



INDRAPRASTHA INSTITUTE of  
INFORMATION TECHNOLOGY DELHI

**TENDER FOR EMPANELMENT OF VENDORS  
FOR PERMANENT CAMPUS OF THE INSTITUTE AT  
OKHLA, PHASE-III NEW DELHI-110020  
(Tender no. IIITD/ 03/2013)**

**TENDER NOTICE**

IIITD, a State University created by an Act of the Govt. of NCT of Delhi having its campus at Okhla Phase-III New Delhi-110020 invites offers from the interested firms/companies/contractors/vendors, which are in the business of execution of works of repair/ maintenance/ addition and alteration works in categories as mentioned in the registration documents. Registration Form can be filled, submitted and documents containing terms and conditions can be downloaded from the Institute's web-site <http://www.iiitd.ac.in/tenders>. Hard copy of the Empanelment Form along with non-refundable fee must reach the office of GM(P), IIITD Okhla Phase-III New Delhi-110020 by registered post / speed post only. Separate form and fee must be submitted for each category of item.

The last date for submission of application is 25<sup>th</sup> Nov, 2013. Application (s) received after last date of submission will not be considered. For further details you may contact Sh. Sanjay Roy, GM(P) at 011-26907563 or e-mail at [sanjay@iiitd.ac.in](mailto:sanjay@iiitd.ac.in).

## **TERMS AND CONDITIONS**

### **1. Eligibility & Categories for Registration / Empanelment**

All Intending firms / contractors preferably registered in central/state PWD /MES in the suitable Category/class & non CPWD/PWD/MES registered with other Govt agencies/PSU/autonomous bodies/ reputed pvt firms/MNC for bidding for empanelment shall comply and fulfill the criteria of satisfactory execution of similar works as given below as minimum requirements. in categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document. Categories of items for registration are mentioned at point no.4 of the document.

### **2. Benefits of Registration**

The firms registered with IIITD will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised are sent to the registered firms.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the Tender sets.

### **3. Empanelment / Registration Procedure**

- 3.1. The applicant should read all the pages of the document.
- 3.2. Correct / relevant information / data have to be furnished by the vendors.
- 3.3. The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work / item.
- 3.4. The agencies/firms/contractors for execution of Similar works include major /minor repairs/addition /alteration / extension for services in categories as mentioned in the registration documents seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favor of "IIITD", payable at New Delhi.
- 3.5. The cost of application forms and processing fees to be remitted along with the forms, shall be as Rs.1,000/-(Rupees One Thousand only).
- 3.6. The agencies/firms shall have to fill and submit the hard copy of Registration Form along with required documents and fees to GM(P), IIITD Okhla Phase-III New Delhi-110020.
- 3.7. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.

- 3.8. The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as “**APPLICATION REGISTRATION/ EMPANELMENT OF VENDOR FOR THE CATEGORY CODE .....**”.

Vendors / Firms registered with CPWD/PWD/MES/State/Central PSUs/ reputed pvt firms/MNC shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.

- 3.9. The following self-certified essential documents (as applicable) should accompany the Registration Form:

- 3.9.1. CST / VAT / TIN No.
  - 3.9.2. Trade License, Factory License, Labour License
  - 3.9.3. Income tax Permanent Account No.
  - 3.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
  - 3.9.5. Registration Certificates
  - 3.9.6. Current dealership agreement from Principal along with SSI/NSIC certificate .
  - 3.9.7. Annual Turnover CA certified Certificate for last 3 years.
  - 3.9.8. Bank Details.
  - 3.9.9. Relevant ISO certificate.
  - 3.9.10. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three years.
- 3.10. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the firms / agencies/ contractors shall be registered with the IIITD.
- 3.11. The firms / agencies/contractors will be considered for registration / Empanelment for an initial period of one year and will be considered for renewal for another year or so at a time subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the Institute.
- 3.12. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:
- (1) Registration No.
  - (2) Vendor Trade Group/ Category No. along with description.
- 3.13. The intending contractor shall submit a declaration that he has not been debarred from tendering by any authority during last three years.
- 3.14. The firms / agencies/contractors should preferably have the registered office at Delhi/Gurgaon/Faridabad/Noida/Ghaziabad and must have their functional/operational office in National Capital Region in operation for at least last six months for their works.

- 3.15. The firms / agencies/contractors may preferably have valid registration in appropriate class with CPWD/PWD/MES/Railways/Other Govt/Statutory bodies/Reputed MNC/private agencies.
- 3.16. Should have completed satisfactory successfully similar works during last 3 years ending 31st Oct 2013 in one or all of the suitable category as applicable. Experience certificates as applicable has to be signed by the Owner/Authorized representative are to be attached .
- 3.17. The bidder can associate with specialized agency having experience of such work with prior information.

#### 4. CATEGORY AND CODE WISE LIST OF ITEMS / WORK

CODE/TYPE	Particulars/Items of work
A	Civil/Plumbing /Fire Fighting Works/Piping /Misc repairs/addition /alteration works as called for
B	Electrical Works/Misc LT/low voltage wiring/cabling repairs/addition /alteration for services works as called for.
C	Aluminum / Partition/Carpentry/Polycarbonate/Tensile fabric/Misc MS/SS/Structural steel/miscellaneous repairs/addition /alteration works as called for.
D	General purpose -Civil/Electrical/Plumbing /Fire Fighting Works/Aluminum / Partition/Carpentry/ Polycarbonate/Tensile fabric/ Piping /Misc MS/SS/ works repairs/addition /alteration for services as called for
E	HT side repairs/addition /alteration
F	HVAC repairs/addition /alteration
G	Electrical spares as pumps /panels/breakers etc supplier .
H	Plumbing/Fire fighting spares and accessories supplier.
I	Borewell Repair contractor

IIITD reserves all the rights to modify or add any or all the categories as per the requirements from time to time.

#### 4.1 CATEGORY/CLASS

Volume of works as per the estimate would be basis of categorization of the applicants covering one or all of the under mentioned categories,

Cat I -Works upto 5lacs

Cat II -Works upto 10lacs

Cat III- Works upto 15 lacs

Cat- IV - Works upto 20 lacs

Should have carried out works as under in the last three years

- i. Three similar work each costing not less than 40% of estimated cost  
OR
- ii. Two similar work each costing not less than 60% of estimated cost.  
OR
- iii. One similar work costing not less than 80% of estimated cost.`

**Similar works include execution of major /minor repairs/addition /alteration / extension for services as called for and should have the following apart from the other Terms and conditions in the registration documents .**

**A. Civil/Plumbing /Fire Fighting Works/Piping /Misc works major /minor repairs/addition /alteration / extension as called for.**

Should have licensed plumber in case works require same

**B. Electrical Works/Misc wiring works major /minor repairs/addition /alteration / extension for services as called for.**

Should have licensed wireman /contractor license for electrical works in case works require same. Have adequate trained manpower and technicians to handle all LT installations and maintenance.

**C. Aluminum / Partition/Carpentry/ Polycarbonate/Tensile fabric Misc MS/SS/Structural steel works major /minor repairs/addition /alteration / extension as called for.**

Specialized agencies /agencies with tie up with specialized agencies preferable.

**D. General purpose -Civil/Electrical/Plumbing /Fire Fighting Works/Aluminum / Partition/Carpentry/ Polycarbonate/Tensile fabric Piping /Misc works major /minor repairs/addition /alteration / extension for services as called for.**

Same as at A and B above.

**E. HT major /minor repairs/addition /alteration / extension for services as called for-**

- a. Govt. licensed HT electrical contractor
- b. With min 3 years Experience in Electrical Installations including Design , Supply ,Installation, Testing & commissioning of Transformers, Busducts, Main Panel Boards, Generators, AMF(Auto Mains Failure) panel, APFC(Automatic Power Factor Correction) panel and associated cabling works in above categories

**F. HVAC major /minor repairs/addition /alteration / extension for services as called for-**

- a. With min 3 years Experience in HVAC Installations including Design , Supply ,Installation, Testing & commissioning of Chiller plants , district cooling systems.

**G. Electrical spares supplier-**

- a. Registered under shops and establishment act 1954
- b. OE Manufacturer /authorised dealer of reputed makes/ DGS&D RC contractors

**H. Plumbing/Fire fighting spares supplier-**

- a. Registered under shops and establishment act 1954
- b. OE Manufacturer /authorised dealer of reputed makes / DGS&D RC contractors

**I. Borewell Repair contractor-**

- a. Work experience of atleast 5 years
- b. Preferably empanelled with DJB

**5. Terms & Conditions for Vendor Registration / Empanelment as a contractor/firm/agency** -Application Format of Vendor Empanelment conditions to be filled.

**5.1 General**

- 5.1.1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.
- a) Should have had average annual financial turnover of at least of 1.5 times estimated cost on similar of these type of works as works under relevant Category of works during the immediate last 3 consecutive financial years ending 31-03-2013. (Rs. Lakhs)
- b) Should have solvency of 80% of estimated cost under relevant Category of Work, Solvency /Bankers' certificate of scheduled bank of the amount may be attached.
- 5.1.2. IIITD reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of IIITD in respect of registration of parties for various categories of work / items will be intimated by post /email and shall be final & binding on all concerned registered firms / vendors in the panel of IIITD.
- 5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of IIITD and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 5.1.4. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 5.1.5. This document is treated as a valid contract between IIITD and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by IIITD from time to time during the registration period.
- 5.1.6 In case of empanelled vendor is found in breach of any terms & condition(s) of IIITD or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by IIITD, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with IIITD.
- 5.1.7 The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- 5.1.8 All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with IIITD, empanelled vendors are required to quote the Registration No.

5.1.9 The IIITD has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

## **5.2 Indemnity**

The selected vendor shall indemnify the IIITD and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. IIITD/ User department stand indemnified from any claims that the contractor/firm/agency manpower/local authorities may opt to have towards the discharge of their duties in the fulfillment of the work orders.

## **5.3 Termination for Default**

- a) Default is said to have occurred i) if the vendor fails to commence /deliver any or all of the services within the time period(s) specified in the Work order or any extension thereof granted by IIITD. ii) If the vendor fails to perform any other obligation(s) to the satisfaction of IIITD ,under the empanelment.
- b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from IIITD (or takes longer period in spite of what IIITD may authorize in writing), IIITD may terminate the empanelment/ Work Order in whole or in part. This may also lead to blacklisting of the vendor debarring him from participating for any further work/s with IIITD.

5.4 All disputes in this connection shall be settled in Delhi jurisdiction only.

5.5 Defect Liability Period : For execution of new works costing upto Rs1,00,000/- -6months and any works above one lac - 1 year shall be applicable . For supply and installation /supply only contract Guarantee /warranty certificates for new items as applicable from OEM/vendor are to be forwarded to IIITD alongwith the final-bill as applicable.

5.6 Inspection of Works :Works would be subject to inspection by EIC /User representative and unsatisfactory/defective works having been detected would have to be redone by the vendor failing which it would be got done at the risk and cost of the said Contractor/firm/ agency.

**Application Format for Vendor Empanelment**

1. Name of the Company/Agency/Contractor-----

2. a) Head Office / Registered Office -----

Telephone No -----

Fax No. -----

Email -----

Web site (if any) -----

Date of Establishment -----

b) Branch Office in Delhi , if any

Telephone No.

Fax No.

3. Name of Chief Executive /  
Proprietor / Partners -----

Telephone No. -----

Fax No. -----

Email -----

4. Name of Contact Person -----

Telephone No. -----

Fax No. -----

Email -----

5. **Type of Organization**

**Documents to be enclosed**

a) Proprietary

Trade License

b) Partnership

Partnership Deed, Trade License

c) Private Limited Company

Memorandum of Article

d) Public Limited Company

Certificate of Registration

e) Public Sector

Trade License



**6. Nature of Business**

Manufacturing  Dealership  Contractor   
Others(specify)

**7. Category /Class and Code / Type of Works executed (Refer Clause 4 of main document):**

Pl specify -----

**8. Should have had average annual financial turnover of at least of 1.5 times estimated cost on similar of these type of works as works under relevant Category of works during the immediate last 3 consecutive financial years ending 31-03-10. (Rs. Lakhs) (Enclose Chartered Accountant's certification)**

- a) 2010-11 -----
- b) 2011-12 -----
- c) 2012-13 -----

**9. Should have solvency of 80% of estimated cost under relevant Category of Work, Solvency /Bankers' certificate of scheduled bank of the amount may be attached .**

**10. Commercial Information Registration (Enclose Attested Copy wherever Applicable)**

- d) CST / VAT Regn. No. -----
- b) State ST Regn. No -----
- c) TIN No. -----
- d) Excise Center No. -----
- e) Trade / Factory License No. -----
- f) Service Tax Regn.No. -----
- g) PAN -----
- h) Registration with CPWD/PWD/MES/PSUs etc\_\_\_\_\_
- i) Relevant ISO Certificate, if any

**11. Details of Major Customers**

S. No.	Name of the Institution	Empanelled for	Contact Name	Contact Number

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your firm is registered

**12. Details of Registration fee (Rs.1,000/-)**

D.D. No. : \_\_\_\_\_ Date: \_\_\_\_\_

Bank: \_\_\_\_\_

**DECLARATION BY VENDOR**

I confirm that

1. No employee or direct relation of any employee of IIITD is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
2. The information furnished is correct to the best of my knowledge and belief.

.....  
(Signature of Proprietor/Partner/Chief Executive)

Name .....  
(In Capital Letter)

Place: .....

(Seal of Vendor)

Date: .....