



Indian Institute of Information Technology, Sri City, Chittoor

NOTICE INVITING E-TENDER

No.: IIITS/NIT/LANDSCAPE/2021/013, Dt. 07.12.2021

Sub: - Notice inviting e-tender for the landscaping works with necessary tools & plants for Indian Institute of Information Technology Sri City, Chittoor.

E-Tender are invited from resourceful agencies and contractors for **“Complete Landscape Maintenance Works and Watering the Trees”** at IIIT Sri City, Chittoor as per eligibility and specified documents.

Detailed description and requirements of landscape maintenance works are mentioned in **Annexure A – Financial Bid**.

Name of the work	Landscaping works with necessary tools & plants for Indian Institute of Information Technology Sri City, Chittoor
Tender Enquiry No.	IIITS/NIT/LANDSCAPE/2021/013
Address for Submission of offer	E-tendering through https://mhrd.euniwizarde.com
Bid Issue Date	December 7 2021
Last Date & Time of Bid Submission	December 23, 2021 up to 14:00 Hrs
Date & Time of Bid Opening	December 23, 2021 at 14:30 Hrs
Type of Bid & Mode of Submission	SINGLE bid system through Online

Date: December 07, 2021

Place: IIIT Sri City

**Sd/-
Registrar (I/c)**

Signature of the tenderer with seal

PART "A": NIT DETAILS

1. **Tender Documents:** The interested parties may download the tender documents from the website of IIIT Sri City <https://www.iiits.ac.in/tenders/> and <https://www.mhrd.euniwizarde.com>
2. Bidders are advised to visit the website frequently to find any addendum/ Corrigendum issued or extension of due date for submission, etc. No separate intimation will be issued /advertised in this regard.
3. The tender in SINGLE bid system shall be submitted in the online through <https://www.mhrd.euniwizarde.com> in the prescribed format before the due date and time as mentioned in NIQ. No other mode of submission is acceptable.
4. **Earnest Money Deposit:**
 - a) The Earnest Money Deposit amounting to Rs. 10,000/- (Rupees Ten thousand only) must be credited in the form of NEFT/RTGS to "IIIT Sri City Chittoor Opex Account" (A/c.No.38329375681, IFSC Code.SBIN0016527, (16527) - Sri City (Mallavaripalem), 115, Peepul Boulevard Sri City, Chittoor District, AP-517 646.
 - b) EMD of all unsuccessful bidders will be returned after finalization of the tender. EMD of the successful bidder shall be refunded after furnishing the performance security as per terms of the tender.
 - c) The amount of EMD is liable to be forfeited if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Bank Guarantee.
 - d) No interest will be paid on the EMD / Performance Bank Guarantee.
 - e) The Bidders will have to upload a scanned copy of Payment details towards EMD and the same will be accepted only on verification and confirmation by the Institute.
 - f) Any delay in credit will not be entertained by the IIIT Sri City Chittoor.
5. **Performance Bank Guarantee:**

The successful tenderer, on whom order will be placed, has to submit a performance security of 10% **(Ten Percent)** of the order value, (rounded-up to nearest Rs.10/-) in the prescribed form within 7 days of receipt of Work Order/ LoA. Performance security shall be submitted in the form of Demand Draft or in the form of Bank guarantee from any Nationalized/Scheduled Bank in favour of the IIIT Sri City Chittoor.

Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the successful tenderer. No interest will be payable on the Performance Security deposited. In case the contractor fails to provide satisfactory service, the Performance Security submitted by the tenderer is liable to be forfeited.
6. Offer must be legible, clear and free from overwriting and cutting. Incomplete submissions are liable to be rejected.

7. Minimum Eligibility Criteria:

- a) The bidder must have an average annual turnover of Rs.5.00 lakhs per annum during the 3 out of last 5 financial years (2016-17 to 2020-21). Upload necessary Balance Sheet, Profit & Loss Account in support of turnover (along with Income Tax Returns of the relevant years) with the Bid.
 - b) The bidders should have relevant experience in garden maintenance activities during the 3 out of last 5 financial years (2016-17 to 2020-21) and should submit Experience certificates, award letters and performance certificates issued by officers of the level of section officer and above should be uploaded with the Bid.
 - c) The head office / branch office of the bidder must be located within 30 Kms of Road Distance from IIIT Sri City Chittoor
 - d) The Firm should also have (i) GST Number (ii) PAN No. Copies of GST Registration Certificate and PAN Number are to be uploaded with the Bid.
8. All the landscape maintenance works shall be initially for a period of **ONE (01)** year from the date of award of work and shall be renewed/extended as per the Institute's requirements.
9. **Site Visit:** Every Tenderer/Bidder is expected to inspect the site/locations between Monday to Saturday from 10:00 Hrs to 16:00 Hrs except Sunday and Govt. holidays, to ascertain the exact requirement of the NIT, at his own cost before quoting the rates.
- 10. IIIT Sri City reserves the right:**
- a. to accept or reject any or all tenders either in whole or in part or to invite revised price bids or to annul the bidding process
 - b. to postpone and/or extend the date of receipt/opening of tenders or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
 - c. to omit/delete any item(s) of work from the schedule at the time of allotment or before the commencement of work without assigning any reason whatsoever.
11. If the date of opening of the tender is declared as holiday, it will be opened on the next working day at the same time.
- 12. Financial Evaluation:** The Financial Bid (Tender) should be submitted strictly in the prescribed 'Annexure A' and should remain valid for a minimum of THREE (3) months.
- a. Financial bids, which are incomplete and are not submitted in the prescribed format, will be summarily rejected.
 - b. The Financial bid should clearly contain the details (without erasers/overwriting etc.) as mentioned in the form.
13. The successful bidder needs to arrange for the required materials, gardening equipment and manpower at his own cost as per the scope of the work.
14. The successful bidder has to ensure the safety of the manpower/vehicles deployed in the premises. IIIT Sri City will not be responsible for any incident arising during execution of the work.

15. PAYMENT TERMS:

- a. No advance payment will be made.
- b. Any payment will be released only after satisfactory completion of the work and after submission the certified bill (s) / invoice(s) as per the schedule for payment
- c. Payment will be initiated only after receipt of certificate from the official concerned from IIIT Sri City Chittoor.
- d. Payment will be made through on-line upon submission of bills. TDS will be deducted as per rules.
- e. All taxes must be clearly mentioned in financial bid.
- f. No escalation of prices for services will be entertained later in any case.

16. TAXES AND DUTIES: The Rates unless otherwise specified, will be deemed to include sales tax or GST or any other taxes and duties, which are in force or may be levied by the Central/State/Local Governments from time to time, on the production and sale of the goods.

17. On account of security consideration, some restrictions may be imposed by the security staff on the working and/ movement of men and materials etc. The contractor will be bound to follow all such restrictions/ instructions and he shall organize his work accordingly. No claim on this account, whatsoever, shall be payable.

18. IIIT Sri City reserves the right to change the quantity or add the item or cancel the item/service required.

19. **JURISDICTION:** All the disputes arising out of this order shall have exclusive jurisdiction of Chittoor, Andhra Pradesh only.

The Institute, IIIT Sri City reserves the right to accept or reject any or all the Tenders without assigning any reason.

LIST OF DOCUMENTS TO BE ATTACHED ALONG WITH BID

Self-attested softcopies of the following certificates are to be attached:

- a. Bidder Information (Annexure – 1)
- b. Details of Existing Contracts (Annexure – 2)
- c. Declaration regarding Blacklisting (Annexure – 3)
- d. Turnover Certificates from Chartered Account
- e. Firm Registration Certificate
- f. Certificate of Registration for GST
- g. Permanent Account Number (PAN)
- h. EPF/ESI registration certificates (If any)
- i. Certificate of experience for the value mentioned.
- j. Any other documents that bidder feels necessary in support of his candidature.

PART “B”: INSTRUCTIONS TO BIDDERS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>).

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal. After registration send **User ID** for helpdesk team (helpdeskeuniwizarde@gmail.com and support@euniwizarde.com) for activation.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (**Class III Certificates with signing and Encryption key**) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘Interested tenders’ folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) 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, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) 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.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.**

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- b) Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is

Gagan (8448288987/epochelpdesk.01@gmail.com),

Vijay (8448288989/epochelpdesk.03@gmail.com),

Suriya (8448288994/epochelpdesk.06@gmail.com),

8448288992, 8448288984, 8448288986, 8448288982, 8448288988

7. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

The bid should be submitted through MHRD e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.

Annexure – 1

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm / Company :
2. Address for Communication :
3. Telephone/ Mobile No. :
4. E-mail :
5. Details of Proprietor / Director :
6. GST Registration No. :
7. PAN Number :

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

Name and Signature of the Firm/Company

Seal of the Firm/Company

Signature of the tenderer with seal

Annexure – 2

Details of the existing Contracts

Sl. No.	Name and Address of the Organization	Value of Contract (Rs.)	Duration of the Contract	
			From	To
1				
2				
3				
4				
5				

Date the day of 2021

Signature of Bidder

Name & Address of Bidder

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Signature of the tenderer with seal

Annexure – 3

Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/agency is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the day of 2021

Signature of Bidder

Name & Address of Bidder

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Annexure – 4

FORM OF BANK GUARANTEE BOND

1. In consideration of Indian Institute of Information Technology Sri City, Chittoor (hereinafter called “The IIIT Sri City, Chittoor”) having agreed to exempt (hereinafter called “the said Contractor(s)”) from the demand under the terms and conditions of an Agreement dated _____ made between _____ and _____ for _____ (hereinafter called “the said Agreement of security deposit for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. _____ (Rupees _____ only).
We, _____ (hereinafter referred to as “the bank” (indicate the name of the bank) at the request of _____ [Contractor(s) do hereby undertake to pay the IIIT Sri City Chittoor an amount not exceeding Rs. _____ against any loss or demand caused to or suffered or would be caused to or suffered by the IIIT Sri City Chittoor by reason of any breach by the said Contractor (s) of any of the terms or conditions contained in the said Agreement.
2. We _____ do hereby undertake to
(Indicate the name of the bank)
pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Indian Institute of Information Technology Sri City, Chittoor stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IIIT Sri City, Chittoor by reason of breach by the said Contractor (s) of any of the terms or conditions contained in the said Agreement or by reasons of the Contractor (s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.
3. We, undertake to pay to the IIIT Sri City, Chittoor any money so demanded notwithstanding any dispute or disputes raised by the Contractor (s) / Supplier (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 a valid discharge of our liability for payment there under and the Contractor (s) / Supplier (s) shall have no claim against us for making such payment.
4. We, _____ further agree that the Guarantee herein contained (indicate the name of Bank) 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 the IIIT Sri City, Chittoor under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the authorized officer of the IIIT Sri City, Chittoor certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor (s) and accordingly of the said Agreement have been fully and properly carried out by the said Contractor (s) and accordingly discharges this

guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of 6 months of completion of contract we shall be discharged from all liability under this guarantee thereafter.

5. We further agree with the IIIT Sri City, Chittoor, that the IIIT Sri City, Chittoor Shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time to 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 exercisable by the IIIT Sri City, Chittoor 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 commission on the part of the IIIT Sri City, Chittoor or any indulgence by the IIIT Sri City, Chittoor 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. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor (s).
7. We lastly undertake not to revoke this guarantee during (indicate the name of bank) its currency except with the prior consent of the IIIT Sri City, Chittoor in writing.

Dated the Day of21

For
(indicate the name of bank)

PRICE BID: ANNEXURE 'A'**(Should be submitted separately through ONLINE mode only)****Name of Work: Complete Landscape Maintenance Works at IIIT Sri City, Chittoor**

Sl. No.	Item Description	Qty.	Unit	Rate (in Rs.)	Amount (in Rs.)
01	Complete maintenance of lawn, shrubs, trees, jobs like making of basin at regular intervals and application of fertilizer etc., (excluding cost of fertilizer, which shall be paid separately) as per the directions of Officer In-Charge. Manpower required: Semi-skilled labour 3 nos. familiar with gardening works.	12	Monthly		
02	Fertilizer for all trees at regular intervals	Rate Only	Kg		
03	Supply of Water tanker 5KL Capacity and watering the plants along the median from IIIT Sri City to Gnan marg circle. Note: Application of water on alternate days and/or 15 no's water tankers per month. Amount to be paid will be regulated based on the actual number of tankers supplied in a month.	12	Monthly		
Sub-Total Amount					
GST __%					
Grand Total Amount					

Amount in Words: