

# NATIONAL INSTITUTE OF TECHNOLOGY

## TIRUCHIRAPPALLI – 15

Web: [www.nitt.edu](http://www.nitt.edu)

Phone: 0431 –2503830



# TENDER DOCUMENT

Tender Notification No:

**NITT/EMD/WS (WP- Aqua 67 & Cross field-12) / 87/ (253) /2018 -19 Dated: 04.07.2018**

Name of the work	<b>Regular maintenance of 67 Nos of Aqua guard and 12 Nos of Crossfield (UV treated water dispensers with normal &amp; cold water dispensing system) for six months at the National Institute of Technology, Tiruchirappalli – 15.</b>
Estimated cost put to tender	<b>Rs. 2,35,133 /-(Excluding GST)</b>
EMD Amount	<b>Rs. 4,800/- (Rupees four thousand and eight hundred only)</b>
Last Date of submission of Tender	<b>13. 07.2018 up to 3.00p.m.</b>
Address for submission of Tender	<b>The Director, National Institute of Technology, Tiruchirappalli - 620 015.</b>
Date and time of opening of Technical Bid and Price Bid	<b>13. 07.2018 up to 3.30p.m</b>

**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI  
NOTICE INVITING TENDER**

**TECHNICAL BID**

Tender Notification No:

**NITT/EMD/WS (WP- Aqua 67 & Cross field-12) / 87/ (253) /2018 -19  
Dated: 04.07.2018**

<b>Name of work</b>	<b>: Regular maintenance of 67 nos of Aqua guard and 12 Nos of Crossfields ( UV treated water dispensers with normal &amp; cold water dispensing system) for six months at the National Institute of Technology, Tiruchirappalli – 15.</b>
<b>Earnest Money deposit</b>	<b>: Rs.4,800/- (Rupees four thousand and eight hundred only)</b>
<b>Period</b>	<b>: Six months</b>
<b>Cost of Tender Schedule</b>	<b>: Nil</b>
<b>Last date and Time of Receipt of Tender documents</b>	<b>: 13. 07 .2018 up to 3.00 p.m.</b>
<b>Date and Time of Opening Technical bid &amp; Price Bid</b>	<b>: 13. 07 .2018 up to 3.30p.m.</b>

# **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 27 Pages.

Contractor

# NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

## NOTICE INVITING TENDER

Tender Notification No:

**NITT/EMD/WS (WP- Aqua 67 & Cross field-12) / 87/ (253) /2018 -19 Dated:  
04.07.2018**

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **two Cover system (Technical Bid and Financial bid) up to 3.00p.m on 13.07.2018** for the following work:

Name of work	EMD	Period
<b>Regular maintenance of 67 nos of Aqua guard and 12 Nos of Crossfields ( UV treated water dispensers with normal &amp; cold water dispensing system) for six months at the National Institute of Technology, Tiruchirappalli – 15.</b>	<b>Rs.4,800 /-</b>	<b>Six Months</b>

### 1. Eligibility criteria:-

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

- i) Experience of having successfully completed maintenance works of similar waterdispensers (Reversed Osmosis plus UV treated ) during the last three years ending 31-03-2018

AND

- ii) Live Agency/Company Registration certificate

### 2. The tenders should be accompanied by one crossed Demand Draft towards EMD drawn in favour of The Director, NIT, Tiruchirappalli payable at SBINITT.

a. One Draft for Rs. 4,800 /- (Rupees four thousand and eight hundred only) towards Earnest Money Deposit which is refundable to the unsuccessful bidders. In respect of successful bidder, the same will be adjusted against the security deposit.

### 3. Tender documents received without Cost of EMD shall be summarily rejected.

### 4. Completed Qualification Documents and Tenders received in time will be opened at **3.30 p.m on 13 . 07 .2018 at the Administrative office, 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:-

**Cover 1- Super scribed as “TENDER – DD towards EMD FOR REGULAR MAINTENANCE OF 67 nos OF AQUA GUARD AND 12 NOS OF CROSSFIELDS WATER DISPENSERS IN NIT, TIRUCHIRAPPALLI”.**

This shall contain the following:-

- a) One DD for EMD as stated in Sl. No. 2 above.

