Bhilai), an autonomous organization under Ministry of Education, Govt of India and incorporated under the Indian Institute of Technology Act 1961 having its transit campus at GEC Campus, Sejbahar, Raipur - 492015 and permanent campus at Kutelabhata, Durg - 491001 (hereinafter referred to as "The Principal" which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the First Part;

AND

M/s. \_\_\_\_\_ a company incorporated under the Companies Act \_\_\_\_\_ through its representative/ authorized signatory \_\_\_\_\_ (Name and Designation of the Officer) vide resolution dated \_\_\_\_\_ passed by the Board of Director, having its office at \_\_\_\_\_ (hereinafter referred to as "The Bidder/Contractor" which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the Second Part.

**PREAMBLE**

The Principal intends to award, under laid down organizational procedures, contract/s for \_\_\_\_\_. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 – Commitments of the Principal.**

1. The principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
  - a) No employee of the principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the personal is not legally entitled.

- b) The principal will during the tender process treat all Bidder(s) with equity and reason. The principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.
  - c) The principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## Section 2 – Commitments of the Bidder(s)/Contractor(s)

1. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- a. The Bidder(s)/contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.
  - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
  - e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

- f. The Bidder(s)/Contractor (s) who have signed the Integrity Pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision on the matter.
2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### Section 3: Disqualification from tender process and exclusion from future contract

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

### Section 4 : Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section3, or if the Principal is entitled to terminate the contract according to Section3, The Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### Section 5 : Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the TII's anti-corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

### Section 6: Equal treatment of all Bidders / Contractors / Subcontractors.

1. In case of sub -contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub - Contractor.
2. The Principal will enter into agreements with the identical conditions as this one with all bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

### Section 7: Criminal charges against violation Bidder(s) / Contractor(s) / Sub-contractors(s).

If the Principal obtains knowledge of conduct of a Bidder(s)/ Contractor(s) which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### Section 8 : Independent External Monitor/Monitors

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval of Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor will have access to all contract documents, whenever required. It will be obligatory for him to treat the information and documents of bidders /contractors as confidential. He reports to the Director, IIT Bhilai.
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors.
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitor has also signed declarations on “Non – Disclosure of Confidential Information” and of “Absence of Conflict of Interest” In case of any conflict of interest arising at a later date, the IEM shall inform the Director, IIT Bhilai.
5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the Director, IIT Bhilai within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitor has reported to the Director, IIT Bhilai, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Director, IIT Bhilai has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance

Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9. The word "Monitor" word include both singular and plural.

Section 9 : Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidder 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the Director, IIT Bhilai.

Section 10 : Other Provisions

- This agreement is subject to Indian Law. Place of performance and jurisdiction is the registered office of the Principal i.e. Durg (Chhattisgarh).
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- Issues like Warranty/Guarantee etc. shall be outside the purview of the IEMs.
- In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

(For & on behalf of the Principal)

(For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Witness 1 (Name & Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 1 (Name & Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 2 (Name & Address):

\_\_\_\_\_  
\_\_\_\_\_

Witness 2 (Name & Address):

\_\_\_\_\_  
\_\_\_\_\_

**PROFORMA OF BANK GUARANTEE**  
**(on non-judicial paper of appropriate value)**

To,

**The Director**  
**Indian Institute of Technology Bhilai,**  
**GEC Campus, Old Dhamtari Road**  
**Sejbahar, Raipur 492015 Chhattisgarh**

BANKS GUARANTEE NO:

DATE:

Dear Sir(S)

This has reference to the Contract No. \_\_\_\_\_ dated \_\_\_\_\_ awarded by Indian Institute of Technology Bhilai (IITBH), Raipur on M/s \_\_\_\_\_ (Name & Address of Bidder) towards **Shifting of Furniture, Store, Equipment And IIT Bhilai Resource Materials from Transit Campus To Permanent Campus of IIT Bhilai.**

The conditions of this order provide that the Service Provider shall render the services as mentioned in Section – III: Scope of Services of the tender document.

M/s \_\_\_\_\_ (Name of bidder) has accepted the said Work Order with the terms and conditions stipulated therein and have agreed to issue the Performance Bank Guarantee on their part, towards promises and assurance of their contractual obligations. The Service Provider holds an account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

IITBH shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking of security in respect of the suppliers obligations and/ or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the said contract or to grant time and or indulgence to the supplier or to reduce or to increase or otherwise vary the prices or the total contract value or to forebear from enforcement of all or any of the obligations of the supplier under the said contract and/ or the remedies of IITBH under any security now, or hereafter held by IITBH and no such dealing(s) with the supplier or release or forbearance whatsoever shall have the effect of releasing the bank from its full liability of IITBH hereunder or of prejudicing right of IITBH against the bank.

