



**VJTI**

**Veermata Jijabai Technological Institute**  
(Erstwhile- Victoria Jubilee Technical Institute, Est.1887)  
Matunga, Mumbai 400 019  
(Central Technological Institute, Maharashtra  
state) Tel. No. 022-24198155(Off), Fax 24102874  
[www.vjti.ac.in](http://www.vjti.ac.in)

VJTI/I&M/Tender/01/2023

Date: 20<sup>th</sup> Dec 2023

To,

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**Name of the Work: Invitation of Tender for Renovation of H.V. Lab gallery (First Floor)  
in Electrical Engineering Department.**

- A. Tender documents are invited in two bid system for the above work  
Bid-1 – Prequalification of the venders (Technical Bid)  
Bid-2 – Bill of Quantities (Financial Bid)
- B. The bidders are requested to submit the tender documents in two bid system only i.e. Technical Bid in Attachment of Bid-1 & Financial Bid in Attachment of Bid-2.
- C. Bidders should note that the Technical bid (i.e. Bid-1) will be opened first, and the Financial Bid (i.e. Bid-2) will be opened only for qualified bidders.
- D. The estimated amount of the work is **Rs.16, 91, 220.00 (Rs. Sixteen Lakh Ninety One Thousand Two Hundred Twenty Only) Including of GST.**
- E. EMD for the Tender is Rs. 17,000.00/- (Rupees Thirty Thousand Only) by RTGS/NEFT.
- F. Tender Processing Fee is Rs.500.00 + Rs.90.00 (GST@18%) = Rs. 590.00 (Rupees Five hundred ninety only) by RTGS/NEFT

The tender Particulars are as below:

Sr No.	Activities	Date
1.	Submission of the tender document	Upto 05 <sup>th</sup> Jan 2024 at 5.00 pm
2.	Site visit and Pre-bid meeting	03 <sup>rd</sup> Jan 2024
3.	Opening of Tender	08 <sup>th</sup> Jan 2024
4.	Completion Period	Four Month (120 Days)

You are invited to submit the tender for the above work as per the above schedule.

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*Qusale*  
Registrar  
VJTI, Matunga,  
Mumbai - 400 019  
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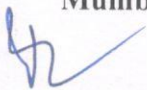
Date:20<sup>th</sup> Dec 2023

**Notice for Invitation of Tender for Renovation of H.V. Lab gallery (First Floor) in Electrical Engineering Department.**

<b>Name of Work</b>	<b>Renovation of H.V. Lab gallery (First Floor) in Electrical Engineering Department.</b>
<b>Estimated Cost</b>	<b>Rs.16, 91, 220.00 (Rs. Sixteen Lakh Ninety One Thousand Two Hundred Twenty Only) Including of GST.</b>
<b>Completion Period</b>	Four Month (120 Days)
<b>Earnest Money Deposit</b>	Rs. 17,000.00/- (Rupees Thirteen Thousand Only) by RTGS/NEFT
<b>Tender Processing Fee</b>	Rs.500.00+ Rs.90.00 (GST @18%) = Rs.590.00 (Rupees Five hundred ninety only) Non-Refundable by RTGS/NEFT
<b>Period of tender download</b>	21 <sup>st</sup> Dec 2023 to 05 <sup>th</sup> Jan 2024

Tender Form, Qualification Criteria, Terms & Conditions of Tender are available on the [mahatenders.gov.in](http://mahatenders.gov.in). If any queries regarding Tender, contact Infrastructure Development & Maintenance Section (situated at Ground floor, Main Building; Tel:022-24198139).

  
Registrar  
VJTI, Matunga,  
Mumbai - 400 019



**INVITATION OF**

**TENDER FOR RENOVATION OF H.V.**

**LAB GALLERY (FIRST FLOOR) IN**

**ELECTRICAL ENGINEERING**

**DEPARTMENT**

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE**  
**MATUNGA, MUMBAI – 400019.**

VJTI/I&M/Tender/01/2023

Date:20<sup>th</sup> Dec 2023

**1. INVITATION TO BIDDERS**

Online Tenders are invited from experienced Civil Works Contractors working with Government Departments or other reputed organizations to submit Tender in Mahatenders webiste to Veermata Jijabai Technological Institute (VJTI), Matunga, Mumbai 400019.

**1.1 Name of Work:**

**Renovation of H.V. Lab gallery (First Floor) in Electrical Engineering Department.**

**1.2 Location:**

Electrical Engineering Department, Veermata Jijabai Technological Institute,  
Mumbai - 400019.

**1.3 Estimated Cost:**

**Rs.16, 91, 220.00 (Rs. Sixteen Lakh Ninety One Thousand Two Hundred Twenty Only)  
Including of GST**

**1.4 Experience in Similar Types of works:**

The contractor should have experience in completion of similar type of work during the last 4 years (i.e. works completed after April 2019)

- i.** Three similar completed works costing not less than Rs. 6 lacs.      **or**
- ii.** Two similar completed works costing not less than Rs. 9 lacs.      **or**
- iii.** One similar completed work costing not less than Rs. 18 lacs.

**1.5. Average Annual Turnover**

Average annual financial turnover during the last four financial years should be at least Rs. 30 lacs.

**1.6 Time of Completion of the Project:**

Four Month (120) Days

**1.7 Earnest Money Deposit (EMD):**

The Interested Contractors to submit an earnest money deposit of **Rs. 17,000.00/- (Rupees Seventeen Thousand Only)** by NEFT/RTGS without which Tender will be liable to rejection. The Earnest Money Deposit of the successful tenderer will be retained.

**1.8 Security Deposit:**

Security Deposit of 2% amount put to the tender amount (estimated cost of the work) rounded to next Rs.1000/- to be paid by Demand Draft/Pay Order issued by Nationalized/Scheduled Bank in favor of “**Director, VJTI**” payable at Mumbai on the issue of Letter of Intent(LOI).

**1.9 Release of Security Deposit:**

After defects liability period, i.e. one year after the physical completion of the work.

**1.9 Release of EMD:**

After successful completion of the work.

**1.10 Tender processing fee (Non-Refundable):**

A non-refundable amount of **Rs. 590.00 (Rupees Five hundred ninety only)** to be submitted along with tender documents (Bid -1:Technical Bid) without which Tender will be liable to rejection.

**1.11 Availability of Tender document:**

**The Tender document should be downloaded from the Mahatenders website <http://www.mahatenders.gov.in> from 21<sup>st</sup> Dec 2023 to 05<sup>th</sup> Jan 2024.**

**1.12 Site Visit (for understanding the scope of work for submitting Tender):**

Site visit by the Bidder to understand the scope of work is compulsory for submission of tender. Contractor/Authorized representative (having experience in carrying out similar works) should visit the site, which is scheduled on **3<sup>rd</sup> Jan 2024** at 3.00 Am Contact Maintenance Section of VJTI for the site visit. Fill up the Site Visit form after the site visit. A copy of the Site visit form (duly signed by the Maintenance supervisor and the representative of the Contractor).



**1.13 Pre-bid Meeting:**

The Pre-bid meeting is scheduled for **3<sup>rd</sup> Jan 2024** afternoon (3.00 pm); Venue: **Seminar Hall, Structural Engg. Department, and VJTI**. It is compulsory to attend the pre-bid meeting. Copy of pre-bid meeting attendance record will be provided to the Contractor. The attendance record should be attached with the tender document (Bid-1: Technical Bid).

Contractor/Authorized representative (having experience in carrying out similar works) should attend the pre-bid meeting. The Pre-bid meeting should be attended by the person who has visited the site.

**1.14 Date & Place of Submission of Tender document:**

Up to **5<sup>th</sup> Jan 2024** at 5.00 PM on Mahatenders website.

**1.15 Tender document Addressed to:**

The Director, Veermata Jijabai Technological Institute, Matunga, Mumbai – 400019.

**1.16 Modifications and withdrawal of bid:**

The bidder is not allowed to modify or withdraw the Bid after the bid submission.

**1.17 Amendment of Bidding Documents:**

At any time prior to the deadline for submission of bids, the institute may for any reasons, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the bidding documents by Amendment.

The amendment shall be part of bidding documents, pursuant to clause 5.00, and it will be notified in writing by Fax/E-mail to the all bidders who have received the bidding documents and confirmed their participation to bid, and will be binding on them.

**1.18 The Director, VJTI reserves the right to accept or reject any Tender document or part thereof without assigning any reason whatsoever.**

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Registrar

VJTI, Matunga,

Mumbai - 400 019

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## **2. Requirements And Instructions**

### **2.1 Submission of Bids:**

All the bid documents shall be submitted online before closing time for submission of the bid. Certified copies of documents as listed below should be submitted online (with the sign and seal of the authorized signatory).

1. Documents related to Company/Firm/Organization establishment (Articles of incorporation of Company/Firm/Organization: Proprietorship/LLP/Pvt. Ltd/Public Ltd., etc.)
2. List of Technical Manpower as per the format - 3 (list must contain at least One Engineer with a Diploma, B.E. or B. Tech in Civil Engg. having experience of executing similar works).
3. Copy of Empanelment/Registration Certificate as Civil Works Contractor with MCGM, PWD, CPWD, MMRDA, MSRDC, TMC, NMMC, KDMC, CIDCO, MHADA, MBPT, BARC, LIC, ONGC, HPCL, BPCL, Nationalized Banks, Indian Railways, and or other public and statutory bodies/organizations (University of Mumbai, COEP, IITB, VNIT, SPCE, NITIE, SAMEER, etc.).
4. Copy of Income Tax - Permanent Account Number (PAN) card.
5. Copy of Income Tax Returns (ITR) of last 4 years.
6. Copy of GST Registration certificate.
7. An audited Balance sheet of the last four years.
8. Latest Bank Statement of the Company/Firm/Organization ( Last 6 months) duly authenticated by the bank manager.
9. Credentials (copy of work orders and completion certificates of earlier projects similar to this work)
10. List of Equipment (fill up details in format -4).



### **3. General Conditions of Contract**

**Contractor, please read the general conditions carefully before submitting the offer.**

1. The successful Bidder has to submit an insurance document (Contractors All Risk / Employee's Compensation) issued by the Directorate of Insurance within seven days of issue of Letter of Intent (LOI) by VJTI (as per following Notification/GR).

शासकीय विमा निधी महाराष्ट्र राज्य (कंत्राटी कामाचा व ते काम पूर्ण करण्यासाठी नियुक्त करण्यात येणाऱ्या कामगारांचा विमा शासकीय विमानिधीकडे उतरविण्याकरिता कार्यपद्धत निश्चित करणेबाबत.)शासन निर्णय क्रमांक व दिनांक:- महाराष्ट्र शासन, वित्त विभाग, शासन निर्णय क्र. विमासं § १०९७ / प्र. क्र. २८ / शासन हमी दिनांक.१९/०८/१९९८.महाराष्ट्र शासन, नगर विकास विभाग, पत्र क्र. जीईन १०१८/१३५७/प्र. क्र. १६६/९८/ नवि § २४ दिनांक. ०३/११/२००३.

2. The successful Bidder has to submit a copy of the receipt of payment to Labour Welfare Fund issued by the office of the Welfare Commissioner of Labour Welfare Board, Government of Maharashtra within seven days of issue of Letter of Intent (LOI) by VJTI (as per following Notification/GR)

शासनाने इमारत व इतर बांधकाम कामगार ( रोजगार नियमन व सेवाशर्ती ) अधिनियम १९९६ तसेच इमारत व इतर बांधकाम कामगार कल्याण उपकर नियम १९९८ अंतर्गत उपकर वसूल करावयाची कायपद्धती अवलंबली आहे. सदर शासन निर्णयाची अमलबजावणी करणे बंधनकारक असून कंत्राटीकामाच्या एकूण मूल्याच्या १% उपकर रकम जमा करावी. शासन निर्णय क्रमांक व दिनांक:-महाराष्ट्र शासन, उद्योग, ऊर्जा व कामगार विभाग, शासन निर्णय क्र. बीसीए २००९/ प्र. क्र.१०/ कामगार ७-अ मंत्रालय, मुंबई दिनांक. १७/०६/२०१०.

2. Contractor will be disqualified if the Tender becomes unbalanced due to quoted rates.
3. A Work Agreement shall be made between the successful Contractor and the Director, VJTI, on stamp paper as per government rule and shall be notarized (the cost of stamp paper and notarization shall be borne by the Contractor).
5. The offer should be submitted in the prescribed format as per **TWO BID SYSTEM ONLY**.
6. The offer shall be unconditional, and the Contractor shall quote their offer in the prescribed format only given in the Tender document.
8. Please note that submission of all the documents mentioned in the attachment of Technical Bid is mandatory.  
Documents with incomplete/wrong information will lead to the rejection of Tender.
9. The rates should be quoted only for the items specified in the Bill of Quantities (BOQ) and should be for items of a given specification.

10. Rates MUST be quoted in Indian currency (Rupee) only (rounded to next Rupee).
11. The Contractor shall be responsible for any injury to a person, and damage to material and properties of the Institute during the execution of work.
12. The items shown in the Bill of Quantity are only for reference. Any item may be cancelled partially or wholly by the VJTI.
13. Contractors have to take prior approval in writing from Dean (I&M) before executing excess quantity or any Extra Items.
14. The contractor has to start the work within 7 days of the issue of Work-Order. If the work is not started within the stipulated period after placing the order with the successful Bidder, the EMD will be forfeited.
15. The work will be carried out without disturbing classes, laboratories when they are in session.
16. All the material to be used shall be approved and of good quality.
17. Materials should be tested as per respective IS code from Government recognized / NABL accredited laboratories and test reports should be submitted along with the R.A. Bills.
18. If The Contractor fails to complete the work within a stipulated time, then the penalty of Rs.10,000/- per week will be recovered from running bills. The Contractor completing the work before the specified time will be paid Rs.10,000/- per week as an incentive.
19. The work may be carried out on all days from 8.00 AM to 6.00 PM. For working in late hour's Dean (I&M) permission shall be obtained.
20. The Contractor has to make his arrangement of cables and switches for electric connections required for the work.
21. No labor hutment will be allowed in the Institute.
22. Contractors have to follow all the safety norms while working in the institute premises and particularly working at a higher level by adopting safety belts, helmets, and safety shoes only **by using double steel scaffolding, etc.** The contractor should install the safety barriers during the work.
25. The experienced/qualified Supervisor (Diploma / Degree MEP Engineer) should be present at the worksite when work is in progress.
26. All the debris generated from Civil/Electrical works is to be removed by the Contractor. It should be disposed of away from the Institute premises following Municipality rules.
27. The period of completion of work is the essence of the Contract.
28. Earnest money deposit and Tender fee should be paid in the form of Demand Draft/ Pay Order (two separate Demand Draft/ Pay Order should be made). Tender fee Demand Draft/ Pay Order and EMD Demand Draft/ Pay Order should be placed in Bid-1.

29. Interim bills/R.A. bills shall be submitted by the Contractor from time to time (but at an interval not less than one month). The final bill shall be submitted by the Contractor within one month of completion of work. No further claims shall be made by the Contractor after submission of the final bill.
30. Measurements shall be taken jointly by representatives of both parties.
31. EMD amount to non-successful bidders shall be refunded within 45 days.
32. Representative of VJTI may visit the worksite to verify the quality of executed/completed works by the Contractor (list of works submitted in format – 2).
33. The contractor is required to submit a list of materials/equipment inside the campus.
34. The contractor is required to procure a gate-pass for taking out any material/equipment outside the campus. (Gate pass will be issued by Infrastructure Development and Maintenance Section).
35. The contractor will submit the list and details (Name, copy of Adhar Card, Covid Vaccination Record) of all the workers deputed by the Contractor to work in VJTI.
36. The successful contractor shall have to submit a schedule for work/ Bar Chart to complete the work as per the duration of the work.
37. If the cost/price bid quoted by the contractor is beyond  $\pm 10\%$  of the estimated amount, contractor has to provide written justification for variation in price with rate analysis. This justification is to be submitted along with bid documents failing which the bid of the bidder will be rejected.
38. Contractor have to submit the rate analysis of each item, working estimate and bar chart in the justification of contractor offer. Also rates considered while preparation of rate analysis should be provided with sufficient proof.

## SPECIAL CONDITIONS OF CONTRACT

1.	Earnest Money Deposit	Rs. 17,000/- by NEFT/RTGS.
2.	a) Security Deposit	Security Deposit shall be 2% amount put to the tender amount (estimated cost of the work) rounded to next Rs.1000/- to be paid by Demand Draft/Pay Order issued by Nationalized/Scheduled Bank in favour of ‘ <b>Director, VJTI</b> ’ payable in Mumbai on the issue of Letter of Intent(LOI).
	b) Retention Money/Amount	Retention Money/Amount will be deducted 5% from R.A Bill.
	c) Additional Performance Security	As per Govt. Circular No. Sankirna-2017/C.R.121 (Part-II) Building -2 date:-19th September 2017
3.	a) Refund of Earnest Money Deposit	After successful completion of the work.
	b) Refund of Security Deposit	After the Defect Liability Period (i.e. one year after the physical completion of work)
	c) Refund of Retention Money	After the Defect Liability Period (i.e. one year after the physical completion of work)
	d) Refund of Additional Performance Security	After Satisfactory Completion of Work.
4.	Advance Payment	No advance payment/Mobilization advance will be made by VJTI, whatever the case may be.
5.	Date of Commencement of work	Within 7 days from the date of issue of work order
6.	Completion period	Four month (120 Days)



7.	Period of certification of Running bills	30 days
8.	Final bill certification	120 days
9.	Bid Validity	Rates quoted in the Tender should be valid for at least 3 months from the date of the last date of tender submission.
10.	Arbitration	All disputes arising out of or any way connected with this Work shall deemed to have arisen in Mumbai and shall be settled as per provision of Indian Arbitration and Conciliation Act, 1996, or any subsequent amendments thereof. The venue of arbitration shall be Mumbai, and the language of proceedings shall be English. The matter shall be referred to the sole arbitrator mutually decided and agreed by both parties. The courts of Mumbai shall have exclusive jurisdiction in this matter.
11.	Price variation	Not Applicable
12.	Type of Contract	Item Rate
13.	Site Facilities	Water, electricity will be provided by the Institute.
14.	Defect Liability Period	One year from the date of physical completion of the work. During the defect liability period, the contractor shall rectify the work at his own cost and labour.
15.	Variation in quantities	(+/-) 25% of the estimated quantities with Prior Approval of Authorities.
16.	Extra item/ Excess quantities	No extra items or excess quantities are permitted until permission in writing is obtained from Dean (I&M) before the execution of extra items & excess quantities.
17.	Extension of time	The essence of Work is the time period.

		<p>However, if there is a delay in completion of work for any unforeseen reason and situation beyond control, the contractor then contractor should obtain approval for extension in writing.</p> <ul style="list-style-type: none"> <li>i. Approval for extension of work up to one month (30 days) will be accorded by Dean I &amp;M.</li> <li>ii. Approval for extension of work by more one month shall be accorded by Director, VJTI.</li> </ul>
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**Additional Performance Security:**

1. If the Bidder quote his offer below by more than 1.00% of the Bid cost of the Institute and found L-1 then the Bidder should submit Additional Performance Security Deposit in the form of Demand Draft/ Fixed Deposit Receipt of any Nationalized or Scheduled bank within 8 days after opening of Bid No.2 to the Employer as mentioned below.

2. If the Bidder quote his offer below by more than 1.00% upto 10% of the estimated cost put to bid then he should submit a Demand Draft or FDR amounting to 1% of the Bid Cost of the Employer towards Additional Performance Security.

3. If the Bidder quote his offer below by more than 10.00% and upto 15% of the estimated cost put to bid then he should submit Additional Performance Security 1.00% for every additional percentage beyond 10.00% but upto 15% below percentage quoted, in addition to 1.00% Additional Performance Security mentioned in clause 1.10.2 above in the form of Demand Draft or FDR. (e.g. if the Bidder quotes his offer 14.00% below the estimated cost put to Bid, then he should submit  $14.00\% - 10.00\% = 4.00\% + 1.00\% = 5.00\%$  amount of cost put to Bid as total additional Performance Security).

If the Bidder quote his offer below by more than 15% of the estimated cost put to tender/bid, then he should submit Additional Performance Security 2% for every additional percent beyond 15% below percentage quoted, in addition to 1% + 5% Additional Performance Security mentioned in Clause 1.10.2 and 1.10.3 above in the form of Demand Draft or FDR.

(e.g. if the bidder quotes his offer at 19% below the estimate cost put to tender/bid, then he should submit  $(19\% - 15\%) \times 2 = 8\% + 1\% + 5\% = 14\%$  amount of cost put to bid as Total Additional Performance Security)

If the Additional Performance Security required above is not submitted by the L-1 Bidder within 8 days to the Employer, then the offer of L-2 Bidder will be considered, provided he is agrees to complete the work at less than the cost of L-1 Bidder.

Note: For calculating amount of Additional Performance Security contractor's offer rounded upto two decimal points shall be considered.

## Submission of Tender and its accompaniments: -

The offer should be submitted in the prescribed forms as per **TWO BID SYSTEM ONLY**.

**The bidder shall submit the Tender and documents in TWO separate Attachments as follow:**

### A) Attachment for Technical Bid

Sr. No.	Requirement	Description
1.	Covering Letter	A covering letter (on the company's letterhead) stating the list of enclosures should be attached to the documents along with the checklist. Complete address, contact details, email address, website address, etc., must be mentioned on the letterhead for easy and fast communication. The covering letter should be duly signed with the seal of the company by the bidder/ authorized signatory.
2.	Payment of the Tender processing fee	Rs. 590.00 as a Tender processing fee by NEFT/RTGS. ** If the Tender fee is not submitted, the offer of the Bidder will be rejected.
3.	Payment of the Earnest Money	Rs. 17,000.00 as an Earnest Money Deposit by NEFT/RTGS ** If the EMD is not submitted, the offer of the Bidder will be rejected.

<b>4.</b>	GST Registration	Self-attested copy of GST registration certificate.
<b>5.</b>	Income Tax Returns/ Balance Sheet	Self-attested copies of Income Tax Returns of the firm or Balance sheets of the last four consecutive years duly certified by a chartered accountant are required as proof to establish the financial capacity of the supplier/ manufacturer.
<b>6.</b>	General information of tenderer	Duly filled Format -1 to be submitted in “Attachment for Technical Bid”
<b>7.</b>	Particulars in respect of the list of works executed earlier (refer Format-2- A)	A list of works executed by the company/firm in the last ten years, including name and value of work duly filled in Format- 2A shall be submitted.
<b>8.</b>	Particulars in respect of similar types of works executed earlier (refer Format -2- B)	A list of similar types of work executed by the company/firm in the last ten years, including name and value of work duly filled in Format - 2B shall be submitted.
<b>9.</b>	Details of technical staff (as per Format -3)	A list of technical staff along with their CV and other supporting documents shall be submitted.
<b>10.</b>	List of major/minor construction equipment ( As Per Format-4)	The contractor shall enclose the list of major/minor construction equipment with their documentary proof(relevant to the work).
<b>11.</b>	Declaration by the Bidder ( As Per Format-5)	Copy of Declaration duly signed by Bidder regarding the acceptance of all Tender conditions and also penalty clause. ( As Per Format-5)
<b>12.</b>	Site visit report (As Per Format -6)	Shall be provided by VJTI and to be submitted in “Attachment for Technical Bid”
<b>13.</b>	Pre-bid meeting attendance report	Shall be provided by VJTI and to be submitted in “Attachment for Technical Bid”



## **B) Attachment fo Financial Bid**

Bidders shall quote for the entire scope of work with a break-up of prices for individual items. The tenderer is required, at his expense to obtain all the information he may require to enable him to submit his tender including necessary visits to the site to ascertain the local conditions, procurement of necessary materials, labours, T & P etc. requirements of the local/ government/ public authorities in such matters. Price quoted by the bidder shall be ‘Firm’ and not subject to any price adjustment during the performance of the contract. **A bid submitted with an adjustable price will be treated as non-responsive and be summarily rejected.**

## **C) Submission of Bid**

- 1) Submission of financial bid and technical bid is only on Mahatenders website  
“Last Date of Submission **5<sup>th</sup> Jan 2024.**
- 2) Offline tenders will not be accepted under any condition.
- 3) The institute may, as its discretion, extend the deadline for the submission of bids by amending the bidding documents.
- 4) Offline tenders will not be accepted under any condition.
- 5) There is no provision to accept late bids.

## **D) Evaluation of Bid**

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other person who is not officially concerned with such process. Any effort by a Bidder to influence the Institute’s processing of Bids or award decisions may result in the rejection of the Bidder’s Bid

### **1. Technical Bid**

- a. “Technical Bid” will be opened on **08<sup>th</sup> January 2024.**
- b. Technical Bid of the Bidder will be opened by the Technical Bid Scrutiny Committee to verify its contents as per requirements. If the documents submitted do not meet the requirements, then the said Bidder’s financial bid will not be opened and considered for further action. The decision of the Director, VJTI will be final in this regard.
- c. The Technical Bid Scrutiny Committee shall also analyze if any collusive or fraudulent practice is involved in the entire tendering process amongst the tenders received, if any.
- d. The Technical Bid scrutiny committee may ask for an original copy of any of the documents submitted by the Bidder to verify its authenticity.

- e. Tenders that are in full conformity with Tender requirements and conditions shall be declared as eligible for Financial bid opening (i.e. Bid -2).

## 2. Financial Bid

“Financial Bid” will be opened after completion of evaluation of Technical Bids.

Financial bids of technically valid offers will be opened on a specified date, and the lowest offer will be recommended for the award of the Contract.

### b. Acceptance of tender

1	Award of Contract (Acceptance of Tender)	<ul style="list-style-type: none"> <li>• The Contractor quoting the lowest offer will be informed about the intention of award of Contract (Acceptance of Tender) by displaying on Notice board or by Telephone or by email.</li> <li>• Letter of Intent (LOI) will be issued to successful Bidder (L1).</li> <li>• The Contractor has to pay Security Deposit ( 2% of the amount put to tender rounded to next Rs.1,000.00 by Demand Draft/ Pay Order of issued by Nationalized Bank in favor of “<b>Director, VJTI</b>” payable at Mumbai within Seven days of issue of LOI.</li> <li>• The Contractor has to prepare the agreement on stamp paper and notarize within 7 days of issue of LOI and submit a copy of the agreement to the Infrastructure Development and Maintenance section.</li> <li>• On submission of Demand Draft/Pay order for Security Deposit and duly signed (and notarized) agreement, Work Order shall be issued to the Contractor.</li> <li>• The Institute reserves the right to vary the quantity i.e. increase / decrease the numbers/ quantities without any change in terms and conditions during the execution of order.</li> </ul>
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(To be printed on the letterhead of the fill)

**FORMAT-1**

**Information to Be Furnished by the Applicants (To Be Filled in Office Letterhead)**

SR.NO.	PARTICULAR	DETAILS			
1	Name of the Organization				
2	Address with Telephone Numbers and E-mail address, if any	Postal Address			
		Telephone			
		Fax Number			
		E-mail			
3	Year of establishment				
4	Status of the firm (enclose copy)	Proprietorship / partnership / limited / trust / any other (please specify)			
5	Name of Directors/ Partners / Proprietor	i)			
		ii)			
		iii)			
6	Name and address of Bankers	i)			
		ii)			
		iii)			
7	Details of similar works/projects completed/executed in the last four years	Project name	Work value		
		a) Three similar completed works costing not less than Rs. 6 lakh each	i)	i)	
			ii)	ii)	
			iii)	iii)	
		or		or	
		b) Two similar completed works costing not less than Rs. 9 lakh each.	i)	i)	
			ii)	ii)	
		or		or	
		c) One similar completed work costing not less than Rs. 18 lakh.	i)	i)	
8	If you are registered in Panel of other Organization/ Statutory bodies such CPWD, PWD, MCGM, Banks, etc., furnish the details (Name of the Organization where registered, Category (if any), and date of registration	i)			
		ii)			
		iii)			

**Note: Also Attach photocopies of all documents referred to above.**

**Place:**

**Date:**

**Signature and Seal of Contractor**

This form has to be attached in Technical Bid.

**FORMAT-2**

**A) List of Work Executed**

(To Be Filled in Office Letterhead)

Sr.No.	Name of the work/project executed with the address	Short Description of work	Name and address of Owner/Client (with contact details and Email Id )	Value of work executed	Stipulated time of completion	Date of Commencement	Date of completion	Any other relevant information
	1	2	3	4	5	6	7	8
1								
2								
3								
4								
5								

**B) List of similar type work Executed**

(To Be Filled in Office Letterhead)

Sr.No.	Name of the similar type of work/project executed with the address	Short Description of work executed	Name and address of Owner/Client (with contact details and Email Id )	Value of work executed	Stipulated time of completion	Date of Commencement	Date of completion	Any other relevant information
	1	2	3	4	5	6	7	8
1								
2								
3								
4								
5								

**Instructions:**

- The list is to substantiate with the documentary evidence such as work order and completion certificates in the absence of which the application is liable to be rejected.

This form has to be attached in Technical Bid.



**FORMAT-3**

**List of technical staff Employed (To Be Filled in Office Letterhead)**

<b>Sr. No.</b>	<b>Name of Workforce permanently employed</b>	<b>License no. If any</b>	<b>Nos.</b>	<b>No. of years with the firm</b>	<b>Any other information</b>
1					
2					
3					
4					

5.

**\*\*Note: A Consultant who will be deputed by the contractor for design of truss (shed), the name of consultant, address, and his registration number with MCGM to be provided in above Format – 3.**

**FORMAT-4**

**List of Major/Minor Constructional Equipment in the Possession**

**(To Be Filled in Office Letterhead)**

<b>Sr.No</b>	<b>Name and detail of the equipment</b>	<b>Nos.</b>
1		
2		
3		
4		
5		

**Place:**

**Date:**

**Signature and Seal of Contractor**

This form has to be attached in Technical Bid.

**FORMAT-5**

**Date:-**

**DECLARATION**

To  
The Director  
Veermata Jijabai Technological Institute,  
Matunga, Mumbai -400019.

I, the undersigned for and behalf of M/s. \_\_\_\_\_ hereby accept and agree

with the Fall clause, penalty clause, all risk & safety clause for the Tender Name \_\_\_\_\_ Due on

\_\_\_\_\_ as per general condition mentioned in the Tender Document.

**For and on behalf of** \_\_\_\_\_

**Seal of the Contractor**

This form has to be attached in Technical Bid.

**FORMAT-6**

**A site visit is done by the Bidder**

**I undersigned Mr. \_\_\_\_\_ from M/s. \_\_\_\_\_**

**have visited the site on \_\_\_\_\_ to understand the scope of**

**work in presence of institute engineer / representative**

**Mr. \_\_\_\_\_.**

**For & on behalf of \_\_\_\_\_**

**Seal of the contractors**

This form has to be attached in Technical Bid.



# VJTI

**Veermata Jijabai Technological Institute**  
(Erstwhile- Victoria Jubilee Technical Institute, Est.1887)  
Matunga, Mumbai 400 019  
(Central Technological Institute, Maharashtra state)  
Tel. No. 022-24198155(Off), Fax 24102874  
[www.vjti.ac.in](http://www.vjti.ac.in)

## Mandatory form for NEFT / RTGS Payment to Party / Contractor

<b>Name of the Party / Contractor As written on Passbook</b>	
<b>Address of Party / Contractor for Communication</b>	
<b>Party / Contractor Permanent Account No. (PAN No.)</b>	
<b>Party / Contractor Goods and Services Tax (GST No.)</b>	
<b>Mobile No.</b>	
<b>Email ID</b>	
<b>Name of the Bank where NEFT / RTGS to be done</b>	
<b>Bank Branch Name</b>	
<b>Address of the Branch</b>	
	<b>State:</b> <b>Pin:</b>
<b>Bank IFSC Code</b>	
<b>Bank Account Number</b>	
<b>I declare that all the information provided by me is true in all respect.</b>	

Note: Cancelled cheque (Xerox Copy) attached with this form.

This form has to be attached in Technical Bid.