



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR, WEST BENGAL 721302

E-TENDER DOCUMENT

for

**Estimate for Electrical Work (Phase-II) in the left bay of
OLD SMST Basement Complex EE Dept. opposite to
Kalidas Auditorium and others of New Academic
Complex and others at IIT Kharagpur.**

**Notice Invitation Tender Serial No. IIT/IW/EM/NIT/05/2026-27 dated-
04.05.2026**

Tender Serial No: _____ Issued to:

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.....
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NOTICE INVITING TENDER

1.1. INTRODUCTION

Indian Institute of Technology (IIT) Kharagpur, hereinafter called IITKGP, invites sealed tenders from the eligible contractors for "Estimate for Electrical Work (Phase-II) in the left bay of OLD SMST Basement Complex EE Dept. opposite to Kalidas Auditorium and others of New Academic Complex and others at IIT Kharagpur" Particulars of the project are as following.

1.2. PARTICULARS

1.NIT Number	NIT No.: IIT/IW/EM/NIT/05/2026-27
2.Name of Work	Estimate for Electrical Work (Phase-II) in the left bay of OLD SMST Basement Complex EE Dept. opposite to Kalidas Auditorium and others of New Academic Complex and others at IIT Kharagpur.
3.Location of Work	IIT Kharagpur. Kharagpur-721302
4.Estimated Cost (including GST)	₹ 898684/- (Rupees Eight lakh ninety eight thousand six hundred eighty four only)
5. Time Limit for Execution	90 days from date of start.
6.Tender Basis and Mode	Two stage (Technical Bid & Financial Bid)
7. Earnest Money Deposit	Rs. 17974/- (Rupees Seventeen thousand nine hundred seventy four only)
8. Mode of Payment to IITKGP(EMD/Tender fee)	i) Original Demand Draft/Pay Order/BG has to be submitted physically at the office of SE (E&M) on or before the due date/extended date of submission of bid. & Scanned copy of Demand Draft/Pay Order has to be uploaded on https://eprocure.gov.in/eprocure/app ii) Demand Draft/Pay order/BG to be drawn in favour of IIT KHARAGPUR payable at Kharagpur.
09.Closing Date & Time for Receipt of bids	25th May, 2026 up to 11:00 AM
10.Date& Time for Opening Technical of Bid	26th May, 2026 at 11:30 AM
11. Date& Time for Opening of Price Bid	To be informed later to the successful bidder
12. Engineer-in-charge and contact details.	Mr. S. Ghosh, Sr. Executive Engineer (Electrical) Tel: 03222-282522, Email: sghosh@hijli.iitkgp.ac.in
13. Address for tender issue, submission and opening	Office of the Superintending Engineer (E&M), 1 st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302
14. Website for full and updated information	https://www.iitkgp.ac.in/tenders https://eprocure.gov.in/eprocure/app
15. Website for tender submission & processing	https://eprocure.gov.in/eprocure/app
16. Defect liability Period	Defect liability period will be 05 (Five) years from date of completion.

1.3. ELIGIBILITY CRITERIA

- 1.3.1. The bidder must be registered in appropriate class of works with Government organization like CPWD/ PWD/ MES or PSUs or OEM or Authorized supplier and installer of OEM (Authority must be signed by OEM official not lower than General Manager or equivalent in corporate structure or those having experience in similar nature of works awarded by Government / Semi Government Organizations/ Government Funded Autonomous Organization.
- 1.3.2. The bidder must have done at least 1 (ONE) similar work of value of 80% of the estimated cost or 2 (TWO) similar works for projects each of value 60% of the estimated cost or 3 (THREE) similar work for projects each of value 40% of the



estimated cost with Government/ Semi-government/ PSU/ Government Funded Autonomous Organization during last 7 (seven) years preceding last date of the month of tender submission.

Note:

- (i) The estimated cost is Rs. 898684/- (Rupees Eight lakh ninety eight thousand six hundred eighty four only)
- (ii) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of applications for tender.
- (iii) Similar works shall mean: Electrical Maintenance works.

- 1.3.1 The bidder must be **registered** with appropriate government authority as a **bonafide business entity** and must have **GST registration** certificate and **Permanent Account Number** of income tax.
- 1.3.2 The contractor must have **updated Electrical Contractor License, GST, PAN No and Supervisory Competency Certificate**.
- 1.3.3 **The validity of the registrations and licenses should be valid as on the date of tender submission and during of execution time.**
- 1.3.4 **Average annual turnover** of the bidder as per **ITCC or profit & loss statement** shall not be less than 30% of the estimated cost, not having incurred loss in more than two years, during last 5 years ending **31 Mar 2025**.
- 1.3.5 **Bidder has to submit percentage wise BOQ under Financial Bid section**
- 1.3.6 **Local Service Center: The Bidder must have Local Service Center in the State of West Bengal or within a radius of 200 KM. Documentary proof should be attached with Technical Bidding documents**



Superintending Engineer (E&M)

On behalf of the Director, Indian Institute of Technology Kharagpur

Copy to:

- 1) Registrar
- 2) Dean, (E&CE)
- 3) Asso. Dean (E&CE)
- 4) Deputy Registrar (F&A)
- 5) Deputy Registrar (Audit)
- 6) Deputy Registrar (S&P)
- 7) Senior Executive Engineer (EW)
- 8) Executive Engineer (EW)
- 9) Engg./Sr. AE/AE/JE/STS/TS/JTS (E&M)
- 10) Notice Board
- 11) Tender Notice uploaded to CPPP portal & Institute Website



2. INFORMATION TO BIDDERS

2.1 SCOPE OF WORK

- 2.1.1 The IIT KGP intends for Estimate for Electrical Work (Phase-II) in the left bay of OLD SMST Basement Complex EE Dept. opposite to Kalidas Auditorium and others of New Academic Complex and others at IIT Kharagpur.
- 2.1.2 Constraint: The job needs to be executed in Hospital area without causing any disturbances to the normal functioning of routine activities/ road networks.
- 2.1.3 The vendor shall work out execution sequence and methodology so as to complete the project within the envisaged time and the estimated cost, duly handling the constraint mentioned above.

