



INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY  
ESTATE OFFICE, POWAI, MUMBAI, MAHARASHTRA – 400 076  
TEL. 022 2576 4995 E-mail : drestate@iitb.ac.in

IIT Bombay invites digitally signed Technical Bid & Financial Bid for following work from the contractors having similar experience in Central Government Departments / State Government Departments / Central or State Autonomous Bodies / State or Central Public Sector Undertakings & Large Private Organizations. The detail of work is given below:

Sr. No.	Name of Work	Estimated Cost (In Rs.) Incl. 18% GST	EMD (Rs.)	Time Limit	RFX No.
1.	Annual maintenance contract of Garden in the Campus. EO/A/HORT/WKS-45/24-25	Rs.90,73,402/-	Rs.1,81,000/-	01 year	6100001819

Intending bidders needs be register themselves on IIT Bombay portal i.e. <https://portal.iitb.ac.in/vrp/index.jsp> to get User ID and Password. **View the open tender on <https://ep.iitb.ac.in/irj/portal> Please visit [https://portal.iitb.ac.in/vrp/vrp\\_srm\\_docs.jsp](https://portal.iitb.ac.in/vrp/vrp_srm_docs.jsp) for configuration process and user manual.** For queries regarding vendor registration please contact on 022 – 2159 3001(ASC Help-desk) and for queries regarding online Bid submission please contact to +91 82915 56277/6377.

Date and time of submission of tender documents digitally are from 16.07.2024 to 31.07.2024 till 11:15 a.m. Date of opening of Technical Bid will be 31.07.2024 at 11.30 a.m. and Financial Bid 07.08.2024 (Tentative)

Interested contractors/agencies are requested to upload Technical bid and Financial bid on the SRM tendering portal of IIT Bombay.

**(A) All contractors/agencies** should upload technical bid with the following documents on SRM tendering portal, failing to which their tender will be summarily rejected from the tendering process:

- 1) i. Experience of having successfully completed works during the last 7 years ending last day of the month previous to the one in which applications are invited :  
Three **completed works** costing not less than the amount equal to 40% of estimated cost put to tender,  
OR  
Two **completed works**, costing not less than the amount equal to 60% of the estimated cost put to tender  
Or  
One **completed work** of aggregate cost not less than the amount equal to 80% of the estimated cost.  
AND  
ii. One completed work of any nature (either part of (i) or a separate one) costing not less than the amount equal to 40% of the estimated cost put to tender with some Central Government Departments / State Government Departments / State or Central Autonomous Bodies / State or Central Public Sector undertakings.
- 2) Detail statement for work completed, work in hand including balance commitment of work should be enclosed for last three year commencing from 1<sup>st</sup> April and ended with 31<sup>st</sup> March and contractor should submit his details as per Annexure'A' format with support of xerox copies of work order and work completion certificates, otherwise the bid capacity will not be calculated and his technical bid will be summarily rejected, and no Financial Bid will be opened. (All contractors/agencies are hereby informed that they should upload Technical bid as per format of Annexure "A", changing in format is not allowed).
- 3) Upload a scan copy of the information in respect of **manpower/mandays** for above said work must be given in **undertaking** with official signature and seal/stamp, otherwise tender will be **rejected**.
- 4) Bank Solvency certificate 40% of estimated amount issued within one year from any Nationalized / Schedule Bank from the date of publishing of Tender.
- 5) P. F. registration certificate.
- 6) P. F. challans of last 12months.
- 7) (i) ESIC registration certificate and copies of ESIC challans of last 12months.  
OR  
(ii) Contractors' all risks insurance (CAR policy) / Mediclaim policy.
- 8) PAN card.
- 9) GST registration certificate.
- 10) Income Tax Return for last 03 years i.e. of 2021-22, 2022-23 and 2023-24.
- 11) List of Equipment's, Machinery, Tools.
- 12) List of Technical Staff with copies of their Degree/diploma certificate.

