



**NATIONAL INSTITUTE OF TECHNOLOGY**

**ROURKELA**

An Institute of National Importance under Ministry of  
HRD, GOI

**NOTICE INVITING TENDER**

**Tender Notification No: NITR/EM/15/M/1370 Dated: 09.10.2015**

The National Institute of Technology, Rourkela invites sealed bids from eligible bidders for Annual Maintenance Contract (Electrical) for Repair / Maintenance of Staff Quarters, Academic Buildings, Hostels etc. for FY 2015-16.

Last date of Submission of Bid: **25.11.2015 at 12.00 Noon**

Opening date of Bid: **25.11.2015 at 3.30 PM**

**For**

**Details:** [http://nitrkl.ac.in/Jobs\\_Tenders/8Maintenance/Default.aspx](http://nitrkl.ac.in/Jobs_Tenders/8Maintenance/Default.aspx)

**Contact:** (i) Mr.S.P. Mahapatra, EE / Er. R.K. Sahoo, Engineer (Electrical); Ph: 0661-2462071 / 0661-2462089; Email: [mohapatrasp@nitrkl.ac.in](mailto:mohapatrasp@nitrkl.ac.in) / [sahoork@nitrkl.ac.in](mailto:sahoork@nitrkl.ac.in)

**Sd/-  
REGISTRAR**



**NATIONAL INSTITUTE OF TECHNOLOGY**  
**ROURKELA-769008**

(TENDER NOTICE NO: NITR/EM/15/M/1370 dated 09/10/2015)

**Name of Work: Annual Maintenance Contract (Electrical) for Repair/ Maintenance of Staff Quarters, Academic Buildings, Hostels etc. in NIT, Rourkela for FY 2015-16.**

Sealed Tender are invited for the above mentioned work from registered electrical contractors of "D" class or above category in NIT, Rourkela having experience in similar type of work (Internal and External Electrification) in prescribed format for the above work to be executed in NIT, Rourkela.

Enquiries must be submitted in three parts in sealed envelopes super scribing on the top of the envelopes addressed to the Registrar, NIT Rourkela-769008:

**Annual Maintenance Contract (Electrical) for Repair/ Maintenance of Staff Quarters, Academic Buildings, Hostels etc. in NIT, Rourkela for 2015-16**  
**DUE ON 25/11/2015, 12.00 Noon**  
**Open On 25/11/2015, 3.30 PM for Part I & II**

Part "I": EMD/ SD ₹ 25,000.00 and Tender paper cost Rs.1000 (Nonrefundable) + ₹.50 VAT

Part "II": Techno-commercial bids (License,VAT clearance, Experience during last 3years

Part "III": Price bid (duly signed rate schedule & other documents)

**Estimated Cost : Rs 25Lakhs Approx. (Total for financial year)**

**EMD/SD : Rs 25,000.00**

**Period of Execution : 12 (twelve) Months(may be extended as per requirement)**

**No of Contractor to be awarded with this work: Maximum 12Nos**

**Eligibility Criteria:**The Tenderer must possess the following:(Attested copies of all documents are to be submitted along with the Tender).

- (a) Valid Class contract registration certificate from appropriate authority
- (b) Valid Value added tax clearance from local salestax authority in form No-612
- (c) Permanent account number (PAN) issued by income tax dept.
- (d) Firms should have executed similar types of work at least one job of ₹. 4.00 Lakhs or two jobs of ₹ 2.5Lakhs each during last three years IN Govt./PSUs.

EMD/ SD/ Tender price/ VATshall be in the form of Demand draft, to be submitted separately from Nationalized Banks in favour of NIT, Rourkela.

Necessary Tender documents along with Terms and Conditions can be downloaded from NIT website <http://www.nitrkl.ac.in> during office Working Hours latest by 25.11.2015.

The bid must be accompanied with EMD/ SD, tender paper cost without which the bid will be summarily rejected. The work may be awarded to more than one firm for all items on L1 basis.However, theL1 tenderer will get thehighest share.The total value of job for Rate contract per year may be divided as follows:

L1 tenderer: 10-15% and balance will be divided among all others who agree to work at the price of L1 tenderer. All agencies will get minimum of ₹2 lakhs and may get extra sub order after completion of the job and submission of bill.

