



DEPARTMENT OF CIVIL ENGINEERING ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY

No.: IUST/DOCE/Quotation/2025/797

Dated: 22-12-2025

QUOTATION CALL UNDER RULE 155 OF GFR-2017 FOR REPAIR AND MAINTENANCE WORKS AT THE DEPARTMENT OF CIVIL ENGINEERING, IUST KASHMIR

Sealed quotations are invited from eligible and registered contractors/suppliers for the execution of **Repair, Restoration, Servicing and Calibration Works** pertaining to various laboratory equipment, machinery, and apparatus of the Department of Civil Engineering, Islamic University of Science & Technology (IUST), Kashmir.

1. Scope of Work

The scope of work includes comprehensive repair, servicing, rectification, restoration, calibration, and functional testing of the equipment listed below, The table below is indicative and bidders must specify the nature of work, methodology, and component-wise costing in their submission (**as per Annexure-A/Format-5**).

S. No.	Equipment	Indicated Nature/Details of Repair
1.	Repair of Flash & Fire Point Apparatus	Digital Temperature meter/ Heating attachment
2.	Repair of Tar Viscometer	Bitumen Drop Assembly Attachment Element
3.	Repair of Ductility Apparatus	Brass Moulds/sensor/ connector/ Indicator connector / Servicing required
4.	Repair of Penetrometer 3 Nos.	Measuring cylinder/Needle & weight
5.	Repair of Ring & Ball Apparatus	Ball & brass parts complete set
6.	Repair of Aggregate Impact Apparatus	Broken parts
7.	Repair of Oven	Steel tray 2Nos & Steel sheet tray 1No / Servicing required
8.	Repair of Sample Extractor	Hydraulic pump in not working / Servicing required
9.	Repair of Los Angeles Apparatus	Servicing required
10.	Repair of Hot Plate Apparatus	Attachment for Softening point
11.	Repair of Unconfined Compression Test Apparatus	Calibration / Servicing required
12.	Repair of Consolidation 1 Gang Apparatus	Servicing required
13.	Repair of Soil Permeability Test	Variable & constant head fitting with water tank mould seal
14.	Repair of Permeability Apparatus	Core cutter modification mould two in one steel attachment with pressure seal
15.	Repair of Desiccator	Complete Seal set
16.	Repair of Balance accuracy	Battery card & Load cell
17.	Repair of Rammer	Ball top 5Nos
18.	Repair of Vane shear	Servicing required
19.	Repair of CTM 1000KN Hand Operated	Pressure Gauge/ plunger & Test plate missing & Servicing required
20.	Repair of Flexure Testing Machine	Pressure Gauge 100KN/Plunger set/Servicing and calibration
21.	Repair of Charpy / Izod Apparatus	Servicing required/Not working break
22.	Repair of Pin joint Truss Apparatus	Servicing required
23.	Repair of Three Hinged Arch	Bearing pulley wire set Servicing required
24.	Repair of Two Hinged Arch Apparatus	Bearing dial gauge lever Servicing required
25.	Repair of Venturimeter and Orifice meter apparatus	Manometer and worn-out fittings Replacement, proper sealing of joints required
26.	Repair of Minor losses apparatus	Manometer repair, sealing of fittings
27.	Repair of Flume Apparatus	Outlet pipe and sump for water to be installed

2. Eligibility and Documentation

The bidder must be a registered contractor or supplier competent to undertake technical repair and maintenance of laboratory equipment. The quotation must be accompanied by the following mandatory documents:

(i) GST Registration Certificate, **(ii)** PAN, **(iii)** Bank Account Details (Cancelled Cheque or Bank Passbook Copy), and **(iv)** at least one experience certificate demonstrating successful completion of similar works in a university, research establishment, or technical laboratory. Any quotation lacking these mandatory documents shall be summarily rejected without further consideration.

3. Site Visit and Understanding of Work

Bidders may inspect the equipment and laboratories during working hours with prior intimation to the Department. A **Prior Visit Certificate (Format-2)** must be submitted, confirming either that the bidder has inspected the premises or that the bidder does not require a site visit and fully understands the nature, complexity, and extent of the works. Submission of a quotation shall be deemed to signify full comprehension of the equipment conditions and work requirements.

4. Financial Terms

The rates quoted must be **all-inclusive**, covering applicable taxes, cost of spare parts, service charges, labour, transportation, tools, and all incidental expenses. No additional financial claim beyond the quoted amount shall be entertained under any circumstances.

5. Submission of Quotations

Quotations shall be submitted in a sealed envelope addressed to:

Head & Chairperson, DPTC
Department of Civil Engineering
Islamic University of Science & Technology
Kashmir – 192122

The envelope must clearly bear the superscription:

"Quotation for Repair Works at Department of Civil Engineering, IUST Kashmir"

Quotations must reach the Department **on or before 30-12-2025 up to 4:00 PM** during working hours. Quotations shall be opened on **31-12-2025** by the Head of the Department in the presence of DPTC members. Late submissions shall be rejected unopened.

6. Evaluation Procedure

6.1 Stage-I: Technical Evaluation

The Department shall examine the completeness of documentation, conformity with eligibility criteria, adequacy of the proposed repair methodology, experience record, and the correctness and completeness of Annexure-A. Only those bidders meeting all technical requirements shall qualify for Stage-II evaluation.

6.2 Stage-II: Financial Evaluation

Financial evaluation shall normally be conducted on a **bid-wise basis**, unless considerable variations in item-wise pricing necessitate an **item-wise evaluation** for ensuring transparency and reasonableness of cost. In the event two or more technically qualified bidders quote **identical rates**, the Evaluation Committee may conduct transparent negotiations with such bidders to determine the final L1 position. The Work Order shall be issued to the technically responsive bidder attaining L1 status.

7. Deployment of Material and Manpower

The bidder shall submit a **Material and Manpower Deployment Statement (Format-6)** indicating the tools, equipment, technical personnel, and support staff proposed to be deployed for execution of the work upon award of the contract.

8. Work Execution Conditions

All repair activities shall be carried out in consultation with the Department and the designated Supervisor. If required for academic convenience and/or for any other reason/s, the Department may permit execution during evening hours or weekends upon written request from the contractor. The bidder shall indicate willingness for such scheduling in **Format-2**.

A Faculty Member of the Department shall be nominated as **Supervisor** for monitoring, verification, and documentation of work progress.

9. Completion, Inspection and Verification

The entire work must be completed within **30 days** from the date of issuance of the Work Order. Upon completion, the Department shall undertake measurement, verification, performance testing, and quality inspection of all repaired equipment. Payment processing shall commence only after satisfactory certification by both the DPTC and the Supervisor.

10. Penalty for Delay

Any unjustified delay shall attract a penalty of **0.5% of the Contract Value per day**, subject to a maximum of **10%**, in addition to the University's right to cancel the contract if deemed necessary.

11. Defect Liability and Safety Compliance

The contractor shall provide a **Defect Liability Period (DLP) of one year**, for which a **Defect Liability Certificate (Format-3)** must be submitted. The contractor shall strictly adhere to applicable **NBC safety guidelines, labour codes, and statutory safety and operational requirements** throughout the execution of the works. A **Safety Obligations Certificate (Format-4)** shall accompany the quotation.

12. Payment Terms

No advance payment shall be made at any stage. Payment shall be released only after full and satisfactory completion of all works, certification by the DPTC and Supervisor, and submission of a valid GST-compliant invoice.

13. Right of Rejection

The University reserves the right to cancel the entire quotation process, without assigning any reason.

Sd/-
Head & Chairperson, DPTC
Department of Civil Engineering
IUST Kashmir

FORMAT-1: BID SUBMISSION FORM
(To be printed on Letterhead of the Bidder)

To
Head & Chairperson, DPTC
Department of Civil Engineering
Islamic University of Science & Technology
Kashmir – 192122

Subject: *Submission of Quotation for Repair and Maintenance Works – Department of Civil Engineering, IUST*

Sir,

In response to the Quotation Call Notice No. **IUST/DOCE/Quotation/2025/_____** dated **____/____/2025**, I/We hereby submit our quotation for execution of Repair, and Maintenance Works of laboratory equipment as detailed in **Annexure-A** (Format-5).

