

Indian Institute of Technology, Kanpur
Office of the Dean of Infrastructure and Planning

DOIP/IITK/2022/OO-24-01-02

Date: 24/01/2022

OFFICE ORDER

Subject: Guidelines for tender publication and acceptance through the Institute Works Department (IWD)

The following guidelines are adopted based on the procedures to be followed for all tenders published through e-procurement portal as per Manual for procurement of works, 2019 and the latest Office Memorandum No. F.9/4/2020-PPD, issued by the Department of Expenditure, Ministry of Finance.

- ✓ Wherever traditional procedures refer to written communication and documents, the corresponding process in e-procurement moves to full submissions online. **No hard copy submission of any documents will be required from the tender participants**
- ✓ No provisions regarding Bid Security should be kept in the Bid Documents and only provision for Bid Security Declaration should be kept in the Bid Document. The Bid Security Declaration (Annexure A) must be uploaded in the CPP portal for valid tender submission.
- ✓ **Non-refundable Tender Processing Fees is required to be submitted through online transfer (NEFT/RTGS) to the institute account for all tender submissions above 5 Lacs. Proof of submission as per the format (Annexure B) must be uploaded along with the *Transaction slip* with due mention of NIT No: in the CPP portal for valid tender submission. Details of Bank Account Details can be found in (Annexure C)**

Non-refundable Tender Processing Fees

Tender Amount	Processing Fees Amount (inclusive of 18% GST)
Up to 5 Lacs	No fee
5 Lacs to 10 Lacs	Rs. 2000/-
10 Lacs to 20 Lacs	Rs. 5,000/-
20 Lacs to 30 Lacs	Rs. 7,000/-
30 Lacs to 40 Lacs	Rs 10,000/-
40 Lacs to 50 Lacs	Rs. 15,000/-
50 Lacs to 60 Lacs	Rs. 20,000/-
60 Lacs to 70 Lacs	Rs. 25,000/-
70 Lacs to 80 Lacs	Rs. 30,000/-
80 Lacs to 90 Lacs	Rs. 35,000/-

90 Lacs and above	Rs. 40,000/-
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For all Tenders above 10 Lacs, the following committee will oversee.

Prequalification/Technical Evaluation Committee:

1. _____ (Project In-Charge/EE/SE)
2. _____ {O.I.C. (S&P)}, or Nominee
3. _____ OIC, DOIP

Any decision in regard to **Prequalification/Technical Evaluation** will be finalized and uploaded to portal only **after due concurrence of the committee.**

This Office Order is issued with the approval of Competent Authority and is applicable with immediate effect.

This is for the necessary information to all concerned.

Dean of Infrastructure and Planning

Copy to:

1. Director
2. Dy. Director
3. Registrar
4. Jt. Registrar, F & A
5. SE, IWD
6. Web master - for circulation among all concerned

Annexure A

Performa of Bid Security Declaration

(To be submitted by bidder on its Company Letterhead (scanned copy) on <http://eprocure.gov.in/eprocure/app>)

It is here by submitted that if I/We ----- (Name of bidder/firm/company) withdraw or modify the bids during period of validity, or if I/We ----- (Name of bidder/firm/company) are awarded the contract and I/We ----- (Name of bidder/firm/company) fail to sign the contract or to submit a performance security before the deadline defined in the tender documents, I/We ----- (Name of bidder/firm/company) will be suspended to take part in IIT Kanpur's tendering process for the period of two years from the date of occurrence of the above mentioned default."

Date:

Authorized Signatory

Annexure B

Format for Proof of submission to be uploaded along with transaction slip

NIT No:	Name of Agency	GST Number of the Agency	Date of Transaction	Total Amount Transferred	UTR Number

Annexure C

Details of Institute Account for submitting tender processing fees

Bank Name	Beneficiary Name	A/C No:	IFSC code
SBI IIT Kanpur	The Registrar, IITK	30632766814	SBIN0001161