**Institute authority reserves the right to reject any or all the tender without assigning any reason thereof.**

The Registrar  
N.I.T, Rourkela



**NATIONAL INSTITUTE OF TECHNOLOGY,**  
**ROURKELA-769008**

**TENDER NOTICE NO: NITR/EM/15/M/1370 dated 09/10/2015**

To  
M/s

**Sub: Annual Maintenance Contract (Electrical) for Repair/ Maintenance of Staff Quarters, Academic Buildings, Hostels etc. in NIT, Rourkela for FY 2015-16**

Dear Sir,

We are pleased to invite your offer in sealed covers for the work mentioned above. The offer shall be as per terms and conditions mentioned in the Tender document enclosed here with.

- 1 (a) All the original tender documents should be signed and stamped by the authorized signatory as a token of acceptance of all the term and conditions mentioned there in.
- (b) The EMD/security amount i-e ₹25000.00 shall be deposited along with the tender documents which will be retained with N.I.T Rourkela till the maintenance period is over (i.e. 6 months from the date of completion of the job). EMD/SD will be refunded to unsuccessful tenderers.
- (c) The guarantee/ maintenance period shall be 6 (six)-calendar months from the date of completion.
- (d) All necessary material required for this job will be arranged by the Agency in good quality and as per specification and direction of Engineer-in-charge.
- (e) Tools Tackles, equipment &labouretc shall be arranged by the Agency. The price quoted is deemed to include cost of all the above.
- (f) The rates quoted shall be inclusive of taxes and duties including sales tax etc as applicable.
- (g) Water and Electricity required for the job will be provided by N.I.T, Rourkela.

- (h) During execution of work, safety measures to be followed strictly by the Agency.
  - (i) Any safety hazard occurred during the execution of the job will be the responsibility of the Agency.
  - (j) The tenderer shall submit the enquiry, duly filled in by \_\_\_\_\_ PM on \_\_\_\_\_ in the office of the undersigned.
  - (k) The subject enquiry will be opened on \_\_\_\_\_ at \_\_\_\_\_ PM in the office of the Dean (PD)/ Board Room. You are requested to attend the same.
  - (l) The rates for the works will remain firm and no escalation admissible till completion of the contract
  - (m) The Contract shall remain in operation up to \_\_\_\_\_ from the date of issue of Work order(LOI). However, NIT reserves the right to extend if further required.
  - (n) General condition, Special terms conditions, specifications, drawings, related to the job are available in the office of undersigned. The tenderer should go through the same before quoting their rates.
  - (o) Tenderers are advised to inspect & examine the site and its surrounding and satisfy themselves before submitting tender.
  - (p) **The above work may be divided among the tenderers (maximum up to 12Nos) who agree to match their prices with L-1 Rate.**  
**Total value of job for Rate contract per year may be divided as follows:**  
**L1 tenderer: 10-15% and balance will be divided among others who agree to work at the price of L1 tenderer. All agencies will get minimum of ₹2 lakhs and may get extra sub order after successful completion of the job and submission of bill.**
2. EXTRA ITEM:- Any extra items required to be executed during the period of execution if not covered in the work-order, schedule, shall be settled mutually on prevailing rate.
  3. PAYMENT TERM :- First and final bill payment shall be released on the basis of work executed after final measurements duly checked and passed by the concerned NIT representative after the job is over. Before submission of the bill, the site should be cleared of all debris & disposed of properly at designated place.
  4. The tenderer shall submit an undertaking in the prescribed format (enclosed) that he has gone through the general condition of contract and special condition for Electrical engineering works of NIT, Rourkela and accordingly has quoted the price.

Yours faithfully,

(Sri S.P.Mohapatra)  
Head, Estate Maintenance  
N.I.T, Rourkela

## **CERTIFICATION BY THE TENDERER**

**Name of Work: Annual Maintenance Contract (Electrical) for Repair/ Maintenance of Staff Quarters, Academic Buildings, Hostels etc. in NIT, Rourkela for FY 2015-16**

**TENDER NOTICE NO: NITR/EM/15/M/1370 dated 09/10/2015**

I/We hereby certify the following:

1. I/We shall undergone through the Notice inviting tender , General and special conditions of contract of NIT Rourkela, Specifications, safety code, schedule of rates of NIT Rourkela, Material specifications for this tender etc. issued to me/us along with the tender set. I/We have also understood the specifications in details for the items of this work. I/We completely understood the entire tender conditions and their implications basing on which I/ we have quoted in the price bid (part C of the tender set).
2. I/We have submitted demand draft/pay order/bankers Cheque/Cash receipt for required amount payable to NIT Rourkela, towards Earnest Money Deposit/ SD and Cost of Tender paper for this tender.
3. I/ We have filled up tenders and submitted in three parts Part –“A” containing Earnest Money Deposit/ SD & Tender paper cost. Part- “B” (Techno Commercial Bid with legible attested copies of required documents and part- ‘C” (Price bid) in separate sealed covers as detailed in Notice Inviting Tender .
4. I/We have signed all the pages of tender set with seal in the appropriate places.
5. I/We shall justify our rates (if so required by authority of NIT , Rourkela) quoted by me /us in the price bid (Part-‘C”). There are no other conditions given for these rates other than tender conditions. These rates shall remain valid at east for a period of 3 (Three) months from the date of Opening of the price bids.
6. I/We shall be present during opening of the Techno commercial bid or send any of our authorized representatives with authorization letter for the purpose, failing which any decision taken up by authority of NIT Rourkela in this regard shall be acceptable and binding to me/us.
7. I/We shall have no objection if the distribution of order will be in the descending order as per the quoted price ranking of the tenderers i-e L1 tenderer will highest share and last ranked tenderers (Within which the orders is to be distributed ) will get smallest share.

Signature and seal of the Tenderer

Name of the firm:  
Address

NIT registration No:  
Date of Validity

## **INFORMATION TO BE FURNISHED BY THE AGENCY**

(To be filled by the agency)

**Name of Work: Annual Maintenance Contract (Electrical) for Repair/ Maintenance of Staff Quarters, Academic Buildings, Hostels etc. in NIT, Rourkela for FY 2015-16**

**TENDER NOTICE NO: NITR/EM/15/M/1370 dated 09/10/2015**

- Name of Agency
- Address
- Name of the Bank, Branch and A/C No:
- Permanent Account Number
- VAT/TIN
- Service Tax registration No and Category:
- Contact Telephone/ Mobile No:

Signature and seal of the Tenderer

Name of the firm:  
Address

NIT registration No:  
Date of Validity

## PRICE BID

(To be submitted in the Letter Pad of firm)

To  
The Registrar  
NIT, Rourkela – 769008.  
ORISSA

**Sub: Annual Maintenance Contract (Electrical) For Quarters, Academic Building and Hall of residence and other facilities of NIT Rourkela**

**Ref: i) Notice No: NITR/EM/15/M/1370 dated 09/10/2015**

Dear Sir,

We are hereby submitting the price bid for **Annual Maintenance Contract (Electrical) For Quarters, Academic Building and Hall of residence and other facilities of NIT Rourkela** consisting of the following components:

<u>Sl. No.</u>	<u>Name of Works</u>	<u>Estimated Cost (Rs.)</u>
1.	<b>Annual Maintenance Contract (Electrical) For Quarters, Academic Building and Hall of residences and other facilities of NIT Rourkela</b>	As per schedule provided by NIT ₹25lakhs (Approx)

Our quoted price is :

\_\_\_\_\_ %  
(In figure)                      [ \_\_\_\_\_ %  
(In words) ]                      BELOW

**OR**

\_\_\_\_\_ %  
(In figure)                      [ \_\_\_\_\_ %  
(In words) ]                      ABOVE

The same percentage will be applicable to all the items, both internal and external electrical work and other maintenance works of the NIT schedule.

Signed in the capacity of duly authorized to sign tenders for and behalf of

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature

Name & Address .....

Telephone No .....

.....

Mobile No .....

Date : .....

Fax No. ....

**FORM-A/**

**CHECK LIST FOR PRE-QUALIFICATION**

Forms to be filled in properly.

1. Form-A: This form (check list)
2. Form-B: Letter of Transmittal
3. Form-C
4. Form-D
5. Form-E
  - a. Photocopy of documents to be attached.
    1. Valid license
    2. Work orders of last 3 years.
    3. Vat Clearance Certificate, PAN Card
  - b. Performance report from the client(S)

The firm/ Contractor is required to apply for performance certificate (at least for three works).

**Please state the details below**

<u>Sl.No.</u>	<u>Name of work</u>	<u>Client</u>
1.		
2.		
3.		
4.		
5.		

Note: The performance report is to be submitted along with the pre-qualification documents in sealed covers.

**(Signature of the Agency)**



**PRE-QUALIFICATION INFORMATION  
LETTER OF TRANSMITTAL**

(To be typed on the Agency's Letterhead)

To

The REGISTRAR  
National Institute of Technology,  
Rourkela-769008.

Sir,

Having examined the details of pre-qualification document, I hereby submit the pre-qualification documents and other relevant information.

1. I hereby certify that all the statements made and information supplied in the enclosed forms A to E and accompanying statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.
2. I have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I certify that my firm is not **blacklisted/banned** from business by any organization.
4. I hereby accept the rules and procedures of the institute for pre-qualification of contractors and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

(Signature of the Agency)

**NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA**  
**APPLICATION FOR PRE-QUALIFICATION**

1. NAME OF AGENCY/FIRM:- \_\_\_\_\_
2. ADDRESS:- \_\_\_\_\_
3. FAX/TELEPHONE NUMBER:- \_\_\_\_\_
4. SPECIAL QUALIFICATION OF TECHNICAL PERSON:- \_\_\_\_\_
5. LIST OF EQUIPEMENT / MACHINERY IN POSSESSION FOR ROAD WORK :- \_\_\_\_\_
6. DETAILS OF REGISTRATION WITH OTHER GOVT/PSU ORGANISATION:- \_\_\_\_\_
  - NAME OF THE DEPARTMENT/ORGANISATION \_\_\_\_\_
  - CLASS OR CATEGORY \_\_\_\_\_
  - ENLISTMENT AUTHORITY \_\_\_\_\_
  - DATE OF VALIDITY \_\_\_\_\_

1. VOLUME OF BUSINESS IN LAST THREE FINANCIAL YEARS  
2012-13      Rs \_\_\_\_\_  
2013-14      Rs \_\_\_\_\_  
2014-15      Rs \_\_\_\_\_

2. Important jobs executed in Govt./psu including specifications, materials used, quality adherence, methods of testing including test/inspection certificates.
3. Valid Income Tax clearance certificate (ITCC).
10. Any other information regarding technical capability and financial soundness.

(Signature of the Agency)

Annexure to application for pre-qualification

**WORKS COMPLETED AND IN PROGRESS DURING THE LAST 3 YEARS (INCLUDING ALL WORKS AWARDED)**

{ADD ADDITIONAL SHEETS, IF NECESSARY}

Sl. No.	Name of work & agreement no	Date of start	Date of Completion		Reasons for delay & Compensation levied if any	Tendered cost	Gross cost of Completion	Net Amount received	Name, Designation & Complete address Of the Authority for Whom the Work was done
			Stipulated	Actual					

**CONFIDENTIAL**

CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

(To be submitted in a sealed covered along with the pre-qualification documents)

Letter No.-----

Date:

Name and address of the Client:-----

Details of works executed by the Contractor: .....

1	Name of work with brief particulars	
2	Agreement No and date	
3	Date of commencement of work	
4	Stipulated date of completion	
5	Actual date of completion	
6	Details of compensation levied for delay, if any	
7	Tendered amount	
8	Gross Amount of the work completed	
9	Name & address of the authority under whom works executed	
10	Whether the contractor employed qualified Engineer/Technical person during execution of work?	
11	i) Did the contractor go for arbitration? ii) If yes, total amount of claim. iii) Total amount awarded.	
12	Comments on the Capabilities of the contractor (indicate grading) please tick ( ) a) Quality of work b) Technical Proficiency c) Financial Soundness d) Mobilization of adequate T & P e) Mobilization of manpower f) General behavior	Out standing/v.Good/Good/Poor Out standing/v.Good/Good/Poor Out standing/v.Good/Good/Poor Out standing/v.Good/Good/Poor Out standing/v.Good/Good/Poor Out standing/v.Good/Good/Poor

\*Note: All Columns should be filled in properly.

“COUNTERSIGNED”  
Officer of the rank of Executive Engineer or equivalent and above

Signature of the Reporting Officer with seal

**N.B. The Executive Engineer or equivalent officer is requested to hand over the performance certificate of the Contractor only in sealed covers to the concerned contractor.**

(To be typed on the Agency's Letterhead)

## UNDERTAKING

I/We hereby undertake that I/we have gone through the General Condition of Contract and special condition for Electrical Engineering Works of NIT, Rourkela and accordingly, have quoted the price.

(Signature of Agency)