



TENDER DOCUMENT



INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Tender Notice

Tender No.: IIT(ISM)/Convocation/2018/NIT

TECHNO COMMERCIAL PROPOSAL

Name of work:

Consolidated services as per the scope of work for 38th Convocation at IIT (ISM), Dhanbad campus to be held **tentatively** during April, 14-15, 2018 (Exact dates to be announced later).

BID ISSUE DATE	March 20, 2018
PRE - BID MEETING AND SITE INSPECTION BY THE BIDDERS	March 27, 2018
LAST DATE OF BID SUBMISSION	March 30, 2018 upto 03.00 PM
DATE OF TECHNICAL BID OPENING	March 30, 2018 at 03.30 PM
DATE OF PRESENTATION BY BIDDERS	March 31, 2018 at 10.00 AM
DATE OF PRICE BID OPENING	March 31, 2018 at 04.00 PM (TENTATIVE)



INDEX

Sl. No.	Contents	Page No.	
		From	To
1	Detailed Notice Inviting Tender (NIT)	3	11
2	Special conditions of contract	12	15
3	Proforma of Integrity Pact	16	17
4	Proforma of Performance Security	18	19
7	Proforma of Agreement	20	22
8	Tentative drawing/ layout	23	23
9	Scope of Work-cum- Proforma of Price Bid	24	29



INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

Detailed Notice Inviting Tender

Ref: Tender Notice No. IIT(ISM)/Convocation/2018/NIT

IIT (ISM), Dhanbad invites tender from the eligible bidders as per the eligibility criteria mentioned in the tender document for the Consolidated services as per the scope of work for 38th Convocation at IIT (ISM), Dhanbad campus to be held tentatively during April, 14-15, 2018 (Exact dates to be announced later). The details are given below:

PART "A": NIT DETAILS

1	NIT No.	IIT(ISM)/Convocation/2018/NIT
2	Name of Work	Consolidated services as per the scope of work for 38 th Convocation at IIT (ISM), Dhanbad campus to be held tentatively during April, 14-15, 2018 (Exact dates to be announced later)
3	Earnest Money Deposit	Rs.1, 00, 000/- by demand draft favouring "Registrar, IIT (ISM), Dhanbad which will be returned after the completion of event.
4	Performance Bank guarantee	10% of the order value to be submitted in the attached format within two days of receipt of Work Order
5	Tender Processing Fee (Rs.)	Rs.5000/- by demand draft favouring "Registrar, IIT (ISM), Dhanbad (Non- Refundable).
6	Date of Completion of setup & Penalty	Tentatively by April 11, 2018 at 5.00 P.M. or 72 hours before the final date of convocation. If the setting up does not gets completed in all respect by the aforesaid date & time then a penalty at the rate of Rs. 10000/- per hour delay will be levied.
7	Mode of submission of tender	Hard copy in two - bid system
8	Site inspection followed by Pre-Bid Meeting	Site inspection at 10.00 AM followed by meeting at 11.00 AM on March 27, 2018 at Deans' Conference Hall, Administrative Block, IIT (ISM), Dhanbad



9	Last date and time of availability of tender in the portal	March 30, 2018 upto 03.00 PM in two bid systems. NIT is also available on website www.iitism.ac.in for download and submission of bid along with requisite fee.
10	Date of Technical Bid Opening	March 30, 2018 at 03.30 PM (Deans' Conference room, Administrative Building)
11	Date of Price Bid Opening	March 31, 2018 at 04.00 PM Deans' Conference room, Administrative Building (Tentative)
12	Technical Qualifying Criteria	Apart from other Eligibility Criteria and Other terms & Conditions enlisted under Part "C" of this tender, the bidder must have prior experience of providing at least one such similar services as per consolidated scope for convocation of any IIT/IIM/ Centrally Funded Technical Institutions (CFTIs) for a minimum work order amounting to Rs.20 Lakhs and above during last 05 (five) years. Signed certificate and Work Order copies from the clients to whom such services have been extended may be enclosed with the technical bid.
13	Insurance	The successful bidder will have to take the suitable insurance on the name of IIT (ISM), Dhanbad for the entire setup having value not less than the awarded cost and the same to be submitted to the office of Campus Engineer by 12.00 Noon of April 10, 2018 or 72 hours before the final date of Convocation, failing which a lumpsum of Rs.2.0 Lakh will be levied as a penalty. The insurance should cover the period starting from entry of construction material till exit of all stores required for the event after its successful completion.
14	Certification	After completion of the erection of structure / setting -up, the contractor will have to get the structure assessed by the CPWD or state PWD for its structural stability & Deptt of fire services for its suitability from fire hazards and the necessary certificates are required to be submitted at least three days in advance for further course of action failing which a lumpsum of Rs.2.0 Lakh will be levied as a penalty.
15	Special condition	In case of any system failure required for conducive conduct of event takes place for any reason, other than non-availability of power at the location, a penalty of Rs. 50000/- would be levied and if the failure prolonged beyond a minute then the competent authority of IIT (ISM) will fix a penalty deemed fit to them & the same would be binding on the contractor.



PART "B": GUIDELINES FOR TENDERING

1. The tender in two bid systems in sealed envelope shall be submitted in the office of Campus Engineer in the prescribed format before the date and time as mentioned in NIT. No other mode of submission is acceptable.
2. The applicants have to attach the demand drafts for Tender Processing Fee and EMD along with Tender documents as required.
3. The tender document can be downloaded from IIT (ISM) website www.iitism.ac.in.
4. Sealing and Marking of Bids:
 - a. The Techno-Commercial bid (Part 1) must be sealed in a separate envelope (ENVELOPE-ONE) with Tender Fee (Rs. 5000/-) and EMD (Rs. 1,00,000) in the form two separate Demand Drafts, duly super-scribed as "Techno-Commercial Bid (Part 1), Tender No.: IIT(ISM)/Convocation/2018/NIT, Submission Deadline: March 30, 2018".
 - b. The Price bid (Part 2) should be sealed in separate envelopes (ENVELOPE-TWO), duly super-scribed as "Price Bid (Part 2) Tender No.: IIT(ISM)/Convocation/2018/NIT, Submission Deadline: March 30, 2018".
 - c. The above TWO separate sealed envelopes are to be put in a bigger envelope (ENVELOPE-THREE), which should also be sealed.
 - d. Each of the above THREE envelopes MUST be super-scribed with "Tender for Consolidated services as per the scope of work for 38th Convocation at IIT (ISM), Dhanbad campus to be held tentatively during April, 14-15, 2018 (Exact dates to be announced later) against Tender No. Tender No.: IIT(ISM)/Convocation/2018/NIT, Dated: March 20, 2018, Submission Deadline: March 30, 2018."
5. Bid Security, Earnest Money Deposit (EMD) and Performance Security or Performance Bank Guarantee (PBG) and Validity Period:

Tender Fee	All tenderers must have to submit a Demand Draft of Rs. 5,000/- (Five Thousand only) in the form of Demand Draft issued from any Nationalized Scheduled Bank in favour of "Registrar, IIT (ISM), Dhanbad" payable at Dhanbad with the bid (part-1). Tender received without Tender Fee in part-1 (techno-commercial bid) will be rejected. Tender Fee is non-refundable. It must not be clubbed with Bid Security or EMD
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Earnest Money Deposit	<p>EMD of an amount of Rs. 1,00,000/- (One Lakh only) must be submitted in the form of Demand Draft issued from any Nationalized/ Scheduled Bank in favour of Registrar, IIT (ISM), Dhanbad payable at Dhanbad with the bid (part-1).</p> <p>Tender received without EMD in part-1 (techno-commercial bid) will be rejected. It must not be clubbed with Tender Fee.</p> <p>No interest will be payable by IIT (ISM) Dhanbad on the Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to the respective tenderers through bank / RTGS transfer without any interest within 60 (sixty) days only after placing the order / awarding the contract. If the successful tenderer fails to furnish the performance security or fails to provide the service as per the order's terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT (ISM) Dhanbad.</p>
Performance Security or Performance Bank Guarantee (PBG)	<p>The successful tenderer, on whom order will be placed, has to submit a performance security of 10% of the total order value within 02 (two) days from the date of order. Performance security has to be submitted in the form of Demand Draft only from any Nationalized/Scheduled Bank in favour of the Registrar, IIT (ISM), Dhanbad. Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the successful tenderer. No interest will be payable by IIT (ISM) Dhanbad on the Performance Security deposited. In case the contractor fails to provide satisfactory service, the Performance Security submitted by the tenderer is liable to be forfeited.</p>
Validity Period	<p>The validity period of the tender should be clearly specified. It must be at least for 90 (Ninety) days from the date of the opening of the price bid.</p>



PART “C”: ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS

1. Bidders who fulfil the following requirements shall only be eligible to apply (joint ventures/ sub-contractors are not accepted):

1.1 Minimum Eligibility Criteria for submission of bid documents:

- I. The bidder must have prior experience of providing at least one such similar services as per consolidated scope for convocation of any IIT/IIM/ Centrally Funded Technical Institutions (CFTIs) for a minimum work order amounting to Rs.20 Lakhs and above during last 05 (five) years. Signed certificate and Work Order copies from the clients to whom such services have been extended may be enclosed with the technical bid.
- II. Annual Financial Turnover: Should have had average annual financial turnover at least Rs. 1 core during last three financial years ending March 31, 2017. (Copies of certificate from chartered accountants to be enclosed)

- 1.2 **Performance / Work Experience:** Certificates of work experience and other documents as specified in the tender document are also required to be submitted along with bid.

- 1.3 **Certificates:** The following documents (self-certified copy) are required to be attached along with bid:

- IT returns for the last three years
- Copies of certificate from chartered accountants for annual financial turnover to be enclosed
- PAN (Permanent Account Number)
- GST Registration Certificate
- Relevant work experience certificate of value not less than Rs. 20 Lakh during last five years

2. The bid submitted shall become invalid:

- If the bidder is found ineligible.
- If the documents submitted by the successful bidder does not match with the originals before the award of work.

3. Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria in the technical bid of the tender. Simply an undertaking by the bidder for any item of the eligibility criteria shall not suffice the purpose.
4. The certified copies of all the documents as specified in NIT along with bid processing fee and EMD details shall have to be submitted by the bidders along with technical and price bids (in two separate sealed envelopes), all enclosed in a sealed envelope in the office of Campus Engineer, Indian Institute of Technology (Indian School of Mines), Dhanbad – 826004, on or before the due date of bid submission.
5. Information and Instructions for bidders posted on website shall form part of bid document.



6. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.iitism.ac.in
7. The rates quoted should be on firm and fixed basis.
8. **Selection Procedure:**
 - 8.1 **First Stage:** Evaluation will be done as per the submitted documents in respect to the Minimum Eligibility Criteria as mentioned in in point 1 as above.
 - 8.2 **Second Stage:** Qualified bidder in First Stage will give a presentation of their proposed technical solution before the empowered committee of IIT (ISM), Dhanbad.
 - 8.3 **Third Stage:** The price bid will be opened only for those vendors who will qualify both in First Stage and Second Stage.
9. The technical bids will be opened on due date and time as mentioned above. The financial bids will be opened for only technically qualified bidders as per specified date and time as mentioned above.
10. The Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical and Price bids.
11. The competent authority on behalf of the Institute does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
12. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
13. IIT (ISM), Dhanbad reserves the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted. Also the Institute reserves the right to award and cancel any part-work while awarding the contract to the bidder.
14. The bid for the works shall remain open for acceptance for a period of Ninety (90) days. If any bidder withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the institute, then IIT (ISM), Dhanbad shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.
15. This notice inviting Bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the accepting authority shall within 2 days from the stipulated date of issue of work order, sign the contract consisting of: -



- i. The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as submitted and acceptance thereof together with any correspondence leading thereto.
 - ii. Any other Standard C.P.W.D. Form / other forms as applicable/ mentioned.
16. If there are any clarifications, this may be obtained through the contact details.
17. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
18. If any information furnished by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering/ taking up works in IIT (ISM), Dhanbad.
19. Short listing of the agencies shall be subject to through verification of their credentials and inspection of works carried out by them, through a Technical Evaluation committee of experts, constituted by IIT (ISM), Dhanbad.
20. Execution of electrical works shall be as per tender conditions and technical specification, relevant IS and code of practice in conformity with the Indian Electricity Act, 1910 and the Indian Electricity Rules, 2005 amended up-to-date, CPWD specifications for electrical works Part -I (Internal), 2013, Part - II (External), 1994 as amended up-to-date of receipt of tender and other regulations and safety codes applicable at Dhanbad.
21. The bidder shall abide by all labour acts prevailing including prohibition of deployment of child labour.
22. Any kind of advance payment or part payment will not be released. The full & final payment shall be released within 30 (thirty) days after completion of the convocation based on the satisfactory completion certificate, to be issued by Campus Engineer, IIT (ISM) Dhanbad of the work(s) / service(s) as per the order and submission of bill(s). Any claim raised by the successful tenderer for advance payment at any stage will not be accepted.
23. Payment will be released through bank / RTGS transfer. The payment will be released after statutory deductions and compensation of delay, if any.
24. Any payment will be released only after satisfactory completion of the work and after submission the certified bill(s) / invoice(s).
25. TAXES:
 - a. Contractor should get registered under GST and tax as applicable as per the extant order on the subject work shall be paid by the contractor to concerned department.
 - b. Income Tax and cess as applicable shall be deducted from bill paid to the contractor.
 - c. Any other taxes/cess as per government directives shall be deducted from bill paid to the contractor from time to time.



26. For any queries regarding tendering process, the bidders are requested to contact Campus Engineer, IIT (ISM), Dhanbad (Email: ghoshcgewho@gmail.com | mobile: 9471192416) as per details provided in the tender document.
27. Overhead Charges: The quoted price (final offer) must be F.O.R. – IIT (ISM), Dhanbad, including all overheads such as Packing, Forwarding, Loading/Unloading, Transporting, Postage/Courier, Octroi, Freight, and Insurance etc.
28. Additional Charges if any, for Installation, Packing-Unpacking, Loading/Unloading, Erection, Commissioning and De-commissioning, Inspection, Certification, Extended Warranty any other charge(s) must be included in the quoted amount.
29. Cancellation: IIT (ISM), Dhanbad reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
30. Work execution dates as mentioned above are tentative. Actual dates may be extended, which shall be binding on the bidder.
31. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, no compensation will be paid towards progress of order/procurement.
32. For any dispute, the place of jurisdiction shall be Dhanbad, India only & decision of Director, IIT (ISM), Dhanbad will be final

PART “D” : LIST OF DOCUMENTS TO BE ATTACHED ALONG WITH BID

Copies of the following certificates are to be attached:

- a. Certificate of experience for the value already mentioned.
- b. Certificate of Annual turn-over
- c. Certificate of Registration for GST
- d. EPF/ESI registration certificates
- e. Permanent Account Number (PAN)
- f. Registration certificate of firm (If any)
- g. Payment details towards cost of tender processing fee and EMD
- h. Undertaking having gone through the documents as per the Technical bid.
- i. Any other documents that bidder feels necessary in support of his candidature.
- j. Schedule of Price Bid in the attached form sealed separately and contained inside the main sealed envelope



IMPORTANT NOTE

1. Tender documents may be downloaded from IIT (ISM), Dhanbad website www.iitism.ac.in.
2. Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document in the office of Campus Engineer, IIT (ISM), Dhanbad (email: ghoshcgewho@gmail.com | mobile: 9471192416)
3. In the event of work award, the documents submitted by the successful bidder shall be verified with the originals before the award of work.

Dated: March 20, 2018

Campus Engineer

Sd/-

Place: IIT (ISM), Dhanbad



SPECIAL CONDITION OF CONTRACT

1. The tenderer shall acquaint himself with the proposed site of work.
2. The contractor shall take care of all safety precautions pertaining to work, such as scaffolding, ladder, working platforms, gangways, electric arc/ gas welding, use of hoist and construction machinery.
3. On account of security consideration, some restrictions may be imposed by the security staff on the working and/ movement of men and materials etc. The contractor shall be bound to follow all such restrictions/ instructions and he shall organise his work accordingly. No claim on this account, whatsoever, shall be payable.
4. The contractor shall take all precautions to avoid accidents by providing suitable mechanism. He shall be responsible for all damages and accidents caused to existing/ new work due to negligence on his part. No hindrance shall be caused to traffic during the execution of the work.
5. The contractor shall be responsible for the watch and ward of all materials brought by the contractor to site against pilferage and breakage during the period of installation, in campus installed, during usage and thereafter till he/she take back the same out of the campus.
6. The contractor shall take all preventive measures against any damage caused by rain, fire or any other natural calamity, whatsoever during the execution of the work. The contractor shall be fully responsible for any damage to the owners' property and to the work for which the payment is due to him under the contract.
7. The work will be carried out in the manner complying, in all respects, with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed or as directed by the Campus Engineer and nothing extra shall be paid on this account.
8. The contractor shall comply with proper and legal orders and directions of the local or public authority or municipality and abide by their rules and regulations and pay all fees and charges which may be liable.
9. The contractor shall give due notices to Municipal, Police and/or other authorities that may be required under the law/rules under force in the area and obtain all requisite licenses for temporary obstructions / enclosures and pay all charges which may be leviable on account of his execution of work under the agreement. Nothing extra shall be payable on this account.
10. All materials to be incorporated in the work shall be arranged by the contractor and shall be in accordance with the specifications laid down.
11. In case any material / work is found sub-standard the same shall be rejected by the Campus Engineer and the same shall be removed from the site of work within 48 hours, failing which the same shall be got removed by the



