

# IIT JODHPUR

## LIMITED TENDER FOR SHIFTING OF FURNITURE, STORES AND EQUIPMENT/MATERIAL FROM TEMPORARY CAMPUS IIT JODHPUR TO PERMANENT CAMPUS AT KARWAD (NH-65) PART - I : GENERAL

NIT No. - IITJ/SPS/PC/Shifting/17-18/10

<u>NIT Issue Date and Time</u>	: <u>22 June 2017</u>
<u>Pre-bid Meeting</u>	: <u>27 June 2017 at 1500 Hrs</u>
<u>Tender Submission Date and Time</u>	: <u>30 June 2017 by 1500 Hrs</u>
<u>Tender Opening Date &amp; Time</u> (Technical Bid)	: <u>30 June 2017 at 1530 Hrs</u>
<u>Tender Opening Date &amp; Time</u> (Financial Bid)	: ... (Date Later)



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

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**LIMITED TENDER FOR SHIFTING OF FURNITURE, STORES AND EQUIPMENT/  
MATERIAL FROM TEMPORARY CAMPUS IIT JODHPUR  
TO PERMANENT CAMPUS AT KARWAD (NH-65) : PART - I:GENERAL**

1. **General.** IIT Jodhpur is presently operating from its three Temporary Campuses, namely Academic Campus at MBM Engineering College and its hostel at GPRA Colony on Pali Road and BSNL Colony on Pal Road. IIT Jodhpur's Permanent Campus Phase I construction is near completion at Village Karwad approximately 25 km away from Jodhpur (on NH-65 towards Nagaur). The Permanent Campus is spread over 800 Acres of land in three distinct Sectors which are surrounded by villages Jheepasani, Bishnoiya Ki Dhani (BKD), Gharao and Karwad. Shifting to Permanent Campus is likely to take place during the months of Jun-Jul-Aug 2017.

**Scope of Work**

2. Shifting of furniture, equipment and other material from the current Offices, Sections, Library, Classrooms, Student Hostel Rooms, Dining Halls, Play Fields, Gymnasium and Health Centres shall include the following :

(a) Packing of files, computers, Office Equipment, furniture and other materials as available in the respective Rooms at various floors, IIT Jodhpur Temporary Campus at Old Residency Road, Near Ratanada Circle, and the hostels at GPRA Colony and BSNL Colony.

(b) Carrying all the packed articles/material carefully to ground floor, loading into the lorry and transportation to IIT Jodhpur Permanent Campus at National Highway 65, Near Karwad Village Jodhpur.

(c) Unloading all the packed articles/material from the Lorry and re-arranging in the rooms and laboratories at Permanent Campus.

(d) Unpacking of the goods and placing in the respective rooms and laboratories.

(e) Obtaining certificate for proper shifting with list of materials shifted, from the concerned Section Officers/Head of Departments.

(f) Disposal of packing material at a Central place in Permanent Campus (Karwad).

(g) The selected Firm/Agency has to use their own good quality packing material, like gunny bags, packing tape, Sutli, Cardboard Cartoon, Thermocole sheets and Air bubble sheets.

**Shifting Process.**

3. Shifting process shall include removal/dismantling, appropriate packing, loading, transportation to Permanent Campus (Karwad), unloading, unpacking, reassembling/re-setting and functional testing. Firm assigned task for shifting shall discharge following responsibilities :

(a) Dismantling, Packing, Loading, Transportation, Unloading, Unpacking, re-installation and functional testing of all stores, equipment, material, Projectors etc.

(b) All assets from the said three locations shall be safely transported to Permanent Campus without

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any loss or damage, re-installed and made functional again.

(c) Provisioning of packing, lashing, tarpaulines and allied material be organized by the firm.

(d) Transport, Machines, Cranes, Forklifts to deliver at the three storeys of the buildings, Labors & Supervisors, required for dismantling, loading, unloading and re-installation, shall be arranged by the firm at their own cost.

(e) Any damages, breakages, losses and theft shall be made good by the firm.

(f) Firm representative shall carry out detailed ground survey and prepare list of stores/equipment of all three locations as specified above.

#### **Pre qualification Criteria**

4. The Tenderer should fulfill following criteria :-

(a) The Tenderer must be a reputed, **registered**, established, recognized Packers & Movers Company/Firm OR Transportation Company/Firm OR Furniture shifting Company/Firm .

(b) **Experience**: The Tenderer must have **one year experience** in the field of Packing/Moving OR Transportation OR shifting of Furniture, Machines and equipment. The firm should have been in operation for at least preceding two year from the last date of receipt of tender.

(c) There must be a registered Office of Company/Firm in Jodhpur.

(d) **Average Turn Over** : The firm should have an average turnover of at least **Rs 05 Lakh** each during last two financial years in Transportation and Furniture services. And, the firm must attach copy of audited/ITCC Certificate for last two years (2014-15 & 2015-16) duly attested by Chartered Accountant. Also , the firm must submit balance sheet and Profit & Loss account duly attested by CA for preceding two financial years.

(e) **Work Execution Certificates** : The tenderer must attach certificates for execution of one similar work of value not less than **Rs 05 Lakh** during last two years (similar work means shifting of various lab equipment/furniture, office equipment and other miscellaneous items in any Govt Department, Research Institutes & Academic Institutions or esteemed/Re-knowned establishment during last two years)

(f) Attested copies of the completion certificates issued by the Engineer/Officer-in-charge or above are required to be enclosed with the technical bid. Also, the tenderer should give complete details of the concerned authority, such as name, designation, valid address and telephone/mobile number with STD Code. The completed works will be open to inspection and in case works are not upto the standard, the tender will summarily be rejected. No queries will be entertained in this regard.

(g) The firm should not have been blacklisted, debarred, declared non- performer or expelled from any work of Union Government, State Government or PSUs during **last five years**. Also, it should submit a notarized affidavit for the same. Further, the firm should also provide information regarding litigation or arbitration cases for the last five years.

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(h) The tenderer must visit and examine the site and its surrounding to assess the accessibility and assess the scope of work before submitting their offer. No bid shall be admissible if the Tenderer does not inspect the sites. No claims later on shall be entertained. The tenderers shall arrange & maintain at his own cost all materials, transportation, water and other facilities for workers sourced by the Tenderer for executing the work.

### **Terms & Conditions.**

5. The following Terms and Conditions will apply :

(a) The Firms/Agencies must have a Registered office in Jodhpur.

(b) The submission of bid will not place the IIT Jodhpur under any obligation to place the order with any Firm/Agency, and no expenses incurred by the firm in this regard will be payable by the Institute.

(c) If any dispute arises between the Firm/Agency and its own arranged manpower regarding wages or any service conditions, the same will be settled mutually by the Firm/Agency and the persons engaged by it. IIT Jodhpur in no case shall be a party to such dispute.

(d) Under normal circumstances, the **quoted rate/amount shall be valid for a period of six months** from the date of issue of work order.

(e) Responsibility of taking necessary permission from the Traffic Police authority for movement through city shall be of the selected Firm/Agency. IIT Jodhpur will provide required assistance.

(f) Responsibility for damage, theft or loss of goods during shifting or physical injury to any labour in loading or unloading shall be of the Firm.

(g) The damage caused, if any, to property of IIT Jodhpur, through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be at the risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the IIT Jodhpur on this account shall be made good by the Firm/Agency.

(h) The successful bidder shall also submit a copy of **Comprehensive Insurance Coverage Certificate** of Institute assets valuing Rs.**28 Crore** (Rupees **Twenty Eight Crore only**) from Nationalized Insurance Company in favour of IIT Jodhpur towards damage of costly and sensitive items, like furniture, office equipment, machines and Computers during shifting. The cost of insurance coverage shall be paid by the successful bidder. Insurance against fire, accidents must also be covered.

(j) **Title of Insurance Policies** : All the Insurance Policies shall be taken by Vendors in the joint Name of Director, IIT Jodhpur. Premium of the Policies will be borne by the Vendor only. The Vendor is required to submit all the Insurance Policies to IIT Jodhpur before commencement of shifting work. After getting Insurance Policies, the work commencement order shall be handed over to the Vendor.

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(k) The successful bidder shall conclude the entire shifting work within **45 days** from the date specified in Award of Contract. Dates specified by IIT Jodhpur shall be binding. However, the Vendor will not be penalized for any delay due to natural calamities or any delay on part of IITJ.

(l) In case of any dispute, the decision of IIT Jodhpur shall be final and binding on both parties.

(m) **Acceptance/Rejection.** IIT Jodhpur reserves the right to reject any or all quotations without assigning any reasons thereof.

(n) **Contract Labour Act:** The Vendor shall pay his labours as per the Central Government Minimum Wages Act 1948 and observe working hours and employment conditions according to the existing rules under contract labor laws. Further, it shall be Vendor's responsibility to ensure that accurate and regular payments to his workers are made in time. The Vendor shall fully indemnify IIT Jodhpur from any claim under Labour Act 1970. Labour license to be obtained from Central Labour Commissioner, if applicable.

(o) The Packers & Movers Company/Agency will be held responsible for accidental damages to Institute property during moving and handling be it internal or external. The Company will compensate the Institute for such damages either through appropriate Insurance cover or otherwise. **Appropriate** Insurance charges may be included in quoted rates.

(p) **Co-ordination:** The work is to be carried out in co-ordination with other Agencies, Occupants, Faculty members & Staff members with least disturbances and least inconvenience. The Vendor should observe that his work shall not cause any nuisance to the public in general and to the neighboring occupants in particular. His employees be well behaved, soft spoken and efficient in execution of work.

(q) All pages of Tender documents are to be signed by the Vendors as a proof of acceptance. Any over writing or use of white ink be avoided by the Vendor. IIT Jodhpur reserves the right to reject the incomplete tenders.

#### **Technical Bids.**

6. Following essential documents shall be attached as part of Technical Bids in Envelope 'X' :-

(a) The following documents be attached :-

- (i) Self-attested copy of Service Tax Registration Certificate.
- (ii) Self-attested copies of PAN of Firm/Agency.
- (iii) Bank details of the Agency – Account Number, Name of the Bank/Branch with IFSC Code.
- (iv) Self-attested copy of Registration.
- (v) Self-attested copy of License.
- (vi) Experience Certificate.
- (vii) Contract completion certificate from previous employer.

**Signature of the Tenderer with seal & date**

(b) **Security Deposit** Interest free and refundable Security Deposit in the form of FDR or Bank Guarantee of Rs 1,00,000/- (Rupees One Lakh only) shall be deposited by the Vendor within 05 days of issue of Work Order. This shall have validity two months beyond the date of work completion.

(c) **Earnest Money Deposits (EMD)** The tenderer shall be required to submit the interest free refundable **EMD for an amount of Rs 50,000/-** (Rupees Fifty Thousand only) and a **non-refundable Tender Fee for an amount of Rs 1000/-** (Rupees One thousand only) by demand drafts drawn in favour of "Director, IIT Jodhpur" payable at Jodhpur. **The demand drafts for EMD & Tender Fee must be enclosed in the Envelope X containing the Technical Bids.**

(d) **EMD of the Tenderer, whose tender has been accepted, will be returned on submission of performance security.** EMD of successful tenderer shall be forfeited, if he/she refuses or neglects to execute the contract or fails to furnish the required performance security within the time frame as specified by the Institute.

(e) **Refund of EMD** After award of contract to the successful Tenderer, the EMD of all other Tenderers will be refunded.

#### **Financial Bids.**

7. Consolidated amount **inclusive of all taxes** as per **Appendix 'B'** be quoted in Appendix attached. Additional taxes applied by the Govt, if any, after issue of Work Order shall be reimbursed by the Institute.

#### **Specific Clarifications.**

8. Following structures are **included** in the **Scope of work** of the Vendor organizing shifting :-
- (a) **Aluminum partition chambers.**
  - (b) Sun blinds (Curtains) on windows/classrooms .
  - (c) **Classroom Projectors, Boards, Screens.**
  - (d) **Work stations, Computers and accessories.**
9. Following structures are **excluded** from **Scope of work** of firm organizing shifting :-
- (a) **Structures of Porta Cabins, Parking shades, Generator Bays, Motor Development shades and Workshop Extension.**
  - (b) **Play field equipment**, including Poles and all accessories.
  - (c) Shifting of high mast focus/flood lights, including Security Lights.
  - (d) **Plastic Overhead Water Tanks co-located adjoining Porta Cabins.**
  - (e) **Iron railing in Academic Block II and SS grills** at Porta Cabins I and II in Academic Campus and at GPRA.
  - (f) **Solar Photovoltaic Plates, Solar Geysers, ACs and their accessories, Internet Cabling.**

**Signature of the Tenderer with seal & date**

### **Movement Schedule.**

10. (a) Movement schedule as per **Appendix 'D' attached** shall be followed.
- (b) **Route:** Tenderer is required to recce the routes, obtain permission of concerned traffic authority, with reference to movement timings and smoothly execute the shifting work.

### **Safety Precautions.**

11. Following safety precautions will be taken :-
- (a) No damage/breakage be caused to any item during the entire process as specified in para 2 above.
- (b) No injury/damage be caused to any human being during the process.
- (c) All persons involved in the shifting process are :-
- (i) Advised to be extra careful regarding any snake/scorpion bite or similar cases while executing the work,
- (ii) Adhere to all precautionary measures to avoid any damage to doors, rooms, buildings, etc, and
- (d) In cases where there is an essential requirement to make available suppliers' technical expert, maximum help and supervision/guidance shall be taken from the OEM.
- (e) In case of minor damages to the Institute property, Vendor has to make good the loss caused to the Institute. Quantum of loss will be assessed by Institute as per prevailing market rate.

### **Preparation of Envelopes**

12. Technical and Financial Bids will be enclosed and superscribed on Envelope \_\_\_ "Shifting work at IIT Jodhpur" as under :-

- (a) **Envelope X**            Technical Bids            : Part - I : General
- (b) **Envelope Y**            Financial Bids            : Part - I : General
- (c) **Envelope Z**            Envelope X and Y both superscribed appropriately and mentioning the  
**"Shifting Work at IIT Jodhpur : PART -I : GENERAL"**.

### **Summary of Appendices**

13. Following Appendices are attached :-
- (a) **Appendix 'A'**            Technical Bids            : Part - I : General.
- (b) **Appendix 'B'**            Financial Bids            : Part - I : General.
- (c) **Appendix 'C'**            Affidavit regarding Non blacklisting/debarring for participation.
- (d) **Appendix 'D'**            Movement Schedule.

The list is illustrative and not exhaustive.

### **Dispute Resolution.**

14. In case of any dispute, decision of Director, IIT Jodhpur shall be final, conclusive and binding on the Vendor.

**Signature of the Tenderer with seal & date**

**Arbitration:**

16. (a) In case of any dispute or difference further arising out of or in connection with the tender conditions, work order and contract, the Institute and the Contractor will address the dispute/difference for a mutual resolution failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

(b) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 and the venue of Arbitration shall be Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.

**Jurisdiction.**

17. The courts at Jodhpur alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Jodhpur court shall have jurisdiction in the matter.

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**Technical Bids**

Ser No	Description of Documents		Particulars	Enclosed		Enclosed at Page No	Remarks
				Yes	No		
(a)	(b)		(c)	(d)	(e)	(f)	(g)
(a)	Name of the Bidder					-	
(b)	Address of the Bidder					-	
(c)	Contact Details of Bidder					-	
	(i)	Tele No				-	
	(ii)	E-mail				-	
	(iii)	Website				-	
(d)	Name of Proprietor/ Partners/Director of the firm/ Agency and address					-	Separate sheet may be used.
(e)	Bidders Bank details					-	
	(i)	Name of Bank & Branch				-	
	(ii)	Account No				-	
	(iii)	IFSC Code				-	
(f)	Details of Regn of						
	(i)	Service Tax (ST) Regn Certificate					
	(ii)	PAN					
	(iii)	TIN (If applicable)					
	(iv)	Registration of Shop/ Office/Firm					
	(v)	License to carry on business					
(g)	Copies of ITR of last two financial years (FY) 2014-15 & 2015-16						
(h)	Financial Statement showing Average Turnover (not less than Rs 05 Lakhs) of last two Financial Years duly audited by CA						
(j)	Last one year experience certificate from Govt Dept/PSUs /Academic Institutions						

**Signature of the Tenderer with seal & date**

(k)	Declaration with reference to Blacklisting or otherwise, as per Appendix C					
(l)	Copy of Tender Documents with all pages duly signed , read and conditions accepted.					
(m)	Copies of Award/Merit certificate received from various agencies.					
(n)	Financial Deposits					
	(i) EMD Draft of Rs 50,000/-					
	(ii) Tender Fee Draft for Rs 1000/-					
(o)	Third party insurance in joint name of the firm and IIT Jodhpur					To be submitted by L-1 firm with in one week from Award of work order and before commencement of shifting.
(p)	Fire Insurance policy in joint name of firm and IIT Jodhpur (Insurance coverage certificate of Institute Assets)					

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## **Financial Bid**

Name of the Firm & Address \_\_\_\_\_

Ser No	Cost of shifting	Amount (Rs)
1	Consolidated amount as well as rate per Truck (Full size 19 feet) for shifting all stores, office equipment and material from all three locations to Permanent Campus (Karwad) including removal, packing, loading, transportation, unloading, unpacking, re-assembling /re-fitting and functional testing. (This includes Workers, Transport, Packing material, Loading/Lashing, Insurance etc inclusive of all taxes.)	Both Hostels and other stores/equipment at (GPRA & BSNL), Academic Block II, Admin Block, Porta I & II and Library  <b>(1) Consolidated Amount</b> Rs _____  <b>Rate per Truck (Full size 19 feet)</b> Total No of Trips _____ Rate per Truck Rs _____ <b>(2) Total</b> _____

**Notes :-**

- (a) Rate and Amount quoted is **inclusive of all applicable Taxes**. L-1 shall be worked out based on the lowest of the (1) and (2).
- (b) We have gone through the Terms & Conditions stipulated in the tender document and confirm to accept and abide by the same.

**Signature of the Tenderer with seal & date**

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**Declaration Regarding Blacklisting / Debaring For Taking Part in Tender.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non judicial Stamp paper by the Tenderer)

1. I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

**(Or)**

2. I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years wef \_\_\_\_\_ to

\_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

3. In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Director, IIT Jodhpur and EMD / performance security shall be forfeited.

4. In addition to the above, Director, IIT Jodhpur, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

**Attested:**

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_

**Signature of the Tenderer with seal & date**

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**MOVEMENT SCHEDULE**

The movement schedule for shifting will be as under :-

Ser No	Particulars		Target date of Shifting		Remarks
			From	To	
1.	Shifting of Hostels				
	(a)	B Tech	25 July 2017	28 July 2017	
	(b)	M Sc	17 June 2017	22 June 2017	
	(c)	M Tech	17 June 2017	22 June 2017	
	(d)	Ph D	17 June 2017	22 June 2017	
2.	Shifting of Offices/Departments				
	(a)	Faculty Members	25 June 2017	05 July 2017	
	(b)	Ph D Students	25 June 2017	05 July 2017	
3.	Shifting of Houses of Faculty Members and Group A Employees		16 Jun 2017	15 July 2017	
4.	Closing of BSNL Residential Campus		20 June 2017		
5.	Part Closing of GPRA Residential Campus				
	(a)	Handing over of Type IV and Type III Quarters to CPWD	15 Jun 2017	15 July 2017	
	(b)	Closing of Hostels	15 June 2017	20 June 2017	
6.	Closing of Academic Campus		15 July 2017		
7.	Library		05 July 2017	10 July 2017	
8.	Administrative Offices		10 July 2017	15 July 2017	

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