



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR  
KHARAGPUR, WEST BENGAL 721302

TENDER DOCUMENT

*for*

Mechanized Cleaning & Washing of overhead Tanks at IIT  
Kharagpur campus (except Halls of Residence &  
Academic zone)

NIT No. IITKGP/IW/SP/WMC/26-27/038

Registrar

Indian Institute of Technology Kharagpur



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### Note:-

1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timing however remains unchanged. Please note that the Institute remains closed on Saturday, Sunday and Institutes holiday.
2. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
3. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
4. The addendum/ corrigendum if any shall only be published on Institute's website and CPP Portal.



## 1. NOTICE INVITING TENDER

### 1.1. INTRODUCTION

Indian Institute of Technology (IIT) Kharagpur, hereinafter called IITKGP, invites online tenders from the eligible contractors for **Mechanized Cleaning & Washing of Water Tanks (Overhead tanks and Underground Reservoirs at residential area)**. Particulars of the project are as following.

### 1.2. PARTICULARS

1. NIT Number	IITKGP/IW/SP/WMC/26-27/038
2. Name of Work	Mechanized Cleaning & Washing of overhead tanks at IIT Kharagpur campus (except Halls of Residence & Academic zone)
3. Location of Work	Residential Campus IIT Kharagpur
4. Estimated Cost	₹ 47,22,545.00 (Rupees Forty-Seven Lakh Twenty-Two Thousand Five Hundred Forty-Five Only).
5. Earnest Money Deposit	₹ 95,000.00 (Rupees Ninety Five Thousand Only) [MSEs and registered Startups as recognised by DPIIT are exempt from payment of EMD. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim]
6. Time Limit for Execution	365 Calendar days from the date of start
7. Tender Basis / Mode	Technical Bid & Financial Bid
8. Mode of Payment to IITKGP (EMD)	<p>i) Original Demand Draft/Pay Order must be submitted along with technical bid physically in a separate envelope superscribed with the tender details at the “Stores and Purchase Section, 2nd Floor, Main Building, IIT Kharagpur, Kharagpur WB 721302”.</p> <p>ii) Scanned copy of valid Demand Draft/Pay Order has to be uploaded on <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></p> <p>iii) Demand Draft/Pay order to be drawn in favour of IIT KHARAGPUR payable at Kharagpur.</p> <p>iv) EMD shall be valid for 60 Days from date of opening of <b>Technical Bid</b>.</p>
9. Date, Time & Venue of Pre-bid Meeting	26 <sup>th</sup> May 2026 at 16:15 hrs, Committee Room, 1 <sup>st</sup> Floor, Main Building., IIT Kharagpur, Kharagpur-721302
10. Closing Date & Time for Receipt of bids	05 <sup>th</sup> June 2026, upto 16:30 hrs (online)
11. Date & Time for Opening of Technical Bid	16 <sup>th</sup> June 2026 at 16:30 hrs (online)
12. Date & Time for Opening of Price Bid	<b>Shall be intimated to the eligible bidders subsequently through CPP portal.</b>
13. Engineer-in-charge and contact details.	Mr. Sabyasachi Ghosh, Sr. Executive Engineer Tel: 03222-282522, Email: <a href="mailto:sgghosh@hijli.iitkgp.ac.in">sgghosh@hijli.iitkgp.ac.in</a>
14. Address for tender issue, submission and opening	Stores & Purchase Section, 2 <sup>nd</sup> Floor, Main Building, IIT Kharagpur, Kharagpur WB 721302
15. Website for full and updated information	<a href="https://www.iitkgp.ac.in/tenders">https://www.iitkgp.ac.in/tenders</a> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
16. Website for tender submission & processing	<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
17. Hard copy submission of Technical Bid Documents	Hard copy of the Technical Bid documents to be submitted at “Stores & Purchase Section, 2 <sup>nd</sup> Floor, Main Building, IIT Kharagpur, Kharagpur WB 721302” within 07 days from the closing date and time for receipt of bids. <b>(EMD will be submitted along with the Technical Bids)</b>

### 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 those having experience in similar nature of works awarded by Government / Semi Government Organizations/ Government Funded Autonomous Organization/ any other reputed organization. Joint Venture is not allowed.**

**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 50% 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/ any other reputed organization during last **7 (seven) years** preceding last date of the month of tender submission.

