

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web: www.nitt.edu

Phone: 0431 –250 3830



TENDER DOCUMENT (TECHNICAL BID)

Name of work	:	Operation & Maintenance (Pumping & Distribution) of drinking water and treated waste water systems at NIT campus, Tiruchirappalli
Tender value	:	Rs. Lakh (To be quoted by the tenderer)
Tender Enquiry No.	:	NITT / EMD / EO / Water Supply / Lump sum / 30 (232) / 2018-20 Dated : 27.03.2018
Period of Contract	:	Twelve Months (Extendable up to further 12 months based on satisfactory performance)

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TENDER DOCUMENT

Tender Notification No: NITT / EMD / EO / Water Supply / Lump sum / 30 (232) / 2018-20
Dated : 27.03.2018

Name of the work	:	Operation & Maintenance (Pumping & Distribution) of drinking water and treated waste water systems at NIT campus, Tiruchirappalli.
Tender Value	:	Rs. /-
EMD Amount	:	Rs. @ 2% of the bid drawn in favour of The Director, NITT and payable at SBI branch, NITT.
Period of Contract	:	12 months (Initially for three months and based on the performance as referred in the Technical bid and requirement, the contract may be extended for 09 months and further 12 months on sole discretion of NITT authorities)
Last Date of submission of Tender	:	11.04.2018 up to 3.00 p.m.
Address for submission of Tender	:	The Director National Institute of Technology, Tiruchirappalli - 620 015
Date and time of pre bid meeting	:	04.04.2018 at 3.00 p.m. (Venue: Dean (P&D)'s chamber)
Date and time of opening of Tender (Technical Bid)	:	12.04.2018 at 3.30 p.m.



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI NOTICE INVITING TENDER

TECHNICAL BID

Tender Notification No: NITT / EMD / EO / Water Supply / Lump sum / 30 (232) / 2018-20

Dated : 27.03.2018

Name of the work	: Operation & Maintenance (Pumping & Distribution) of drinking water and treated waste water systems at NIT campus, Tiruchirappalli
Earnest Money Deposit	: Rs. / = (In the form of DD drawn in favour Of The Director, National Institute of Technology, Trichy-15 and payable at SBI branch NITT.
Period	: 12 months (Initially for three months and based on the performance as referred in the technical bid and requirement, the contract may be extended for 09 months and further 12 months on sole discretion of NITT authorities)
Cost of Tender Schedule	: NIL
Date and time of pre bid meeting	: 04.04.2018 at 3.00 p.m. (Venue: The chamber of Dean (P&D))
Last date and Time of Receipt of Tender documents	: 11.04.2018 up to 3.00 p.m.
Date and Time of Opening Technical bid	: 12.04.2018 at 3.30 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 (through mail id provided only)



**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 33 Pages.

Contractor



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI**

**Tender Notification No: NITT / EMD / EO / Water Supply / Lump sum / 30 (232) / 2018-20
Dated : 27.03.2018**

National Institute of Technology, Tiruchirappalli invites sealed tenders, in three cover system (Demand Draft, Technical Bid and Financial bid on or before **11.04.2018 up to 3.00 p.m.** for the following work:

Name of work	EMD(Rs)	Period
Operation and Maintenance Of Valves, Motors, Generators in Sumps for water supply pumping and distribution and treated water distribution at NITT Campus(All Three zones)..	@ 2 % of the bid	Twelve Months

Initial Contract period is for three months and may be extendable to another nine months and further one year based on the feedback/performance and review by NITT.

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 31.03.2017 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. 14.00 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. 17.00 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. 28.00 Lakhs.

“Similar works” under this clause means experience in operation and maintenance of water supply system from pumping, distribution and treatment in Government / Quasi Govt. organizations. 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. 6.00 lakhs during the last three years ending 31.03.2017.
 - iii) Should not have incurred any loss in more than two years during the last five years ending 31.03.2017.
 - iv) Should have a solvency of Rs. 14.00 lakhs from any Nationalized Bank
 - v) Separate Registration code No for ESI, EPF, PAN, and GST on contractor’s name /firm
 - vi) Contractor has to produce valid 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 Crossed Demand Draft for Rs. @ 2 % of the quoted bid drawn in favour of The Director, NITT, Tiruchirappalli – 620 015 and payable at SBI branch at NITT 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 the Draft against EMD shall be summarily rejected.
4. Completed Qualification Documents and Tenders received in time will be opened at the Office of the Registrar on **11.04.2018 at 3.30p.m** 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 – Superscribed as “LUMPSUM TENDER – DD TOWARDS EMD COST FOR Operation and Maintenance Of Valves, Motors, Generators in Sumps for water supply pumping and distribution and treated water distribution at NITT Campus(All Three zones) consists of Demand draft as stated in Sl. No. 2 above.**
 - ii) **Cover 2 - Superscribed as “TENDER - TECHNICAL BID “Operation and Maintenance Of Valves, Motors, Generators in Sumps for water supply pumping and distribution and treated water distribution at NITT Campus(All Three zones)”.**

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.

iii) Cover 3 - Superscribed as FINANCIAL BID FOR “TENDER - PRICE BID “Operation and Maintenance Of Valves, Motors,Generators in Sumps for water supply pumping and distribution and treated water distribution at NITTCampus(All Three zones)”.

This shall contain the Bill of Quantity to quote the rates, Number of Technicians (Electrician,Fitter and Plumber)and 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 superscribing:TENDER FOR THE WORK OF: “Operation and Maintenance Of Valves, Motors,Generators in Sumps for water supply pumping and distribution and treated water distribution at NITTCampus(All Three zones)”.

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 with NIT, Tiruchirappalli-15.
10. In the event of the disputes, differences, claims and questions arising between the parties hereto 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 disputed 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**

Lumpsum Tender for the work of “Operation and Maintenance Of Valves, Motors, Generators in Sumps for water supply pumping and distribution and treated water distribution at NITTCampus(All Three zones)”.

TECHNICAL BID

DOCUMENTS TO QUALIFY THE TENDERER

TO BE SUBMITTED IN A SEALED COVER

TECHNICAL BID – LUMPSUM TENDER “Operation and Maintenance Of Valves, Motors, Generators in Sumps for water supply pumping and distribution and treated water distribution at NITTCampus(All Three zones)”.

**Tender Notification No: NITT / EMD / EO / Water Supply / Lump sum / 30 (232) / 2018-20
Dated : 27.03.2018**

SECTION-I

GENERAL INFORMATION

General features of the work are as under:

- 1) Operation of pumps round the clock at sumps in NITT 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) Regular 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 at the cost of the contractor and date wise quantity mixed should be submitted along with the running bill of the month.
- 11) Collection of water samples at various points and depositing the same to the environmental laboratory of civil engineering department of the Institute once in a week and attaching such weekly reports with the running bill of each month.
- 12) Operating the bore wells and Open well pumps as directed by Engineer-in-charge:
 1. The various operations involved are detailed in the tender documents (Financial bid).
 - (i) Adequate safety measures must 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.
 - (iv) Daily Report on day to day status of all sumps and overhead tanks in terms of their capacity including income and outgoing quantities of the day should be submitted by the agency .
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 Dean (P&D) / 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 to collect all information concerning drinking water supply & distribution and treated sewage water pipe line system that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the Estate Maintenance Dept.

7. Tools and equipment:

The applicant should own tools&equipments as per list enclosed for proper and timely execution of the work including manpower and fuel etc. 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) , Qualification , Experience and Required licenses 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 20 Marks
(b) Experience in similar nature of work Completed during last five years. (Form - B)	Maximum 30 Marks
(c) Performance on works (Form - C)	Maximum 15 Marks
(d) Personnel and Establishment (Form - D)	Maximum 25 Marks
(e) Tools& Equipment (Form - E)	Maximum 10 Marks
Total	100 Marks

Note: To qualify, the applicant must secure at least 50% (Fifty percent) marks in each one of the above criteria and 60% (Sixty percent) marks in aggregate and the contract shall be awarded to the lowest tenderer in the price bid among technically qualified tenderers . 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 – C

10.0 Organizational Information

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

- (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 – D..

11.0 Equipment

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

12.0 Tender Submission and Decision

12.1 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 been qualified after evaluation, will be 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.

13.0 Refund / forfeiture of EMD

1. Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to him and shall be furnished in the form of Demand Draft in favour of The Director, NIT Tiruchirappalli payable at SBI branch at NITT. EMD in any other form will not be accepted. The rate of earnest money deposit shall be at the rate of 2% of the bid.

