

	<p style="text-align: center;">भारतीय प्रौद्योगिकी संस्थान इंदौर</p> <p style="text-align: center;">Indian Institute Of Technology Indore</p>	<p style="text-align: center;">Infrastructure Development Office</p>
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Tender No. IITI/IDO/RO- AMC/003/2020-21/

Due Date: 17-07-2020

On behalf of the Indian Institute of Technology Indore, Tenders are invited for

A.	LAST DATE for Submission of Tender	: “ Comprehensive Annual Maintenance of RO, Water Purifiers & dispensers, chillers and centralized RO + chiller installed at various locations ,Hostel etc.at IIT Indore Indore” 17-07-2020 before 11.00 AM
	Date & Time Of Opening Of Tender	: 18-07-2020 at 11.00 AM
	Submission of Tender	: Both Technical Bid & Price/ financial Bid should be in uploaded by online mode only on web site http://iiti.ac.in/tender_estate and https://eprocure.gov.in/eprocure/app . IITI Right is reserved to ignore any tender which fails to comply with the above instructions. Tender should be submitted only by online mode before 11.00 AM on due date 17-07-2020. Tender submitted in other format or by hard copy and submitted late will be summarily rejected.

B.	Pre bid meeting :	:	Date and time :03-07-2020 @ 10.30 am Venue : 1st floor, Hub Building, IIT Indore Doubts if any on the specifications, tender conditions etc. may be raised and get clarified during the pre-bid meeting for the above tender
Guidelines, terms and conditions of tender :			
1.	Earnest Money Deposit (EMD)	:	<ul style="list-style-type: none"> ➤ EMD of ₹ 16,000 (₹ Sixteen Thousand only) must be submitted on line mode only. ➤ EMD is to be paid only online mode through below mentioned link: https://www.onlinesbi.com/sbicollect/icollecthome.htm Receipt of online payment of EMD is to be attached with the technical bid documents. ➤ If the EMD not submitted else the bid will be rejected due to non-submission of EMD. The applications received along with the required EMD shall be evaluated for eligibility to take part in the tendering process by a two stage system. ➤ Tender for this work shall remain open for acceptance for a period of 90 days from the date of opening of the Tender. ➤ If lowest tenderer withdraws his tender or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then IIT, shall without prejudice to any other right or remedy, be at liberty to forfeit 100 % of the said earnest money(EMD). ➤ The Earnest Money of the successful Tenderer will be returned on receipt of performance bank guarantee (PBG, 5% of tender value with a validity of 2 years from date of work order/ date of commencement of work). ➤ EMD and PBG will be forfeited, if the agency fails to start the work or fails to submit performance bank guarantee ➤ EMD will carry no interest
2.	Technical Bid	:	<ul style="list-style-type: none"> ➤ The Technical bid should be submitted ion line as per the proforma given as per Annexure A ➤ The technical bid/s of including relevant documents as mentioned below must be uploaded with financial Bid. <ol style="list-style-type: none"> 1. Letter of transmittal in the enclosed format. 2. Details regarding experience, and financial standing. The following documents in support of experience and financial standing shall be submitted with the application for eligibility. <ol style="list-style-type: none"> a. Financial information as per format – ‘A’ enclosed b. Details of similar works carried out in the past in form – ‘B’ enclosed c. Performance report of works referred to in form ‘B’ as per Form – ‘C’ enclosed ➤ All technical documents must be uploaded including page-wise heading as “Technical Bid” and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.

