

**भारतीय सूचना प्रौद्योगिकी संस्थान भोपाल**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHOPAL**  
(शिक्षा मंत्रालय भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institute of National Importance under Ministry of Education, Govt. of India)

Tender Amount	₹ 5,00,000/- (Five lakhs only)
EMD Amount	₹ 10,000/- (Ten Thousand only)
Bid publishing date	28-06-2024
Bid submission start date	28-06-2024
Bid submission end date	08-07-2024 up to 05:00 PM



**सीमित निविदा आमंत्रण सूचना**  
**NOTICE INVITING LIMIED TENDER**  
for  
**PARTITION WORK IN CLASSROOMS**

Website <https://iiitbhopal.ac.in>

E-mail Address: [araccouts@iiitbhopal.ac.in](mailto:araccouts@iiitbhopal.ac.in)

Telephone No: 0755-4051950

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<b>Indian Institute of Information Technology Bhopal- 462003</b>	
(An Institution of National Importance under MoE., Govt. of India)	
No. IIIT/B/S&P/2024-25/03	Date: - 27/06/2024
<b>LIMIED TENDER ENQUIRY</b>	
Sub:	<b>PARTITION WORK IN CLASSROOMS</b>
<p>Indian Institute of Information Technology (IIIT) Bhopal (hereinafter referred to as the "<b>Institute</b>"), is one of the Institutes under Not-for-profit public private partnership (PPP) mode, set up with the objective of making available facilities for higher education, research and training in various fields of information technology. At present, IIIT Bhopal is operating from its temporary premises at MANIT Bhopal.</p> <p>Tender (in two bid system) is being invited for providing and fixing aluminum ppartition in Classrooms at IIIT Bhopal.</p> <p>Last date of receipt of complete tender document is <b>08-07-2024 up 05:00 PM</b>. The Director of the Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.</p>	
	<b>OSD (Administration)</b>

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, BHOPAL**

**IMPORTANT INFORMATION AT A GLANCE  
SCOPE OF TENDER**

Tender No & Date	No. IIIT/B/S&P/2024-25/03 Date: 27/06/2024
Brief Description of Goods/Items	Quantity
Partition Work in Classrooms	<b>Detailed at Annexure-2 (Bill of Quantity)</b>
Estimated cost of Tender	<b>₹ 5,00,000 (Rupees Five Lakhs only)</b>
Location of Supplies & Installation	Indian Institute of Information Technology (IIIT) Bhopal, MANIT Campus, Bhopal
Tender Document	Tender Document can be downloaded free of cost from Institute Website: <a href="https://iiitbhopal.ac.in">https://iiitbhopal.ac.in</a> , and from the Central Public Procurement (CPP) Portal – <a href="http://www.eprocure.gov.in/epublish/app">www.eprocure.gov.in/epublish/app</a>
<b>Last Date &amp; Time of Submission of Tender</b>	<b>08-07-2024 up to 05:00 PM</b>
<b>Date &amp; Time of Opening of Bids</b>	<b>09-07-2024 at 11:00 AM</b>
<b>Date &amp; Time of Opening of Price Bids</b>	Shall be informed after evaluation of technical bids
Delivery/ Supply period	Up to 20/07/2024
<b>Details of Contact Persons for Query if any</b>	
<b>CS Arun Thapar</b> Assistant Registrar (F&A) +91 90390 22640 <a href="mailto:araccounts@iiitbhopal.ac.in">araccounts@iiitbhopal.ac.in</a>	<b>Dr. Govind Bhargava</b> Officer on Special Duty (OSD) +91 – 91091 52182 <a href="mailto:osd@iiitbhopal.ac.in">osd@iiitbhopal.ac.in</a>