Campus Engineer at the risk and cost of the contractor without giving any further notice and time.

12. The work shall be executed and measured in metric system. The metric dimensions given in the schedule of quantities and drawing etc. shall be followed. (The dimension in FPS units wherever indicated are for guidance only) The figures in the drawings shall be followed.
13. The contractor shall be responsible for completing the work and for satisfying all terms and conditions of the Contract without any extra payment over his quoted rates unless otherwise specified. The contractor shall quote his rate for various items of work accordingly and no claim whatsoever shall be entertained for any incidental or extra work involved in the execution of the work as per nomenclature of the item and the specifications indicated in the tender documents.
14. Subject to the nomenclature of the item as per schedule of quantities, the specification indicated in the tender documents, the rates quoted shall include cost of all materials including royalty and taxes if any, labour, sundry inputs, execution of work at all heights, levels, pattern and design for all leads, lifts and depths including overhead charges and contractor's profit. Nothing extra shall be paid on this account.
15. The rate shall be inclusive of making design, pattern and execution of work as per drawings, at all levels and heights.
16. The rates shall be inclusive of making any holes or otherwise for fixing any fixture/ frame work and making good the structure to its original shape and finish.
17. Other agencies doing works related with this project will also simultaneously execute the works and the contractor shall afford necessary co-ordination for un-hindered completion of these sub-works.
18. The contractor shall give a satisfactory performance test of installations individually and as a whole to ensure their proper functioning before the work is finally declared and completed and accepted.
19. The contractor shall continue to maintain watch and ward to safeguard the Owner's property in his possession until the same is formally handed over as per directions of the Campus Engineer. Nothing extra over agreement rates shall be paid on this account.
20. All tools, plants and measuring or weighing equipment shall be arranged by the contractor himself and nothing extra shall be paid to the contractor on this account.
21. The quantities of various items incorporated in the tender are approximate. However, the payments shall be made to the contractors on the basis of actual measurements taken at site.
22. The contractor shall protect the adjoining buildings or works and the work under execution from fire and shall make adequate arrangements for fire



- protection and firefighting and if any property is damaged, by fire due to the negligence of the contractor, the same shall be made good by the contractor at his own cost, to the entire satisfaction of Campus Engineer
23. In order to achieve the targeted date of completion the contractor may have to work in multiple shifts, round the clock including public and gazetted holidays and nothing extra shall be paid on this account.
 24. All materials, articles and workmanship shall be of respective best quality and kind for the class described in the schedule of quantities and specifications. All materials, so used in different items of work shall be subject to the approval of the Campus Engineer.
 25. The contractor shall be responsible for all statutory provisions and deductions towards ESI, PF or any other, as the case may be or any other levies and taxes shall be borne by the contractors. The Taxes or any other statutory levels/taxes incorporated from time to time shall be deducted from the invoice at the time of payment. No claim in this regard shall be entertained.
 26. The contractor is supposed to abide the minimum wages act and shall produce all records to the Campus Engineer or any other statutory authority as and when called for. The Engineer-in-charge does not hold any responsibility on account of any lapses in this regard.
 27. All spaces allotted to the contractor as described above shall be vacated and all structures removed from site at any time as and when required and directed by the Campus Engineer, unconditionally and without any reservation. The Campus Engineer will not be obliged to give any reason for such removal. Upon receiving instructions to vacate the space, the contractor shall remove within seven (7) days of the completion of the event in an environmentally friendly manner all his structures, materials, etc. from the sources and clear and clean-up the site to the satisfaction of the Campus Engineer.
 28. It shall be the responsibility of the Contractor to safeguard the site and ensure that no illegal encroachments are made by outside elements within the area allotted to the contractor. Upon completion of the work or earlier as required by Campus Engineer, the contractor shall vacate the land totally without any reservation (within 7 days of completion of event).
 29. Any item which is not available in the Bill of Quantity (BOQ) shall be paid as per actual cost of the materials in the market and actual cost of the labour plus 10% as overhead and profit. The decision of Campus Engineer will be conclusive and final binding on the contractor.
 30. Layout of works shall be got checked by Campus Engineer & only then further work shall be taken by after approval.
 31. The Contractor will execute the aforesaid works subject to the provisions contained & to the extent applicable for IIT (ISM) CPWD's



General Conditions of Contract, Special conditions of contract, Safety Code, Model Rules for the protection of health and other arrangements for workers, Specifications, Preambles and Schedule of Quantities and erection & furnishing schedule (all of which will collectively referred to as the 'tender conditions') and strictly in accordance with the Scope of work at or for the respective rates set out in the Schedule of Quantities amounting to the sum as there under arrived at or such other sums as shall become payable.

32. Agencies Black listed and Suspended from carrying out business by any Government offices, Autonomous bodies, Educational and/or research institutes, PSUs etc need not submit their quote. Suppression of information in this regard will be taken seriously.
33. The contractor is solely responsible for compliance of all labour laws and other associated statutory obligations applicable for the work. IIT (ISM), Dhanbad will not be responsible for any of the compliances or lapses in respect of the aforesaid.

INTEGRITY PACT

To,

.....,
.....,
.....

Sub: NIT No. for the work

Dear Sir,

It is here by declared that IIT (ISM), Dhanbad is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the IIT (ISM), Dhanbad.

Yours faithfully

Campus Engineer

INTEGRITY PACT

Campus Engineer,
.....
.....

Sub: Submission of Tender for the work of
.....

Dear Sir,

I/We acknowledge that IIT (ISM), Dhanbad is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/ bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by IIT(ISM), Dhanbad.

I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, IIT (ISM), Dhanbad shall have unqualified, absolute and unfettered right to disqualify the tenderer/ bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

FORM OF PERFORMANCE SECURITY (GUARANTEE) BANK GUARANTEE BOND

In consideration of the IIT (ISM), Dhanbad [hereinafter called "IIT (ISM), Dhanbad"] having offered to accept the terms and conditions of the proposed agreement between.....and (hereinafter called "the said Contractor(s)") for the work..... (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupees only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, (hereinafter referred to as "the Bank") hereby undertake to pay to the IIT (ISM), Dhanbad an amount not exceeding Rs. (Rupees..... Only) on demand by the IIT (ISM), Dhanbad.

2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the IIT (ISM), Dhanbad stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupeesonly)

3. We, the said bank further undertakes to pay the IIT (ISM), Dhanbad any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the IIT (ISM), Dhanbad under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Campus Engineer on behalf of the IIT (ISM), Dhanbad certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We, (indicate the name of the Bank) further agree with the IIT (ISM), Dhanbad that the IIT (ISM), Dhanbad shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the

powers exercisable by the IIT (ISM), Dhanbad against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the IIT (ISM), Dhanbad or any indulgence by the IIT (ISM), Dhanbad to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the IIT (ISM), Dhanbad in writing.

8. This guarantee shall be valid up tounless extended on demand by the IIT (ISM), Dhanbad. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged. Dated theday offor.....(indicate the name of the Bank)

DRAFT AGREEMENT

THIS AGREEMENT made at IIT (ISM), Dhanbad on the day of _____ 2018

WHEREAS

The IIT (ISM), Dhanbad is desirous of carrying out the work of

_____ at IIT (ISM) Campus

The Works are to be executed as per the scope of work, technical specifications, drawings etc. as is mentioned in the tender document.

The Contractor has agreed to execute the said works subject to the provisions hereinafter contained and subject also to General Conditions of Contract, Special conditions of contract, Safety Code, Model Rules for the protection of health and other arrangements for workers, Specifications, Preambles and Schedule of Quantities and erection & furnishing schedule (all of which are hereinafter collectively referred to as the 'said tender conditions') and strictly in accordance with the Scope of work annexed hereto at or for the respective rates set out in the Schedule of Quantities amounting to the sum as there under arrived at or such other sums as shall become payable there under (hereinafter referred to as the said tendered amount).

NOW IT IS HEREBY AGREED AS FOLLOWS: -

1. In consideration of the said tendered amount to be paid by IIT (ISM), Dhanbad to the Contractor at the time and in the manner set forth in the said tender conditions and in accordance with the Schedule of Payments to execute and complete the work shown upon the said Drawings strictly in accordance with the specifications and Schedule of Quantities.
2. The said tender conditions, scope of work and the annexure hereto shall be read and considered as forming part of this contract and the parties hereto shall respectfully abide by to the said conditions and perform the agreement on their part respectively contained in the said conditions.
3. The approved drawings if any, notice inviting tenders' technical specification etc. shall also form the basis of this contract.
4. This contract is neither a Lumpsum Contract, nor a piece work contract, but is a contract on item rate basis to be carried out and to be paid for according to the Schedule of Payments at the rates contained in the Schedule of Quantities.
5. The contract herein contained shall comprise not only the works mentioned above but all subsidiary works connected therewith within the same site as may be ordered to be done from time to time by Campus Engineer for the time being, even if such work may not be shown on the said Drawings or described in the said Specifications and Schedule of Quantities.

6. IIT (ISM), Dhanbad reserves to themselves the right of altering the drawings and the nature of the work by adding to or omitting from the scope of work any item of work or portions of the same without prejudice to this contract.
7. Time shall be considered as the essence of this contract and the Contractor hereby agrees to commence the work immediately from the date of work order and shall complete the entire work within the specified period.
8. All payments by the IIT (ISM), Dhanbad under this contract shall be made only at Dhanbad.
9. All disputes arising out of or in any way connected with this contract shall be deemed to have arisen at Dhanbad and court in Dhanbad only shall have jurisdiction to determine the same.
10. That the contract and several parts of this contract have been read by the contractor and fully understood by him. The contractor shall not be entitled for payment beyond tendered quantities unless ordered specifically by written instructions of authorized representative of IIT (ISM), Dhanbad.
11. This contract shall be signed in duplicate, the original whereof shall be kept in the custody of IIT (ISM), Dhanbad, and the duplicate with the Contractor.

IN WITNESS WHEREOF IIT (ISM), Dhanbad has set his hands hereunto and two duplicates hereof through his duly authorized official and the Contractor has caused these presents and two duplicates hereof under his common seal by his duly authorized representative at the place and on the date month and year first herein above written.

SIGNED, SEALED AND DELIVERED by IIT (ISM), Dhanbad, by the hand of

Signature:

Name:

Designation:

IN THE PRESENCE OF

(1) Signature:

Name:

Address:

(2) Signature:

Name:

Address:

SIGNED, SEALED AND DELIVERED BY the Contractor M/s. _____

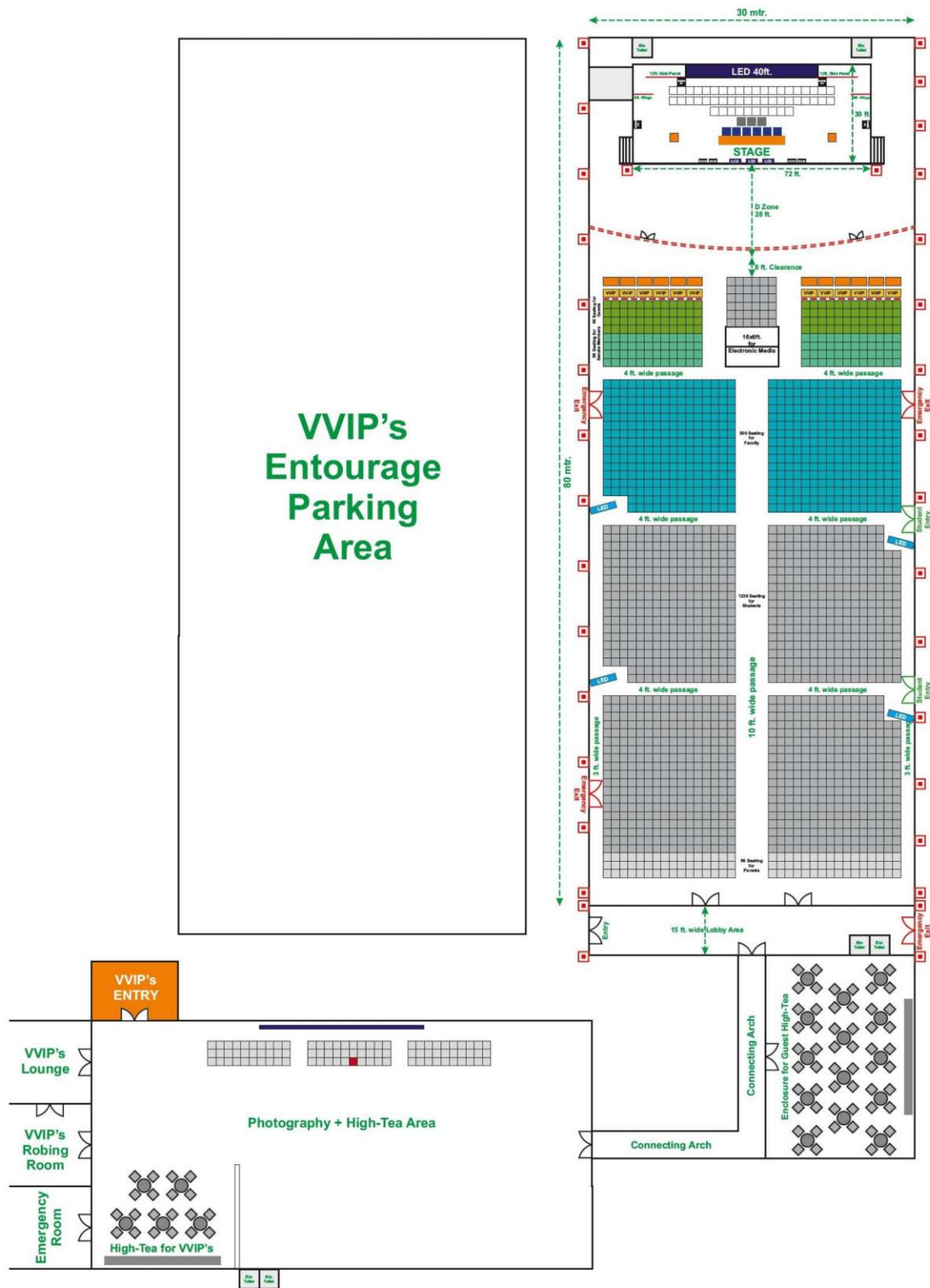
_____.

Signature:
Name:
Designation:

IN THE PRESENCE OF

(1) Signature:
Name:
Address:

(2) Signature:
Name:
Address:



LAYOUT OF CONVOCAION 2018

SCOPE OF WORK -CUM- PROFORMA FOR PRICE BID

BOQ AND SPECIFICATION DETAILS HIRING OF SERVICES FOR 38th CONVOCATION AT IIT(ISM), DHANBAD

S.No.	SCOPE OF WORK	SPECIFICATION	UNIT	COST BASIS	RATE	GST (%)	Total Amount including GST
1.0	PUBLICATIONS						
1.1	Invitation Cards (to be supplied to IIT (ISM) at least 10 days before the convocation day as per the approved design and contents)	Textured Paper, printed in multi-colour with matching envelope. (Sample of the paper should be submitted with quotation)	3200	Per Unit			
1.2	Convocation Brochure including speech of all dignitaries	300 GSM cover and 130 GSM Glossy Imported Art paper with Multicolour printing, Machine bound with section sewing, 80 pages, in size – 7" x 9.5"	3500	Per Unit			
2.0	AWARDS & ACCOLADES						
2.1	Folders for Degree Recipients	<ul style="list-style-type: none"> Convocation file: size: 54.25 cm (open size) x 33 cm height, outer cover should be made of PVC (poly vinyl) coated paper. Clour: Blue : 1100; Maroon : 900, brown : 350; (Approx.) Board: 70 kg poly board, Inside pocket must be made of Polypropylene (PP) material.Both side pockets is required, Thickness of Polypropylene (PP) pocket: 120 micron, Pocket size: 32.5 cm height x 25 cm width.Pocket should have thumb hold cut. There should be high definition HD foam for good cushion on the top of file. Four gold colour metal corners. 	2350 (Approx.)	Per Unit			
2.2	Folder for VVIP on Dais	Best quality Khadi silk folder with clip and pocket with Pen , Pad etc. of good brand, sample should be attached with quotation.	20	Per Unit			
2.3	Mementoes	German Silver plate with printing along with imported acrylic box and wooden base	12	Per Unit			
2.4	Uttorio	<ul style="list-style-type: none"> Material – Satin Cloth, V shaped with lace at both ends, size: approx..6.5 ft x 2.25 ft Colour : off-white 150 nos., Yellow with blue boarder : 1100 Yellow with red boarder : 900, Yellow with brown boarder : 350; Logo to be printed in blue colour Length approx. 6.5 ft and width approx.2.25 ft 	2500	Per Unit			
Gross Total							

SCOPE OF WORK -CUM- PROFORMA FOR PRICE BID

3.0	CONSTRUCTION OF TEMPORARY AUDITORIUM						
3.1	Construction of AC Hanger along with platform, carpeting, power cabling, lights	<ul style="list-style-type: none"> Erection of Aluminum Hanger Structure, fire resistant and black out white tarpaulin covered Wooden Platform of appropriate size made by 19mm commercial board Brand new good quality synthetic carpet of appropriate size in green colour with additional red colour carpet all along the passages on the main carpet Sufficient Air conditioning to keep inside of hanger temperature between 22-24 degree LED Metal Light for inside of the Hanger Power distribution and transmission for entire venue by 4 core insulated cable with MCB panel box. DG Set of appropriate capacity for running of Air Conditioner Cooling should start atleast 4 hours back of commencement of programme. Temporary electrical power supply distribution arrangement including necessary cabling, supply & installation of distribution panel/board, MCB/MCCB etc. for light & audio system. Power supply at one point through DG Set shall be provided by IIT (ISM) Dhanbad for light and audio system. The approximate distance of the power supply point is 50 meter from the Man Pandal. Size, design and layout as per the attached drawing 	80 m X 30 m	Lumpsum			
3.2	Entrance	<ul style="list-style-type: none"> Providing fixed glass/PVC doors for entry and exit in main pandal, robbing room and photographic arena as per drawing Deployment of adequate nos. of electronic security gadgets fitted in all gates 		Lumpsum			
3.3	Stage	<ul style="list-style-type: none"> Stage made by Iron structure with 19mm Commercial board with 2 nos. of stairs and 1 no of ramp including new Synthetic carpet Size, design and layout as per the attached drawing 		Lumpsum			
3.4	Toilets (Bio-toilets with proper maintenance)	2 nos. on the stage + 1 exclusive for PM, Outside Toilets- 4 Gents and 2 Ladies, 2 nos. of toilets for robbing room (one for ladies and one for gents), additional one toilet for VVIP lounge		Lumpsum			

SCOPE OF WORK -CUM- PROFORMA FOR PRICE BID

3.5	Robing room	2 nos. robbing room (full length robbing mirror on stand and stool, Centre tables with flower arrangements in a suitable vase. Sufficient nos. of suitable sofa, Centre Tables and Chairs for about 100 nos. including 20 VIPs and VVIPs		Lumpsum			
3.6	Protocol Chairs and Appropriate Tables on the dais	For stage (6 nos.)	10	Per Unit			
3.7	Banquet Cushion Chairs	For Stage (50 nos.) and For main Pandal (300 nos.)	350	Per Unit			
3.8	Steel frame Sofa with cover (2 Seater)	For VIPs in the front rows	25	Per Unit			
3.9	Construction of PM's lounge + photography zone + robing room + medical room + Hi-tea arena for VVIP, VIPs and Senate and BoG Members PM's Lounge décor + canopy for portico + partitioning and branding	<ul style="list-style-type: none"> Erection of Aluminum Hanger Structure, fire resistant, sound & water proof and black out white tarpaulin covered Wooden Platform made by 19mm commercial board Good quality brand new synthetic Carpet Sufficient Air conditioning to keep inside of hanger temperature minimum 24 degree LED Metal Light for inside of the Hanger Interconnecting passage including platform Plywood walling with 3 nos of hall partition with doors mojo barrier Power distribution and transmission for entire venue by 4 core insulated cable with MCB panel box Size, design and layout as per the attached drawing 	900 m ²	Per Unit			
Gross Total							
4.0	VENUE BRANDING & CAMPUS DECORATION						
4.1	Backdrop	Finest Quality Backlit mode Large format Original Ink Solvent print in 6 colour machine on Star flex 3M Mat finish Black Back 300 GSM media mounted on 3"x2" wooden section framed wall with Truss super structure	1	Per Unit			
4.2	Side Wings	Finest Quality Backlit mode Large format Original Ink Solvent print in 6 colour machine on Star flex 3M Mat finish Black Back 300 GSM media mounted on 3"x2" wooden section framed wall with Truss superstructure	2	Per Unit			
4.3	Welcome Gates	Finest Quality Backlit mode Large format Original Ink Solvent print in 6 colour machine on Starflex 3M Mat finish Black Back	5	Per Unit			

SCOPE OF WORK -CUM- PROFORMA FOR PRICE BID

		300 GSM media mounted on 3"X2" wooden section framed wall with Truss superstructure					
4.4	Welcome Pillar	Finest Quality Backlit mode Large format Original Ink Solvent print in 6 colour machine on Star flex 3M Mat finish Black Back 300 GSM media mounted on 3"X2" wooden section framed wall with Truss superstructure	4	Per Unit			
4.5	Directional Signage's	Finest Quality Backlit mode Large format Original Ink Solvent print in 6 colour machine on 3M Mat finish Black Back 200 GSM SAV media mounted on 6 mm WPC Board with Truss superstructure	20	Per Unit			
4.6	Welcome Hoardings	Finest Quality Backlit mode Large format Original Ink Solvent print in 6 colour machine on Starflex 3M Mat finish Black Back 300 GSM media mounted on 3"X2" wooden section framed wall with Truss superstructure at appropriate locations in and around the campus. Size: 12 ft x 8 ft : 1 no; 6 ft x 4 ft : 2 nos.	3	Per Unit			
4.7	Flags	Finest Quality Backlit mode Close format Original Ink Eco-Solvent Latex print in 6 colour machine on branded 250 GSM Cloth media Mounted on 1.5" Tube superstructure	50	Per Unit			
4.8	V Shaped Standee	Finest Quality Backlit mode Large format Original Ink Solvent print in 6 colour machine on Starflex 3M Mat finish Black Back 300 GSM media mounted on 3"X2" wooden section framed wall with Truss superstructure	40	Per Unit			
4.9	Pole Kiosk	Finest Quality Backlit mode Large format Original Ink Solvent print in 6 colour machine on 3M Mat finish Black Back 200 GSM SAV media mounted on 6mm WPC Board with Truss superstructure	40	Per Unit			
4.10	Indoor Standees	Finest Quality Backlit mode Large format Original Ink Solvent print in 6 colour machine on Starflex 3M Mat finish Black Back 300 GSM media mounted on Anodised Aluminium retractable fixtures.	20	Per Unit			
4.11	Flowers & Bouquets	Specially crafted arrangements with a culmination of imported varieties of Asiatic & Oriental Lilys, Antheriums, Calla Lilys, Birds of Paradise, Hydrangea, Cymbidium, Gladiolus, Heliconia, Tulips etc.	Adequate	Lumpsum			
4.12	Dais & Auditorium Personalized Sitting Arrangement	High Back teakwood Mahogany make CNC routed protocol chairs with special fabric cushioned handles	Adequate	Lumpsum			
4.13	Decorative Lights in the campus	Rice lights Led Ropes , LED pers & Sharphys from main entrance	Adequate	Lumpsum			

SCOPE OF WORK -CUM- PROFORMA FOR PRICE BID

		to the heritage building including oval garden and front portion of Student Activity Centre (SAC)					
Gross Total							
5.0	AUDIO VISUAL ARRANGEMENTS						
5.1	Light & Sound	LIGHT : Leko Profiles, Par 64, ACL(32 lamps), Molefays, Avolite Pearl Console, Clay Packy Sharphy, DTS Nick 600 Ways, Martin Mac 101, LED pars, SOUND : Competent, professional, perfect working condition FOH Sound equipment monitor system with zero tolerance hiss, buzz, hums, clics with access & control over all house EQ, Delay, Crossover settings which must be able to reproduce 115 db SPL at FOH position, speaker system rigged to fly including the following systems : L Acoustics, D&B, Adamson, British Acoustics, JBLVertec with Yahama M7CI FOH console, JBL VT4887 Front fill, FOH outboard processing with Dolby Lake, Stereo Octave Equalizer, Compressor Limitors, Stage Monitor Systems : Martin LE2100, JBL Vrx 915, Side Fills : JBL SRX 725/728, Ear monitors Sennihieser	Adequate	Lumpsum			
5.2	Public Address System		3	Per Unit			
5.2	Giant LED Screen	40 ft x 12 ft; 128X128 Pixels latest P3 LED wall with mapping & live mixing facility	1	Per Unit			
5.3	LED Screens	8 ft x 6 ft	4	Per Unit			
5.4	Still Photography	HD Still Photography involving two days session at Convocation Hanger including Convocation photography, Candid Photography. Soft copies of all the photographs in a media and Adequate nos. of photgraphs in album (s)	2 days	Lumpsum			
5.5	Videography and Online Editing	<ul style="list-style-type: none"> Full Event Camera: NX100. Video feed needs to be provided after necessary mixing and online editing for web-cast. Necessary arrangements for the live feed to the electronic print media outside the main hanger 	2 days	Lumpsum			

SCOPE OF WORK -CUM- PROFORMA FOR PRICE BID

5.6	Web-cast and Live-Cast	<ul style="list-style-type: none"> Full Event HD Quality Live Streaming service on our official YouTube channel. Necessary arrangements for the live feed to the electronic print media outside the main hanger An uninterrupted dedicated 2 MBPS internet connectivity will be provided. Full Event Live-Cast at GJLT with seating capacity of 250 & Penman Auditorium with Seating capacity of 500 	2 days	Lumpsum			
Gross Total							
6.0	REFRESHMENT						
6.1	Snacks Packets (distribution outlets, 6 in numbers for smooth distribution of snacks packets) <ul style="list-style-type: none"> 4 outside the hanger near venue (2000 per day approx.) 1 at GJLT dome (250 nos. per day approx..) 1 at outside Penman Auditorium (400 per day approx..) 	2 mini samosa, 1 bhujia packet, 1 veg sandwich, 1 sweet, 1 tetra packet of fruit juice & 200ml mineral water bottle (distribution of food packets & disposal of waste)	2650 per day (approx.)	Per Unit			
6.2	Hi Tea with mini water bottle (For VVIPs, VIPs, Senate & BoG Members)	Fruit Slice Cake, Veg Patties , Salted Cashew , KajuKatli , Assorted Cookies , Tea / Coffee, Mineral water Bottle(200 ml) (to be served in high quality crockeries in an aesthetic manner)	100 per day	Per Unit			
6.3	Drinking Water arrangement	Cool RO-Water Dispensers near each entrance for students		Lumpsum			
Gross Total							
GRAND TOTAL							