I/We certify that:

1. All information and documents submitted are true, accurate, and authentic.
2. I/We have fully understood the scope, nature, and complexity of the works.
3. I/We agree to abide by all terms and conditions of the Quotation Call Notice.
4. The rates quoted in Annexure-A are inclusive of all taxes and charges.

Name of Bidder/Firm:

Address:

Contact Number:

Email:

GST No.:

PAN:

Signature & Seal of Bidder

Date:

FORMAT-2: PRIOR VISIT & EXECUTION DECLARATION
(To be submitted on Bidder's Letterhead)

This is to certify that:

☐ **Option A – Site Visit Conducted:**

I/We have inspected the laboratories/equipment of the Department on ____/____/2025 and fully understand the physical condition, operational status, nature of repairs required, and overall scope of work.

OR

☐ **Option B – Site Visit Not Required:**

I/We hereby declare that we do not require a site visit and fully understand the scope, nature, complexity, and requirements of the work based on the Quotation Notice and available information.

Further, I/We agree that:

- If required by the Department, works may be carried out during evening hours or weekends.
- No claim shall arise on account of lack of understanding or non-inspection of the equipment.

Bidder Name:

Signature & Seal:

Date:

FORMAT-3: DEFECT LIABILITY CERTIFICATE (DLP: 1 YEAR)

(To be submitted on Bidder's Letter Head and only if the Works Order is issued in favour of the Bidder)

I/We, M/s _____, hereby undertake that all repair, servicing, restoration, and calibration works executed under the Works Order No. _____ dated _____ issued by the Department of Civil Engineering, IUST, shall remain free from defects for a period of **one year** from the date of completion and certification.

During the Defect Liability Period, I/We shall rectify any defect or malfunction, arising due to workmanship or materials used, within the time period specified by the Department, at no additional cost.

Bidder Name:

Signature & Seal:

Date:

FORMAT-4: SAFETY OBLIGATIONS CERTIFICATE
(To be submitted on Bidder's Letterhead)

This is to certify that I/We shall strictly adhere to **NBC Safety Guidelines**, relevant **Labour Codes**, statutory norms, and all safety and operational requirements during the execution of the repair and maintenance works at IUST.

I/We assume full responsibility for the safety of personnel, equipment, and University property during the work period and shall indemnify the University against any claims arising due to non-compliance.

Bidder Name:

Signature & Seal:

Date:

FORMAT-5: ANNEXURE-A (ITEM-WISE REPAIR & COST DETAILS)
(To be typed on Bidder Letterhead)

S. No.	Equipment Name	Nature of Fault / Repair Required	Methodology / Parts to be Replaced	Unit Rate (₹)	Total Amount (₹)
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Grand Total (Inclusive of All Taxes & Charges): ₹_____

Bidder Signature & Seal

Date:

FORMAT-6: MATERIAL & MANPOWER DEPLOYMENT STATEMENT

(To be submitted on Bidder's Letter Head and only if the Works Order is issued in favour of the Bidder)

I/We propose to deploy the following manpower, tools, and materials for the execution of Repair Works:

A. Technical Personnel

S. No.	Name	Designation	Qualification	Experience	Responsibilities

B. Tools, Machinery & Instruments

S. No.	Tool/Equipment	Purpose of Use	Quantity

C. Materials / Spare Parts (Indicative List)

S. No.	Material / Component	Purpose of Use	Remarks

I/We undertake to deploy the above resources immediately upon issuance of the Work Order.

Bidder Signature & Seal

Date:

BIDDER CHECKLIST
(To be attached on top of the Bid File)

S. No.	Document / Requirement	Attached (Yes/No)
1	Bid Submission Form (Format-1)	
2	Annexure-A (Format-5)	
3	Prior Visit Certificate (Format-2)	
4	Defect Liability Certificate (Format-3)	
5	Safety Obligations Certificate (Format-4)	
6	Material & Manpower Deployment (Format-6)	
7	GST Registration Certificate	
8	PAN	
9	Bank Details (Cancelled Cheque/Passbook Copy)	
10	Experience Certificate	

Bidder Signature & Seal