



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING KANCHEEPURAM  
Melakkottaiyur, Vandalur - Kelambakkam Road,  
Chennai-600 127**

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

**SUPPLY OF WATER TREATMENT PLANT CHEMICALS**

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING KANCHEEPURAM  
Vandalur-Kelambakkam Road, Melakkottaiyur  
Chennai-600 127**

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

Indian Institute of Information Technology Design and Manufacturing (IIITDM) Kancheepuram invites tenders under **Single Bid** with prequalification systems from the vendors who fulfil the eligibility as given below.

S#	Particulars	Quantity Required*
<b>1</b>	<b>Supply of Water Treatment Plant Chemicals</b>	<b>As per Annexure-III</b>

The tender document can be downloaded from the website <http://iiitdm.ac.in> or <https://etenders.gov.in/eprocure/app>

Tender Notice No	IIITDM/2024-25/Engg/Elect138/009 Dt.: 05.03.2025
Tender Document for	Supply of Water Treatment Plant Chemicals
Earnest Money Deposit/ Proof of MSE exemption certificate	Rs. 14,750/- (submission of EMD through SBI E'Collect) <a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm</a> (or) Valid MSE exemption certificate must be attached.
Date of Issue of Tender Documents	05.03.2025
Last date and time of submission	19.03.2025 at 1100 hrs.
Date and time of opening of Tender	20.03.2025 at 1100 hrs.
Link for Submission of Bids	<a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>

Please quote your rates for the mentioned service as per our terms and conditions. The TENDER together with all the necessary details may be submitted in the portal on or before the due date. **Please ensure that the BIDs are** quoted properly to avoid rejection. The Institute reserves the right to reject any or all including the lowest TENDER without assigning any reason whatsoever. The bidder has to accept all terms and conditions of the Institute given overleaf and conditional offers will not be accepted.

## GENERAL TERMS AND CONDITIONS:

1. **The bids should be valid for 90 days** from the due date and this work should be carried out in a time bound manner and the entire work including supplying, installation, testing & commissioning of all the products shall be completed within 30 working days from the submission of contract agreement and security deposit upon receipt of work order.
2. The rate shall be quoted in INR.
3. No unsolicited correspondence will be entertained after the submission of the offer.
4. **Eligibility Criteria:** The bidder must meet the following criteria and submit proof for the same along with the tender document.
  - 4.1 Valid proof of Firm registration / Business License.
  - 4.2 Should have executed similar supply of chemicals preferably awarded by the State Govt. / Central Govt. / Autonomous / Reputed corporate institutions, for the value enlisted below and executed on or after 01/01/2020 and Work Order / Purchase Order copy to be enclosed.
    - (i) Rs. 2.30 lakhs Excl. GST for a single work order  
(or)
    - (ii) Rs. 1.40 lakhs Excl. GST each for two work orders  
(or)
    - (iii) Rs. 1.10 lakhs Excl. GST each for three work orders.
  - 4.3 The Institute will contact the organization about the satisfactory execution of work and this shall be taken into account for the evaluation of technical bid.
5. The bidder shall have a registered office in and around Chennai and shall be within 100 km of the institute's radial distance.

### **6. Earnest Money Deposit:**

6.1 Bidders shall Deposit EMD through SBI E'Collect for an amount pf Rs. 22,000/-. The amount must be through online mode and it shall be received on or before the last date and time of bid submission and the payment proof of EMD shall be attached along with the technical bid. No other mode of payment is accepted.

#### **6.2 Steps for submission of EMD through SBI E'Collect:**

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

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

6.4 For the successful bidder, the EMD will be retained/ adjusted against the security deposit.

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

6.6 The bidder shall enclose cancelled cheque/bank details to refund the EMD amount in case of unsuccessful bids.

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

6.8 In case of bidder has MSE exemption, valid proof shall be uploaded for to waive off the EMD.

## **7. Security Deposit & Contract Agreement:**

7.1 On receipt of notification of award, successful bidder shall be required to send the acceptance of work order and shall also submit an amount of **7.5%** of contract value as Security Deposit / Performance Guarantee for the period 12 months after the acceptance of the work order.

7.2 The Performance Guarantee may be submitted 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 07 (SEVEN) working days of the receipt of Notification of Award (NOA) / Award of Work order from IIITDM Kancheepuram.

7.3 The successful bidder shall be required to sign a detailed contract agreement with IIITDM Kancheepuram within a period of 07 working days after depositing Security Deposit/ Performance Guarantee.

7.4 In case of failure to commence the work by the Contractor within 07 days after signing of the contract or handover of site, the Institute shall be at the liberty to terminate the Award and forfeit the Security Deposit.

8. Quantity mentioned in the technical compliance sheet may subject to vary.

## **9. Tender Envelope Should Contain:**

8.1 Technical Qualification Proforma (As per **Annexure – I**)

8.2 Bid & Self declaration Proforma (As per **Annexure – II**)

8.3 Techno-commercial bid (As per the **Annexure-III**)

8.4 EMD payment details/ Valid MSE Certificate

8.5 Proof for firm registration certificate.

8.6 GST certificate

8.7 Similar works experience proof i.e., Photo copy of a valid work order / purchase order must be attached as per the aforementioned.

10. Quoting merely the lowest price does not confer any right to any bidder for award of work order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional / special features, compatibility, etc.

11. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.

12. The rate quoted should be inclusive of all men, material, transportation and unloading of the items at the designated place as per the directions of the Engineer-In-Charge.

13. Special concession in rates if any applicable for Educational Institution shall also be offered and indicated clearly.
14. The tenders will be opened by a Committee of the Officers of IIITDM Kancheepuram. The tenderer or their authorized representatives may attend the time of opening of the tenders.
15. The Institute also reserves the right to increase or decrease the scope of work by any margin depending on the requirement. For any dispute, the Institute shall be the final authority and its decision shall be final and binding on both the parties. The Institute reserves all rights to accept or reject any or all tenders in part or full without assigning any reason thereof.
16. The institute also reserves the right to accept the TENDER in full or partially for some of the items quoted by deleting certain items without assigning any reason thereof.
17. Work shall be executed and completed as per the technical terms and conditions of this document as per the direction of Engineer in charge.
18. The successful bidder shall be required to sign a detailed contract agreement with IIITDM Kancheepuram within a period of 07 working days after the submission of Security Deposit.
19. The site is ready for handing over immediately upon submission of security deposit (SD) and contract agreement.
20. The contract shall be in force for initial period of ONE YEAR and may be extendable further ONE YEAR with the same rate / price based on the satisfactory performance by keeping other terms and conditions of the contract as same.
21. The bidder has to quote the rate for one (01) year period. The rates cannot be altered either side in the agreed period.
22. Goods should be supplied carriage paid and insured.
23. Goods shall not be supplied without any official email or letter communication.
24. Goods supplied shall be as per the product quality. Nonstandard items will not be taken into the institute account and if found the material shall be replaced with good quality without any additional cost.
25. Quoted rate included transportation, dispatch etc., as required.
26. **Penalty for delayed Services / LD:**
  - 26.1 As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to.
  - 26.2 If the supplier fails to Supply, and fixes the item as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
  - 26.3 The Institute reserves the right to cancel the order in case the delay is more than 4 weeks.
27. **Payment:** Payment of bills shall be made against supply, acceptance and after verification of the bill by the IIITDMK after deduction of taxes and TDS as per applicable rules.

28. The Contractor shall at his own expense arrange for the safety provisions as appended to these conditions or as required by the Engineer-in-Charge, in respect of all labor directly or indirectly employed for performance of the works and shall provide all facilities in connection therewith.
29. The Contractor shall be responsible for providing constant and adequate supervision of the work / material to ensure compliance with the provisions of laws relating to safety and for taking all practical steps necessary to prevent accidents.
30. Required materials brought by the contractor shall be stored only at places as designated by the Engineer-in-Charge. Storage and safe custody of material shall be the sole responsibility of the contractor. The contractor shall ensure that no materials/ wastes/ equipment's are dumped at site. Proper cleaning and debris removal should be done on daily basis.
31. The material to be used by the Contractor should be conforming to reputed brands or ISI marks. Samples of all materials / fixtures as specified in 'Techno-Commercial bid' shall be got approved before their use by the Contractor. Catalogues / Brochures & product warranty certificates shall be submitted to the Engineering-In charge of the Institute as required.
32. No compensation shall be payable to the contractor for any damage caused by rains, lightening, wind, storm, transportation during the supply of materials / execution of work. He shall make good all such damages at his own cost; and no claim on this account will be entertained.
33. In case the Contractor fails to complete the assigned work within specified Work Completion 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.
34. The Contractor shall take at his own cost, necessary insurance cover in respect of goods and other personnel to be employed or engaged by him in connection with the afore mentioned services personnel by services to be rendered.
35. All necessary safety precautions shall be taken during delivery of materials at site by the bidder.
36. Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted / added / modified, if needed.
37. The Agencies are requested to have a visit of site for better understanding of the work and agree to all the terms and conditions of IIITDM given above.

Sd/-  
Registrar  
IIITDM Kancheepuram

**TECHNICAL QUALIFICATION PROFORMA**

<b>S#</b>	<b>Description</b>	<b>Remarks</b>
1.	Name of the Firm / Agency	
2.	Status of the Firm / Agency (With supporting Document)	Proprietary / Partnership / Limited / Joint Venture (Specify)
3.	Postal Address	
4.	Telephone / Mobile No's.	
5.	Email & website	
6.	Bid Submission & Self declaration Proforma: <b>(Please enclose the annexure-II)</b>	
7.	GST No. (attach copy)	
8.	EMD payment details/ MSE certificate (attach copy)	
9.	Bank account details for EMD refund:	
10.	Valid proof of Firm registration / Business License	
11.	<p>Should have executed similar supply of chemicals 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.</p> <p>(i) Rs. 2.30 lakhs Excl. GST for a single work order (or) (ii) Rs. 1.40 lakhs Excl. GST each for two work orders (or) (iii)Rs. 1.10 lakhs Excl. GST each for three work orders.</p>	
12.	Other information, if any	

**Authorized signatory with seal**

**BID SUBMISSION & SELF DECLARATION PROFORMA**

<b>Name of the Work / Supply of Item</b>	Supply of Water Treatment Plant Chemicals
<b>Tender No.</b>	IIITDM/2024-25/Engg/Elect138/009 Dt.: 05.03.2025

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., at anywhere in the country.
- 1.2 I/We hereby offer to quote for work as defined in ‘Price schedule’ and the relevant Annexures at the quoted price given in the ‘Price schedule’ Proforma as per Annexure-III and agree to hold this offer open till 03 months from the due date.
- 1.3 I/We have read, understood and comply with all Terms and Conditions stipulated in the Tender document necessary for submission of this bid.
- 1.4 It is further stated that I/We have fully read and understood the ‘Price schedule’ and Terms and Conditions in the Tender Document governing this contract and shall abide by them in toto, if awarded the Contract.
- 1.5 I/We do hereby agree that if our Firm has not produced a valid MSE Certificate (the classification of the enterprises should be updated in the current financial year, i.e., 2024-25) and work order / purchase order copy, it will not be considered for the further evaluation process

Date:

Yours faithfully,  
Digital Signature

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



**TECHNO-COMMERCIAL BID** (To be filled and uploaded)

<b>Name of the work</b>		Supply of Water Treatment Plant Chemicals			
<b>Tender No</b>		IIITDM/2024-25/Engg/Elect138/009 Dt.: 05.03.2025			
<b>Name of the Agency</b>					
<b>S#</b>	<b>Name of the Item</b>	<b>Approximate Quantity required per Annum</b>	<b>Unit</b>	<b>Rate per Kg Rs.</b>	<b>Total Amount Rs.</b>
1.	Alum powder	500	Kgs		
2.	Sodium hypochlorite liquid (Chlorine 6 to 7%)	8000	Kgs		
3.	Polyelectrolyte (Anion)	500	Kgs		
<b>GRAND TOTAL PER ANNUM IN Rs. (Excl GST)</b>					

**Note:**

1. The rate shall be exclusive of GST.
2. Table refers the total annual requirement, items to be supplied monthly / Quarterly subject to requirement & the communication received.
3. The quantities are tentative it may increase / decrease based on the requirement.

**Authorized signatory with seal**