**Note:**

- I. The estimated cost is ₹ 47,22,545.00 (Rupees Forty-Seven Lakh Twenty-Two Thousand Five Hundred Forty-Five 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: **Maintenance/ Repair & Renovation of Water Works related jobs/ Mechanized water Tank Cleaning Job.**

**1.3.3. 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.**

**1.3.4.** The registrations and licenses should be valid during the execution phase.

**1.3.5.** The Average annual turnover of the bidder as per ITCC or profit & loss statement shall not be less than 30% of the estimated cost of project, not having incurred loss in more than two years, during last 5 years ending 31<sup>st</sup> Mar 2025. The documents submitted should be duly certified and audited by Chartered Accountant with UDIN No. as mandatory. Summary statement in support of the above shall be submitted as per **Annexure-III**.

**1.3.6.** Bidders have to submit **Percentage Rate (above or below) BOQ** under Financial Bid (only online) section and technical specification with Technical Bid.



## 2. INFORMATION TO BIDDERS

### 2.1 SCOPE OF WORK

2.1.1 The IITKGP intends for “Mechanized Cleaning & Washing of overhead tanks at IIT Kharagpur campus (except Halls of Residence & Academic zone) .”

#### 2.1.2 Other terms and conditions of the work are as follows:

- a) Mechanized cleaning minimum of 3 times in a year or as when required of terrace/ loft Water storage tank (inside surface area) up to 2000-litre capacity each.
- b) Mechanized cleaning and disinfecting a minimum of 3 times in a year or as required of above 2000 litres water tank including a masonry reservoir over the roof.
- c) Mechanized cleaning minimum of 4 times in a year or as when required of underground Sump, overhead RCC Tank.
- d) Repairing the water level gauges of overhead tanks.
- e) Removing the bees and demolishing the bee hives from overheard water tanks.
- f) Replacing the damaged tank cover with the supply fittings and fixing of PVC tank covers.
- g) Dismantling the ball cock and refixing the same after repair.

**Constraint:** The job needs to be executed, without causing any disturbances to the normal functioning of routine water supply.

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 PROVISION OF LAND / SPACE

- a. An area shall be made available by IITKgp to the contractor for storing tools, plants, machinery, equipment and materials required for the work free of charge during concurrency of the contract. Location and size of the area so to be made available during work progression and shall be decided by Engineer-in-charge, whose direction shall be final & binding.
- b. An interest-free refundable deposit @ ₹1000/- (Rupees One thousand only) per sqm shall be deposited in suitable form by the successful bidder in addition to PG before occupation of the area so provisioned /provided.
- c. No laborer or worker shall be allowed to stay within the campus, except watchmen of the contractor for the watch and ward of his/her stores within the area provided for the purpose.
- d. Area retained by the contractor after completion of work and before end of DLP shall be 25% of the area during work progression or 150 sqft whichever is more.
- e. In case of contractor executing multiple works, the area providable shall be 50% of the sum total of area provisioned in each contract or the largest area provisioned in any of his / her contract, whichever is more.
- f. Conditions of the area provisions shall remain concurrent with the contract. Contractor shall be liable to release the non-entitled area immediately after completion of work and end of DLP to avoid penal rents.
- g. Penal rent @ ₹500/- (Rupees Five Hundred only) per sqm per month shall be applicable in case of contractor fails to vacate the space after end of the contract or end of DLP whichever is earlier.
- h. IITKgp shall be at liberty to take over the non-vacated area and their belongings after giving 15 days' notice to the contractor if he/ she fails to vacate the area along with recovery of penal rent till the date of area being taken over by IITKgp. The contractor shall also have no claim to any payment of compensation or otherwise whatsoever, on account of non-availability/allocation of space/land by IIT Kgp.
- i. Belongings in the taken over land shall be disposed by IITKgp at the contractor's risk and cost.



## 2.3 GENERAL INSTRUCTIONS

- 2.3.1 This bid document shall be read in conjunction with GCC (General Conditions of Contract) available on [https://www.iitkgp.ac.in/assets/pdf/tenders/GCC\\_CWWWSSHR.pdf](https://www.iitkgp.ac.in/assets/pdf/tenders/GCC_CWWWSSHR.pdf) . The bidder must submit the undertaking regarding GCC compliance as per **Annexure – II**.
- 2.3.2 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.
- 2.3.3 The quoted rate should be inclusive of manpower, machine, tools & plants, materials etc. required for performing the contract satisfactorily.
- 2.3.4 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 [sghosh@hijli.iitkgp.ac.in](mailto:sghosh@hijli.iitkgp.ac.in). No queries shall be entertained after notification of replies to noteworthy queries received till the date of pre-bid meeting.
- 2.3.5 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.
- 2.3.6 The value of completed/executed work, net of any penalties shall be deemed satisfactory completion value for evaluation.
- 2.3.7 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) <https://www.iitkgp.ac.in/tenders> ; ii) <https://eprocure.gov.in/eprocure/app>. Corrigenda, if any shall be published only on these websites *at 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 corrigenda/addenda.*
- 2.3.8 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.
- 2.3.9 Rates quoted by the bidders (in the uploaded Excel Template having form of contract as “Percentage”) shall be exclusive of GST but inclusive of all other applicable taxes. Income Tax and all other statutory deductions like labour cess etc. will be deducted from the bill as per prevailing rules.
- 2.3.10 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.
- 2.3.11 IITKGP reserves the right to reject any or all of the bids without assigning any reason.
- 2.3.12 **Bid Validity:** Bid shall remain valid for 120 days from the actual date of opening of technical bid.
- 2.3.13 **Firm Price:** Bidder’s quoted Rates/Prices for executing the activities under the Contract shall remain firm till completion of the entire work in the original period (and extended period, if any) & shall not attract any escalation under any circumstances whatsoever.
- 2.3.14 As Per the Notification issued by Ministry of Finance vide Notification No. 13/2023-Central Tax (Rate) dt. 19<sup>th</sup> October, 2023, no GST is payable on services provided to a Governmental Authority by way of Public Health. Rates quoted by the bidders shall be exclusive of GST (Goods and Services Tax- Central, State and Interstate). However, all other applicable taxes, Income tax and all other statutory deductions like labour cess etc. will be deducted from the bill as per prevailing rules. GST charged will be subject to any modification to Government notification.
- 2.3.15 **Earnest Money Deposit (EMD)** of requisite amount and that in prescribed mode or proof of payment thereof shall be submitted with the Technical Bid.



- 2.3.16 Refund / Conversion of Earnest Money Deposit:** The Earnest Money received shall be refunded to the unsuccessful bidders without any interest upon executing the Contract Agreement by successful bidder. The Earnest Money Deposit of successful bidder shall be retained and converted into part of Security Deposit.
- 2.3.17 Forfeiture of Earnest Money Deposit:** Earnest Money Deposit will be forfeited in any of the following cases:
- The bidder withdraws / modifies his tender during the period of Bid Validity.
  - The bidder, in case of tie between lowest bids, refuse to submit revised offer.
  - The bidder does not accept the correction of arithmetical errors of his tender.
  - 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.
- 2.3.18** The provisions of Public Procurement (Preference to Make in India), Order 2017 and subsequent amendments issued from time to time by Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India shall be applicable. Undertaking/ Declaration of Local Contents as per **Annexure-A** and also undertaking regarding restrictions on procurement from a bidder of a country which shares a land border with India as per **Annexure-B** shall be submitted along with the Tender.
- 2.3.19** 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.
- 2.3.20** 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.
- 2.3.21** In 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).
- 2.3.22** If any information furnished by the bidder is found as false / fabricated, then his bid will be rejected and treated as cancelled. Even if 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 as per prevailing Government norms. And the Bidder must be submitting the undertaking regarding Blacklisting / Non-Debarment on company / Firm's letterhead (**Annexure-C**).

## 2.4 SUBMISSION OF TENDER

- 2.4.1** 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>]
- 2.4.2** 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](http://www.cca.gov.in)) to participate in e-Procurement of IIT KHARAGPUR.
- 2.4.3** It is mandatory for the bidders to get their firm /company registered with IIT Kharagpur as well as with e-procurement portal to have Vendor Code, User ID & Password. You may follow the below mentioned links-
- For IIT Kharagpur: <https://erp.iitkgp.ac.in/SupplierFacilities/login.htm>
- For e-procurement portal: <https://eprocure.gov.in/eprocure/app>.
- IIT KGP shall not be liable for delay in processing or non-processing of the payment or refund in the absence of Vendor Code registration.
- 2.4.4** Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded free of cost.
- 2.4.5** 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>).
- 2.4.6** 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”.

Rate Quoted to be submitted in the format provided online in the name of “Financial Bid”.

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.

- 2.4.7** 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.
- 2.4.8** 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.
- 2.4.9** The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line”. However, hard copies of the complete ‘Technical Bid documents’ shall be submitted in a sealed envelope super scribed with “**Hard Copy of Technical Bid/Tender Documents for NIT No: IITKGP/IW/SP/WMC/26-27/038 for the work: Mechanized Cleaning & Washing of overhead tanks at IIT Kharagpur campus (except Halls of Residence & Academic zone) .**” as prescribed in the tender document.

**No price bid to be submitted offline.**

The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid online. Scanned copies of various documents can be prepared in .pdf file format.

- 2.4.10** Any tender received without original Earnest Money/Exemption Certificate as specified in clause 1.2.5 & 1.2.8 of tender documents, shall not be considered and shall be summarily rejected.
- 2.4.11** 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 issues if any, in their bid.
- 2.4.12** 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.
- 2.4.13** 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.
- 2.4.14** The EMDs shall be received at the **Stores & Purchase Section, 2nd Floor, Main Building, IIT Kharagpur, Kharagpur WB 721302, within due date** or Corrigenda otherwise.
- 2.4.15** EMDs shall be submitted in an envelope super scribed “**Mechanized Cleaning & Washing of overhead tanks at IIT Kharagpur campus (except Halls of Residence & Academic zone) .**” with the NIT NO: IITKGP/IW/SP/WMC/26-27/038.

## 2.5 EVALUATION OF BIDS AND AWARD OF WORK

- 2.5.1** The Bid of bidder will be opened electronically on the specified date and time of opening at the Office of **Stores & Purchase Section, 2<sup>nd</sup> Floor, Main Building, IIT Kharagpur, Kharagpur, W.B-721302** in the presence of willing bidders or their authorized representatives.
- 2.5.2** **Bids shall, first, be checked for payment of Earnest Money Deposit (if applicable). Only those bids found to have duly paid/ submitted Earnest Money Deposit shall be considered for evaluation. EMD not submitted within due date as per NIT Clause 1.2.5 & 1.2.8 shall be summarily rejected.**
- 2.5.3** **Acceptance of Tender:** The Authority of IIT Kharagpur does not bind itself to accept the lowest priced bid and reserves the right to reject any or entire tender bids received without assigning any reason thereof.
- 2.5.4** Past performance of the Vendors will be judged at the time of Technical evaluation.



- 2.5.5 Evaluation of Technical Bid:** The bids received will then be assessed on the eligibility criteria mentioned under Clause: 1.3.
- 2.5.6** 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. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.
- 2.5.7 Date & time for opening of Financial Bid:** The Financial Bid or the Revised Financial Bids as the case may be will be opened on specified date and time, which will be intimated to qualified bidder through CPP Portal.
- 2.5.8 EVALUATION OF Financial Bids:** Unless otherwise stipulated, evaluation of the financial bids shall be on the price criteria only. Financial Bids of all Technically Qualified bids are evaluated and ranked to determine the lowest priced bidder.
- 2.5.9** 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 and details of his Technical Staff to be deployed as per **Annexure-I**.
- 2.5.10 Letter of Award** shall be issued to the successful bidder. The Work Order will be issued only after receipt of the Performance Guarantee, along with Program Schedule and the details of Technical Staff to be deployed for the work. Delay in actual commencement of the works due to delay in completion of the procedural formalities shall fully rest upon the contractor and no claim of the contractor shall be entertained on this account. The actual handing over of site to the contractor shall be endorsed by the Engineer-in-charge in the Site Order book and the same shall be duly acknowledged and accepted by the contractor.
- 2.5.11 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 after issue of Work Order.
- 2.5.12 Date of start** of work shall be reckoned from 7<sup>th</sup> day from the date of issue of "Letter of Acceptance".
- 2.5.13** 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 Services and The Manual for Procurement of Non-Consultancy 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.

## 2.6 TECHNICAL STAFF OF CONTRACTOR:-

The contractor shall deploy well-trained, qualified and skilled professionals at site of work to execute only quality work, and responsible for the consequences that would arise on his/her failure to do so. In order to effectively operate, certain instructions on this clause are given below:

The contractor shall provide the details i.e. name(s), qualifications, and address(es) of the qualified Engineer(s) required to be employed by him/her as per terms of the contract.

### 2.6.1 The following shall be strictly advised to by the contractor: -

- Engineer(s) deployed as per stipulation in the contract looks after only the work under contract and no other work and is available fully during execution of work.
  - Even if contractor (or partner in case of firm/company) is himself/herself an Engineer, it is necessary on part of contractor to employ Engineer(s) and/or/Overseer for the supervision of the work(s) as per stipulation.
  - The Retired Executive Engineer/Assistant Engineer who is holding Diploma is treated at par with Graduate Engineers for the operation of the Clause. Diploma holder with minimum 10-year relevant experience with a reputed construction company can be treated at par with Graduate Engineers for the purpose of such deployment subject to the condition that such diploma holders should not exceed 50% of requirement of degree engineers.
- 2.6.2** The contractor shall provide all necessary superintendence during execution of the work and all along thereafter as may be necessary for proper fulfilling of the obligations under the contract. The contractor shall immediately after receiving



letter of acceptance of the tender and before commencement of the work, intimate in writing to the Engineer-in-Charge, the name(s), qualifications, experience, age, address(s) and other particulars along with certificates, of the principal technical representative to be in charge of the work and other technical representative(s) who will be supervising the work as already mentioned above. The Engineer-in-Charge shall within 3 days of receipt of such communication intimate in writing his approval or otherwise of such a representative(s) to the contractor. Any such approval may at any time be withdrawn and in case of such withdrawal, the contractor shall appoint another such representative(s) according to the provisions of this clause. Decision of the tender accepting authority shall be final and binding on the contractor in this respect. Such a principal technical representative and other technical representative(s) shall be appointed by the contractor soon after receipt of the approval from Engineer-in-charge and shall be available at site before start of work.

- 2.6.3 All the provisions applicable to the principal technical representative under the Clause will also be applicable to other technical representative(s) The principal technical representative and other technical representative(s) shall be present at the site of work for supervision at all times when any construction activity is in progress and also present himself/themselves, as required, to the Engineer-in-Charge and/or his designated representative to take instructions. Instructions given to the principal technical representative or other technical representative(s) shall be deemed to have the same force as if these have been given to the contractor. The principal technical representative and other technical representative(s) shall be actually available at site fully during all stages of execution of work, during recording/checking/test checking of measurements of works and whenever so required by the Engineer-in-Charge and shall also note down instructions conveyed by the Engineer-in-Charge or his designated representative(s) in the site order book and shall affix his/their signature in token of noting down the instructions and in token of acceptance of measurements/checked measurements/ test checked measurements. The representative(s) shall not look after any other work. Substitutes, duly approved by Engineer-in-Charge of the work in similar manner as aforesaid shall be provided in event of absence of any of the representative(s) by more than two days.
- 2.6.4 If the Engineer-in-Charge, whose decision in this respect is final and binding on the contractor, is convinced that no such technical representative(s) is/are effectively appointed or is/are effectively attending or fulfilling the provision of this clause, a recovery (non-refundable) shall be effected from the contractor as specified in **Annexure-I** and the decision of the Engineer-In-Charge as recorded in the site order book and measurement recorded checked/test checked in Measurement Books shall be final and binding on the contractor. Further if the contractor fails to appoint suitable technical Principal technical representative and/or other technical representative(s) and if such appointed persons are not effectively present or are absent by more than two days without duly approved substitute or do not discharge their responsibilities satisfactorily, the Engineer-in-Charge shall have full powers to suspend the execution of the work until such date as suitable other technical representative(s) is/are appointed and the contractor shall be held responsible for the delay so caused to the work. The contractor shall submit a certificate of employment of the technical representative(s) (in the desired format along with every on account bill/ final bill or as directed and shall produce evidence if at any time so required by the Engineer-in-Charge.
- 2.6.5 Requirement of technical staff for a work is decided and stipulated in NIT and LOA. Decision of the tender accepting authority or the Engineer-in-Charge shall be final and binding on the contractor in this respect. Recovery shall be made from the contractor in the event of not fulfilling this based on the guidelines given at **Annexure-I**.
- 2.6.6 The contractor shall provide and employ on the site only such technical assistants as are skilled and experienced in their respective fields and such foremen and supervisory staff as are competent to give proper supervision to the work. The contractor shall provide and employ skilled, semiskilled and unskilled labour as is necessary for proper and timely execution of the work. The Engineer-in-Charge shall be at liberty to object to and require the contractor to remove from the works any person who in his opinion misconducts himself, or is incompetent or negligent in the performance of his duties or whose employment is otherwise considered by the Engineer-in-Charge to be undesirable. Such person shall not be employed again at works site without the written permission of the Engineer-in-Charge and the persons so removed shall be replaced as soon as possible by competent substitutes.
- 2.6.7 The contractor shall provide following documents in support of the deployment of their technical staff for the specific work:
- Appointment letter by the contractor to the technical staff.
  - Letter as above, or a supplementary one to above confirming deployment of the technical staff on the specific work.
  - Copy of PAN card or Voter ID card of the technical staff in support of his/ her identity.



- d. Copy of Aadhar card of the technical staff in support of his/ her address.
- e. Contact details (phone number and email address) of the technical staff.

## 2.7 SPECIAL CONDITIONS OF CONTRACT:

- a. The rate quoted by the contractor is inclusive of EPF/ESI and all other statutory/non-statutory provisions and no additional payment shall be made to the contractor over and above the quoted rates.
- b. Contractor shall submit monthly attendance sheet/Form-B/Form-VII for all workers. Contractor shall also submit details of EPF/ESI contributions made to these workers. (if applicable).
- c. Payment of monthly bills shall be made only after verification of EPF/ESI contributions by IIT KGP.

## 2.8 COMPLAINTS HANDALING:

- 2.8.1 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.
- 2.8.2 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 "Job Card ".
- 2.8.3 Any complaint left unattended by the contractor beyond 3 days within specific reason 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.
- 2.8.4 In case of emergency situation, contractor should be available 24x7 to attend that specific emergency work.



### 3. 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 actual date of opening of technical bid and not to make any modifications in its terms and conditions. A sum of **Rs. 95,000/- (Rupees Ninety-Five Thousand only)** has been deposited in cash/ demand draft of a scheduled bank 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**



## ANNEXURE-I

## TECHNICAL STAFF OF CONTRACTOR\*

DISCIPLINE	NAME	QUALIFICATION	EXPERIENCE	CONTACT NUMBER
Site Engineer/Quality Engineer				

Seal &amp; Signature of Contractor



**\*GENERAL GUIDELINES FOR FIXING REQUIREMENT OF TECHNICAL STAFF \***

Cost of Work	Requirement of Technical Staff		Minimum Experience	Designation of Technical Staff	Rate at which recovery shall be made in the event of non-fulfilling
	Qualification	Minimum Number of staff			
20 to 50 Cr	Graduate Engineer	1	20 years and having experience of similar nature of work	Project Manager	Rs. 60,000/- per month per person
	Graduate Engineer	1	12 years and having experience of similar nature of work	Deputy Project Manager	Rs. 40,000/- per month per person
	Graduate Engineer or Diploma Engineer	2	5 or 10 years	Project/Site Engineer	Rs. 25,000/- per month per person
	Graduate Engineer or Diploma Engineer	2	2 or 5 years	Project/Planning/Quality /Billing Engineer	Rs. 15,000/- per month per person
10 to 20 Cr	Graduate Engineer	1	10 years and having experience of similar nature of work	Project Manager	Rs. 30,000/- per month per person
	Graduate Engineer	1	5 years	Project/Site Engineer	Rs. 25,000/- per month per person
	Graduate Engineer or Diploma Engineer	2	2 or 5 years	Project/Planning/Quality /Billing Engineer	Rs. 15,000/- per month per person
5 to 10 Cr	Graduate Engineer	1	5 years and having experience of similar nature of work	Project Manager	Rs. 25,000/- per month per person
	Graduate Engineer or Diploma Engineer	2	2 or 5 years	Project/Planning/Quality /Billing Engineer	Rs. 15,000/- per month per person
1.5 to 5 Cr	Graduate Engineer or Diploma Engineer	2	2 or 5 years	Project manager cum Project/Planning/Quality /Billing/ Site Engineer	Rs. 15,000/- per month per person
15 lakhs to 1.5 Cr	Graduate Engineer or Diploma Engineer	1	2 or 5 years	Project manager cum Project/Planning/Quality /Billing/ Site Engineer	Rs. 15,000/- per month per person

- 'Cost of work,' in table above, means the estimated cost of the work put to tender.
- Requirement of technical staff and their experience can be varied depending upon nature of work by NIT approving authority with recorded reasons.
- The contractor shall submit the details of Technical Staff based on the NIT Clause 2.5 and Annexure-I above.
- In case of contractor executing multiple works, the technical staff required shall be 50% of the sum total of staff in each category required in each contract or the greatest staff strength required in any of his/ her contract whichever is more.

Seal &amp; Signature of Contractor



**UNDERTAKING FOR GCC COMPLIANCE****UNDERTAKING**

We hereby undertake that we shall fulfill all the terms & conditions of GCC-IIT Kharagpur 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:



## ANNEXURE - III

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				
	2020-21	2021-22	2022-23	2023-24	2024-25
Annual Turnover from Operations					
Profit (+)/Loss (-) After Tax					

The above mentioned complete data is true to the best of our knowledge and belief and can be verified using the provided UDIN.

(TO BE VERIFIED BY Chartered Accountants)

Date & Seal

UDIN NO. ....



## ANNEXURE – A

**DECLARATION OF LOCAL CONTENT**

(To be given on Company Letter Head)

Tender No: ..... Dated: .....

To,

**The Registrar,**Indian Institute of Technology (IIT), Kharagpur  
Kharagpur, West Bengal-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 with PIN Code

“ 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)



## ANNEXURE – B

**FOR SERVICES**

(To be given on Company / firm's Letterhead )

Tender No: ..... Dated :.....

**CERTIFICATE**

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is not from such a country and is eligible to be considered.

***OR (whichever is applicable)***

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is from \_\_\_\_\_ (Name of Country) and has been registered with the Competent Authority. I/we also certify that this bidder fulfils all the requirements in this regard and is eligible to be considered.

**(Copy/ evidence of valid registration by the Competent Authority is to be attached with the bid document)**

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----



## ANNEXURE – C

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**  
(To be given 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: -----



## ANNEXURE-D

DETAILS OF THE BIDDER

1	Name of the Firm	
2	Address for Communication	
3	Email id (shall be working up to end of contract period/DLP)	
4	Particulars of Registration with Government / Semi Government Organizations/ Government Funded Autonomous Organization etc. like CPWD/ PWD/ MES/IIT or PSUs (if available)	
5	Legal Status of the Bidder:- a) A Proprietary Firm b) A Partnership Firm c) A Limited Company d) A Consortium	
6	Name of the Authorized Personnel/Signatory/ Person having Power of Attorney	
7	Mobile No.	
8	Telephone No.	
9	Permanent Account Number (PAN) No.	
10	GST Registration No.	
11	IIT Kgp Vendor Code (if available)	

Signature with seal



### 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 documents 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: .....



4. Checklist for Documents to be uploaded on <https://eprocure.gov.in/eprocure/app> (To be filled by Bidder)

Sl. No.	Documents (Sealed and Signed)	Page Number
1.	Tender Documents	
2.	EMD	
3.	Document support of Bonafide Business Entity	
4.	GST Registration Certificate	
5.	Permanent Account Number	
6.	Average annual turnover of the bidder as per ITCC or profit and loss statement for last 5 year	
7.	Experience Certificate	
8.	ANNEXURES-I_II_III_A_B_C_D	
9.	BOQ	



## Schedule of Quantities (SOQ)

### WATER WORKS SECTION

#### IIT KHARAGPUR

**Name of Work :** Mechanized Cleaning & Washing of overhead tanks at IIT Kharagpur campus (except Halls of Residence & Academic zone)

