



**Indian Institute of Information Technology Sri City, Chittoor**

**NOTICE INVITING TENDER**

[Single Bid System – CPP Portal mode]

**NIT N0: IIITS/NIT/Tree Cutting/2024/024, Dt. 23/05/2024.**

Notice inviting E-Tenders through CPP Portal from eligibility bidders under Single bid systems (Techno-Commercial bid) for the work “**Cutting, removal and carting away of Eucalyptus Trees from IIIT Sri City Campus on AS & WHERE BASIS**”, addressed to the Registrar, IIIT Sri City, Chittoor along with all specified documents.

Name of the work	<b>Cutting, removal and carting away of Eucalyptus Trees from IIIT Sri City Campus on “AS &amp; WHERE BASIS”</b>
Bid Issue Date	23 <sup>rd</sup> May 2024
Pre-bid meeting	30 <sup>th</sup> May 2024 @ 11:00 Hrs
Last Date for submission of e-bids	6 <sup>th</sup> June 2024 @ 16:00 Hrs
Due Date for opening of e-bids	7 <sup>th</sup> June 2024 @ 16:00 Hrs
Submission of offer	E-Tender in Single bid System through CPP Portal ENVELOPE 1: Techno-Commercial Bid
Address for submission	<b>E-Tender through CPP Portal only</b> <a href="https://etenders.gov.in/e procure/app">https://etenders.gov.in/e procure/app</a>
Earnest Money Deposit (EMD)	The Earnest Money Deposit amounting to Rs. 10,000/- (Rupees Ten Thousand only) must be deposited through RTGS / NEFT to IIIT Sri City Chittoor Opex Account (Bank details are available in Page 3)

**Cutting, Cutting, removal and carting away  
of Eucalyptus Trees from IIIT Sri City  
Campus on “AS & WHERE BASIS”**

**PART – I**

**TENDER CONDITIONS**

**NOTICE INVITING TENDER**

IIIT Sri City invites online tenders in single cover system from the eligible / resourceful agencies:

1. Tender Documents: The interested parties may download the tender document from websites <https://etenders.gov.in/eprocure/app> and <https://www.iiits.ac.in/tenders>
2. Bidders are advised to visit the website frequently to find any addendum, corrigendum issued, extension of due date for submission, etc. No separate intimation will be issued or advertised in this regard.
3. You are requested to go through the terms and conditions carefully and also visit / inspect the site to familiarize and submit your tender as per procedure explained in the tender document.
4. The tenderer(s) if required, may submit queries, if any, through E-mail to [tenders.2024@iiits.in](mailto:tenders.2024@iiits.in) to seek clarifications within 17:00 Hrs on **29.05.2024**. IIIT Sri City will reply only those queries which are essentially required for the submission of bids.
5. IIIT Sri City will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents or queries received after stipulated, extension of time for opening of technical bids, etc.
6. Bids will be open on the scheduled dates. Requests for extension of opening of Bids will not be entertained.
7. **Earnest Money Deposit:**  
The Earnest Money Deposit amounting to Rs. 10,000/- (Rupees Ten Thousand only) must be credited in the form of NEFT/RTGS to “IIIT Sri City Chittoor Opex Account” (A/c. No. 38329375681, IFSC Code. SBIN0016527, (16527) - Sri City (Mallavaripalem), 115, Peepul Boulevard Sri City, Chittoor District, AP - 517 646.
8. **Completion Time:** All the specified works shall be completed **within 30 days** of award of work including necessary approval if any.
9. **Site Visit:** Before tendering, every bidder has to compulsorily visit and inspect the site/locations of work and its environments between Monday to Saturday from 10:00 Hrs to 16:00 Hrs except Sunday and Govt. holidays, to ascertain the exact requirement of the NIT, at his own cost.

