

**Tender for Comprehensive AMC for
the Water Treatment Plant (WTP) operation
and water supply work of the Indian Institute
of Technology Indore (IITI), Simrol campus.**

NIT no.:- IITI/AMC/WTP/2020

AMC Estimated Amount: INR Rs. 18,00,000

**Last date for openings of bid:
20.05.2020**

**Incharge Maintenance,
Indian Institute of Technology Indore**

INDIAN INSTITUTE OF TECHNOLOGY INDORE
Infrastructure Development office

Notice Inviting e-Tenders No. IITI/IDO/PR/MAINT/WTP/MOW/2020/06

The Project in-charge, IIT Indore invites on behalf of IIT Indore online tender on two bid system from the registered contractors in CPWD, BSNL, MPPWD, and MES & *Central PSUs* in appropriate category for the following work:

1. *NIT No. IITI/IDO/PR/MAINT/WTP/MOW/2020/06*
2. *Name of work:* Comprehensive Annual Maintenance Contract (AMC) for Water Treatment Plant (WTP) and water supply work for IIT Indore campus.
3. *Estimated cost: Rs. 18,00,000/-*
4. *Earnest money: RS. 36,000/-*
5. *Period of completion: 01 Year*
6. *Last time & dated of submission of bid: 5:00 PM on 19.05.2020.*

The bid forms and other details are available on website <http://iiti.ac.in/tenders/tender>, <https://eprocure.gov.in/epublish/app>, but the bids can only be submitted online on www.tenderwizard.com/IITI.

Date:

Incharge Maintenance

PART-A

INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING FORMING PART OF NIT AND TO BE POSTED ON WEBSITE

The Project in-charge, IIT Indore invites on behalf of Director of IIT Indore online percentage rate / item rate tender on two bid system from the Registered contractors in appropriate category * for the following work(s):

S. No.	NIT No. IIT/IDO/PR/MAINT/WTP/MOW/2020/06	Name of work and location	Estimated cost put to tender (in Rs.)	Earnest Money	Period of Completion	Last date & time of submission of tender	Period during which EMD, Cost of Tender Document, e-Tender Processing Fee and other Documents shall be submitted	Time & date of opening of tender
1		Comprehensive Annual Maintenance Contract (AMC) for Water Treatment Plant (WTP) and water supply work for IIT Indore campus.	1800000/-	36000/-	01 year	Up to 3:30 PM on 19.05.2020	After last date and time of submission of tender and up to 05:00 PM on 19.05.2020	At 11:00 PM on 20.05.2020

**The eligible contractors mean registered in CPWD, BSNL, MES, MPPWD, Central PSUs & working contractors of IIT Indore if they furnish the definite proof from the appropriate authority of having satisfactorily completed Two similar works of value 40 % or one similar work of value 60 % of estimated cost during last Three years.*

The enlistment / registration of the contractors should be valid on the last date of submission of tenders.

In case the last date of submission of tender is extended, the enlistment / registered of contractor should be valid on the original date of submission of tenders.

1. The intending tenderer must read the terms and conditions of CPWD-6 for e-Tendering carefully. He should only submit his tender if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for tenderer posted on website shall form part of tender document.
3. The tender document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://iiti.ac.in/tenders/tender>, <https://eprocure.gov.in/epublish/app>, free of cost and shall be submitted online on website www.tenderwizard.com/IIT.

4. The tender can only be submitted after uploading the mandatory scanned documents as per list given below.
5. The amount of EMD will be paid by online mode only.
6. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
7. The intending tenderer must have valid class-III digital signature to submit the tender.
8. Contractor can upload documents in the form of JPG format and PDF format.
9. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in yellow color.

In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0".

Therefore, if any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as "0" (ZERO).

List of Documents to be scanned and uploaded within the period of tender submission:

- Copy of Registration with the Department.
- Required Experience / completion certificates of similar nature of works.
- Certificates of EPF & ESIC.
- E.M.D.
- Registration Certificate of GST No.

CPWD-6 FORM e-Tendering

The Project in-charge, IIT Indore invites on behalf of IIT Indore online percentage rate / item rate tender on two bid system from the Registered contractors in appropriate category * for the works of: Comprehensive Annual Maintenance Contract (AMC) for Water Treatment Plant (WTP) and water supply work for IIT Indore campus

- 1.1 *The work is estimated to cost **Rs. 18 00,000/-**-This estimate, however, is given merely as a rough guide.*
- 1.2 *The authority competent to approve NIT for the combined cost and belonging to the major discipline will consolidate NITs for calling the tenders. He will also nominate Division which will deal with all matters relating to the invitation of tenders.*

2 Criteria of eligibility

**The eligible contractor's means registered in CPWD, BSNL, MES, Railways, Central PSUs & working contractors of IIT Indore if they furnish the definite proof from the appropriate authority of having satisfactorily completed one similar work of value 80% Two similar works of value 60% or three similar works of value 40% of estimated cost during last five years.*

3. *Agreement shall be drawn with the successful tenderers on prescribed Form No. CPWD 7 (or other Standard Form as mentioned) which is available as a Govt. of India Publication and also available on website www.iiti.ac.in. Tenderers shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.*
4. *The time allowed for carrying out the work will be **01 year** from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.*
5. *The site for the work is available. **
6. *The tender document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen on website www.iiti.ac.in/tenders/tender, <https://eprocure.gov.in/epublish/app> or www.tenderwizard.com/IIT or other necessary documents also can be seen in the office of the Project in charge, Infra structure development office, IIT Indore between hours of 10:00 AM to 5:00 PM from every day except on Saturdays, Sundays and Public Holidays in free of cost.*
7. *Earnest Money will be paid in the form of online mode only.*
*The tender submitted shall be opened at 11:00 AM on **20.05.2020**.*
11. *The tender submitted shall become invalid and e-Tender processing fee shall not be refunded if:*
 - (i) *The tenderer is found ineligible.*
 - (ii) *The tenderer does not upload all the documents as stipulated in the tender document.*
 - (iii) *If any discrepancy is noticed between the documents as uploaded at the time of submission of tender.*
12. *The contractor whose tender is accepted will be required to furnish performance guarantee of 5% (Five Percent) of the tendered amount within the period specified in Schedule F. This guarantee shall be Deposit at Call receipt of any scheduled bank / Banker's cheque of any scheduled bank / Demand Draft of any scheduled bank / Pay order of any Scheduled Bank of any scheduled bank or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India*

*in accordance with the prescribed form. **In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.***

13. *Intending Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general 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 and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The tenderers shall be responsible for arranging and maintaining, at their own cost, all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work and local conditions and other factors having a bearing on the execution of the work.*
14. *The competent authority on behalf of the IIT, Indore does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderers shall be summarily rejected.*
15. *Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.*
16. *The competent authority on behalf of IIT, Indore reserves to himself the right of accepting the whole or any part of the tender and the tenderers shall be bound to perform the same at the rate quoted.*
17. *The contractor shall not be permitted to tender for works in the IIT Indore responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the IIT Indore. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.*
18. *No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.*
19. *The tender for the works shall remain open for acceptance for a period of **ninety (90) days** from the date of opening of tenders if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy,*

be at liberty to forfeit 50 % of the said earnest money as aforesaid. Further the tenderers shall not be allowed to participate in the retendering process of the work.

20. This Notice Inviting Tender shall form a part of the contract document. The successful tenderers/contractor, on acceptance of his tender by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of: -

- a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender as uploaded at the time of invitation of tender and the rates quoted online at the time of submission of tender and acceptance thereof together with any correspondence leading thereto.
- b) Standard C.P.W.D. Form 7 or other Standard C.P.W.D. Form as applicable.

20.1.1 The tender document will include following three components:

Part A: -

CPWD-6, CPWD-7 including schedule A to F for the major component of the work, Standard General Conditions of Contract for CPWD 2010 as amended/modified up to **19.05.2020**.

Part B: -

General/specific conditions, specifications and schedule of quantities applicable to major component of the work.

Part C: -

Schedule A to F for minor component of the work, (SE/EE in charge of major component shall also be competent authority under clause 2 and clause 5 as mentioned in schedule A to F for major components), General/specific conditions, specifications and schedule of quantities applicable to minor component(s) of the work.

20.1.2 The tenderers must associate himself, with agencies of the appropriate class eligible to tender for each of the minor component individually.

20.1.3 The eligible tenderers shall quote rates for all items of major component as well as for all items of minor components of work.

20.1.4 Entire work under the scope of composite tender including major and all minor components shall be executed under one agreement.

20.1.5 Security Deposit will be worked out separately for each component corresponding to the estimated cost of the respective component of works. The Earnest Money will become part of the security deposit of the major components of work.

Incharge Maintenance

For & on behalf of the IIT, Indore

LETTER OF TRANSMITTEL

Dated: , 2020

Incharge Maintenance,
Indian Institute of Technology Indore.

Ref: NIT no.

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders,

We offer to execute in conformity with the Bidding Documents for AMC for Water Treatment Plant (WTP) and water supply work of the IIT Indore campus.

Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.

If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.

We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,
Authorized Signatory

(Authorised person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation
(To be printed on Bidder's letterhead)

DATES TO REMEMBER

Sl. No.	Events	Date
1	Notice Inviting Tender	01.05.2020
2	Uploading date of tender document	01.05.2020
3	Pre bid /visit	15.05.2020
4.	Last date of Tender Submission	19.05.2020 - 17.00 hrs
5.	Opening of Technical Bids	20.05.2020- 11.00 hrs

GENERAL INSTRUCTIONS

- 1.1 For the Bidding / Tender Document Purposes, the IIT Indore shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and / or Bidder or interchangeably.
- 1.2 The tender document can be downloaded from the websites of <http://www.eprocure.gov.in> from 04.05.2020 onwards. The last date of submission of bids is 19.05.2020 till 17.00 hrs.
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
- 1.6 The Parties to the Contract/ Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, IIT Indore.
- 1.8 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 1.9 The bidders are required to visit the site to see the actual installation for them to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved for each of the system

SCOPE OF WORK -

2.1 EQUIPMENT/ MACHINERY

Water Treatment Plant

The Plant is designed on the following parameters:

Daily average flow	:	450 m ³ /day
PH	:	6.5 - 8.5
BOD5	:	Nil
Turbidity	:	1 NTU max.
Free residual chlorine	:	0.2 mg/l
COD	:	Nil
Oil & Grease	:	Negligible
Inlet level	:	

These parameters are to be maintained by service provider.

.Water Treatment Plant-

Compact self contained hydro pneumatic system for domestic water including the following:

2 No. Stainless steel centrifugal pumps with TEFC motor mounted on a common base frame, including common suction header with flange for inlet connection, common outlet header with flange for outlet connections and inter connecting piping with isolating valves, non return valves. Pressure gauge with isolation cock etc

Duty of each pump

Flow rate = 300 LPM

Cut in pressure = 1.5 kg/ sqcm

Cutout pressure = 3 kg/ sqcm

1 Nos Precharged diaphragm pressure vessel Pre fabricated M.S Vessel with ISCO Bettyle membrane Varem or equivalent make (Food Grade) capacity 500 litres with charging connections to Inlet/ outlet header with necessary flanges, gaskets, isolating valves, nuts/ bolts et

Set of accessories such as pressure transducers, inter connecting power and control cabling etc.

Computerised Control Panel with selector switches for automatic alternate running of pumps, sensor switch for dry running protected, short circuit & overload protection, single phase preventor, system operational on 24 V , contactors, fuses, Am meter Voltmeter, indicating lamps ON/OFF push buttons etc.

50mm dia water meter with all internal parts in gunmetal or brass, strainer, flanged distance piece for easy removal in future 100 mm dia, boulder type

pressure gauge and isolated cock
Hardness upto 300 PPM

FRP Pressure Filter 15,000 LPH capacity,
Fixing Chlorination system consisting of electronic metering type dosing pump, 80W motor of working pressure 3 kg/sqcm ASIA-LMI or equivalent make complete with/and polythene inter-connecting pipe of 15mm dia, PVC valves, PVC/HDPE dosing tank of 100 Litres capacity.
Monoblock pumps with bronze impeller having suitable electric motor working at 415 V 50 cycles/second, three phase A.C. power supply, necessary civil foundation in cement concrete 1:2:4 (200mm high) M.S. base plate
2 No. monoblock centrifugal pumps with 3 H.P. motor having a capacity of 4.5 LPS at 24m head with control panel for 2 pumps having timer switch for alternate operation of pumps with electrical wiring, earthing, accessories etc.,

FOUNTAINS/ WATER BODIES

Water supply of all the water bodies/ fountains located in the campus.

2.2 BREAK DOWN MAINTENANCE

The Contractor shall also undertake to provide a comprehensive breakdown Service whereby qualified technicians shall attend to each breakdown as soon as Practicable after a breakdown is reported and carry out immediate remedial work at a reasonable speed according to the nature of the breakdown. Any faulty equipment or components shall be quickly replaced..

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2.3 General Terms & conditions and Scope of work

- 2.3.1 The tender is for Comprehensive Annual Maintenance of WTP and water supply work and water supply to Fountains/water bodies in the IIT Indore camps, including hostel, academic office/ building, faculty and Staff Housing Block, Director residence, Hub building, SIC building, work shop, school building, MRS, ESSs, UGTs, Administration building, Library building, Lecture hall, gate complex, dining hall, health center, studio apartment, sports complex, balda farm, Canara Bank, and all shops etc. located inside the campus. The Contractor shall provide maintenance services for the above mentioned security systems for a period of 1 (one) year, after which the AMC may be extended for a period of two years on year to year basis (total for three years) depending on the performance of the contractor on the same terms and conditions as were agreed upon in the first year of the contract. The firms / agencies/ contractors who wishes to quote are required to visit and examine the whole systems and satisfy themselves before submitting their offer and to apprise themselves about the plant and equipment, accessories and parts of the complete systems.
- 2.3.2 LOG-BOOK for recording of parameters related to Water Treatment Plant shall be maintained by the firm/ agency /contractor showing the complete maintenance

- Done on the Plant and it should be made available to the Client on a monthly basis.
- 2.3.3 Contractor shall provide all necessary consumables, chemicals etc. as required for the complete maintenance as per requirements during the AMC period. All spares parts and materials shall be genuine and of same make and type as installed wherever applicable and a minimum quantity of spares and materials for routine maintenance may be kept at site to minimize time of maintenance. The firm / agency / contractor has to keep all equipments well maintained for the Plant so as to give proper output at all times. The cost of spare /damaged part of machinery if any (damaged not done by the staff of AMC contractor intentionally or by ignorance) will be paid by the client after verification and it is necessary to submit the original bill for the same. The labour charges or charges of expert person, (required if any) will be paid by the client as per actuals
 - 2.3.4 Tools and equipment required for comprehensive maintenance for the WTP accessories etc. shall be provided by the firm /agency /contractor.
 - 2.3.5 Proper care shall be taken to avoid major breakdown at the plant. In the event of any breakdown, the same will be rectified immediately within 4 hours from the time of reporting of the fault. Similarly, if any breakdown takes place due to negligence of firm/ agency/ contractor, the whole component has to be replaced/ rectified to bring it to the original condition immediately.
 - 2.3.6 The rates shall be quoted on yearly basis. The rates shall be all inclusive including, GST and all taxes and duties etc.
 - 2.3.7 Rate should be quoted in figure as well as in words as per ANNEXURE-I.
 - 2.3.8 IIT Indore reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of PIC, IIT Indore in this regard shall be final and binding on all.
 - 2.3.9 The firm/ agency/ contractor shall fulfil the requirement of various law enforcing agencies / local authorities, such as Pollution control Board, Directorate of Electricity Safety, EPF, PF, labor laws etc by taking their approvals as and when required.
 - 2.3.10 the firm/ agency/ contractor will be responsible for the safety of their deputed staff during the performance of their duty at site.
 - 2.3.11 In case any of staff is not found up to the mark and not able to do work properly, he will have to be changed as per the instruction of PIC IIT Indore and immediately replaced by another qualified staff.
 - 2.3.12 In case of any problem with the equipment, the firm/agency/contractor shall inform HCI, Dhaka immediately.
 - 2.3.13 The firm/ agency/ contractor shall keep the equipment well maintained, neat and clean and adhere to the maintenance schedule of various equipment given in the respective manuals. Upon placement of work order they will prepare the maintenance schedule and discuss the same with the IIT Indore deputed official for its implementation. This may be revised from time to time as per the requirement.
 - 2.3.14 The firm/Agency shall provide and maintain bacteria culture as and when required. The firm/agency shall maintain data log including running of all mechanical items and chemical dosing schedule.

- 2.3.15 The firm/agency shall operate the filter press as and when required.
- 2.3.16 The firm/Agency shall get the treated water tested once in a three months from approved NABL Laboratory/ Govt. Lab.
- 2.3.17 The firm /Agency shall send a supervisor/ experience Engineer to check the Plant once a month.
- 2.3.18 The firm /Agency shall provide all spare parts for pumps, motors, clarifier, chlorination, electrical panels, fittings/fixtures as required to ensure proper functioning of the Plant.
- 2.3.19 Penalty: The firm shall rectify any breakdown within 24 hours failing which penalty for non-performance @ 0.5 % per week of delay subject to a maximum of 10% of the contract price will be imposed and in the event of any damage to the property or life arising out of non performance, contractor will be solely responsible
- 2.3.20 The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline work output and cleanliness of the Plant and its surroundings.
- 2.3.21 Levy/Taxes payable by contractor - Sales Tax/ VAT /GST or any other tax on materials in respect of this contract shall be payable by the contractor and IIT Indore, shall not entertain any claim whatsoever in this respect.
- 2.3.22 The agency/firm/contractor shall provide min.3 skilled person (at least 1plumber and two or more helpers) in each shift for routine water supply of all buildings and operation of WTP of the IIT Indore campus. The water should be available in all buildings for 24 hours.
- 2.4. The AMC shall include routine and preventive maintenance as also breakdown maintenance if and when required. Maintenance services shall be provided with 24 hour emergency call out service.
- 2.5 The Contractor shall keep sufficient spare parts during the maintenance period to ensure that replacement work for defect can be carried out immediately. A competent engineer shall be provided to investigate the fundamental cause of a fault temporary quick fix solution will not be accepted.
- 2.6 In circumstance such that the Contractor fails to attend the breakdown within four normal working hours after notification of the breakdown and where remedial work is interrupted during normal working hours for purposes other than obtaining replacement parts, the employer reserves the right to order such action as may be necessary to expedite completion of remedial work which shall be at the Contractors expense without abrogation of the Contractors responsibilities.
- 2.7 The employer shall at his discretion, take action to recover all losses incurred rising from the failure of the contract to perform the duties either wholly or in part as detailed in this section.
- 2.8 The routine maintenance and periodical maintenance of all the equipment under the scope of this tender is to be done. Necessary preventive maintenance,

breakdowns if any is to be attended throughout the day, all 7 days a week, with experienced and qualified personnel.

- 2.9 The routine operation of all equipment is to be done by the experienced and qualified personnel

MINIMUM ELIGIBILITY CRITERIA

- 3.1 The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:-

Legally Valid Entity: The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in India. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.

Registration: The Bidder/ Bidding Firm must have GST registration with the concerned authority. The proof in support of the same shall be attached with the bid documents.

Experience: The Bidder shall have experience in providing WTP/STP/RO maintenance services for Embassies /High Commissions /Government Ministries /Departments /Public Sector Companies /reputed corporate organization /multinational companies.

And should carried out AMC work of in any IITs/ NITs/ IIMs,/IISERs etc. at least one work 80% or two work 60% or 3 work 40% amount with last 3 year

Company profile/information regarding key personnel: The bidding company shall also include in its bid, as per proforma at Annexure-6 of this document, details about the company and about its key personnel.

- 3.2 Documents supporting the Minimum Eligibility Criteria:

As proof of having fully adhered to the minimum eligibility criteria at 3.1 (a), attested copies of certificates issued by the respective authority should be attached with the bid documents.

As proof of having fully adhered to minimum eligibility criteria at 3.1(b), attested copy of GST registration certificate should be attached with the bidding document and attest copy of experience certificate issued by competent authority.

As proof of having fully adhered to minimum eligibility criteria at 3.1(c), attested copies of experience certificates for completed work / ongoing work issued by the Foreign Embassies/High Commissions/Government Ministries/Departments/ Public Sector Companies/reputed corporate organization/ multinational companies shall be attached with bid document.

As proof of having fully adhered to minimum eligibility criteria at 3.1(d), copies of supporting documents for company profile/information about key personnel may be provided along with Annexure-6 of this tender document.

EARNEST MONEY DEPOSIT

- 4.1 The Earnest Money Deposit of ₹36,000/- (₹ thirty six thousand only) is to be paid through online mode only.
- 4.2 No request for transfer of any previous deposit of Earnest Money Deposit or Performance Security Deposit or adjustment against any pending bill held by the Ministry in respect of any previous work shall be entertained.
- 4.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government or will render the bidder ineligible to submit bids for contracts with the High Commission of India, Dhaka.
- 4.4 The bids without Earnest Money Deposit or the Declaration will be summarily rejected.
- 4.5 No claim shall lie against the Mission in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD.
- 4.6 The bid security may be forfeited:
If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or In case of successful bidder, if the bidder fails to sign the contract in accordance with the terms of the tender document; fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or Fails or refuses to honour his own quoted prices for the services or part thereof.

VALIDITY OF BIDS

- 5.1 Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.
- 5.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 5.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
- 5.4 **SITE VISIT:** Interested firms/service agencies may visit the site for visualization and better understanding of the quantum of work on working days from 10 am to at 5 pm following a pre-bid meeting will take place. The site visit address will be Khandwa road, IIT Indore, MP.452020.

PREPARATION OF BIDS

- 6.1 Language: Bids and all accompanying documents shall be in **English** only.
- 6.2 **Technical Bid:** Technical Bid should be uploaded as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount.
- 6.3 **Financial Bid:** Bidder shall prepare the financial Bid in the Price Schedule as provided in the Tender Document. Financial Bid shall be uploaded separately as “B- Financial Bid”.

SUBMISSION OF BIDS

- 7.1 The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are not to be submitted to Hard copy. All the documents in support of eligibility criteria etc. and other required documents are to be uploaded along-with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
The tender shall be submitted in online mode only.
- 7.2 No Bid shall be accepted after the specified date and time. However the Competent Authority of IIT Indore, reserves right to extend the date / time for submission of bids, before opening of the Technical Bids.

BID OPENING PROCEDURE

- 8.1 The Technical Bids (Envelope A) shall be opened online by the committee on 20.05.2020 at 1700 hrs and the Tender Evaluation Committee constituted by the Competent Authority of IITI. After evaluation of Technical Bids, a list of qualified bidders will be prepared. The Financial bids will be opened on a subsequent date, after communicating the firm's.
- 8.2 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened. Those bidders, who qualify in the technical bid stage, will be intimated through mail/phone about the date for opening of the Financial Bids.
- 8.3 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- 8.6 After opening of the Technical Bids and verifying the EMD amount the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

CLARIFICATION ON TECHNICAL BID EVALUATION

- 9.1 The Technical Bids shall be evaluated based on the available documents uploaded by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that

is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.

- 9.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
- 9.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause 3.2.

PERFORMANCE SECURITY (PS):

- 10.1 The successful bidder has to deposit Performance Security which will be a sum equivalent to 5% of the accepted contract value in favour of 'Registrar IIT Indore, payable at Indore in form of FDR / Pay Order/Bank Guarantee within fifteen days of the acceptance of the LOA. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider (SP). In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the SP. No interest shall be paid on Performance Security.
- 10.2 The Performance Security will be forfeited by order of the Competent Authority in IIT Indore in the event of any breach or negligence or non-observance of any terms Conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may deemed fit by the Mission sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of SP's bill has been received and examined.
- 10.3 If the Contractor fails to provide the Performance Security within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the IIT Indore shall be free to make other arrangements at the risk, cost and expense of the Contractor.
- 10.4 On due performance and completion of the contract in all respects, the Performance Security will be returned to the firm without any interest on presentation of an absolute 'No Demand Certificate' from the SP and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the firm, for carrying out work stipulated in the contract.

VALIDITY OF CONTRACT

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the client shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in Mission.

PAYMENTS

- 12.1 After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the firm towards the AMC.
- 12.2 The prices in the Price Schedule shall be inclusive of all applicable GST and all taxes as may be levied by the Government from time to time.
- 12.3 The Contractor shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1st of every month to the last day of the month. The Contractor shall submit correct invoice in terms of quality and commercial aspects within 10 days of the succeeding month and payment shall be released within 30 days of submission of acceptable invoices.
- 12.4 All payments shall be made in INR by means of RTGS/ NEFT/ online mode only
- 12.5 The Client shall be entitled to deduct in accordance with applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor.
- 12.6 The payment to the workers in accordance to minimum wages prescribed by the Govt of India along with the statutory compliance Bonus is sole responsibility of the Contractor. In case of revision in minimum wages by the Government of India the same would be absorbed by the Mission. Claim for any other escalation shall not be entertained by the Ministry
- 12.7 No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

Other Conditions, Force Majeure & Penalty Clause

- 13.1 The workers provided by the Contractor should be on the roll of the Company and their antecedents should be pre-verified by the Police authorities. A copy of the verification of each worker shall be submitted to the High Commission before deployment for work at Chancery complex.
- 13.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- 13.3 The Company should submit precise profile of its key clients alongwith details of services provided.
- 13.4 In case the Service Provider fails in adhering to the daily maintenance requirements, and Mission has to make alternative arrangements for the servicing/maintenance, then Service Provider would reimburse the cost of such arrangements.
- 13.5 Service Provider would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Mission's premises.

Service Provider would indemnify Mission against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Mission would not be liable to pay any damages or compensation to such cleaners or to any third party.

- 13.6 In case of any complaint, either as regards the nature of service or as regards the behaviours of workers on duty or otherwise, the Contractor would be intimated and would be required to take corrective measures promptly.
- 13.9 The Client reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the High Commission in this regard shall be final and binding on all.
- 13.10 The Client reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- 13.11 The Client may, by written notice sent to the Contractor, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Client's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- 13.12 The Contractor must have modern equipments, latest technical expertise for servicing/maintenance the machinery/equipment covered under the scope of work of this tender.
- 13.13 The Contractor shall deploy adequate manpower, equipment and resources to ensure proper water supply work servicing and maintenance of the equipment covered under the Scope of Work of this tender document.
- 13.14 Should any new areas of work not envisaged as being part of this tender document are added, the prices for the new areas of work shall be mutually agreed upon between the Client and the bidder based on the actual rate analysis or as per the prevailing rates as agreed in this tender document.
- 13.15 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the service provider in the Mission's premises as stated in the eligibility criteria.
- 13.16 Work shall be carried out in such a manner that the work of other Agencies operating at the site is not hampered due to any action of the Contractor. Proper Co-ordination with other Agencies will be Contractor's responsibility. In case of any dispute the decision of IITM shall be final and binding on the contractor. No claim whatsoever shall be admissible on this account.

Annexure-2

(On the letterhead of the bidding company and scanned and uploaded)

**Incharge Maintenance,
Indian Institute of Technology Indore.**

UNDERTAKING

I, _____, of M/s. _____, having registered office at _____, do hereby undertake that my company, M/s. _____, will not withdraw or modify its bids from NIT n. _____ dated ____ & for the 'AMC work of WTP and water supply work for IIT Indore campus' during the period of validity of the bids.

I further undertake to have understood that if my company M/s. _____ Enterprise withdraws or modifies its bids or if it fails to sign the contract or fails to submit a performance security before the stipulated deadline if the work is awarded to it, M/s. _____ will be suspended for a specified time period from being eligible to submit bids for contracts with the IIT Indore.

Place :

Date :

Notification of Award

Contract No:

Date:

To:

[Name of Contractor]

This is to notify you that your Tender dated *[insert date]* for the execution of the Works for *[name of project/Contract]* for the Contract Price of _____ *[amount in figures and in words]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by *[name of Employer]*.

You are requested to proceed with the execution of the Works on the basis that this Notification of Award shall constitute the formation of a Contract, which shall become binding upon you furnishing a Performance Security and signing the Contract Agreement within Seven (7) days.

We attach the Contract Agreement for your perusal and signature.

Signed

Duly authorised to sign for and on behalf of *[name of Procuring Entity]*

Date:

Contract Agreement

THIS AGREEMENT made the *[day]* day of *[month]* *[year]* between *[name and address of Employer]* (hereinafter called "the Employer") of the one part and *[name and address of Contractor]* (hereinafter called "the Contractor") of the other part:

WHEREAS the Employer invited Tenders for certain works, viz, *[brief description of works]* and has accepted a Tender by the Contractor for the execution of those works in the sum of Taka *[Contract price in figures and in words]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.

The documents forming the Contract shall be interpreted in the following order of priority:

the signed Contract Agreement;

the letter of Notification of Award

the completed Tender Submission Sheet as submitted by the Tenderer;

Work Methodology,

the priced Bill of Quantities as submitted by the Tenderer;

Scope of Work, and

Performance Guarantee

In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.

The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS where of the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Employer:
Signature Print Name
Title

For the Contractor:

In the presence of

Name and Address

PROFORMA OF BANK GUARANTEE
(on non-judicial paper of appropriate value)

In consideration of the IIT Indore (hereinafter called "the Government") having agreed under the terms and conditions of agreement No. _____ dated - _____ made between _____ and _____ (hereinafter called "the contractor(s)") _____ for the work _____ (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement, we

_____ (hereinafter referred to as "the Bank") hereby undertake to pay to the

(Indicate the name of the Bank)

Government an amount not exceeding Rs. _____ (Rs. _____ only) on demand by the Government.

2. We _____ do hereby undertake to pay the amounts due and payable

(Indicate the name of the Bank)

under this Guarantee without any demure, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

3. We, the said bank further undertake to pay to the government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding

(Indicate the name of the
Bank)

the previous consent of the Government in writing.

8. This guarantee shall be valid up to _____, unless extended on demand by Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rs. _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day of

for

(Indicate the name of the Bank)

CONTACT DETAILS FORM

GENERAL DETAILS OF BIDDER

NAME OF THE COMPANY

NAME AND DESIGNATION OF
AUTHORISED REPRESENTATIVE

COMMUNICATION ADDRESS.....

PHONE NO./MOBILE NO.....

FAX E-MAIL I.D ,.....

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

NAME OF THE CONTACT PERSON

DESIGNATION

PHONE No

MOBILE No

E-MAIL ID

DETAILS ABOUT KEY PERSONNEL OF THE BIDDING
COMPANY and technicians deployed for the work. (With ID
proof/supporting documents)

- 1.
- 2.
- 3.
- 4.
- 5.

Comprehensive Maintenance and Operation contract including manpower,

A) Man power requirement –

Sl. No	Description	1 st Shift	2 nd shift	3 rd shift	Gen . shift	total	To be present
1.	Supervisor				1	1	08 hrs.
2.	Plumber	1			1	2	16 hrs
2.	Operator	1	1	1		3	24 hrs
3	Helper	1			1	2	16 hrs
4	Chemist				1		08 hrs
5	Engineer (Minimum) 1 visit per month also as and when required)						

Format for Submitting the Price Schedule

(To be submitted along with the financial bid)

NIT. No.

Date:.....

To,
Incharge Maintenance,
Indian Institute of Technology Indore,
Simrol, Indore.(MP).

Price Schedule

Sl.No.	Item	Price per month in ₹	Total Price ₹ Per annum
	Expenditure in respect of AMC work of WTP and water supply work for the campus.		
	Any other charges		
	Applicable taxes, if any		
	Total		

Note: Above quoted price is complete in all respect, including applicable GST and all taxes as per technical specifications and terms & conditions mentioned in the bid document

Yours faithfully,

(Signature of Authorised Signatory)

Name

Designation:

Company seal:

