



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Tender Enquiry Document

for

**INTERIOR DECORATION AND AESTHETIC UPLIFTMENT OF LOBBY AREA OF
OFFICE OF R&D, IIT Kharagpur**

On E-Tender Basis

Tender No. IIT/SRIC/26-27/Works-01

**Sponsored Research and Industrial Consultancy (SRIC)
Indian Institute of Technology Kharagpur
Kharagpur - 721302
Email: deanrd@iitkgp.ac.in**



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

TABLE OF CONTENTS

Sl. No.	Section	Title	Page No
01	Section I	Notice Inviting Tender & List of Services	03
02	Section IA	Time schedule of Tender	04
03	Section II	Instructions to Bidders and General terms and Conditions	05
04	Section III	General (Commercial) Conditions of Contract	15
05	Section IV	Special Conditions of the Contract	20
06	Section V	Schedule of Requirements with Techno-Commercial Terms	21
07	Section VI	Proforma for Technical Bid	26
08	Section VII	Price Bid Declaration	27
09	Section VIII	Performance Security Guarantee Bond	28
10	Section IX	Bid Security Self Declaration Form	30
11	Section X	Undertaking	33
12	Section XI	Self-certificate for Local Content (Preference to make in India for price preference)	34
	Section XII	(For Goods/ Services Contracts) Certificate - Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority	35
14	Section XIII	(For Works Contracts, including Turnkey Contracts) Certificate – Bidder Not from/ from Country sharing Land border with India, Registration of Bidder with Competent Authority & not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority	36
15	Section XIV	Financial Information	37
16	Section XV	Checklist for the Tenderer	38



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

SECTION – I

No. IIT/SRIC/26-27/Works-01

Date: 18/05/2026

Invitation for Bids / Notice Inviting Tender (E-Procurement Mode)

Indian Institute of Technology Kharagpur is set up by the Act of parliament called The Institutes of Technology Act 1961 and it is declared as Institutions of National Importance and Institutions of Eminence. Sponsored Research and Industrial Consultancy (SRIC) is a Research and Industrial Consultancy unit of Indian Institute of Technology Kharagpur. On behalf of Sponsored Research and Industrial Consultancy, INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR (IIT KGP) **e-tender are invited from all domestic service provider having registered office in India**, who fulfil the criteria mentioned in the tender documents for proposed work for **INTERIOR DECORATION AND AESTHETIC UPLIFTMENT OF LOBBY AREA OF OFFICE OF R&D, IIT Kharagpur** and the specification exhibited at Section V.

Complete Tender Documents can be downloaded from the website "<https://eprocure.gov.in/eprocure/app>" from **18th May, 2026 to 01st June, 2026 up to 12:00 HRS.** IIT KGP -SRIC shall open the **Technical Bids Electronically** on the specified date and time at **IIT KHARAGPUR (SRIC)**.

Interested eligible all domestic service provider having registered office in India may submit their bids online at <https://eprocure.gov.in/eprocure/app> in Two-Bids system (i.e. Technical Bid and Price Bid) in prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

The Earnest Money (EMD) of **Rs. 12.000/- (Rupees Twelve thousand only)** shall be deposited in the form of D.D*/Pay Order*/Insurance Surety bonds/Fixed Deposit Receipt*/Bank Guarantee /Banker's Cheque from any of the commercial bank or payment online (RTGS/NEFT) in an acceptable form

The Competent Authority at IITKGP-SRIC reserves right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

IITKGP-SRIC reserves the right to accept either in full or in part any tender and to reject any or all offers without assigning any reason thereof.

Dated: 18/05/2026

Dean (R&D)



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

SECTION – IA

Critical Information

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
01	Tender Number and Date	No. IIT/SRIC/26-27/Works-01 Date: 18/05/2026
02	EMD Amount (Will be accepted only through D.D*/Pay Order*/Insurance Surety bonds/Fixed Deposit Receipt*/Bank Guarantee /Banker's Cheque or payment online (RTGS/NEFT)). IIT Kharagpur-SRIC Bank details are as under: Name of the Bank A/C: ESD Account A/C No.: 95562200002545 Name of the Bank: Canara Bank Branch: SRIC IIT Kharagpur IFSC Code : CNRB0019556	Rs. 12,000/-
03	Last date for submission of written queries for clarifications to the email id:	22/05/2026 deanrd@iitkgp.ac.in
04	Date of Site visit	19/05/2026 – 22/05/2026
05	Date of Release of response to clarifications	18/05/2026
06	Pre-bid Meeting	26/05/2026 at 4.30 P.M through online mode
07	Last date for submission of Tender (Online only)	01/06/2026 (12:00 HRS)
07	Contact details	Dean (R&D) Sponsored Research and Industrial Consultancy Indian Institute of Technology Kharagpur PO: KHARAGPUR, DIST: MEDINIPUR (WEST) WEST BENGAL, INDIA - 721302
08	The date and time for opening of Technical Bid	02/06/2026 (12:00 HRS)



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

SECTION – II

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

DEFINITIONS

“The Purchaser” means the DEAN, OFFICE of R&D (IIT KGP-SRIC) INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, KHARAGPUR, SRIC

“The Bidder” means the individual or firm who participates in the tender and submits bid

“The Agency” means the individual or firm rendering the services under the contract.

“The Services” means all activities related to conduct & performance of contractual obligations under the contract.

“The Advance Work Order/ Letter of intent” means the intention of IIT KGP – SRIC to place the Purchase Order on the bidder.

“The Work Order” means the order placed by IIT KGP-SRIC on the Supplier/ Agency signed by IIT KGP-SRIC including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase order shall be deemed as “Contract” appearing in the document.

“The Contract Price” means the price payable to the Supplier/ Agency under the purchase order for the full and satisfactory performance of its contractual obligations.

“Acceptance “is a process of accepting satisfactory services rendered by “Supplier/ Agency” by IIT KGP- SRIC.

1. ELIGIBILITY CRITERIA

The invitation of bid is open to **all domestic service providers having registered office in India** who fulfil the criteria as specified below:

1) The Bidder shall be registered legal entity under relevant act and a copy of each of registrations shall be attached with the bids.

2) *Experience of having successfully completed similar works (i.e. Interior work, Installation) during last 10 years ending last day of month previous to the one in which applications are invited should be either of the following: -*

(a) *Three similar completed works costing not less than the amount equal to 40% of the estimated cost of Rs. 50 lakhs.*

Or

(b) *Two similar completed works costing not less than the amount equal to 50% of the estimated cost of Rs. 50 lakhs.*

Or

(c) *One similar completed work costing not less than the amount equal to 80% of the estimated cost of Rs. Rs. 50 lakhs.*



Indian Institute of Technology Kharagpur

Sponsored Research and Industrial Consultancy

3. For the purpose of the above criteria, similar works of comprehensive Interior Works, Installation, etc. and electrical & allied works carried out by bidder in Government / Semi-Governments / Undertakings / Autonomous / Statutory Bodies / Local Bodies, IITs/ NITs, reputed Corporate Firm shall be considered for Technical & Financial Bids.
4. Average Annual Turnover of at least **30,00,000 INR** during last 3 financial years i.e. 2023-24, 2024-25, and 2025-26 is required. (Copy of Audited Annual Accounts of the organization for the financial year 2023-24, 2024-25, and 2025-26 shall be uploaded with the bid as proof in this regard).
5. Past Experience of the bidder: Past experience in doing similar projects for Institute of National Importance /Institute of Eminence along with work order to be provided for evaluation
6. Experience in terms of execution of orders for Central Government Institute/organization: Past experience of an integrated project of similar nature with an order value of Rs. 30 lakhs and above. Necessary supporting document with work orders/Purchase Order, supporting documents may be submitted along with the bid document.
7. Copy of acknowledgement of filing of Income Tax Return for the financial year 2022-23, 2023-24, and 2024-25 shall be uploaded with the bid.
8. It should have PAN, and GST Registrations (proof in this regard shall be uploaded with the bid)
9. It should not have been blacklisted by the Government Organizations, GOI, Autonomous bodies. Undertaking in Section X in this regard has to be uploaded.
10. Registration Certificate/Certificate of incorporation, if any, including the certificate of MSME/NSIC/Other EMD Exemption Document etc.
11. Relaxation of prior turnover and experience for Start-ups (Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20\212014-PPD dated 25.07.2016 and subsequent clarifications dt 20.09.2016; 27.07.2019; 29.06.2020
12. **Eligibility Restrictions based on Reciprocity:** If so stipulated in the Tender Document, entities from such countries identified as not allowing Indian companies to participate in their Government procurement shall not be allowed to participate on a reciprocal basis in this tender. The term 'entity' of a country shall have the same meaning as under the FDI Policy of DPIIT as amended from time to time.
13. Solvency Certificate: The applicant should furnish solvency certificate issued by the applicant's bankers.\

(d) COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2. BID DOCUMENTS

- 2.1 The services required to be rendered, bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The Bid documents include:
 - a) Notice Inviting Tender & List of services - Section - I
 - b) Time Schedule of Tender - Section IA
 - c) Instructions to Bidders and General terms and Conditions - Section II



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

- d) General (Commercial) Conditions of Contract - Section III
- e) Special Conditions of the Contract - Section IV
- f) Schedule of Requirements with Techno-Commercial Terms - Section V
- g) Specification
- h) Thematic view
- i) Proforma for Technical Bid - Section VI
- j) Price Bid Declaration - Section VII
- k) Performance Security Guarantee Bond - Section VIII
- l) Bid Security Self Declaration Form - Section IX
- m) Undertaking - Section X
- n) Self-Certificate for Local Content – Section XI
- o) (For Works Contracts, including Turnkey Contracts) Certificate – Bidder Not from/ from Country sharing Land border with India, Registration of Bidder with Competent Authority & not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority – Section XII
- p) Financial Information – Section XIII
- q) Checklist for the Tenderer – Section XIV

2.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.

B. PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

3. DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall comprise the following components (these will also be used for determining the eligibility criteria)

- 4.1 Documentary evidence established in accordance with the eligibility criteria explained above that the bidder is eligible to bid and is qualified to perform the contract if the bid is accepted.
- 4.2 Bid Security Self Declaration Form at a prescribed format shall be furnished.
- 4.3 A bid form and price schedule completed in accordance with the guideline.
- 4.4 Bidder shall furnish a clause-by-clause compliance to the requirements and commercial conditions demonstrating responsiveness to terms and conditions. In case of deviations, a statement of deviations and exceptions of provisions of the contract and commercial conditions shall be given by the bidder. **A bid without clause-by-clause compliance of terms and conditions shall not be considered.**
- 4.5 The Copy of Audited Annual Accounts of the organization for the financial year 2023-24, 2024-25, and 2025-26 in support of an average annual turnover of at least **30,00,000 INR** during last 3 years i.e. 2023-24, 2024-25, and 2025-26 shall be uploaded.
- 4.6 Registration Certificate of the company as per eligibility criteria.



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

- 4.7 Income Tax Return for three financial years i.e. 2022-23, 2023-24, and 2024-25.
- 4.8 GST Registration Certificate.
- 4.9 Copy of PAN of the Company/ firm.
- 4.10 Lists of clients with reference in minimum two firms with name, designation and contact details.
- 4.11 List of offices/branches in Eastern Region/West Bengal with address and contact details.
- 4.12 Email id and phone number of the contact person of the firm.
- 4.13 Copy of EPF & ESI Registration certificate, if available

5 BID FORM

The bidder shall submit the bid form in their own Stationery and by using only prescribed format. Use of any other format, the bid may be liable for rejection.

6 BID PRICES

- 6.1 The price should be indicated as per BOQ.xls Format under Financial Cover.
 - 6.2 A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
 - 6.3 The price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.
 - 6.4 "DISCOUNT, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like Discount, free service, etc, into account".
 - 6.5 The price accepted by the IIT KGP-SRIC for the supply of Service will be inclusive of Levies and Taxes.
- 7 **GUARANTEE/WARRANTY (applicable for furniture and fixture)**
Five Year after successful installation and demonstration and Interested vendors must be able to supply adequate spares and consumable during five years of comprehensive warranty.

TIME OF COMPLETION: 180 (One eighty) days. The date of commencement shall be reckoned from the date of Work Order issued to the successful tenderer.

8. BID SECURITY

- 8.1 The Bidder should submit the Bid Security Declaration as per Format specified in Section X.
- 8.2 After accepting Bid Security declaration, if bidder withdraw or modify their bids during the period of validity, they will not be allowed to participate to any tender of IIT Kharagpur for a period of 1 (one) year from the date of notification issued by IIT Kharagpur.



Indian Institute of Technology Kharagpur

Sponsored Research and Industrial Consultancy

9 PERIOD OF VALIDITY OF BIDS

- 9.1 Bid shall remain valid for 90 days after the date of opening of bids prescribed by IIT KGP-SRIC. A bid valid for a shorter period shall be rejected by IIT KGP-SRIC as non-responsive.
- 9.2 In exceptional circumstances, IIT KGP-SRIC may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The Bid Security Self Declaration as per Section IX shall also be suitably extended. A bidder accepting the request and granting extension will not be permitted to modify his bid.

C. SUBMISSION OF BIDS

10 Pre-Bid Meeting:

Pre-bid meeting will be held on 26/05/2026 at 04.30 PM through online only. Interested bidders are requested to send their details along with email ID and name of the authorized representative on or before 22/05/2026, so that online meeting link shall be shared with the said authorized representative only.

11 Information for Bidder on e-Procurement

- 11.1 Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/ registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.
- 11.2 Help for Service Providers, 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>]
- 11.3 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.
- 11.4 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.
- 11.5 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 11.6 Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app;jsessionid=A8B54EEC72D86DF9AA9D9B2DDACDAB8D.eprocgep4?page=BiddersManualKit&service=page>).
- 11.7 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".



Indian Institute of Technology Kharagpur

Sponsored Research and Industrial Consultancy

- 11.8 Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of "Financial Bid".
- 11.9 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.
- 11.10 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.
- 11.11 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.
- 11.12 A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 11.13 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 11.14 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 11.15 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 11.16 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11.17 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

GENERAL TERMS AND CONDITIONS:

1. BID OPENING AND EVALUATION

1.1 OPENING OF BIDS BY SRIC, IIT KGP

- 1.1.1 IIT KGP-SRIC shall open the **Technical Bids Electronically on 02/06/2026 at 12:00 HRS IIT KHARAGPUR (SRIC).**



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

- 1.1.2 The date fixed for opening of bids if subsequently declared as holiday by SRIC, IIT KGP the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
- 1.1.3 The financial bid will be opened only for bidders declared eligible and selected after techno-commercial evaluation. The financial bid will be opened on a date fixed after evaluation of techno-commercial bids and will be intimated to all eligible bidders in advance.

2. CLARIFICATION OF BIDS

In case any bidder requires any clarification, bidder can feel free to raise their query on or before the date given in SECTION-1A of the tender document. Release of response to clarifications on queries shall be available in the Institute's website www.iitkgp.ac.in. by the respective principal investigator.

All interested bidders shall follow the institute's website and CPP Portal at regular intervals for clarifications / corrigendum if any.

3. Evaluation Criteria

In the first Stage offers will be evaluated against the stipulated criteria. Offers not complying with the eligibility criteria will be rejected. The Agency/ Firms who comply with the eligibility criteria and evaluation criteria, will be short listed in technical evaluation.

Sr. No	Evaluation Criteria	Max Marks	Allotted Marks	Documentary Proof must be submitted as below -
1	Company Profile	10		Statutory and all Compliance documents to be submitted for evaluation.
3	A minimum of 10 years of experience of working with Institute of National Importance /Institute of Eminence and other Govt. Organization i) For min 3 year-50% marks ii) For up to 5 years -70% Marks iii) Above 6 years – 100% Marks	10		Documentary Proof to be submitted for evaluation
4	Credentials in Interior design, decoration & allied works for Institute of National Importance /Institute of Eminence i) For min 2 orders - 5 marks ii) For up to 4 orders - 10 marks iii) For 6 and above orders - 15 marks	15		Past experience in doing similar projects along with Work Order
5	Past experience of an integrated project of similar nature with an order value of Rs. 30 lakhs and above i) For min 1 orders - 10 marks ii) For 4 and above orders - 15 marks	15		Documentary Proof to be submitted for evaluation



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

7	Technical Presentation with technical drawings	50		The bidder/ agency will make a brief presentation (around 15 minutes) about their proposed methodology/ approach, technology, concept design, before the Evaluation Committee.
		100		

4.2 Comparison of Bids

Opening & Comparison of Financial Bids

Financial Bids will be opened and compared (after the technical evaluation is completed) for those Bidders whose technical bids (Tb) reach the minimum threshold standard (i.e 80 Marks) and Bid Security has been deposited. The Financial Bids will be opened online.

Evaluation of Financial Bids

- (i) The Financial Bids of the technically qualified bidders will be evaluated.
- (ii) The evaluation process proposed for Financial Bid will be based on the following formula for determining the Financial Score:
- (iii) $Sf=100 \cdot Fm/F$

Where Sf means financial score, Fm means lowest price offered and F means the price of the proposal under consideration.

Selection of Implementing Agency

This shall be based on the Quality and Cost Based Selection (QCBS) method where the Technical Score (Tb) is given a weight of 0.30 i.e. (30%) and Financial Score is given a weight of 0.70 (70%):

Final Score of Bid= $(0.30 \cdot Xt_b) + (0.70 \cdot Xs_f)$.

Where Tb is the Technical Score and Sf is the Financial Score of the bidder under consideration.

The bid with the highest final score calculated in this fashion shall be considered as the best value bid. In case of a tie, the bid that score a higher Technical (Tb) will be considered the best value bid and rank as R1. Similarly other bids will be ranked as R2, R3.....Rn.

The contract will be awarded to lowest evaluated bidder

- 4.2.1 SRIC-IIT KGP reserves the right to offer the contract to a qualified bidder.
- 4.2.2 SRIC-IIT KGP's decision in regard to evaluation & selection shall be FINAL and binding on the Agency and same shall not be challenged by the agency before the Court.

5. CONTACTING SRIC, IIT KGP

- 5.1 No bidder shall try to influence SRIC, IIT KGP on any matter relating to the bid.
- 5.2 Any effort by a bidder to influence SRIC, IIT KGP in SRIC, IIT KGP's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.



Indian Institute of Technology Kharagpur

Sponsored Research and Industrial Consultancy

6. AWARD of Contract

- 6.1 IIT KGP-SRIC shall award the contract to the Bidder(s) whose Bid(s) has been determined to be substantively responsive, eligible and qualified, technically suitable and who has offered the lowest evaluated bid price as per evaluation criteria detailed in the tender document. The contract will be awarded based on the guidelines mentioned in the 'Public Procurement (Preference to Make in India), Order 2017' order no. P- 45021/2/2017-PP (B.E.-II) dated. 16/09/2020 of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade (Public Procurement Section) and Purchase Preference and facilities to MSEs (Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 and its amendments 09.11.2018) and any subsequent revision thereafter.
- 6.2 Award of work shall be considered on the basis of requirement as assessed by SRIC, IIT KGP.
- 6.3 A work order will be issued by SRIC, IIT KGP to the successful bidder.
- 6.4 The Agency should provide the service as early as possible after the award of work order.
- 6.5 Upon the successful bidder furnishing of performance security pursuant to clause 2 Section III, IIT KGP-SRIC shall discharge the bid security in pursuant clause to 8, Sec II.
- 6.6 The selection of the agency will be at the sole discretion of the SRIC, IIT Kharagpur.

7. SRIC, IIT KGP's RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

IIT KGP –SRIC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of SRIC, IIT KGP's action.

8. JURISDICTION

This tender and or the contract or work order issued under this tender shall be governed by Laws of India and shall be exclusive jurisdiction of courts at Medinipur, West Bengal.

9. TAXES

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted work to the Purchaser.

10. DUTIES

IIT Kharagpur is exempted from paying custom duty under notification No.51/96 (partially or full) and necessary "Custom Duty Exemption Certificate" can be issued after providing following information and Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute, (no certificate will be issued to third party): The procured product should be used for teaching, scientific and research work only.

11. Conflict of Interest

Any bidder having a conflict of interest, which substantially affects fair competition, shall not be eligible to bid in this tender. Bids found to have a conflict of interest shall be rejected as nonresponsive. Bidder shall be required to declare the absence of such conflict of interest on Company Letter-head Along with supporting documents, if any. A bidder in this Tender Process shall be considered to have a conflict of interest if the bidder:



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

- (I) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
- (II) receives or have received any direct or indirect subsidy/ financial stake from another bidder; or
- (III) has the same legal representative/ agent as another bidder for purposes of this bid. A Principal can authorize only one agent, and an agent also should not represent or quote on behalf of more than one Principal. However, this shall not debar more than one Authorised distributor from quoting equipment manufactured by an Original Equipment Manufacturer (OEM), in procurements under Proprietary Article Certificate; or
- (IV) has a relationship with another bidder, directly or through common third parties, that puts it in a position to have access to information about or influence the bid of another Bidder or influence the decisions of the Procuring Entity regarding this Tender process; or
- (V) participates in more than one bid in this tender process. Participation in any capacity by a Bidder (including the participation of a Bidder as sub-contractor in another bid or vice-versa) in more than one bid shall result in the disqualification of all bids in which he is a party. However, this does not limit the participation of a non-bidder firm as a sub-contractor in more than one bid; or
- (VI) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services that it provided (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), for the procurement planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report (DPR), design/ technical specifications, terms of reference (ToR)/ Activity Schedule/ schedule of requirements or the Tender Document etc) of this Tender process; or
- (VII) has a close business or family relationship with a staff of the Procuring Organisation who: (i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Tender Process, and/or the evaluation of bids; or (ii) would be involved in the implementation or supervision of resulting Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tender process and execution of the Contract.



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

SECTION – III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. APPLICATION

The general condition shall apply in contracts made by IIT KGP-SRIC for the procurement of goods/services/ works.

2. PERFORMANCE SECURITY

2.1 The successful bidder shall be required to deposit **3%** of the total value of the order as performance security, within 14 days of issue of Purchase Order /letter of intent in the form of D.D*/Pay Order*/Fixed Deposit Receipt* / Bank Guarantee (performance security bond prescribed in Section VIII) from commercial bank drawn in favour of “**IIT Kharagpur, payable at Kharagpur**” and the bank guarantee shall remain valid for 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation for the services.

2.2 The amount of performance security so withheld will be discharged after the warranty period is over.

2.3 If the contractor fails or neglects any of the bid obligations under the contract it shall be lawful for IITKGP-SRIC to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

2.4 The proceedings of performance security shall be payable to IITKGP-SRIC as compensation for any loss resulting from Supplier/Agency's failure to complete its obligation under the contract.

2.5 The performance security bond shall be extended suitably in the event of extension of period of contract or till all obligations under the contract has been satisfied.

*Performance Security will not be carrying any interest.

3. PAYMENT TERMS

1) 40% Payment will be made on submission of all required documents (including PBG) by the supplier/contractor after successful completion of the work of **Beautification of Lobby Area including Lift Lobby and Reception Area** after certified by the authorized officer of SRIC office of IIT Kharagpur.

2) 30% Payment will be made to the supplier/contractor after successful completion of the work of **Lobby Doors Refurbishing** after certified by the authorized officer of SRIC office of IIT Kharagpur

3) 30% Payment will be made after successful completion of the work in all respect as per thematic view and specification mentioned in the tender documents and certified by the authorized officer of SRIC office of IIT Kharagpur

4. PRICES

4.1 Prices charged by the supplier for services performed under the contract shall not be higher than the price quoted by the supplier in his bid.

4.2 Prices will be fixed at the time of issue of work order as per taxes and statutory duties applicable at that time.



Indian Institute of Technology Kharagpur

Sponsored Research and Industrial Consultancy

- 4.3 In case of reduction of taxes and other statutory duties during the scheduled delivery period, purchaser shall take the benefit of decrease in these taxes/duties for the supplies made from the date of enactment of revised duties/taxes.
- 4.4 In case of increase in duties/taxes during the scheduled delivery period, the purchaser shall revise the prices as per new duties/taxes for the supplies, to be made during the remaining delivery period as per terms and conditions of the purchase order.
- 4.5 Any increase in taxes and others statutory duties/levies after the expiry of scheduled delivery date or award of contract/work order shall be to the supplier account. However, benefit of any decrease in these taxes/duties shall be passed on to the purchaser by the supplier.

5. CHANGES IN PURCHASE ORDERS

- 5.1 SRIC, IIT KGP may, at any time, by a written order given to a Supplier/ Agency, make changes within the general scope of the contract related to terms & references, enlarging the scope, analysis or specifications.
- 5.2 If any such change causes an increase or decrease in the cost of, or the time required for the execution of the contract an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall accordingly be amended. Any proposal by the Supplier/Agency for adjustment under this clause must be made within thirty days from the date of the receipt of the change in order.

6. Liquidated Damage Clause

If Contractor fails to complete the job within the stipulated time, for delay the authority will be entitled to charge liquidated damage@ 0.5% per week or part thereof subject to ceiling of 10% of the accepted contract as per discretion of the Competent Authority

7. As per Ministry of Finance, Deptt. of Expenditure, Public Procurement Division Order (Public Procurement No.1) issued from file No.6/18/2019-PPD dated 23rd July, 2020 regarding Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) 2017, it is directed that any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority i.e. the Deptt. for Promotion of Industry and Internal Trade (DPIIT). The said order will not apply to bidders from those countries (even sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects (updated lists of the countries are given in the Ministry of External Affairs)

“Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participated in a procurement process.

“Bidders from a country which shares a land border with India” for the purpose of this Order means:



Indian Institute of Technology Kharagpur

Sponsored Research and Industrial Consultancy

- i. An entity incorporated, established or registered in such a country; or
- ii. A subsidiary of an entity incorporated, established or registered in such a country; or
- iii. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- iv. An entity whose beneficial owner is situated in such a country; or
- v. An Indian (or other) agent of such an entity; or
- vi. A natural person who is the citizen of such a country; or
- vii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

The beneficial owner for the purpose of above will be as under: -

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercise control through other means.

Explanation-

a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent of share or capital or profit of the company;

b. "Control" shall include the right to appoint majority of the directors or to control the management of policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

2. In case of a partnership firm, the beneficial owner is the natural person (s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

An agent is a person employed to do any act for another, or to represent another in dealings with the third person.

For Works contracts, including Turnkey contracts, the successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.



Indian Institute of Technology Kharagpur

Sponsored Research and Industrial Consultancy

A certificate shall be submitted by bidders in the tender documents regarding their compliance with the said order. If the certificate submitted by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law. **Section XIII** (For Goods/ Services contracts)/ **Section XIV** (For Works contracts, including Turnkey contracts)

8. **It is mandatory for bidders to quote items having local content more than 20%. Refer revised Public Procurement (Preference to Make in India), Order 2017 P-45021/2/2017-B.E-II dated 04.06.2020 issued by DPIIT, Ministry of Commerce and Industry, Govt. of India. (Submit duly filled Section-XI for the same)**

9. **FORCE MAJEURE**

9.1 If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of SRIC, IIT KGP as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

9.2 Provided, also that if the contract is terminated under this clause, SRIC, IIT KGP shall be at liberty to take over from the contractor at a price to be fixed by SRIC, IIT KGP, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the contractor at the time of such termination or such portion thereof as SRIC, IIT KGP may deem fit, except such materials, bought out components and stores as the contractor may with the concurrence of SRIC, IIT KGP elect to retain.

10. **TERMINATION FOR DEFAULT**

10.1 SRIC, IIT KGP may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Supplier/ Agency, terminate this contract in whole or in part,

(a) If the Supplier/ Agency fails to deliver satisfactorily any or all of the goods & services within the time period (s) specified in the contract, or any extension thereof granted by IIT KGP-SRIC.

(b) If the Supplier/ Agency fails to perform any other obligation(s) under the Contract;
and

(c) If the Supplier/ Agency, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as SRIC, IIT KGP may authorize in writing) after receipt of the default notice from SRIC, IIT KGP.



Indian Institute of Technology Kharagpur

Sponsored Research and Industrial Consultancy

- 10.2 In the event SRIC, IIT KGP terminates the contract in whole or in part to SRIC, IIT KGP may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the Supplier/Agency shall be liable to SRIC, IIT KGP for any excess cost for such similar supplies. However, the Supplier/Agency shall continue the performance of the contract to the extent not terminated.

11. REJECTION / Disqualification of Tender:

1. In the event that the services provided by the Contractor is found defective in supply material or workmanship or otherwise not in conformity with the requirements of the Contract specifications, the purchaser shall either reject the stores or request the Contractor, in writing, to rectify the same. The Contractor, on receipt of such notification, shall either rectify or replace the defective stores free of cost to the purchaser. If the Contractor fails to do so, the purchaser may at his option either –
 - (a) replace or rectify such defective stores and recover the extra cost so involved from the Contractor, or
 - (b) terminate the Contract for default as provided under clause 8 above, or
2. The tenders are liable for rejection in the following circumstances:
 - a) If they are not in line with the terms and conditions of this tender notice
 - b) Conditional quotations
 - c) Incomplete tenders
 - d) Tenders without Tender Fee and/or Bid Security Declaration
 - e) Tenders submitted through Fax or e-mail
 - f) If two bid system is not followed
 - g) The Firm need to quote all the charges /prices as per the tender requirement, if any firm quote nil charges/consideration, the bid shall be treated as Unresponsive bid and will not be considered.

12. TERMINATION FOR INSOLVENCY

SRIC, IIT KGP may at any time terminate the Contract by giving written notice to the Supplier/ Agency, without compensation to the Supplier/ Agency. If the Supplier/ Agency becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SRIC, IIT KGP.



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

SECTION - IV

Special conditions of the Contract: -

1. The special conditions of the contract shall supplement the 'Instructions to the Bidders' as contained in Section II & "General Conditions of the Contract" as contained in Section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and Section III.
2. If the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. Purchaser reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the purchaser.
4. Any clarification issued by purchaser in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to amendment of relevant clauses of the bid documents.
5. Purchaser reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid as per bid declaration form.
6. The bidder has to arrange demonstration of the product to be supplied at his own cost.
7. The Agency shall be responsible for compliance of all applicable laws, codes, statutory Regulations & established practice as required for performance of services under this contract. Whether now in force or which may hereinafter come in force during the currency of the contract and or extension thereof.
8. Bids with false declarations regarding Local contents shall be rejected as responsive, in addition to punitive actions under the MII orders and for violating the Code of Integrity as per the Tender Document.
9. **Invoices should be in the name of The Dean (SRIC), IIT Kharagpur, Kharagpur-721302, Dist: Paschim Medinipur, West Bengal, India.**



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Tender No. :-

Date with Company Seal

SECTION – V

DETAILED TECHNICAL SPECIFICATIONS

Name of the Work: INTERIOR DECORATION AND AESTHETIC UPLIFTMENT OF LOBBY AREA OF OFFICE OF R&D, IIT Kharagpur

Quantity – 1 set

S. No.	Name of the item & Specifications	Unit	Quantity
1	Beautification of Lobby Area including Lift Lobby	As per annexures I-A	As per annexures I-A
2	Reception Area	As per annexures I-A	As per annexures I-A
3	Lobby Doors Refurbishing	As per annexures I-A	As per annexures I-A
4	Aesthetic upliftment of Seminar Hall	As per annexures I-A	As per annexures I-A
5	The estimated cost of the work	Rs. 60,00,000.00 (Rupees Sixty lakhs)	
Guarantee/Warranty of above item(s), if any		5 Year after successful installation and demonstration	



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Technical Specifications – Annexure I-A

INTERIOR DECORATION AND AESTHETIC UPLIFTMENT OF LOBBY AREA OF OFFICE OF R&D, IIT Kharagpur

ITEMS	PARTICULARS	QTY	UNIT
BOQ – Beautification of Lobby Area including Lift Lobby			
Design & Planning	Space Planning & 2D layout and 3D design along with virtual walkthrough	1	Job
Decorative Ceiling	Provide and install a suspended wooden ceiling system using approved boards on a corrosion-resistant sub-framework, including all supports, hangers, anchors, and bracing to achieve a level and stable ceiling. Scope includes setting-out, coordination with MEP services, and precise cut-outs for lighting and fixtures. Finish shall be uniform, with clean joints, consistent alignment, and defect-free surfaces. Complete as per approved drawings and specifications, delivering a neat, durable, and visually refined ceiling.	1	Job
Painting	Prepare all surfaces by cleaning, scraping, filling imperfections, and sanding to achieve a smooth and sound substrate. Apply one coat of approved primer followed by two coats of premium emulsion paint on walls and ceilings. Complete all work in accordance with approved materials and specifications, including protection of adjacent surfaces and proper curing between coats.		
Light Fixtures	Provide and install approved branded light fittings complete with concealed wiring, conduits, cables, junction boxes, and all necessary accessories. Include proper mounting, alignment, circuit termination, connections to distribution boards, earthing, and labeling. Ensure coordination with architectural and MEP elements. Carry out testing and commissioning to achieve full operational readiness, ensuring safe, efficient, and defect-free lighting installation as per approved specifications.		
Pillar & Wall Panelling	Provide and install high-strength, water-resistant interior panel board panelling to pillars (over glass panels) and lift walls, fixed on a rigid, properly anchored framework. Include accurate setting-out, cutting, and fixing to achieve flush alignment, tight joints, and true vertical and horizontal planes. All edges, joints, and interfaces shall be neatly finished for a uniform and durable surface. Scope also includes FRC (Fiber Reinforced Concrete) works where specified, comprising fabrication, fixing, joint treatment, and high-quality finish.		
Bengal Art & Graphics	Develop and execute Bengal-inspired artwork for selected wall areas through exclusive hand-painted compositions by Bengal artisans. Scope includes concept design, artwork development, material selection, and skilled on-site/manual painting, ensuring cultural authenticity, fine detailing, and long-lasting finish. All artworks shall be positioned with precision, aligned accurately, and seamlessly integrated with surrounding finishes. Complete the work to achieve a visually cohesive, durable, and refined outcome in accordance with approved designs and specifications.		



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Decorative Elements	<p>Provide and install decorative elements including placement of planters at designated locations and application of frosted film on glass surfaces, executed with proper surface preparation to achieve a clean, bubble-free finish.</p> <p>Scope shall also include additional décor enhancements such as curated indoor greenery arrangements, decorative artifacts, feature elements, and accent installations as per design intent. Ensure all installations are secure, neatly finished, and coordinated with architectural and MEP elements, delivering a refined, durable, and aesthetically cohesive environment in accordance with approved designs and specifications.</p>		
Niche Wall	<p>Construct a feature niche wall comprising arched recesses of varying sizes, executed with a robust framework and precise setting-out to achieve true alignment and dimensional accuracy. Finish all surfaces in approved textures, with neatly formed edges and smooth transitions. Incorporate concealed lighting within niches, including wiring, fixtures, and terminations, ensuring even illumination and seamless integration. Complete with fine detailing, clean joints, and a refined, durable finish, fully coordinated with architectural and MEP elements, in accordance with approved drawings and specifications.</p>		
Granite Flooring	<p>Dismantle existing flooring, including removal of all layers, and dispose of debris in an approved manner. Prepare the sub-base by cleaning, levelling, and making good to receive new flooring. Provide and lay approved granite flooring in lobby and lift lobby areas, including accurate cutting, edge finishing, and proper bedding to achieve a true level surface. Carry out grinding and polishing to achieve a smooth, even, and high-quality finish. Complete with final cleaning and protection, delivering a durable, slip-resistant, and visually refined flooring system in accordance with approved specifications.</p>		
BOQ – Reception Area			
Reception Desk	<p>Design, fabricate, and install a bespoke reception desk featuring a stone-finish fascia paired with a solid, durable countertop. The desk shall incorporate integrated signage/logo detailing, executed with precision and clarity to align with the project’s identity. Include concealed provisions for electrical and data services. All components shall be accurately assembled and positioned to achieve proper alignment, stability, and ergonomic functionality. Finish shall be smooth, uniform, and free from defects, delivering a refined, durable, and visually impactful reception element in accordance with approved drawings and specifications.</p>	1	Job
Wooden Floor Repair	<p>Inspect and rectify existing wooden flooring, including careful removal and selective replacement of damaged or worn sections with matching material. Carry out surface correction through sanding, levelling, and joint treatment to restore a uniform plane. Apply appropriate finishing (polish/sealant) to achieve consistent tone, texture, and sheen across the entire area.</p>		
Electrical Works	<p>Inspection, repair, and modification of existing electrical system including wiring, switches, sockets, and light points, followed by testing and functional validation</p>		
BOQ – Lobby Doors Refurbishing			



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Front Panelling	Provide and fix decorative panelling around lobby door portals using a rigid, corrosion-resistant sub-framework, accurately anchored to the base structure. Ensure precise setting-out, tight tolerances, and sharp linear alignment with adjacent finishes. All joints, edges, and terminations shall be crisply detailed to achieve a seamless and defect-free surface.	2	Set
Light Fixtures	Supply and install light fixtures around lobby doors, including concealed cabling, conduits, drivers, and terminations. Ensure precise positioning for uniform illumination, with proper load distribution, earthing, and circuit integration. Complete with testing and commissioning to achieve stable, flicker-free, and efficient lighting performance.		
Glass Film	Apply specified film to glass panels following thorough surface cleaning and preparation. Execute with accurate alignment, ensuring bubble-free, crease-free adhesion and uniform opacity/finish. Edges shall be neatly trimmed and sealed for long-term durability and visual consistency.		
Door Frame Painting	Prepare aluminium door frames by cleaning, degreasing, and abrading to create a suitable key. Apply compatible primer and approved metal paint system in multiple coats to achieve strong adhesion, corrosion resistance, and uniform colour finish. Ensure smooth, streak-free application with proper curing between coats.		
Backside Louvers	Provide and install rear-side Slatted Panels with a structurally stable framework, securely anchored and aligned. Ensure consistent spacing, proper ventilation functionality, and precise fixing. All components shall be finished neatly, delivering a durable and aesthetically integrated solution aligned with overall design intent.		
BOQ – State of Art Seminar Room			
State of Art Seminar Room	The scope entails the comprehensive transformation of the existing seminar room into a state-of-the-art, technology-enabled academic and presentation environment, executed to high institutional standards with an emphasis on performance, durability, and refined aesthetics. The works shall include design, supply, fabrication, and installation of architectural wall paneling systems and bespoke decorative niche elements, seamlessly integrating concealed services and achieving precise alignment, superior finish quality, and visual coherence. A fully engineered lighting scheme shall be implemented, incorporating ambient, task, and accent lighting layers optimised for presentations, visual clarity, and user comfort, complete with fixtures, drivers, controls, and integration with the overall electrical layout. The scope further includes comprehensive electrical and digital infrastructure, comprising concealed wiring, structured power distribution, switches, sockets, data points, and complete wireless connectivity provisions to enable seamless digital interfacing, presentations, and smart-room functionality. All works shall be delivered on a fully integrated turnkey basis, including detailed coordination, execution, testing, commissioning, and handover, resulting in a cohesive, future-ready seminar space aligned with contemporary institutional and technological benchmarks.		



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

(Techno-Commercial Terms and Conditions to be submitted by the vendor/firm on its official letter head)

Techno-Commercial Terms & Conditions:

1. Prices (quoted in INR) : FOR IIT Kharagpur
2. Payment : Should be clearly mentioned, as per payment terms
3. Validity of the quotation :
4. Delivery Period :
5. Warranty : **Five (05) years** after successful installation and demonstration
6. Order to be placed to : M/s. _____

Signature _____
Name _____
Designation _____
Seal of the firm/organization

Indian Institute of Technology Kharagpur invites online Bids (Technical bid and Commercial bid) from all domestic manufacturer having registered office in India and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer

A complete set of tender documents may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/eprocure/app>.



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Tender No. :-

Date with Company Seal

SECTION – VI TECHNICAL BIDS

Specification of the services (in detail) to be purchased

Details of Technical Specifications	Whether complied with YES/NO	If yes, please attach Tech literature of the equipment used for the services duly printed & clearly specify page No of Bulletin which specifically confirm this	If no, attach deviation statement	Remarks (if any)

Note: Please indicate the page numbers where documents uploaded /attached. The entire tender document should be serially page numbered including enclosures.

N.B.: - 1. All the bidders are requested to provide true statement in the columns. Concealing of facts will liable to be rejected the tender completely. No communication will be made in this regard.

2. Category of classification of the goods in its packing as per IATA definition inclusive of nature of sensitivity and volume of cargo.

3. Separate page, if required may be used for the stated information with same format.

Signature of Tenderer with office seal



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

SECTION - VII

Price BID DECLARATION

No. IIT/SRIC/26-27/Works-01

Date: 18/05/2026

To
Dean (R&D)
Sponsored Research and Industrial Consultancy
Indian Institute of Technology Kharagpur
P.O.: Kharagpur, Dist: Medinipur (West)
Kharagpur - 721302

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos. (If any) the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide as per tender terms and conditions in conformity with the supply of the services, conditions of contract and specifications for the sum shown as per Section V, Section VI and price as per BOQ.xls format under Financial Cover and made part of this Bid.

We undertake, if our Bid is accepted, to commence deliveries within schedule time frame and to complete delivery of all the supplies specified in the contract within as per schedule calculated from the date of issue of your purchase order/RO.

If our Bid is accepted, we will obtain the performance guarantees of a Scheduled Bank for 3% of the cost of service.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid, you may receive.

We have applied and have submitted required bid security as per clause 8, section II of tender document.

Dated this day of 2026

Name and Signature

In the capacity of

Duly authorized to sign the bid for and on behalf of



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Tender No. :-

Date with Company Seal

SECTION - VIII

PERFORMANCE SECURITY GUARANTEE BOND

In consideration of Indian Institute of Technology Kharagpur, (SRIC) (herein after called the "SRIC, IIT KGP" having agreed to exempt _____ (hereinafter called "the said contractor(s)') from the demand under the terms and conditions of an agreement/(Purchase Order) No _____ dated _____ made between _____ and _____ for _____ for the supply of _____ (hereinafter called "the said agreement"), of security deposit for the due fulfilment by the said contractor (s) of the terms and conditions contained in the said Agreement, on

production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as "the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to SRIC, IIT KGP an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by the government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement or any reason of the contracts failure to perform said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demanded from SRIC, IIT KGP stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by SRIC, IIT KGP by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement or roll out the supply as per schedule V & parameters for failure of compliance of intellectual property rights. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of SRIC, IIT KGP in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.

3. We undertake to pay to SRIC, IIT KGP any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/Supplier/ Agency(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/Supplier/ Agency(s) shall have no claim against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of SRIC, IIT KGP under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till expiry of 90 days beyond the date on which the warranty period of the services expire.

5. We (name of the bank) _____ further agree with SRIC, IIT KGP that SRIC, IIT KGP shall have the fullest liberty without our consent and without affecting in any manner our obligations there under to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

exercisable by SRIC, IIT KGP against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of SRIC, IIT KGP or any indulgence by IIT KGP-SRIC to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of SRIC, IIT KGP in writing.

Dated the _____ day of _____ for _____

(Indicate the name of bank)



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

SECTION – IX

Bid Security/EMD Details Proforma

Date: 18/05/2026 T

Tender No. IIT/SRIC/21-22/Works -01

The EMD of Rs. 12,000/- has been deposited in the Bank Account Number 95562200002545, Name of the Bank: Canara Bank, Branch: SRIC IIT Kharagpur, IFSC Code : CNRB0019556 . Details are given below.

For Online only (RTGS/NEFT)

Name of the Transferor Bank Account with Branch	Amount	Date of Transfer	UTR / Transaction No

For Offline only (in favour of the IIT KHARAGPUR and Payable at KHARAGPUR)

Name of the Bank	Amount	Date of Issue	Number of D.D*/Pay Order* /Insurance Surety bonds/Fixed Deposit Receipt*/Bank Guarantee /Banker's Cheque

Note: Scan copy of D.D*/Pay Order* /Insurance Surety bonds/Fixed Deposit Receipt*/Bank Guarantee /Banker's Cheque to be attached in the tender documents.

Note:

In case of MSME where the EMD is Exempted, IIT Kharagpur will give exemption for submission of Tender Fee and EMD to the bidders, who are registered with MSME or Central Purchase Organization or start-ups as recognized by DIPP as per revised rule 170 of GFR-2017 only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.

Certificate for MSME etc. should be uploaded, failing which bid will be rejected.

In case the bid is submitted as an Indian arm of a foreign bidder and the eligibility criteria conditions were met through foreign company, then the EMD exemption cannot be claimed under the MSME status of India arm/subsidiary. Thus a bidder who solely on its own, fulfils each eligibility criteria condition as per the tender terms and conditions and who are having MSE status, can claim EMD exemption/tender fee.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

**[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity] Affiant**



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

1.	Name of the Bidder	
2.	Permanent Account No (PAN)	
3.	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/RTGS	
	h) IFSC/Swift Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No.	
4.	Email id of the Bidder	



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Bid Security Self Declaration Form

Date: **18/05/2026**

Tender No. **IIT/SRIC/21-22/Works -01**

To
The Dean (SRIC)
Indian Institute of Technology Kharagpur
Sponsored Research and Industrial Consultancy
P.O.: Kharagpur, Dist: Medinipur (West)
Kharagpur - 721302

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 the Indian Institute of Technology Kharagpur for a period of 1 (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 Instructions to Bidders.

I/We understand this Bid Security 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.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

**[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity] Affiant**



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Tender No. :-

Date with Company Seal

SECTION X

UNDERTAKING

I hereby undertake and declare that the agency M/S..... have not been black listed by any Government Organizations, autonomous bodies, Department of Government of India and Department of Government of West Bengal and any others State Government in India.

Signature of the Authorized Persons.....

Name & Seal of the Company

Date:

Place:



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Tender No. :-

Date with Company Seal

SECTION XI

Self-Certificate for Local Content

A. *We [name of manufacturer] hereby confirm in respect of quoted item(s) that Local Content is equal to or more than 50% and come under 'Class-I Local Supplier' Category. The percentage of local content is _____. As being 'Class-I Local Supplier', we are eligible for Purchase Preference under 'Make in India' Policy vide GoI Order no. P- 45021/2/2017-PP (B.E.-II) dated 16th September, 2020. The stated local content shall not include the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.

OR

*We [name of manufacturer] hereby confirm in respect of quoted item(s) that Local Content is more than 20% but less than 50% and come under 'Class-II Local Supplier' Category. The percentage of local content is _____. The stated local content shall not include the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition

* Strike out whichever is not applicable

B. The details of the location(s) at which the local value addition made is/are as under:

- 1.....
- 2.....
- 3.....

C. Country of Origin _____

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

Date:

Seal & Signature of the
Bidder

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



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Tender No. :-

Date with Company Seal

SECTION XII

<On Organization Letter Head>

(For Goods/ Services Contracts)

CERTIFICATE

I have read the clause related to insertion of Rule 144 (xi) in the General Financial Rules 2017 vide O.M No.F.7/10/2021-PPD(1) dated 23rd February, 2023 (Public Procurement No.4) and any amendment made thereafter of the Ministry of Finance regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is not from such a country.

OR (whichever is applicable)

I have read the clause related to insertion of Rule 144 (xi) in the General Financial Rules 2017 vide O.M No.F.7/10/2021-PPD(1) dated 23rd February, 2023 (Public Procurement No.4) and any amendment made thereafter of the Ministry of Finance regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is from _____ (Name of Country) and has been registered with the Competent Authority. I also certify that this bidder fulfills 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)

AND

I have read the clause regarding restriction on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that this bidder does not have any ToT arrangement requiring registration with the competent Authority

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that this bidder has valid registration to participate in this procurement.

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

Signature of Bidder/ Agent

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Tender No. :-

Date with Company Seal

SECTION XIII

<On Organization Letter Head>

(For Works Contracts, including Turnkey contracts)

CERTIFICATE

I have read the clause related to insertion of Rule 144 (xi) in the General Financial Rules 2017 vide O.M No.F.7/10/2021-PPD(1) dated 23rd February, 2023 (Public Procurement No.4) and any amendment made thereafter of the Ministry of Finance regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to supplier/contractors from such countries and hereby certify that this bidder is not from such a country and will not sub-contract any work to a supplier/contractor from such countries unless such supplier/contractor is registered with the Competent Authority.

OR (whichever is applicable)

I have read the clause related to insertion of Rule 144 (xi) in the General Financial Rules 2017 vide O.M No.F.7/10/2021-PPD(1) dated 23rd February, 2023 (Public Procurement No.4) and any amendment made thereafter of the Ministry of Finance regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to supplier/contractors from such countries and hereby certify that this bidder is from _____ (Name of Country) and has been registered with the Competent Authority and will not sub-contract any work to a supplier/contractor from such countries unless such supplier/contractor is registered with the Competent Authority. I also certify that this bidder fulfills 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

AND

I have read the clause regarding restriction on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that this bidder does not have any ToT arrangement requiring registration with the competent Authority

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that this bidder has valid registration to participate in this procurement.

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

Signature of Bidder/ Agent

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Tender No. :-

Date with Company Seal

SECTION XIV

FINANCIAL INFORMATION

Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three preceding years (Financial years) duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Sl. No.	Details	Year ending 31st March		
		2023-24	2024-25	2025-26
01	Gross annual turnover in the similar works			

1. Income Tax Return for the financial year **2022-23, 2023-24 and 2024-25**
2. Audited Account of the company for last three years i.e. **2023-24, 2024-25 and 2025-26**
3. Income Tax, PAN Details
4. GST No.

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

Dated: Signature of Bidder
with seal and membership number



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

Tender No. :-

Date with Company Seal

SECTION XV

TENDER DOCUMENT OF INTERIOR DECORATION AND AESTHETIC UPLIFTMENT OF LOBBY AREA OF OFFICE OF R&D, IIT Kharagpur

TENDER NO. IIT/SRIC/26-27/Works-01

Name and Address of the Tenderer:	List of Services Quoted
Bid Security Self Declaration Format	Yes/ No

CHECKLIST FOR THE TENDERER

***Supportive Documents must enclose for fulfilling Eligibility criteria, to be submitted by the Tenderer**

01	Minimum Seven (7) years' experience in the field of INTERIOR DECORATION AND AESTHETIC UPLIFTMENT OF LOBBY AREA OF OFFICE OF R&D, IIT Kharagpur	Yes/No
02	Average Annual Turnover of at least 30,00,000 INR during last 3 financial years i.e. 2023-24, 2024-25 and 2025-26 are required	
03	A bid form at a prescribed Format	
04	Bid Security Self Declaration Form	
05	Audited Financial Statement for last three financial years (i.e. 2023-24, 2024-25 and 2025-26)	
06	Copy of IT Return Acknowledgement for the preceding three financial years (i.e. 2022-23, 2023-24 and 2024-25)	
07	Registration Certificate/Certificate of incorporation, if any	
08	Must have supplied similar services to State or Central Government Institutions/organisations or reputed Educational or Research Institution and proof of such supplies should be produced	
09	GST Registration Certificate	
10	Copy of PAN./CIN No. of the Company	
11	Lists of clients with reference in minimum two firms with name, designation and contact details	
12	List of offices/branches in India, with address and contact details	
13	Contact Person Mobile No. & Land Line	
14	Self-Certificate for Local Content	
15	Solvency Certificate	
16	(For Goods/ Services Contracts) Certificate - Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority	
17	(For Works Contracts, including Turnkey Contracts)	



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

	Certificate – Bidder Not from/ from Country sharing Land border with India, Registration of Bidder with Competent Authority & not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority	
--	---	--

Date:

Signature of the Tenderer
Date with Company Seal