2.2 GENERAL INSTRUCTIONS

- 2.2.1 Bidding documents are to be obtained electronically through websites: <http://www1.iitkgp.ac.in/topfiles/tenders.php>.
[ii\)https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)
- 2.2.2 This bid document shall be read in conjunction with GCC (General Conditions of Contract) available on <http://www1.iitkgp.ac.in/topfiles/tenders.php>.
- 2.2.3 The bidder shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. Access to the site will be granted by the Engineer-in-charge on all working days within working hours.
- 2.2.4 IITKGP shall not provide any space at site for labour hutments.
- 2.2.5 All clarifications about the tender shall be sought by bidder on or before pre-bid meeting. The bidders may make suggestions which shall be considered during the Pre Bid Meeting. Intending bidder(s) may also send their queries or suggestion, if any, through e-mail to the Engineer-in-charge on Mr. S. Ghosh, Sr. Executive Engineer (Electrical)
Tel: 03222 - 282522, Email: sghosh@hijli.iitkgp.ac.in on or before **26th May, 2026, 10:30 hrs.** No queries shall be entertained after notification of replies to noteworthy queries received till the date of pre-bid meeting.
- 2.2.6 Completion certificate issued by Competent Authority will only be considered as credential. If the Completion certificate issued by Competent Authority does not reflect the type of work, then Final bill / Schedule of Quantity of the qualifying works also to be attached along with the Completion certificates. Certificate from private individuals / organizations for whom such works have been executed shall not be accepted.
- 2.2.7 The bidding document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any), Addendum/Corrigenda, Clarifications to Pre-bid queries can be downloaded from the websites: i)<http://www1.iitkgp.ac.in/topfiles/tenders.php>;
iii)<https://eprocure.gov.in/eprocure/app>. Corrigenda, if any shall be published only on these website *sat any time before the closing time of tender*. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever. *The tenderers who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrigendum/addendum before closing time of tender and ensure that bid submitted by them are in accordance with all the corrigendum's/addendums.*
- 2.2.8 All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the Institute accepts no liability whatsoever therefore.
- 2.2.9 Rates quoted by the bidders shall be inclusive of GST (Goods and Services Tax - Central, State and Interstate) and all applicable taxes. Income Tax and all other statutory deductions like labourcess etc. will be deducted from the bill as per prevailing rules.
- 2.2.10 Exemption to IITKGP against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IITKGP after award shall be passed on to IITKGP by the contractor without dispute.
- 2.2.11 IITKGP reserves the right to reject any or all of the bids without assigning any reason.
- 2.2.12 **Bid Validity:** Bid shall remain valid for 120 days from the date of submission.
- 2.2.13 **Firm Price:** Bidder's quoted Rates/Prices for executing the activities under the Contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.
- 2.2.14 If any information furnished by the bidder is found as false / fabricated, then his bid will be rejected and treated as cancelled. Even if the such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Earnest Money Deposit and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IITKGP for next **01 (One) years**.

- 2.2.15 **Earnest Money Deposit (EMD):** As Money Deposit (EMD) of requisite amount and that in prescribed mode or proof of payment thereof shall be enclosed with the Technical Bid explained in following section.
- 2.2.16 **Refund / Conversion of Earnest Money Deposit:** The Earnest Money received shall be refunded to the unsuccessful bidders without any interest after the opening of financial bids. The Earnest Money Deposit of successful bidder shall be retained and converted into part of Security Deposit.
- 2.2.17 **Forfeiture of Earnest Money Deposit:** Earnest Money Deposit will be forfeited in any of the following cases:
- 2.2.18 The bidder withdraws / modifies his tender during the period of Bid Validity.
- 2.2.19 The bidder, in case of tie between lowest bids, refuse to submit revised offer.
- 2.2.20 The bidder does not accept the correction of arithmetical errors of his tender.
- 2.2.21 The bidder fails to deposit Performance Guarantee and information as per format given in GCC within the stipulated time period before award of the work.

2.3 SUBMISSION OF TENDER

- 2.3.1 Help for Contractors, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.[<https://eprocure.gov.in/eprocure/app>]
- 2.3.2 It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-Procurement of IIT KHARAGPUR.
- 2.3.3 It is mandatory for the bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID & password.
- 2.3.4 Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded free of cost.
- 2.3.5 Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app;jsessionid=2A56E178EED5C7D8536175EFBB573C9F.eprocgep2?page=HelpForContractors&service=page>).
- 2.3.6 The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid". Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of "Financial Bid". Hence, physical submission of the documents is limited to submission of MSE registration certificate as per provision given in sub-clause 1.2.7 of NIT & 2.2.15 of Information to Bidders.
- Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the letter of authority issued in his name by the bidder on his letter head.
- 2.3.7 Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> ("Server System Clock Time") shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.
- 2.3.8 The bidders are advised to submit their e-bids well before the e-bid due date. IIT KHARAGPUR shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
- 2.3.9 The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-line" only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
- 2.3.10 Any tender received without original Earnest Money in the form as specified in clause 1.2.7 of tender documents shall not be considered and shall be summarily rejected.
- 2.3.11 IIT KHARAGPUR reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIT KHARAGPUR's assessment of suitability as per eligibility criteria shall be final and binding.
- 2.3.12 Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. The decision of IIT KHARAGPUR in this regard shall be final and binding.
- 2.3.13 The sealed EMDs shall be received at the Office of Superintending Engineer (Electrical),1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302, up to 11.00 hrs, **27th May, 2026** or Corrigenda otherwise. EMD received after the due date and time shall not be considered. The EMDs shall be submitted in a sealed envelope super scribed "Estimate for Electrical Work (Phase-II) in the left bay of OLD SMST Basement Complex EE Dept. opposite to Kalidas Auditorium and others of New Academic Complex and others at IIT Kharagpur." with NIT No. IIT/IW/EM/NIT/05/2026-27 as NIT No.. clearly super scribed as "EMD "

