



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING (IITDM), KANCHEEPURAM**

Vandalur-Kelambakkam Road, Melakottaiyur

Chennai-600 127

**NOTICE INVITING TENDER
(E-PROCUREMENT THROUGH CPPP)**

Name of the Work:	Percentage Rate Contract for Providing Manpower for Operation and Maintenance of Civil, Electrical, Water Supply and Treatment Services etc., as required at IITDM, Kancheepuram.
Tender No.:	IITDM/2025-26/ENGG/011; Dated: 19.12.2025

Important: All communications are to be addressed to in the name of **The Registrar, IITDM Kancheepuram** only and not in the name of any officer and mails has to be sent to official email id estate@iitdm.ac.in.

भारतीय सूचना प्रौद्योगिकी अभिकल्पना,
एवं विनिर्माण संस्थान, कांचीपुरम



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KANCHEEPURAM

(An Institute of National Importance under Ministry of Education, Govt of India)
Melakkottaiyur, Vandalur-Kelambakkam Road,
Chennai – 600 127, Tamil Nadu.

NOTICE INVITING TENDER (E-PROCUREMENT THROUGH CPPP)

Indian Institute of Information Technology Design and Manufacturing (IIITDM) Kancheepuram invites **e-tender under TWO BIDS** with prequalification systems from the vendors who fulfils the eligibility as given below in the campus.

Particulars	Quantity Required
Percentage Rate Contract for Providing Manpower for Operation and Maintenance of Civil, Electrical, Water Supply and Treatment Services etc., as required at IIITDM, Kancheepuram	As per Annexure – III (Part A & B)

The tender document may be downloaded from the website <http://iiitdm.ac.in> or Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>

The offers, in the prescribed format shall be submitted online at <https://eprocure.gov.in/eprocure/app> as per the tender document. No tender will be accepted in hard copy, fax, email or any other such means. The intending, bidders must be registered with Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>.

a)	Tender Number / Date	IIITDM/2025-26/ENGG/011; Dated: 19.12.2025
b)	Pre-bid meeting / Site visit	29.12.2025; 11:00 Hrs.
c)	Bid Submission Last Date	12.01.2026; 15:00 Hrs.
d)	Technical Bid Opening	13.01.2026; 15:00 Hrs.
e)	Earnest Money Deposit (EMD)	Rs. 4,41,500/- (submission of EMD through SBI E'Collect/ Deposit to the bank account through NEFT or RTGS) https://www.onlinesbi.sbi/sbicollect/icollecthome.htm
f)	Security Deposit / Performance Guarantee	Successful Bidder shall submit the Security Deposit at 8.33% (i.e., one-month wages) of Contract value.

TERMS & CONDITIONS GOVERNING THE CONTRACT

1. Eligibility Criteria: In order to be considered for the contract of the works as detailed under 'Techno-Commercial Bid' in this Tender Document, the tenderer should:

- 1.1 Valid proof for firm registration, Electrical contractor license, ESI & EPF registration shall be submitted.
- 1.2 Contractor having experience in Civil & Electrical Manpower & WTP maintenance works of 10 years preferably, awarded by the State Govt./ Central Govt./ Autonomous/ Reputed corporate institutions/ Organizations, for the value enlisted below and executed on or after 01/01/2020 and Work Order/ Purchase Order copy to be enclosed.

a. Rs. 70.64 Lakhs Excl. GST for a single work order.

(or)

b. Rs. 44.15 Lakhs Excl. GST each for two work orders.

2. Earnest Money Deposit:

2.1 **Bidders shall Deposit EMD through SBI E'Collect/ through NEFT/ RTGS to the following bank account:** for an amount of **Rs. 4,41,500/-** must be paid online, and it shall be received on or before the last date and time of bid submission. Proof of payment for EMD shall be attached along with the technical bid. Physical mode of payment, i.e., **Banker cheque or Demand drafts, is unacceptable.**

2.2 Steps for submission of EMD through SBI E' Collect.

- a) Go to link - <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>.
- b) Please select "IIITDM – KANCHEEPURAM A/C" from drop down list.
- c) Please select "Earnest Money Deposit (EMD)" from the Payment Category drop-down list.
- d) Kindly fill in all tender details, contact details, and EMD amount and make payment.
- e) After successful payment, the proof of payment for EMD shall be attached along with the technical bid.

