INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, DHENKANAL

TENDER DOCUMENT

FOR SERVICING / REPAIRING OF 8 NOS OF D.G SETS OF HOSTELS

(Estimated cost. Rs. 3,52,000.00)

OFFICE OF THE DIRECTOR, IGIT, SARANG, DHENKANAL-759146

TENDER CALL NOTICE

Bid Identification No. IGIT/EM/280 Date. 07/11/2026

The Director, IGIT, Sarang invites sealed percentage rate bids in single cover system in off line mode conformity with detailed terms & conditions from Authorised dealers/ service centres of DG sets with valid PAN/GST Certificate.

The DTCN can be downloaded from the Institute website i.e. www.igitsarang.ac.in.

Particular's of works.

Sl.No.	Name of the work	Approximate Estimate cost in Rs.	EMD in Rs.	Contractor / Firms	Time of Completion	Cost of Tender Paper(Non Refundable)
1	Servicing / Repairing of 8 Nos of D.G sets of Hostels	2,98,016.00 Excluding GST	2,980.00	Authorised dealers/ service centres of DG sets	1 month	2000.00

The bidder has to deposit the bid cost in shape of Demand Draft/Institute Money Receipt & EMD in shape of Demand Draft/ NSC/KVC/POTD duly pledged in favour of Director, IGIT , Sarang and drawn in SBI Sarang.

1. **Availability of Tender Paper** :- Institute website www.igitsarang.ac.in.

2. **Mode of Submission of Tender** :- Tender shall be submitted in the office of Director, IGIT Sarang through Regd/Speed post only or on before **01.12.2026 up to 3.00 P.M.**

3. **Date of opening of Tender Paper** :- **03.12.2026 at 3.00 P.M** in the Office of the Estate Manager, IGIT, Sarang.

Corrigendum if any shall only be published in the Institute website.

Authority reserves the right to reject any or all the tenders without assigning any reason thereof.

Copy to:- 1. Institute Notice Board.

2. Accounts officer for information.

3. Dr. Gaurov Ghosh Officer I/C Institute website with a request to upload the notice along with detail tender document in the institute website.

07.11.2026

DIRECTOR

Terms & Conditions

1. The tender is to be super scribed with the name of the work tendered for.
2. Authorised dealers/ service centres of DG sets can download the tender documents from the Institute website i.e www.igitsarang.ac.in.
3. The Tender shall be accompanied by EMD for an amount mentioned for each work in shape of D.D/NSC/Postal saving pass Book /Post office Time Deposit/Kishan Vikash Patra/Deposit receipt in Nationalise Bank only, duly pledged in favor of Director IGIT Sarang. Without attested copies of valid ITCC/PAN Card/GST Clearance Certificate & license, the tender is liable for rejection. The tenderer shall furnish an affidavit at the time of submission of tender paper about the authentification of tender document.
4. The Tender shall be received in the office of Director in all working days during office hour on or before **01.12.2026 till 3.00 P.M** excepting holiday. The tender will be opened in the office of the Estate Manager, IGIT, Sarang on **03.12.2026 at 3.00 P.M** in presence of tenderer or their authorized representative. If any of above dates will be declared as the Govt holiday then the next working day shall be considered for opening of the tender respectively.
5. The tender will be received in the Office of the Director, IGIT Sarang within the stipulated date and time and also by registered post/Speed Post. The tenderer shall submit the required documents in a sealed cover subscribed with the name of Work only and it shall be ensured that the name of firms/bidder shall not be written anywhere on the sealed cover.
6. The tender received after due date and time shall not be entertained and the authority shall not held responsible for delay/ missing of tender during transit.
7. Any bidder backs out before acceptance of the tender the EMD along with the other deposit deposited by him will be forfeited.
8. MSME Firm may be availed the exemption facility of EMD specifically their application with an affidavit and submit the same with tender documents. He should also produce original certificate at the time of opening of tender document to make necessary entry to that affect as such facilities are limited to their participation in the tender during a financial year, otherwise the tender will be rejected on the spot during opening of the tender.
9. Conditional tenders shall be out rightly rejected. The authority reserves the right to the reject any or all tender without assigning any reason thereof.
10. No telegraphic / fax tender shall be entitled.
11. Joint venture consortium agreements are not allowed to Participate in Tender.
12. SC/ST Contractors desires of availing preference should submit on original Affidavit in support of caste and attested copy of caste certificate, otherwise their Tender will be liable for rejection.
13. The tender should be quoted at the estimated cost including GST @18%.
14. The tender should be accepted in one envelope which contains two separate envelopes, one for technical bid and other for financial bid.

07.11.2026

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DIRECTOR

Detail Tender Call Notice

1. Sealed tender are invited from Authorised dealers/ service centres of DG sets within the State/other State/ Central Govt. in prescribed form to be eventually drawn in OPWD form no. P1 and will be received through registered / speed post only at Director office IGIT Sarang on or before dtd. **01.12.2026 till 3.00 P.M** (excepting Govt. Holidays) for the works and will be opened before the tender committee in the presence of the tenderers or their authorized representative.
2. The tenderers should please note that, the items will have to be supplied within one month commencing from the date of issue of purchase order.

3. Tenderer are required to pay earnest money @ 1% of the estimated amount i.e Rs.2,98,016/- either in shape of Bank Draft /N.S.C/Postal Time Deposit Pass Book/Deposit Receipt of Nationalise Bank duly pledged in favour of Director IGIT Sarang otherwise their tender will not be considered.

   The earnest money will be refunded to the unsuccessful tenderers on application as per the term and condition laid down in OPWD Code and the same will be refunded to successful tenderers after completion of work and will not carry any interest.

4. (a)The tender must be submitted in a single sealed cover through registered/speed post only. The name of the tenderer shall not be written anywhere on the sealed cover only the name of the work are to be super scribed on the cover.

   (b) The organization will not be held responsible if there is any delay in receipt of tender documents by any intending contractor send through registered/Speed post office.

5. The Director, IGIT, Sarang reserves the right to reject any or all the tenders received without assigning any reasons thereof.
6. The tenderer whose tender is selected for acceptance shall within a period of seven days from opening date written information being given to him of acceptance of his tender make an initial security deposit @ 1% (One percent) of the tendered amount. So that the earnest money and initial security deposit will be 2% of the tendered amount and sign the agreement in the P.W.D. Form no p1 for the due fulfillment of contract of the Director, IGIT, Sarang.

The security deposit together with the earnest money and the amount withheld according to the provision of P1 agreement shall be retained as security deposit for the fulfillment of this contract. Failure to enter into the request agreement and to make the security deposit as above shall entitle forfeiture of the earnest money. No tender shall be finally accepted until required amount of security money is deposited. The written agreement to be entered into between the contractor and the Director, IGIT, Sarang Shall be foundation of right the parties and the contract shall be deemed to be incomplete until the agreement has first been signed by the contractor and then by the Director or authorize to enter into the contract behalf of the Institute. The department will accept the security deposit in the shape of D.D/N.S.C/N.D.C/Postal Time Deposit Pass Book duly pledged to Director, IGIT, Sarang.

03.11.2026

CONTRACTOR **DIRECTOR**

7. The rate should be quoted in word and figures and the units in word otherwise the tender will be liable for rejection. In case discrepancy between word and figures the word shall prevail and in case of discrepancy between unit rate and total the unit rate shall prevail. The rates should be quoted in Rupees and Paisa, but not in Rupees and annas. The tender shall be written legible and free from erasures, over writing's or conversation of figure. Correction where unavoidable should be made by scoring out initialing dating and rewriting. The tender should also show total of each page and grand total of hole tender.
8. The contractor shall be responsible for payment of all royalties or other charges for quarrying materials. All local taxes inclusive of GST & Income Tax. Ferry & Tollage charges and Ontario Taxes are to be paid by Contractor.
9. The tender may not be considered unless accompanied by attested copies of GST certificate, non assessment certificate as the case may be and the original certificate produced before the Director, IGIT , Sarang at the time of opening of the tender.
10. If the contractor removes any materials or stock so supplied to him from the site of work with a view of disposing of the same dishonestly.
11. The contractor should be fully liable to indemnify the department for payment of any compensation under Workman compensation Act. V11 of 1023 on account of the workmen being employed by him and the full amount of compensation paid will be recovered from the contractor.
12. Every tenderer must examine the detailed specification of OPWD before submitting his tender. The right reserved without impairing the contract to make such increase in the quantities or item of work mentioned in the scheduled attached to the tender notice as may be considered necessary to complete the work fully and satisfactory. Such increase or decrease shall in no case invalidate the contract or rates. It shall be definitely understood that the Institute do not accept any responsibility for the correctness or completeness of the quantities shown in the schedule. The schedule is liable to alteration by omission or addition or deduction and such omission deduction shall in no case invalidate the contract and no extra monetary compensation will be entertained.

    Institute will not supply any materials what so ever for the work. The tenderer shall be financially solvent and stable for advance procurement of all materials required for the work vide Government of Odisha Finance Department Memo No:-48443/F Code 46/95 dated 11.12.1995.

13. For the purpose of jurisdiction in the event of dispute if any the contract should be deemed to have been entered into within the State of Odisha and it is agreed that neither partly to the contract at any place outside the State of Odisha.

CONTRACTOR

DIRECTOR

14. For the purpose of jurisdiction in the event of dispute if any the contract should be deemed to have been entered into within the State of Odisha and it is agreed that neither partly to the contract at any place outside the State of Odisha.

15. Percentage rate contract (vide Works Department letter no. 8310 dt. 17.05.2006.) In case of Percentage Rate tender:-

i. The contractor has to quote percentage excess or less over the estimated cost in the Price Bid appended to the tender document.

ii. In the contact P.I time is the essence the Contractor is required to maintain a certain rate of progress specified in the contract.

iii. The quantity mentioned can be increased or reduced to the extent of 10% for individual items subject to a maximum of 5% over the estimated cost. If it exceeds the limit stated above prior approval of competent authority is mandatory before making any payment.

iv. The period of completion is fixed and cannot be altered except in case of exceptional circumstances with due approval of competent authority.

v. Bills for percentage rate tenders shall be prepared at the estimated rates for individual items only and the percentage excess or less shall be added or subtracted from the gross amount of the bill.

16. It should be understood clearly that no claim what so ever will be entertained.

17. The contractor will be responsible for the loss or damage of any departmental materials equipments supplied to him under clauses 13.30 and 32 during execution of the work due to reason whatsoever and cost of such materials will be recovered from him at prevailing stock issue rates plus storage charges or market rate whichever is higher.

18. The tenderer are required to go through each clause of OPWD form No-P1 carefully in addition to clauses mentioned herewith before tendering.

19. No part of the contract shall be sublet without writing permission of IGIT Sarang or transfer is made by power of attorney authorizing other to receive payment on the contractor's behalf.

20. If further necessary information is required Director, IGIT, Sarang will furnish such, but it must be clearly understood that the tenders must be received in order and according to the institutions.

21. No contractor will be permitted to furnish their tenders in their own manuscript papers

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22. The following clauses have been revised / substituted as per Works Department Office memorandum No.12366 dtd.08.11.2013 De tails can be seen in the website: www.igitsarang.ac.in.

(i) Every bidder is expected before quoting his rate to inspect the side of the proposed work. The bidder should also inspect the quarries and approach roads to quarries and satisfy himself/themselves about the quality and availability of materials. In every case the materials must comply with the relevant specifications. Complaints at future date that the availability of materials at quarries has been misjudged cannot be entertained.

Amendment to Para. 3.4.16(a)(vii) of OPWD Code Vol.1 by substation.

(ii) For the purpose of estimate the approved quarry lead is to be provided judiciously. Engineers in charge would be responsible for ensuring the quality of the materials supplied. The contractor would however be responsible for procurement of materials from authorized sources and voluntarily disclose the source of procurement for the purpose of billing. Besides the bidder would be required to submit the details of quarry for procurement while submitting the bids.

23. Institute will not pay any extra Charges for lead or any other reason in case the contractor is found later on to have misjudged the materials available after acceptance of contract.

24. All fittings for doors and windows if supplied by the contractor should be of best quality and should be got approved by Director, IGIT, Sarang before they are used on the work.

25. The tender containing extraneous conditions not covered by the tender call notice are liable for rejection.

26. (a) The contractor shall have to furnish a certificate in the prescribed Proforma enclosed herewith along the tender to effort that he is not related to any officers of IGIT Sarang.

(b) **CERTIFICATE OF NO RELATIONSHIP**

I/ We hereby certify that I/ We are / are not related to any officers of IGIT Sarang I am /we are also aware that if the facts subsequently proved to be false my / our contract will be rescinded with the forfeiture of E.M.D. and total security deposit and I/ We shall be liable to make good of the loss or damage resulting from such cancellation.

I/ We also note that incase of non-submission of this certificate with tender my /our tender is liable for rejection.

Date.....

Signature of Tenderer

CONTRACTOR

7/11/26

DIRECTOR

27. All the tenders received will remain valid for a period Sixty days from the date of receipt of tenders. The period of validity can also be extended if agreed to by the Department and the contractor.
28. After completion of the work the contractor shall arrange at his own cost all requisite equipment for testing building if found necessary and bear the entire cost of such test.
29. Tenderers required to submit a list of works in their hand in the prescribed proforma herewith. (b) list T&P (c) List of works executed in their prescribed proforma enclosed herewith along with the tender.
30. GOVERNMENT OF ORISSA FINANCE DEPARTMENT

1. (Memo No:-48443/ F- Code-46/95 Dated11.12.1995 regarding Discontinuance of the system of procurement of stock by Engineering Departing ..).

X X X

2. With a view to avoiding these situations Govt. have been pleased to decide that with effect from 01.04.96 there will neither purchase of department store materials not booking of materials of materials to show utilization of budged provision. It will be the responsibility of the contractor to purchase store and utilize them in the work since materials like cement, steel etc. are easily and abundantly available at place, there will be no difficulty for contractors to procure the same. Therefore the future agreement with the contractors shall be executed accordingly and necessary modification to the agreement from may be made. In case where agreement have already been executed for department supply of materials. Efforts should be made to fulfill the same by utilization to the existing stores and also through inter divisional and even inter department transfer of stores. For utilization of the surplus materials, agreements may however be made for supplying of materials to the extent available. In this way the existing materials should be exhausted.

3. Maintenance work should be undertaken by purchasing materials in case of departmental execution of work by directly charging to site account or through contractor. There should not be advance purchase of materials for the sake of storing and utilizing the same in future works.

4. Consequent upon introduction of the new system the Engineer-in Charge of the work will have to exercise strict quality control and ensure that materials used by the contractor conform to the standard specifications.

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CONTRACTOR

27/11/26

DIRECTOR

5.(a) Certificate of list of works in hand.

I / We do hereby certify that a present the following works are in my / our hand & work order to be attached.

Sl No	Particular of works now in hand.	Amount of each work.	Period in which the work is stipulated to be completed (in month)	Approximate value of work done against each work on the date of submission of Tender	Department under which the work is being taken up.
1	2	3	4	5	6

I / We also note that, non submission of the certificate will render my / our tender liable for rejection.

7/11/26

CONTRACTOR

DIRECTOR

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(b) CERTIFICATE OF THE LIST OF T &P

I /We do hereby certify the following tools and plants. Machineries and vehicles are in my / our possession in working orders and copy of purchase bill to be attached.

(i)

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

I / We also note that, non submission of the certificate will render my / our tender liable for rejection.

Date.....

Signature of Tenderer

(c) CERTIFICATE OF THE LIST OF WORK EXECUTED

I /We do hereby certify the following work have been executed by me / us in the past & work order to be attached.

Sl No	Particular of works already executed	Approximate amount of each work.	Name of the department under which the works executed	Period of commencement and period of complication	Whether the works were completed in stipulated period.
1	2	3	4	5	6

I / We also note that, non submission of the certificate will render my / our tender liable for rejection.

7/11/26

CONTRACTOR

DIRECTOR

SK

31. At their opinions quote reasonable rates for each item of the work carefully so that the rate for one item should not be unworkably low and others too high.(Also see clause 60)

32. The tenderer shall bear cost of various incidental sundries and contingencies necessitated by the work falling within following or similar category.

a. Rent, royalties and other charges of materials octroi duties all other taxes including GST ferry/tools conveyance charges and other cost on account of land and building including temporary building required by the tenderer for collection of materials storage housing of staff or other by the tenderer for purpose of work. No rent will however be payable to Institute for temporary occupation of land or owned by Institute at the site of the work.

b. Compensation including cost of any suit for injury to persons or property due to neglect of any major precautions also sums which may become payable due to operation or Workmen's compensation Act.

33. The prevailing percentage of I.T Department of the gross amount of the bill and surcharges as applicable will be deducted from the contractor's bill towards income tax.

34. The prevailing of GST on the gross amount of the bill will be deducted from the contractor's bill.

35. Under section 12 of the Contract labour regulation & abolition Act 1970 the contractor who Undertakes execution of work through labour should produce valid license from licensing authority of labour department.

36. When department machinery will be utilized in the work by the contractors necessary and prevailing hire charges as fixed by the departments will be recovered from the contractor who may see the hire charges of the machinery in the office of the Director, IGIT, Sarang.

37. Under no circumstances interest in chargeable for the dues or additional dues, if any payable for the work.

38. If the contractor quotes abnormally low rates for some items and the department decides to accept the tenders then the department would have the discretion of withholding he differential cost between the amount of low rated items and corresponding estimated amount from their payment due against other item till such low rated items are completed in full an as approved specification

7/11/26

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39. The following clauses have been revised/ substituted as per works Department Office memorandum No.0776400022025 173 dtd. 03.01.2026. Details can be seen in the website http://tendersodisha.gov.in.

Sub: Amendment of Codal & Contractual Provisions

1. Where the bid price is below 0% but not below 10% of the project cost put to bid,

11. Where the bid price is below 10% but not below 20% of the project cost put to bid,

the additional performance guarantee/security percentage shall be incremented by 0.1% for every percentage of bid price below 10% of the project cost put to bid starting at 11% with the additional bid preference guarantee being 0.1% and this additional performance percentage shall be applied on the bid price.

III. Where the bid price is below 20% or more below of the project cost put to bid, the additional performance guarantee percentage shall be incremented by 0.2% for every percentage of bid price below 20% of the project cost put to bid in addition to 1% of the bid price and this additional performance guarantee percentage shall be applied on the bid price.

IV. The additional performance guarantee percentage shall be rounded off to the next lower percentage based on whether the decimal point of the percentage of bid price is below0.5% or next higher percentage based on whether the decimal point of the percentage of bid price is 0.5% or more.

V. The additional performance security shall be treated as part of the performance security.

VI. Justification for abnormally low bids shall be scrutinized by the Departmental Technical Committee and recommended to the competent authority of the Administrative Department for the approval of the Additional Performance Security (APS). An abnormally low bid is one in which the Bid price, in combination with other elements of the Bid, appears so low tat it raises material concern as to the capacity of the Bidder to perform the contract at the offered price. Procuring Entity may, in such cases, seek written clarifications from the Bidder, including detailed price analyses of its Bid price in relation to scope, schedule, resource mobilization, allocation of risks and responsibilities, and any other requirements of the bid document. If, after evaluating the price analyses, the procuring entity determines, that the Bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the Procuring Entity may reject the Bid/Proposal. However, it would not be advisable to fix a normative percentage below the estimated cost, which would automatically be considered as an abnormally low bid.

VII. If more than one bid are found to be lowest, the tender accepting authority will finalize the tender through a transparent lottery system.

(OM No.0776400022025-632 1W.Dt.09.01.2026 of the works Department, Govt. of Odisha)

The following clarifications are issued on works Department Office Memorandum No. 173 dated 03.01.2026.

7/1/26

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a. The phase "to abolish the extent provisions of threshold negative bid caps(14.99%) introduced....." in the first para the works Department OM No.173 dated.03.01.2026+ may be read as....to abolish the extent provisions of threshold negative bid caps of 15% introduced vide Works Department OM No.123561W dt.08.11.2013 and amended vide Works Department OMNo.1437 dt.31.03.2023...."

b. If more than one bid is quoted (decimal up to two numbers will be taken for all practical purposes), either at the estimated cost put to tender or less than the estimated cost put to tender, the tender accepting Authority will finalize the tender through a transparent lottery system where all the concerned bidders/their authorised representatives, the concerned committee members will remain present.

c. If the rate quoted by the SC and ST Category Contractors comes to the rate quoted by the L1 bidder(decimal up to two numbers will be taken for all practical purposes) after availing10% price preference as per Para 2 of Works Department Resolution No.27748 dated. 11.10.1977, the tender shall be finalized by the tender accepting authority through a transparent lottery system along with other categories of contractors.

d. As regards the bidding process in which the tender has been floated before the issue of Works Department Office Memorandum No.173 dt 03.01.2026, the bid shall be finalized as per the earlier provisions in Appendix-IX, Clause 36 of OPWD Code Volume-II.

e. This has been concurred in by the Finance Department in File No FIN-WF1-MISC-01.02.2025.

40. Affidavit to be furnished by the contractor at the time of submitting of Tender about the authentication of Tender documents including Bank Guarantee.

An affidavit shall be furnished by the contractor at the time of submission of Tender papers about the authentication of Tender documents including Bank Guarantee.(vide Got. Of Orissa, works department Code.-14/2004-9414, dt.08.06.04 concurred by Law Department, vide their U.O.R no.-1242, dt.05.08.03 and No.193/WF-1 dt.04.03.04 respectively).

41. Clauses for side engineer and road furniture etc. in DTCN/Agreement. In works department letter No. 10407, dt.25.06.2004 the agency executing major works should possesses fully fledged field laboratory for testing of the quality of the work. Under the same clause the following provision is to be made as per works department No.12351/w. dated 23.07.2004.

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SCHEDULE OF QUANTITY & ABSTRACT OF COST

Name of the work:- "Servicing / Repairing of 8 Nos of D.G Sets of Hostels".

Estimated cost:- Rs.2,98,016.00/-(Excluding GST)

Sl.No.	Description of Item	Unit	Quantity	Rate	Amount
1	P21108530304-GASKET FOR PDC ROCKER COVER	Nos	24	133.00	3,192.00
2	605411880008-LUB OIL FILTER (232V12)	Nos	8	605.00	4,840.00
3	P21109230191-PRI-FLTR ELEMENT	Nos	8	2,775.00	22,200.00
4	P21109230192-SEC.FLIT. ELEMENT	Nos	8	1,201.00	9,608.00
5	001200240911- ELEMENT-PRE-FUEL FILTER	Nos	8	235.00	1,880.00
6	001200240912- (ELEMENT-MICRO-FUEL FILTER)	Nos	8	201.00	1,608.00
7	123200198724-GREAVES LUB OIL C14 PLUS10 LTR PACK	Ltrs	160	522.30	83,568.00
8	141100195038-RADIATOR PRE-MIX GREAVES KOOL 10LIT	Ltrs	160	283.50	45,360.00
9	103460211143-AX-45-COGGED BELT	Nos	16	421.00	6,736.00
10	P21109390075-FUEL PIPE-M14BANJO 1100 L RB	Nos	8	1,003.00	8,024.00
11	SERVICE CHARGE FOR REPAIRING OF GREAVES COTTON MAKE DG SET, RADIATOR EXTERNAL CLEANING, ELECTRICAL RECTIFICATION AS PER SITE POSSIBILITY, HAND PUMP	Nos	8	13,000.00	1,04,000.00
12	Freight Charges	LS			7,000.00

Percentage Rate Quoted in figure :-
Percentage Rate Quoted in word :-
Total Tender Amount :-

Total No of correction.....

Total No of Over writings.....

7/11/26

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In case of downloaded from official web site:-

Cost of tender paper for the work "

No. Date payable at

For Office use only

01. EMD. Furnished / Not Furnished
Rs.
In shape of
Pledged / Not furnished

02. Valid Registration certificate :-
03. PAN Card:-
04. GSTIN:-
05. Nos. of Tender paper:-
06. Cost of Tender paper in case of down loading i.e Rs. /-in shape of Demand Draft

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2/11/26
DIRECTOR