



विश्वजीवनामृतं ज्ञानम्

**Atal Bihari Vajpayee –  
Indian Institute of Information Technology and Management,  
Morena Link Road, Gwalior**

(An Institute of National Importance under Ministry of Education, Government of India)

No.ABV-IIITMG/Reg/2024-25/061

Date: - 22/01/2025

**TENDER DOCUMENT  
FOR  
“OVER HEAD WATER TANK CLEANING OF POCKET  
‘A’ OF ABV-IIITM, GWALIOR”**

|   |   |
|---|---|
| Uploading of tender document commences from                                     | 22-01-2025  |
| Date of publication of tender notification on official website of the Institute | 22-01-2025  |
| Last date for receipt of duly filled in tenders                                 | 12-02-2025 at 3:00 PM                                   |
| Date and Time of opening of Technical Bids                                      | 12/02/2025 at 4:00 PM                                   |
| Date and Time of the opening of Financial Bids                                  | Will be notified to the technically qualified tenderers |

**Note:** This tender document contains **10 pages** (total no. of pages including *Annexure II* and *Annexure III*) and tenderers are requested to sign on all the pages.

Sd/-  
Registrar

## NOTICE INVITING TENDERS

Sealed tenders “**Cleaning of Over Head Tank of all Blocks and Hostels, Pocket ‘A’ of ABV-IIITM, Gwalior**” are invited from the eligible experienced contractors/firms having valid registration with MPPWD/CPWD/ Railways/ MES and Govt. Undertakings. The area of execution of work is clearly mentioned in BOQ as *Annexure- III* attached at page no. 11

### **1. INTRODUCTION:**

The Atal Bihari Vajpayee – Indian Institute of Information Technology and Management, Gwalior invites sealed tender from the experienced contractors for “**Cleaning of Over Head Tank of all Blocks and Hostels, Pocket ‘A’ of ABV-IIITM, Gwalior**”. The tender documents can be downloaded from the website of the Institute i.e. [www.iiitm.ac.in](http://www.iiitm.ac.in) . The cost of tender document will be ₹ 1000/- (non-refundable).

### **2. EARNEST MONEY DEPOSIT (EMD):**

The Bidder shall furnish cost of tender form and EMD of **₹ 30,000.00** (Rupees Thirty Thousand only) along with the tender in the shape of demand draft/Banker Cheque/ Online payment/Pay Order in favour of ‘**Director, ABV-IIITM, Gwalior**’ payable at Gwalior. EMD shall be returned to the unsuccessful bidders after award of work. EMD of successful bidder shall be adjusted in the performance guarantee deposit. The tender not accompanied with requisite amount of EMD shall be rejected. No interest will be paid on EMD amount.

- a) The offline bids will be received by ABV-IIITM, Gwalior up to **3:00 PM on 12-02-2025**. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The technical bids will be opened on the same date at **4:00 PM** in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed technical criteria will be notified separately.

The online payment of EMD may be deposited as under:

|                      |   |
|----------------------|---|
| Name of Beneficiary  | : Director, ABV-IIITM, Gwalior                  |
| Bank                 | : Bank of India, IIITM Campus, Gwalior – 474015 |
| IFSC/RTGS Code       | : BKID0009462                                   |
| Savings Bank A/c No. | : 945210110000969                               |

- b) In case of MSME unit, copy of relevant trade of Registration with MSME, need to be provided. If core MSME Certification is not for a relevant trade, same may not be considered for EMD exemption. If the selected bidder fails to start & execute the work, his EMD will be forfeited as per Government rules.

The EMD Shall be forfeited if:

- i) The bidder withdraws his bid during the period of bid validity.
  - ii) In the case of successful bidder if he fails to furnish the required Security Deposit within the specified time limit.
- c) The EMD of the successful bidder shall be retained towards performance guarantee deposit for the performance of the contract and shall be refundable after expiry of defect liability period.
- d) The bid shall remain valid for a period of 4 months from the date of receipt of the bid.
- e) No art work charges will be paid in any case.

### 3. SITE VISIT:

The bidder is advised to acquaint himself with the job work, visit the Site & examine site conditions, climatic conditions, labour, power, material availability, transport and communication facilities, environmental regulations, laws and bye- laws of statutory, local bodies and the Govt. of India and collect all information that shall be necessary for preparing the bid and entering into a contract. The cost of visiting the site and collecting information for the purpose of submission of the bid shall be incurred by the bidder only.

The bidder and any of his personnel or agents will be granted permission by the Institute to enter upon the site for the purpose of such inspection. The contact person for the site visit is Mr. Nirpal Raj Contact no. 9089958505.

### 4. DEFECT LIABILITY PERIOD:

The work/ materials of the contractor shall be under 3 months Defect Liability Period (DLP). Any defect(s) noticed during the defect liability period shall be rectified by the contractor without any cost to ABV-IIITM, Gwalior, failing which the Security /Performance guarantee Deposit of the Contractor shall be forfeited. If the contractor backs out from the work tender, the EMD deposited of the contractor shall be forfeited. The contractor may also be debarred from any future tendering process in the institute for reasons assigned hereinabove.

### 5. DETAILS OF REQUIRED EXPERIENCE CERTIFICATES/ WORK ORDERS:

5.1 The Applicant to meet the following minimum experience:

- A. Experience of having successfully completed similar works/Civil work during last 7 (Seven) years ending December 2024, should be either of the following.
  - A (1) one similar / civil completed work costing not less than 80% of total tender cost.
  - A (2) Two similar /civil completed works costing not less than 60% of total tender cost for each work.
  - A (3) Three similar / civil completed works costing not less than 40% of tender cost for each work.
- B. Definition of “Similar Work” Experience in carrying out similar work / civil work/ civil maintenance works in private sector or Govt. organizations/ PSUs.

### 6. SUBMISSION OF BIDS:

The sealed hard copy of the tender shall be submitted in one big envelope super scribing **“Cleaning of Over Head Tank of all Blocks and Hostels, Pocket ‘A’ of ABV-IIITM, Gwalior”** containing two separately sealed small envelopes, one for “Technical Bid” and another for “Financial Bid” superscripting as such and addressed to Registrar, ABV- Indian Institute of Information Technology & Management, Morena Link Road, Gwalior – 474015. The sealed tender must be dropped in the tender box placed at Engineering Section, Administrative Block, ABV-IIITM Campus Office only, **on or before 12-02-2025 up to 3:00 PM.**

- (a) The technical bid envelope must contain the technical bid in prescribed Proforma as per *Annexure - II* along with an Account Pay Demand Draft or Fixed Deposit Receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank or Online Payment in an acceptable form for Earnest Money Deposit (refundable but non-interest bearing) of **₹ 30,000/- (Rupees Thirty Thousand only)** favouring **‘Director, ABV-IIITM, Gwalior’** payable at Gwalior with all relevant documents in support of

eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc. to complete the work in all respect. ABV-IIITMG will not accept any claim other than mentioned in financial bid. The online payment in favour of as per details above, but the receipt slips should be enclosed.

- (b) The technical bid will be opened in **B-106/105, ABV-IIITM Campus, Gwalior** on **12-02-2025 at 4:00 PM**, in the presence of the bidders/ their authorized representatives and committee members who wish to be present. No separate communication will be sent to the bidders regarding the opening of technical bid. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (c) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed form at and/or are found incomplete in any respect shall be summarily rejected.
- (d) Any further clarifications can be sought from the office of Registrar /engineering section from **Mr. Nirpal Raj 9089958505**, Atal Bihari Vajpayee, Indian Institute of Information Technology and Management, Morena Link Road, Char Shahar Ka Naka, Gwalior – 474015. The official website of the Institute is [www.iiitm.ac.in](http://www.iiitm.ac.in).

## **7. SELECTION CRITERIA:**

The work will be awarded to L1 vendor on overall basis of the work by ABV-IIITM, Gwalior. The determination of lowest bidder will **NOT** be on individual rates of financial bids, rather it will be on overall basis.

## **8. DOCUMENTS TO BE ATTACHED:**

The following documents / information shall be attached along with Technical Bid as follows: -

- 1) Copy of Pan Card.
- 2) Copy of GST Registration Number.
- 3) Copy of minimum three years ITR (FY- 2021-22, 2022-23 & 2023-24)
- 4) Tender Form Fee
- 5) EMD – Earnest Money Deposit
- 6) Experience Certificates/ Works Orders as mentioned in Clause no.5.
- 7) Valid registration with MPPWD/ CPWD/ Govt. Undertaking.
- 8) All NIT document shall be signed by contractor or partner or proprietor with rubber stamp of contractor/ agency and mobile no.
- 9) The technical bid page no. **08 to 09** with demand draft/Banker Cheque/On-line payment/Pay Order of EMD and tender cost should be kept in envelope no. 1 and closed the envelope properly.
- 10) Financial bid should be kept in envelope no.2 and closed the envelope properly.
- 11) Envelope no.1 & 2 should be kept in envelope no. 3 and closed the envelope properly.
- 12) Please write the name of work such as **“Cleaning of Over Head Tank of all Blocks and Hostels, Pocket ‘A’ of ABV-IIITM, Gwalior”** on each envelope.
- 13) The other terms and conditions shall be applicable as mentioned in NIT.

The tender of any agency/contractor without above documents shall be rejected out rightly.

## **9. TIME OF COMPLETION**

The work should be mandatorily be started within **Seven** days from the date of receiving of Work Order. The work shall also be duly completed within **60 Days** from the date of receiving of work order by the agency.

## **10. OTHER TERMS & CONDITIONS**

- a. No paper shall be detached from the tender.
- b. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
- c. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender shall be filled in and submitted in strict accordance with the instructions laid down herein; otherwise, the tender shall be liable to be rejected by the ABV-IIIMG unilaterally without assigning any reason or giving explanation to this effect.
- d. The tender shall be liable to be ignored/rejected if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in or any wrong/false or incorrect information is given or any material thing is concealed or manipulated therein.
- e. The Earnest Money of the successful tenderer shall be returned after the security deposit as required in terms of the tender, is furnished by the L-1. The Earnest Money to other than lowest bidders will be returned after finalization of the L-1.
- f. The Earnest Money deposited shall be liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender. If the successful tenderer fails to furnish the security deposit as required in the contract within the stipulated period, the EMD shall also be liable to be forfeited by ABV-IIITMG and ABV-IIITMG shall be entitled to initiate appropriate legal proceedings against the tenderer for the losses suffered by it as a result of the same.
- g. All rates/total amount shall include GST (as applicable), cost of labours & material for the works complete in all respects and no extra amount shall be payable on this account.
- h. Water and Electricity shall be provided free of cost at one point for bonafide use only.
- i. The agency must enclose copy of the PAN Card of the company/Proprietor / Partner and work experience certificate / work order for having executed the similar works. Tender of any agency without above shall be rejected out rightly.
- j. The EMD deposited by the contractor shall be released with running / final bill duly submitted by contractor.
- k. The payment shall be made on the submission of bill, as per actual measurements of works and after successful completion of work by the contractor.
- l. Tender of any agency not adhering to the above-mentioned terms of the tender shall be rejected out rightly.
- m. Technically qualified bidder will be informed present at the time of opening of financial bid.
- n. The contractor must ensure that the site is cleaned within five days after the completion of the work. Failure to do so will result in the Civil Department of ABV-IIITM Gwalior taking custody of any materials or items left on site after the five-day period.

## **11. LIQUIDATED DAMAGES/ PENALTY FOR DELAY:**

If the contractor fails to complete the work within the stipulated time or time extended by the Institute (if any) liquidated damages at the rate of 1% per week (07 days) of delay subject to maximum of 10% of the total contract value shall be deducted and recovered from the contractor.

## **12. SPECIFICATIONS:**

The materials supplied and proposed to be used in the work shall be of requisite specifications as specified in NIT, as per specification given in BOQ and as per approved list of make (**placed at page 10**). The contractor/vendor should have to get certified/verified the supplied items/materials from the representative authorized by the competent authority of the Institute. In absence of the same the material cannot be used on maintenance site. The vendor should submit the approved sample in the office, substandard items will not be accepted.

## **13. PAYMENT:**

Payment will be made after satisfactory completion & handing over of the entire work and bill submitted by the Contractor. Applicable GST/ TDS/ TDS etc. shall be deducted from the amount payable to the contractor.

## **14. BILL OF QUANTITY:**

The quantities of work given in the Bill of Quantities (BOQ) are approximate to give an idea of work. The BOQ is attached as *Annexure III* in this document. Work shall be carried out as per the given design/ specifications and the quantities may vary on higher or lower side. The contractor shall execute the varied quantity of work on the quoted rates. The payment shall be made as per actual measurement of work.

## **15. TOOLS AND TACKLES:**

All tools, tackles such as other equipment as per requirement of work will be arranged by the contractor and their charges will be deemed to be included in the quoted rates, no extra payment shall be made for the same to the Contractor.

## **16. RISKS:**

Contractor shall be solely responsible for safety of his workers, working at site by following all safety norms in the trade. All risks of loss or damage to physical property and of injury and death which arise during and in consequence of the performance of the Contract other than the excepted risks are the responsibility of the Contractor.

## **17. FAILURE:**

Failure of contractor to comply with the requirement of contract shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD, in which event ABV-IIIM Gwalior may get the work done at the risk & cost of the Contractor.

## **18. WORK ORDER/ CONTRACT AGREEMENT:**

ABV-IIITM, Gwalior will notify the successful bidder that his tender has been accepted and it will send a work order to the bidder describing the works to be carried out and the same shall be returned duly acknowledged affirmatively by the bidder as a token of acceptance.

**19. CONCILIATION/ARBITRATION:**

- a. If any dispute (s) or difference (s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through committee appointed by Director, ABV-IIITM, Gwalior.
- b. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the sole Arbitrator to be appointed by Director, ABV-IIITM, Gwalior.
- c. The arbitration proceeding shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- d. The venue of the arbitration shall be Gwalior, India & the language of arbitration shall be English. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- e. The arbitrator shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief.
- f. The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.

**20.** Tender shall be accompanied by all the relevant documents covered in the tender.

**21.** The full & final payment shall be made by the Institute only after successfully completion of work/items for which the bid is made.

**22.** The contractor/supplier shall ensure that he himself or his authorized representative is available for proper handing over the supplies/consignments at ABV-IIITM Campus, Gwalior.

**23.** All statutory duties and taxes / GST and any other taxes or duties may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during the validity of the offer shall attract the forfeiture of the EMD and shall entitle ABV-IIITM to take appropriate legal action against the Tenderer.

**24.** The contractor shall be liable with regard to compliance of all laws, regulations, rules & directions given by any statutory or constitutional authority for the time being in force in the Gwalior City.

**25. SPECIAL CONDITIONS RELATED TO EXECUTION OF THE WORK:**

1. Material of good quality and standard shall be used in the work.
2. Rates shall be quoted for complete work including cost of all labour, materials, taxes, levies transport charges, cleaning of the area extra payment on any account will not be allowed in any condition.
3. Contractor will arrange all tools equipment for safety of the persons executing the work at his own cost.
4. Contractor will be fully responsible for safety of labour; Institute will be fully discharged of any liability due to any accident occurred at the site.
5. Measurement of the work done will be as per CPWD specifications

**26. RIGHT TO ACCEPT OR REJECT THE TENDER:**

The Director, ABV-IIITM, Gwalior reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

**TECHNICAL BID**

**(To be kept in Envelope No-1 super scribed as “Technical bid” for  
“Cleaning of Over Head Tank of all Blocks and Hostels, Pocket ‘A’ of ABV-IITM,  
Gwalior”**

1. Name of the Vendor: .....
2. Name of the authorized person: .....  
(Who signs on the tender document)
3. Address of the Vendor: .....
4. Mobile No./Phone No: .....
5. E-mail ID: .....  
*\*(E- mail ID is compulsory to be filled by the bidders)*
6. A copy of Cancelled Cheque: .....

**Documents to be submitted:**

| S.No. | Particulars   | Attached at Page No. | Remarks/Details  |
|-------|---|----------------------|--|
| 1.    | Tender Form Fee demand draft for ₹ ..... /-<br>Separate DD/Banker Cheque/On line Payment/Pay Order<br>(Date of DD must be after the publication date of tender) |                      | Date of DD:.....<br>DD No.....<br>Amount.....  |
| 2.    | Earnest Money demand draft for ₹ ..... /-<br>Separate DD/Banker Cheque/Online Payment/Pay Order<br>(Date of DD must be after the publication date of tender)    |                      | Date of DD:.....<br>DD No.....<br>Amount.....  |
| 3.    | Whether agreed to abide by all the terms & conditions of this tender  |                      | Yes/No   |
| 4.    | Copy of PAN Number  |                      | Copy to be attached  |
| 5.    | Copy of GST Registration Certificate  |                      | Copy to be attached  |
| 6.    | Copy of Registration with MPPWD/CPWD/Govt. Undertaking  |                      | Copy to be attached  |
| 7.    | Copy of work order/ experience certificate with amount of work done during last 7 years ending December 2023  |                      | Copy to be attached with signature of vendor/contractor  |
| 8.    | Copy of minimum three years ITR (FY- 2021-22, 2022-23 & 2023-24)  |                      | Signed copy to be attached   |
| 9.    | Have you ever been debarred/ blacklisted by any Govt. organizations/PSU/Educational Institute   |                      | Yes / No and enclosed an undertaking on letter head with signature of owner or proprietor of company |



|            |  |  |                     |
|------------|--|--|---------------------|
| <b>10.</b> | Delivery & installation/ completion of work (Completion of work within <b>60 days</b> )  |  | Agreed/ Not Agreed  |
| <b>11.</b> | Vendor should enclose a client list along with client's name address and contact no. supplied by them during last 3 years ending December, 2024                      |  | List to be Attached |
| <b>12.</b> | The technical bid with DD/ Banker Cheque /Online Payment/Pay Order of EMD in envelope no.1 in sealed envelope duly signed by the contractor or partner of proprietor |  | List to be Attached |
| <b>13.</b> | The financial bid should be in sealed Envelope No. 2   |  | List to be Attached |
| <b>14.</b> | The Envelope No.1 & 2 should be sealed separately and put into the envelope no. 3 and Envelope No. 3 sealed properly with complete document.                         |  | List to be Attached |

Signature of bidder with name, seal and mobile number

**Bill of Quantity**

For

**“Cleaning of Over Head Tank of all Blocks and Hostels, Pocket ‘A’ of ABV-IITM, Gwalior”**

| S.No                           | Particulars of item   | Unit  | Qty.    | Rate in Words | Rate in Figures | Amount |
|--------------------------------|---|-------|---------|---------------|-----------------|--------|
| 1.                             | Cleaning of underground sump, Over Head R.C.C. Tank (independent staging) including disposal of slit and rubbish, all as per direction of Engineer-in-Charge. The cleaning shall consist following operations:-<br>(i) Tank shall be emptied of water by pumping & bottom shall be cleaned of silt and other deposits.<br>(ii) Entire surface area of the sump shall then scrubbed thoroughly with wire brush etc. and pressure washed with water.<br>(iii) Chlorination of RCC internal surface by liquid chlorine.<br>(iv) The treated surface shall be dried using air jetting and all loose particles shall be removal from the surface.<br>(v) Finally the surface shall be treated with ultraviolet radiation etc. as per direction of Engineer-in-Charge.  | Sqm   | 1431.0  |               |                 |        |
| 2.                             | Cleaning of terrace/loft water storage tank (inside surface area) upto 2000 litre capacity at all heights with coconut brushes, duster etc., removal of silt, rubbish from the tank and cleaning the tank with fresh water disinfecting with bleaching powder @ 0.5gm per litre capacity of tank including marking the date of cleaning on the side of tank body with the help of stencil and paint and disposing of malba all complete as per direction of Engineer-in-Charge. (The old date already written on tank should be removed with paint remover or black paint and if date is not written with the stencil or old date is not removed deduction will be made @ Rs. 0.10 per litre) (if during cleaning any GI fittings or ball cock is damaged that is to be repaired by contractor at his own cost and nothing extra will be paid on this account). | Litre | 89000.0 |               |                 |        |
| <b>TOTAL RUPEES IN FIGURES</b> |   |       |         |               |                 |        |
| <b>TOTAL RUPEES IN WORDS</b>   |   |       |         |               |                 |        |