

**INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI - 600 036**

Quotation Notice No: 1 / 2014 – 15 / Civil

On behalf of the Indian Institute of Technology Madras, Chennai, sealed Item rate Quotations are invited from eligible licensed surveyors / Architects for the work of “Plotting and delivery of drawings as per the CMDA approved format for the existing buildings in IIT Madras”. The completed Quotation in a sealed cover and post-scribed with the No. of Quotation Schedule can be submitted **upto 15-04-2014 - 3.00 P.M** at the office of the undersigned in the prescribed quotation schedule.

The Quotation Schedule can be downloaded from the Institute website <http://tenders.iitm.ac.in/>

S.No	Quotation No	Name of Work	Last Date & Time for Receipt of Quotation	Date & Time of Opening
1	1 / 2014-15 / Civil	Plotting and delivery of drawings as per the CMDA approved format for the existing buildings in IIT Madras	15-04-2014 3.00 PM	15-04-2014 3.10 PM

Superintending Engineer

INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI - 600 036

Quotation Notice No: 1 / 2014 – 15 / Civil

Notice inviting Quotation

Superintending Engineer, Engineering Unit, IITM, On behalf of the Indian Institute of Technology Madras, Chennai, invites sealed Item rate Quotations from eligible licensed surveyors / Architects for the work of “Plotting and delivery of drawings as per the CMDA approved format for the existing buildings in IIT Madras”.

The Quotations (Financial bids) of only those firm / agencies who are found to satisfy the requirements spelt out in this document shall be opened.

Agreement shall be drawn with successful firm / agency in the prescribed form.

The firm / agencies shall quote his rate as per various terms and conditions of the said form which shall be form part of the agreement.

The time allowed for carrying out the work is **30 days** from the 3rd day after the date of written order to commence the work or from the first date of handing over of the site whichever is later in accordance with the phasing, if any, indicated in the tender document.

The Quotation shall be submitted in single cover.

Cover 1

This shall contain the rate / amount for the proposed work and shall be marked as “**Rate**” and marked with the name of work, Quotation No. and date of opening.

Quotations in the prescribed form shall be received up to **03:00 PM** on **15 - 04 – 2014** at the office of the Superintending Engineer, Administrative building, IIT Campus and the quotation shall be opened at **03:10 PM** on the same date.

Description of work is as detailed in Bill of Quantities.

The interested firms / agencies are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their quotations (so far as is practicable), the form and nature of the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances, which may influence or affect their quotation. A firm / agency shall be deemed to have full knowledge of the site whether he/she inspects or not and no extra charges consequent on any misunderstanding of or otherwise shall be allowed. The firm / agency shall be responsible for arranging and maintaining at his own cost for all required facilities like computers / printers / workers and all other services required for executing the work otherwise specifically provided for in the contract documents. Submission of a quotation by a firm / agency implies that he / she has read this notice and all other contract documents and has made himself / herself aware of the conditions, specification of the work to be done and local conditions and other factors having a bearing on the execution of work.

The competent authority does not bind itself to accept the lowest or any other quotation and reserve itself the authority to reject any or all the quotations received without the assignment of any reason. Quotations in which any of the prescribed conditions is not full filled or any conditions including that of conditional rebate put forth by the tender shall be summarily rejected.

The Institute reserves the right to split the work and engage multiple agencies at the lowest quoted rate. The competent authority reserves the right of accepting part or whole of the quotation and the firm / agency shall be bound to perform the same at the rate fixed by IIT Madras.

Canvassing whether directly or indirectly, in connection with quotation is strictly prohibited and the quotations of the firms / agencies who resort to canvassing will be liable to rejection.

The firm / agency shall not be permitted to quote for works in IIT in which his near relative is posted as divisional accountant, Asst. Registrar or as an officer in any capacity in the grades of Superintending Engineer to Junior Engineer (All inclusive). He / She shall also intimate the names of persons who are working with him / her in any capacity or are subsequently employed by him / her and who are near relatives to any office in IITM. Any violation by the firm / agency would render him liable to be removed from the approved list of firm / agency and quotation is liable to be rejected.

Quotation for the work shall remain open for acceptance for a period of 90 days from the date of opening of quotation. The quantity mentioned in the BOQ Is for reference only.

Superintending Engineer

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Bill of Quantity (BOQ)

Quotation .No: 1 / 2014-15 / Civil

Name of Work: "Plotting and delivery of drawings as per the CMDA approved format for the existing buildings in IIT Madras".

S.No	Description	Quantity	Rate (Rupees in Words and Figures)	Unit	Amount in Rs
1.	Plotting and delivery of drawings as per the CMDA approved format for the existing buildings in IIT Madras. The rate quoted shall be inclusive of taking measurements, preparation of plan, section, elevation of building using CAD software preferably AutoCAD 2010 or lesser version and The firm / agency shall deliver required number of drawings (minimum 7 sets) in blue print as accepted by the Chennai Metropolitan Development Authority (CMDA). The firm / agency shall prepare an area statement for each building for onward submission to the CMDA. All the drawings shall be duly signed by an authorized licensed surveyor / architect consultant as approved by the CMDA. In case of any correction / modification as suggested by CMDA while scrutiny of the application, the same shall be done by the selected firm / agency without any additional cost for submission of revised drawings.	500000		sqm	

S.No	Description	Quantity	Rate (Rupees in Words and Figures)	Unit	Amount in Rs
2.	Conversion of CAD drawings to APPAS format as per the CMDA approved size / layout and as required for the Automated Planning Permission Application Scrutiny (APPAS) system. If any correction / modification suggested by CMDA, the same shall be done by the selected agency without any additional claim.	500000		Sqm	
Total Amount					
Rs in words()

**Signature of the authorized
person of the firm / agency**

Superintending Engineer

Terms and Conditions:

1. The scope of the work shall be as mentioned in the BOQ. Any item not stated explicitly but is required for the submission of drawings / building layouts to the CMDA for further approval will be deemed to have been included in the offer. The contractor shall familiar with the CMDA norms for onward submission of the drawings.
2. The scope of work limited to preparation and delivery of drawings as required by the CMDA.
3. The following scope of works are not part of this contract;
 - a. Environmental clearance
 - b. Submission of application for the planning permission / clearance and payment of scrutiny fee to CMDA

4. No men and material will be provided by the IIT Madras.
5. IIT Madras will provide the available floor plans (CAD format) of the existing buildings, the selected firm / agency shall modify the format of the same as acceptable to the CMDA. If no CAD drawings / measurement available for any of the building, the selected firm / agency shall make his / her own arrangements to measure the building dimension for which no additional payment will be made.
6. The individual / firm / agency should be an approved person / agency to carry out the above work.
7. The firm / agency shall abide by the IIT Madras security norms and obtain necessary gate pass from the Institute Security section as and when required.
8. Sales Tax(VAT), Purchase tax, work contract tax or any other tax in respect of this contract shall be payable by the firm / agency and IITM will not entertain any claim whatsoever in respect of the same. The Service tax will be reimbursed to the firm / agency after receipt of documentary evidence showing the proof of actual service tax paid for this work.
9. The rate quoted shall be inclusive of all taxes and levies.
10. The agency / firm shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate the information derived therefrom to any person other than a person to whom the Institute authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

I/We hereby certify that the tender document received / downloaded is the exact copy of the document sent / published by the IITM and no alterations and additions have been made by me / us in the tender document. The quotation document contains 7 (seven) pages only.

**Signature of the authorized
person of the firm / agency**

Superintending Engineer