



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA, [HP]

(An Institute of National Importance under MoE)

Saloh, Una-177209

IIITU/Bid/Security-Cabin/2022-977

07, Feb.'22

## CALL FOR TENDER

**SUB: IIIT, Una ... Supply and installation of 03 Nos. of Portable security cabins required for the sitting of the security guards in IIIT Una at Saloh, Una (H.P) ... reg.**

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IIIT, Una has been established as an Institute of National Importance under the MoE by an Act of Parliament No. 23 of 2017. The Institute had established its permanent campus at village Saloh, Tehsil Haroli, District Una (H.P.).

Sealed short term tender in single stage bidding is hereby invited by the undersigned for the following jobs on behalf of the Director, IIIT Una from the eligible/Experienced/Resourceful vendors/manufacturers having experience in appropriate field and who have successfully completed works of similar type, so as to reach in the office of the undersigned as per date & time mentioned below:

Sr. No.	Name of Work	Time Limit
1	Supply and installation of 03 Nos. of Portable security cabins required for the sitting of the security guards in IIIT Una at Saloh, Una (H.P)	21 days

1. Availability of Tender document and mode of Submission: The Tender Document is available online at IIIT, Una website i.e. [www.iiitu.ac.in](http://www.iiitu.ac.in) .

2. Key details:

1	Tender Submission Start Date	08, Feb.' 2022: 11:00 AM
2	Tender Submission End Date	01, Mar.' 2022: 05:00 PM
3	Date of opening of Tender	03, Mar.' 2022: 11:00 AM

**Tender Details:** The Tender documents shall be submitted in two Envelopes:

Envelope 1: Shall contain scanned copies of all "Technical Documents/Eligibility information".

Envelope 2: Shall contain "Price Bid", where the vendors will quote the offer for each items.

**Tender Opening Details:** The Tender shall be opened as per schedule specified in the key dates of Sr. no. 2 in the office of Director IIIT Una at Saloh, Una. In their interest the Vendors are advised to be present along with original documents at the time of opening of Tender, if they

desire. If the office happens to be closed on the date of opening of the Tender as specified, the Tender will be opened on the next working day at the same time and venue.

3. The Tender for the work shall remain valid for acceptance for a period of not less than 90 days after the deadline date for Tender submission. The terms and conditions can be seen in the Tender documents. The employer shall not be liable for any information not received by the Vendors. It is the Vendor's/manufacturers responsibility to visit the website for the latest information related to the Tender.
4. The copy of PAN issued by Income Tax Department and copy of Sale Tax Registration Certificate, GST, etc., must be attached in the Envelope-1.
5. The rates shall be quoted as inclusive of all taxes, transportation of materials and Installation.
6. Destination: F.O.R destination, i.e., IIIT Una, Saloh, Una -177209.
7. Conditional/Telegraphic Tender shall be summarily rejected.
8. The Tender shall be kept in sealed envelope superscripted as **“Supply and Installation of 03 Nos. of Portable security cabins required for the sitting of the security guards in IIIT Una at Saloh, Una (H.P)”**.
9. The jurisdiction of the law of court shall be at Una (HP) only.

The Tender shall reach the office of the Registrar at the following address on or before 5:00 PM of 01 Mar.'2022.

**The Registrar**  
**Indian Institute of Information Technology Una**  
**Saloh, Una (HP)-177209**  
**[purchase@iiitu.ac.in](mailto:purchase@iiitu.ac.in)**

REGISTRAR

*Amaz Nalita Gill*  
*07.02.22*





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(An Institute of National Importance under MoE)

Saloh, Una-177209

Website: [www.iiitu.ac.in](http://www.iiitu.ac.in)

**Prof. A.N. GILL**  
**REGISTRAR**

IIITU/Tender-Security guard-cabin/2022

07, Feb.'22

## TENDER DOCUMENT

Sealed short term tender in single stage bidding is invited by the undersigned for the following jobs from the eligible/Experienced/Resourceful vendors and manufacturers having experience in appropriate field and who have successfully completed works of similar type, so as to reach in the office of the undersigned as per date & time mentioned below:

Sr. No.	Name of Work	Time Limit
1	Supply and installation of 03 Nos. of Portable security cabins required for the sitting of the security guards in IIIT Una at Saloh, Una (H.P)	21 days

### Terms and Conditions:

#### A. VENDOR ELIGIBILITY CRITERIA

- The Vendor/manufacturer should possess required valid registration certificate of required work and should fulfil the required work experience as per terms and conditions at Sr. No. A(b).
- The vendor should have min. 03 years of experience in the similar field.
- The vendor should have a cumulative turnover of Rs.05/- Lacs in three of the last 05 financial years.

#### B. EMD

- Earnest Money Deposit (EMD)** of Rs.9,900/- is to be submitted by way of Demand Draft in favor of "The Director, IIIT, Una" payable at Una. The Tender submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest.

#### C. BIDDING PROCESS

##### TECHNICAL BID (ENVELOPE-I)

The sealed Technical Bid (Envelope-I) should contain the following:

- Bid Submission form (Form-1).
- The Complete supporting documents as given in vendor eligibility criteria (Sr.No. (A)).
- EMD

#### FINANCIAL BID (ENVELOPE-II)

The sealed Financial Bid (Envelope-II) should contain the following:

- a. Price Bid (Form-II).

#### D. BID EVALUTION PROCESS

- a) The received bids will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and it will be examined by a technical /committee (as per the eligibility criteria, specification, and requirement). The financial offer/bid of all the technically qualifying bids only will be opened.

#### E. GENERAL CONDITIONS

- a) Validity: Minimum validity of quoted rates will be 90 days from the date of opening of the Tender.
- b) Time Limit: The firm/Vendor has to complete the job within 30 days from the date of the award of the work.
- c) Guarantee/Warranty: The Vendor has to provide guarantee/warranty for next one years from the date of successful completion of the work.
- d) Penalty Clause: In case of delay beyond job completion period penalty @ 2% for the first 20 days will be imposed, thereafter penalty @5% for the next 20 days and finally penalty @10% for next 20 days will be imposed. Maximum delay along with penalty for 60 days is tolerable and beyond that the order will be cancelled and the supplier will be de-barred to participate in any of the Tender of IIIT, Una for a period of five years.
- e) Destination: F.O.R destination, i.e., IIIT Una, Saloh, Una -177209. The vendor shall install the material at the location designated by IIIT Una authority.
- f) Price/Rates: The rates must be quoted inclusive of all taxes, transportation of material and installation. The Tender will be awarded to the firm who will be the lowest in terms of total of all items.
- g) Representative of the firm may be present at the time of opening of the tender, if the Vendor desires.
- h) Payment: 95% Payment shall be made after the successful completion and quality inspection of the work. 5% will be released after completion of guarantee/warranty period.
- i) The quantity of items to be supplied could be increased or decreased depending on the requirement of end user.
- j) The undersigned may be contacted at [registrar@iiitu.ac.in](mailto:registrar@iiitu.ac.in) for any genuine queries in this regard.
- k) **Canvassing in any form will straight away lead to blacklisting the firm in the Institute.**

#### F. RIGHT OF ACCEPTANCE

- a) IIIT Una reserves the right to reject/withdraw the bid without assigning any reason.

#### G. JURISDICTION

- a) In case of any dispute the jurisdiction of Una (H.P.) Courts shall apply.

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**FORM- I**

**“DETAILS OF THE FIRM OFFERING THIS BID”**  
(Write or print or type in block letters)

**Tender No.: IIITU/Bid-Security cabin/2022/**

**Date:**

**BID SUBMISSION FORM**

Offer No.: \_\_\_\_\_

Date: \_\_\_\_\_

To

The Director,  
Indian Institute of Information Technology Una,  
Saloh, Una, 177209.

Dear Sir,

In response to your Tender No. **IIITU/Tender-Security guard cabin/2022** Dated: \_\_\_\_\_  
**Supply and Installation of 03 Nos. of Portable security cabins required for the sitting of the security guards in IIIT Una at Saloh, Una (H.P).** The details are as follows:

1. Bidder Name :
2. Website Address :
3. Email Address :
4. Address for Communication :
5. Telephone Number :
6. Fax/Telefax Number :
7. Authorized Person -

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Email ID : \_\_\_\_\_

8. PAN Number \_\_\_\_\_

9. GST Number \_\_\_\_\_

10. State \_\_\_\_\_

11. Particulars of EMD

Amount : Rs. \_\_\_\_\_ Mode of Payment  
 (DD/BG): \_\_\_\_\_ DD/BG No. : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Name of the Bank : \_\_\_\_\_  
 Address of the Bank : \_\_\_\_\_  
 Validity of BG : \_\_\_\_\_

12. Details of similar work / order executed during last 5 years (Please submit copy of completion certificate/Essential documents):

Description of the Work/Order Executed	Value of Work/Order Executed	Name of the Client	Start Date	Finish Date	Doc. Evidence at Page No.

13. Following Documents are submitted to substantiate other eligibility criteria.

- i) \_\_\_\_\_  
 ii) \_\_\_\_\_  
 iii) \_\_\_\_\_



## DECLARATION BY THE BIDDER

1. It is hereby declared that I/we the undersigned, have carefully read and understood the terms and conditions of the tender document and it is certified that all the terms and conditions of the tender are acceptable to me/us and I/we will abide by the conditions.
2. The information/documents furnished along with our technical bid are true and authentic to the best of my/our knowledge and behalf. I/we hereby declare that our proposal is made in good faith, without collusion and fraud. No forged/tempered documents are produced with the tender form for gaining unlawful advantage. We understand that IIIT, Una is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
3. I/we are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
4. We understand that IIIT, Una is not bound to accept the lowest or any bid that IIIT, Una may receive.
5. Neither I/we, nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the IIIT, Una.
6. Each page of the tender document and papers submitted by me/us is authenticated, sealed and signed and I/we take full responsibility for the entire documents. I/we certify that the tender has been submitted in official tender format only and no addition/modification/alteration has been made in the original tender document.

**Signature of the Bidder** : .....

**Name and Designation** : .....

**Business Address** : .....

.....

.....

**Place :**

**Date :**

**Authorized signatory of bidder with seal**



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Saloh, Una-177209

IIITU/Security guard-cabins/2022

07, Feb.'22

## FORM-II

## PRICE BID

Estimated Cost: - Rs.4,95,000/-

Earnest Money: - Rs.9,900/-

**Name of Work:** Supply and Installation of 03 Nos. of Portable security cabins required for the sitting of the security guards in IIIT Una at Saloh, Una (H.P)

Sr. No.	Description	Total Qty.	Unit	Price/ Unit	Total Amount
1.	<p><b>Supply and Installation of 03 Nos. of Portable security cabins required for the sitting of the security guards in IIIT Una at Saloh, Una (H.P).</b></p> <p><b>Specifications:</b></p> <ol style="list-style-type: none"><li><b>Room:</b> One room only</li><li><b>Transportations / Freight charges:</b> Inclusive in product cost.</li><li><b>Shape of cabin :</b> Square.</li><li><b>Slope of roof :</b> One side slope or Two Side Slope or Four Side or No Slope (Self draining type roof).</li><li><b>Panel specifications:</b><ul style="list-style-type: none"><li>Side wall panel: 1.25 mm Thick corrugated HR sheet.</li><li>Door panel: Flush door 32 mm thick water proof</li><li>Window panel: Powder Coated Aluminium Sliding Windows with 4 mm Tinted Glass.</li><li>Floor panel material: 18 mm plywood with 1.5 mm vinyl sheet</li></ul></li></ol>	03	Nos		



	<ul style="list-style-type: none"> <li>• End panel materials: 1.25 mm thick corrugated HR Sheet.</li> <li>• Roof panel material: 18 gauge MS corrugated sheet.</li> <li>• Insulation materials for side walls: With 50 mm Glass wool</li> <li>• Insulation materials for roof: With 75 mm Glass wool</li> <li>• Inside panel materials for sides, and walls and roof: Consists of 8 mm thick pre-laminated board</li> </ul>				
	<p><b>6. Frame Specifications</b></p> <ul style="list-style-type: none"> <li>• Roof frame: MS 40x20x3.2 mm</li> <li>• Side panel : MS 40x20x3.2 mm</li> <li>• Floor panel: MS 50x50x1.2 mm</li> <li>• Window panel frame: Aluminium powder coated windows.</li> <li>• Base: MS 50x50x1.2 mm vertical member and Outer side 25x25x2 mm</li> <li>• Door panel frame: Aluminium powder coated frame.</li> </ul>				
	<p><b>7. Dimensions and Thickness</b></p> <ul style="list-style-type: none"> <li>• Inside length : 1830 mm</li> <li>• Inside width : 1830 mm</li> <li>• Total Height : 2135 mm</li> <li>• Window size : 900x900 mm</li> <li>• Door size : 760x1830 mm</li> <li>• Door Handle : SS 304 Latch 200 mm</li> <li>• Tower bolt Size : SS 304 125 mm</li> <li>• AL drop size : 200x16 mm SS304</li> <li>• Hinges size : 100mm SS302</li> <li>• Chajja Projections : 455 mm wide and 45 degree slope</li> <li>• Total thickness of wall panel : 75 mm</li> <li>• Total thickness of door panel : 40 mm</li> </ul> <p><b>Miscellaneous Specifications</b></p> <ul style="list-style-type: none"> <li>• Number of door hinges : 03 Nos.</li> <li>• Number of door handles : 02 Nos. (One Inside and One Outside)</li> <li>• Number of tower bolts : 01 Nos.</li> <li>• Number of AL drop : 01 Nos.</li> </ul>				

	<ul style="list-style-type: none"><li>• Positions of door : Longer side</li><li>• Electrical fittings : Electric point for One fan, One light-One bulkhead point, one 5 amp point,16 A sockets with switch board including double pole MCB 20 A. The vendor to be liable to get the electrical connection through 3 core insulated underground cable covered with MS pipe from power supply provided by the client.</li><li>• Concealed wiring</li><li>• Number of doors : One.</li><li>• Number of windows : 03 Nos.</li><li>• Door opening External</li><li>• Locking : Provision of locking</li><li>• Platform in the front outside and inside sides.</li><li>• Any fitting or items which may not be specially mentioned in the specification but which are necessary for commissioning of cabin are to be provided by the vendor without extra charges.</li></ul>				
8.	<b>Colour and Finish</b> <ul style="list-style-type: none"><li>• Paint Outside ; As per buyer choice</li><li>• Inside : As per buyer choice</li></ul>				
9.	Test reports to be furnished to IIIT Una on demand.				
Total Amount in Rs.					
(Amount in Words)					
Note:					
1) Quoted rate should be inclusive of all applicable taxes including GST, Transportation and Installation (nothing extra shall be payable).					

**Signature & Seal of Bidder**