<b>CHAPTER - I</b>	
<b>INSTRUCTIONS TO BIDDERS</b>	
<b>1</b>	<b>Institute Profile:</b> Indian Institute of Information Technology Bhopal (IIIT-Bhopal) is one of the Institutes under Not-for-profit public private partnership (N-PPP) mode, set up with the objective of making available facilities for higher education, research and training in various fields of information technology. At present, IIIT-Bhopal is operating from its temporary premises at Maulana Azad National Institute of Technology Bhopal (MANIT Bhopal) till the time its new campus is made operational at Bhopal, Madhya Pradesh.
<b>2</b>	<b>Scope of Work</b>
a	Providing and fixing of aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up gaps at junctions, <i>i.e.</i> , at top, bottom and sides with other required items. Partition with extruded built up standard aluminum sections and other section of approved make.
b	Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for paneling/ stainless steel screws, all complete as per architectural drawings.
c	Anodised aluminium (Anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)
d	Providing and fixing 18 mm thick particle board flat pressed three layer or graded wood particle board conforming to IS: 14862 Grade I Type II in panelling fixed in partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings.
c	Providing and fixing acrylic wall putty and paint work on partition walls for finishing the work.
<b>3</b>	<b>Eligibility Criteria:</b>
a	Service Provider should have registered with appropriate Authority preferably at Bhopal otherwise in Madhya Pradesh.
b	Service Provider should have GST Number & Income PAN both.
<b>4</b>	<b>Price Bid</b>
a	The Prices should be quoted in Indian Rupees only.
b	The Service Provider should avoid the use of vague term such as “Extra as applicable”. Such offers shall be treated as non-responsive.
<b>5</b>	<b>Bid Submission:</b> Sealed offer shall be submitted in a bigger envelope for which shall be super scribed as “ <b>Technical Bid for Partition Work in Classrooms</b> ” and the same shall be sent addressed to “ <b>The Director, Indian Institute of Information Technology (IIIT), New Teaching block, MANIT Campus, Link Road No. 3, Near Kali Mata Mandir, Bhopal – 462003, (M.P.) in the “Tender Box” available at Room No. – TB-109 till 08-07-2024 up to 05:00 PM during official hours and on official working days.</b> ”

<b>PART – I - TECHNICAL BID MUST HAVE FOLLOWING DOCUMENTS:</b>	
a	<b>ANNEXURE - 1 (Bidder Information Form)</b> duly signed and accepted.
b	<b>ANNEXURE - 2 (Bill of Quantity)</b> duly signed and accepted
c	<b>ANNEXURE – 3 (Undertaking from Bidder)</b> duly signed and accepted
d	<b>ANNEXURE – 4 (Price Bid Format)</b> duly filled and signed
e	Self-attested Copy of Certificate of Registration of Company with Registrar of Companies/ firm/ Agency.
f	Self-attested copies of valid GST Number & Income Tax Account Number PAN.
g	Self-attested copy of IT return filed for the last three (3) Financial years.
<b>PART – II - FINANCIAL BID MUST HAVE FOLLOWING DOCUMENTS:</b>	
a	<p>The Technical and Financial Bid should be sealed by the bidder in a separate envelope duly super-scribed and both these sealed envelopes are to be put in a bigger cover which should also be sealed and duly super-scribed.</p> <p>The Technical Bid will be opened at the first instance and will be evaluated by the committee, and at the second instance financial bid of only technically qualified bidders shall be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before the awarding the contract. Partial quote is liable to be rejected.</p>
b	If both or either of the envelopes are not sealed and marked as required, the Purchaser shall not be responsible for the misplacement or premature opening of the bid. Their bid will summarily be rejected on the discretion of the committee. In such circumstance the tender will not be canceled. It will be evaluated for the remaining bids received.
c	All the columns of the tender document/form shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender document/form must be signed by the person who is signing the tender/bid.
d	Tenders received in open covers/ letters/ fax/ email will not be considered
e	Bidder shall take into account all costs including statutory duties & taxes and other charges etc. before quoting their price. In this regard no claim what so ever shall be entertained.
f	The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted unit prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the lowest, the Institute shall avail such discount at the time of award of contract.
g	The price quoted in price bid shall be firm. No extra payment shall be paid on account of any discrepancy in nomenclature of items. The bidder shall seek clarifications if any before submitting the tender.
h	No representation for the enhancement of the price of the accepted tender or alteration of the terms and conditions will be entertained.
6	<b>Evaluation of Bids:</b>

	a	The Institute shall evaluate all the items together or separately depending upon nature of items of circumstance and compare the quotations determined to be substantially responsive i.e. which <ul style="list-style-type: none"> <li>➤ are properly signed;</li> <li>➤ Confirm to the eligibility criteria of the vendor; and</li> <li>➤ Confirm to the terms &amp; conditions, and technical specifications.</li> </ul>		
	b	In case contract is awarded to L-1 service provider and said service provider is not able to supply desired vehicle with required document and within prescribed time limit then contract shall be cancelled and offer shall be given to L-2 service provider to supply desired vehicle with required document at Lowest rate offered by earlier L-1 service provider.		
	c	The Price of Aluminium Partition Wall work before GST shall remain firm & inclusive of all costs involved for the delivery to the destination which include the cost of Installation & Commissioning at destination.		
	d	No extra payment or revision of Price of Aluminium Partition work before GST shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender		
	e	No representation for the revision of the quoted Price of Aluminium Partition Wall work before GST shall be considered till the supplies are completed to the designated location(s).		
7	<b>Signed Tender:</b>			
	The tender documents submitted by the bidder including Annexures / Addendums if any, shall be submitted with duly filled (financial offer) and signed on each page as token of having read the conditions and acceptance thereof.			
8	<b>Causes of rejection of Tender:</b>			
	a	While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.		
	b	If any bidder stipulates any condition of his own, such conditional tender is liable to be rejected.		
9	<b>Contents of Tender:</b>			
	Bidder is expected to examine carefully all the contents of tender document including without limiting to eligibility criteria, terms & conditions and take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the bidder 's risk.			
10	<b>Earnest Money Deposit (EMD)</b>			
	a	The EMD of ₹ 10,000/- (Ten Thousand only) shall be remitted through RTGS/NEFT only into Institute's bank account as under:		
		<b>Account Name</b>	<b>Bank Name</b>	<b>Bank A/c No.</b>
		<b>Indian Institute of Information Technology Bhopal</b>	<b>State Bank of India</b>	<b>37096705722</b>
				<b>Bank IFS Code</b> <b>SBIN0001608</b>
		The bidder is instructed to submit the RTGS/ NEFT acknowledgement along with Technical Bid to prove the transfer of payment. No cash/ DD towards EMD shall be accepted. The offers without EMD from the bidders shall be rejected.		

	b	The Institute shall not be liable for payment of any interest on EMD.
	c	Any request by the bidders to consider their EMD already furnished by them to any of the other office of the Institute, for any other contract/ tender will not be considered as EMD for this tender.
	d	The EMD will be returned to the unsuccessful bidders soon after the orders are placed to the successful bidder.
11	<b>Forfeit of Earnest Money Deposit:</b>	
	a	If any bidder withdraws his tender before the period of 10 days from the date opening of technical bid or makes any modifications in the terms and the conditions of the tender which are not acceptable to the Institute, then the Institute shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
	b	<p>The EMD will also be forfeited in following cases:</p> <ol style="list-style-type: none"> <li>i. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.</li> <li>ii. If the bidder fails to comply Scope of Supplies and Work mentioned in tender.</li> <li>iii. If the bidder delays in providing hostel facility beyond a reasonable time resulting in disruption of project.</li> <li>iv. Bidder for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.</li> </ol> <p>Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.</p>
12	<b>Withdrawal, Substitution and modification of Tender:</b>	
	<p>The bidder, after submitting the tender, is permitted to withdraw, substitute or modify tender in writing without forfeiture of EMD, provided these are received duly sealed and marked like the original tender, up to the date and time of receipt of the tender. Any such request received after prescribed date and time of receipt of tender will not be considered. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's EMD and imposition of other sanctions.</p>	
13	<b>Opening of Technical bid:</b>	
	<p>The Technical bid of tenders will be opened on <b>09-07-2024 at 11:00 AM</b>. The bidder or their authorized representative (only one person) may be present at the time of opening of the tender.</p>	
14	<b>Validity of Tender:</b>	
	a	The tender shall be valid for a period of 90 days from the date of opening of the technical bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the 90 days period.