3.	Price Bid	:	<ul style="list-style-type: none"> ➤ The details of Bill of Quantities/ financial bid is given in Annexure B ➤ Price bid should be uploaded online in the prescribed proforma as per Annexure B. ➤ The Price bid should add submitted page-wise heading as “Price Bid” and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents. ➤ In the case of item Rate Tenders, only rates quoted shall be considered. Rates quoted by the tenderer 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 tenderer 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 tenderer in figures and in words tally but the amount is not worked out correctly, the rates quoted by the tenderer, 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 tenderer has included the cost of this / these item(s) in other items and rate for such items(s) will be considered as zero and work will be required to be executed accordingly. ➤ All rates shall be quoted on the tender form. The amount for each item should be worked out and the requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word ‘Rs’ should be written before the figure of ‘Rupees’ and the word ‘P’ after the decimal figures, e.g. ‘Rs 2.15P’ and in case of words the word, “Rupees” should precede and the word ‘Paise’ should be written at the end. Unless the rate is in whole. Rupees and followed by the word ‘only’, it should invariably be up to two decimal places. While quoting each rate in schedule of tender, the word ‘only’ should be written closely following the rate and it should not be written in the next line. ➤ The price bid of only those tenderers who qualify as per the eligibility criteria will be opened on a date which will be intimated later. Stage I – The applications will be evaluated for conformity to the eligibility criteria. Stage II - All those applications found eligible in stage I will be qualified for opening of price bids. Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he has: <ol style="list-style-type: none"> a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application for eligibility. b. Record of poor performance such as, slow progress of work, abandoning of work, not properly completing the contract, or financial failures/ weaknesses etc.
4.	Tender document fee	:	<ul style="list-style-type: none"> ➤ No separate tender documents will be issued by us. The same can be seen from our institute http://iiti.ac.in/tender_estate and https://eprocure.gov.in/eprocure/app. ➤ Corrigendum/Addendum/ Date extension, if any will be published only in the above mentioned website. Bidders are requested to regularly visit our website to keep them updated.

5.	Issue of material by IITI	:	➤ No material shall be issued to the tenderer by IIT Indore.
6.	Extra schedules for specific requirements / documents for the work, if any	:	➤ No extra schedules for specific requirements / documents for the work, if any
7.	Schedule of tools and plants proposed to be hired to the tenderer	:	➤ No scaffolding, tools and plants shall be hired to the contractor by IIT Indore.
8.	Price Escalation	:	➤ No price escalation will be paid
9.	Performance Bank Guarantee	:	<ul style="list-style-type: none"> ➤ 5% of tender value of AMC charges with a validity up to completion of AMC period ➤ It shall be submitted within 14 days from the date of issue of Letter of Acceptance ➤ Performance Bank Guarantee will be forfeited under following conditions <ul style="list-style-type: none"> a. If the agency fails to complete the not attend the complaints/ non responsive and damaged the institute property. b. If the defective) damaged part is required to replace and if supply and installation is unsatisfactory and not as per specifications c. If service and maintenance is found to be unsatisfactory d. If violation of any other terms and conditions of the contract
10.	Duration	:	➤ The AMC is valid for 1 year.
11.	Comprehensive AMC & Warranty period	:	➤ One years of comprehensive AMC will start from the date of work order. . During the AMC period, Technicians should be available as specified in the BOQ for which nothing extra will be paid.
12.	Levy of Compensation	:	<p>Compensation will be levied under following circumstances;</p> <ul style="list-style-type: none"> ➤ Not attending complaints within 24 hours – Rs.500 per complaint
13.	Payment terms	:	➤ AMC charges will be made on monthly basis
14.	Specifications	:	<ul style="list-style-type: none"> ➤ As per the relevant Indian Standards ➤ As per the relevant International/ national Standards ➤ As per the best practice followed in the industry

15.	<p>Preparation of Tender:</p> <ul style="list-style-type: none"> a) The offer/bids should be uploaded in two bid system i.e. Technical Bid and Price Bid in online mode only. b) The Technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the Vendor Eligibility Criteria as stipulated in Annexure A will be evaluated. c) The EMD & Price bid of only those bidders whose technical bid is found to be technically adequate by the Committee will be opened. d) The successful bidder will be selected based on the lowest quoted amount (L1)
16.	<p>Signing of Tender:</p> <p>The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the special conditions enclosed herewith.</p>
17.	<p>Period for which the offer will remain open:</p> <ul style="list-style-type: none"> (i) Firms tendering should note that their offers should remain open for acceptance is 90 days from date of opening technical bid of tender (ii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance', 'subject to prior sale' will not be considered. (iii) The Tender shall remain open for acceptance/validity till 90 days from the date of opening of the tender
18.	<p>Opening of Tenders:</p> <p>Online mode.</p>
19.	<p>Prices & GST:</p> <p>The prices quoted must be net per unit as per the Bill of Quantity mentioned in Annexure B and must include all packing, delivery and installation charges, insurances, lead, lift to all levels, floors, scaffolding and other statutory levies. The prices quoted by the Tenderer should be inclusive of GST and other statutory levies (and should be clearly stated to be so) which will be paid by the Purchaser/if legally livable at the rate ruling on the date of supply as specified in the Acceptance of Tender. If at the time of comparison of your offer without taxes etc. is happen to be lowest, you are bound to supply as per the offered rate, i.e. without taxes etc.</p> <p>The tenderer shall be careful while quoting for tender. No price revision, changes in the specification already given or changes in the terms and conditions etc. will be entertained after opening of the bids.</p>

20.	Communication of Acceptance: Acceptance will be communicated by Post, and the Company's acceptance should be communicated to us formally in writing.
21.	In the event of the date of opening of tender being declared a closed holiday for the Indian Institute of Technology Indore the due date for opening will be following working day.
22.	Post/FAX/Email/Telegram quotations will not be accepted.
23.	Tender should be submitted in online mode only. Quotes given by the tenderers in their own format/letter heads will not be considered at all. The tender document shall be uploaded without any corrections and modifications. If any corrections / modifications found at any stage and even after issue of work orders, the tender will be cancelled and EMD / Performance Bank Guarantee of the lowest bidder will be forfeited.
24.	Warranty: as per standards (for supplied material).
25.	In terms of Rule 173 (iv) of General Financial Rules, 2017 the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of its bid.
26.	CONDITIONS OF CONTRACT: Printed or cyclostyled or such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in the invitation to tender and tender papers.
27.	PRICE: i) Prices must be in Indian Rupees. ii) The unit prices should be for the same unit as indicated in the Annexure B of the tender document and not for any other unit.
28.	INSURANCE: The rate quoted in the price bid shall include Workmen insurance. It should be valid till completion of AMC period.

29	REPORTS & REGISTERS TO BE MAINTAINED <ul style="list-style-type: none"> ➤ Necessary registers and reports like water quality test reports, Inventory of equipment / consumables, complaint register, attendance register for technicians, preventive maintenance register, check lists, Daily / weekly /, material issue / stock register, invoices and labour records shall be maintained by the contractor during the AMC period. ➤ A minimum of 10 samples shall be collected and tested on monthly basis in conformity to relevant BIS. ➤ A copy of the above registers / reports shall be furnished to IIT Indore on daily / weekly / monthly basis.
30.	TENDERER SHALL SUBMIT ALONG WITH HIS / HER TENDER: <ol style="list-style-type: none"> I. Name and full address of the Banker and their swift code and PAN No. II. Proof of registration with GSTIN etc. in clear terms.
31.	SAFETY CODE & CONTRACT LABOUR REGULATION: <ul style="list-style-type: none"> ➤ CPWD Safety Code & Contract Labour Regulation shall be followed strictly.
32.	GUARANTEE: The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications. Tenderer shall provide minimum guarantee as stipulated in the tender conditions.
33.	JURISDICTION: For any dispute arising out of this agreement, the legal jurisdiction will be at Indore, Madhya Pradesh only.
34.	<u>Instructions for filling up the forms A,B,C,D,E & E1 of Annexure A</u> <ol style="list-style-type: none"> 1. Financial Information The applicant should furnish the Annual financial statement for the last 5 years in form – A 2. Information about works <ol style="list-style-type: none"> 1. List of all works of similar class successfully completed during the last 7 years in Form –B 2. Particulars of completed works and performance of applicant shall be duly authenticated / certified by an officer not below the rank of Executive Engineer in case of Government works or the Project Manager or an equivalent officer in case of non-governmental works separately for each work in Form -C 3. Letter of Transmittal The applicant should submit the letter of transmittal as per the format attached.

35. Special Conditions:

Special condition for protection of Environment and security

Child Labour is strictly prohibited.

Labour shall not be permitted (except staff for watch and ward) to stay inside the campus and no labour camp shall be allowed to be set up inside the campus.

All activities and storage of materials shall be restricted within the area earmarked around the proposed site, which shall be barricaded with materials approved by IITL.

The contractor shall abide by the restrictions imposed by the security wing of the Institute on the working and movement of labour, materials etc. and nothing extra shall be payable on this account.

The contractor shall arrange for necessary photo identity passes for the labour for entry into the campus. Advance action for obtaining such passes shall be taken by the contractor and no claim on this account shall be entertained

Move men to flabour shoud are restricted to the areas where work is carried out. Workers should be made to confine themselves to the work areas and should not wander into the nearby areas / sites/ forest.

The work shall be carried out with least hindrance to the adjoining sites and offices and the contractor will be responsible for any damage, caused to the existing fixtures, electric fittings, cables, roads, pipelines etc. in the course of execution and the contractor shall make good any such damages for which nothing extra is payable.

Water will be supplied at free of cost for all testing and commissioning of the system.

Electricity will be provided by IIT Indore at Free of Cost during testing and commissioning of the system.

Tenderer shall inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site and shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not. Submission of a tender implies that the tenderer has read the complete contract documents and is aware of the conditions, specification of the work to be done and of the local conditions and other factors having a bearing on the execution of work. Any claim either for extra amount or for additional time for execution due to ignorance about the site and working condition is not payable.

All documents forming the contract shall be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale drawing and figured dimensions in preference to scaled.

Any error in description, quantity or rate in schedule of Quantities or any omission there from shall not vitiate the contract or release the contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the contract. All such variations, errors, additions, substitutions etc shall be decided as per the terms of the contract

The contractor shall comply with all legal orders and directions of the local or public authority or municipality and abide by them.

The contractor shall give a performance test of the installation(s) as per specifications before the work is finally accepted and nothing extra whatsoever shall be payable to the contractor for the test.

Sample of all materials, fixtures etc, shall be got approved in advance from the IIT Indore before taking up the respective work. The contractor shall produce all the materials in advance so that there is sufficient time for testing and approving the materials and clearance of the same before their use in work.

It is not binding on the competent authority to accept the lowest or any other tender and any or all the tenders received can be rejected without assigning any reason.

Canvassing whether directly or indirectly, in connection with tender is strictly prohibited and the tenders of the contractors who resort to canvassing will be liable to rejection.

The competent authority reserves the right to accept part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

The contractor shall not be permitted to sublet any part of the scheduled (BOQ) item.

All the tenderers should ensure that, their GST compliant and the quoted rates are as per GST Law.

Packing materials brought to site with the equipment should be removed and disposed outside IIT Indore campus.

IIT Indore traffic regulation and speed limit should be followed without any violation.

For fixing pipe lines in walls the required chase should be cut using only electrically operated circular saw, if required. Using of hammer and chisel is completely prohibited. Necessary connection / modification to connect the pipe line with existing system shall be done by the contractor without any additional charges.

The contractor shall arrange to commission the drinking water purifier system & water dispenser without any additional charges. If required, IIT Indore will also independently carry out the testing of the drinking water purifier system through any third party agency. If any defects noticed by the third party, the contractor shall rectify / replace the item without any additional charges failing which no payment will be made for the item.

The contractor shall arrange to test the water quality from approved laboratory on monthly basis for each system and submit the same to IIT Indore on demand.

The contractor shall submit shop drawing, if required and arrange for Type Testing of the water purification system from any laboratory approved by IIT Indore. The shop drawing shall be approved by IIT Indore.

ACKNOWLEDGEMENT

It is hereby acknowledged that we have gone through all the points listed under “Special Conditions” outlined above, and those in the accompanying note on “**Guidelines, terms and conditions of tender**” and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

**SIGNATURE OF TENDERER ALONG WITH SEAL
OF THE COMPANY WITH DATE**

Annexure A
ELIGIBILITYDOCUMENT
TECHNICALBID

ELIGIBILITYCRITERIA

1. The applicant should have successfully completed works as follows during the last 5 years ending 31-3-2020.

a. Three similar works each costing not less than Rs.3.20 Lakhs

or

b. Two similar completed works each costing not less than Rs.4.80Lakhs

or

c. One similar completed work costing not less than Rs.6.40Lakhs

“Cost of work” for this clause shall mean completed cost of work as mentioned in the final bill under single contract including cost of materials, if any, supplied by clients. However the cost of materials issued free of cost shall not be considered for calculating the cost of work. **“Similar work”** for this clause means **“Drinking Water Purifying System consisting of Sediment Filter/Activated Carbon Filter /UV”/Membranes, Compressures, on line chillers, PHE etc..** The following documentary proof shall be uploaded along with technical bid.

1. Completion certificates in case of works carried out for Government department

The certificate should have been issued by an officer not below the rank of Executive Engineer

LETTER OF TRANSMITTAL

(To be duly filled, signed and submitted in the Technical Bid by the tenderer)

To

THE Acting PIC,(Civil)

INDIAN INSTITUTE OF TECHNOLOGY Indore

Simrio, Indore Khandwa road,

Teh- Mhow, Dist.- Indore.(MP).

Sub: Comprehensive Annual Maintenance of Water Purifiers & Dispensers in various buildings in Hostel etc. at IIT Indore – Reg.

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I/ We hereby submit the application for eligibility and the tender (financial bid) for the work duly filled in.

1. I / We here by certify that all the statement made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed following works.

Name of work Certificate from

4. I/We certify that that the tender documents submitted is the exact replica of the document published by the IITM and no alterations and additions have been made by me / us in the e-tender document.
5. I am / We are aware that the Financial bid submitted by me/us will not be opened if I / We do not become eligible after evaluation of my/our application for eligibility.
6. I/We undertake and confirm that eligible similar work(s) has /have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in IIT Madras contracts in future forever. Also, if such a violation comes to the notice of Department, IIT Madras shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

FINANCIAL INFORMATION**(To be duly filled, signed and submitted/ uploaded along with technical bid by the tenderer)****I Financial Analysis –**

Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for the last Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be uploaded separately).

SI No	Details	Year ending 31 st March of				
1	Gross annual turnover in supply and installation of water purifiers including its sales & service					
2	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.
(to be enclosed separately)

III. Income Tax PAN, GST details (to be enclosed separately)

SIGNATURE OF APPLICANT (S)

SIGNATURE OF CHARTERED ACCOUNTANT WITH SEAL

<p align="center">FORM B</p> <p align="center">To be duly filled, signed and uploaded along with Annexure A by the</p>											
<p align="center">DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS</p> <p align="center">ENDING BY 31st MARCH 2020.</p>											
SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work *	Cost of work in Lakhs	Date of commencement as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom reference	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
<p>* indicate Number, Type and Capacity of drinking water purifiers.</p>											
<p>** Indicate gross amount claimed and amount awarded by the Arbitrator</p>											
<p align="center">Signature of Applicant(s)</p>											
<p align="center">In case of works carried out for private persons / Organizations copies TDS certificate along with copy of performance order and work order / Agreement should be enclosed. Private works without TDS certificates shall not be considered for valuation.</p>											

(To be duly filled, signed and submitted along with Annexure A by the tenderer)

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B'

Name of the work / Project & Location.

1. Scope of work.
 - a. Type of drinking water purifiers installed.
 - b. Number of drinking water purifiers installed.
2. Value of work done
3. Date of start
4. Date of completion
5. Performance report based on
Quality of Work, Time Management,
And Resource fullness : Very good / Good / Fair /Poor

DATE

EXECUTIVEENGINEER/

PROJECT MANAGEROR

EQUIVALENT

(*Signature and seal of the client / owner to
Whom the work executed)

* Certified by self will not be accepted

Part – 2 – Paid Comprehensive Annual Maintenance contract for RO/ chillers at IIT Indore—

Item No.	Description of work	Qty.	Rate (Rs in Figures & words)	Unit	Amount
1	Charges towards annual paid comprehensive maintenance of all ----- Nos of water purifiers -RO + Chillers and its complete system .	30		1	
2	Domestic RO	50		1	
3	RO PLANTS 300 LPH	01		1	
4	RO Plant 500 LPH	01		1	
5	Chiller Voltas/ Usha etc.	02		1	
	The rate quoted shall be inclusive of minimum servicing of every machine by four mandatory service visit in every month apart from unlimited call based breakdown, maintenance, cleaning, repairing and replacing all spares, pipe line leakages, air locks, replacement of pre filter bag, UV Lamp (UV lamp must be replaced at the end of service life indicated by the manufacturer or at every year whichever is earlier), carbon block, spun filters as and when required to meet the water quality standards . The rate quoted shall be inclusive all labour charge, spare parts, consumables, taxes including GST etc., complete... A separate supplementary agreement will be concluded for operating this item. One Technician shall be available between 9 am to 6 pm at IIT Indore throughout the year including all holidays for day-to-day maintenance of this system including Testing of water quality.				
Total for comprehensive maintenance -					
Grand Total					

Grand Total Amount in Words (Rupees..... only)

Signature of the Tenderer