2. EMD of the unsuccessful contractor shall be refunded on finalization of the contractor and the EMD amount shall not carry any interest.

3. Tender for the work shall remain open for acceptance for a period of 90 days from the date of opening of the Tender.

4. If lowest tenderer withdraws his tender before the said period or issue of acceptance, whichever is earlier or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then NITT, shall without prejudice to any other right or remedy, be at liberty to forfeit 50 % of the said earnest money.

5. The Security deposit will be released in six months on satisfactory completion of the contract including extended period.

14.0. SECURITY DEPOSIT

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

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

i) Demand Draft in favour of The Director, NITT and payable at SBI branch NITT.

ii) Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be remitted in advance before commencement of work and the balance 50% may be recovered from the running bills.

The security deposit shall not carry any interest.

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 depreciation in the value of the securities while in their charge or for any loss of interest there 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 therefrom 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 6 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"

15.0 Pre-bid meeting:

The Tenderers or his authorized official representatives are invited to attend a Pre-bid Meeting which will take place at the Chamber of the Dean (P&D) on 04.04.2018 at 3.00 PM. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. The Tenderers are required to submit questions if any in writing so as to reach the EXECUTIVE ENGINEER (CIVIL), NITT before the pre bid meeting. Non-attendance at the Pre-bid Meeting will not be a cause for disqualification of a Tenderer. However, Clarifications given in the Pre-bid meeting are the part of tender documents and bound to be agreed & signed by lowest bidder during the issue of work order.

16.0 ROLE OF PRINCIPAL EMPLOYER:

Monitoring the Progress and the Quality of the service .

Payment (composite single rate) to the contractor on monthly basis within two months from the date of submission of genuine bill (with all relevant supporting documents referred elsewhere in the tender document) and application of Penalty /Termination clauses if warranted.

17.0 Authority to sign the tender document

The tender must be signed by the person / persons competent to sign as indicated below. Same stipulations will also apply in the case of Receipt of payments for the work done.

1. If the Applicant is an individual, he should sign above his full typewritten name and current address.
2. If the Applicant is a proprietary firm, the Proprietor should sign above his full typewritten name and the full name of his firm with its current address.
3. If the Applicant is a firm in partnership, the Documents should be signed by all the Partners of the firm above their full typewritten names and current addresses. Alternatively the Documents should be signed by a Partner holding Power of Attorney for the firm and in this case a certified copy of the Power of Attorney should accompany the tender documents. In

both cases a certified copy of the Partnership Deed and current address of all the partners of the firms should be furnished.

4. If the Applicant is a limited Company, or a Corporation, the Documents shall be signed by a duly authorized person holding Power of Attorney for signing the Documents, accompanied by a copy of the Power of Attorney. The Applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

18.0 Dispute Resolution Mechanism:

In case of any dispute arising out during execution of the contract the following procedure will be followed for resolving the issue.

The decision of competent authority, NIT Trichy in regard to the interpretation of the terms and conditions shall be final and binding which shall not be called in question in proceedings before any forum.

The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter will be settled at his/her level by mutual consultation and in case of failure, disputes shall be referred to The Director, NITT. The Director or an Arbitrator appointed by The Director would be competent authority to decide and his decision shall be final and binding as per the provisions of the Indian Arbitration and conciliation Act 1940 and 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, the jurisdiction shall be Madurai Bench of Madras High Court.

19.0 A quarterly review will be conducted by the Dean(P&D) in the following aspects of the contract implementation:

19.1.1 Performance of the contractor

19.1.2 Schedule for work assigned

19.1.3 Levy of penalty for delayed completion of jobs

19.1.4 Rating the work done

19.1.5 Operation of dispute resolution mechanism for settlement of dispute with the contractor.

20.0 Performance Certificate:

The Contract period is initially for three months and may be extended for nine months and further 12 months based on the performance of the firm and on sole discretion of NITT authorities.

21.0 Minimum strength of workers to be provided:

The agency must have to keep following minimum strength on all working days:-

- a) Three skilled electricians with technical qualifications and valid 'B ' certificates ;
- b) Six ITI qualified semi-skilled plumbers with sufficient experience in plumbing maintenance ;
- c) Six unskilled workers having minimum of five years experience in plumbing works.
- d) The agency to submit the nominal roll of all workers alongwith their details on receipt of work order and may keep additional workers to substitute absentees ; However, frequent changes in names of the nominal roll shall not be entertained.

21.0 Penalty clause:

21.1. If any worker deployed by the firm at NITT fails to attend and provide maintenance service on all weekdays including Sundays & Government Holidays, a Penalty of an amount equal to twice the actual payment entitled shall be levied along with a punitive charge @ 12.5%.

22.0 Termination of Contract:

NITT reserves the right to issue show cause/termination notice to the contractor by giving one month period on violation of any terms & conditions. Further, on expiry of one month, two more notices can be served giving each 15 days beyond which the agreement will stand terminated automatically unless the firm has fulfilled and complied with all obligations within the said period. During the notice period of termination of contract, the agency shall keep discharging his duties as before till the expiry of notice period.

SECTION – III

ADDITIONAL CONDITIONS

1. Every tenderer is expected before quoting his rates to inspect the entire water supply installations in NITT for which the service is to be rendered. The requirement and cost of labour & tools should be assessed and no claim for extra payment at a later date on that account shall be entertained . The rate quoted shall take care of the increase in Minimum Wages,VDA ,Bonus etc.,and Escalations/Fluctuations in the markst rate .
2. Without written permission of The Dean (P&D), 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 One supervisor who have Qualification, Experience and Possessing valid appropriate license relevant to this 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. The firm should make necessary payment of wages as per Minimum wages Act 2017. Applicable EPF, ESI and bonus should be paid by the contractor alongwith the monthly bill for the workers and the proof of records for the payments made must be attached in the running bill of each month.
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 Engineer in charge 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 (Basic+VDA) ,EPF,ESI and Bonus for their employees as per the State/Central Government norms . 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 wastes developed out of their function 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 15 workers per day (03 Electrician with Grade B license, 06 Plumbers with required qualification and 06 unskilled workers having experience in plumbing works . In the case of absentees, penalty clause will be applied and 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 for manpower , fuels and maintenance etc., will be made for the same.
14. The contractor should maintain an attendance register in each Institute, Department and Hostel buildings and the same should be certified by the nominated officials from NIT Administration and hand over a copy to the Executive Engineer, 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 Department Residents of Quarters /Hostel steward while submitting his/ her running account bill along with the attendance registrar.
17. The contractor shall submit a copy of the Payments made to the workers alongwith 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 labourers shall work without uniforms and other safety accessories like mask, shoes and gloves etc.,
19. Minimum wages shall be fixed as per the Minimum Wages Act 2017 of the Central Government.
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 Scope of work given with the Bill of Quantities 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 proof of wages paid including 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:

21. 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.
22. Sufficient man power is required to be provided for the work.
23. Strict discipline must be observed by the workers.
24. The labourers put in work must be provided with the proper uniform to distinguish them from other staff.
25. The labourers and other staffs must be provided with identity card with the NITT's approval of Institute Authorities.
26. The supervisors under whom the labourers work, shall have to report daily to the Engineer in charge and take instructions.
27. The payment will be made after deducting necessary Income Tax, etc.
28. 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

1. The contractor should execute an agreement in the non – judicial stamp incorporating the various terms and conditions at his/their own expenditure..
2. The work spot should be kept in spick and span.
3. 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.
4. 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.
5. The supervisor/Senior Electrician must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.
6. Workmen should be vigilant while on work.
7. Smoking in the institute premise is strictly prohibited.
8. Workers must be free from influence of alcohol.
9. Workers must be physically and mentally fit for work.
10. Workers should avoid causing damage to the Institute property.
11. The NIT, Tiruchirappalli Administration will not accept any responsibility if the workmen are injured.
12. The payment will be made after deducting Income Tax, Labour Welfare Cess etc., Normal working hours is 07:30/8:30 a.m. to 04:30/05:30 p.m. (with one hour lunch break) based on the requirements and for extended hours if required by NITT for specific purpose.
13. Child Labour is strictly prohibited.
14. Labour shall not be permitted (except staff for watch and ward) to stay inside the campus and no labour camp shall be allowed to be set up inside the campus.
15. All tool & plants and other activities and storage of materials shall be restricted within the area earmarked for the above purpose.

16. The contractor shall abide by the restrictions imposed by the security wing of the Institute on the working and movement of labour, materials etc. and nothing extra shall be payable on this account. The contractor shall arrange for necessary photo identity passes for the labour for entry into the campus. Advance action for obtaining such passes shall be taken by the contractor and no claim on this account shall be entrained.
17. The NIT, Tiruchirappalli Administration will not accept any responsibility if the work man is injured.
18. Movement of labour should be restricted to the areas where work is carried out. Workers should be made to confine themselves to the work areas and should not wander into the near by areas / buildings/ forest.
19. The work should be executed during day time only. If the work is required to be carried out in the night, necessary permission of the Engineer-in-charge shall be obtained. Contractor will make his own arrangement for lighting the area and no extra amount for carrying out the work during night is payable. To the extent possible engaging women labour in the night shift should be avoided
20. The work shall be carried out with least hindrance to the adjoining buildings and offices and the contractor will be responsible for any damage, caused to the existing fixtures, electric fittings, cables, roads, pipelines etc. in the course of execution and the contractor shall make good any such damages for which nothing extra is payable.
21. The contractor will not be allowed to use any of the water resources available within the campus nor will be permitted to dig any bore well inside the campus. Water connection available in the toilet and other area can be utilized by the contractor for the purpose of cleaning / jet cleaning etc at free of cost.
22. Tenderer shall inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site and shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not. Submission of a tender implies that the tenderer has read the complete contract documents and is aware of the conditions, specification of the work to be done and of the local conditions and other factors having a bearing on the execution of work. Any claim either for extra amount or for additional time for execution due to ignorance about the site and working conditions are not admissible /payable.
23. All documents forming the contract shall be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale drawing and figured dimensions in preference to scaled.
24. Non-cooperation with NITT administration or strike in any form will lead to termination of contract with immediate effect without assigning any reason..

**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 and treated water distribution at NITT Campus(All Three zones).**

Sir/Madam,

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				
		2014	2015	2016	2017	2018
1.	Gross annual turnover in operation & maintenance of water supply					
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 : _____
Name and Designation
Executive Engineer/Project Manager,or Equivalent
Contact Number

OFFICIAL SEAL

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 operation & maintenance of water supply work 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 housekeeping 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/tools :-

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.
BILL OF QUANTITIES (SCOPE OF WORK)
Lump sum Financial Bid**

Sl.No	Qty	Description of work	Unit	Rate in Figures (Rs)	Rate in Words (Rs)
1	12	<p>Agency to quote composite Lump sum Contract Rate as against the Cost of wages for Manpower as per MWA 2017 or any other statutory notifications on Basic, VDA, ESI, PF, Bonus, taxes etc., Chemicals, Tools & Equipment including fuel , maintenance and escalation charges if any during the occurrence of the contract period , Contractors Service charges including all other incidental charges etc., complete excluding only GST (Reimbursable) to carry out following works in the entire Institute area as per the directions of the Engineer-in-charge:</p> <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, and ammeter and voltmeter readings etc., all at every one hour.	Month		

Tender Document Operation and Maintenance of Water supply & treated waste water system at NITT

	<p>3) Operation of sluice valves during the process of switching on/off of pump sets.</p> <p>4) Checking and correcting of gland rope in pumps / valves.</p> <p>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.</p> <p>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.</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 board's 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 drinking water including supply and mixing Sodium Hypochlorous solution as and when required by Engineer-in-charge</p>			
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	<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> <p>13) Collection of water samples at various points and depositing the same to the environmental laboratory of civil engineering department of the Institute once in a week and attaching such weekly reports with the running bill of each month.</p> <p>14) Daily Report on day to day status of all sumps and overhead tanks in terms of their capacity including income and outgoing quantities.</p>			
(Total amount Rupees		per month excluding GST only)		

- 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) The contractor should engage minimum of Skilled Electrician -03 Nos, Semi-Skilled Plumbers - 06 and unskilled workers -06 Nos totalling 15 Nos. The list of technicians including few more technicians/workers enrolled at the beginning should not be changed frequently to ensure the Pay&allowances including bonus etc.,paid to them periodically.
- 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 -2 sets 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