	b	In exceptional circumstances, prior to the expiry of the bid validity period, the purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.
15	<b>Terms of Payment</b>	
	The payment shall be released on the recommendation of the committee and as per the actual measurements of the completed work after the successful Supply & Fixing of Aluminium Partition.	
16	<b>Notification of Award:</b>	
	Prior to the expiry of the period of bid validity, the Institute shall notify the successful bidder, in writing, that its bid has been accepted. The work order shall specify the sum that the Institute will pay to the bidder in consideration of the <b>Partition Work in Classroom.</b>	
17	<b>Time Limit for Completing of Work:</b>	
	a	The bidder shall indicate the period within which the partition work will be done. The bidder shall note that in case bidder fails to do so within the period, penalty @ 5.00% of total estimated tender cost would be levied subject to maximum of two weeks.
	b	The successful bidder shall, within a week from the date of receipt of communication of acceptance of quotes from Institute shall intimate his acceptance of the order. The successful bidder shall comply strictly as per the work order.
18	<b>Jurisdiction:</b>	
	a	In the event of any dispute the legal matter shall be subjected to the jurisdiction of Bhopal court only.

**CHAPTER-II**

**ELIGIBILITY & QUALIFICATION CRITERIA**

1	The bidder should be registered with appropriate authority with registered office in India and operation from at least 03 (Three Years) as on 31/03/2024. The copy valid Certificate shall be attached with the Technical Bid.
2	The bidder must have Income Tax Account Number PAN, GST Number. Copy of the same shall be attached with the Technical Bid.
3	The bidder should have a clean Track record, i.e. The bidder should not have been black listed by any Govt. or Quasi- Govt/ Govt. Undertaking companies in India at any point of time.
4	The bidders, who have refused to execute any work order issued by IIIT/MANIT in the past, are disqualified from participating in this tender.

<b>CHAPTER-III</b>	
<b>GENERAL CONDITIONS OF CONTRACT</b>	
1	<b>Abbreviations &amp; Acronyms:</b>
a	Abbreviations & Acronyms and Definitions used in this tender document shall be in accordance with GFR 2017 and Manual for procurement of Goods 2017.
2	<b>Language of Bids:</b>
a	The bids prepared by the Bidder and documents relating to the bids exchanged by the bidder and the Institute, shall be written in the English language only. Moreover, the printed literature/Technical details may be furnished in English/ Hindi.
3	<b>Standards of Performance:</b>
a	The bidder shall perform the services and carry out its obligations under the contract with due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, engineering practices. It shall employ prudent technical and engineering practices. It shall employ advanced technology and safe and effective equipment, machinery, material and methods. The bidder shall always act, in respect of any matter relating to this contract, as faithful advisors to the client and shall, at all times, support and safeguard the client's legitimate interests in any dealings with third Parties.
4	<b>Force Majeure:</b>
a	In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 30 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.
5	<b>Code of Ethics:</b>
a	The purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the Supply & Installation or execution of such contracts. If the bidders are found in bid pooling or against law against fraud and corruption then their firms may be blacklisted.
6	<b>Address for communication:</b>
a	All the communication with respect to the tender shall be addressed to: The Director, Indian Institute of Information Technology (IIIT), New Teaching block, MANIT Campus, Link Road No. 3, Near Kali Mata Mandir, Bhopal – 462003, (M.P.)
7	<b>Jurisdiction:</b>
a	In the event of any dispute the legal matter shall be subjected to the jurisdiction of Bhopal court only.

**ANNEXURE - 1**

**BIDDER INFORMATION  
FORM**

Year of Establishment →		Name of Bidder→	
		Registered Complete Address→	
Type of Bidder→ Company / Partnership Firm/ /Proprietary Firm/			
Name of Owner / Authorized Person→			
Contract No with e-mail ID→			

**Details of Statutory compliances and its valid Numbers:**

SN	Particular	Number	Remarks
1.	Income Tax PAN→		
2.	GST Number→		
3	Any Other (if any) →		
a	EMD payment Details		

**Details of Bank Account:**

Beneficiary Name			
Bank Name		Branch	
Account Number		IFSC Code	

**Seal & Sign of bidder**

**BILL OF QUANTITY**

With reference to the subject cited above and directed to inform some aluminum partition works to be carried out in hall of this Institute as specification detailed below:

SN.	Description of items	Qty	Remarks
1.	Providing and fixing of aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up gaps at junctions, <i>i.e.</i> , at top, bottom and sides with other required items. Partition with extruded built up standard aluminum sections and other section of approved make.	1,247 sq. ft.	
2.	Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for paneling/ stainless steel screws, all complete as per architectural drawings. Anodised aluminium (Anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)		
3.	Providing and fixing 18 mm thick particle board flat pressed three layer or graded wood particle board conforming to IS: 14862 Grade I Type II in panelling fixed in partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings.		
4.	Providing and fixing 18 mm thick particle board flat pressed three layer or graded wood particle board conforming to IS: 14862 Grade I Type II in panelling fixed in partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings		
5.	Providing best quality putty and paint work on partition walls for finishing the work.		
	<b>GRAND TOTAL</b>		

## ANNEXURE - 3

(Undertaking from Bidder on their official stationery)

To,  
**The Director**  
**IIIT Bhopal**  
Bhopal- 462003

Sub: **Undertaking for the participation in the tender No: IIITB/S&P/2024-25/03 dated 27/06/2024.**

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS	
1	Notice Inviting Tender
2	Instruction to Bidders Chapter-I, II and III
3	Bidder Information Form ( <b>ANNEXURE - 1</b> )
4	Bill of Quantity ( <b>ANNEXURE – 2</b> )
6	Format for submission of Price Bid ( <b>ANNEXURE – 4</b> )
<p>I/We .....do hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply at the location of purchaser including the scope and nature of duties expected from the bidder.</p> <p>I/We distinctly agree that I/We would hereafter make no claim or demand upon the Institute based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.</p> <p>I/ We declare that our unit has never made any default in supplying the services to Government / Semi Government/ Central or State Public Sector Enterprise(s) in terms of quality and financial agreed supply conditions.</p> <p>I/We fully understand the terms and conditions in the tender documents.</p> <p>I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.</p>	
<b>Date:</b>	<b>Authorized Signatory</b> <b>Name</b> <b>Seal &amp; Sign</b>

## ANNEXURE - 4

### FORMAT FOR SUBMISSION OF PRICE BID

To,  
The Director  
IIIT- Bhopal- 462003

Sub: Price Bid with reference to Tender Document dated 27-06-2024.

SN.	Description of items	Qty	Rate	GST	Total
1.	Providing and fixing of aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up gaps at junctions, <i>i.e.</i> , at top, bottom and sides with other required items. Partition with extruded built up standard aluminum sections and other section of approved make.	1,247 sq. ft.			
2.	Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for paneling/ stainless steel screws, all complete as per architectural drawings. Anodised aluminium (Anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)				
3.	Providing and fixing 18 mm thick particle board flat pressed three layer or graded wood particle board conforming to IS: 14862 Grade I Type II in panelling fixed in partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings.				
4.	Providing and fixing 18 mm thick particle board flat pressed three layer or graded wood particle board conforming to IS: 14862 Grade I Type II in panelling fixed in partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings				
5.	Providing best quality putty and paint work on partition walls for finishing the work.				
6.	<b>GRAND TOTAL</b>				

The followings things are confirmed and undertake by us that:

- |   |   |
|---|---|
| a | Taxes are subject to change/ revision.  |
| b | We agree with the terms and conditions specified in "Instructions to Bidders" and if selected, the execution of supplies would be made in compliance. |

Date:	Signature of Authorized Bidder with proper rubber stamp
	Name:
	Designation:
	Mobile No: