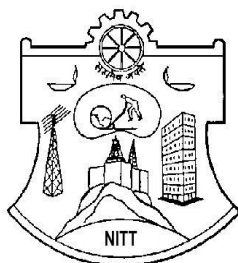


NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

Web : www.nitt.edu

Phone : 0431 –250 3831



TENDER DOCUMENT

Tender Notification No.: EMD/CoW/ Water Supply/ 13 - 2/ 2014 -15 Dated:10.03.2014

Name of the work : **Operation and Maintenance Of Valves, Motors, Generators in Sumps for water supply pumping and distribution at NIT Campus.**

Tender Value : Rs.25,35,000/-

EMD Amount : **Rs. 50,700/- (Rupees fifty thousand seven Hundred only)**

Last Date of submission of Tender : **31.03.2014 upto 3.00 p.m.**

Address for submission of Tender : **The Dean (Planning and Development), Hall No.: A_23, Administrative Block, National Institute of Technology, Tiruchirappalli - 620 015**

Date and time of pre bid meeting : **20.03.2014, at 03.00p.m.**
(Venue: At the above address)

Date and time of opening of Tender (Technical Bid) : **31.03.2014 at 04.00 p.m.**



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI NOTICE INVITING TENDER

TECHNICAL BID

Tender Notification No.: EMD/CoW/ Water Supply/ 13 - 2/ 2014 -15 Dated:10.03.2014

Name of the work	:	Operation and Maintenance Of Valves, Motors, Generators in Sumps for water supply pumping and distribution at NIT Campus.
Earnest Money Deposit	:	Rs.50,700/- (Rupees fifty thousand seven Hundred only)
Period	:	12 Months
Cost of Tender Schedule	:	Rs.150 /- (Including taxes)
Date and time of pre bid meeting	:	20.03.2014, at 03.00 p.m. (Venue: Office of Dean (P&D) A-23, Administrative Block,
Last date and Time of Receipt of Tender documents	:	31.03.2014 at 03:00 p.m.
Date and Time of Opening Technical bid	}	: 31.03.2014 at 04.00 p.m.
Date and Time of Opening Financial bid	}	Will be intimated separately for those who are technically qualified based on conditions specified in the tender document



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI**

Certified that the tender document downloaded is replica of the document published by NIT, Tiruchirappalli and no alteration/addition have been made by me/us in the tender document. The tender document consists of 29 Pages.

Contractor



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

Tender Notification No.: EMD/CoW/ Water Supply/ 13 - 2/ 2014 -15 Dated:10.03.2014

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **Two part system (Technical Bid and Financial bid) up to 3.00 p.m. on 31.03.2014** for the following work:

Name of work	EMD	Period
Operation and Maintenance of Valves, Motors, Generators in Sumps for water supply pumping and distribution at NIT Campus.	50,700/-	Twelve Months

Initial Contract period is for one year, extendable to maximum of one more year only, based on performance and review.

1. Eligibility criteria :-

i) Contractors who fulfill the following criteria are eligible to submit tender.

Experience of having successfully completed similar works during the last 7 years ending 31.03.2013 should be either of the following:

a. Three similar works (at least one of them should be for Central/State Government/Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 10.15 Lakhs.

OR

b. Two similar completed works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 12.70 Lakhs.

OR

c. One similar completed work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/ in a Reputed University) costing not less than Rs. 20.30 Lakhs.

“Similar works” under this clause means experience in operation and maintenance of water supply system from pumping, distribution and treatment Government / Quasi Govt. organisations. Necessary documentary proof like completion certificates in case of works carried out for Government Departments and TDS in case of works carried out for private parties should be enclosed in addition to the completion certificates.

“Cost of work” for this clause shall mean final cost as mentioned in the final bill carried out 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.

- ii) Should have an average annual financial turnover of Rs. 7.60 lakhs during the last three years ending 31.03.2013.
 - iii) Should not have incurred any loss in more than two years during the last five years ending 31-3-2013.
 - iv) Should have a solvency of Rs. 10.15 lakhs from any Nationalised Bank
 - v) Separate Registration code No for ESI, EPF and PAN on contractor's name / firm
 - vi) Contractor has to produce live Agency/Company Registration certificate as indicated in Form C
 - vii) Contractor has to Produce Labour license (renewal/current).
 - viii) Contractor has to be registered under GOI Labour Enforcement Act.
2. The tenders should be accompanied by two crossed Demand Drafts, both drawn in favour of The Director, Tiruchirappalli – 620 015 and payable at Trichy.
- a. One Draft for Rs. 150/- (Rupees one hundred and fifty only) towards the cost of application which is non-refundable.
 - b. Another Draft for Rs. 50,700/- (Rupees fifty thousand seven hundred only) towards Earnest Money Deposit which is refundable to the unsuccessful bidders. In respect of successful bidders, the same will be adjusted against the security deposit.
3. Tender documents received without Cost of Document and EMD shall be summarily rejected.
4. Completed Qualification Documents and Tenders received in time will be opened at **04.00 p.m. on 31.03.2014 at Office of the Dean (P&D) A23 Hall, Administrative Block, NIT, Tiruchirappalli** in the presence of Tenderers or their authorized representatives by a committee duly constituted for this purpose. In the event of this day being declared as a holiday, the tenders will be opened at the scheduled time and place on next working day.

5. Submission of Tender

The Tender should be submitted in three envelopes as detailed below:-

- i. **Cover 1** – Superscripted as “**TENDER – DD TOWARDS EMD & DOCUMENT COST FOR Operation and Maintenance of Valves, Motors, Generators in Sumps for water supply pumping and distribution at NIT Campus.**”

This shall contain the following:-

- a) Two drafts, one for EMD and another for cost of tender documents as stated in Sl. No. 2 above.

- ii. **Cover 2** - Superscripted as “**TENDER - TECHNICAL BID “Operation and Maintenance of Valves, Motors, Generators in Sumps for water supply pumping and distribution at NIT Campus.”.**”

This shall contain various details regarding experience on similar work, completion certificates etc as indicated Letter of Transmittal and forms A- F financial status etc. as detailed in the enclosed documents.

Cover 3 - Superscripted as FINANCIAL BID FOR “Operation and Maintenance of Valves, Motors, Generators in Sumps for water supply pumping and distribution at NIT Campus.”.

This shall contain the Bill of Quantity to quote the rates, Labour rate working sheet, time table for various activities, list of materials / consumables, feed back format, basis for 5 point grading etc.,

Master cover:

All the above three covers (EMD cover, TECHNICAL BID & FINANCIAL BID) shall be placed in the Master cover superscripting: Tender “Operation and Maintenance of Valves, Motors, Generators in Sumps for water supply pumping and distribution at NIT Campus.”.

6. Other details and the method of evaluating the capacity or the prospective contractors are detailed in the enclosed documents.
7. The Director, Tiruchirappalli reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.
8. After award of the contract, if performance of the selected contractor found to be not satisfactory, The Director reserves the right to terminate the contract at any time by giving one month notice.
9. The Director, NIT, Tiruchirappalli-15 also reserves the right to disqualify such bidders in the future tenders whose performance was not satisfactory against the earlier contracts entered into NIT, Tiruchirappalli-15.
10. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the construction, validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to **Sole Arbitrator** appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

**TENDER FOR “OPERATION AND MAINTENANCE OF VALVES, MOTORS,
GENERATORS IN SUMPS FOR WATER SUPPLY PUMPING AND
DISTRIBUTION AT NIT CAMPUS.”**

TECHNICAL BID

DOCUMENTS TO QUALIFY THE TENDERER

TO BE SUBMITTED IN A SEALED COVER

**TECHNICAL BID - TENDER “Operation and Maintenance of Valves, Motors,
Generators in Sumps for water supply pumping and distribution at NIT
Campus.”**

Tender Notification No.: EMD/CoW/ Water Supply/ 13 - 2/ 2014 -15Dt.10.03.2014

SECTION-I

GENERAL INFORMATION

General features of the work are as under:

- 1) Operation of pumps round the clock at sumps in NIT Campus.
- 2) Log book available at work spots should be maintained by recording the time of switching on / off of motors, sumps, OHT's water level, pump pressure, pipe line pressure, ammeter and voltmeter readings etc., all at every one hour.
- 3) Operation of sluice valves during the process of switching on/off of pump sets.
- 4) Checking and correcting of gland rope in pumps / valves.
- 5) Attending and rectifying the faults in electrical equipment such as motors, switches, panel boards, lighting circuits including replacement of bulbs, fluorescent tubes, low tension fuses like HRC and rewirable fuses in switch fuses/panel boards/distribution boards etc.
- 6) Maintenance of DG sets, such as ensuring required quantity of diesel/lubricant, maintaining the batteries in good condition such as filling of distilled water, cleaning of battery terminals, applying white jelly on the terminal, tightening battery terminals etc.
- 7) Operation of DG sets and immediate changeover during power failure and vice versa.
- 8) Cleaning of electrical equipment like motors, starters, panel boards transformers, generator rooms, pump houses etc.
- 9) Maintaining log book for operation of DG sets, recording all necessary electrical parameters like Amps, Volts, PF for each one hour of operation and recording total time of operation of DG sets, consumption of diesel, oil changing, grease, filling of distilled water etc.
- 10) Chlorinating the water by mixing sodium Hypochlorous solution as and when required by Engineer-in-charge
- 11) Operating the bore wells and Open well pumps as directed by Engineer-in-charge

The various operations involved are detailed in the tender documents (Financial bid).

- (i) Adequate safety measures should be evolved and implemented
- (ii) The bill should be prepared by the contractor and submitted to the Estate office by the contractor as per the detailed procedure given in the tender documents (Financial bid)

- (iii) All the materials, equipment, machinery etc. required for the work have to be arranged by the contractor.
- 2. The tenderer should furnish the complete details called for. Inadequate and incomplete details which are not as per the documents are liable to be rejected. At the same time unwanted and unconnected details need not be furnished.
- 3. The bidders are cautioned that furnishing of incomplete information/ ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application.

SECTION – II

INFORMATION AND INSTRUCTION TO APPLICANTS

1. General

- 1.1 The “TECHNICAL BID” (application to qualify) shall contain data and information to enable the institute to draw up a list of agencies who can take part in the tender process and whose “Financial Bids” (Tenders) can be opened.

The following documents should be enclosed:

- i. Letter of transmittal in the enclosed format.
 - ii. Solvency certificate from a Nationalised Bank
 - iii. Financial information in **Form - A** (format enclosed).
 - iv. Performance report in **Form - B** of works (format enclosed).
 - v. Details regarding the structure of the organization in **Form - C** (format enclosed).
 - vi. Details of personnel establishment in **Form - D**(format enclosed).
 - vii. Details of equipment in **Form - E**(format enclosed).
 - viii. Details of ISO certification (if any) in **Form – F** (format enclosed).
(An optional document)
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘nil’ it should also be mentioned as ‘Nil’ or ‘no such case’. If any particular / query is not applicable in case of the applicant, it should be stated as ‘Not applicable’. However, the applicants are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application. Application made by fax and those received late after the prescribed date and time will not be entertained.
- 1.3 **The applicant should sign in each page of the application.**
- 1.4 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
- 1.5 References, informations and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer / Project Manager or equivalent.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However the applicants are also advised not to attach superfluous / additional information beyond the requirement of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by the Chief of Works /EMD/NITT.
- 1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned.

2. Definitions

In these documents the following words and expressions have their meaning here by assigned to them.

- a) Employer means The Director, NIT, Tiruchirappalli.
- b) Applicant means individual, proprietary firm, and firm in partnership, limited company (private, public and corporation).

3. Method of Application

- 3.1 If an individual makes the application, it shall be signed by him above his full type written name and current address.
- 3.2 If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
- 3.3 If the application is made by a firm in partnership, it shall be signed (with seal) all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
- 3.4 If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum and Articles of Association duly attested by a Notary Public.

4. Final Decision Making Authority

The Director, NIT Tiruchirappalli reserves the right to accept or reject all or any of the applications and to annul the qualification process / tender process at any time without assigning any reason or incurring any liability to the applicants.

5. Particulars – Provisional

The Particulars of work given in Section – I are provisional. They are liable to change and must be considered as advance information only to assist the applicant.

6. Site Visit

The applicant is advised to visit the site of work at his own cost and examine the surroundings and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the **Estate Maintenance Dept.**

- 7 The applicant should own equipment as per list enclosed for proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc. and submit the list of firm from whom he proposes to hire.

- 7.1 The applicant should have sufficient number of employees for the proper execution of contract. The applicant should submit a list of his employees with their age **(Not more than 58 years)** and qualification stating clearly how they would be involved in this work.
- 7.2 The applicant's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers.

7.3 Stage – II – Evaluation By Scoring

7.3.1 The applicants who qualify the eligibility criteria mentioned in earlier para shall be further evaluated for the following criteria by scoring method based on the details submitted by them.

7.3.2 Inspection committees may carry out surprise visit to tenderers clients' places and their reports, form valuable inputs for the short-listing process.

The final selection of the contractors will be based on a weighted criteria system to be derived from the tender documents of the bidders. Negotiation will be carried out and work may be split among the successful bidders so that the work is carried out more effectively.

7.3.3 Only the applicants who qualify the eligibility criteria as above shall be evaluated further for the following criteria:-

(a) Financial strength (Form - A)	Maximum 30 Marks
(b) Experience in similar nature of work Completed during last five years. (Form - B)	Maximum 30 Marks
(c) Performance on works (Form - B)	Maximum 15 Marks
(d) Personnel and Establishment (Form - D)	Maximum 15 Marks
(e) Equipment (Form - E)	Maximum 10 Marks
Total	100 Marks

Note: To qualify, the applicant must secure at least 60% (sixty percent) marks in aggregate. The Director, NITT reserves the right to restrict the list of pre qualified contractors to any number deemed suitable by it.

7.3.4 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- (b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

8.0 Financial Information

The applicant should furnish the annual financial statement for the last 5 years in Form – A.

9.0 Experience in Similar Works

9.1 The applicant should furnish the following:-

(a) List of all works of similar nature successfully completed during last 5 years and are in Progress in Form - B

9.2 Particulars of completed works and performance of applicant duly authenticated/ certified by an officer not below the rank of Executive Engineer or equivalent should be furnished for each work completed or in progress in Form – B

10.0 Organizational Information

Applicant is required to submit the following information in respect of his organization in form C

(a) Name and postal address including telephone, fax number, E-mail ID, etc.

(b) Copies of original documents defining the legal status, place of registration and principal places of business.

(b) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.

(c) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.

(d) Authorization for employer to seek detailed reference from clients to whom works were carried out.

(e) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form - DE.

11.0 Equipment

Applicant should furnish the list of equipment likely to be used for carrying out the work (in Form E). Details of any other equipment not mentioned in Form F, but available with the applicant and likely to be used in this work may also be indicated.

12.0 Tender Submission and Decision

After the details submitted by the applicant regarding his financial capacity, previous experience etc. are studied and evaluated, a list of agencies who can take part in the tendering process shall be prepared and all concerned will be intimated. The financial bids (Tender) of the applicants, who have not been qualified after evaluation, will be returned unopened. Other tenders shall be opened on the date and time to be intimated later, in the presence of the tenderers or their authorized representatives who may be present, by the committee constituted for this purpose.

SECTION – III

ADDITIONAL CONDITIONS

- 1) Every tenderer is expected before quoting his rates to inspect the water supply installations for which the service is to be rendered. The requirement of labour and materials should be assessed and no claim for extra payment at a later date on that account shall be entertained.
- 2) Without written permission of **The Chief of Works, EMD, NITT** no part of the contract shall be sublet, shall transfer the power of attorney, authorizing others to receive the payment on contractors behalf.
- 3) If further information is required, the Estate Office will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
- 4) The Director, NIT Tiruchirappalli reserves the right to reject any or all the tenders without assigning reason therefore.
- 5) The contractor should employ supervisors who have experience in this type of work.
- 6) The contractors comply with the provision of all acts, statutes, rules and regulation etc. of the central and state governments as the case may be and if necessary get himself duly registered as required by the said acts, statutes rules and regulation etc. He shall make necessary payment of wages as per acts, applicable for the work and keep necessary records for verification by the enforcing agencies.
- 7) Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
- 8) Permits for workers and supervisor to the campus / building shall be obtained by the contractor from the concerned authorities. Only photo passes shall be issued and no group passes shall be issued.
- 9) Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Chief of Works on or before tenth of subsequent month by obtaining all formalities.
- 10) All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The Contractor is solely responsible for the payment of minimum wages for their employees as per the Government of India norms and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.
- 11) The contractor should take all measures for environmental protection, such as control of chemical pollution, proper disposal of waste etc. and ensure that there are no adverse effect on the ecology, particularly on flora and fauna of the campus.

- 12) The contractor should employ minimum 11 labours per day (2 Electrician with license B, 9 fitters/plumber including leave reserve) plus 1 supervisor. In the case of absentees, a sum of Rs.675/- per day per person as compensation will be levied on the contractor and same will be recovered from each running account bill of the contractor.
- 13) The contractor shall bring the required equipments at his/her own cost and risk and no extra payment will be made for the same.
- 14) The contractor should maintain an attendance register in each Institute and Department buildings and the same should be certified by the nominated officials from NIT Administration and hand over a copy to the **The Chief of Works, EMD, NITT** on the next working day and it should be followed throughout the year.
- 15) The contractor should pay the labour wages in first week of the successive month.
- 16) The contractor shall obtain a feedback certificate on performance of work from each Administrative/Department Head while submitting his/ her running account bill along with the attendance registrar.
- 17) The contractor shall submit a copy of the EPF/ESI/bonus/ insurance documents along with each running account bill. Monthly bill will not be passed unless the above are submitted.
- 18) The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.,
- 19) Minimum wages shall be fixed as per the Central Government norms
- 20) The contractor shall be responsible for payment of minimum wages, EPF, ESI, Bonus, workman compensation etc., as per relevant acts and rules. Necessary records shall be kept in compliance of the same.

Nature / Scope of Work/ Frequency of Operation:

- a) As per the Annexure and any other service/work that might arise depending upon contingency.
- b) The contractor should produce the P.F. statement for all workers, for every six months.
- c) The contractor should issue the ESI card to all the workers.
- d) The contractor should produce copy of ESI, EPF remittance challan for the previous month for the bill submitted for the current month.
- e) The contractor should produce Workers monthly pay (acquaintances) roll with bill.

Working Conditions:

1. The Assistance on Operation and Maintenance of Valves, Motors, Generators in Sumps at NIT Campus is required to be carried out on all days of the year.
2. Sufficient man power is required to be provided for the work.
3. Strict discipline must be observed by the workers.
4. The labourers put in work must be provided with the proper uniform to distinguish them from other staff.
5. The labourers and other staffs must be provided with identity card with the NITT's approval of Institute Authorities.
6. The supervisors under whom the labourers work, shall have to report daily to the Engineer in charge and take instructions.
7. No payment will be made for a non-working days, proportionate reduction will be made if any item of work is not carried out or work is not carried out on any day due to any reason.
8. The rate quoted shall take care of the increase in minimum wages for the contract period
9. The payment will be made after deducting necessary Income Tax, etc.
10. The movement of workers should be restricted to their area of work and should not wander into other areas.

Service Materials and Tools:

- a) All the materials required for the work such as tools, Plants, testing kits & safety equipment's etc. will have to be provided by the contractor. Minimum required quantity of above materials shall be stored by the contractor and the Institute shall reserve the right to issue gate passes for all tools etc., on fixed regular periods. The storage space for the materials shall be provided by the Institute. Prior approval for quality of the material is to be obtained from the estate office. Any material of substandard quality, found on surprise check will attract penal action.

Statutory Requirement:

- a) The contractor should get labour license for the work from licensing authority of the Government if needed by paying necessary fees.
- b) The contractor should have First aid box with necessary medicines etc. He should make necessary arrangements including care taker for taking injured person to clinic /Hospital in the event of emergencies.

General

- a) Work men should be vigilant while on work.
- b) Smoking in the institute premise is strictly prohibited.
- c) Workers must be free from influence of alcohol.
- d) Workers must be physically and mentally fit for work.
- e) Workers should avoid causing damage to the Institute property
- f) The NIT, Tiruchirappalli Administration will not accept any responsibility if the work man is injured.
- g) Non-cooperative with NITT administration or strike in any form will lead to termination of contract with immediate effect.

Special Conditions:

- a) The contractor should execute an agreement in the non – judicial stamp, incorporating the various terms and conditions.
- b) The work spot should be kept in spick and span.
- c) If the contractor performance is not satisfactory, the contract shall be terminated by giving one month's notice.
- d) The contractor shall recoup to the employer the cost of the damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.
- e) Attendance registers and the salary registers for the labours engaged per building and other registers required as per acts and rules and the same may be verified by Estate Maintenance Dept. NIT Tiruchirappalli or other enforcing agencies during their inspection.
- f) The supervisor(s) must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.

**QUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

To

The Director
NIT,
Tiruchirappalli 620 015.

Subject: Operation and Maintenance of Valves, Motors, Generators in Sumps for water supply pumping and distribution at NIT Campus.

Sir,

Having examined the details given in notice inviting tender for the above work, I / we hereby submit the qualification application documents (Technical Bid) and the tender (Financial Bid) for the work duly filled.

1. I / we hereby certify that all the statements made and informations supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all informations 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 requisite solvency certificate and authorize the Director, NIT Tiruchirappalli or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I / we also authorize the Director, NIT Tiruchirappalli or his representative to approach individuals, firms and corporations to verify our competence and general reputation.

I am / we are aware that the tender documents (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

Form - A

FINANCIAL INFORMATION

I. Financial Analysis

Details are 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 attached).

Sl. No.	Details	Year Ending 31 st March of				
		2009	2010	2011	2012	2013
1.	Gross annual turnover in water supply maintenance work					
2.	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN Details.

IV. Solvency certificate from Applicant's Bank.

Signature(s) of Applicant (s) with seal

Signature of Chartered Accountant with seal

Form - B

Performance Report for works completed and are in progress during last 5 years
(Attach copies of work order / agreement)

1. Name of the work / Project & Location :
2. Scope of work :
3. Agreement No. :
4. Tendered Cost :
5. Value of work done :
6. Date of commencement :
7. Date of Completion :
8. Performance report based on quality of work, time management and resourcefulness : Very Good / Good / Satisfactory/Bad/ Very Bad

Date :

Executive Engineer
Project Manager,
or Equivalent

Form – C

Structure and Organization

1. Name and address of the applicant :
2. Telephone No. / Fax No. / E-Mail address :
3. Legal Status (attach copies of original Document defining the legal status) :
 - a) An Individual
 - b) A Proprietary Firm
 - c) A Firm in Partnership
 - d) A limited Company or corporation :
4. Particulars of registration with various Government bodies (Attach attested photocopy):
 - a) Registration Number
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend water supply maintenance work for a period of more than one month continuously after the work was commenced? If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.
10. If any other information considered necessary related to water supply maintenance works but not included above.

Signature(s) of Applicant (s) with seal

Form - D

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY

Sl. No.	Designation	Total number	Names	Qualification / Professional Experience	Length of continuous service with the employer

Note: Additional information about technical personnel, if any, be submitted on separate sheet

Signature(s) of Applicant (s) with seal

FORM – E

Equipment Details

List of available equipment

Sl. No.	Equipment	Numbers
1.		
2.		
3.		
4		
5		
6		
7		
8		
9		

Signature(s) of Applicant (s) with seal

Form – F

PROFORMA ON ISO CERTIFICATION

(OPTIONAL)

1. Year of Certification :
2. Name and Address of Certifying Agency :
3. Name of Management Representative :
4. Validity of Certificate :

Note: Attested copy of certificate (attested by a Government officer or Notary Public) to be enclosed.

Signature(s) of Applicant (s) with seal



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

**TENDER FOR “OPERATION AND MAINTENANCE OF VALVES, MOTORS,
GENEARTORS IN SUMPS FOR WATER SUPPLY PUMPING AND DISTRIBUTION
AT NIT CAMPUS.”**

FINANCIAL BID

(TO BE SUBMITTED IN A SEALED ENVELOPE)

FINANCIAL BID –

**TENDER FOR “OPERATION AND MAINTENANCE OF VALVES, MOTORS,
GENEARTORS IN SUMPS FOR WATER SUPPLY PUMPING AND DISTRIBUTION
AT NIT CAMPUS.”**

Tender Notification No.: EMD/CoW/ Water Supply/ 13 - 2/ 2014 -15 Dated:10.03.2014



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI –
Financial Bid**

Sl.No	Qty	Description of work	Rate in Figures and Words	Unit	Total Amount (Rs)
1	12	<p>Operation of Valves, Pumps, Motors, Generators etc. round the clock at sumps, all as per instructions of Engineer-in-charge and as specified hereunder :-</p> <ol style="list-style-type: none">1) Operation of pumps round the clock at sumps in NIT Campus.2) Log book available at work spots should be maintained by recording the time of switching on / off of motors, sumps, OHT's water level, pump pressure, pipe line pressure, ammeter and voltmeter readings etc., all at every one hour.3) Operation of sluice valves during the process of switching on/off of pump sets.4) Checking and correcting of gland rope in pumps / valves.5) Attending and rectifying the faults in electrical equipment such as motors, switches, panel boards, lighting circuits including replacement of bulbs, fluorescent tubes, low tension fuses like HRC and rewirable fuses in switch fuses/panel boards/distribution boards etc.6) Maintenance of DG sets, such as ensuring required quantity of diesel/lubricant, maintaining the batteries in good condition such as filling of distilled water, cleaning of battery terminals,		Month	

		<p>applying white jelly on the terminal, tightening battery terminals etc.</p> <p>7) Operation of DG sets and immediate changeover during power failure and vice versa.</p> <p>8) Cleaning of electrical equipment's like motors, starters, panel boards transformers, generator rooms , pump houses etc.</p> <p>9) Maintaining log book for operation of DG sets, recording all necessary electrical parameters like Amps, Volts, PF for each one hour of operation and recording total time of operation of DG sets, consumption of diesel, oil changing, grease, filling of distilled water etc.</p> <p>10) Chlorinating the water mixing sodium Hypochlorous solution as and when required by Engineer-in-charge</p> <p>11) Operating the bore wells and Open well pumps as directed by Engineer-in-charge</p> <p>12) Identifying the overflow / leaking OHT's and attending them as instructed by Engineer-in-charge</p>			
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- a) The above list is not exhaustive but only indicative. The contractor is also required to carry out activities not specifically mentioned here but required for the better up keeping of sumps and water sources.
- b) All the materials, spares, consumables, tools etc. will be supplied by NIT at Stores at free of charges and Contractor should maintain necessary records for verification.
- c) Contractor has to do the work round the clock i.e 24 Hours a day (In Three Shift operation) including Sunday and all other public holidays.
- d) It is estimated that contractor should engage Electrician (Skilled) = 2 Nos and Fitters /Plumbers = 7Nos plus 2Nos of relievers
Supervisor=1No
- e) If no work done on any day or in any shift or any reasons recovery will be effected on pro rate basis derived from the quoted rate plus punitive charges of 12.50 % will also be recovered. A shift means a duty of 8 hours .
- f) The quoted rate shall be firm throughout the contract period and extended period also and no cost escalation will be paid on any account.
- g) The contractor shall ensure payment of Minimum wages , Bonus to the workmen employed by him at the rate at which shall not less than the minimum wages applicable under law from time to time .
- h) The contractor should be provided Uniform and ID cards for workers -2sets per worker per annum.
- i) Workers Welfare fund, ESI and EPF as applicable shall be included in the offer.
- j) The contractor shall comply all safety rules and regulation of NITT.
- k) All consumables required for the Operators will be given free of cost by NIT and is accountable. All Tools and plants shall be at owners cost.

Signature(s) of Applicant (s) with seal

Format - Working Sheet to arrive at the labour / supervisor cost & Material

Sl.No	Description (As per Central Govt. Minimum Wages Act)	Unskilled worker (Rs)	Supervisor (Rs)
	Monthly wage		
1	Basic wage for B grade City (Trichy)		
2	Variable Dearness Allowance		
3	Bonus @ 8.33%		
4	EPF @ 13.61%		
5	ESI @ 4.75%		
	Total		
	Total for ----- labours and ---- supervisor		
	Grand Total for Labour component		
	Cost of Materials		
	Cost of other charges		
	Total cost		
	Add Profit		
	Total Cost per Month		
	Total Tender cost		

Signature(s) of Applicant(s) with Seal