2.3 Bank Account details for to deposit EMD:

- Beneficiary name: IIITDM, Kancheepuram
- A/c No.: 50100551446350
- IFSC Code: HDFC0002075
- Bank Name: HDFC Branch: Kelambakkam

2.4 In the case of payment failure/ mismatch of particulars leads to cancellation of bid.

2.5 The EMD will be retained/ adjusted against the security deposit for the successful bidder.

2.6 For the unsuccessful bidders, the EMD amount will be refunded within 30 days from the date of issue of the work order.

2.7 The bidder shall enclose the canceled Cheque/ Bank details to refund the EMD amount in case of unsuccessful bids.

2.8 EMD shall be forfeited if any tenderer withdraw their offer within the bid validity period.

3. Security Deposit & Contract Agreement:

3.1

Acceptance of work.	within seven (07) working days from the date of receipt of the work order.
Submission of Security Deposit & Agreement.	within fourteen (14) working days from the date of receipt of the work order.
Commencement of work.	within fourteen (14) working days from the date of receipt of the work order.

3.2 **Security Deposit:** Successful Bidder shall submit the Security Deposit of **8.33%** (i.e. one-month wages) of the Contract value in the form of a Crossed Demand Draft/Pay Order/Banker's cheque/FDR drawn/Bank guarantee in favor of "The Registrar, IIITDM Kancheepuram," payable at Chennai within fourteen (14) working days of the receipt of Notification of Award (NOA) / Award of Work order from IIITDM Kancheepuram.

3.3 In case of failure to commence the work by the Contractor after signing of the contract or handover of the site, the Institute shall be at liberty to terminate the Award and forfeit the Security Deposit.

4. Preparation of bids - Two bid systems (simultaneous receipt of separate technical bids and financial bids):

4.1 **Technical bid** shall consist of only prequalification document along with supported documents as detailed below:

4.1.1 Complete prequalification papers, Name of the Agency and also, commercial terms, etc., offered (**Note: Price column in this cover should be kept blank**).

4.1.2 Duly filled and digitally signed Bid submission & Self-declaration Proforma (**As per Annexure – I**), EMD transaction details (SBI Collect e-Receipt) & Cancelled cheques/ Bank details, GST Certificate, Firm Registration/ service certificate, Electrical contractor license certificate, ESI Certificate, EPF Certificate & Average annual turnover of minimum 'Rs. 50 lakhs' for the last '5' financial years (**Bidder shall produce proof of GSTR9 returns for the last '5' financial years in this regard**) as required.

4.1.3 Duly filled and digitally signed copy of Technical Qualification Proforma (**As per Annexure – II**), **Technical bid (As per Annexure – III (Part A & B))** along with a copy of the similar work order as per the eligibility criteria referred to in clause no. 1.

4.1.4 The Institute will contact the organization about the satisfactory execution of work, if required and this shall be taken into account for the evaluation of technical bid.

4.2 **Financial bid/ Techno commercial bid as per Annexure-IV** indicating price for the items mentioned in the technical bid, special concession in rates if any applicable for Educational Institutions shall also be offered and indicated clearly.

4.3 **Both the covers should be submitted through online Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> before due date and time.**