SI No	Ref. No.	Description of Item	Unit	Quantity	Basic Rate	Amount (Rs.)
1	Analysis Rate	<p>Mechanized cleaning of terrace/loft water storage tank (inside surface area) upto 2000 litre capacity at all heights using high-pressure water jets etc., removal of silt, rubbish from the tank and cleaning the tank with fresh water disinfecting including marking the date of cleaning on the side of tank body with the help of stencil and paint and disposing of malba all complete as per direction of Engineer-in-Charge. (The old date already written on tank should be removed with paint remover or black paint and if date is not written with the stencil or old date is not removed deduction will be made @ ` 0.10 per litre) (if during cleaning any fittings or ball cock is damaged that is to be repaired by contractor at his own cost and nothing extra will be paid on this account) The cleaning shall consist following operations:-</p> <p>(i) Tank shall be emptied of water by pumping &amp; bottom shall be cleaned of silt and other deposits.</p> <p>(ii) Entire surface area of the tank shall then cleaned using high-pressure water jets</p> <p>(iii) All Stains shall be removed using hard stain remover chemical using Vacuum Cleaner.</p> <p>(v) Chlorination of internal surface by liquid chlorine,</p> <p>(vi) The treated surface shall be dried using air jetting and all loose particles shall be removal from the surface .</p> <p>(vii) Finally the surface shall be treated with ultraviolet radiation etc. as per direction of Engineer-in-Charge.</p>	litre	50,50,500	0.28	14,14,140.00
2	Analysis Rate	<p>Mechanized cleaning of terrace/loft water storage tank (inside surface area) above 2000 litre upto 5000 litre capacity at all heights using high-pressure water jets etc., removal of silt, rubbish from the tank and cleaning the tank with fresh water disinfecting including marking the date of cleaning on the side of tank body with the help of stencil and paint and disposing of malba all complete as per direction of Engineer-in-Charge. (The old date already written on tank should be removed with paint remover or black paint and if date is not written with the stencil or old date is not removed deduction will be made @ ` 0.10 per litre) (if during cleaning any fittings or ball cock is damaged that is to be repaired by contractor at his own cost and nothing extra will be paid on this account) The cleaning shall consist following operations:-</p> <p>(i) Tank shall be emptied of water by pumping &amp; bottom shall be cleaned of silt and other deposits.</p> <p>(ii) Entire surface area of the tank shall then cleaned using high-pressure water jets.</p> <p>(iii) All Stains shall be removed using hard stain remover chemical.</p> <p>(ii) Vacuuming of sludge using Vacuum Cleaner.</p> <p>(iv) Chlorination of internal surface by liquid chlorine,</p>	litre	3080045	0.3	9,24,013.50



		(v) The treated surface shall be dried using air jetting and all loose particles shall be removal from the surface . (vi) Finally the surface shall be treated with ultraviolet radiation etc. as per direction of Engineer-in-Charge.				
3	Analysis Rate	Cleaning of under ground sump, Over Head R.C.C. Tank ( independent staging) including disposal of slit and rubbish, all as per direction of Engineer-in-Charge. The cleaning shall consist following operations:- (i) Tank shall be emptied of water by pumping & bottom shall be cleaned of slit and other deposits. (ii) Entire surface area of the sump shall then scrubbed thoroughly with wire brush etc. and pressure washed with water. (iii) Chlorination of RCC internal surface by liquid chlorine. (iv) The treated surface shall be dried using air jetting and all loose particles shall be removal from the surface. (v) Finally the surface shall be treated with ultraviolet radiation etc. as per direction of Engineer-in-Charge.	sqm	31,765	69.96	22,22,279.40
4	Analysis Rate	Repairing of water level metre gauges of overhead tanks	each	20	1362.44	27,248.79
5	Analysis Rate	Removing the bees and demolish the Bee Hives from overhead water tanks as and when required with full proof safety precaution.	each	25	1256.74	31,418.58
6	Analysis Rate	Supplying, fitting and fixing of P.V.C tank cover (Black) (for 300 litre to 5000 litre P.V.C tanks) with necessary hinge, screws and locking arrangement	each	365	₹ 283.41	1,03,444.65
Total						47,22,544.92
Say,						₹ 47,22,545.00
<b>Note: Frequency of cleaning each tank is minimum 3 times a year or more as when required</b>						
<b>Frequency of Item no 3 is 4 times a year</b>						

**I /We agree to do the work at ---% (Above/Below/At par) with the departmental Estimate**

