



Indian Institute of Information Technology Sri City, Chittoor

NOTICE INVITING TENDER

TENDER SCHEDULE

Name of the work	e-tenders are invited through https://mhrd.euniwizarde.com in SINGLE bid system only from resourceful agencies for the work of “Supplying and Fixing Glass Etching with Frosted stickers in Second Floor Offices, Conference room of Academic Block building of Indian Institute of Information Technology Sri City, Chittoor as per the drawing & Specification”
e-Tender Enquiry No.	IIITS/NIT/GLASS DOOR ETCHING/2022/025, Dt. 02.12.2022
Submission of offer	E-tendering through https://mhrd.euniwizarde.com in SINGLE bid system only
Bid Issue Date	December 02, 2022
Last Date for submission of e-bids	December 24, 2022 up to 12:00 Hrs
Opening of bid	December 24, 2022 at 12:10 Hrs

PART "A": NIT DETAILS**TENDER DOCUMENT****SCHEDULE - 1: INSTRUCTIONS TO BIDDERS**

1. **Notice Inviting bids:** e-tenders are invited through <https://mhrd.euniwizarde.com> in SINGLE bid system only from resourceful agencies for the work of **"Supplying and Fixing Glass Etching with Frosted stickers in Second Floor Offices, Conference room of Academic Block building of Indian Institute of Information Technology Sri City, Chittoor as per the drawing & Specification"**.
2. **Issue of Tender Document:**
 - a) The Tender documents can be downloaded from institute website www.iiits.ac.in and <https://mhrd.euniwizarde.com/>
 - b) Any change that will be made in the Tender document by the Competent Authority after issue of the Tender can be checked from <https://mhrd.euniwizarde.com> in the form of Corrigendum/Addendum for incorporating the same in the Bid document before submitting the Bid. The prospective bidders are requested to visit our website from time to time. No separate notification in this regard will be made in the newspaper.
 - c) No alterations and additions anywhere in the Bid Document are permitted. If any of these are found, the Bid may be summarily rejected.
 - d) The Bidder shall bear all costs associated with the preparation and submission of its Bid.
 - e) The IIIT Sri City Chittoor shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the Bidding process
 - f) Detailed description and requirements of the bidder and Terms & Conditions of the contract are mentioned in the tender document. Bidders are advised to read tender documents and check their eligibility before participating in the bid.
 - g) Neither IIIT Sri City Chittoor nor E-wizard shall be responsible for non-accessibility of e-Procurement portal due to technical glitches or internet connectivity issues at Tenderers end.
2. **Language of Bid/Contract:** The language of the Bid shall be in English and all correspondence, etc. shall conform to the English language.
3. Intended Bidders will be allowed to seek clarification, if any, during the office hours only of IIIT Sri City Chittoor.

4. You are requested to go through the terms and conditions carefully and also visit / inspect the site to familiarize and submit your tender as per procedure explained in the tender document.
5. The tenderer(s) if required, may submit queries, if any, through E-mail to pmc.2021@iiits.in to seek clarifications within 17:00 Hrs on 20.12.2022.
6. **Site Visit:** Before tendering, every bidder is advised to inspect the site/locations of work and its environments 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.
7. 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.
8. Subletting of work is not permitted.
9. **Completion Time:** All the specified works shall be completed **within 30 days** of award of work including drawing & sample approvals.
10. **Maintenance Period:** Six (12) months from the date of actual completion of the entire work and handing over to IIIT Sri City.
11. **Site Visit:** Before tendering, every bidder is advised to inspect the site/locations of work and its environments 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.
12. **Scope of Work:**
 1. Supplying and Fixing Glass Etching with Frosted stickers in Second Floor Offices, Conference room of Academic Block building of IIITS.
 2. Supplying & Fixing of IIITS Logo as per approved standard size and design in office glass and other areas in second floor of Academic Block building of IIITS as instructed by the Engineer-In-Charge.
 3. All workmanship shall be completed with High standard.
 4. Materials to be used in the work shall be 3M brand or equivalent. Samples and Shop drawings to be submitted for approval
 5. A Mock-up to be prepared as a sample for approval of Engineer-in-charge before proceeding to other areas.

13. IIIT Sri City reserves the right:

- a. To accept or reject any or all quotations 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 quotation 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 or during execution of work without assigning any reason whatsoever.
- d. To change the quantity or add the item or cancel the item/service required.
- e. To accept or reject any or all the Tenders without assigning any reason.

14. Bid Evaluation: The bid should be submitted strictly in the prescribed 'Annexure A' and should remain valid for a minimum of THREE (3) months.

- a. The bidder should have experience of having successfully completed similar works in any University, reputed educational institute, Government Organizations and reputed companies during last 3 financial years ending 31st March of the previous financial year. Without required experience party will not be considered in this tender.
- b. Similar works means those works of interior finishing works like glass partition works. Irrelevant works like House Keeping, Sewage Cleaning, Sweeping, Boring, Fabrication, Erection et., shall not be considered in similar works category.
- c. Average Annual Turnover in the last 3 financial years (2018-19, 2019-20 & 2020-21) shall be minimum 5.00 Lakhs duly supported by certified copies of balance sheets and audit statement by Chartered Accountant.
- d. Documentary evidences for work experience, turnover, GST, PAN all as indicated & required in the tender document should be furnished without which it will not be taken into account.
- e. Financial bids, which are incomplete and are not submitted in the prescribed format, will be summarily rejected.
- f. The Financial bid should clearly contain the details (without erasers/overwriting etc.) as mentioned in the form.

15. The works shall be carried out in occupied buildings as per the directions of Engineer In-Charge, Safety procedure, specifications and standard code of practice.**16.** The quantities shown in the BOQ are approximate only and are liable to variation up to any extent without entitling the contractors to any compensation, provided the total value of the contract does not vary by more than 20% (twenty percent).

17. Works shall be awarded to L1 tenderer on L1 quoted rates. Price quoted by tenderer shall be fixed and not subject to any escalation whatsoever during the period of execution of the contract including the extended period, if any.
18. This tender notice shall be deemed to form an integral part of the contract to be entered into for this work.
19. **The successful bidder should submit shop drawing(s) / Material Approvals / Method statements for approval from official concerned from IIIT Sri City.**
20. The successful bidder needs to arrange for the required materials, tools & plants including **scaffolding & staging** and manpower to the locations at his own cost as per the scope of the work.
21. 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.
22. Water for works shall be provided by IIIT.
23. Electricity for work shall be provided on request by the contractor after approval of the competent authority.
24. Accommodation and Transportation should be arranged by contractor themselves.
25. Quantities are Re-measurable.
- 26. PAYMENT TERMS:**
- 100% of Bill Value for the works shall be made after completion of work within 30 days with applicable tax deductions.
 - Payment will be initiated only after receipt of certificate from the official concerned from IIIT Sri City Chittoor.
 - All taxes must be clearly mentioned in financial bid.
 - No escalation of prices for services will be entertained later in any case.
27. **TAXES AND DUTIES:** The Rates unless otherwise specified, will be deemed to exclude 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.

28. 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.

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

Annexure-1

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm/Company:
(Attach copy of the Registration Certificate)
2. Address for Communication:
3. Contact Person Telephone/ Mobile No.:
4. Work order copies of previous similar works
5. E-mail:
6. Details of Proprietor/partner/Director
7. GST Registration No.:
(Attach copy of the GST Registration Certificate)
8. PAN Number:
(Attach copy of the PAN Card)

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

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 2022

Signature of Bidder

Name & Address of Bidder

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Part B**PRICE BID: ANNEXURE 'A'**

NIT No. : IIITS/NIT/Glass Etching/2022/025, Dt. 02.12.2022

Name of the Work : Supplying and Fixing Glass Etching with Frosted stickers in Second Floor Offices, Conference room of Academic Block building of Indian Institute of Information Technology Sri City, Chittoor as per the drawing & Specification

Name of the Bidder: _____

Scope of Works at Academic Block:

Sl. No.	Item Description	Qty.	Unit	Rate (In Rs.)	Amount (In Rs.)
1	Supplying & Fixing glass etching with 3 M or equivalent brand frosted sticker for office room glass, Conference room glass and other areas as instructed by the Engineer-in-charge complete including cost of all material, lead, lift, scaffolding, staging, labour charges as per the approval and instruction of the Engineer-In-Charge.	500	Sq.M		
2	Supplying & Fixing IIITS Logo of standard size as approved by the Engineer with 3 M or equivalent brand sticker in office room glass, Conference room glass and other areas as instructed by the Engineer-in-charge complete including cost of all material, lead, lift, scaffolding, staging, labour charges as per the approval and instruction of the Engineer-In-Charge.	50	Nos.		
	TOTAL				

Note:

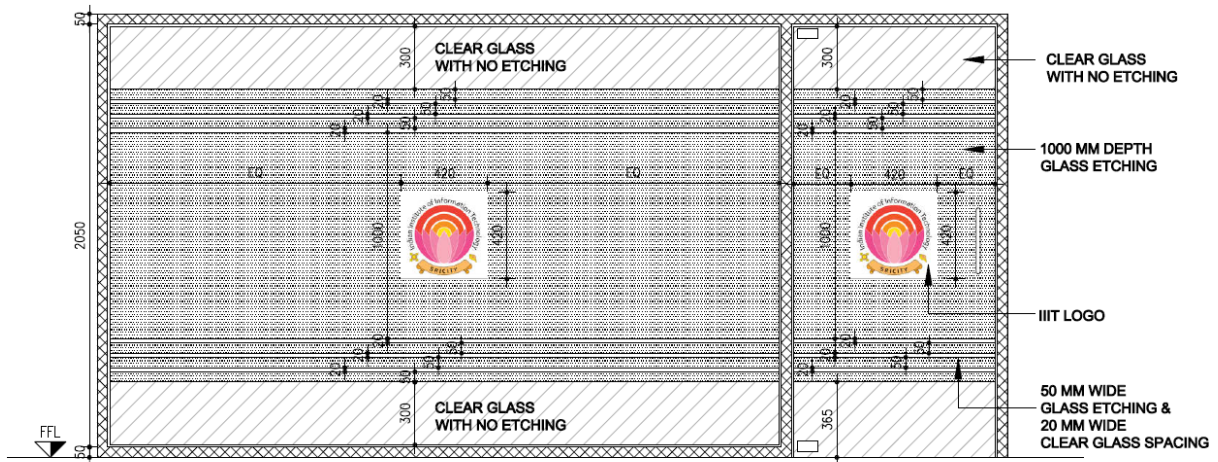
- a. Above rates exclusive of applicable GST.

Bidder's signature & Seal

ANNEXURE 'B'

DRAWINGS:

1. Conceptual Design Drawing with IIITS LOGO for reference – sheet No.1



1 **TYPICAL GLASS ETCHING DETAIL**
A/100 **SCALE 1:25**

Activate Windows
Go to Settings to activate Windows.

INSTRUCTIONS FOR VENDORS

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 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 the 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/eprochelpdesk.01@gmail.com)**, **Vijay(8448288989/eprochelpdesk.03@gmail.com)**,**Suriya(8448288994/eproc helpdesk.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).
8. The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.