



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
HORTICULTURE SECTION
NOTICE INVITING TENDER

Telephone No. 022 2576 4085, 022 2159 6927 email id office.horticulture@iitb.ac.in

IIT Bombay invites signed Technical Bid & Financial Bid for the following work from the contractors having similar experience in Central Government Departments / State Government Departments / Central or State Autonomous Bodies / Central or State Public Sector Undertakings / in reputed Private Companies. The detail of work is given below:

Sr. No.	Name of Work	Estimated Cost (In Rs.)	EMD (Rs.)	Mode of Tender	Duration of contract
1	Term Contract for carrying out work of cutting and disposal of tree branches in the Campus. EO/A/HORT/WKS-276/25-26	Rs 2,44,42,780/- Incl.18% GST	Rs.4,80,000/-	Item rate offline mode	01 YEAR

Intending bidders need to register themselves on the IIT Bombay portal i.e. <https://portal.iitb.ac.in/vrp/index.jsp> to get User ID and Password. Please visit https://portal.iitb.ac.in/vrp/vrp_srm_docs.jsp for configuration process and user manual. For queries regarding vendor registration, and configuration process please contact on 022 - 2159 3001 (MDM Help-desk).

All tender documents, forms, etc are available online on <https://www.iitb.ac.in/resources/vendors-tenders> and Central Public Procurement Portal (CPPP) e-tender publishing portal of the Government of India.

Date of submission of technical and financial bids, in 2 separate envelopes is on 09.04.2026 from 09:15 a.m to 11:15 a.m. in the tender box at 1st floor, Conference room, Estate Office. **The date of opening the technical Bid will be 09.04.2026 at 11:30 a.m.** The date of opening the financial bid shall be intimated later to the eligible tenderer.

Interested contractors/agencies are requested to submit Technical bid and Financial bid in the Tender Box of the Estate Office. All contractors/agencies should submit technical bid with the following documents, 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 **50%** 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.

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) Submit a 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.

3) P. F. registration certificate.

- 4) P. F. challans of last 12months.
- 5) (i) ESIC registration certificate and copies of ESIC challans of last 12months. OR (ii) Contractors' all risks insurance (CAR policy) / Medclaim policy.
- 6) PAN card.
- 7) GST registration certificate.
- 8) Income Tax Return for last 03 years i.e. of **2022-23, 2023-24 and 2024-25**.
- 9) List of Equipment's, Machinery, Tools.
- 10) List of Technical Staff with copies of their Degree/diploma certificate.
- 11) Submit DD/FDR/BG of Rs. 4,80,000/- in the name of "The Registrar, IIT Bombay" in the Technical Bid Envelope.
- 12) Power of Attorney, if any.
- 13) 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.
- 14) **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.
- 15) Bank Solvency certificate **40% of estimated amount** issued within one year from any Nationalized / Schedule Bank from the date of publishing of Tender.
- 16) 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.
- 17) **Labour Licence** obtained in the past 03 years
- 18) Index Sheet

Terms & Conditions :

The documents listed above from Sr. No. 1 to 18 is mandatory for qualification in the technical bid evaluation process.

The selected bidder should submit a **Performance Guarantee for 5%** of the quoted amount. The time allowed for submission of the Performance Guarantee from the date of issue of the letter of acceptance is 14 days.

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.

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

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.

The rates are prepared based on BMC Garden USOR - 2023

Contractors are strictly prohibited from engaging in any correspondence related to tender documents with anyone other than the Tender Section. Any violation will result in disqualification from all future tenders.

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


18/03/2026
Sr. Technical Supdt. (In-charge, Horticulture)
O.K. 
18/3

**TO BE SUBMITTED SEPARATELY IN OTHER ENVELOPE ALONG WITH
FINANCIAL BID**

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

File No. : EO/A/HORT/WKS-276/25-26

Name of Work : Term contract for carrying out work of cutting and disposal of tree branches 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.

H. Kulkarni
15/03/2026

Sr. Technical Supdt.
In-charge, Horticulture Section

D. Kulkarni
15/3

Signature of Contractor
Name & Address in full

WORKS UNDERTAKING

EO/A/HORT/WKS-276/25-26

To,
Sr. Technical Supt., In-charge, Horticulture
Indian Institute of Technology,
Powai, Mumbai – 400 076.

Sub : Term contract for carrying out work of cutting and disposal of tree branches 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
HORTICULTURE SECTION**

EO/A/HORT/ WKS-276/25-26

Name of the work : Term contract for carrying out work of cutting and disposal of tree branches in the campus.

Item No.	Description/Schedule of Work	Qty. (Approx.)	Unit	Rate in Rs.	Amount Rs.
1	<p>Trimming of trees below 2 feet girth : Trimming of trees as directed by In-charge, Horticulture / Horticulturist, dispose off the tree cutting, wood logs out of BMC Jurisdiction at designated site. If trimming is required within 6 month it should be done by contractor free of cost. If required application of fungicide, pesticides at pruned branches as directed by In-charge, Horticulture / Horticulturist. Tree trimming site shall to be protected with barricades during execution of work. Liasoning with BMC & tree permissions shall be brought by the contractor. Note-1 : The wood generated by cut tree branches shall be weighed at weigh bridge and accordingly amount will be deducted @ Rs.2.00 per kg from the running/final bills of the contractor. Note-2 : Rs.50,000/- will be penalized every time if the cut tree branches damage to public or property. Liasoning with BMC and tree permissions shall be brought by the contractor.</p>	1200	Each	<p>Rs...../-</p> <p>Rate in word(_____</p> <p>_____</p> <p>_____)</p>	
2	<p>Trimming of trees having girth between 2 to 5 feet : Trimming of trees as directed by In-charge, Horticulture / Horticulturist, dispose off the tree cutting, wood logs out of BMC Jurisdiction at designated site. If trimming is required within 6 month it should be done by contractor free of cost . If required application of fungicide , pesticides at pruned branches as directed by In-charge, Horticulture / Horticulturist. Tree trimming site shall to be protected with barricades during execution of work. Liasoning with BMC & tree permissions shall be brought by the contractor. Note-1 : The wood generated by cut tree branches shall be weighed at weigh bridge and accordingly amount will be deducted @ Rs.2.00 per kg from the running/final bills of the contractor. Note-2 : Rs.50,000/- will be penalized every time if the cut tree branches damage to public or property.</p>	1200	Each	<p>Rs...../-</p> <p>Rate in word(_____</p> <p>_____</p> <p>_____)</p>	

3	Trimming of trees above 5 feet girth : Trimming of trees as directed by In-charge, Horticulture / Horticulturist, dispose off the tree cutting, wood logs out of BMC Jurisdiction at designated site. If trimming is required within 6 month it should be done by contractor free of cost. If required application of fungicide, pesticides at pruned branches as directed by In-charge, Horticulture / Horticulturist. Tree trimming site shall to be protected with barricades during execution of work. Liasoning with BMC & tree permissions shall be brought by the contractor. Note-1 : The wood generated by cut tree branches shall be weighed at weigh bridge and accordingly amount will be deducted @ Rs.2.00 per kg from the running/final bills of the contractor. Note-2 : Rs.50,000/- will be penalized every time if the cut tree branches damage to public or property.	3600	Each	Rs...../- Rate in word(_____ _____ _____)	
					Total Amount
					CGST@9%
					SGST @9%
					Net Amount
					Say Rs.

Amount in Rs. _____

(Rates for all items & net amount of total to be filled with figure and words. If it is not done, it will be assumed as incomplete tender & tender opening committee will reject your offer at the time of opening of tenders/quotations).

1) Note : Contractors are requested to quote their own rates against each item 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 recored 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.

4) Taxes as per government notification time to time.

5) 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.

6) 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.

7) Tender will be rejected if white ink applied for correction in the schedule of work.

8) In the case of Item rate tenders, only rates quoted shall be considered. Any tender containing percentage below / above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figure and in words tally, but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise proved be taken as correct and not the amount. **In event no rate has been quoted for any item(s), leaving space both in figure(s), words(s), and amount blank, it will be presumed that the contractor has included the cost of this / these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.**

[Handwritten Signature]
 18/03/2026

Sr. Technical Supdt. (In-charge, Horticulture)

[Handwritten Initials]

[Handwritten Signature]
 18/3

Signature and official Stamp of Contractor

DECLARATION

- (a) We are not involved in any litigation that may have an impact of affecting or compromising the works as required under this tender.
- (b) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.
- (c) We hereby confirm and declare that M/s [Company Name] does not have any Litigation / Arbitration History with any Government department, Public Sector Undertaking (PSU), or Private Sector agency for works executed during the **last 5 years**.
- (d) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed therefrom and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Name of the bidder: _____

Complete Address: _____

Address (Works), if _____

any: Contact Nos. _____

INDEX SHEET

Sr. No.	Content	Page No. From - To
1	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 50% 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.	
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12	Earnest Money Deposit	
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15	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.	
16	Annexure 'A'	
17	Labour Licence	

Signature & stamp of the Contractor