**The visiting bidder has to obtain the site visit confirmation certificate from the PMC Office of IIITS and it should be submitted along with the technical bid submission.**

**10. Scope of Work:**

Online bids are invited from the reputed bidders dealing in line having vast experience in the relevant field works for disposal of Eucalyptus trees through auction. The details are as follows:

- a) The successful bidder has to take away all the logs that are put under scope and clear the site not later than 30 days.
  - b) Subsequently, the successful bidder has to transport the material on their own cost having no responsibility of IIIT Sri City in this regard whatsoever.
  - c) Clear the site neatly by removing all the logs.
  - d) The daily activities of the institute should not be obstructed on account of removal and transport of Eucalyptus wood logs.
  - e) Make sure not to damage the site/property of IIIT Sri City during the process of lifting the wood, and if so, the contractor shall be liable to make good of the loss or pay compensation, reimburse expenditure on legal/judicial proceedings as well as pay penalty which the Registrar, IIIT Sri City may deem fit.
11. The firms should have valid registration for GST and should have Permanent Account Number (PAN).
  12. Documentary evidence for work experience, Signed Tender Document, turnover, GST, PAN all as indicated & required in the tender document should be furnished without which it will not be taken into account.
  13. If the date of opening of the tender is declared as holiday, it will be opened on the next working day at the same time.
  14. All the required documents called for in the Tender Documents except the Financial Bid (BoQ) (**Annexure-IV**) are to be uploaded on CPP Portal. Please quote your rates in Financial Bid/BoQ Format excel file, save the file and upload the same along with other requisite documents, Tender fee, EMD etc.

Tender Documents/Special instructions to the Bidders for e-submission of the bids online through e-Procurement Portal can be downloaded from CPP Portal <https://eprocure.gov.in/eprocure/app>

15. If a bidder do not quote rate of any item under schedule of quantities or left the rate column blank, then their bid will be liable for treated as unresponsive & not be considered.
16. All work and materials brought and left upon the ground by the contractor or by his orders for the purpose of forming part of the works, are to be considered to be the property of the IIIT Sri City and the same are not to be removed or taken away by the contractor or any other person without consent in writing of the Engineer-in-charge, but the IIIT Sri City is not to be in any way responsible for any loss or damage which may happen to or in respect of any such work or materials either by the same being lost or damaged by weather or otherwise.

**17. Bid Evaluation:**

The Technical Evaluation Committee (TEC) constituted by the competent authority, IIIT Sri City Chittoor will open the bid to decide the suitability of their service based on the pre-laid terms and conditions. Appropriate norms as stipulated in the NIT will be decided by the committee before the opening of the technical bid for evaluation of bids. After the evaluation of the technical aspects of the bid, the committee will give suitable recommendations about the shortlisted firms. The recommendation of the TEC shall be final and binding on all the parties. Further, the TEC may seek additional information from the existing users at IIIT Sri City Chittoor or from other Institutes.

**18.** The Sale order shall be issued to the bidder whose consolidated bid value among participating bidders is **HIGHEST** subject to fulfilment of all the terms and conditions laid down in the tender documents.

**19. IIIT Sri City reserves the right:**

- a. To accept or reject any or all bids either in whole or in part or to invite revised price bids or to annul the bidding process.
- b. To postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
- c. To omit/delete any item(s) of work from the schedule at the time of allotment or before the commencement of work or during the execution of work without assigning any reason whatsoever.
- d. To change the quantity or add the item or cancel the item/service required.
- e. To accept or reject any or all the Tenders without assigning any reason.
- f. Bids shall be adjudged as non-responsive due to any of the following reasons:
  - Bids submitted without Earnest money or without evidence for EMD Exemption.
  - Bids submitted without photocopies of the receipted copies of GST and PAN.
  - Bids without site visit confirmation certificate issued by PMC Office of IIITS.
  - Any other reason as applicable.
- g. Bidders shall clearly indicate their legal constitution and the person signing the bid shall state his capacity and also the source of his ability to bind the bidder. The power of attorney or authorization or any other document constituting adequate proof of the ability of the signatory to bind the bidder shall be annexed to the bid. The owner may reject outright any bid unsupported by inadequate proof of the signatory's authority.
- h. The bid document shall be completed in all respects and shall be uploaded in the portal together with the requisite information and appendices. They shall be completed and free from ambiguity, change or inter-lineation.
- i. IIIT Sri City shall have a unqualified option under the said bid bond to forfeit the EMD in the event of Bidder failing to keep the bid valid up to the date specified or refusing to accept work or carry it out in accordance with the bid if the IIIT Sri City decides to award the work to the Bidder.

- j. The EMD shall be retained with the IIIT Sri City until finalization of tenders. If any statements documents/information submitted by tenderer is found false/incorrect, willful misrepresented or omission of facts or fake/forged documents, the EMD shall be forfeited.
- k. IIIT Sri City shall, however, release the EMD in respect of unsuccessful bidders within 30 (thirty) days of placement of order to successful bidder. No interest shall be payable on EMD by IIIT Sri City. EMD of successful bidder will be converted into security refundable deposit. In case of any breach of contract, the EMD will be forfeited.
- l. The work shall be carried out in the IIIT Campus as per the directions of Engineer In-charge, Safety procedure, specifications and standard code of practice.
- m. This tender notice (NIT) shall be deemed to form an integral part of the contract to be entered into for this work.
- n. The successful bidder needs to arrange for the required materials, tools & plants including scaffolding & staging and manpower to the locations at his own cost as per the scope of the work. Accommodation and Transportation should be arranged by the contractor themselves.
- o. The successful bidder has to ensure the safety of the manpower/vehicles deployed in the premises. IIIT Sri City will not be responsible for any incident arising during execution of the work.
- p. Since the work to be carried out in a operational Boys hostel area the rates quoted should be inclusive of all preliminaries like site hoarding, barricading, site sign boards, safety boards, gangmen etc.,

## **20. PAYMENT TERMS:**

- i. Successful bidder, herein referred to as purchaser, shall have to submit a Security Deposit (SD) @ 25% (twenty-five per cent) of the total Sale Value (SV) of the contract within seven (7) calendar days of the issue of the acceptance letter/sale order (excluding the date of issue). The SD shall be remitted through NEFT/RTGS to IIIT Sri City, Chittoor.
- ii. The successful bidder shall remit the Balance Salve Value (BSV) i.e. 75% within 30 (Fifteen) calendar days (including the date of acceptance letter/sale order) including GST. However, the Competent Authority after taking into consideration the prevailing market rates and trends, may grant an extension of time for the payment of BSV with late payment charges @ one per cent per week or part thereof up to two weeks only and, thereafter, the Security Deposit will stand forfeited without notice. Extensions shall not be granted as a matter of routine.
- iii. All taxes must be clearly mentioned in the financial bid.

**21. TAXES AND DUTIES:**

As per the CPP Portal standards and format. Bidders are required to provide the GST amount for each item of work in the CPP Portal format BOQ. If the GST values are not provided in the financial bid by the bidders, then the financial bid of the bidder will not be admitted for evaluation as per government norms.

On account of security considerations, some restrictions may be imposed by the security staff on the working and/ movement of men and materials etc. The contractor will be bound to follow all such restrictions/ instructions and he shall organize his work accordingly. No claim on this account, whatsoever, shall be payable.

**22. RIGHT OF REJECTION:**

The IIIT Sri City reserves the right to reject any proposal that does not address all the requirements of the NIT. In addition, the IIIT Sri City reserves the right to accept or reject any proposal submitted by the tenderers, and to cancel the NIT process and reject all proposal submissions at any time, without thereby incurring any liability to the affected Consultant or any obligation to inform the affected tenderer the grounds for IIIT Sri City action.

**23. FORCE MAJEURE**

IIIT Sri City, Chittoor may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.

**24. ARBITRATION**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIIT Sri City, Chittoor or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by The Director, IIIT Sri City, Chittoor. The Venue for arbitration shall be Tirupathi District, Andhra Pradesh – 517 646.

**25. JURISDICTION:**

All the disputes arising out of this tender shall have exclusive jurisdiction of Tirupati, Andhra Pradesh.

**INSTRUCTIONS FOR SUBMISSION OF ONLINE BID:**

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL: <https://etenders.gov.in/e procure/app> by clicking on "Online Bidder Enrollment". Enrollment on the CPP Portal is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email and mobile number(s) as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)
- v. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender doc.
- vi. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
- vii. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.
- viii. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- ix. The tenders will be received online through portal <https://etenders.gov.in/e procure/app>. All the technical/Eligibility related documents should be uploaded in Technical bids in pdf format for evaluation purpose.
- x. Bidder should log into the site well in advance for bid submission so that he/she upload the Bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. . The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- xi. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should submit their financial bids in the format provided and that no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as the bidder's name). If the BOQ file is found to be modified by the bidder, the Bid will be rejected.
- xii. The server time (displayed on the bidders' dashboard) will be considered the standard time for referencing the deadlines for submitting bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.



- xiii. The Tender Inviting Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- xiv. The uploaded tender documents become readable only to public view after the tender opening by authorized bid openers.
- xv. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid no. and the Date & time of submission of the Bid with all other relevant details.
- xvi. Kindly add a scanned PDF of all relevant documents in a single PDF file of the compliance sheet.
- xvii. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- xviii. Any queries relating to online bid submission or CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120- 4001005].

**SPECIAL CONDITIONS****1. Rates:**

- 1.1 The rates quoted by the tenderer should be as per the CPP Portal standard online BOQ. However, the fee for inspections, if any shall NOT be borne by the Institute.

**2. Completeness of tender:**

- 2.1 All sundry civil works & electrical connections, and all other items which are useful and necessary for efficient assembly and installation of panel and other components of the work shall be deemed to have been included in the tender irrespective of the fact whether such items are specifically mentioned in the tender documents or not.
- 2.2 For item/equipment requiring initial inspection at manufacturer's works, the contractor will intimate the date of testing of equipment's at the manufacturer's works before dispatch. The Institute also reserves the right to inspect the equipment's at factory and the successful tenderer has to make the arrangement for the same. The successful tenderer shall give sufficient advance notice regarding the dates proposed for such tests/inspection to the Institute's representative(s) to facilitate his presence during testing/fabrication.

**3. Storage and custody of materials:**

The agency has to make his own arrangements for storage of sundry materials and installation equipments. No separate storage accommodation shall be provided by the Institute. Watch and ward of the stores and their safe custody shall be the responsibility of the contractor till the final taking over the installation by the Institute.

**4. Care of the Building:**

Care shall be taken by the contractor while handling and installing the various equipment and components of the work to avoid damage to the building. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste materials arising out of the installation from the site of work.

**5. Completion of period**

The completion period of **(30) Days** indicated in the tender documents is for the entire scope of works to the satisfaction of the Engineer-in-charge.

**6. Compensation for Delay**

The contractor is to complete his work under this contract on or-before the date mentioned in the tender failing which he shall be subject to pay or allow deduction of one (1) percent on the total amount of the contract for every week of delay subject to a total deduction of 10% of the tender value/agreement amount or the value of final bill whichever is more as liquidated damages to the IIIT Sri City.

**7. Validity**

Tenders shall be valid for acceptance for a period of **150 days** from the date of opening of price bid.

## **8. Compliance with regulations and Indian standards**

8.1 All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by this specification.

In particular, the equipment and installation will comply with the following:

- (i) Factories Act.
- (ii) Indian Electricity Rules.
- (iii) IS & BS Standards as applicable.
- (iv) Workmen's compensation Act.
- (v) Statutory norms prescribed by local bodies like CEA, NDMC etc.

8.2 Nothing in this specification shall be construed to relieve the successful tenderer of his responsibility for the entire scope of work under this contract in accordance with currently applicable statutory regulations and safety codes.

8.3 Successful tenderer shall arrange for compliance with statutory provisions of safety regulations and Institute's requirements of safety codes in respect of labour employed on the work by the tenderer. Failure to provide such safety requirement would make the tenderer liable for penalty of Rs.250/- for each default. In addition, the Institute will be at liberty to make arrangement for the safety requirements at the cost of tenderer and recover the cost thereof from him.

## **9. Indemnity**

The successful tenderer shall at all times indemnify the Institute, consequent on this works contract. The successful tenderer shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the Institute shall not be responsible for any accident or damage incurred or claims arising therefrom during the period of erection, construction and putting into operation the equipment's and ancillary equipment under the supervision of the successful tenderer in so far as the latter is responsible. The successful tenderer shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful tenderer due to the above.

