



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**  
**ENGINEERING UNIT**  
**CHENNAI – 600 036**

**Tender No: 29/2013 – 14/Supply**

Name of Work : Supply of Drinking water through  
Tanker Lorries to IIT Madras campus.

Cost of Tender Schedule : Rs. 525/-

Approximate Estimate Value Put to Tender : Rs. 37.50 Lakhs  
(For reference only)

Earnest Money Deposit : Rs. 75,000/-

Last Date and Time of Receipt : Date: 05-08-2013  
Time: 3.00 P.M

Date and Time of Opening : Date: 05-08-2013  
Time: 3.10 P.M

Certified that the tender document contains 8 (Eight) pages only and no alterations and additions have been made by me / us in the quotation document.

**Signature of the Contractor**

**Executive Engineer (Civil)**

# **INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

**CHENNAI-600 036**

## **Tender No: 29 /2013-14/Supply**

On behalf of the Indian Institute of Technology Madras, tenders are invited for "Supply of Drinking water through Tanker Lorries to IIT Madras campus" conforming to the Indian Standards (IS10500: Reaffirmed 1993) and specifications given in Annexure – 1 of this schedule.

1. The tender document can be downloaded from the IIT Madras web site (<http://tenders.iitm.ac.in/>). A demand draft for **Rs525/- drawn in favour of IIT Madras towards the cost of tender schedule should be enclosed along with the tender.** Tenderers who are in a position to quote in accordance with the requirements stated in the attached schedule, may submit the quotation to this Office in the prescribed tender form itself along with a demand draft (obtained on or after the date of issue of tender) for **Rs.75,000/- drawn in favour of The Indian Institute of Technology Madras, Chennai-36 towards Earnest Money Deposit (EMD).**

### **2. Preparation of Tender:**

- 2a. In the event of space on the schedule form being insufficient for the required purpose, the rates may be submitted in the letter head of the company clearly mentioning S.No. and other relevant particulars. Each such additional page must be numbered consecutively, bearing the Tender Number and be duly signed. In such cases reference to the additional pages must be made in the tender form.
- 2b. You should quote your rate only for our specification requirements in the format issued by this office.

### **3. Signing of Tender:**

The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the tender documents shall be signed and should bear the official seal of the tenderers.

### **4. Delivery of Tender:**

- 4a. Tender is to be submitted in two cover system.
- 4b. The tender shall be enclosed in an envelope (cover-2) superscribed with the name of work.
- 4c. The cover -2 and the demand drafts towards EMD and cost of tender shall be enclosed in another envelope (cover-1) superscribed with "TENDER No. 29/2013-14/Supply" and the date of opening and should be sealed and addressed to the Executive Engineer (Civil).

<b>The tender cover should be sent to:</b>	<b>THE EXECUTIVE ENGINEER (CIVIL) ENGINEERING UNIT ADMINISTRATIVE BUILDING 3<sup>RD</sup> FLOOR INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI-600 036</b>
<b>LAST DATE for receipt of Tender</b>	<b>05-08-2013 before 3.00 PM.</b>

**4d.** Right is reserved to ignore any tender which fails to comply with the above instructions. Tender should be sent either by REGISTERED POST ACKNOWLEDGEMENT DUE OR THROUGH MESSENGER. If the Tender is sent through messenger, the same has to be dropped in the TENDER BOX kept for this purpose in the office of the Executive Engineer (Civil) (3rd floor of Administrative Building, IIT Madras) before 3.00 PM on due date.

**5. Opening of Tenders:** You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date specified in the Schedule.

**6. Validity:** The tender rate should be kept valid for **Ninety (90) days** from the due date of submission thereof and not to make any modifications in terms and conditions.

**7. Prices:**

- 7a. The prices quoted must be net per unit shown in the schedule and must include delivery charges and other statutory levies.
- 7b. **The prices quoted by the Tenderer should be inclusive of Sales Tax/VAT (excluding Service tax) and other statutory levies.**
- 7c. **The percentage of tax etc included in the price should be indicated in clear terms. If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others.** The Service tax will be reimbursed if the contractor submits the proof of payment of Service tax.
- 7d. **No price revision, changes in the specification already given or changes in the terms and conditions etc during the contract period is acceptable.**

**8. Terms of Delivery:** The Supply shall be made by date(s) specified in the Schedule of Tender. The drinking water supply should be **commenced within one week from the date of issue of purchase order and will be completed by the end of October 2013.** During this periods, the supply shall be made as requested by the Engineer-in-charge on daily basis including holidays / day and night time to fulfill the daily required quantity as per the intent raised by the IIT Madras.

**9. Right of Acceptance:** The Indian Institute of Technology Madras, Chennai-600 036 does not pledge itself to accepting the whole or any part of the Tender. IIT Madras reserves the right to split up the supply and issue purchase order to multiple contractors/agencies.

**10. Communication of Acceptance:** Acceptance by the Purchaser will be communicated by Post, if required, and the Company's acceptance to be communicated to us formally in writing. The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay.

## Annexure - 1

### INDIAN INSTITUTE OF TECHNOLOGY MADRAS 600 036

#### ENGINEERING UNIT

In the event of the date of opening of tender being declared a closed holiday for the Indian Institute of Technology Madras the due date for opening will be in the following working day. The Tender shall remain open for acceptance/validity till: **04- 11-2013**

Item No	Description of item	Unit	Quantity	Rate per unit in Rs (in words & figure)	Amount in Rs
1.	Supplying of drinking water conforming to IS10500: Reaffirmed 1993 through lorry tankers to IIT M campus. The rate includes supplying and unloading in the chambers around the sumps at Main Pump house and other locations inside IIT Madras. The taste, quantity and colour of water quality will be checked by IIT Madras staff for every tanker. Necessary delivery challans should be got sealed by the security staff at In and Out gates and signed by IIT Madras water supply division staff. Payments will be made on submission of delivery challans for the quantity of water supplied. The quantity shall also be checked by weighing at IIT Madras weighbridge at free of cost.	litre	30000000		
<b>Total amount in Rs</b>					

Total amount in words (Rs).....only

#### **IMPORTANT NOTE:**

1. All tender documents should be filled in and returned duly signed.
2. Delivery should be effected within the time frame as given in S.No.8 Page No.3.
3. **Fax & E-mail quotations will not be accepted.**
4. Total inclusive price should be quoted in nearest Rupee (Supply at IIT, Madras)
5. The water quantity shall be maintained uniformly full capacity for all tanker.
6. The Contractor shall obtain necessary entry seal in the delivery challan from the IIT Madras gate security
7. Adequate safety measures should be taken while driving the vehicle inside IIT M campus. Speed limit should not be more than 25km/hour.
8. The lorry driver should have a valid driving license.

9. The water shall be supplied in Under Ground Sump located at various locations of IIT Madras.
10. If the successful tenderer fails to supply water within a week time from the date of issue of work order, the EMD amount will be forfeited and the contractor will be blacklisted for future tenders in the Institute.
11. The cost of tender schedule will not be refunded in any case.
12. The Institute reserves the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tenders.
13. Any dispute arises out in the agreement; the legal jurisdiction will be at Chennai in Tamil Nadu only.

### **IMPORTANT CONDITIONS**

The following instructions are to be followed meticulously FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED:

1. Please mention the Part No., Model No. & Make wherever required and also TNGST/CST/VAT/Service tax registration No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the TNGST/CST/VAT No. and Area Code.
2. Quotations should be submitted in duly Sealed Cover. The quotation should be duly filled in the space provided in the issued format only. Quotes given by the tenderers in their own format/letter heads will not be considered at all.

### 3. **Delivery Period:**

The Supply shall be made by date(s) specified in the Schedule of Tender. The drinking water should be commenced within one week from the date of issue of purchase order and will be completed by the end of October 2013. During these periods, the supply shall be made as requested by the Engineer-in-charge on daily basis including holidays / day and night time to fulfill the daily required quantity as per the intent raised by the IIT Madras.

Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action will be taken for removing them from our future enquiry.

4. No Advance Payment will be made for the purchase.

## ANNEXURE -2

### INSTRUCTIONS & SPECIAL CONDITIONS

(To be returned by Tenderer along with the Tender duly signed)

#### 1. GENERAL:

Tenderer should furnish clear declaration as follows:

We declare that I am/we are (tick appropriate sl no.)

- i) An individual;
- ii) A proprietary;
- iii) A Firm in partnership;
- iv) A Limited Company or Corporation.

#### 2. CONDITIONS OF CONTRACT:

Printed or cyclostyled or such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para of the invitation to tender and tender papers.

#### 3. PRICE:

- i) Prices must be in Rupees and Paisa. The price should be without Customs Duty and Excise Duty since IIT Madras is exempted from the payment of excise duties and eligible for payment of concessional rate of Customs duty.
- ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
- iii) Prices quoted should be for supply at IIT Madras.
- iv) Discount has to be indicated prominently in terms of percentage only.
- v) **No price revision, changes in the specification will be entertained after opening of the tender.**
- vi) The prices quoted must be net per unit shown in the schedule and must include delivery charges and other statutory levies. **The prices quoted by the Tenderer should be inclusive of Sales Tax/VAT (excluding Service tax) and other statutory levies** (and should be clearly stated to be so) which will be paid by the Purchaser/if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender. **The percentage of tax etc included in the price should be indicated in clear terms. If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others.** If at the time of comparison of your offer without taxes etc. is happened to be lowest, you must bound to supply as per the offered rate i.e. without taxes etc. Hence you are requested to be careful while quoting for tender. The Service tax will be reimbursed if the contractor submits the proof of payment of Service tax.
- vii) **We are eligible for concessional VAT/CST on submission of concessional certificate. The Institute is not authorized to issue C and D forms of Sales tax**

certificate. Hence VAT/CST should be charged at concessional rates as applicable to educational and research institutions run without profit motives, for which necessary certificate will be issued on demand at the time of retirement of documents/payment wherever applicable.

#### **4. TRANSIT INSURANCE:**

The Purchaser will not pay separately for Transit or any other Insurance.

#### **5. PAYMENT:**

- i) Payment will be made only after completion of supply of the item to the entire satisfaction of the Purchaser. However, part payment will be made as and when the bill raised by the contractor for the supply made.
- ii) No Advance Payment will be made.

#### **6. TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:**

- i) PAN No. of the company along with proof of PAN card.
- ii) Name and full address of the Banker and their swift code and other bank details.
- iii) Proof of having ISO or other equivalent certification given by appropriate authorities.
- iv) Proof of registration with sales tax /VAT authorities like registration/ TIN number, range etc. in clear terms.

#### **7. SECURITY DEPOSIT:**

<b>Earnest Money Deposit (EMD)</b>	<b>Rs75,000/-</b> (Rupees Seventy Five thousand only) in the form of demand draft drawn in favour of Indian Institute of Technology, Madras.
------------------------------------	--

EMD has to be paid along with the tender in the form of Demand Draft drawn in favour of Indian Institute of Technology Madras 600 036 payable at the State Bank of India, IIT Branch, Chennai 600 036. This Earnest Money will be returned to the unsuccessful tenderer after the final disposal of the tenders. EMD will not carry any interest. The EMD will be retained in the case of successful tenderer. The EMD paid will be refunded only after the successful completion of the supply. EMD will not be waived under any circumstances. EMD will be forfeited in the case of non-execution of the order within the due date. Non submission of EMD will lead to rejection of tender at the opening stage itself.

#### **8. GUARANTEE:**

The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and shall be strictly in accordance with the specifications. Tenderer should produce test certificate for the quality of supply made. The testing shall be done at the laboratory approved by the IIT Madras.

**9. JURISDICTION:**

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the Chennai jurisdiction only.

**10. ACKNOWLEDMENT**

It is hereby acknowledged that we have gone through all the points listed in the main Page No. 1 to 5, those in the accompanying note on "Important Conditions" Page No. 5, and under "Instructions & Special Conditions" Page No. 6&8 outlined above, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

**Signature of the Contractor**

**Executive Engineer (Civil)**