- 13) The contractors who were empanelled under Estate Office under (2018-23) list need not have to upload Demand Draft. The contractors other than empanel list that are applying for tender need to upload a scan copy of Demand Draft / Pay Order for Rs.1,81,000/-(EMD amount) drawn in favour of "The Registrar, IIT Bombay" on online Tendering Portal.
- 14) Power of Attorney, if any.
- 15) Proof of Constitution: An affidavit in case of Sole Proprietorship, Partnership Deed in case of Partnership Firm, Article of Association in case of Private / Public Limited Companies.
- 16) Labour Licence obtained during last 03 years.

**Note:**

**Minimum number of manpower and gardener shall be engaged as per the BMC guideline by the contractor.**

**Minimum 02 numbers of Supervisors shall be engaged to supervise the works on daily basis by the contractor under this contract.**

**Those contractors who do not have documents mentioned above from Sr. No. 1 to 16 need not apply as it is mandatory documents to qualify in technical bids.**

Upload all your relevant documents in the serial order mentioned above. It is **advisable** not to make more than **03 folders of 5MB** while uploading documents.

The work will be executed with lowest bidder as per the terms and conditions of work order and tender documents signed by the lowest bidder. (All agencies are requested to upload a scan copy of Terms and Conditions with official signature and seal/stamp on SRM online tendering portal)

The validity of the bids will be valid for 6 months from the date of opening of tender.

If agency fails to submit the above mentioned documents by uploading to the online portal, their technical bid may be rejected.

Litigation history of the agency is required to be uploaded along with the application. Tender would not be awarded if any inquiry proceeding / criminal case is found pending against the agency.

No work will be subletted to third party. If found payment of final bill will not be processed and the contractor's name will removed from the enlistment without giving him further notice.

Contractor's/Agencies/Proprietor's are requested to give Power of Attorney to your representative to deal any matter with any Officers or Staff of IIT Bombay on behalf of you or your agency.

Rates of an estimate are based on BMC Garden SOR 2018.

The **Pre-bid meeting** will be held on 23.07.2024 at 03:00 p.m. in the Estate Office, IIT Bombay conference room. **Contractors who wish to attend shall intimate to this office with number of visitors attending it with their names at [drestate@iitb.ac.in](mailto:drestate@iitb.ac.in) in an advance on or before 22.07.2024 upto 01:00 p.m.** Tenderers should be send by email all their queries, latest by 15.00 hours one day before to the scheduled Pre-bid meeting date to [drestate@iitb.ac.in](mailto:drestate@iitb.ac.in)

The contractor have to quote his own rates online against each item of work and need to select **N5 tax code** thereafter.

Scan and upload all the above mentioned documents in "**C folder**" of online SRM tendering portal.

IIT Bombay reserve its rights to reject any or all tenders without assigning any reason and without any reference.

**No queries shall be entertained before 24 hours of the Tender opening. Contractors are requested to upload their quotations in advance.**

  
Superintending Engineer (I/C)

**TO BE UPLOADED ON SRM TENDERING PORTAL WITH FINANCIAL BID**

**ANNEXURE 'A' (FORMAT)  
TECHNICAL BID**

File No. : EO/A/HORT/WKS-45/24-25

Name of Work : Annual maintenance contract of gardens in the campus.

Name of the Contractor -----

Sr. No.	Name of Client	Name of Works	2021-22 (In Lakhs)	2022-2023 (In Lakhs)	2023-2024 (In Lakhs)	2024-2025 (In Lakhs)	
						Completed	Balance
			-	-	-	-	-
			-	-	-	-	-
Total Amount (In Lakhs)			-	-	-	-	-

Note : Contractor must submit his details as per Annexure 'A' with declaration stating that **he is possessing all the original copies of work orders and experience certificates, it will be produced as and when required to IIT Bombay.** However, if it is found false at later stage, the contractor will be debarred or blacklisted. Whereas, if information is not submitted as per Annexure 'A' format his bid capacity will not be calculated and his tender will be summarily rejected.

Superintending Engineer (I/C)

*[Handwritten Signature]*  
15/07/2024

*[Handwritten Signature]*  
01/07/2024

Signature of Contractor  
Name & Address in full

**WORKS UNDERTAKING**

EO/A/HORT/WKS-45/24-25

To,  
Superintending Engineer (I/C)  
Indian Institute of Technology,  
Powai, Mumbai – 400 076.

Sub : Annual maintenance contract of gardens in the campus.

Dear Sir,

We are hereby quoting all the rates for the attached schedule of short tender of the above mentioned job.

We hereby accept & signed all the General Terms and Conditions and special Conditions of Contract.

The work will be completed within specified time limit of 01 Year as mentioned in the notice inviting for short tenders.

The following information is required to be provided. If fails to do so, the tender will be assumed incomplete and hence the same will be rejected.

I / We agree to keep the tender open for One Hundred and Eighty (180) days from the due date of its opening / One Hundred and Eighty days from the date of opening of financial bid in case tenders are invited on 2/3 envelope system and not to make any modification in its terms and conditions.

- 1) No. of Unskilled casual labour to be required per day. : .....
  - 2) No. of Skilled casual labour to be required per day. : .....
- .....

The Mandays required for completion of work. : .....

Thanking you,

Yours faithfully,

Signature of the Contractor  
With official Seal / Stamp of the firm

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY  
POWAI, MUMBAI – 400076

EO/A/HORT/WKS-45/24-25

ESTATE OFFICE

Name of Work : Annual maintenance contract of gardens in the campus.

Schedule of Work

Sr. No.	Description of Work	Qty.	Unit
1	<p>Maintenance of lawn :- Watering of lawns daily (based on the season &amp; weather conditions)- excluding cost of water. Mowing of lawns once in every 15 days frequency. Lawn areas should be maintained in perfect levels without any unevenness &amp; undulations in case of depressions etc., in the lawn areas. The same to be covered by top dressing with bio-fertilizer after every mowing. The edging of the lawns should be done in such a way that the lawn grass should not penetrate into the plants etc. Any diseased, dead, damaged portion of lawn should be replaced with good quality lawn. Keeping the lawns in lush green &amp; weed free condition at any point of time. Application of bio-fertilizer/fertilizer once in every 3 months for healthy growth of lawn. Application of pesticide/fungicide/insecticide as and when required. Sweeping of area covered by lawns (Covering entire area of garden twice in a day). No tools/implements and machinery would be supplied by the institute, agency has to be self-sufficient with the same for carrying the above all activities. (Area for maintenance=22,837.00M2 X 12 months = 2,74,044.00M2)</p>	274,044.00	M2

2	Maintenance of shrub/hedge plants having surface area of 0.30 m height x 0.30m width, watering daily. Weeding, trimming and giving proper shape etc., twice in a month for a period of 1 year. Maintain proper plant count by filling of casualties immediately. Application of bio-fertilizer/fertilizer once in every 3 months for healthy growth of shrub/hedge plants. Application of pesticide/fungicide/insecticide as and when required. No tools/implements and machinery would be supplied by the institute, agency has to be self-sufficient with the same for carrying the above all activities. (Area for maintenance=3,224.00M2 X 12 months = 38,688.00M2)	38,688.00	M2
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1) Note : This schedule of work is given for reference purpose only. Contractors are requested to quote your rates online in financial bid.

2) If you will engage labourer 20 or more any day, you have to get labour licence as per contract Regulation & Abolition Act 1970 Rule 1971, and also, you have to keep all such recored for inspection to the Principal Employer. If you will engage labour up to 10 Nos. per day, you have to file returns after completion of work as per Building & Construction Act to the Office of Regional Labour Commissioner (Central), Sion, Mumbai.


3) This work is to be executed as per the the clauses mentioned in the tender document signed by you. In addition to the existing safety clause of the tender document a penalty of Rs.5,000/- per case will be recovered from the bills of the particular works, in case any such safety violations are noticed.

4) 01% amount will be deducted from the bills for safety related measures which will be reimburse along with the final bill.

5) Taxes as per government notification time to time.

6) Contractor must pay GST Taxes to concern authority within 30 days time limit after receipt of payment from IIT Bombay & said record must be submitted to IIT Bombay Accounts Section, otherwise action will be taken as deemed fit.

7) If any malpractices / fraud / negligent professional behaviour or any discrepancy / inconsistency / disparity / deviation / disagreement / dissimilarity / mismatch noticed, their contract will be terminated by issuing one month notice by following legal procedure and will be blacklisted and informed to all Government Authorities and Organisations.

  
 Superintendent Engineer (I/C)  