5. Technical terms:

- 5.1 The selected contractor will have to provide manpower for civil and electrical installations running maintenance, operation and maintenance of Water Treatment Plants (WTP) installed in the IIITDM, Kancheepuram.
- 5.2 The contract is inclusive of supplying manpower for civil and electrical maintenance, day to day operation & maintenance of water pumping system, WTP plants, mixing of required chemicals, preventive, breakdown & trouble shooting maintenance of all motor pumps and panels (i.e., Electrical / Electronics / Mechanical / Electro-mechanical) of all installation of the systems, repairs, spare installations, testing & commissioning as per the relevant CPWD, Indian Electrical & civil and other product standards for the systems. RO water plant day to day operation is contractor's scope. Periodical maintenance & spare replacement is another vendor's scope. Coordination to be done with other contractors like STP, RO and others.
- 5.3 All major activities related to the repair and restoration of equipment, including the procurement and supply of necessary materials, spares, and consumables, shall be under the scope and responsibility of the Institute.
- 5.4 The contract also includes periodical maintenance, checking & cleaning of all the equipment / parts as well as to its subparts i.e., civil, electrical & mechanical parts, filters, motors, blowers, electric control panels, drives, automation systems, connecting cables, wires as well as periodical checking of WTP plant treated water quality & efficiency etc., and petty/minor electrical wiring works as per direction of Engineer in charge. During service of Systems/ Equipment, required safety & precautionary items shall be supplied to the operator/ technicians, which is in the scope of contractor and if required WORK IN PROGRESS, OUT OF SERVICE & DANGER PLATES etc., shall be kept in places in terms of safety.
- 5.5 The successful contractor shall ensure deployment of manpower and discharge of duties on a monthly basis in accordance with the latest Labour Codes issued by the Government of India.
- 5.6 The contract shall include providing tools and tackles like ladder, stools, spanners, testing equipment, special equipment, cranes, jacks, etc., and replacement of defective spare parts etc. The procurement of defective parts is in the scope of institute. Whereas, the same is not applicable if the fault occurred due to contract manpower misconduct/irresponsibility.
- 5.7 Daily, Weekly, Monthly Periodical maintenance & Breakdown maintenance as and when required should be carried out and including replacement of parts / sub parts for the effective functioning of the equipment during the contract period and all the necessary services / attending complaints / replaced equipments reports shall be submitted to IIITDM, Kancheepuram. The registers for all such periodical maintenance to be recorded and subject to inspection by IIITDM.
- 5.8 Contractor shall ensure that deputed manpower shall attend break down maintenance including any number of complaints/ break downs for the period of contracted year and within the stipulated time of complaint i.e., the complaint/ call shall be completed within the meantime. The major components like motors, pumps, coils, blower fans, pipes etc., as applicable must be repaired/ replaced within a day upon material procurement by the institute (If applicable) as per relevant items (Under special repair / replacement working days may be extended with prior approval of Engineer-in- charge of IIITDM for replacement).

- 5.9 The selected contractor shall ensure that the persons deployed are punctual, disciplined and vigilant in performance of their duty. The tenderer shall engage medically and physically fit persons and they shall be duty bound to display the same at the time of providing the service. The tenderer must employ adult labour only. **Employment of child labour will lead to termination of contract.**
- 5.10 **All the manpower deputed by the selected contractor shall wear proper uniform, safety helmet, Safety shoe, safety hand Glove, Nose mask and other safety Personnel Protective Equipment (PPEs) as per CIVIL, LT/HT ELECTRICAL & WTP maintenance standards with identification badge/ID card issued by the Contractor.**
- 5.11 The selected contractor shall deploy his persons in such a way that the persons shall get adequate weekly rest, the working hours/ leave for which the work is taken from them, under relevant provisions of central Minimum Wages Act, and such other Acts as applicable, as amended from time to time. Furnishing any information, or submitting or fulfilling any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Registrar of the Institute a sum as may be claimed by the Institute.
- 5.12 The contractor shall follow all safety norms & security rules framed by Govt. authorities & IIITDM from time to time regarding removal of materials from site, issue of identity cards, control of entry of persons and other similar matters.
- 5.13 The contractors' personnel shall not disclose any information/ records or drawings furnished to him by IIITDM. Any drawings, records and other information prepared by the contractor or by IIITDM or jointly by both for the execution of the work shall not be disclosed without the prior approval of the IIITDM. No photograph of the institute or in and around places within the premises of IIITDM shall be taken.
- 5.14 The contractor shall keep his work spot and surroundings neat, clean and tidy. It should be free from dust, rubbish, scrap, surplus materials and unwanted tools and equipment. The Engineer in charge or his authorized representative has the right to stop the work, if the contractor fails to improve upon the house keeping after having been notified.
- 5.15 Engineer in charge will have the right to withdraw the work permit for any of the workmen for reasons of misconduct, incompetence in work, violation of safety and fire rules, negligence on duty etc.
- 5.16 Any other work covered under respective terms and conditions, if required or insisted by any regulatory body including tests and calibrations, etc., shall be undertaken by the agency.
- 5.17 The knowledge/ Information of availability of manpower on daily basis shall be the responsibility of contractor himself and not by IIITDM. Contractor should ensure availability of his representative throughout the contract period who shall be responsible for manpower availability and their record keeping.
- 5.18 The contractor shall depute staff round-the clock to ensure maintenance services on all days in a Month as per requirement.
- 5.19 The contractor shall note that they shall have to carry out their work in close & smooth co-ordination with other contractors/agencies working in the same premises.

- 5.20 Police Verification of the antecedents of the persons to be engaged at IIITDM Kancheepuram shall be carried out and a correspondence letter has to be submitted by the contractor to IIITDM Kancheepuram within 3 months from the award of contract and as and when required.
- 5.21 The Registrar of the Institute or any person authorized by the Registrar shall be authorized to carry out surprise check on the persons deployed by the tenderer in order to ensure that required numbers of persons are deployed and that they are providing the service properly.
- 5.22 All tools and accessories used for operation, maintenance, replacement, repairs, testing/measuring etc., are contractor's scope those tools & tackles should be submitted and approved by Engineer in charge.
- 5.23 Work without proper tools and tackles will not be permitted. Before starting the contract, the tenderer has to get the approval for tools for maintenance.
- 5.24 Minimum tools requirements are:

i. Cutting plier	-	3 Nos.
ii. Screw driver set	-	3 set
iii. Ring spanner full set	-	3 Set
iv. Double handed spanner full set	-	3 Set
v. Wrench spanner	-	6 No's.
vi. Hammer	-	3 No's.
vii. Box spanner set	-	3 Set
viii. Digital Insulation tester/ Insulation Megger	-	1 Nos.
ix. Earth resistance tester/ Earth Megger	-	1 Nos.
x. Clamp meter & multi meter	-	2 No
xi. Allen key spanner set	-	3 set
xii. Drilling Machine (Power)	-	2 No's
xiii. Hex saw, Poker	-	3 Set
xiv. Aluminium cutting machine (power)	-	1 set
xv. Wall cutting machine power	-	1 set

And other related to the operation and maintenance work related tools and tackles.

- 5.25 The contractor shall display a board / notice / log sheet for the schedule of Water Treatment Plant Operation & Maintenance schedule and shall maintain necessary records or registers about the operation and maintenance, date of cleaning / service carried out / next due date duly signed by the service engineer / technician of contractor. The log books, sheets & records will be provided by IIITDM.
- 5.26 The contractor shall intimate & record in the log note about the each and every repair or service carried out during the contract period and shall be submitted to the Engineer-in-charge of IIITDM.
- 5.27 The Contractor shall employ its labour in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Engineer-in-Charge.
- 5.28 Work shall be executed and completed as per the technical terms and conditions of this document. In case the Contractor fails to complete the assigned work within specified Period, IIITDM Kancheepuram may recover Liquidated Damage and/or terminate the Contract and/or forfeit the Security Deposit. IIITDM Kancheepuram on its part would be required to handover the site to the Contractor free from any encumbrance.

6. Commercial terms:

- 6.1 The contract shall be in force for a period of **TWO YEARS** extendable by one year on satisfactory performance.
- 6.2 Payment will be made on monthly basis after satisfactory completion of the operation & maintenance service during that period and upon submission of necessary reports of FORM XVII as per register of wages, ESI, EPF & Salary slip correspondences as required. The rate inclusive of operation, maintenance, inspection, testing, fault rectification and incidental expenses etc.
- 6.3 The persons deployed shall remain under the control and supervision of the selected contractor and shall be liable for payment for their wages etc., and all other dues which the tenderer is liable to pay under various labour regulations and other statutory provisions.
- 6.4 The tenderer shall ensure that all the employees get **minimum wages [Zone A]** as per the Central Minimum Wages Act, 1948 read with Minimum Wages (Tamil Nadu) Rules, 1953 and such other benefits as are admissible under various labour laws. He shall provide full information in respect of wages etc., paid to his employees so deployed in conformity with the provisions of contract Labour (Regulation and Abolition) Act, 1970.
- 6.5 IIITDM Kancheepuram shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents towards receipt of payment by the persons employed. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in rates payable to the agency during the contract period except in case of enhancement of Minimum wages by the Central Govt. The income tax as applicable shall be deducted from the bill unless exempted by the Income Tax Department.
- 6.6 The tenderer shall also submit the proof of having deposited the amount on account of salary, ESI, EPF and Bonus towards the persons deployed in their respective names before submitting the bill to the institute. In case, the tenderer fails to do so, the Institute shall recover the same from the dues of the contractor and remit the contribution directly to the concerned authorities in the codes of the contractor. Further necessary action as deemed fit will be taken against the contractor. The tenderer shall obtain ESI card to the employer and shall furnish the same to Institute on demand. The Institute will reimburse the ESI only based on previous month remittance proof.
- 6.7 If the Contractor fails to perform or complete the operation & maintenance of plants/installations and maintenance works effectively and efficiently during the period as per the work order, IIITDM Kancheepuram shall without prejudice to its other remedies, deduct as liquidated damages 0.5% of the Contract Value (or) particular item (nature) of work value for each and every week of delay (part of the week shall be considered as full week) subject to maximum of 10% of the Contract Value (or) particular work value and the same shall be deducted from the bill(s) or any other payment due to the Contractor. Further, the competent authority will evaluate the incomplete work/ delayed work and take appropriate decision for penalty/liquidity damages. In addition to it, Institute shall be at the liberty to terminate the Contract, and/or forfeit the Security Deposit, in case, Contractor fails to complete the assigned work within the contract period.
- 6.8 The Contractor shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services personnel by services to be rendered. If required, the copy of insurance cover shall be furnished to institute for record purpose.

- 6.9 Statutory deductions of taxes at source will be carried out from the payment due at the prevalent rates as prescribed by the government.

7. Other conditions:

- 7.1 The institute reserves the right to reject any or all the bids without assigning any reasons thereof. No tenderer shall have any cause of action or claim against IIITDM Kancheepuram for rejection of his bid.
- 7.2 The Registrar, IIITDM Kancheepuram reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- 7.3 The Registrar, IIITDM Kancheepuram reserves the right to terminate the contract at any time without assigning any reasons by giving a **one-month notice** to the contracting agency/ firm/ company.
- 7.4 The tender document is not transferable and Conditional Tenders / Non-compliance of any of the conditions set in tender document shall render the bid liable for rejection.
- 7.5 IIITDM Kancheepuram reserves the right to seek any clarification from the bidders or waive any minor deviation in the provisions governing the contract at its sole discretion.
- 7.6 IIITDM Kancheepuram reserves the right to suitably increase or reduce the manpower / duty and the work mentioned in this tender. The payment will be made correspondingly as per the actual number of persons engaged in the work.
- 7.7 The IIITDM, Kancheepuram, has a right to cancel the awarded work at any point in time in case the contractor's performance is not up to the mark by giving a termination letter.

8. Fraud and Corruption: IIITDM Kancheepuram requires that bidders, suppliers, contractors, and any other entities engaged in the execution of works observe the highest standards of ethics. In pursuit of this policy. The terms set forth below are defined as follows:

- 8.1 **"Corrupt Practice"** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of a public official in the execution of a work.
- 8.2 **"Fraudulent Practice"** means a misrepresentation or omission of facts to influence the execution of a work.
- 8.3 **"Collusive Practice"** means a scheme or arrangement between two or more parties designed to manipulate competition, restrict fair execution, or artificially influence contract terms.
- 8.4 **"Coercive Practice"** means harming or threatening to harm, directly or indirectly, persons or their property to improperly influence work execution.

IIITDM Kancheepuram will terminate or take appropriate legal action against a contractor if it determines that the contractor, directly or through an agent, has engaged in corrupt, fraudulent, collusive, or coercive practices during the execution of the work.

9. Special Conditions:

- 9.1 The contractor/ contractor representative shall ensure providing manpower on each day as per the requirement and shall also ensure the quality & efficiency of the deputed manpower timely by carryout the assessment checks of major faults/repairs involved in Civil, Electrical & quality checks involved in treated water periodically at the site.

- 9.2** The tenderer shall not give sub contract or assign any item of work to other parties. The contractor is fully responsible for smooth operation & maintenance at site.
- 9.3** The contractor/ contractor representative shall periodically visit and ensure the maintenance carried out by the deputed manpower for proper functioning of the substations, diesel generators, wet wells & water treatment plant as specified and as per Govt. and institute approved standards.
- 9.4** The contractor/ contractor representative shall ensure maintaining of following registers by deputed manpower:
- 9.5** Attendance sheet containing name of the deputed manpower, designation, working hours and shift details etc., as required.
- 9.6** Log books for operation & maintenance of Substations, Diesel Generators & Fire pumps.
- 9.7** Log books for operation of RO plants and operation & maintenance of water treatment plant including bore wells, open wells, quarry & wet wells etc., as required.
- 9.8** Restrictions may be imposed by the security staff or department etc., on the working and for movement of labour, materials etc. The contractor shall be bound to follow all such restrictions/ instructions and nothing extra shall be payable on this account.
- 9.9** This work involves the following jobs:
- a) Day to day operation & maintenance in all the '3' shifts (24*7) including Civil & Electrical building installations, substations, electrical panels, Diesel Generators & fire systems, street light, motor pumps maintenance etc., cleaning and operation of all chambers, valves, substations, DG sets etc., complete as required.
 - b) Dosing of required chemicals and ensuring water quality day to day as per relevant standards shall be ensured by the deputed manpower of successful tenderer as per the item of work. The successful tenderer is also responsible for conducting various internal water tests, maintaining necessary registers for obtaining certificate for the treated water in conformity to the relevant IS standards, etc. over and above institute will cross check the water quality from Govt. / private agencies.
- 9.10** The contractor is responsible for safe custody of institute material and equipment under this contract till handing over back to institute.
- 9.11** The Contractor shall adopt a required preventive maintenance schedule for avoiding break-downs.
- 9.12** The job of operation and maintenance shall include all the items prescribed in the tender documents. The operation & maintenance of the plant shall be performed round the clock, the contractor has to make the arrangements accordingly, if required the duties/timings will be changed as the direction of the Engineer in charge. The cost of repairs/modifications necessary due to negligence of worker shall be recovered from the contractor as per assessment of Engineer in charge. If the contractor fails to repair within the period given to him the same will be got repaired departmentally or through other agency at his risk and cost.

- 9.13** At the work site, necessary first aid arrangements shall be made available by the contractor on his own as per relevant norms.
- 9.14** If any worker is absent on any day, the contractor shall arrange a substitute worker in his/her place without fail by making appropriate arrangements and shall be able to keep the prescribed number of labour present on any given time/day.
- 9.15 Termination:** If services of the contractor is not satisfactory, the institute shall terminate the contract with one-month notice.

10. Tender Envelope Should Contain:

10.1 Technical Bid:

- a) Bid Submission & Self declaration Proforma (As per Annexure – I)
- b) Technical Qualification Proforma (As per Annexure – II)
- c) Technical bid (As per Annexure – III (Part A & B)
- d) Copy of EMD payment details.
- e) Cancelled cheque / Bank Details (To refund the EMD if required)
- f) Copy of GST certificate.
- g) Copy of similar works experience proof i.e., Photo copy of a valid work order / purchase order must be attached as per the aforementioned.
- h) Copy of valid electrical contractor license.
- i) Copy of EPF Certificate.
- j) Copy of ESI Certificate.
- k) Copy of valid Firm Registration/ Service Certificate.
- l) GSTR9 returns for the last ‘5’ financial years (The Average Annual Turnover shall be minimum ‘Rs. 50 lakhs’ for the last ‘5’ financial years).

10.2 Financial Bid:

- a) Techno-commercial bid (As per the Annexure-IV).
(**Note:** The percentage rate quoted shall be the basis for determining the ‘L1’ bidder; in the event of a tie among multiple bidders at the L1 rate, the contract shall be awarded to the bidder with the highest average annual turnover calculating over the immediately preceding ‘5’ completed financial years).

- 11.** Further, refer & comply with the in detail “**Tender general terms and conditions**” available at IIITDM > FORMS > ENGINEERING SECTION > TENDER GENERAL TERMS AND CONDITIONS” enclosed in the mentioned web link. These conditions are part and parcel of the contract agreement.

http://old.iiitdm.ac.in/img/intranet_forms/ENGINEERING_SECTION/ENGINEERING_SECTION_Tender_General_terms_and_conditions.pdf

Sd/-
REGISTRAR
IIITDM KANCHEEPURAM

BID SUBMISSION & SELF DECLARATION PROFORMA

Name of the Work	Percentage Rate Contract for Providing Manpower for Operation and Maintenance of Civil, Electrical, Water Supply and Treatment Services etc., as required at IIITDM, Kancheepuram
Tender No.	IIITDM/2025-26/ENGG/011; Dated: 19.12.2025

To
The Registrar,
 IIITDM Kancheepuram,
 Chennai – 600 127.

Dear Sir,

- 1.1 I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking/ Autonomous Body, etc., anywhere in the country.
- 1.2 I/We hereby offer to quote for work as defined in ‘Financial bid/ Techno-Commercial Bid’ and the relevant Annexures at the quoted price given in the ‘Techno-Commercial Bid’ Proforma as per Annexure-IV and agree to hold this offer open for ‘03’ months from the due date.
- 1.3 I/We have read, understood, and complied with all Terms and Conditions stipulated in the Tender document necessary for the submission of this bid.
- 1.4 It is further stated that I/We have fully read and understood the ‘Techno-Commercial Bid’ Terms and Conditions in the Tender Document governing this contract and shall abide by them in total if awarded the Contract.
- 1.5 The EMD amount will be returned to the unsuccessful bidder, as mentioned in the tender document.
- 1.6 **I/We do hereby agree that if our Firm has not provided a copy of valid work order/ purchase order as per the eligibility criteria, it will not be considered for the further evaluation process.**

Date:

Digital Signature

Note: This form duly typed on the letterhead of the bidder and duly signed should be uploaded forming Annexure-I of this Bid document.

TECHNICAL QUALIFICATION PROFORMA

Name of the bidder (Firm):	
Contact details of the bidder: Contact person Name & Address: Land line: Mobile: Email ID:	
Valid Firm Registration/ Service Certificate: (Please enclose the copy of certificate) (should have 10 years' experience in the field.)	
Valid Electrical contractor license: (Please enclose the copy of certificate)	
GST No.: (Please enclose the copy of GST)	
PAN No.:	
ESI No.: (Please enclose the copy of ESI)	
EPF No.: (Please enclose the copy of EPF)	
Bid Submission & Self-declaration Proforma: (Please enclose the annexure-I)	
Technical Bid: (Please enclose the Annexure – III (Part –A & B)	
Average Annual Turnover shall be of minimum 'Rs. 50 lakhs' for the last five financial years: (Please enclose the copy of GSTR9 returns for the last '5' financial years as proof)	
Experience: Having Similar experience in providing manpower, preferably awarded by the State Govt./ Central Govt./ Autonomous/ Reputed corporate institutions/ Organizations, for the value enlisted below and executed on or after 01/01/2020. a. Rs. 70.64 Lakhs Excl. GST for a single work order. (or) b. Rs. 44.15 Lakhs Excl. GST each for two work orders. (Please enclose the copy of valid Work Order / Purchase Order)	
Details of Manpower availability: (Number with their qualification & experience): (Add separate sheet if required)	

Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT.

Digital Signature

TECHNICAL BID

Name of the work: Percentage Rate Contract for Providing Manpower for Operation and Maintenance of Civil, Electrical, Water Supply and Treatment Services etc., as required at IIITDM, Kancheepuram	
MANPOWER REQUIREMENT & QUALIFICATION DETAILS	
CIVIL MAINTENANCE	
Description	Qualification / Experience
Technician (Highly Skilled)	Minimum Diploma in civil engineering with 3 years of experience in the similar maintenance works
Plumber (Skilled)	Minimum 3 years of practical experience.
Carpenter (Skilled)	Minimum 3 year of practical experience.
Sewer Man (Skilled)	Minimum 3 year of practical experience.
ELECTRICAL MAINTENANCE	
Technician (Highly skilled)	Minimum Diploma in Electrical Engineering with 3 years of electrical substation of 11kV & above experience (Preferably electrical 'C' License holder)
Electrician (Skilled)	Minimum Diploma in Electrical Engineering with 2 years of electrical substation experience (Preferably electrical 'C' License holder) Or ITI - Electrical or equivalent stream with minimum 3 years of electrical maintenance experience (Preferably electrical 'B' License holder)
WTP MAINTENANCE	
Technician – Water Treatment (Skilled)	Minimum Diploma / Degree in chemistry with 2 years of experience or SSLC with 5 years' experience at similar domestic / STP water treatment plants
Helper (Unskilled)	Minimum 8 th pass / SSLC or its equivalent or with minimum 2 years of relevant experience.

Place:**Date:****Digital Signature**

Annexure – III (Part – B)

DETAILED WAGES LIST FOR CIVIL, ELECTRICAL & WTP MANPOWER						
Sl. No.	Work Description	Per day Minimum wages	Wages for the month	No of duties required per month	Total Estimated Amount per Month	Total Estimated Amount per Annum
		(As per Central act Oct 2025)	(30 Days)			
ADMIN ZONE						
CIVIL						
1	Technician (Highly Skilled)	1065	₹ 31,950.00	30	₹ 31,950.00	₹ 3,83,400.00
2	Plumber (Skilled)	981	₹ 29,430.00	60	₹ 58,860.00	₹ 7,06,320.00
3	Carpenter (Skilled)	981	₹ 29,430.00	60	₹ 58,860.00	₹ 7,06,320.00
4	Sewer man (Skilled)	981	₹ 29,430.00	30	₹ 29,430.00	₹ 3,53,160.00
Total - 1 in Rs.						₹ 21,49,200.00
ELECTRICAL						
5	Technician (Highly Skilled)	1065	₹ 31,950.00	30	₹ 31,950.00	₹ 3,83,400.00
6	Electrician (Skilled)	981	₹ 29,430.00	90	₹ 88,290.00	₹ 10,59,480.00
Total - 2 in Rs.						₹ 14,42,880.00
WTP						
7	Technician – Water Treatment (Skilled)	981	₹ 29,430.00	30	₹ 29,430.00	₹ 3,53,160.00
8	Helper (Unskilled)	805	₹ 24,150.00	90	₹ 72,450.00	₹ 8,69,400.00
Total - 3 in Rs.						₹ 12,22,560.00
Subtotal – A in Rs. (1+2+3)						₹ 48,14,640.00
HOSTEL ZONE						
CIVIL						
9	Technician (Highly Skilled)	1065	₹ 31,950.00	30	₹ 31,950.00	₹ 3,83,400.00
10	Plumber (Skilled)	981	₹ 29,430.00	60	₹ 58,860.00	₹ 7,06,320.00
11	Carpenter (Skilled)	981	₹ 29,430.00	60	₹ 58,860.00	₹ 7,06,320.00
Total - 1 in Rs.						₹ 17,96,040.00
ELECTRICAL						
12	Electrician (Skilled)	981	₹ 29,430.00	90	₹ 88,290.00	₹ 10,59,480.00
Total - 2 in Rs.						₹ 10,59,480.00
WTP						
13	Helper (Unskilled)	805	₹ 24,150.00	120	₹ 96,600.00	₹ 11,59,200.00
Total - 3 in Rs.						₹ 11,59,200.00
Subtotal – B in Rs. (1+2+3)						₹ 40,14,720.00
Total Amount (A+B) Per Annum in Rs. (Excl. GST)						₹ 88,29,360.00

Note:

- GST & Taxes extra as applicable for Govt. educational institutions.
- The number of duties is subject to increase or decrease as per the requirements of the Institute.
- The wages will be as per central minimum wages act and will be paid accordingly.
- ESI will be paid on submission of remittance of proof.
- A bonus amount of Rs.7,000/- per Annum applicable as per Govt. norms and its amendments time to time per person will be reimbursed by the institute on production of bills and vouchers for having paid the bonus.

Declaration: I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT.

Place:

Date:

Digital Signature

TECHNO-COMMERCIAL BID**Percentage BoQ**

Tender Inviting Authority:	The Registrar, IIITDM, Kancheepuram		
Name of the Work / AMC:	Percentage Rate Contract for Providing Manpower for Operation and Maintenance of Civil, Electrical, Water Supply and Treatment Services etc., as required at IIITDM, Kancheepuram		
Tender No.:	IIITDM/2025-26/ENGG/011; Dated: 19.12.2025		
Name of the bidder:			
PRCE SCHEDULE			
Total Amount per annum in Rs. (Excl. GST)			₹ 88,29,360/-
Percentage rate quoted on the total amount (**Service charges) Excess only (Valid ‘+’ percentage quotes only)			%
GRAND TOTAL PER ANNUM in Rs. (Excl. GST)			
Grand Total per Annum in words (Rupees			/-)

Note:

1. Quoting of percentage shall be limited to maximum of 2 decimal points & not less than 3.85%.
2. The percentage rate quoted shall be the basis for determining the 'L1' bidder; in the event of a tie among multiple bidders at the L1 rate, the contract shall be awarded to the bidder with the highest average annual turnover calculating over the immediately preceding '5' completed financial years.
3. Service charges for one year may be quoted. The same rate is applicable for two more years.
4. Quoting negative percentages to the estimated amount will not be considered.
5. The bidder is to quote reasonable and competitive service charges and decision of the institute in this regard shall be final and binding on all the parties.

Declaration: I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT.

Date:

Digital Signature