## **10. Erection Tools**

No tools and tackles either for unloading or for shifting the equipment for erections purposes would be made available by the Institute. The successful tenderer shall make his own arrangement for all these facilities.

## **11. Cooperation with other agencies**

The successful tenderer shall co-ordinate with other contractors and agencies engaged in the construction of building, if any, exchange freely all technical information so as to make the execution of this works contract smooth. No remuneration should be claimed from the Institute for such technical cooperation. If any unreasonable hindrance is caused to other agencies and any completed portion of the work has to be dismantled and re-done for want of cooperation and coordination by the successful tenderer during the course of work, such expenditure incurred will be recovered from the successful tenderer if the restoration work to the original condition or specification of the dismantled portion of the work was not undertaken by the successful tenderer himself.

**12. Mobilization Advance**

No mobilization advance shall be paid for this work.

**Annexure – I**

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm/Company:  
(Attach copy of the Registration Certificate)
2. Address for Communication:
3. Contact Person Telephone/ Mobile No.:
4. Work order copies of previous similar works
5. E-mail:
6. Details of Proprietor/partner/Director
7. GST Registration No.:  
(Attach copy of the GST Registration Certificate)
8. PAN Number:  
(Attach copy of the PAN Card)

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

Name and Signature of the Firm/Company

Seal of the Firm/Company

**Annexure – II**

Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/agency is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the ..... day of ..... 2024

Signature of Bidder .....

Name & Address of Bidder .....

.....  
.....

**TENDER ACCEPTANCE LETTER**

(To be signed and submitted by Bidders as part of Bid)

To,

The Registrar,  
Indian Institute of Information Technology Sri City, Chittoor  
630, Gnan Marg, Sri City  
Tirupati District – 517646  
Andhra Pradesh.

**Sub: Cutting, removal and carting away of Eucalyptus Trees from IIIT Sri City Campus on AS & WHERE BASIS.**

Dear Sir,

I/We declared that I/our representative have inspected the items as per the list attached with tender and am/are interested to offer consolidated competitive rate for ‘**Cutting, removal and carting away of Eucalyptus Trees from IIIT Sri City Campus on As & Where basis**’ as given in the Financial Bid (BoQ) in excel file and uploaded the same in online.

I/We also hereby certify that we have read the entire content of the tender documents from Page No.1 to 18 including Annexures (I to VII) and Schedules etc. which form part of the Tender document/Auction Sale Order and I/We shall strictly abide all the instructions, terms & conditions of the tender document.

I/We do hereby declare that I/We have not been blacklisted /debarred by any ICAR Institutes/Govt. Departments/Public Sector undertaking etc. whatsoever during the last three years to till date.

I/We do hereby declare that in the event of selection, the logs meant for auction will be taken and shifted at our own arrangements and cost without any financial implication on IIIT Sri City, Chittoor.

I/We also undertake that the documents enclosed herewith are valid /genuine and no material/facts have been concealed or suppressed. I/We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information / facts.

Yours faithfully

(Duly authorized signatory of the Bidder(s))

**PART – II**

**PRICE BID**

Bidders to Refer/use the online CPP Portal  
BOQ for Pricing



**PRICE BID: ANNEXURE 'IV'**

NIT No. : IIITS/NIT/TREE CUTTING/2024/024, Dt: 23/05/2024.

Name of the Work : Cutting, removal and carting away of Eucalyptus Trees from IIIT Sri City Campus on AS &amp; WHERE BASIS

Name of the Bidder: \_\_\_\_\_

**Note: This BoQ is for indicative purposes only, fill the rate column in Envelop 2: Financial bid in online mode.**

Sl. No	Description	Qty.	Unit	Rate (In Rs.)	Amount (In Rs.)
	Cutting, removal and carting away of Eucalyptus Trees spread in an area inside IIIT Sri City campus including loading the wood logs including all machinery, labour, tools, lead and lift etc., and <u>cleaning the areas after removal of all timber and wood scraps, uprooting all tree roots etc.,</u> Complete as directed by the Engineer In-charge.				
1	Timber Wood	QRO	Ton		
2	Fire Wood	QRO	Ton		
3	Uprooting of all tree roots and cleaning / levelling the ground	QRO	LS		
	<b>Total</b>				