



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY  
ESTATE OFFICE

(Terms & Conditions)

1) IIT Bombay invite applications for **Empanelment** of agencies under **1) General Horticulture Work** (Supply of saplings, tree trimming and development of Gardens. and **2) Irrigation agencies** for installation of automated irrigation system for gardens for a period of **05 years**.

2) Interested contractors may visit <https://www.iitb.ac.in/resources/vendors-tenders> to obtain details of advertisement and proforma of application form from website of IIT Bombay from **30.09.2024 to 21.10.2024**.

3.1) Filled applications (EOI's) along with credentials are required to be submitted along with Enlistment Processing charges as mentioned in Table No. 1 for each category in the form of **Demand Draft drawn in favour of 'The Registrar, IIT Bombay'** to the office of the Superintending Engineer, Estate Office, IIT Bombay, Powai, Mumbai – 400076 on or before **22.10.2024 up to 05.00 p.m.**

3.1) The contractor shall submit the application with all relevant details as per **Sr. No. 1 to 21. of Application Form**.

3.2) The enlistment shall be done in the classes mentioned in **Table No. 1**.

3.3) Contractor applying for both the category, shall submit separate applications.

3.4) The contractors shall have to satisfy the minimum eligibility criteria specified in Table – 1 below for enlistment in each class.

**Table No. 1**

Class	Tendering Limit	Past experience of completed works in last 05 years.	Minimum Bank Solvency	Enlistment Processing Fee (Non-Refundable)
I	50.00 Lakhs	i. Three similar works in same category of 20 Lakhs or Two works of 30 Lakhs or One work 40 Lakhs and ii. One completed work of any category either part of (i) or a separate One costing not less than 20 Lakh with some Central Government Department / State Government Department/ Central or State Autonomous Body / Central Public Undertaking	Rs.20.00 Lakhs	Rs. 5,000/-
II	30.00 Lakhs	i. Three similar works in same category of 12 Lakhs or Two works of 18 Lakhs or One work of 24 Lakhs and ii. One completed work of any category either part of (i) or a separate one costing not less	Rs. 12.00 Lakhs	Rs. 2,500/-

		than 12 Lakhs with some Central Government Department/ State Government Department/ Central or State Autonomous Body / Central Public Undertaking		
III	10.00 Lakhs	i. Three similar works in same category of 04 Lakhs or Two works of 06 Lakhs or One work of 08 Lakhs and ii. One completed work of any category either part of (i) or a separate one costing not less than 4 Lakhs with some Central Government Department/ State Government Department/ Central or State Autonomous Body / Central Public Undertaking	Rs. 04.00 Lakhs	Rs. 2,000/-

**3.4 – Experience Certificate / Work order from Housing Societies and work done as a subcontractor under another contractor are not acceptable.**

3.5 – Contractor must attach the copies of Experience Certificate with copies of work order listed against the requirements mentioned in Table – 1 along with the application.

3.6 – Incomplete applications and applications not accompanied with necessary documents are liable to reject. **Contractor must submit the Affidavit / Declaration as per enclosed format.**

3.7 – All verification, submission of reports etc. Are to be pursued by the applicant. Any delay on account of delay in verification, submission of reports etc. will not entitle applicant for any type of enlistment.

3.8 – IIT Bombay shall have the right to independently verify the details furnished by the contractor and to get the reports of work done by the contractor and / or to get such other reports as may be considered necessary.

3.9 – The enlistment shall be valid for a period of 05 years. The enlistment shall be open to review by the enlistment authority (IIT Bombay) and liable to termination, suspension or any such action at any time if considered necessary by the enlistment authority or if noticed during the course of execution of work if any deficiency in specification, schedule of work, malpractice, deviation from item description or irregularities if any noticed in such case IIT Bombay has the right not to deal with such contractor for further period.

3.10 – The enlistment of a contractor in IIT Bombay shall only entitle him to be considered for issue of tender papers subject or the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers for award of work.

3.11 – The application will be rejected if he was enlisted in any category or class earlier but had remained 'INACTIVE' in IIT Bombay during its previous enlistment period.

The contractor enlisted previously and not responded to our notice inviting tenders / quotations will not be entertained in this process.

3.12 - Contractor must submit all the documents mentioned in **Sr. No. 1 to 21. of Application Form.**

3.13 - Contractor must submit all the documents for enlistment as per the advertisement notifications and he must be possessing all the original documents. If required / whenever asked by IIT Bombay, they must be produced by the contractor for verification. The enlistment will be canceled if the declaration given by the contractor and the documents produced along with the application are found to be false, fake or tampered and the contractor is liable to face action as per the provision of law.

3.14 - The contractor shall comply with all the provisions of the Minimum Wages Act, 1948 and Contract Labour (Regulation & Abolition) Act, 1970, amended from time to time and rates framed thereunder and other labour laws affecting contract labour that may be brought into force from time to time.

3.15 – Contractor must keep the records of labourers as per the provision of various labour laws.

3.16 – The contractor shall follow all the provisions of “The Competition Act, 2002” and if any violation is noticed the enlistment will be canceled.

3.17 – Contractor must not sublet the work awarded to him to any other contractor / agency if noticed his enlistment stands to be canceled.

#### **4 Removal from the approved list:**

4.1 IIT Bombay on specific reasons with the approval of the Director, IIT Bombay may cancel the enlistment of a contractor from the approved list, if a contractor-

4.2 Has on more than one occasion failed to execute a contract or has executed it unsatisfactorily (or)

4.3 Fails to abide by the conditions of Registration or is found to have given false particulars information at the time of registration (or)

4.4 Persistently violates any important condition (s) of the contract (or)

4.5 Is proved to be responsible for executing the works with defects in a number of cases (or)

4.6 Is declared or in the process of being declared bankrupt or insolvent, or wound up or dissolved or partitioned (or)

4.7 Persistently violates the labour regulations and rules.

#### **5 Demotion of contractors:**

5.1 IIT Bombay on specific reasons with the approval of the Director, IIT Bombay demote a Contractor to a lower class, if a Contractor:

5.2 Fails to execute contract or executes it unsatisfactorily or is proved to be responsible for constructional defects (or)

5.3 Has no longer adequate equipment, technical personnel or financial resources (or)

5.4 Violates any important conditions of contract (or)

5.5 Is responsible for any other matter which may justify his demotion to a lower class (or)

5.6 Is litigious by nature

**6 Suspension of business:**

IIT Bombay on specific reasons with the approval of Director, IIT Bombay may suspend the business with a Contractor for any indefinite period pending full enquiry into the allegations, if the Institute is prima facie of the view that it is not desirable to continue business with the Contractor as he is guilty of an offence in relation to the business dealings, which if established would result in removal or black listing.

The Institute may order suspension of business with a Contractor for a specific period when the Contractor is responsible for minor technical offence(s).

**7. Black listing:**

IIT Bombay on specific reasons with approval of director, IIT Bombay may black list a Contractor where:

7.1 There are sufficient and strong reasons to believe that the Contractor or his employee has been guilty of malpractice (s) such as irregular practices including formation of ring, bribery corruption and fraud including substitution and in tenders smuggling, pilfering of unauthorized use of disposal of Department materials issued for specific work (or)

7.2 Contractor continuously refuses to pay Department dues without showing adequate reasons (or)

7.3 Contractor or his partner or his representative has been convicted by a court of law for offence involving moral turpitude in relation to business dealing (s) (or)

7.4 Security considerations including suspected disloyalty to the Department so warrant.

In all the above cases, the reasons for removal/demotion/ suspension/ blacklisting shall be intimated to the contractor and two weeks' time shall be given to him to offer his explanation. If the explanation is not satisfactory action for removal / demotion/suspension/ blacklisting will be taken. The cases, which are doubtful and marginal may be referred for advice to the Law Department before taking the decision.

The EMD, if any, shall also be forfeited.

In case of contractors registered for more than one category of work, the orders regarding removal/ demotion/ suspension/ blacklisting would apply to all the categories.

**8. Restoration:**

IIT Bombay on specific reasons with the approval of Director may consider at an appropriate time on the merits of each case and revoke the removal/demotion/ suspension/blacklisting orders, if

- In respect of the same offense, the accused has been honorably acquitted by a court of law.

**9. Reporting: After award of the work-**

- The contractor has to submit the details of daily activities for every month along with a compliance report within the time frame with Horticulture section.
- Monthly work performance will be assessed by Horticulture section and payment will be made only upon satisfactory completion of the said work.
- Any pending work will attract some appropriate deduction from the bill.
- Waste material generated should be dumped at a designated point. Dumping everywhere will attract penalty.

**10.** IIT Bombay reserve its right to accept or reject any application without assigning any reason and enlistment committee is sole authority to decide the case as may be and its decision is bound to all applicants after the approval of competent authority of IIT Bombay.

*Signature*  
25/09/2024

**Superintending Engineer(I/C)**

*Signature*  
25/09/24

**APPLICATION FORM**

Application for new enlistment

(For Office Use)

Applied for

Class

I / II / III

& Category- Irrigation/Horticulture

1. Name of Applicant .....

2. Nationality .....

3. Address .....

.....  
.....  
.....

4. Telephone Number ..... Mob. No.....

5. E-Mail address .....

6. Constitution (Individual / Sole Property Concern / Partnership Firm/Public Limited Co. / Private Company .....

7. If Partnership Firm, names of Partners/ If Company, name of Directors

i..... ii.....

iii.....iv.....

8. Name of Bankers with Full

Address .....

.....  
.....

9. Bank Account Number .....

10. Bank Key / IFSC Code No.....

11. Name of Account Holder .....

12. Provident Fund Registration No.....

13. Copies of P.F payment Challans for last 12 months .....

14. ESIC Registration No. ....  
(with copy of certificate)

15. Copies of ESIC payment challans for last 12 months.....

16. GST Registration No. ....  
(with copy of certificate)

17. Permanent Account No. (PAN) .....

18. Annual Turnover during the last 03 Financial years with copy of submitted Income Tax Returns

a. 2020 – 2021 .....

b. 2021 – 2022 .....

c. 2023 – 2024 .....

19. Is the contractor is in the existing  
Enlistment list of IIT Bombay,  
If Yes, Categories and Class .....

Signature of the applicant  
with name, address and seal

20. Details of past experience of completed work in last 05 years.

i. In Three similar works criteria:

Sr. No.	Name of Work	Reference	Work Order value	Completed Amount	Period of Work From – To	Client's Name & Address
1						
2						
3						

**OR**

ii. In Two similar works criteria:

Sr. No.	Name of Work	Reference	Work Order value	Completed Amount	Period of Work From – To	Client's Name & Address
1						
2						

**OR**

iii. In One similar work criteria:

Sr. No.	Name of Work	Reference	Work Order value	Completed Amount	Period of Work From – To	Client's Name & Address
1						

**AND**

iv. Reference work done with Government Department/Public Undertakings/  
Autonomous Body:

Sr. No.	Name of Work	Reference	Work Order value	Completed Amount	Period of Work From – To	Client's Name & Address
1						



21. Full time technical staff in applicant's employment:

- a. Number of Graduate Engineers
- b. Number of Diploma Engineers
- c. Number of Agriculture/Horticulture Graduates
- d. Number of Agriculture/Horticulture Diploma
- e. Other Qualification (Technical)


23. Certificates:

i. I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/we are liable to be debarred.

ii. I/We certify that I/We will not get myself/ourselves registered as contractor (s) in IIT Bombay under more than one name.

iii. (a). I certify that I did not retire as an Engineer or Officer from any Department of the Government of India during the last ONE year. I also certify that I have neither such a person under my employment nor shall I employ any such person within ONE year of his retirement. (For individuals seeking enlistment).

(b). We certify that none of the partners/ Directors retired as an Engineer or Officer from any Department of the Government of India during the last ONE year. We also certify that we have neither under our employment any such person nor shall we employ any person within ONE year of his retirement. (For partnership firms and limited companies).

Signature of the applicant  
with name, address and seal

Date:

No. of Documents attached

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## DOCUMENTS THAT NEED TO BE SUBMITTED

Copies of Documents attached for enlistment (put tick  $\checkmark$  mark)

Sr. No.	Documents	Yes	No	Page No.	
				From	To
1	Duly filled <b>Application Form</b>				
2	Proof of Constitution An affidavit in case of Sole Proprietorship, Partnership Deed in case of Partisanship Firm, Article of Association in case of Private / Public Limited Companies.				
3	Power of Attorney, if any				
4	Bank Solvency Certificate				
5	List of Technical staff with Engineering / Horticulture / Agriculture Degree and Diplomas				
6	Copies of Degree or Diploma certificates of engineers, agriculture and horticulture graduates employed (Technical Staff)				
7	P. F. Registration Certificate				
8	P. F. Challans for last 12 months				
9	ESIC Registration Certificate				
10	ESIC Challans for last 12 months				
11	PAN Card and Income Tax Return for last 03 years. 2020-21, 2021-22, 2023- 24				
12	GST Registration Certificate				
13	Litigation history if any				
14	List of Machineries, Equipment's and Tools and Plants				
15	Copies of work orders with work completion certificates				
16	Affidavit as per given format on Rs.100 judicial stamp paper				

Note: Applicants are requested to put page number on your attached documents and submit **index sheet** along with the covering letter.

Signature of the Contractor  
with name, address and seal

**AFFIDAVIT FORMAT**

(To be submitted on Rs.100 Non-Judicial stamp paper and to be executed before any legal authority)

I \_\_\_\_\_, s/o \_\_\_\_\_ Age \_\_\_\_\_  
Occupation \_\_\_\_\_, residing at \_\_\_\_\_  
\_\_\_\_\_ an Indian inhabitant solemnly affirm that

I/We say and declare that I/We am/are the owner / sole proprietor of M/s. \_\_\_\_\_ firm / company and having registered address as above and PAN Number \_\_\_\_\_ / I/We am/are the partner of \_\_\_\_\_ organization and this firm has registered under Partisanship Act, 1932 bearing no. \_\_\_\_\_ dated \_\_\_\_\_ and under this manager there is no another agency.

I/We say and declare that all the documents submitted for enlistment are true and I/We am/are possessing all the original documents in my custody. If required / whenever required to IIT Bombay authority it will be produced by me/us for verification, in future if it is noticed false, I/We am/are liable to face legal action as per the provisions of law.

I/We say and declare that I/We will carry out the work as per the instructions of Engineer In-charge and as per specification given in schedule of work. If any deficiency in specification or in schedule of work, malpractice, deviation from item description or irregularities in service, unfair, fraudulent practice noticed / found my enlistment stands to be cancelled without assigning any prior notice.

I/We say and declare that I/We will follow the rules and regulations as per the circular of Minimum Wages Act time to time during the execution of work. If any deficiency in specification or in schedule of work, malpractice, deviation from item description or irregularities noticed I/We am/are liable to face any disciplinary action as deemed fit and my enlistment stands to be cancelled.

I/We will keep records of labourers as per the provision of labour laws and will submit documents time to time and I/We will file annual labour return in the office of 'Asstt. Labour Commissioner' as per the Building Construction Act.

I/We say and declare that I/We will follow 'The Competition Act, 2002'. I/We also declare that I/We will not participate in any cartel system or coalition or cooperative agreements among contractors and will not submit the tender by consulting other contractors. If noticed an action may be taken as per provisions of law and my enlistment stands to be cancelled.

I/We say and declare that I will not sublet the work awarded to me to any other contractors / agencies if noticed / found my enlistment stands to be cancelled.

I/We say and declare that I/We will pay the labour welfare cess, Service Tax, VAT, Royalty and any other taxes as applicable and I/We will not submit extra claim for above.

I/We say and declare that I/We will pay the P.F and ESIC contribution to the respective workers account to respective authority engaged by me for work awarded to me and I/We will submit the copy of challans to the concern engineer incharge alongwith the final bill.

I/We say and declare that I/We will get the labour licence from Office of Regional Labour Commissioner (Central) If I/We will engage workers more than 20 labourers per day for respective work.

I/We say and declare that I/We were not debarred/suspended from any of the state government/central government/autonomous/private organizations in the past.

I/We say and declare that I agreed / accepted the following Terms & Conditions of Contract:

**Removal from the approved list:**

IIT Bombay on specific reasons with the approval of the Director, IIT Bombay may cancel the enlistment of a contractor from the approved list, if a contractor-

- Has on more than one occasion failed to execute a contract or has executed it unsatisfactorily (or)
- Fails to abide by the conditions of Registration or is found to have given false particulars information at the time of registration (or)
- Persistently violates any important condition (s) of the contract (or)
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- Violates any important conditions of contract (or)
- Is responsible for any other matter which may justify his demotion to a lower class (or)
- Is litigious by nature

**Suspension of business:**

IIT Bombay on specific reasons with the approval of Director, IIT Bombay may suspend the business with a Contractor for any indefinite period pending full enquiry into the allegations, if the Institute is prima facie of the view that it is not desirable to continue business with the Contractor as he is guilty of an offence in relation to the business dealings, which if established would result in removal or black listing.

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corruption and fraud including substitution and in tenders smuggling, pilfering of unauthorized use of disposal of Department materials issued for specific work (or)

- Contractor continuously refuses to pay Department dues without showing adequate reasons (or)

- Contractor or his partner or his representative has been convicted by a court of law for offence involving moral turpitude in relation to business dealing (s) (or)

- Security considerations including suspected disloyalty to the Department so warrant.

In all the above cases, the reasons for removal/demotion/ suspension/ blacklisting shall be intimated to the contractor and two weeks' time shall be given to him to offer his explanation. If the explanation is not satisfactory action for removal / demotion/suspension/ blacklisting will be taken. The cases, which are doubtful and marginal may be referred for advice to the Law Department before taking the decision.

The EMD, if any, shall also be forfeited.

In case of contractors registered for more than one category of work, the orders regarding removal/ demotion/ suspension/ blacklisting would apply to all the categories.

I/We certify that the information stated above is true and correct to the best of my knowledge and belief and all the clauses and conditions mentioned above are accepted by me/us.

Signature of the Contractor  
with name, address and seal

Before Me

Place:

Date: