



INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
ESTATE OFFICE, POWAI, MUMBAI, MAHARASHTRA – 400 076
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IIT Bombay invites digitally signed Technical Bid & Financial Bid for following work from the contractors having **similar** experience in Central Government Departments / State Government Departments / Central or State Autonomous Bodies / State or Central Public Sector Undertakings & Large Private Organizations. The detail of work is given below:

Sr. No.	Name of Work	Estimated Cost (In Rs.) Incl. 18% GST	EMD (Rs.)	Time Limit	RFX No.
1.	Term contract for trimming of palm trees (Tad, Coconut & Royal Palms) in the Campus. EO/A/HORT/WKS-89/25-26	Rs.34,48,488/-	Rs.68,000/-	01 year	6100002281

Intending bidders needs to be register themselves on IIT Bombay portal i.e. <https://portal.iitb.ac.in/vrp/index.jsp> to get User ID and Password. **View the open tender on <https://ep.iitb.ac.in/irj/portal> Please visit https://portal.iitb.ac.in/vrp/vrp_srm_docs.jsp for configuration process and user manual.** Queries regarding to vendor registration please contact on **022 – 2159 3001(ASC Help-desk)** and queries regarding to online Bid submission please contact to **+91 82915 56277/6377 or mail us at srm@iitb.ac.in**

Date and time of submission of tender documents digitally are from 30.07.2025 to 20.08.2025 till 11:15 a.m. Date of opening of **Technical Bid will be 20.08.2025 at 11:30 a.m. and Financial Bid 20.08.2025 (Tentative)**

Interested contractors/agencies are requested to upload Technical bid and Financial bid on the SRM tendering portal of IIT Bombay.

(A) All contractors/agencies should upload technical bid with the following documents on SRM tendering portal, failing to which their tender will be summarily rejected from the tendering process:

- 1) i. Experience of having successfully completed works during the last 7 years ending last day of the month previous to the one in which applications are invited :
Three **similar completed works** costing not less than the amount equal to 40% of estimated cost put to tender,
OR
Two **similar completed works**, costing not less than the amount equal to 60% of the estimated cost put to tender
Or
One **similar completed work** of aggregate cost not less than the amount equal to 80% of the estimated cost.
AND
ii. One completed work of any nature (either part of (i) or a separate one) costing not less than the amount equal to 40% of the estimated cost put to tender with some Central Government Departments / State Government Departments / State or Central Autonomous Bodies / State or Central Public Sector undertakings.
- 2) Detail statement for work completed, work in hand including balance commitment of work should be enclosed for last three year commencing from 1st April and ended with 31st March and contractor should submit his details as per Annexure'A' format with support of xerox copies of work order and work completion certificates, otherwise the bid capacity will not be calculated and his technical bid will be summarily rejected, and no Financial Bid will be opened. (All contractors/agencies are hereby informed that they should upload Technical bid as per format of Annexure "A", changing in format is not allowed).
- 3) Upload a scan copy of the information in respect of **manpower/mandays** for above said work must be given **in undertaking** with official signature and seal/stamp, otherwise tender will be **rejected**.
- 4) Bank Solvency certificate 40% of estimated amount issued within one year from any Nationalized / Schedule Bank from the date of publishing of Tender.
- 5) P. F. registration certificate.
- 6) P. F. challans of last 12months.
- 7) (i) ESIC registration certificate and copies of ESIC challans of last 12months.
OR
(ii) Contractors' all risks insurance (CAR policy) / Mediclaim policy.
- 8) PAN card.
- 9) GST registration certificate.
- 10) Income Tax Return for last 03 years i.e. of **2022-23, 2023-24 and 2024-25**.
- 11) List of Equipment's, Machinery, Tools.
- 12) List of Technical Staff with copies of their Degree/diploma certificate.

- 13) The contractors who were empanelled under Estate Office under (2018-23) list need not have to upload Demand Draft. The contractors other than empanel list that are applying for tender need to upload a scan copy of Demand Draft / Pay Order for Rs.68,000/-(EMD amount) drawn in favour of "The Registrar, IIT Bombay" on online Tendering Portal.
- 14) Power of Attorney, if any.
- 15) Proof of Constitution: An affidavit in case of Sole Proprietorship, Partnership Deed in case of Partnership Firm, Article of Association in case of Private / Public Limited Companies.
- 16) **Litigation history** of the agency is required to be submitted along with the application. A tender would not be awarded if any inquiry proceeding / criminal case is found pending against the agency.

Note:

Those contractors who do not have documents mentioned above from Sr. No. 1 to 16 need not apply as it is mandatory documents to qualify in technical bids.

Upload all your relevant documents in the serial order mentioned above. It is **advisable** not to make more than **03 folders of 5MB** while uploading documents.

The work will be executed with lowest bidder as per the terms and conditions of work order and tender documents signed by the lowest bidder. (All agencies are requested to upload a scan copy of Terms and Conditions with official signature and seal/stamp on SRM online tendering portal)

The validity of the bids will be valid for 6 months from the date of opening of tender.

If agency fails to submit the above mentioned documents by uploading to the online portal, their technical bid may be rejected.

Litigation history of the agency is required to be uploaded along with the application. Tender would not be awarded if any inquiry proceeding / criminal case is found pending against the agency.

No work will be subletted to third party. If found payment of final bill will not be processed and the contractor's name will removed from the enlistment without giving him further notice.

Contractor's/Agencies/Proprietor's are requested to give Power of Attorney to your representative to deal any matter with any Officers or Staff of IIT Bombay on behalf of you or your agency.

Rates of the estimate are based on MCGM Garden USOR 2023.

The contractor have to quote his own rates online against each item of work and need to select **N5 tax code** thereafter.

Scan and upload all the above mentioned documents in "**C folder**" of online SRM tendering portal.

IIT Bombay reserve its rights to reject any or all tenders without assigning any reason and without any reference.

No queries will be entertained within 24 hours prior to the opening of the tender. We kindly request all contractors to upload their quotations well in advance of the submission deadline to ensure a smooth and timely process.

IIT Bombay reserves the right to request a detailed justification of the quoted rates from the lowest bidder, if deemed necessary by the Engineer-in-Charge. Should the justification provided by the bidder be considered unsatisfactory or unsubstantiated, the Engineer-in-Charge shall have full authority to reject the bid, irrespective of it being the lowest.

Superintending Engineer (I/C)

M. Shrivastava
25/08/2023
H. Kumar
29/07/2023

TO BE UPLOADED ON SRM TENDERING PORTAL WITH FINANCIAL BID

**ANNEXURE 'A' (FORMAT)
TECHNICAL BID**

File No. : EO/A/HORT/WKS-89/25-26

Name of Work : Term contract for trimming of palm trees (Tad, Coconut & Royal palms) in the campus.

Name of the Contractor -----

Sr. No.	Name of Client	Name of Works	2022-23 (In Lakhs)	2023-2024 (In Lakhs)	2024-2025 (In Lakhs)	2025-2026 (In Lakhs)	
						Completed	Balance
			-	-	-	-	-
			-	-	-	-	-
		Total Amount (In Lakhs)	-	-	-	-	-

Note : Contractor must submit his details as per Annexure 'A' with declaration stating that **he is possessing all the original copies of work orders and experience certificates, it will be produced as and when required to IIT Bombay.** However, if it is found false at later stage, the contractor will be debarred or blacklisted. Whereas, if information is not submitted as per Annexure 'A' format his bid capacity will not be calculated and his tender will be summarily rejected.

Signature
25/08/2025

Superintending Engineer (I/C)

Signature
29/07/25

Signature of Contractor
Name & Address in full

WORKS UNDERTAKING

EO/A/HORT/WKS-89/25-26

To,
Superintending Engineer (I/C)
Indian Institute of Technology,
Powai, Mumbai – 400 076.

Sub : Term contract for trimming of palm trees (Tad, Coconut & Royal palms) in the campus.

Dear Sir,

We are hereby quoting all the rates for the attached schedule of short tender of the above mentioned job.

We hereby accept & signed all the General Terms and Conditions and special Conditions of Contract.

The work will be completed within specified time limit of 01 year as mentioned in the notice inviting for short tenders.

The following information is required to be provided.

I / We agree to keep the tender open for One Hundred and Eighty (180) days from the due date of its opening / One Hundred and Eighty days from the date of opening of financial bid in case tenders are invited on 2/3 envelope system and not to make any modification in its terms and conditions.

	Male	Female
No. of Unskilled casual labour to be required per day.		
No. of Skilled casual labour to be required per day.		
Total Mandays required for completion of work.		

Thanking you,

Yours faithfully,

Signature of the Contractor
With official Seal / Stamp of the firm

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI - 400 076

EO/A/HORT/WKS-89/25-26

ESTATE OFFICE

Name of Work : Term contract for trimming of palm trees (Tad, Coconut & Royal palms) in the campus.

Schedule Of Work

Sr. No.	Description of Work	Qty.	Unit
1	Palms below 25 feet height : Cut and removal of all the fronds, fruits and inflorescence along with drooping / hanging dry fronds or as directed by Sr. Tech. Supdt. (Hort.) / Horticulturist by taking prior permission from the Tree Authority of MCGM. Remove sprouted seedlings and fallen fruits, any under the trees. Dispose off the cut fronds / fruits etc. out of the IIT Bombay campus. Note : Rs.50,000/- will be penalized every time if the cut tree fronds & fruits damage to public / property / infrastructure.	1142	Each
2	Palms above 25 feet height : Cut and removal of all the fronds, fruits and inflorescence along with drooping / hanging dry fronds or as directed by Sr. Tech. Supdt. (Hort.) / Horticulturist by taking prior permission from the Tree Authority of MCGM. Remove sprouted seedlings and fallen fruits, any under the trees. Dispose off the cut fronds / fruits etc. out of the IIT Bombay campus. Note : Rs.50,000/- will be penalized every time if the cut tree fronds & fruits damage to public / property / infrastructure.	1770	Each

- 1) Note : This schedule of work is given for reference purpose only. Contractors are requested to quote your rates online in financial bid.
- 2) If you will engage labourer 20 or more any day, you have to get labour licence as per contract Regulation & Abolition Act 1970 Rule 1971, and also, you have to keep all such record for inspection to the Principal Employer. If you will engage labour up to 10 Nos. per day, you have to file returns after completion of work as per Building & Construction Act to the Office of Regional Labour Commissioner (Central), Sion, Mumbai.
- 3) This work is to be executed as per the the clauses mentioned in the tender document signed by you. In addition to the existing safety clause of the tender document a penalty of Rs.5,000/- per case will be recovered from the bills of the particular works, in case any such safety violations are noticed.
- 4) 01% amount will be deducted from the bills for safety related measures which will be reimburse along with the final bill.
- 5) Taxes as per government notification time to time.
- 6) Contractor must pay GST Taxes to concern authority within 30 days time limit after receipt of payment from IIT Bombay & said record must be submitted to IIT Bombay Accounts Section, otherwise action will be taken as deemed fit.
- 7) If any malpractices / fraud / negligent professional behaviour or any discrepancy / inconsistency / disparity / deviation / disagreement / dissimilarity / mismatch noticed, their contract will be terminated by issuing one month notice by following legal procedure and will be blacklisted and informed to all Government Authorities and Organisations.

Superintending Engineer (I/C)