2.4 EVALUATION OF BIDS AND AWARD OF WORK

- 2.4.1 The Bid of bidder will be opened on the specified date and time. Bids shall, first, be checked for payment of Earnest Money Deposit. Only those bids found to have duly paid/ submitted Earnest Money Deposit shall be considered for evaluation.
- 2.4.2 The Bid of bidder will be opened electronically on the specified date and time of opening at the Electrical Maintenance Section, 1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302 in the presence of willing bidders or their authorized representatives.
- 2.4.3 Date, time and place of opening of Financial Bid will be informed after evaluation of Technical Bid to the Technically Qualified Bidders. –
- 2.4.4 **Evaluation of Technical Bid:** The bids received will then be assessed on the eligibility criteria mentioned at Para 1.3 of Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.
- 2.4.5 IITKGP retains the right to revert back to individual bidders with further clarifications / queries on the Technical Bid. The bidder has to respond to the queries within the specified time mentioned in the covering letter.
- 2.4.6 On the date & time specified for opening of Financial Bid or the Revised Financial Bids as the case may be will be opened on specified date and time.
- 2.4.7 **EVALUATION OF Financial Bids:** The Financial Bid should contain the complete bid document with duly filled in Schedule of Financial Quote. Financial Bids opened as above will be checked for arithmetical errors.
- 2.4.8 **Letter of Acceptance:** The successful bidder shall be issued Letter of Acceptance (LOA) of the bid, and be required to furnish a Performance Guarantee as per General Conditions of Contract, Program Schedule with specific Milestones to be achieved as to complete the work within the stipulated time limit, details of his Technical Staff to be deployed as per
- 2.4.9 **ANNEXURE I**, and complaint handling arrangement for the Defect Liability Period.
- 2.4.10 **Letter of Award (Work Order)** shall be issued to the successful bidder only after receipt of the Performance Guarantee, along with Program Schedule, details of Technical Staffs to be deployed for the work and Complaint Redressal Mechanism as per following para.
- (a) Contractor shall submit Complaint redressal arrangement with name & contact number of the contractor's authorized representative for the purpose.
- 2.4.11 **Agreement (Contract)** consisting of complete tender document including conditions, bill of quantities, technical proposal and specialized services, drawings, if any, and acceptance thereof together with any correspondence leading thereto, shall be drawn and signed with the awardee within 10 days of the Letter of Award.
- 2.4.12 **Date of start of work** shall be reckoned from the 07th day of the issue of the Letter of Acceptance.
- 2.4.13 **Defect Liability Period (DLP):** In partial modification to clause no.16 of General Conditions of Contract (GCC), the Defect Liability Period shall be 12 months after the certificate final or otherwise of its completion of work or till the final bill has been prepared.
- ## 2.5 COMPLAINT REDRESSAL MECHANISM
- 2.5.1 All maintenance complaints shall be got addressed by the contractor to the satisfaction of Engineer-in-charge within 3 days from the date of issuance of the "Job Card" from IIT Kharagpur.
- 2.5.2 Complaints requiring completion time more than 3 days shall be responded specifically by the contractor with the scheme, in consultation with Engineer-in-charge, and timeline for compliance, to the Engineer-in-charge within 3 days from the date of issuance of the "Job
- 2.5.3 Any complaint left unattended by the contractor beyond 3 days without specific reasons on record shall attract levy of penalty of Rs 50/- per complaint per day from 4th day to 7th day and Rs 100/- per complaint per day thereafter recoverable from dues to the contractor.
- 2.5.4 **Payment Terms:** 90% payment shall be made after receipt of stores in good order and condition, successful installation and demonstration thereafter certification by the Department. Balance 10% may be released against submission of Account Payee Demand Draft, Fixed Deposit Receipt or BG from any commercial bank to the tune of 10% of the total Contract value or on completion of the warranty period. PBG may be issued from any commercial bank, which shall be valid for the duration of warranty period /DLP plus 60 days. No advance/mobilization support, is payable against supply of stores.
- 2.5.5 **Performance Security:** The bidders have to submit BG/ Account Payee Demand Draft/ Fixed Deposit Receipt from any Nationalized Bank to the tune of the amount equivalent to 3 % of the cost of contract value. The Account Payee Demand Draft/ Fixed Deposit Receipt/BG is required for the entire period of the Warranty period and it must remain valid for a period 60 (sixty) days beyond the expiry of the Warranty Period.
- 2.5.6 **Liquidated Damages:** In the event of failure to deliver the stores within the specified time, LD a sum equivalent to 0.5 (half) per cent of the delivered price (including elements of GST, freight and variations) of the delayed Goods and/or

incidental Works / Services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 5% of the total contract value. In case of inordinate delay this maximum deduction shall be 10% of the total contract value. Inordinate delays: Inexcusable delays of more than one-fourth (25%) of the total completion period shall be treated as inordinate delays.

- 2.5.7 **Warranty/Guarantee & On-site skill support:** 01 years (DLP period) onsite comprehensive OEM Warranty / Onsite Warranty (whichever is applicable/justifiable) from the date of successful installation and commissioning.
- 2.5.8 **Training:** The Supplier is required to provide training at free of cost to the designated Purchaser's technical and end user personnel to enable them to effectively operate the total equipment.
- 2.5.9 The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.

IMPORTANT NOTE

- I. The Institute may accept or reject any or all bids, either fully or partially in line with GFR 2017, the Manual for Procurement of Goods, the Manual for Procurement of Consultancy & Other Services, the Institute Procurement Guidelines, and applicable Government Orders and their amendments from time to time, and with the due approval of the Competent Authority. Also, the Institute is not bound to accept the lowest bid and may also change the quantity, upgrade the criteria, or drop any item or part thereof at any stage, if the situation so demands, before issuing the Purchase Order.
- II. A bid submitted with false information will not only be rejected but also the OEM/ vendor will be debarred from participation in future tendering process.
- III. In case of any dispute, the reasoned and justified decision of the Competent Authority of this Institute shall be final and binding on the bidders.
- IV. In the event of any dispute between the management and the Contractor relating to those Contracts where Integrity Pact is applicable, in case both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manners (para 5.6 of circular no. 04/06/23 of CVC).
- V. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday, Sunday and Institute holiday.
- VI. The Bidders are requested to submit the bids after issue of clarifications only considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, in their bid.
- VII. **Acknowledgment:** It is hereby acknowledged that we have gone through all the points listed under "Instructions & Special Conditions" outlined above, and those in the accompanying note on "Important Conditions", and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.
- VIII. **Integrity Pact:** The bidder shall have to sign the Integrity Pact with the Institute as per Institute norms in case the Lowest Quoted Price is equivalent to or exceeds the threshold value of Rs. 01 Crore.

Signature of contractor

1. UNDERTAKING BY THE BIDDER

UNDERTAKING

I / We have read and examined the Tender document including terms & conditions, specifications, bill of quantities, drawings and designs, general rules & directions, General Conditions of Contract, Special Conditions of Contract and all relevant other documents, publications and rules referred to in the Conditions of Contract and all other contents in the tender documents for the work.

I / We, hereby tender for execution of the work specified for the Indian Institute of Technology Kharagpur within the time specified and in accordance in all respects with the specifications, designs, drawings and instructions in writing.

We agree to keep the tender open for 120 days from the last date of its submission and not to make any modifications in its terms and conditions. A sum of Rs. _____ has been deposited in cash / demand draft of a scheduled bank / Pay order as earnest money. If I / we, fail to furnish the prescribed performance guarantee within prescribed period, I / we agree that the said Director, Indian Institute of Technology Kharagpur or his authorized officer shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I / we fail to commence work as specified, I / we agree that the Director, Indian Institute of Technology Kharagpur shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

Further, I / We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I / We shall be debarred for participation in the re-tendering process of the work.

I / We hereby declare that I / We shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate information derived there-from to any person other than a person to whom I / We am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Seal & Signature of Contractor

Postal Address

Dated

Witness

Address

Occupation

**TECHNICAL STAFF OF CONTRACTOR**

2.5.8

Name of the Work: Estimate for Electrical Work (Phase-II) in the left bay of OLD SMST Basement Complex EE Dept. opposite to Kalidas Auditorium and others of New Academic Complex and others at IIT Kharagpur.

DISCIPLINE	NAME	QUALIFICATION	EXPERIENCE	CONTACT NUMBER
Overall Project In-charge				
Engineer - Structure and Civil Works				
Engineer – Electrical & Mechanical Works				
In-charge - Safety, Health & Environment				
In-charge for Maintenance (DLP) period				

Seal & Signature of Contractor

UNDERTAKING FOR GCC COMPLIANCE**UNDERTAKING**

We hereby undertake that we shall fulfill all the terms & conditions within the specified time frame, after the acceptance of our offer in case our offer is accepted; failing which IIT KHARAGPUR may go ahead to take necessary action such as reporting the non-compliance to appropriate Government authorities and barring us from future participation in IIT KHARAGPUR works.

Seal & Signature of Contractor

DATED:



Bid Security Declaration Form

Date: _____ Tender No. _____ To (Insert complete name and address of the purchaser)

I/We, The undersigned, declare that :

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

I/We, accept that I/we may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instruction to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/ our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated onday of (Insert date of signing)

Corporate seal (where applicable)

ANNEXURE - IV

DETAILS OF THE FIRM

1.	Name of Firm	
2.	Registered / Postal Address	
3.	Working Office Address	
4.	Local Service Center Address details (documentary proof must be attached with Technical Bidding documents)	
5.	Working Email id	
6.	Mobile No.	
7.	Telephone No.	
8.	Particulars of Registration with various government bodies/organization.	
9.	Were you ever debarred/ blacklisted by any department during the past seven years?	
10.	Name of Directors /Partners with Address	
11.	Permanent Account Number (PAN) No	
12.	GST Registration No.	

Signature of contractor



DECLARATION OF LOCAL CONTENT

(To be given on Company Letter Head – For tender value upto Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/ Practicing Cost Accountant/ Practicing Chartered Accountant for tender value in excess of Rs.10 Crores)

Tender No:.....

Dated:

To

The Chairman

Departmental Purchase Committee

Department of

IIT Kharagpur

PIN: 721302

Subject: Declaration of Local Content-reg.

1. Country of origin of Goods being offered:.....

2. We hereby declare that items offered has% local content.

(Clarification for Local content calculation as per OM No: P-45021/102/2019-BE-II-Part (1) (E-50310), dated 4th March 2021 of Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India.)

3. The details of the location(s) at which local value addition is made are given in the below table;

Sl. No.	Name of the Item	Location(s) of Local Value addition

"Local Content" means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Important:

"False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules 2017 for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules 2017 along with such other actions as may be permissible under law."

Date:

Yours faithfully,

(Signature of the bidder, with Official Seal)

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT
(On Company / firm's Letterhead)

I/We hereby confirm and declare that we, M/s -----, is not blacklisted/ Deregistered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services as on date.

“Submission of Forged document or False declaration in any stage of contract will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules 2017 for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules 2017 along with such other actions as may be permissible under law.”

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----



-Profit and Loss Summary statement of Last 5 Financial years

Approved through Chartered Accountants

TO WHOM IT MAY CONCERN

This is to certify that the total turnover and Profit/Loss summary of

M/s..... having its registered office

at for last five Financial years

are as given below: -

Description	Financial years				
Annual Turnover from Operations					
Profit (+)/Loss After Tax					

The above is true to the best of our knowledge and belief.

(TO BE VERIFIED BY Chartered Accountants with UDIN No)

DECLARATION

1. I, -----Son /Daughter of Shri -----
-----Proprietor/Partner/CEO/MD/Director/Authorized
Signatory of M/s.-----am competent to sign this
declaration and execute this tender document.
2. Tender ref no: _____ dt: _____. I have carefully read and
understood all the terms and conditions of the tender and hereby convey my acceptance of
the same.
3. The information/ documents furnished along with the above application are true
and authentic to the best of my knowledge and belief.
4. I/we am/are well aware of the fact that furnishing of any false information/
fabricated document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is
authenticated, sealed and signed, and I take full responsibility for the entire documents
submitted.

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----

1. Checklist for Documents to be uploaded on <https://eprocure.gov.in/eprocure/app>

Sl. No.	Documents	Reference
1.	Tender Documents (sign. With stamp on each page)	
2.	EMD/BG scan copy (has to be submitted physically at the office of SE (E&M) on or before the due date/extended date of submission of bid.)	1.2.5
3.	Company registered by Govt. Organisation like CPWD/PWD/MES/Autonomous bodies or Other PSUs	1.3.3
4.	GST Registration Certificate	1.3.3
5.	Permanent Account Number	1.3.3
6.	Completion Certificate during last 07yrs	1.3.2
7.	Updated Electrical Contractor License and Supervisory Competency Certificate.	
8.	ANNEXURES with Local Service Center Address details (documentary proof must be attached with Technical Bidding documents)	
9.	The Average annual turnover of the bidder as per ITCC or profit loss statement, during last 5 years ending 31 Mar 2025.	
10.	BOQ under financial bid section	

** Please upload necessary documents only.

Signature of contractor

Schedule of Quantities (SOQ)

Name of work: Estimate for Electrical Work (Phase-II) in the left bay of OLD SMST Basement Complex EE Dept. opposite to Kalidas Auditorium and others of New Academic Complex and others at IIT Kharagpur.

Sl. No.	Description of Items	Unit	Qty.	Rate with GST (Rs)	Amount with GST (Rs)
1	Wiring for light point / ceiling fan point / wall fan point including 6 amp 3 pin socket/call bell point / exhaust fan point with 1.5 sq mm FRLS /HFFR PVC insulated copper conductor single core cable in surface / recessed medium class PVC conduit,with modular switch, modular plate, suitable size Gi box and earthing the point with 1.5 sq mm,1.1 kV, FRLS/HFFR PVC insulated copper conductor single core cable etc as required. Preferred Make (Wire,1.1 kV):-Finolex/RR Kabel/Polycab/Havells/KEI/Equivalent approved by Engineer-in Charge Preferred Make (Switch,Socket,Blank plate etc):-Crabtree Athena range/Hager Insysta/Legrand Myline range/MK (Wraparound Plus)/Equivalent approved by Engineer-in Charge Preferred Make (MMS Pipe):-Prestoplast/Precision/AKG/Anchor/Equivalent approved by Engineer-in Charge				
a)	Upto 6 metres.(Group A)	Point	5	1189.00	5945.00
2	Wiring for circuit / submain wiring alongwith earth wire with the following sizes of FRLS/HFFR PVC insulated copper conductor , single core cable in surface / recessed medium class PVC conduit as required . Preferred Make (Wire,1.1 kV):- Finolex/RR Kabel/Polycab/Havells/KEI Preferred Make (MMS Pipe):- Presto plast/Precision/AKG/Anchor/Equivalent approved by Engineer-in Charge				
a)	2 X 1.5 sq mm + 1 X 1.5 sq mm for earth wire	Meter	180	267.00	48060.00
b)	2 X 2.5 sq mm + 1 X 2.5 sq mm for earth wire	Meter	370	311.00	115070.00
c)	2 X 4 sq mm + 1 X 4 sq mm for earth wire	Meter	280	373.00	104440.00
d)	2 X 6 sq mm + 1 X 6 sq mm for earth wire	Meter	50	482.00	24100.00
e)	4 X 2.5 sq mm + 2 X 2.5 sq mm for earth wire	Meter	150	452.00	67800.00
f)	4 X 4 sq mm + 2 X 4 sq mm for earth wire	Meter	150	587.00	88050.00
g)	4 X 6 sq mm + 2 X 6 sq mm for earth wire	Meter	50	813.00	40650.00
h)	4 X 10 sq mm + 2 X 6 sq mm for earth wire	Meter	20	1078.00	21560.00
i)	4 X 16 sq mm + 2 X 6 sq mm for earth wire	Meter	10	1454.00	14540.00
3	Supplying and fixing of following sizes of medium class PVC conduit along with accessories in surface / recess including cutting the wall and making good the same in case of recessed conduit as required. Preferred Make (MMS Pipe):-Presto plast/Precision/AKG/Anchor/Equivalent approved by Engineer-in Charge				
a)	20 mm	Mtr.	20	151.00	3020.00
b)	25 mm	Mtr.	10	168.00	1680.00

4	Supplying and drawing following sizes of FRLS/ PVC insulated 1.1 kV grade copper conductor single core cable in the existing surface /recessed steel / PVC conduit as required. Preferred Make (Wire):- Finolex/RR Kabel/Polycab/Havells/KEI/Equivalent approved by Engineer-in Charge				
a)	2 X 1.5 sq mm +1 X 1.5 sq mm for E.C.C	Mtr.	4	104.00	416.00
b)	2 X 2.5 sq mm +1 X 2.5 sq mm for E.C.C	Mtr.	4	148.00	592.00
c)	2 X 4 sq mm +1 X 4.0 sq mm for E.C.C	Mtr.	4	222.00	888.00
5	Supplying and fixing following sizes / modules ,GI box along with modular base & cover plate for modular switches in recess etc as required. Preferred Make:- Crabtree Athena range/Hager Insysta/Legrand Myline range/MK (Wraparound Plus)/ Equivalent approved by Engineer-in Charge.				
a)	1 or 2 Module (75 mm X 75 mm)	Each	5	354.00	1770.00
b)	3 Module (100 mm X 75 mm)	Each	15	384.00	5760.00
c)	4 Module (125 mm X 75 mm)	Each	10	401.00	4010.00
d)	6 Module (200 mm X 77 mm)	Each	120	462.00	55440.00
e)	12 Module (200 mm X 150 mm)	Each	5	614.00	3070.00
6	Supplying and fixing following modular switch / socket on the existing modular plate & switch box including connections but excluding modular plate etc as required. Preferred Make:- Crabtree Athena range/Hager Insysta/Legrand Myline range/MK (Wraparound Plus)/ Equivalent approved by Engineer-in Charge.				
a)	5 /6 Amps Switch	Each	180	103.00	18540.00
b)	15 /16 Amps Switch	Each	180	156.00	28080.00
c)	3 pin 5 /6 Amps Socket Outlet	Each	180	122.00	21960.00
d)	6 pin 15 / 16 Amps Socket Outlet	Each	180	197.00	35460.00
7	Supplying and fixing Two Module stepped type electronic fan regulator on the existing modular plate switch box including connections but excluding modular plate etc. as required. Preferred Make:-Crabtree Athena range/Hager Insysta/Legrand Myline range/MK (Wraparound Plus)/ Equivalent approved by Engineer-in Charge	Each	5	402.00	2010.00
8	Supplying & Fixing suitable size GI box with modular plate and cover in front on surface or in recess,including providing and fixing 25 Amps modular socket outlet and 25 Amps modular SP MCB, "C" curve including connections,painting etc.as required. Preferred Make:-Crabtree Athena range/Hager Insysta/Legrand Myline range/MK (Wraparound Plus)/ Equivalent approved by Engineer-in Charge	Each	1	807.00	807.00
9	Supplying and fixing modular blanking plate on the existing modular plate & switch box excluding modular plate as required Preferred Make:- Crabtree/Hager Insysta/Legrand Myline range/MK/Equivalent approved by Engineer-in Charge.	Each	80	14.00	1120.00

10	Installation , testing and commissioning of pre- wired, fluorescent fitting /compact fluorescent fitting/LED fittings of all types complete with all accessories and tube etc. directly on false ceiling / wall including connection with 3 X1.5 sq mm FRLS PVC insulated copper conductor single core cable and earthing etc as required.	Each	50	259.00	12950.00
11	Laying and fixing of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1 kV grade of following size on Wall Surface as required incl. S+F of 1 X 10 SWG rust free GI wire for E.C.C making holes and manding good the damages to original finish incl painting.(Cable Dept supply)				
a)	Upto 35 sq mm (rust free clamped with 1 mm thick rust free saddle)	Mtr.	50	64.00	3200.00
b)	Above 35 sq mm and upto 95 sq mm (rust free clamped with 25 X 3 mm rust free MS flat clamp)	Mtr.	30	151.00	4530.00
12	Laying and fixing of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1 kV grade of following size on Cable Tray along with S+F of 10 SWG GI wire as earth wire as required.				
a)	Upto 35 sq. mm (clamped with 1mm thick saddle @ 3 sets per metre.)	Mtr.	50	53.00	2650.00
b)	Above 35 sq. mm and upto 95 sq. mm (clamped with 25 X 3mm MS flat clamp @ 3 sets per metre.)	Mtr.	30	109.00	3270.00
13	Supplying and making End Termination with brass compression gland and lugs for following size of PVC insulated and PVC sheathed/XLPE aluminium conductor cable of 1.1 kV grade as required. Preferred Make:-ARUN/Dowells/3M /Equivalent approved by Engineer-in Charge				
a)	2 X 10 sq mm (19 mm)	Each	2	295.00	590.00
b)	2 X 16 sq mm (22 mm)	Each	2	311.00	622.00
c)	4 X 10 sq mm (25 mm)	Each	4	325.00	1300.00
d)	4 X 16 sq mm (28 mm)	Each	2	366.00	732.00
e)	3.5 X 25 sq mm (28 mm)	Each	5	371.00	1855.00
f)	3.5 X 35 sq mm (32 mm)	Each	2	437.00	874.00
14	Supplying and Fixing DP/4P Sheet Steel Enclosure on surface/recess complete with connection, testing and commissioning etc.as required with out MCB/MCCB Preferred Make:- Legrand /Hager/L&T/Siemens/Schneider/ABB/Equivalent approved by Engineer-in Charge				
a)	Two Pole Enclosure for MCB	Each	10	270.00	2700.00
b)	Four Pole Enclosure for MCB	Each	10	316.00	3160.00
15	Supplying and fixing following way, Single Pole and Neutral, IP- 43, sheet steel, MCB distribution board, 240 V, on surface/ recess, complete with tinned copper bus bar, neutral bus bar, earth bar, din bar, interconnections, powder painted including earthing etc. as required. (But without MCB/RCCB/Isolator) Preferred Make:-Legrand/Hager/L&T/ABB/Equivalent approved by Engineer-in Charge				

) 8 Way , Double door	Each	2	2573.00	5146.00
	b) 12 Way Double door	Each	1	2315.00	2315.00
16	Supplying and fixing of following ways surface/ recess mounting, Horizontal type, IP-43,415 V, TPN MCB distribution board of sheet steel, dust protected, duly powder painted, inclusive of 200 Amps, tinned copper bus bar, common neutral link, earth bar, din bar for mounting MCBs (but without MCBs and incomer) as required. Preferred Make:- Legrand/Hager/L&T/Siemens/ABB/Equivalent approved by Engineer-in Charge				
	a) 8 Way (4 + 24), Double door	Each	1	5967.00	5967.00
17	Supplying and fixing of following ways surface/ recess mounting, Vertical Type, IP-43, 415 V, TPN MCB distribution board of sheet steel, dust protected, duly powder painted, inclusive of 200 Amps, tinned copper bus bar, common neutral link, earth bar, din bar for mounting MCBs (but without MCBs and incomer) as required. (Note : Vertical type MCB TP DB is normally used where 3 phase outlets are required.) Preferred Make:-Legrand/L&T/Hager/Siemens/Equivalent approved by Engineer-in Charge				
	a) 4 Way (4 + 12), Double door	Each	1	7512.00	7512.00
18	Supplying and fixing 5 Amps to 32 Amps rating, 240/415 V, 10 kA, "C" curve, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required. Preferred Make:- Legrand/Hager/L&T/Siemens/Schneider/ABB/Equivalent approved by Engineer-in Charge				
	a) Single Pole	Each	120	256.00	30720.00
	b) Double Pole	Each	15	656.00	9840.00
	c) Triple Pole	Each	5	1007.00	5035.00
	d) Triple Pole and Neutral	Each	10	1228.00	12280.00
19	Supplying and fixing 40 Amps to 63Amps rating, 240/415 V, 10 kA, "C" curve, Miniature Circuit breaker suitable for inductive load of following poles in the existing MCB DB or in enclosure complete with connections, testing and commissioning etc. as required. Preferred Make:-Legrand /Hager/L&T/Siemens/Schneider/ABB Equivalent approved by Engineer-in Charge				
	a) Single Pole	Each	50	422.00	21100.00
	b) Double Pole	Each	10	938.00	9380.00
	c) Triple Pole	Each	2	1432.00	2864.00
	d) Four Pole	Each	10	1830.00	18300.00

0	Supplying and fixing 100 Amps rating, 240/415 V, 10 kA, "C" curve, Miniature Circuit Breaker suitable for inductive load of following poles in the existing MCB DB or in enclosure complete with connections, testing and commissioning etc. as required. Preferred Make:-Legrand /Hager/L&T/Siemens/Schneider/ABB/Equivalent approved by Engineer-in Charge				
a)	Four Pole	Each	1	6815.00	6815.00
21	Supplying and fixing of Molded Case Circuit Breaker,415 Volt, of Breaking capacity 25 kA/35kAwith Icu = Ics (for 1 sec),adjustable overload setting (Thermal Magnetic) with two sets copper spreader terminals suitable for inductive load of following poles in the existing MCB/MCCB DB/SMDB or in enclosure complete with connections, testing and commissioning etc. as required. Preferred Make:- Legrand /Hager/L&T/Siemens/Schneider/ABB Equivalent approved by Engineer-in Charge				
a)	125 Amps, Four Pole	Each	1	8139.00	8139.00
				Total Amount with GST	898684.00

**Please submit Percentage E-BOQ under financial bid section in the <https://eprocure.gov.in/eprocure/app> Portal for E-Tendering.

Note:-

- 1) Suitable connectors are to be used for making connections of the neutral and earth wire in the switch boards.
- 2) No electrical wiring are to be allowed to lay on the false ceiling.
- 3) No joint are to be allowed in the wiring.
- 4) Suitable Al. or Cu. lugs are to be used during any connection.
- 5) Suitable brass glanding of the cables are to be done for any cable connection.
- 6) GI anti rust screws are to be used during fixing of pipes, cables, conduits, light fittings etc on the wall.
- 7) Valid challans and test/guarantee certificates of all materials supplied by the contractor are to be submitted before execution of work.
- 8) All materials to be used needs prior approval of Engineer -in -charge. Any equivalent make use needs approved by Engineer-in-charge.