**Cover 2 – Super scribed as “TENDER - TECHNICAL BID FOR REGULAR MAINTENANCE OF & 67 nos OF AQUA GUARD AND 12 NOS OF CROSSFIELDS WATER DISPENSERS IN NIT, TIRUCHIRAPPALLI”.**

This shall contain various filled in formats detailing experience on similar work, completion certificates etc., as indicated.

**Cover 3 – Super scribed as “TENDER-FINANCIAL BID FOR REGULAR MAINTENANCE OF 67 nos OF AQUA GUARD AND 12 NOS OF CROSSFIELDS WATER DISPENSERS IN NIT, TIRUCHIRAPPALLI”.**

This shall contain the Bill of Quantities with rate indicated for all items & related absolute value for the items indicated (Item 1 to 23 in the Bill Of Quantities of the Financial Bid).

### **Master cover:**

**All the above three covers (EMD cover, TECHNICAL BID & FINANCIAL BID) shall be placed in the Master cover super scribing: REGULAR MAINTENANCE OF 67 nos OF AQUA GUARD AND 12 NOS OF CROSSFIELDS WATER DISPENSERS IN NIT, TIRUCHIRAPPALLI”.**

6. Other details and the method of evaluating the capacity of the prospective contractors are detailed in the enclosed documents.
7. The Director, NIT, Tiruchirappalli reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
8. After award of the contract, if performance of the selected contractor is found to be not satisfactory during the trial period of three months, NITT reserves the right to terminate the contract at any time by giving due notice and forfeiting the security deposit to compensate the extra cost to be incurred by NITT in carrying out the service through alternate agency. If the performance is satisfactory, the contract will be extended for three more months.
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 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.

**11. EARNEST MONEY DEPOSIT:-**

Earnest Money Deposit Rs. 4,800/- (Rupees four thousand and eight hundred only) should be in the form of Demand Draft drawn in favour of The Director, National Institute of Technology/ Trichy-15 Payable at SBI NIT, Trichy.

The Earnest Money deposited shall not carry any interest.

**SECURITY DEPOSIT**

(a) Security Deposit should be paid by the contractor. Security Deposit shall be collected from the successful tenderer as shown below:

Up toRs.10Lakhs	:	5 % of Contract Value
Above Rs.10 lakhs up toRs.50 Lakhs	:	1 Lakh + 7.5% of the amount exceeding Rs.10 Lakhs
AboveRs.50 Lakhs	:	4 Lakhs + 5% of the amount exceeding Rs.50 Lakhs

The Security Deposit shall be collected before start of the Work.

(b) The Security Deposit shall be in the following forms:

ii) Demand Draft in favour of The Director, NIT, Trichy-15.

The security deposit shall not carry any interest.

The Earnest Money paid at the time of tender will be adjusted as part of the Security Deposit and the balance amount will be collected from the contractor as mentioned above. Security Deposit shall not be refunded except in accordance with the terms of Security Bond or Agreement. No interest shall be allowed on Security Deposits. NITT shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciationinthevalueofthesecuritieswhileintheirchargeorforanylossofinterestthere on.

All compensation or other sums of money payable by the Contractor to NITT under the terms of this contract or under any other contract with NITT may be deducted from the Security Deposit or realised by the sale of the securities or from the interest arising there from or from any sums which may be due or may become due to the contractor by NITT and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.

**REFUND OF SECURITY DEPOSIT: -**

The Security Deposit mentioned above may be refunded to the Contractor after a period of 3 months on termination or expiry of the contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NIL CLAIM CERTIFICATE ".



# **NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI**

**Regular maintenance of 67 nos of Aqua guard and 12 Nos of Crossfields (UV treated water dispensers with normal & cold water dispensing system) for six months at the National Institute of Technology, Tiruchirappalli – 15.**

## **TECHNICAL BID**

DOCUMENTS TO QUALIFY THE TENDERER

TO BE SUBMITTED IN A SEALED ENVELOPE

**TENDER FOR REGULAR MAINTENANCE OF & 67 nos OF AQUA GUARD AND  
12 NOS OF CROSSFIELDS UV TREATED WATER DISPENSERS FOR SIX  
MONTHS AT NIT,TIRUCHIRAPPALLI.**

Tender Notification No:

**NITT/EMD/WS (WP- Aqua 67 & Cross field-12) / 87/ (253) /2018 -19**

**Dated: 04.07.2018**



## **SECTION-I**

### **GENERAL INFORMATION AND BRIEF SCOPE OF WORK**

1. The company should deploy one technician in the NITT campus for eight hours in a day throughout the currency of the contract period except Sundays and Government Holidays to rectify any malfunctioning of the equipment's day to day.
2. The service Technician/s have to inspect all the 79 Nos of water dispensers weekly once and assure the performance of the dispensers. If anything incomplete, it should be attended and made good within a maximum of 72hours.
3. The Maintenance covers the free replacement of all spares, consumables (including membrane) man power, administrative overheads, taxes and profit etc., complete other than GST.
4. The water purifier tank must be cleaned periodically.
5. The service technician must maintain proper record for replacement of spare parts and regular service of each unit and updated records on day today basis should be duly counter signed by the Assistant Engineer (WS)/Authorized person of the Estate Maintenance Department.

## 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 qualified agencies who can take part in the tender process and who’s “Financial Bids” (Tenders) can be processed further.

The following documents should be enclosed:

- i. Letter of Transmittal (format enclosed)
- ii. Financial information in **Form - A** (format enclosed).
- iii. Performance report in **Form - B** of works (format enclosed).
- iv. Details regarding the structure of the organization in **Form- C** (format enclosed).
- v. Details of personnel establishment in **Form - D** (format enclosed).

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 incase 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.

The applicant should sign in each page of the application.

Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.

References, information 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.

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 EXECUTIVE ENGINEER / EMD /NITT

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

If an individual makes the application, it shall be signed by him above his full type written name and current address.

If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full type written name & the full name of his firm with its current address.

If the application is made by a firm in partnership, it shall be signed by (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.

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 all water dispensers located at the Institute and Hostel zones and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the Engineer in charge of Estate maintenance department.

7. 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.a Evaluation By Scoring

7. a.1 The applicants, who qualify the eligibility criteria mentioned under clause 1 of Notice Inviting Tender, shall be further evaluated for the following criteria by scoring method based on the details submitted by them.

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

The final selection of the contractor will be based on the lowest tender rate quoted among the qualified bidders taking into account the combination of all the items. The tender will be considered as a whole and hence over all lowest value will be the lowest tenderer. Partial offer will be treated incomplete tender and rejected.

Only the applicants who fulfill the eligibility criteria as stated earlier shall only be evaluated further for the following criteria:-

(a) Financial strength (Form-A)	Maximum 20 Marks
(b) Experience in similar nature of work during last three years.	Maximum 50 Marks
(c) Performance on works (Form-B)	Maximum 20 Marks
(d) Personnel and Establishment (Form -D)	Maximum 10 Marks

Total	100Marks
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Note: To qualify, the applicant must secure at least 50% (Fifty percent) marks in aggregate and finance bid of all the qualified shall be opened on the same day. The Director, NITT reserves the right to restrict the list of pre-qualified contractors to any number deemed fit.

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

- Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- Record of poor performance such as, abandoning work, not properly completing the contract, not meeting the statutory requirement, or financial failures / weaknesses, terminated in the middle of the contract period etc.

## 8.0 Financial Information

The applicant should furnish the annual financial statement for the last 3years in Form –A.

## 9.0 Experience in Similar Works

The applicant should furnish the list of all works of similar nature successfully Completed during last 3 years and are now in progress in Form – B. Such Particulars duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work.

**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.
- (c) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (d) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- (e) Authorization for employer to seek detailed reference from clients to whom works were carried out.

**11.0** Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form D

**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, shall be returned as unopened. Qualified tenders shall be opened by the committee constituted for this purpose on the date and time to be intimated, in the presence of the tenderers or their authorized representatives who may choose to be present.

### **SECTION-III**

#### **TERMS&CONDITIONS OF THE CONTRACT:**

Regular maintenance of 67 nos of Aqua guard and 12 Nos of Crossfields UV treated Water Dispensers with Normal & Cold Water Dispensing system for six months at the National Institute of Technology, Tiruchirappalli – 15.

1. The Maintenance Contract period of six months shall be with effect from 01.08.2018 to 31.01.2019 and the firm/agency to make good of all 79 water dispensers before 10.08.2018.
2. The company should deploy one technician in the NITT campus for eight hours in a day throughout the currency of the contract period except Sundays and Government Holidays to rectify any malfunctioning of the equipment's day today.
3. The service technician will commence works by 09.00 AM daily after signing attendance register in the Estate Maintenance Department and the working hours per day is eight hours excluding lunch break. The Service Technician at NITT will receive the complaints only from the Estate office.
4. The service Technician/s have to inspect all the 79 Nos of water dispensers weekly once and assure the performance of the dispensers. If any thing incomplete, it should be attended and made good within a maximum of 72 hours.
5. The service technician will report to the Section in charge/Assistant Engineer (WS) of the Estate Maintenance Department for reviewing the daily complaints attended by him by 3.00 pm and receiving the complaints to be attended by the next day.
6. The completion report shall be signed by concerned Warden / RSC / Steward, where as in the case of Institute, the signature shall be obtained from the Head Of the Department or the person authorized by the Head Of the Department.
7. The Service Engineer and Service In-charge of the firm shall jointly inspect the sites and review the records by signing the complaint register once in two months and also both of them will interact with Assistant Engineer (WS) / Estate Maintenance Department at frequent intervals.
8. The Maintenance covers the free replacement of all spares, consumables (including membrane) man power, administrative overheads, taxes and profit etc., complete other than GST.
9. The water purifier tank must be cleaned periodically.
10. Replacements of worn-out / exhausted parts with new / rectified spares during the periodical servicing or during the breakdown will be attended.
11. The defective spares removed shall be properly accounted for by maintaining a separate register and should be disposed off by the firm with proper gate pass.
12. Maintenance contract shall be for a period of six months.
13. Delay in making good any water purifier due to non-availability of spares and consumables beyond 72 Hours will attract a fine of Rs.100/- per day per unit and will be recovered in the bill.
14. Proper record must be maintained by the service technician for replacement of spare parts and regular service of each unit and updated records on day today basis should be duly countersigned by the Assistant Engineer (WS)/Authorized person of the Estate Maintenance Department.

**15. Mode of payment shall be 'Monthly Payment on completion of Each month'. The firm shall have to submit the Invoice on completion of each month for an amount proportionate along with the details of date wise machine wise spare parts & consumables changed and feedback report with GST paid receipt.**

16. NITT reserves the right to issue show cause/ termination notice to the firm by giving 15 days' period on violation of any of the Terms & Conditions. Further, on expiry of 15 days, two more notices can be served giving each 07 days beyond which the agreement will stand terminated automatically unless the firm has fulfilled and complied with all obligations as per the work order/Agreement within the said period. Further, in the event of any dispute between the client and the contractor/firm, the same could be arbitrated only by the arbitrator appointed by the Director of NITT and at Trichy only.

17. NITT shall not provide boarding and lodging facility to the technician or any service person from the firm.

**SECTION – IV**  
**ADDITIONAL CONDITIONS**

- 1) Every tenderer before quoting his rates is expected to inspect all Aqua guard and Crossfields made water dispensers in NIT for which the service is to be rendered before quoting his rates. 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.

Without written permission of The Executive Engineer, EMD, NITT, no part of the contract shall be sublet, shall transfer the power of attorney, authorizing others to receive the payment on contractor's behalf.

- 2) 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.
- 3) Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
- 4) All the spares and consumables required for the work shall be arranged by the agency/contractor only.
- 5) Permits for workers and supervisor to the campus shall be obtained by the contractor from the concerned authorities/security. Only photo passes to individual shall be issued and no group passes shall be issued.
- 6) Necessary quarterly bills should be submitted by the contractor after obtaining the signature from the Executive Engineer along with supporting documents.
- 7) All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. 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.
- 8) 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.
- 9) The contractor shall bring the required spares and consumables at his/her own cost and risk and no extra payment will be made for the same.
- 10) The contractor shall obtain a feedback certificate on performance of work from each Departments /Hostels while submitting his/ her running account bill.
- 11) The contractor must ensure that no labours shall work without uniform and other safety accessories.
- 12) The quoted rate should be of all taxes and duties levied or to be levied both by Central and State Government Statutory/regulatory authorities from time to time except GST. Applicable GST will be reimbursed by NITT on production of documentary evidence for having paid the same by the agency. NITT will not entertain any other claim whatsoever in this regards.



- 13) If after opening the tender, the tenderer revoke his tender to increase his earlier quoted rate or after acceptance of his tender does not commence the work in accordance with the instruction of **EXECUTIVE ENGINEER, ESTATE MAINTENANCE DEPT.** The earnest money deposited by him, will be forfeited and acceptance of his tender withdrawn.
- 14) Quantities shown in the Bill of Quantity under Financial bid are approximate and are liable for variation without entitling the contractor any compensation provided the total value of the contract does not vary by more than 20% (Twenty percent).

**Nature / Scope of Work/ Frequency of Operation:**

The scope shall cover any other related service / work that might arise depending upon contingency

**Working Conditions:**

1. "Regular Maintenance of Water dispensers" is required to be carried out on all days except Sundays.
2. Strict discipline must be observed by the workers.
3. The laborers put in work must be provided with the proper uniform to distinguish them from other staff.
4. The laborers and other staffs must be provided with identity card with the NITT's approval of Institute Authorities.
5. The supervisors, under whom the laborer's work, shall have to report daily to the Water Supply Section in charge and take instructions.
6. The payment will be made after deducting Income Tax.

**Normal Working Hours (all days):**

Normal working hours is 8:30 am 5:30 pm (with one-hour lunch break) and continue to work for extended hours if required by NITT for specific purpose.

**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) The movement of workers should be restricted to their area of work and should not wander into other areas.

**QUALIFICATION INFORMATION**

**LETTER OF TRANSMITTAL**

To

The Director NIT,  
Tiruchirappalli 620 015.

**Regular maintenance of 67 nos of Aqua guard and 12 Nos of Crossfields (UV treated water dispensers with normal & cold water dispensing system) for six months at the National Institute of Technology, Tiruchirappalli – 15.**

Sir,

Having examined the details given in notice inviting qualification application and 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 information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility and to get qualified for taking part in the tendering process for the work. We have no further information to supply.

I am / we are aware that the tender document (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 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 three years duly certified by the chartered accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

	<b>Details</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
1.	Gross annual turnover in the maintenance of water dispensers			
2.	Profit (+) / Loss (-)			

II. Financial arrangement for carrying out the proposed work.

III. Income Tax Details

IV. PAN Details.

V. GST Registration Details

Signature of Applicant (s) with seal

Signature of Chartered Accountant with seal

**Form - B**

**Performance Report form for works completed and are in progress during last 3 years  
(Attach copies of work order / agreement – Multiple copies may be generated as per  
requirement)**

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 : Very Good / Good / Satisfactory/Bad/ Very Bad  
Quality of work, time  
Management and resourcefulness

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 maintenance of lawns and gardens 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.

Signature of Applicant (s) with seal

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

	<b>Designation</b>	<b>Total number</b>	<b>Names</b>	<b>Qualification / Professional Experience</b>	<b>Length of continuous service with the employer</b>

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

Signature of Applicant (s) with seal

## NORMS FOR QUALIFICATION

**Regular maintenance of 67 nos of Aqua guard and 12 Nos of Crossfields (UV treated water dispensers with normal & cold water dispensing system) for six months at the National Institute of Technology, Tiruchirappalli – 15.**

<b>ELIGIBILITY: -</b>		
Contractors who fulfill the following criteria are eligible to submit the tender.		
<p>i) Experience of having successfully completed maintenance works of similar water dispensers (Reverse Osmosis plus UV treated) during the last three years ending 31-03-2018</p> <p style="text-align: center;">AND</p> <p>ii) Live Agency/Company Registration certificate</p>		
<b><u>THRUST AREA</u></b>	<b>SCORE</b>	<b>QUALIFICATION NORMS</b>
<b>FINANCIAL STATUS</b>	<b>20 (Max)</b>	
<b>i) Nature of Company</b>	<b>15</b>	
	15	Public Limited
	12	Private Limited / Partnership Firm
	10	Sole Proprietor
<b>ii) Average annual turnover for similar works in the last three years</b>	<b>05</b>	
	05	More than Rs.3 lacs
	02	Below 5 Marks
<b><u>Similar Experience (Water purifier Maintenance works)</u></b>	<b>50 (Max)</b>	
<b>i) Experience in water purifier maintenance works in the last three years</b>	50	More than Two Years
	25	Below Two years
<b>Performance on previous works</b>	<b>20 (Max)</b>	
<b>i) Number of water purifier maintenance works successfully completed in the last three years</b>	20	Successful completion of three major works in time. (each costing at least Rs 03.00 lakh)
	10	Successful completion of two major works in time (each costing at least Rs.3.00 lakh)
	05	Successful completion of one major work in time (each costing at least Rs.3.00 lakh)

<b>Personnel &amp; Establishment Qualified staff availability</b>	<b>10 (Max)</b>	
	<b>10</b>	Executive / Area in charge in water purifier maintenance with more than 3 years' experience
	<b>08</b>	If senior level qualified supervisors in water purifier maintenance (more than 3 yrs. experience)
	<b>05</b>	If adequate Supervisors & Field Staff available

**NOTE: Minimum score required for qualification is 50 out of 100.**





**NATIONAL INSTITUTE OF TECHNOLOGY,  
TIRUCHIRAPPALLI**

**TENDER FOR: Regular maintenance of 67 nos of Aqua guard AND 12 NOS OF CROSSFIELDS UV treated Water Dispensers with Normal & Cold Water Dispensing system for six months at the National Institute of Technology, Tiruchirappalli –15.**

**FINANCIAL BID**

(TO BE SUBMITTED IN A SEALED ENVELOPE)

Tender Notification No:

**NITT/EMD/WS (WP- Aqua 67 & Cross field-12) / 87/ (253) /2018 -19 Dated: 04.07.2018**

**Amended tender document**

**Contractor**

**Accepting officer**

**NATIONAL INSTITUTE OF TECHNOLOGY: TIRUCHIRAPPALLI – 620 015**

**BILL OF QUANTITIES**

**Regular maintenance of 67 nos of Aqua guard AND 12 NOS OF CROSSFIELDS UV treated Water Dispensers with Normal & Cold Water Dispensing system for six months at the National Institute of Technology, Tiruchirappalli –15.**

Agency to quote **composite lump sum rate** for SIX months for the maintenance of all 67 numbers of Aqua guard and 12 Nos of Crossfield UV treated water dispensers with normal & cold water dispensing systems are held at NIT, Tiruchirappalli in the Institution and Hostel zones including manpower for repair & Installation, consumables& spares, Administrative over heads, freight charges, taxes, profit etc. Complete excluding GST.

Item No	DESCRIPTION OF SPARE PARTS AND CONSUMABLES	A/U	QTY	RATE (Rs) PER NO	TOTAL AMOUNT In Rs.	TOTAL AMOUNT IN WORDS
1	PERMAWICK MOTOR	No	1			
2	COMPRESSOR	Nos	1			
3	NEW CLASSIC PCB	Nos	1			
4	S VALVE	Nos	1			
5	CONDENSOR	Nos	1			
6	THERMOSTAT	Nos	1			
7	PHOTO REGISTER HARNESS	Nos	1			
8	PANEL ASSEMBLY	Nos	1			
9	UV HOUSING	Nos	1			
10	ELECTRONIC HOUSING	Nos	1			
11	FLOAT VALVE	Nos	2			
12	QUARTZ GLASS	Nos	1			

Amended tender document

Contractor

Accepting officer

13	CONNECTOR	Nos	1			
14	UV LAMP	Nos	1			
15	10" SPUN FILTER	Nos	1			
16	20" CARBON BLOCK	Nos	1			
17	BOWL	Nos	2			
18	ANTISCALENT BALLS	Nos	5			
19	GATE VALVE	Nos	1			
20	TAP	Nos	2			
21	TUBES	Rm	5			
22	PROBASE SET	Nos	1			
23	COST FOR 67 NOS AQUA GUARD	Nos	67			
24	COST FOR 12 NOS OF CROSSFIELD SWATER DISPENSERS	Nos	12			
(RUPEES						ONLY) EXCLUDING GST.