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of IITBH and liabilities of the supplier arising up to and until \_\_\_\_\_ (date)

This undertaking guarantee shall be in addition to any other undertaking or guarantee or security whatsoever that IITBH may now or at any time have in relation to its claims or the supplier's obligations/ liabilities under and / or in connection with the said contract



and IITBH shall have the full authority to take recourse to or enforce this undertaking guarantee in preference to the other undertaking or security(ies) at its sole discretion and no failure on the part of IITBH in enforcing or requiring enforcement of any other undertaking or security shall have the effect of releasing the bank from its full liability hereunder.

We\_\_\_\_(Name of Bank) hereby agree and irrevocably undertake and promise that if in your (IITBH's) opinion any default is made by M/s\_\_\_\_\_(Name of bidder) in performing any of the terms and /or conditions of the agreement or if in your opinion they commit any breach of the contract or there is any demand by you against M/s\_\_\_\_\_(Name of bidder), then on notice to us by you, we shall on demand and without demur and without reference to M/s\_\_\_\_\_(Name of bidder), pay you, \_\_\_\_\_ in any manner in which you may direct, the amount of Rs.\_\_\_\_\_/-( Rupees \_\_\_\_\_

\_\_\_\_\_) Only) or such portion thereof as may be demanded by you not exceeding the said sum and as you may from time to time require. Our liability to pay is not dependent or conditional on your proceeding against M/s\_\_\_\_\_(Name of bidder) and we shall be liable & obligated to pay the aforesaid amount as and when demanded by you merely on an intimation being given by you and even before any legal proceedings, if any, are taken against M/s\_\_\_\_\_(Name of bidder)

The Bank hereby waives all rights at any time inconsistent with the terms of this undertaking guarantee and the obligations of the bank in terms hereof shall not be anyway affected or suspended by reason of any dispute or disputes having been raised by the supplier (whether or not pending before any arbitrator, Tribunal or Court) or any denial of liability by the supplier or any order or any order or communication whatsoever by the supplier stopping or preventing or purporting to stop or prevent payment by the Bank to IITBH hereunder.

The amount stated in any notice of demand addressed by IITBH to the Bank as claimed by IITBH from the supplier or as suffered or incurred by IITBH on the account of any losses or damages or costs, charges and/or expenses shall as between the Bank and IITBH be conclusive of the amount so claimed or liable to be paid to IITBH or suffered or incurred by IITBH, as the case may be and payable by the Bank to IITBH in terms hereof.

IITBH shall have full liberty without reference to us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the contract with the said M/s (Name of bidder) and to enforce or to forbear from endorsing any power or rights or by reason of time being given to the said M/s\_\_\_\_\_(name of bidder) which under law relating to the sureties would but for the provisions have the effect of releasing us.

Your right to recover the said sum of Rs.\_\_\_\_\_/-( Rupees\_\_\_\_\_) only) from us in manner aforesaid will not be affected/ or suspended by reason of the fact that any dispute or disputes have been raised the said M/s\_\_\_\_\_(Name of bidder) and/ or that any dispute or disputes are pending before any officer, tribunal or court or Arbitrator.

The guarantee herein contained shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the said M/s (Name of bidder) but shall in all respects and for all purposes be binding and operative until payment of all dues to IITBH in respect of such liability or liabilities.

Our liability under this guarantee is restricted to Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ Only). Our guarantee shall remain in force until unless a suit action to enforce a claim under guarantee is filed against us within six months from (which is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated.

Notwithstanding anything contained herein:

- a. Our liability under this guarantee shall not exceed Rs\_(in words)
- b. This bank guarantee shall be valid up to & unless a suit for action to enforce a claim under guarantee is filed against us within six months from the date of expiry of guarantee. All your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there after i.e. after six months from the date of expiry of this Bank guarantee
- c. We are liable to pay the guaranteed amount or any parts thereof under this bank guarantee only and only if you serve upon us a written claim or demand or before
- d. The Bank guarantee will expire on \_\_\_ Granted by the Bank

Signature of the authorized officer of the bank

Name of the officer \_\_\_\_\_

Designation of the officer \_\_\_\_\_

Seal, name, email and address of the Bank and address of the Branch.

**Annexure G****Movement Schedule**

The movement Schedule for shifting will be as under: -

Sr No	Particulars		Target Date of Shifting		Remarks
			From	To	
1.	Shifting of Hostels				
	(a)	Castle Ena at GEC Campus Sejbahar Raipur			
	(b)	Castle Dio at GEC Campus Sejbahar Raipur			
	(c)	Castle Tria situated at Chhattisgarh Housing Board Building- Flat No.-----Boriyakala Raipur			
2.	Shifting of Offices/Departments				
	(a)	Faculty Rooms (B010, B106, B111, B112, B206, B211, B305, B306, B311, B312) situated in Academic Block Building-B at GEC Campus Sejbahar Raipur)			
	(b)	Ph D Scholar Rooms (B010, B110, B217, B317) situated in Academic Block Building-B at GEC Campus Sejbahar Raipur)			
	(c)	Labs (B007, B008, B009, CIF, B105, B108, B109, B209, B210, B308, B309) situated in Academic Block Building-B at GEC Campus Sejbahar Raipur) and GEC Workshop and Tool Room Container			
	(d)	Classrooms (B102, B103, B104, B107, B202, B203, B204, B205, B208, B302, B303, B304, B215 situated in Academic Block Building-B at GEC Campus Sejbahar Raipur)			
	(e)	Other Units			
		Health Center Block Name- E			
		D4 Block			
		Guest Houses Block Name- E and Block Name- F			
3.	Shifting of all units/administrative offices (B101, B208, B211)				
4.	Shifting of Store Rooms (B001, B002, B006)				
5.	Shifting of specialized equipment				
6.	Other items located at any other places as mentioned in Annexure I and Annexure J				

**Bid-Security Declaration Form**

(To be submitted on Company Letter Head)

Date: \_\_\_\_\_

To:  
**The Director,  
Indian Institute of Technology  
Bhilai,  
GEC Campus Sejbahar,  
Raipur 492015 Chhattisgarh**

**Tender Reference No./ Date:  
Name of Tender / Work:**

**Dear Sir,**

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Security Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the **Indian Institute of Technology (IIT) Bhilai** for the period of time of **3 years** starting from the date of floating the tender, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the **Indian Institute of Technology (IIT) Bhilai** during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the terms and conditions mentioned in the tender document .

We understand this Bid-Security Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Authorized Signatory:  
(Signature of the Bidder, with Official Seal)

**Annexure I**

**FURNITURE/EQUIPMENTS TO BE SHIFTED FROM  
TRANSIT CAMPUS TO NEW CAMPUS**

**Category 0 Items (List attached in NIT cover documents)**

All the items located in the Transit Campus of the IIT Bhilai (GEC Campus+Tria, Boriyakala) need to be transferred to the IIT Bhilai Permanent Campus. The exact pickup and drop locations at Transit Campus and Permanent Campus respectively will be provided to the successful bidder after the tender process is over.

**Note:** The destination location may be changed as per the requirement of IIT Bhilai during the shifting process.

**Annexure I**

**CRITICAL INSTRUMENTS/EQUIPMENTS TO BE SHIFTED FROM TRANSIT CAMPUS  
TO NEW CAMPUS**

**Category 1 Equipment (List attached in NIT cover documents)**

All the items located in the Transit Campus of the IIT Bhilai (GEC Campus+Tria, Boriyakala) need to be transferred to the IIT Bhilai Permanent Campus. The exact pickup and drop locations at Transit Campus and Permanent Campus respectively will be provided to the successful bidder after the tender process is over.

**Note:** The destination location may be changed as per the requirement of IIT Bhilai during the shifting process.

**CHECK LIST - UNDERTAKING**

<b>S.NO</b>	<b>Document Description</b>	<b>Enclosed (Yes/No)</b>	<b>Page No.</b>	<b>Remarks</b>
1	Scanned copy of Tender fee payment advice of Rs. 2,500/- and EMD of Rs. 3,00,000/- showing DU number clearly or <b><i>valid MSME/NSIC Exemption certificate</i></b>			
2	Documents in support of Pre-eligibility criteria			
3	Documents in support of Technical Evaluation			
4	Detailed Price bid/ BoQ as required			
5	Annual turnover details for last three years			
6	Scanned signed copies of Annexures from A to J, whichever is applicable			

I / We do hereby declare that all the above mentioned documents are enclosed as per the tender document.

Authorized Signatory:  
(Signature of the Bidder, with Official Seal)