

**INSTITUTE WORKS DEPARTMENT  
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

No. IWD/ IE/ E-Tender/247

Dated: 15 , Jan, 2024

**NOTICE INVITING TENDER**  
**(INVITATION FOR BIDS)**

On behalf of B.O.G., Institute Works Department (IWD), IIT Roorkee invites online **Percentage Rate E-Tenders** in two Bid system (1. Technical 2. Financial) from competent, experienced and resourceful contractors having experience of working in Government, Public Sector Undertaking / Autonomous Organization of the Central / State Government for the below mention work: -

बी.ओ.जी. की ओर से, संस्थान कार्य विभाग (स०का०वि०), आई.आई.टी. रूड़की, सरकारी, केंद्र/राज्य सरकार के क्षेत्रीय उपक्रम/स्वायत्त संगठन, सार्वजनिक क्षेत्र में काम करने का अनुभव रखने वाले सक्षम, अनुभवी और साधन संपन्न ठेकेदारों से दो बोली प्रणाली (1. तकनीकी 2. वित्तीय) में ऑनलाइन प्रतिशत दर ई-निविदाएं निम्नलिखित कार्य के लिए आमंत्रित करता है –

Name of the Work	Estimated Cost (Approx.)	Completion Period (Months)
Hiring services for mandays for Horticulture work in the Inner Zone of IIT Roorkee Campus.	₹ 99.42 Lakhs	Initially for 12 months and can be extended up to 24 months on the basis of performance

1. Intending bidders are advised to visit IIT Roorkee website [www.iitr.ac.in](http://www.iitr.ac.in) ([https://www.iitr.ac.in/administration/pages/Tenders\\_EOI.html](https://www.iitr.ac.in/administration/pages/Tenders_EOI.html)) and Central Public Procurement Portal (CPPP) <http://eprocure.gov.in/app> regularly till closing date of BID submission of tender for any corrigendum / addendum/ amendment.

**Critical Data Sheet**

Sr. No.	Name of Organization	Indian Institute of Technology Roorkee
1	Tender Type (Open/Limited/EOI/Auction/Single)	Open
2	Tender Category (Services/Goods/Works)	Services
3	Type/Form of Contract (Work/Supply/ Auction/ Buy/ Empanelment/ Sell)	Work
4	Product Category (Civil Works/Electrical Works / Fleet Management / Computer Systems)	Horticulture Work
5	Date of Issue/Publishing Original Tender	16/01/2024 (18:00)
6	Document Download / Sale Start Date	16/01/2024 (18:00)
7	Pre-bid Meeting	NIL
8	Seek Clarification Start Date	NIL
9	Seek Clarification End Date	NIL
10	Bid Submission Start Date	29/01/2024 (15:00)
11	Bid Submission Closing Date	05/02/2024 (15:00)
12	Bid Opening Date	06/02/2024 (15:30)

13	Tender Fee	Tender fee of <b>Rs.1180 (Rs. 1000 Tender Fee + Rs. 180 18% GST Extra)</b> (Non-refundable) in the form of RTGS/NEFT transfer to IIT Roorkee Account No: <b>00000032685865515</b> , Account Name – NON MHRD GOVERNMENT FUND IIT ROORKEE, State Bank of India, Branch, IIT Roorkee, IFS Code: SBIN0001069, MICR Code:247002094 and copy of the deposit receipt shall be uploaded on e-tender. Or NSIC/ MSE certificate comprising relevant category of work
		should be uploaded for tender fee and EMD Exemption. Also, the bidder has to submit an undertaking regarding Bid Security Declaration as per Annexure-I.
14	EMD	<b>Rs. 1,99,000.00 (Rs. One Lakhs Ninety nine Thousand Rupees Only)</b> Payment of EMD can be made by RTGS, NEFT in below mentioned account No. The bidders shall be required to upload the scanned copies of transaction of payment of tender EMD including e-receipt (clearly indicating UTR No. & Tender Reference i.e. NIT No. must be entered in the remark at the time of online transaction of payment, failing which payment may not be considered) at the time of online bid submission on e-tendering website. Tender fee /EMD may be submitted on line as per details given below. 1. Account Name- NON MHRD GOVERNMENT FUND IIT ROORKEE. 2. Address- IIT Roorkee, Haridwar. a. Account No.- 00000032685865515 4. Account Description- Regular SB Chq-Entities. 5. Branch- IIT Roorkee 6. CIF No- 86531323246 7. IFS Code- SBIN0001069 8. MIC R Code- 247002094 Or NSIC/ MSE certificate comprising relevant category of work should be uploaded for tender fee and EMD Exemption. Also, the bidder has to submit an undertaking regarding Bid Security Declaration as per Annexure-I.
15	Performance Guarantee (5%)	<b>5%</b> of awarded value in form of Bankers Cheque / DD / FDR / Bank Guarantee duly pledge in the name of Institute Engineer, IIT Roorkee after issue of Letter of Acceptance (LOA).
16	Security Deposit (5%)	<b>5 %</b> of awarded value shall be submitted in the form of Bankers Cheque / DD / FDR / Bank Guarantee duly pledge in the name of Institute Engineer, IIT Roorkee after issue of Letter of Acceptance (LOA).
17	No. of Covers (1/2)	02 (Cover-1 for Technical+ Cover-2 for Financial)
18	Bid Validity Days (180/120/90/60/30)	90 days (from last date of opening of financial bid)
<b>19</b>	<b>Price Bid</b>	To be uploaded only on CPP Portal ( <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> ) in excel sheet.
20	Address for submission of documents or other communication.	<b>Institute Architect , Institute Works Department, James Thomson Building, IIT Roorkee, Roorkee- 247667 (India), Tel. No. 01332-285266/5197</b>
21	Email Address	<a href="mailto:ie@iitr.ac.in">ie@iitr.ac.in</a> / <a href="mailto:ia@iitr.ac.in">ia@iitr.ac.in</a>

## 2. Eligibility Criteria for submission of bid documents:

(a) **Experience of having successfully completed similar work individually costing not less than as stated below during the last 7 years ending previous day of last date of submission of bids.**

- (i) Three similar works, each of value not less than **40%** of the estimated cost,  
OR
- (ii) Two similar works, each of value not less than **60%** of the estimated cost,  
OR
- (iii) One similar works of value not less than **80%** of the estimated cost,

Completion certificate issued by Competent Authority will only be considered. Competent Authority means officer of not below the Rank of Executive Engineer/ Equivalent would be acceptable.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to last date of receipt of applications for this tender. (Copy of work completion certificate to be uploaded as proof of eligibility criteria in Cover-1)

**Similar works mean: - Outsourcing/Hiring Services for Complete Horticulture Work Only. (If the awarded work is composite in nature, then only the amount of work for Horticulture is to be considered)**

- (b)
- 3. **Turnover:** The average annual turnover CA certificate preferably with UDIN on similar works should be at least **50%** of estimated cost during the immediate last 3 consecutive Financial Year (2020-21, 2021-22 & 2022-23) balance sheet duly audited by Chartered Accountant. **(Scanned copy of Certificate from CA to be uploaded)**. The year in which no turnover is shown would also be considered for working out the average.
- 4. Institute reserves the right to cancel any or all tenders without assigning any reason.
- 5. Tender is invited initially for 12 months however it can be extended up to 24 months subject to the performance of the bidder or as desired by the institute. However, the service charge quoted by the bid shall be the same for the extended period. no escalation is admissible in this good. However, for the renewal of the contract bond, the bidder has to deposit all the requisite documents like security deposit, performance guarantee insurance, performance report, any other document, etc. as required by the department.

**List of Documents to be scanned and uploaded under Cover-1 on e-tendering website and submitted up to the last date and time mentioned in Critical data sheet:**

Note: Physical submission of their documents is not required at the time of uploading of tender by bidders, however these documents should be submitted by bidder, if asked by the institute subsequently for verification of documents.

**Documents to be submitted along with the bid.**

1. Documents regarding legal status of firm and written power of attorney of the signatory.
2. Proof of online submission of Tender Fee & EMD and Declaration as per Annexure-B
3. Copy of work completion certificate to be uploaded as proof of eligibility criteria.
4. Notarized Undertaking as per the tender document.
5. The Average Annual Turnover CA Certificate preferably with UDIN should be at least 50% of estimated cost during the immediate last 3 consecutive Financial Years (2020-21, 2021-22, 2022-23).
6. GST registration certificate.
7. PAN.
8. Copy of valid ESIC registration certificate
9. Copy of valid EPFO Registration certificate
10. Bank Solvency certificate: Bidder should have to submit valid solvency certificate of the amount at least 40% of the estimated cost of the work issued by a scheduled bank which is not more than one year old from the last date of tender submission (including extension time). Certified copy of original solvency certificate to be uploaded in cover-1.
11. Copy of Valid Labour Registration Certificate.
12. Form-A: General information of organization.
13. Form-B: Financial Information.
14. Form-C: Details of all works of similar nature.
15. Performance of Report of Similar Works/Projects at Annexure-C
16. Documents as required in Bid Evaluation Process at Annexure-A

**Note:**

1. If any information furnished by the bidder is found as false/ fabricated then his/her bid will be rejected and treated as cancelled, even if the same is detected at any stage of the contract and would lead to termination of the contract beside forfeiture of EMD /Security deposit or both and liabilities towards prosecution under appropriate law.
2. Each Page of the bid document shall be signed and stamped by the bidder or Authorized Signatory.

**List of Documents to be uploaded up to the last date and time mentioned above in Cover-2 (Financial Bid):**

1. Duly filled in priced BOQ.

Kindly note that no physical submission of duly filled in BOQ is required and it is to be uploaded only on e-tendering website.

**-Sd/-  
Institute Engineer,  
IWD, IIT Roorkee**