



अनुबंध प्रकोष्ठ / CONTRACT CELL
संस्थान कार्य विभाग / INSTITUTE WORKS DEPARTMENTS
भारतीय प्रौद्योगिकी संस्थान, रूड़की
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
रूड़की / ROORKEE – 247667 (उत्तराखण्ड / UTTARAKHAND)

निविदा दस्तावेज / Tender Document

No.: IWD/IE/CAMC-LTDG/106

06 May 2025

Bids (Techno-Commercial) are invited online at CPP Portal (<https://eprocure.gov.in/eprocure/app>) from the reputed manufacturer/ authorized supplier/dealer for the following items.

Manual bids will not be accepted.

वस्तु की तकनीकी विशिष्टतायें / Technical Specifications of item:

Sr. No	Name of item / Specifications	QTY	UOM
1	Annual Maintenance Contract (AMC) of LT DGs sets installed at the Saharanpur Campus of IIT Roorkee.	1	Job
Duration	One year from the date of issue of W.O./P.O.		
(For Detailed Technical Specification, please refer to the Tender Document and BoQ)			
नोट-1: कृपया वस्तु का मूल्य एवं कर अलग-अलग द ाएं।			
Note-1: Please quote the Rate & Taxes of the item separately.			
Note-2: E-way bill is to be issued by the Venders/Transporter			
Note-3: The HSN / SAC Code of the item must be mentioned.			
For Reasonability of Rates, the firm must enclose the last two supply orders for the same item with Bid.			
Critical Date Sheet			
1	Published Date (on https://eprocure.gov.in/eprocure/app)	13.05.2025	18:00 Hrs.
2	Bid Document Download / Sale Start Date	13.05.2025	18:00 Hrs.
3	Seek Clarification Start Date	13.05.2025	18:00 Hrs.
4	Seek Clarification End Date	19.05.2025	13:00 Hrs.
5	Pre Bid Meeting Date	N/A	N/A
6	Bid Submission Start Date	26.05.2025	13:00 Hrs.
7	Bid Submission End Date	02.06.2025	13:00 Hrs.
8	Bid Opening Date	03.06.2025	15:30 Hrs.

Chapter-1 : Instruction to bidders

- A. The Tender should be enclosed with proper certifications like Agency Certification, Authorization certificate and/or Proprietary Certificate, as the case may be, in support of your offer.
- B. बोली का जमा किया जाना / Submission of Bids:
The bids should be submitted with Annexure-I, II, V, VII, IX along with documents required to be uploaded in Annexure-VIII complete with seal and signature.
- 1 **Rates to be uploaded on e-procurement any portal(only). If any bidder quote the rate in the PDF with Technical bid, their bid shall be summarily rejected.**
- 2 The bids should be printed on official pad preferably with GST Number of the firm.
- 3 The quotations should bear full details and where possible may be duly supported with catalogues, pamphlets, literature, samples of the item/items as the case may be for comparing the quality and rates of the item(s).
- 4 The transportation cost, insurance charge etc., if any, percentage/ rate of GST or all other taxes and duties should be clearly mentioned.
- 5 The bids / rates / tenders should remain valid for a minimum period of 90 days from the date of opening of financial bid.
- 6 The rates shall not be subject to escalation of any nature.
- 7 The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
- 8 While quoting / sending rates, the firm shall give an undertaking as per Annexure-II.
- C. i.) निविदा शुल्क / Tender Fee (Non-Refundable): (Rs.1180 including GST @18%)
ii.) विधि निक्षेप / Earnest Money Deposit (EMD): 2% (Rs.11,200/-)

Payment of Tender Fee/ 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 Fee/ 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 online as per details given below.

1. Name of Bank- State Bank of India

2. Branch- IIT Roorkee

3. Account No.- 43508683377

4. Account Name- IITR EMD AND TENDER FEE ACCOUNT (Account Type - Saving)

5. IFS Code - SBIN0001069

6. MICR Code – 247002094

OR

Tender Fee: In shape of Demand Draft in favour of Registrar, IIT Roorkee payable at Roorkee.

EMD: In the form of Bankers Cheque / Demand Draft / FDR in the name of Institute Engineer, IIT Roorkee.

Scanned copy of Tender Fee/ EMD to be uploaded in Cover-1 and original document in sealed envelope should reach on or before the last date and time of bid submission to the address mentioned below:

Address for submitting original documents of Tender Fees and EMD (Bankers Cheque / Demand Draft / FDR) :

Contract Cell

Institute Works Department

James Thomason Building (Main Building)

IIT Roorkee, Roorkee

Haridwar Uttarakhand-247667.

Submission of Tender Fee & EMD (in case of Bankers Cheque / Demand Draft / FDR).

1. NIT number & Name of the Work should be clearly super scribed on the top of the envelope with firm's/ bidder's name & address. Bids may be rejected if NIT number & Name of the Work is not mentioned on the Envelope.

2. Bids shall be considered as UNRESPONSIVE and shall be summarily rejected in the case of non-submission of original EMD and Tender fee as per stipulated date & time OR if any discrepancy is found.

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-X.

- D. निष्पादन प्रत्याभूति / Performance Guarantee: 5% of the order value in the form of Bankers Cheque / DD / FDR / Bank Guarantee pledged in favor of "The Institute Engineer, IIT Roorkee" is required within 15 days from the issuance of W.O/ P.O., which should remain valid during the CAMC period plus sixty days. No interest shall be claimed by the bidder on the PG submitted. Performance guarantee shall be released after successful completion of work.
- E. बोलियों का खोला जाना / Opening of Bids:
The Bids will be opened online at CPP Portal (<https://eprocure.gov.in/eprocure/app>)-Plz refer Critical Date Sheet

Chapter-2 : Conditions of Contract

F. ठेका देना /Award of Contract:

The final selection of the bidder for the award of the contract will be made on the basis of the lowest commercial bid amongst the Technically Qualified Bidders.

Prices of optional item will not be considered to identify lowest price bid.

G. पूर्व-आपूर्ति निरीक्षण /Pre-supply Inspection:

Authorized representative of the Institute shall make the final inspection before supply of the item at site of the firm, if required.

H. वस्तु की आपूर्ति /Supply of Item:

The whole supply as per order shall have to be completed within the time mentioned in the order failing which the I.I.T. Roorkee shall have the right to accept or reject any quantity of items ordered. The firm will have to arrange for supply of the material in good condition.

I. भुगतान की शर्तें /Payment Terms:

a. Payment in INR for supply of goods:

Where installation is not required: 100% payment will be made after satisfactory delivery of material duly certified by the HOD/EIC.

OR

Where Installation is required :100% payment will be made after satisfactory delivery and installation of the material duly certified by the HOD/EIC

OR

80% payment will be made on receipt and acceptance of goods and balance 20% on successful installation and commissioning duly certified by the HOD/EIC.

b. Payment in INR for CAMC/AMC/Service:

Quarterly after satisfactory completion of work/service duly certified by the H.O.D./EIC on submission of following documents:

1. Two copy of invoice (original and duplicate).
2. Copy of the "repair / services log book".
3. Copy of purchase order.
4. Revenue stamp on the invoice.

J. दंड /Penalty:

A penalty of 0.5% of the total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value.

In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PBG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a period of a minimum two year.

K. अप्रत्याशित घटना /Force Majeure:

For the purpose of and within the scope of contract by way of indication and not of limitation, the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.

L. सूचना /Notices

For the purpose of all notices, the following shall be the address of the Owner and the Bidder.

Owner: Dean Infrastructure,
Institute Works Department,
Indian Institute of Technology Roorkee

Bidder: _____

(The details provided by the bidder in Annexure-I)

M. मध्यस्थता / Resolution of Disputes & Arbitration:

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawings and instructions here in before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, terminations, completion or abandonment thereof shall be dealt with as mentioned hereinafter.

If the bidder considers any work demanded of him to be outside the requirements of the contract or disputes any drawings, record or decision given in writing in connection with or arising out of the contract or carrying out of the work, he shall promptly within 15 days request the Owner in writing for written instruction or decision.

If the Bidder is dissatisfied with this decision, the Bidder shall within a period of 30 days from receipt of the decision, give written notice to the IIT Roorkee for appointment of Arbitrator failing which the said decision shall be final binding and conclusive and not referable to adjudication by the Arbitrator. Except where the decision has become final, binding and conclusive in terms of Sub Para (i) above disputes or difference shall be referred for adjudication through arbitration by a sole arbitrator appointed by The Director, IIT Roorkee. If reason whatsoever another sole arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left

by his predecessor. It is a terms of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator. It is also a term of this contract that no person other than a person appointed by such IIT Roorkee as aforesaid should act as arbitrator and if for any reason that is not possible, the matter shall not be referred to arbitration at all.

It is also a term of this contract that if the contractor does not make any demand for appointment of arbitrator in respect of any claims in writing as aforesaid within 30 days of receiving the intimation from the Owner that the final bill is ready for payment, the claim of the bidder shall be deemed to have been waived and absolutely barred and IIT Roorkee shall be discharged and released of all liabilities under the contract in respect of these claims. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

N. बोली अस्वीकृती के लिए मानदंड /Criteria for bid rejection:

- 1 If technical bid found without the required undertaking (Annexure-II) & Self Certificate (Annexure-V).
 - 2 If it found at a later date that any information given in the bids is Incorrect/false then the bid is liable to be disqualified/rejected.
 - 3 Canvassing in any form will result to disqualification.
 - 4 If "extra, as actual" etc. are mentioned against any of the price components in the bid the bid will be rejected.
 - 5 If the firm quotes 'NIL' charges / consideration, the bid shall be treated as unresponsive and will not be considered.
 - 6 If any bidder submitting two/multiple bids for the same item of a tender, both/all the bids of that bidder will be outrightly rejected.
- O. Engineer-in-charge (EIC)" means Assistant Executive Engineer.**

Chapter-3 : Schedule's of requirements

P. टिप्पणी / Note:

- 1 If the supplier/firm is manufacturer/authorized dealer/sole distributor/of the item, the certificate to this effect should be attached.
- 2 **Annexure-I, II, V, VII, IX along with documents required to be uploaded in Annexure-VIII, complete with seal and signature, to be submitted with the bid.**
- 3 It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
- 4 The firm is required to give its Bank Account details with IFSC for the purpose of making e-payment.
- 5 The Indian Institute of Technology (IIT) Roorkee reserves the right to reject any quotation wholly or partly without assigning any reason.
- 6 The quantity shown against the item is approximate and may vary as per demand of the Institute during execution. The total quantity may vary as per actual work/ service/ supply execution/site requirement/and user suggested changes during execution.
- 7 The decision of the institute in all matters relating to eligibility, acceptance, rejection of the bid will be final and binding on the applicants.
- 8 IIT Roorkee discourages High Sea Sale purchase. All tenders with High Sea Sale will be rejected.
- 9 The firms should clearly mention (in the financial bid) the Harmonized System of Classification (HS code) defined by the Central Custom and Excise Board (Govt. of India)- for the item(s) involving import.
- 10 **If the bid opening date happens to be a holiday, then the bid will be opened at 3.30 PM of the next working day followed by the holiday.**
- 11 If an agent submits bid on behalf of the Principal/OEM, the same agent can not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
- 12 Indian Agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.
- 13 Any corrigendum/addendum/errata in respect of the Tender Notice/ Enquiry letter shall be made available only at <https://eprocure.gov.in/eprocure/app>, and our Institute website <https://mm.iitr.ac.in/mmweb> Hence, prospective bidders are advised to visit these websites regularly.
- 14 Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is Incorrect/false then the bid is liable to be disqualified/rejected.
- 15 Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.

- 16 In case the item/product is under rate contract with DGS&D or GeM, then Bidder should certify that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.
- 17 **In Item Wise BoQ .xls sheet, In column M, leave blank for the item/service not provided/quoted by you. If quoted 0 then it will be considered that the item/service will be provided free of cost.**
- Or**
- In Item Rate BoQ .xls sheet, If quoted 0 for the items/services in column M then it will be considered that the items/services will be provided free of cost.**
- 18 **Only 'Class-I local supplier' and 'Class-II local supplier', as defined in the Public Procurement (Preference to Make in India), Order 2017 shall be eligible to bid in tender. For more details please refer: Order No.: P-45021/2/2017-PP (BE-II), DPIIT, Ministry of Commerce and Industry issued Dated: 16th Sept. 2020.**
- However, in case the total quoted amount is less than 5 Lac then supplier is exempted from the mentioned order of Public Procurement (Preference to Make in India), Order 2017.**
- Self-certificate has to be provided in this regard that the item offered meets the local content requirement for 'Class-I local supplier' & 'Class-II local supplier'. (As per annexure-V)**
- 19 **The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.**

Chapter-4 : Specifications and allied Technical details	Plz. See Annexure- III, IV and VII
Chapter-5 : Price Schedule (to be utilized by the bidders for quoting their prices online in .XLS format at CPPP Portal (https://eprocure.gov.in/eprocure/app))	Plz. See Price Bid in .XLS Format
Chapter-6 : Contract Form	Purchase Order is used as Contract Form
Chapter-7 : Other Standard Forms, if any to be utilized by the purchaser and bidders	Tender Acceptance Letter (Annexure-VIII)

Sd/-

संस्थान अभियंता
Institute Engineer

***Document Digitally Signed on <https://eprocure.gov.in/eprocure/app>**

For any Clarification, Please Contact:

Er. Neeraj A.E.E(E)-I S/S IIT Roorkee	A.E.E(E)-I S/S IIT Roorkee	Ph. 01332-28- 5386	Email: neeraj.aee2018@iitr.ac.in
--	---------------------------------------	-------------------------------	--

QUALIFYING INFORMATION

Please furnish the following information along with documentary evidence only in this format (as eligibility criteria)

1.	Name of the bidder		
2.	Legal Status of the bidder		
3.	Place of registration and registration of the bidder		
4.	Year of establishment of the firm.		
5.	Permanent Address		
6.	Email id		
7.	Contact Numbers		
8.	Principal place of registration		
9.	PAN No.		
10.	GST No.		
11.	EPF Registration No.		
12.	ESIC Registration No.		
13.	EMD Details (amount, UTR No., date, bank etc.):		
14.	The HSN/ SAC Code of the items must be mentioned (add rows if required).		

15. DETAILS OF KEY PERSONNEL

Sl. No	Name & Designation	Qualification	Experience	Nature of Works Handled	Date from which employed in your organization

Note: Bidder may furnish the above information in separate sheet if the space is not sufficient.

List of equipment, tools and tackles (if applicable)

Signature:

Name:

Designation:

Seal of the Organization

उपबंध / UNDERTAKING

Tender Ref. No. _____ Dated: _____

I/We hereby certify that we or our OEM are not from such a country which shares a land border with India or, if from such a country, We are registered with the Competent Authority. [Where applicable, evidence of valid registration by the Competent Authority is attached.}" (For details Please refer Order No.: F.No. 6/18/2019-PPD Dt.: 23rd July 2020)

Link of Order: [http://mm.iitr.ac.in/mmweb/public/forms/63374_GFR%20Rule%20144%20\(xi\).pdf](http://mm.iitr.ac.in/mmweb/public/forms/63374_GFR%20Rule%20144%20(xi).pdf)

That all the terms/conditions mentioned in the enquiry letter/tender against which the rates are being given are acceptable to the firm.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

It is certified that the firm has never been black-listed from any Government Department. (State/Central Govt./ Autonomous/ PSU) in last three years.

Signature_____

Name_____

Designation_____

Seal of the Firm/Agency

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Definition (SCC clause 1.0)

a) Owner means: IIT Roorkee.

b) Site means the project site situated in IIT Roorkee Main Campus, Saharanpur Campus and GNEC Campus.

2. Tender fee: Tender fee in favour of Registrar, Indian Institute of Technology Roorkee payable at Roorkee must be submitted as mentioned in critical data sheet. Bids not accompanying with Tender fee will be summarily rejected. Tender fee is nonrefundable.

3. Earnest Money Deposit (EMD)

(i) The EMD of the unsuccessful Bidders will be discharged / returned within Thirty (30) days from the date of opening of the financial bids. The EMD of the successful Bidder shall be released only after submission of Security deposit/ Performance guarantee.

(ii) The EMD may be forfeited and further the bidders shall not be allowed to participate in the re-bidding process of the work, if the Bidder withdraws his bid during bid validity period OR in case successful bidder fails to sign the contract/ fails to deposit security amount/ fails to deposit performance guarantee.

4. Warranty (Defective Liability Period): In case of work/ material minimum warranty period of the complete system will be one year OR the duration of the P.O./ W.O in case of service.

5. Equipment/ service if found not as per the required specifications, will be rejected.

6. In case the actual applicable GST rate in the BoQ is different from 18% then payment shall be made on the actual applicable GST rate while keeping the basic rate same.

7. Clarification/ queries/ requests received after seek clarification end date shall be rejected/ not entertained.

8. In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a period of a minimum one year.

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>. Also, any modification on CPP portal in reference to below will be applicable. Therefore, for more details and update please refer CPP Portal (<https://eprocure.gov.in/eprocure/app>).

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal are prerequisites for e-tendering.
2. Bidder should register for the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide only valid and true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id as registered.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class III Certificates with signing key usage) issued by SIFY/nCode/eMudra etc. recognized by Controller of Certifying Authorities (CCA) India on eToken/SmartCard, should be registered.
5. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
7. After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
8. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
9. Bidder may log in to the site through the secured login by the user id/ password chosen during enrolment/registration and then by submitting the password of the e-Token/Smartcard to access DSC.
10. Bidder may select the tender in which he/she is interested in by using the search option and then move it to the 'my tenders' folder.
11. From my tender folder, he may select the tender to view all the details uploaded there.
12. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
14. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under "My Space option" and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
15. Bidder should submit the Tender Fee/ EMD as specified in the tender. Scanned copy of the same should be uploaded as part of the offer.
16. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
17. The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the same.
18. The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection. (If applicable)
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Every act of

using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.

20. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.
21. If the price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
22. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
23. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
24. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e- Tender system. The bidders should follow such time during bid submission.
25. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
27. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
28. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
29. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: 0120-4001005 or send an e-mail to – cPPP- nic@nic.in.

(to be submitted by the vendor/firm on its official letter head)

Self-Certificate for Local Content

Tender No. _____ Dated: _____

We hereby certify that the items quoted by us against above mentioned tender no. has the local content as per below:

Local Content (in %):.....

Local Supplier Class:.....

The details of the Make in India items/parts used in the quoted products is/are as under:

- 1
- 2
- 3

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

- 1
- 2
- 3

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

Signature:**Name:****Designation:****Seal of the Firm/Organization:**

General Conditions

1. The firm will depute service engineer (s) (Electromechanical) once in three months to check the status of DG set and its functioning as per the scope of work.
2. Visit / inspection to be recorded in log book / register duly signed of service engineer and representative of IIT Roorkee.
3. The work shall be carried out as per CPWD specifications for DG Sets and to the entire satisfaction of Engineer-in-charge.
4. The firm has to provide well trained and experienced staff at the time of generator service or as when required.
5. The complaints received should be attended within **24 hours** of their receipts whereas major repairs shall have to be rectified within **07 days**. Failing which, penalty will be imposed as per institute rules.
6. No advance payment shall be made to the firm, however quarterly payment shall be released to the firm after successful completion of service.
7. Income tax would be deducted as per rules.
8. The firm should quote their rates after inspecting the D.G. sets at site.
9. In case of continued non-performance and inability to meet service requirements, this office shall reserve the right to terminate the contract after giving 15 days' notice in writing.
10. Bidder will be fully responsible for any accident or mishaps involving workers engaged by the bidder and the bidder would pay claims made on this part. Institute will not pay any compensation in this regard.
11. The Institute shall not be responsible for any loss, breakage or theft of Bidder's material for which he has to make his own arrangements for storage.
12. The quantities indicated are purely tentative and likely to vary on either side up to any limit as per requirement during the duration of the work.
13. The firm shall have to arrange small items like cotton, old cloths, battery water and tools to carry out routine checkup of DG Sets. Bidder or their representative (with notarized power of attorney) is bound to attend the meeting (as and when called by EIC) for contract management (or any other issue related to contract) at IIT Roorkee. Penalty @ Rs. 5000/- per non-compliance shall be deducted from the bidder's bill or from the Performance Guarantee. In case the representative does not possess an adequate position or is unable to conclude meeting with logical end then the bidder is bound to attend such meetings.
14. The Contractor will arrange safety gear. such as safety shoes, safety helmets. gloves, etc., for the manpower deployed at his own cost. If the manpower is found not wearing safety gear, a penalty of Rs. 200 per violation will be imposed by the EIC.

Scope of Work:

Servicing of each D.G. Set at 250 Hrs. or six months, whichever is earlier.

Engine: - Checking of oil and lubricating oil level and topping up if required, checking all parameters and performance of the engine on load conditions.

Alternator:- Checking of mounting and coupling bolts for tightness, checking of bearing for condition and greasing, checking IR valves of alternator, insulations, cleaning of alternator, tightening the loose-connections and cable and terminations, checking for vibration, voltage, frequency, RPM, carbon brushes etc.

Control panels: - Cleaning of AMF panel, MCCB's, contactor, relays and panel timers with blower, checks for control and power wiring, tightness of connections and fuses, correctness and calibrator of all meters, relays, contactors and MCCB's etc. All control system checking and functionally working will be part of the contract

Batteries:- Tightness of connections, Diagnostics of fault and rectify supply & replacement of terminals and applying petroleum jelly, checking specific gravity of electrolyte of each cell and checking the charging system.

Cooling system: - Checks for any leakage of radiator, supply & filling of coolant, if required to check the condition of hose pipes, jubilee clamps, V-Belts and repair of all the minor parts as required.

Fuel System: - Checking and repair of fuel pump, fuel pipelines and hoses, cleaning the fuel tank as when required.

Starting & Testing: - After carrying out all checks and performance of DG sets shall be observed and parameters of all the parts and meters should be within limit.

Service on Call: - In addition to the bi-monthly visits, the firm will provide its service in case of any fault/emergency or as and when required without any extra charges and within 24 hours.

Cost of Spare Parts: - All spare parts required during service like oil filter, fuel filter, air filter, fuel pipes, diesel hose pipes, cu-washers, carbon brushes, small fuses, V-Belts etc. shall be arranged by the institute through rate contract / direct purchased by the same vendor on bill basis.

Cleaning and maintenance of battery terminals, AMF panels and DG Sets shall be part of the contract.

*** All the maintenance works to be done as per the manufacturer's guidelines.

Any maintenance work not specifically mentioned above but required for the healthy and uninterrupted operation of DG set will be considered part of the scope of work.

The work not included in the scope of work;

1. Supply of major contactors, MCCB's, relays, batteries, radiator fan and internal parts of the engine.
2. Rewinding of alternators and exciter.
3. Major overhauling of the DG sets.

Tender Acceptance Letter

Date:**Sub: Acceptance of Terms & Conditions of Tender.**

Tender No. _____ Dated : _____

Tender Name _____

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above-mentioned 'Tender No.' from the website(s) namely: as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. to (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement, and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of the above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/organization shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid, including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,**(Signature of the Bidder, with Official Seal)**

Eligibility Criteria:

Bidder should submit(upload) the following documents:

1. Authorized Service Centre/ service provider.

OR

Experience of having successfully completed or executed similar works during the last 3 years in n Central / State Government, Public Sector Undertaking / Autonomous Organization of Central / State Government.

Similar work shall mean - **SITC/CAMC of LTDG.**

2. Valid PAN, GST certificate, ESI registration certificate (if applicable) & EPF registration certificate (if applicable) must be uploaded with the technical bid.
3. Price bid (BoQ) to be uploaded in .XLS format only (not as pdf).
4. Proof of submission of Tender Fee & EMD OR Declaration as per Annexure-X
5. The bids should be submitted with Annexure-I, II, V, VII, IX and the documents mentioned above with seal and signature.

PERFORMA FOR DIRECT PAYMENT/ TRANSFER TO BANK ACCOUNT BY IIT ROORKEE

S. No.	Particulars	Information
1	Firm (Beneficiary) Name	
2	Address	
3	Complete Bank Account No. of the Firm (Beneficiary) (In case of change in Bank Account vendor write to Account Office)	
4	Bank Name	
5	Branch Address	
6	IFSC Code No.	
7	Permanent Account No.	
8	Mobile No. (for SMS)	
9	Email ID (For Information)	
10	Enrolment No. (for student)	

We undertake that all the information provided above is correct and IIT Roorkee will not be responsible in case of any error on the part of firm.

<p>Verification by Bank (one time only)</p> <p>Information given at 1,4,5,6&7 verified by Bank</p>	
<p>Seal and Signature of the Bank</p>	<p>Seal and Signature of the Firm</p>

DECLARATION
(to be submitted by the vendor/firm on its official letter head)

To,
 Institute Engineer,
 IIT Roorkee,
 Roorkee,

Subject: Undertaking as per GFR – 2017, Rule 170(iii) in lieu of Bid Security/Earnest Money Deposit (EMD)

Tender Ref no: Dated

Dear Sir,

We, the undersigned, offer to supply the
 as per tender at IIT Roorkee, in response to your above-referred tender no.

We are hereby submitting our proposal/Bid/Quote for the same, which includes Technical bid and the Financial Bid. As a part of eligibility requirement stipulated in above referred tender document, we hereby submit a declaration in lieu of Earnest Money Deposit (EMD) as given below:

1. Our bid shall remain valid for 90-days from the date of financial opening and that we will not withdraw or modify our bid during the validity period.
2. In case, we are declared as successful bidder and an order is placed on us, we will submit the acceptance in writing within 7 days of placement of order on us.
3. In case, we are declared as successful bidder and an order is placed on us, we undertake, to submit a Performance Bank Guarantee (PBG) as mentioned in above referred tender document or as per terms stipulated in the Purchase Order.
4. In case of failure on our part to comply with any of the above said requirements, we are aware that we shall be declared as ineligible for said tender and /or debarred from any future bidding process of IIT Roorkee for a period of minimum one year
5. The undersigned is authorized to sign this undertaking.

Signature:

Name:

Designation:

Seal of the Firm/Organization:

BoQ:

PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT (including 18% GST) Rs. P	TOTAL AMOUNT In Words (including 18% GST)
1	Part-A					
1.01	Annual Maintenance for 125 KVA D.G. Set Make: Kirloskar (Both engine and alternator)	2.00	Nos.	20,005.55	40011.10	INR Forty Thousand Eleven & Paise Ten Only
1.02	Annual Maintenance for 250 KVA D.G. Set Make: Kirloskar (Both engine and alternator)	1.00	Nos.	22,863.49	22863.49	INR Twenty Two Thousand Eight Hundred Sixty Three & Paise Forty Nine Only
1.03	Annual Maintenance for 380 KVA D.G. Set Make: Greaves Crompton for engine and Crompton Greaves for alternator	1.00	Nos.	28,579.36	28579.36	INR Twenty Eight Thousand Five Hundred Seventy Nine & Paise Thirty Six Only
2	Part-B					
2.01	Supply of Solenoid Coil (Kirloskar/ Greaves)	1.00	Nos.	4,805.21	4805.21	INR Four Thousand Eight Hundred Five & Paise Twenty One Only
2.02	Supply of Engine Wiring Harness (Kirloskar/ Greaves)	1.00	Nos.	15,731.76	15731.76	INR Fifteen Thousand Seven Hundred Thirty One & Paise Seventy Six Only
2.03	Supply of Magnetic pickup (Kirloskar/ Greaves)	1.00	Nos.	6,975.30	6975.30	INR Six Thousand Nine Hundred Seventy Five & Paise Thirty Only
2.04	Supply of Transducer (Kirloskar / Greaves)	1.00	Nos.	1,937.58	1937.58	INR One Thousand Nine Hundred Thirty Seven & Paise Fifty Eight Only
2.05	Supply of Coolant Concentrate (5 Ltr Pack)	4.00	Nos.	3,143.73	12574.92	INR Twelve Thousand Five Hundred Seventy Four & Paise Ninety Two Only
2.06	Supply of Volvoline Engine Oil 15W40 CF-4 (20 Ltr)	1.00	Nos.	7,859.33	7859.33	INR Seven Thousand Eight Hundred Fifty Nine & Paise Thirty Three Only
2.07	Supply of Volvoline Engine Oil 15W40 CF-4 (55 Ltr)	6.00	Nos.	19,291.07	115746.42	INR One Lakh Fifteen Thousand Seven Hundred Forty Six & Paise Forty Two Only
2.08	Supply of Battery Charger DC 12 Volt (Kirloskar/ 2.08 Greaves)	1.00	Nos.	5,001.39	5001.39	INR Five Thousand One & Paise Thirty Nine Only
2.09	Supply of Self Switch (Kirloskar/ Greaves)	1.00	Nos.	628.75	628.75	INR Six Hundred Twenty Eight & Paise Seventy Five Only
2.1	Supply of Primary Air Filter 250 kVA (Kirloskar)	2.00	Nos.	7,644.98	15289.96	INR Fifteen Thousand Two Hundred Eighty Nine & Paise Ninety Six Only
2.11	Supply of Secondary Air Filter 250 kVA (Kirloskar)	2.00	Nos.	3,686.74	7373.48	INR Seven Thousand Three Hundred Seventy Three & Paise Forty Eight Only
2.12	Supply of Air Filter (Inner) 125 kVA (Kirloskar)	4.00	Nos.	1,000.27	4001.08	INR Four Thousand One & Paise Zero Eight Only
2.13	Supply of Air Filter (Outer) 125 kVA (Kirloskar)	4.00	Nos.	2,500.70	10002.80	INR Ten Thousand Two & Paise Eighty Only
2.14	Supply of Primary Filter 125 kVA (Kirloskar)	4.00	Nos.	714.48	2857.92	INR Two Thousand Eight Hundred Fifty Seven & Paise Ninety Two Only
2.15	Supply of Secondary Filter 125 kVA (Kirloskar)	4.00	Nos.	714.48	2857.92	INR Two Thousand Eight Hundred Fifty Seven & Paise Ninety Two Only
2.16	Supply of Spins on lub Oil niter (Kirloskar)	4.00	Nos.	714.48	2857.92	INR Two Thousand Eight Hundred Fifty Seven & Paise Ninety Two Only
2.17	Supply of Kit Fuel Filter 250 kVA (Kirloskar)	4.00	Nos.	714.48	2857.92	INR Two Thousand Eight Hundred Fifty Seven & Paise Ninety Two Only
2.18	Supply of Hose Clamp 10m/25m	1.00	Nos.	50.02	50.02	INR Fifty & Paise Zero Two Only

2.19	Supply of Oil Filter, 232 V	1.00	Nos.	785.93	785.93	INR Seven Hundred Eighty Five & Paise Ninety Three Only
2.2	Supply of Fuel Filter Element 380 KVA (Greaves)	6.00	Nos.	714.48	4286.88	INR Four Thousand Two Hundred Eighty Six & Paise Eighty Eight Only
2.21	Supply of Fuel Filter Insert 380 KVA (Greaves)	6.00	Nos.	714.48	4286.88	INR Four Thousand Two Hundred Eighty Six & Paise Eighty Eight Only
2.22	Supply of Fuel Filter 5L (Greaves)	2.00	Nos.	1,071.73	2143.46	INR Two Thousand One Hundred Forty Three & Paise Forty Six Only
2.23	Supply of Air Filter (Outer) 380 KVA (Greaves)	2.00	Nos.	6,430.36	12860.72	INR Twelve Thousand Eight Hundred Sixty & Paise Seventy Two Only
2.24	Supply of Air Filter (Inner) 380 KVA (Greaves)	2.00	Nos.	2,072.00	4144.00	INR Four Thousand One Hundred Forty Four & Paise Zero Only
2.25	Supply of Temperature gage (Kirlosker/ Greaves)	1.00	Nos.	2,572.15	2572.15	INR Two Thousand Five Hundred Seventy Two & Paise Fifteen Only
2.26	Supply of Thermostat (Kirlosker/ Greaves)	1.00	Nos.	4,286.90	4286.90	INR Four Thousand Two Hundred Eighty Six & Paise Ninety Only
2.27	Supply of Fan belt (Kirlosker/ Greaves)	6.00	Nos.	1,428.97	8573.82	INR Eight Thousand Five Hundred Seventy Three & Paise Eighty Two Only
2.28	Supply of Panel controller (Kirlosker/ Greaves)	1.00	Nos.	54,300.79	54300.79	INR Fifty Four Thousand Three Hundred & Paise Seventy Nine Only
2.29	Supply of AVR (Kirlosker/ Greaves)	1.00	Nos.	27,150.40	27150.40	INR Twenty Seven Thousand One Hundred Fifty & Paise Forty Only
2.3	Supply of Charging Alternator for D.G. Set (Kirlosker/Greaves)	1.00	Nos.	24,253.13	24253.13	INR Twenty Four Thousand Two Hundred Fifty Three & Paise Thirteen Only
2.31	Supply of Radiator Hose (Kirlosker/ Greaves)	1.00	Nos.	458.84	458.84	INR Four Hundred Fifty Eight & Paise Eighty Four Only
2.32	Supply of Battery Charger DC 24 Volt (Kirlosker/Greaves)	1.00	Nos.	10,487.84	10487.84	INR Ten Thousand Four Hundred Eighty Seven & Paise Eighty Four Only
2.33	Supply of Heavy Duty Battery Charger 12/24 Volt	1.00	Nos.	18,353.72	18353.72	INR Eighteen Thousand Three Hundred Fifty Three & Paise Seventy Two Only
2.34	Supply of Water Pump 125 kVA (Kirlosker)	1.00	Nos.	11,798.82	11798.82	INR Eleven Thousand Seven Hundred Ninety Eight & Paise Eighty Two Only
2.35	Supply of Water Pump 250 kVA (Kirlosker)	1.00	Nos.	15,731.76	15731.76	INR Fifteen Thousand Seven Hundred Thirty One & Paise Seventy Six Only
2.36	Supply of tubular batteries 12V, 150AH capacity:- (Make: Exide Express/Prestolite /Hitech/Amron)	1.00	Nos.	18,600.81	18600.81	INR Eighteen Thousand Six Hundred & Paise Eighty One Only
2.37	Supply of tubular batteries 12V, 180AH capacity:- (Make: Exide Express/Prestolite /Hitech/Amron)	1.00	Nos.	21,700.94	21700.94	INR Twenty One Thousand Seven Hundred & Paise Ninety Four Only
Total in Figures Part (A+B)					₹ 5,57,641.42	INR Five Lakh Fifty Seven Thousand Six Hundred Forty One & Paise Forty Two Only
Quoted Rate in Figures Part (A+B)			Select		₹ 0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				