



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

Devghat, Jhalwa, Prayagraj - 211 015 (U.P.) INDIA

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Ref. No.: IIIT-A/SP/1795/2457/2025

Date : 20/06/2025

## QUOTATION NOTICE

To,  
M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Quotation for Disposal and Cleaning of Area Adjacent to Gate No. 2 of the premises/campus at IIIT-Allahabad-reg**

**Enquiry Issue Date : 20.06.2025**  
**Last Date & Time for Submission : 04.07.2025 12:00 PM**  
**Place of Submission : The office of the Deputy Registrar (Stores & Purchase)**  
**Date & Time of Opening : 04.07.2025 12:30 PM**

**Dear Sir/Madam,**

Sealed quotations are invited from experienced and eligible contractors/agencies for the following work:

**Shifting of waste materials and dry leaves dumped adjacent to Institute Gate No. 2 from the main campus area and disposal of the same at the corner of the vacant land beside Boys Hostel No. 5.** (The quotation must be submitted in format as per Annexure 'A' alongwith their supporting documents as per Annexure 'B' failing which their proposal will be summarily rejected and will not be considered any further.)

### **Scope of Work:**

- 1) Collection and loading of waste material and dry leaves from areas near Institute Gate No. 2 and other parts of the main campus.
- 2) Transportation of the collected waste to the designated vacant land beside Boys Hostel No. 5.
- 3) Unloading and proper disposal/spreading of the waste in the earmarked corner.
- 4) Cleaning of the site after completion of work.

Quotations duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (Stores & Purchase), Admin Building, East Wing, Stores & Purchase Section, IIIT-Allahabad. Quotation should be addressed to Deputy Registrar (Stores & Purchase), IIIT-Allahabad, Deoghat Jhalwa Prayagraj. Kindly mention enquiry number, subject, due date, contact address etc. on your quotation. Incomplete quotation will not be accepted.

**Eligibility Criteria:**

1. The bidder must have experience in executing a similar nature of work.
2. Bidders should have experience of having successfully completed a similar Nature of executing job work. For the purpose of consideration as technical experience bidder should Satisfying below condition within the span of 3 years in any Central/state Government/PSU/Autonomous bodies//central University & any other Govt Institution/Organization:  
One similar work completion Certificate costing not less than Rs. 0.80 Lakhs.  
OR  
Two similar works completion Certificates each costing not less than Rs. 0.60 Lakhs.  
OR  
Three similar work completion Certificates each costing not less than Rs. 0.40 Lakhs.
3. The bidder should submit proof of average annual turnover of Rs. 0.50 Lakhs for the Last 3 financial years (2021-22, 2022-23 and 2023-24). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted.
4. Must have valid PAN, GST registration, and any other statutory registrations as applicable.

**Note:** It is mandatory to provide all the valid & readable supporting documents as proof in respect of the mandatory eligibility criteria mentioned above

**Terms & Conditions:**

1. The quoted rates must be inclusive of all taxes, labour, transport, and incidental charges. No extra payment will be done for the same.
2. The quoted rates should be valid atleast 60 days.
3. The work should be completed within 2 Weeks from the date of award of work. A penalty @ 1% per week or part thereof and maximum up to 10% shall be charged if required work is not made by the due date.
4. Site visit must be done by the bidder before quoting their rates.
5. If the bidder makes any modification in the terms and conditions of the bid, which is not acceptable to the Institute, then the Institute shall, without prejudice to any other right or remedy, be at liberty to suspend the bidder for one year.
6. According to standard terms, payment will be made after its completion but after inspection and approval of Engineer-In-charge.
7. For any further clarification, you may contact Sh. Avinash Mishra, Junior Engineer (Civil), IWD Section.
8. The Director, IIIT-A reserves the right to reject/ cancel this /Quotation at any stage.
9. All legal disputes shall be subject to jurisdiction at court in Prayagraj.
10. Kindly quote your GST No., Income Tax PAN No. / TAN No., etc. mandatory on the bill raised by the bidder.

**Deputy Registrar(S&P)**

**ON BIDDERS/CONTRACTOR/AGENCY LETTER HEAD**

**Date:**

To,  
Registrar  
IIIT-Allahabad

**Quotation Reference No:** IIIT-A/SP/1795/2457/2025

**Name of Work:** Disposal and Cleaning of Area Adjacent to Gate No. 2 of the premises/campus at IIIT-Allahabad

S. No.	Description	Quantity	Unit	Rate	Amount
1	<b>Shifting of waste materials and dry leaves dumped adjacent to Institute Gate No. 2 from the main campus area and disposal of the same at the corner of the vacant land beside Boys Hostel No. V at IIIT-Allahabad, Deoghat, Jhalwa Prayagraj</b>	01	Job		
Total in (Rs.)					
Add GST					
Grand Total in (Rs.)					

