



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY JAIS, AMETHI**

[Institute of National Importance established under the Act of Parliament]

Mubarakpur, Mukhetia, Bahadurpur, Harbanshganj, Tiloi Amethi,

Uttar Pradesh, INDIA - 229 304

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

**NOTICE INVITING TENDER**

*For*

**STAINLESS STEEL LETTER WORK ON INSTITUTE GATES**

*At*

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI**

Type of Tender	Limited Tender
Tender Ref. No.	<b>RGIPT/JAIS/IWD/SS/TENDER/2021-22/01 Dated 28/07/2021</b>
Tender description	Tender for making, supply & installation of SS Letters on both main gates of RGIPT Jais, Amethi
Bid type	Composite Bid
Mode of submission	Offline (Online for information only)
Earnest Money Deposit	Rs. 22000/- (Rs. Twenty Two Thousand only) in favour of 'Rajiv Gandhi Institute of Petroleum Technology' payable at Jais, Amethi.
Tender issue date	<b>28/07/2021</b>
Last date of submission of tender bids	<b>18/08/2021 (Wednesday) on or before 03.30 PM</b>
Date & time for opening of Tender Bid	<b>18/08/2021 (Wednesday) at 04.30 PM</b>
Venue for opening of tender bids	Office of The Chairman, Institute Works Committee, Ground Floor, E Block Hostel, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi, UP, INDIA - 229304
Bid to be addressed to	To, The Chairman, Institute Works Committee, Rajiv Gandhi Institute of Petroleum Technology Jais, Mubarakpur, Mukhetia More, Harbanshganj, Tiloi, Amethi, UP - 229304
Contact person & Email ID for clarification, if any	Name: Mr. Harish Kumar Yadav, Executive Engineer (Civil) Email: <a href="mailto:hkyadav@rgipt.ac.in">hkyadav@rgipt.ac.in</a> Contact No. 0535-270 4888, 9565993399

Tender form can be downloaded from [www.rgipt.ac.in](http://www.rgipt.ac.in)

## INTRODUCTION

Rajiv Gandhi Institute of Petroleum Technology, Jais Amethi has been set up by the Ministry of Petroleum and Natural Gas as an "Institute of National Importance" along the lines of IIT's under an Act of Parliament. RGIPT is co-promoted as an energy domain specific institute by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB). The Institute is associating with leading International Universities/Institutions specializing in the domain of Petroleum Technology.

RGIPT Jais is situated on Rae Bareli – Sultanpur National Highway, Near Jais Railway Station at a distance of 27 km from Rae Bareli. The nearby Nagar Palika is Jais, which has a periphery of around 2.5 Kms.

## NOTICE INVITING TENDER

Sealed tenders are invited for making, supply and installation of SS Letters on both main gates of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi. The Bidder is expected to enclose photocopies, as asked in 'Annexure – A & B' and must quote their rates for given specification only, as mentioned in 'Annexure – C'. It is responsibility of the Bidders to ensure to quote for the work, as asked in the tender document. In case, it is found that the bidder has not quoted the rate according to the mentioned specification or has quoted the rates for any other quality or has not quoted for complete SS Letter work such as making, supply and successful installation at site, the tender of the respective bidder will not be considered for financial evaluation.

Bidders are required to submit 'Earnest Money Deposit' (EMD) in the form of Demand Draft, for an amount of **Rs. 22,000/-** in favour of 'Rajiv Gandhi Institute of Petroleum Technology' payable at Jais, Amethi. In case, the tender is submitted without EMD, the tender will be summarily rejected without assigning any reason thereof. The EMD of unsuccessful bidder will be returned after finalization of tender without any interest. The EMD of L1 Bidder shall be converted into performance bank Guarantee.

The quoted rate shall be inclusive of all taxes and shall remain firm till the finalization of the tender. Billing of L1 bidder will be done as per GSTIN Act by mentioning HSN Code of each item in the Invoice/Bill. The payment will be made either by Account Payee Cheque or through RTGS/NEFT after making the statutory deduction like TDS etc. and successful supply and successful installation at site, to the satisfaction of Engineer-In-Charge.

The clarifications, if required may be obtained from Office of The Executive Engineer (Civil), Institute Works Department on any working day between 11:00 Hrs. to 16:00 Hrs. from 28/07/2021 to 18/08/2021 on 0535-2704888.

## TENDER BIDS

The quotation should be in sealed envelope and super scribed with "Tender Reference No. **RGIPT/JAIS/IWD/SS/TENDER/2021-22/01 dated 28/07/2021**, Tender for making, supply and installation of Stainless Steel Letters on both main gates of RGIPT Jais.

The bidders are requested to send their sealed bid form/quotation/tender document completed in all respect (duly filled in, signed and stamped on all pages along with EMD) either by courier / Speed post or dropped in the tender box provided at the Office of **The Chairman, Institute Works Committee, RGIPT Jais, Mubarakpur, Mukhetiya More, Harbanshganj, Amethi, UP - 229304** on or before 18/08/ 2021 by 15:30 Hrs.

The tenders will be opened on the same date at the Office of The Chairman, Institute Works

Committee, RGIPT Jais, Mubarakpur, Mukhetiya More, Harbanshganj, Amethi, UP – 229304 by 16.30 Hrs. in presence of the intending bidders or their authorized representatives.

### **ELIGIBILITY CRITERIA**

The bidder must submit the following documents duly signed and stamped with the tender document:

1. Earnest Money Deposit (EMD) for an amount of Rs. 22,000/- (Rs. Twenty Two Thousand only) in favour of 'Rajiv Gandhi Institute of Petroleum Technology' payable at Jais, Amethi.
2. Copy of GST Registration in case of firm/proprietorship.
3. Copy of PAN Card of the Firm/bidder.
4. Copy of passbook/Cancelled cheque for bank account details.
5. Tender document duly signed and stamped on all pages.

### **EVALUATION CRITERIA**

1. Quotation submitted by the bidders shall be valid for 120 days from the date of opening of tender.
2. The tender job will be awarded on overall L1 basis, not on individual item basis.
3. L1 will be decided on the basis on total of quoted rates of all items such as making, supply and installation and applicable taxes.

### **IMPORTANT INSTRUCTIONS**

1. Read the tender document carefully before filling the tender bids and processing for bid submission.
2. Sign and stamp each page which have to be submitted along with tender bid.
3. The technical bid should contain:
  - a. All relevant document as mentioned in eligibility criteria of the tender document.
  - b. EMD of Rs. 22000/- (Rs. Twenty Two Thousand only) in the form of Demand Draft in favour of 'Rajiv Gandhi Institute of Petroleum Technology' payable at Jais, Amethi.
4. The prices to be quoted in stipulated format and without any condition. The price shall be filled up both in figures and words.
5. Tender form can be downloaded from the Institute's website [www.rgipt.ac.in](http://www.rgipt.ac.in). Please keep visiting Institute's website for any corrigendum/amendments and submit the bids accordingly.
6. Tender bid will be opened on 18/08/2021 @ 16:30 Hrs. in the presence of authorized representatives of intending bidders if, they wish to be present at that time.
7. The offer of the tenderer will be valid for 04 months (120 Days) from the last date of submission of the tender document.
8. Hypothetical/conditional, incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the items mentioned in the tender.
9. RGIPT, Jais reserves the right to accept/reject any tender in part or full, without assigning any reason whatsoever.
10. If the last date of opening of the tenders coincides with a holiday, then the next working day shall be the opening date.

## PERFROMANCE SECURITY

**The EMD of successful vendor will be convert into the performance security towards any defect liability for the period of One year from the date of completion of the work duly certified by the engineer In-charge.** The performance security will be returned after completion of warranty period (01 year from the date of completion of work) to the contractor. No interest will be paid on performance security amount.

## TERMS & CONDITIONS

1. RGIPT reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to reject the tender without giving any notice or assigning any reason.
2. The quoted rates should be inclusive of material cost, labour, services, plant/machinery/ tools & tackles, ladder & scaffolding required for the work, freight, transport/cartage of material, insurance, taxes and all other expenses not specifically mentioned but reasonably implied.
3. The bidders can visit the campus and discuss with the Executive Engineer for understanding the work at site with prior permission of the Executive Engineer during the office hours from Monday to Friday.
4. The inspection of material, if required, will be conducted by the representative/Engineer In-charge of RGIPT Jais on the basis of technical specification provided in the tender document. Please note, the material of stainless steel has to be certified from the Engineer In-charge, before the final installation.
5. ***The draft letters should got approved by the Chairman, Institute Works Committee, RGIPT Jais, Amethi before making, supply & installation at RGIPT site.***
6. The bidder have to provide minimum warranty of 01 year for the work from the date of completion certified by the Engineer In-charge, RGIPT.
7. Seal and signature on all the pages is required which have to be submitted with tender bid.
8. The warranty period of the installed letters would be One year from the date of completion of the work duly certified by the Engineer In-charge.
9. In case of any conflict in terms and condition arising in this tender document, the decision of the Chairman, Institute Works Committee shall be final and binding on all.
10. In case, the contractor fails to complete the whole work within stipulated period and clear the site, the contractor shall be liable to pay liquidated damages @ 0.5% of the contract value per week subject to a maximum of 05% (Five percent) of the contract value.
11. The contractor shall at his own cost arrange for the safety norms as per Government of India norms with respect to all labour directly or indirectly involved to carry out the work at RGIPT site.
12. **In case, if the polishing is required to match existing stainless steel alphabets with the newly installed alphabets, the polishing of the old letters will be carried out by the contractor. No extra payment will be made for polishing work.**
13. If the contractor or his workmen or employees destroy any part of the wall/building in which they may be working or if any damage to the work while in progress, the contractor shall upon receipt of a notice in writing in that behalf make the same good at his own cost.
14. The Institute shall not be liable for any accident, injury or for any other mishap caused to their employees during the work. For any kind of such injury or loss caused to any person mentioned herein above, the contractor shall be exclusively liable.

15. No request for advance payment for mobilization or carrying the work will be entertained by RGIPT at any circumstances.
16. The full and final payment will be made after work completion and actual measurement of work done duly certified by the Engineer In-charge, RGIPT Jais.

**Enclosure:**

- 1) Format for Technical Bid as **Annexure - A.**
- 2) Technical Specification as **Annexure - B**
- 3) Format for Financial Bid as **Annexure - C.**

Sd/-

Executive Engineer, Civil

## **Annexure - A**

**RGIPT/JAIS/IWD/SS/TENDER/2021-22/01**

**Date: 28/07/2021**

- Name of Bidder:
- Address of the Bidder:
- PAN No. of Bidder:
- GSTIN No. of Bidder:
- Contact Person:
- Contact No. & E-mail ID:
- Bank Account Details:

**Note:**

- 1. Please attach photocopies in support of above information.**
- 2. Signature and seal of the bidder required on all the pages, which are to be submitted along with this tender document.**

## **Annexure - B**

### **Technical Specification of SS Letter Work at RGIPT Site**

1. Making, supply and installation of Hindi Letters as under:

#### **“राष्ट्रीय महत्व का संस्थान, भारत सरकार”**

- a. The material used will be Non lit SS matt finish SS 316 Grade, 50 mm depth of sides.
- b. The letters will be installed after a base of hardboard sheet of 12 mm is digitally router cut and screwed onto the wall directly. The finished SS letters will be installed over the screwed hardboard letters.
- c. The font size will be 20” and the font type will be as existing.
- d. Approximate size as per drawing is 68.00 sq. ft. for one site. Sites for installation are two. Hence total approximate area to be covered is 136sqft.

2. Making, supply and installation of English Letters as under:

#### **“INSTITUTE OF NATIONAL IMPORTANCE, GOVERNMENT OF INDIA”**

- a. The material used will be Non lit SS matt finish SS 316 Grade, 50 mm depth of sides.
- b. The letters will be installed after a base of hardboard sheet of 12 mm is digitally router cut and screwed onto the wall directly. The finished SS letters will be installed over the screwed hardboard letters.
- c. The font size will be 20” and the font type will be as existing.
- d. Approximate size as per drawing is 106.00 sq. ft. for one site. Sites for installation are two. Hence total approximate area to be covered is 212 sq. ft.

## Annexure – C

RGIPT/JAIS/IWD/SS/TENDER/2021-22/01

Date: 28/07/2021

Sr. No.	Item Description	Unit	Approx. Qty.	Unit Rate (Rs.)	Amount (Rs.)
1	Making, supply and installation of SS Letters on both institute's gates made of Stainless Steel (Approved make) Grade 316 with 50 mm depth raising made out of laser cut shape in required design, language and font including buffing, polishing and fixing by sufficient number of fasteners high quality chemical tape/adhesive/fast pf approved make all complete as per architectural drawing and direction of Engineer In-charge				
a.	Hindi Letters: “राष्ट्रीय महत्व का संस्थान, भारत सरकार” Size of letter 20”	Sq. ft.	136		
b.	English Letters: “INSTITUTE OF NATIONAL IMPORTANCE, GOVERNMENT OF INDIA” Size of letters 20”	Sq. ft.	212		
<b>Sub Total</b>					
GST @ ____% on Sub Total					
<b>Total Amount</b>					
<b>In Words:</b> Rupees					

**Note:** The payment will be made on the basis of actual work done, measured and approved by the Engineer In-charge, RGIPT Jais.