Signature of contractor



Special Condition for Electrical work

1. The work shall be carried out as per national code or C. P. W. D specifications for works with correction slips issued up-to date unless otherwise specified in the schedule of quantities for the works.
2. The following Indian Standard Specifications and Codes of Practice will apply to the equipment and the work covered by the scope of this contract. In addition the relevant clauses of the Indian Electricity Act 1910 and Indian Electricity Rules 1956 as amended upto date shall also apply. Wherever appropriate Indian Standards are not available, relevant British and/or IEC Standards shall be applicable:

BIS certified equipment shall be used as a part of the Contract in line with Government regulations. Necessary test certificates in support of the certification shall be submitted prior to supply of the equipment.

It is to be noted that updated and current Standards shall be applicable irrespective of those listed below.

Low voltage Switchgear and Controlgear specifications IS 13947 : 1993

Part 1 – General

Part 2 – Circuit Breakers

Part 3 – Switch Fuse Units

Part 4 – Contactors and Motor Starters

Part 5 – Control Circuit Devices

Electrical Relays for power system protection IS 3231 : 1986

Low voltage Switchgear and Control gear assemblies IS 8623 : 1993

Marking of Switchgear busbars IS 11353 : 1985

Degree of Protection of Enclosures for low voltage switchgear IS 2147 : 1962

Code of Practice for selection, installation and maintenance of Switchgear IS 10118 : 1982

4. No under-ground work or above the false ceiling shall be covered until the same has got approved by the Engineer-in-charge. The contractor will supply the drawings of specific works for approval, if required
5. All the old wiring has to be dismantled with proper care. The reusable old materials if any are to be handed over to departmental store with proper documentation and the other non reusable (nil reselling value) will be disposed by the contractor. The contractor shall clear the site thoroughly of all scaffolding materials & rubbish etc. left out of his work & dress the site around the building to the satisfactions & his decision in writing shall be final & binding on all concerned
6. Special care to be taken to avoid any theft of electrical fittings and fixtures while executing the work.
7. The location of Panel / DB / Switch board / Light point / Fan point will be as per existing location or as per the instruction of Engineer-in-charge.
8. All the wiring will be done with feruling and cable / Wire termination by required size or lugs of required materials and It should be noted that license wire man shall only be allowed for the wiring work.

Electrical safety at work site

The contractor will identify one of the supervisors for taking care of implementation of Safety systems.

The Contractor should follow the following General Guidelines governing the safety rules as laid down under:

Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping, welding and gas-cutting. For other jobs as and when site safety co-coordinator insists eye protection has to be provided.

1. All safety appliances like Safety shoes, Safety gloves, Safety helmet, Safety belt, Safety goggles etc. shall be arranged before starting the job.
2. All excavated pits shall be barricaded & barricading to be maintained till the backfilling is done. Safe approach to be ensured into every excavation.
3. All the dangerous moving parts of the portable / fixed machinery being used shall be adequately guarded.
4. Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platforms.



5. Material shall not be thrown from the height. If required, the area shall be barricaded and one person shall be posted outside the barricading for preventing the tre-passers from entering the area.
6. Other than electricians no one is allowed to carry out electrical connections, repairs on electrical equipment or other jobs related thereto.
7. All electrical connections shall be made using 3 or 5 core cables, having a earth wire.
8. Inserting-of bare wires for tapping the power from electrical sockets is completely prohibited.
9. A tools and tackles inspection register must be maintained and updated regularly.
10. Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing of work every day.
11. All the unsafe conditions, unsafe acts identified by contractors, reported by site supervisors and / or safety personnel to be corrected on priority basis.
12. No children shall be allowed to enter the workplace.
13. All the lifting tools and tackles shall be stored properly when not in use.
14. Clamps shall be used on Return cables to ensure proper earthing for welding works.
15. All the pressure gauges used in gas cutting apparatus shall be in good working condition.
16. Proper eye washing facilities shall be made in areas where chemicals are handled.
17. Connectors and hose clamps are used for making welding hose connections.
18. All underground cables for supplying construction power shall be routed using conduit pipes.
19. Spill trays shall be used to contain the oil spills while transferring / storing them.
20. Tapping of power by cutting electric cables in between must be avoided. Proper junction boxes must be used.
21. Non-compliance to above shall invite a penalty recovery as per 3.22.8.

1460147

**ESTATE (E & M) WORKS SECTION
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR**

Sub. : Approval of Materials

N/W :

Work Order No. :

Name of Agency :

Sl. No.	Description of Material	Details of Technical Specification (Separate sheet may be attached, if required)	Make of the Material	Remarks

.....
(Signature of Site-in-Charge)

.....
(Signature of Agency)

Recommendation of Engineer-in-Charge:

Approval of Section-in-Charge:

Declaration by the Contractor

1. The above mentioned Old Materials were received from the mentioned work and return to EMD/Site Store
..... Yes /No
2. The above mentioned Materials were received free-of-cost and used in the mentioned work.
..... Yes /No

.....
(Signature of Contractor)

Declaration by Site-In-charge

1. The Materials used were checked and necessary stock entry as mentioned above was done.
..... Yes /No
2. The Materials were received and necessary stock entry as mentioned above was done
..... Yes /No

.....
(Signature of Site-in-Charge)

Declaration by Engineer-In-charge

1. Verified the above

.....
(Signature of Engineer-in-Charge)