**Authorized Signature**

**Name and Seal/Stamp of Agency**

# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

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## Checklist for Pre-Qualification Criteria

Sr. No.	Pre-Qualification Criteria	Documents to be provided	Attached (Y/N)	Page No.
1.	Bidder must have GST registration certificate issued by competent authority	Attested copy of registration certificate		
2.	Bidder must have PAN /TAN /GIR card	Attested copy of PAN/GIR/TAN card		
3.	Bidder's Details	Annexure I-1 [On the letterhead of the Bidder]		
4.	Details of Firm's Experience of similar services	Annexure I-2 [On the letterhead of the Bidder]		
5.	Financial Capability of Bidder (The minimum average annual financial turnover of the bidder during the last three years, ending on 31 <sup>st</sup> March should be 0.50 Lakhs)	Annexure I-3 [On the letterhead of the Bidder]		
6.	Declaration of blacklisting/Non blacklisting	Annexure I-4 [On the letterhead of the Bidder]		
7.	Declaration of Bidder	Annexure I-5 [On the letterhead of the Bidder]		

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

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ALLAHABAD**

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**Bidder's Details**

(On the letter head of the bidder)

1	Name of the Firm/Company		
2	Name and Designation of Authorized Signatory		
3	Office Address of the Firm /Communication Address:		
4	Phone No/Mobile No:		
5	E-Mail-ID:		
6	GST registration Number:		
7	PAN Number:		
8	Firm's Bank Account details	Bank Account No.:	
		Name of the Bank:	
		IFS Code No.:	
		Name of Branch:	
<b>Particular Details of the Bidders Representative</b>			
10	Contact Person: Mobile No:	Name of Person:	
		Designation:	
		Tele/Mobile No:	
		Email ID:	

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

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**Details of works of similar type executed by the bidder/vendor/firm/agency**

(On the letter head of the bidder)

<b>Sl. No.</b>	<b>Name of the Company</b>	<b>Work Description</b>	<b>Ref. &amp; Date of the order</b>	<b>Work Order Value</b>	<b>Contract Period</b>	<b>Page No</b>

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

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**FINANCIAL CAPABILITY OF BIDDER**

(On the letter head of the bidder)

**Annual turnover details of the Bidder**

#	Financial Year	Turnover in Indian Rupees	Page No.
A	2021-2022		
B	2022-2023		
C	2023-2024		

\*Audited Balance sheet and profit & Loss account statement of the bidder for each of the above-mentioned financial year shall be submitted as supporting evidence.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

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**CERTIFICATE  
DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING  
(On the letter head of the bidder)**

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby  
declare that the firm/ company namely M/S.  
.....has not been  
blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S.....  
hereby declare that the firm/ company namely  
M/S.....was blacklisted or debarred by any  
Government Department from taking part in Government Quotations/Tenders for a period  
of.....years w.e.f.....The period over on And now the firm/company is entitled to  
take part in Government EOIs. In case the above information found false I / we are fully aware  
that the EOI/ contract will be rejected/cancelled by the **IIIT-Allahabad.**

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

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ALLAHABAD**

Quotation Ref No. IIIT-A/SP/1795/2457/2025

**DECLARATION**

(On the letter head of the bidder)

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of Proprietor/  
Director/ Authorized Signatory of the Company /Firm, mentioned above, is competent to sign this  
declaration and execute this EOI document;

I/We hereby certify that I/We have read the entire terms and conditions of the EOI documents from  
Page No. \_to\_\_\_\_\_ (including all documents like annexure(s), etc.) I/We shall abide  
hereby by the terms / conditions / clauses contained therein.

The information/documents furnished along with the above application are true and authentic to the  
best of my knowledge and belief. I/we are well aware of the fact that furnishing of any false  
information /fabricated document would lead to rejection of my Quotation at any stage besides  
liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been  
taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender condition so above mentioned EOI document(s) in it's  
totally/ Entirely.

Authorized Signatory (Signature In full):

\_\_\_\_\_  
Name and title of Signatory:

\_\_\_\_\_  
Stamp of the Company: