

## **TENDER DOCUMENTS**

**SUB.:** Running, Maintenance & Operation of Effluent Treatment Plant (ETP) and treated effluent pumps and water supply & fire fighting pumps including main pipelines at NIPGR Campus, New Delhi, during the year 2016 - 17.

**CLIENT:** DIRECTOR NIPGR,  
NEW DELHI

**COST OF TENDER DOCUMENT:- Rs. 500/-**

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## TENDER DOCUMENTS

**SUB.:** Running, Maintenance & Operation of Effluent Treatment Plant (ETP) and treated effluent pumps and water supply & fire fighting pumps including main pipelines at NIPGR Campus, New Delhi, during the year 2016 - 17.

**Owner :** Director, NIPGR Campus, New Delhi

**Tender issued to :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Place for submission/  
Place opening of tender document:**

NIPGR Campus,  
Aruna Asaf Ali Marg,  
New Delhi-110067

Consultant Engineer  
NIPGR Campus,  
New Delhi

**Last date for sale of tenders:** 22.07.2016 before 16.00hrs.  
**Date/Time of submission :** 25.07.2016 before 14.30hrs.  
**Date/Time of opening :** 25.07.2016 at 15.00hrs.

Consultant Engineer  
NIPGR Campus,  
New Delhi.

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## TENDER FORM

To

The Director  
NIPGR CAMPUS,  
New Delhi.

Dear Sir,

I/We have read and examined the following Tender Documents relating to the "SUB.:Running, Maintenance & Operation of Effluent Treatment Plant (ETP) and treated effluent pumps and water supply & fire fighting pumps including main pipelines at NIPGR Campus, New Delhi, during the year 2016 - 17."

**Tender Form**

- Tender Notice
- General Conditions
- Instruction to bidders
- General Information
- Special terms and conditions of contract
- Terms & Conditions
- Scope of work
- Inventory
- Undertaking on a Non-Judicial Stamp Paper as per Annexure - I
- Certificate for Site Inspection as per Annexure – II
- Check list for Pre-qualification bid as per Annexure – III
- Schedule of Quantity

I/We hereby offer to execute the maintenance work complete in all respects specified in the under written Memorandum within the time specified therein or during the allowed extended time at the rates specified in the bill of Quantities and in accordance, with the specifications, designs, drawings and instructions in writing referred to in the conditions of tender.

**(Seal & Signature of Contractor)**

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**NATIONAL INSTITUTE OF PLANT GENOME RESEARCH**  
(Department of Biotechnology, Ministry of Science and Technology, Govt. of India)  
Aruna Asaf Ali Marg, New Delhi-110067  
Phone: 011-26735161, 26735138 Fax: 011-26741658

**TENDER NOTICE**

File No.: NIPGR/Engg./7/1(2)/WS/2016-17

Dated: 06.07.2016

Sealed item rate Tenders (in two bid system) are invited on behalf of the Director, NIPGR, New Delhi from the eligible contractors who have experience in Running & Maintenance of water supply, fire fighting and effluent treatment plant (ETP) with Govt. Departments or other reputed organizations, so as to reach this office up to 2.30 P.M. on or before 25.07.2016 for the following maintenance work:

**Name of work:** Running, Maintenance & Operation of Effluent Treatment Plant (ETP) and treated effluent pumps and water supply & fire fighting pumps including main pipelines at NIPGR Campus, New Delhi, during the year 2016 - 17.

Sl. No.	Estimated Cost	EMD (In ₹)	Time for Completion	Last date & time for sale of Tender Documents	Last date & Time of receipt of Tender	Date & time of opening of tenders
1.	2.	3.	4.	5.	6.	7.
1.	₹ 8,10,300.00	₹ 16,210.00	12 Months	22.07.2016 16.00 Hrs.	25.07.2016 14.30 Hrs.	25.07.2016 15.00 Hrs.

Tender document can be obtained up to 16.00 Hrs. on all working days on payment of ₹ 500.00 (₹ Five hundred only) in cash (Non-refundable) towards the cost of tender. The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favour of the **Director, NIPGR, New Delhi**.

The tender document can also be downloaded from our website [www.nipgr.ac.in](http://www.nipgr.ac.in) and CPP Portal. The tender document downloaded from website must be accompanied with ₹ 500.00 (₹ Five hundred only) in the form of Demand draft in favour of the "**Director, NIPGR, New Delhi**" towards the cost of tender document, otherwise the tender will not be considered.

The bids will be accepted in respect of eligible agencies having successfully completed at least three similar maintenance works each costing not less than ₹ 3.24 lakhs or two similar maintenance works each costing not less than ₹ 4.05 lakhs or single similar maintenance work of costing not less than ₹ 6.48 lakhs with Govt. Departments or other reputed organizations during the last three years ending 30<sup>th</sup> June, 2016. Copies of the completion certificate of satisfactory completion of maintenance work to be enclosed. Original documents shall be produced by the agency for verification at the time of opening of technical bid and documents can be verified from the issuing authority.

The Director, NIPGR, reserves the right to accept or reject all or any of the tender without assigning any reasons thereof.

**Consultant Engineer**  
**NIPGR, New Delhi**



## GENERAL CONDITIONS

1. **Sealed tenders are hereby invited from pre-qualified contractors for the maintenance work of "SUB.: Running, Maintenance & Operation of Effluent Treatment Plant (ETP) and treated effluent pumps and water supply & fire fighting pumps including main pipelines at NIPGR Campus, New Delhi, during the year 2016 - 17."**

The tender document consists of Tender form, Notice inviting tender, Instructions to bidders, General Information, Schedule of quantity, General Conditions of contract Agreement, List of tests and technical specification, Bill of quantities etc. which can be had at a cost of Rs. 500.00 (Rs. Five hundred only) from the office of NIPGR, NIPGR, Aruna Asaf Ali Marg, New Delhi. Purchase of tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.

2. The tender documents shall be placed in sealed cover as mentioned in Procedure of Submission of tender and addressed to the Director, NIPGR Campus, New Delhi. The tender shall be received by the Director, NIPGR Campus, New Delhi before 14.30 hrs. on 25/07/2016 and shall be opened on the same day at 15.00 hrs. in presence of the tenderers or their authorized representatives who may like to be present. Any envelope received after the said date and time shall not be entertained under any circumstances and no consideration what so-ever shall be given to anything that might be contained in any such envelope.
3. The time allowed for the completion of maintenance work is 12 months to be reckoned from the 10th day after the date of written order to commence the maintenance work.
4. Every tender shall be accompanied by earnest money for ₹ 16,210.00 (₹ Sixteen thousand two hundred ten only) in the form of demand draft drawn in favour of the **Director, NIPGR payable at New Delhi**. Any tender not accompanied by such earnest money will be rejected straight away.
5. The contractor will submit his tender after examining the tender documents, tender notice, General Conditions, Instruction for bidders, General Information, terms & conditions, special terms & conditions, bill of quantities, scope of maintenance work, specifications, Inventory, Annexures etc.
6. The offer shall remain valid for 180 days from the date of opening of Tender. The value of tender can be increased or decreased and any item can be added, deleted, withdrawn or substituted without any notice as per the requirements of NIPGR without assigning any reason.
7. If a tenderer whose tender is accepted fails to undertake the maintenance work as per terms of the contract within 10 days to be reckoned from the date of issue of allotment letter, the earnest Money deposited will be forfeited.
8. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
9. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
10. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR
11. The successful tenderer shall have to sign the contract agreement within 10 days of the allotment of maintenance work.
12. Initially the work may be awarded for one year which may be extended further with mutual consent.
13. The contractor should visit the site and make self-acquainted with the location. The Department shall entertain no extra claim later on.
14. The rates shall be inclusive of all taxes including VAT & Service tax.
15. Contractor's office establishment should be based in NCR/Delhi.
16. Copy of PAN& TIN issued by the respective departments must be enclosed while quoting the rates.

**Seal & Signature of Contractor**

**Consultant Engineer  
NIPGR, New Delhi**





## INSTRUCTIONS TO BIDDERS

### 1. GENERAL INSTRUCTIONS:

The maintenance works referred here-in shall cover the entire scope of the proposal. The "Owner" where appearing in these documents shall mean Director, NIPGR,

### 2. PROCEDURE FOR SUBMISSION OF TENDERS:

The following procedure shall be adopted for submission and opening of tenders The sealed envelope SUPERSCRIBED Tender for: "SUB.: Running, Maintenance & Operation of Effluent Treatment Plant (ETP) and treated effluent pumps and water supply & fire fighting pumps including main pipelines at NIPGR Campus, New Delhi, during the year 2016 - 17."

#### ENVELOPE NO.- 1

This envelope shall contain only the earnest money deposit & technical bid and will be opened first.

#### ENVELOPE NO.- 2

This sealed envelope shall contain the financial bid of the contractor as per bill of quantities. This envelope shall be opened only after the EMD contained in envelope No.1 & technical bid is found in order as per the requirements of NIPGR. The date of opening of price bid shall be intimated later on.

The sealed cover containing envelope 1 & 2 shall be opened on the prescribed date and time in the presence of tenderers or their authorized representatives who may wish to be present.

### 3. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the maintenance works to be followed.

### 4. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT:

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

### 5. TENDERERS TO QUOTE FOR ALL ITEMS:

The tenderer shall quote his rates in words and figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. In case there is a discrepancy in "words" and "figures", the rate in words will be taken as correct for evaluation of tender.

### 6. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 180 days from the date of opening of the tender. The validity period shall be extendable with the mutual consent of both the parties. No tenderer can withdraw/or modify his tender or revoke the same within the said period of 180 days. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 180 days his earnest money deposit shall stand forfeited.

### 7. TENDERER TO SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

### 8. ERASURES AND ALTERATIONS:

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

### 9. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Tenderers are advised to inspect and examine the site and its surroundings and also signed a certificate of site visit enclosed as per Annexure 'I' and satisfy themselves before submitting their tender regarding nature of the site conditions, the means of access of the site, the accommodation they may require and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender in any manner. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.

### 10. The bidder should have the following Registrations and details of the same should be provided in the Technical Bid.

- i) Documents of previous experience in the field and list of organizations to which services are being provided at present.
- ii) Permanent Account Number Card (PAN) and TIN number.
- iii) PF Registration number
- iv) ESI Registration number
- v) Service Tax Registration number
- vi) An undertaking on a Non-Judicial Stamp Paper worth ₹100/- duly notarized (Annexure I), and duly filled in Annexure II & III in all respects, may also be furnished with the technical bid



**11. EARNEST MONEY:**

The tender shall be accompanied by earnest money of ₹ 16,210.00 (₹ Sixteen thousand two hundred ten only) in the form of Demand Draft only drawn in favour of the **Director, NIPGR payable at New Delhi**. Earnest money of the unsuccessful bidder(s) shall be refunded after expiry of the validity period of the tenders/allotment of maintenance works whichever is earlier.

**12. TENDERER TO QUOTE BOTH IN FIGURES AND WORDS:**

All tenderers shall quote the rate in figures as well as in words, the amount of each item shall be maintenance worked out and the requisite total given. The total amount shall be written both in figures and in words.

**13. TENDER LIABLE TO REJECTION:**

Tenders which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of contract and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited.

Tenders shall also be liable for rejection on any of the following grounds :-

- i) Tenders submitted late
- ii) Tenders containing remarks uncalled for.
- iii) Conditional tenders
- iv) Tenders not submitted on prescribed Performa.
- v) Telegraphic tenders.
- vi) Not submitted the physical inspection of site certificate Annexure 'A'.

**14. CORRESPONDENCE:**

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the NIPGR.

**15. NIPGR NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:**

NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.

**16. AMENDMENT IN TENDER DOCUMENTS:**

NIPGR reserves the right to revise or amend the Bid Documents upto the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever.

**17. REFERENCE IN TENDER DOCUMENTS:**

Director, NIPGR, shall be referred as "Owner" in all the documents of Tender documents/contract agreement.

**Consultant Engineer  
NIPGR, New Delhi**

**Seal & Signature of Contractor**

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## GENERAL INFORMATION

- |   |   |  |
|---|---|--|
| 1 | Accepting Authority   | Director,<br>NIPGR, New Delhi.   |
| 2 | Reference Book  | i) CPWD specifications(Latest<br>as on date of tender)<br>ii)B.I.S. specifications(latest edition)   |
| 3 | Earnest money   | ₹ 16,210.00 (₹ Sixteen thousand two hundred ten only)<br>to be furnished with the tender in the form of the demand<br>draft (No interest is payable on security deposit)   |
| 4 | Security deposit  | The security deposit will be collected by deductions from<br>the running bills of the contractors at the rate mentioned<br>below and the earnest money, if deposited at the time of<br>tender, will be treated as part of security deposit.<br>Performance security may be accepted as Bank<br>Guarantee/DD of Scheduled Banks and State Bank of<br>India. A sum @ 10% of the gross amount of the bill<br>shall be deducted from each running bill of the contractor<br>till the sum along with the sum already deposited as<br>earnest money, will amount to Security Deposit of 5% of<br>the tendered value of the maintenance work. In addition,<br>the contractor shall be required to deposit an amount<br>equal to 5% of the tendered value of the contract as<br>Performance Security within the period prescribed for<br>commencement of maintenance work in the letter of<br>award issued to him. |
| 5 | Authority competent to grant<br>extension of time           | Director, NIPGR or authorized person by Director,<br>NIPGR   |
| 6 | Tools & plants  | To be arranged by contractor   |
| 7 | Authority competent to<br>reduce the compensation<br>amount | Director ,NIPGR  |
| 8 | Release Security Deposit                                    | The performance security shall be refunded to the<br>contractor on completion of the maintenance work and<br>recording of completion certificate by Institute and the<br>security deposit of 5%of maintenance work done shall be<br>released after one month of completion of work. However<br>if the agency fail to complete the work to the satisfaction<br>of the Consultant Engineer or violates any condition of<br>the work order/tender. The security deposit/performance<br>security will be forfeited/bank guarantee will be revoked.   |
| 9 | Periodicity of submission<br>of Bills                       | Quarterly basis i.e. 3 months.   |

Seal & Signature of Contractor

Consultant Engineer  
NIPGR, New Delhi





## **SPECIAL TERMS AND CONDITIONS OF CONTRACT**

### **1. SPECIFICATIONS:**

If specifications for an item of maintenance work are not covered by B.I.S. Specifications prevailing as on date of tender, the same shall be decided by the NIPGR and shall be binding on the contractor.

The Director shall have the power to insist upon the contractor to purchase and use such materials of particular approved make which may in his opinion be necessary for proper and reasonable compliance with the specifications and execution of work / maintenance of work.

### **2. WORK AND WORKMANSHIP:**

To determine the acceptable standard or workmanship, the NIPGR may order the contractor to execute certain portions of maintenance works and services and the like under the close supervision of Engineer, NIPGR/Consultant. On approval, these items shall be labeled as guiding samples and maintenance works executed to conform to these samples.

### **3. CONTRACTOR TO BE LIABLE FOR ALL TAXES ETC.**

The rates specified in the tender shall be inclusive of VAT, sales taxes, service tax, toll, Customs fees, octroi, royalty etc. or any other taxes. However if any fresh taxes are imposed by State/Central/Statutory bodies during the currency of contract, the same shall be borne by NIPGR.

### **4. FORCE MAJEURE:**

The right of the contractor to proceed with the maintenance work shall not be terminated because of any delay in the execution of the maintenance work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including not limited to acts of God, or of the public enemy, restraints of a sovereign state, firms, floods, unusually severe weather.

### **5. JURISDICTION:**

Notwithstanding any other courts having jurisdiction to decide the questions forming subject matter of a suit and all actions and proceedings arising out of or relative to this contract (including any arbitration in terms thereof) shall lie only in the court of competent Civil jurisdiction in this behalf at New Delhi, where this contract is to be signed on behalf of Director NIPGR and only the said court shall have jurisdiction to try any such actions and/or proceedings to the exclusion of all other courts.

### **6. SCOPE OF MAINTENANCE WORK:**

The scope of maintenance work is as per enclosed schedule of quantity and terms & conditions.

### **7. CONTRACTOR'S RESPONSIBILITY FOR THE MANNER OF EXECUTION OF MAINTENANCE WORKS**

The contractor shall be solely responsible for the manner and the method of executing the maintenance work. The maintenance work shall be subject to the approval of NIPGR from time to time for purposes of determination of the question whether the maintenance work is executed by the contractor in accordance with the contract.

### **8. SUBMISSION OF BILLS:**

Contractor is to submit the bills and record of measurements in approved Performa of the NIPGR for maintenance works executed by him. The Bill shall be submitted quarterly basis.

9. The maintenance works shall be inspected by Engineers & Consultants of NIPGR. The contractor shall extend full co-operation and render all necessary facilities for inspection of the maintenance work to the inspecting authority without any additional cost to NIPGR. It must be noted that any observations/ comments/ recommendations of the said Technical personals shall be binding on the contractor.

10. It shall always prevail, unless otherwise specifically stated, that the entire provisions of Tender document been opened upon and accepted for compliance by the contractor without any reservation.

Consultant Engineer,  
NIPGR

Seal & Signature of Contractor

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## TERMS & CONDITIONS

**Name of work .:** Running maintenance & operation of Effluent Treatment Plant (ETP) and Treated Effluent pumps and water supply & firefighting pumps, including pipelines at N.I.P.G.R Campus New Delhi during the year 2016-2017

1. The tenderer must visit site of execution before quoting the rates the Department shall entertain no extra claim later on.
2. All required tools such as pliers, screw drivers, wrenches, tester, megger etc. required for the proper maintenance of the installation shall be arranged by the contractor and nothing extra shall be paid.
3. The contractor is responsible for the upkeep of the installations in perfect working condition, carrying out routine check ups and to attend any breakdown immediately.
4. After taking over the site, the contractor will check all the installations and submit the report mentioning the defects during taking over the system within 15 days. After 15 days every defect noticed will be attended by the contractor.
5. Contractor would be bound to execute such additional items, which can be termed as logical, essential and necessary (even though not listed in schedule of work) for the effective execution of the work in totality, rates for such items of work shall be rationally analyzed / derived and would be binding on the contractor.
6. In case of leave of any staff, a substitute has to be arranged by the contractor who has the required qualification and adequate experience. The staff will attend the duty on all working days including Sundays & Holidays.
7. The rates quoted shall be firm and hold good throughout the contract period, which may be extended depending upon satisfactory performance with mutual consent.
8. Payment shall be made quarterly after deduction of the Security Deposit, income tax, Statutory deductions as per Government rules.
9. If any worker engaged, is found to be not suitable for the position, the contractor has to remove the person from the site immediately and substitute posted. The decision of Engineer-in-charge in this regard shall be final and binding on the contractor.
10. Department shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him.
11. All instruments as & when required for testing, checking, measuring, etc., shall be arranged by the contractor in addition to the tools required for day to day maintenance and operation.
12. The agency must be expertise and experienced in the specialized in Running Maintenance of water supply & firefighting System and Effluent treatment Plant(ETP)
13. NIPGR reserves the right to terminate the contract at any time without assigning any reasons thereof.
14. The contractor shall arrange required bench, table and chairs for the staff at his own cost.
15. Attendance register of the staff engaged shall be maintained and the same shall be submitted weekly or as desired by the Engineer-in-charge.
16. The contractor shall be responsible for good behavior and character of the staff engaged by him.
17. The contractor shall be responsible for any damage caused to any equipment, fitting of building of NIPGR due to the negligence of the staff. The same shall be made good by the contractor at his cost. In this case the decision of the Engineer-in-charge shall be final & binding to the contractor.
18. NIPGR reserves the right to terminate the contract any time without assigning any reasons thereof.
19. Necessary Preventive routine maintenance of the above system should be carried out as per the directions of E.I.C.
20. The Contractor shall inform the Institute well in advance about the requirement of any spares, consumable items necessary for satisfactory maintenance and up keep of system.
21. If a tenderer whose tender is accepted fails to undertake the work as per terms of the contract or as mentioned in the award letter, the earnest Money deposited will be forfeited.
22. The security deposit will be returned after one month of completion of the contract period or payment of last bill, whichever is earlier.
23. All the dismantled materials shall be taken into account and a separate register shall be maintained by agency which shall be certified by E.I.C. or his authorized representative. The cost of the register shall be borne by the contractor and shall be handed over to the institute after completion of work.
24. Preventive maintenance checks shall be carried out monthly and as per direction of EIC and record of having checked shall be maintained in history registers.
25. The engaged staff shall be qualified and fully conversant with the operation and maintenance of water supply & Firefighting system and Effluent treatment plant(ETP). The contractor shall submit



26. the proof of qualification, experience etc., of the staff deployed within 10 days after taking over the site as per detail given below.

a. Operators(Two shift) : ITI certificate in Mechanical/Electrical trade & Possessing minimum of 2 years' experience in R.M.O of water supply & Firefighting system & ETP

b. Helper (Two Shift) : 8th standard pass (minimum).

27. Any accident / electrocution caused due to negligence or during the course of normal work etc. shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.
28. The Institute will not be responsible, if any accident occurs or whatsoever due to negligence of worker employed & no compensation shall be paid by the Institute.
29. The contractor shall provide sufficient safeguard to avoid any accident.
30. The contractor will follow all labour laws of Central Govt. /State Govt. as applicable and enforced from time to time. Any violation for not following the labour laws shall be contractor's responsibility.
31. The contractor shall pay to labourer employed by him, under wages act 1948 and contract labour (Regulation & Abolition act 1970) as amended time to time and rules framed there under and other labour laws affecting contract labour that may be brought from time to time. No labour below the age of 18 years shall be employed on work.
32. The wages of deployed staff shall be payable as per minimum wages fixed by Govt. of National Territory Delhi. The statutory increase in wages from time to time by Govt. of NCT shall be reimbursed on production of having paid the said increase.
33. The institute may ask the agency to submit the analysis for the rates quoted in Financial Bid.
34. Staff on duty shall be provided with Identity Card duly endorsed by NIPGR and wear the same on specified dress during working hours.
35. The Contractor shall arrange uniform and shock proof shoes for all the workers at his own cost and nothing extra will be paid.
36. The department reserves the right to terminate the contract by giving one month notice in writing during the period of the contract without any financial repercussions on either side.
37. The agency shall be responsible for the RMO of Water supply & Firefighting system and Effluent treatment plant (ETP) at Institute.
38. Only qualified staff and fully conversant with the operation and maintenance of water supply and fire fighting pump set along with their electrical starter panels shall be provided.
39. Recovery Clause :  
In case of non-availability of staff, recoveries as given below will be made.
- |    |               |              |           |
|----|---------------|--------------|-----------|
| a) | Pump Operator | : Rs. 600.00 | per shift |
| b) | Helper        | : Rs. 400.00 | per shift |
40. In the case of any type of breakdown in any services, the same shall be restored deploying extra manpower without any extra charge to the Department.
41. The Contractor shall adhere to following:
- a) The complaint should be attended within 24 hours from getting the complaint. Minor and urgent complaints should be attended on the same day.
- b) Payment will be made extra for major repairs of the E & M installation, which require workshop machining job, spares parts etc.
42. The replacement of items like rewinding of motors, repairing, organic materials, plumbing fittings, gas welding etc. shall be arranged by contractor and repair/ replacement as & when required after getting approval of the Institute. The payment however shall be made on production of valid vouchers and justified amount as per prevailing market rates of the item. Nothing extra on account of handling & transportation etc. shall be paid. The decision of the Institute in this matter shall be final & binding on contractor.
43. The inventory of water supply pump sets & firefighting system and Effluent treatment plant (ETP) is enclosed.

Contractor Seal & Sign

Consultant Engineer  
NIPGR New Delhi

## **Scope of work of Pump Operator and Helper**

Starting and closing of different pumps of water supply, Filter pumps bore wells and Effluent treatment pumps at Institute and checking of tanks for filling of O.H. tanks, Filter tanks, Hostel tanks, Housing Tanks, Lab Tanks, Field tank, Essential & Transit Quarter and Director's Residence Tanks, Canteen, Mess & Guard House tanks and opening & closing of Gate valves at different location and checking of all tanks etc. and all other activity which are required for proper supply of water and effluent treatment plant to entire campus during their duty hours per day.

### **Scope of Work:**

#### **(i) For Pump Operators:**

- (a) Operation and maintenance of different type of pumps for water supply, Filter pumps bore wells and effluent treatment pumps of Institute installed at different location.
- (b) Inspection of various water tanks and filling of O.H. tanks, filter tanks, Raw water tanks, Hostel Tanks, Lab Tanks, Field tanks, essential and transit quarter, Director's residence tanks, canteen, mess & Guard house tanks and ETP tanks installed at Institute.
- (c) Opening & closing Of Gate valves installed at different locations of Institute and all other activities for operation & maintenance of machinery & equipment listed in inventory enclosed and to ensure proper water supply to whole campus on daily basis and to the entire satisfaction of Institute.
- (d) Maintenance of Log Book

#### **(ii) For Helper:** To help in execution of all duties of pump operation such as:-

- (a) Operation and maintenance of different type of pumps for water supply, Filter pumps and bore wells and effluent treatment pumps of Institute installed at different location of Institute
- (b) Inspection of various water tanks and filling of O.H. tanks, filter tanks, Raw water tanks, Hostel Tanks, Lab Tanks, Field tanks, essential and transit quarter, Director's residence tanks, canteen, mess & Guard house tanks installed at Institute.
- (c) Opening & closing Of Gate valves installed at different locations of Institute and all other activities for operation & maintenance of machinery & equipment listed in inventory enclosed and to ensure proper water supply to whole campus on daily basis and treatment of effluent for reuse for horticulture purposes to the entire satisfaction of Institute.



## INVENTORY

S No:	Equipment Detail	Quantity(Nos.)
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### WATER SUPPLY

1	Borewell pump with electrical panel(2.0Hp)	2+1
2	Water Supply Pumps (5Hp)	2
3	Pumps in field (1Hp) with electrical panel	2+1
4	1.5 KW / 2 Hp pump with electrical panel	2+2
5	5.5 KW / 7.5 Hp pump with electrical panel	2+1
6	0.5 Hp pump with electrical panel-sump pump	2
7	Dosing Pump with filter at plant and PGF filtration Plant	1+2
8	0.75Kw/1.0Hp at Hostel Terrace	1
9	2.25Kw/Hp pump with electrical panels at G.H.	1+1

### FIRE FIGHTING

10	Jockey Pump : CPHM 32/36 with electrical panel	1
11	Main pump : Kirloskar Spectrum Motor Machine no: QAA53-190 with electrical panel	1
12	Diesel Engine pump : 6R 1080 (SI No. 6H.2005.10/400004,58.1 KW / 79 hp) DSM 80 / 36 with electrical panel	1
13	Single Headed Hydrants (outside buildings)	20
14	Single Headed Hydrants (inside buildings)	34
15	4 way Fire Brigade Inlet (outside building)	4
16	Air cushion tank	3+2
17	Online Pressure Pump at Housing Terrace	2

**Seal & Sign of Agency.**

**Consultant Engineer**  
**NIPGR New Delhi.**



## INVENTORY

S No:	Equipment Detail	Quantity(Nos.)
<b>Effluent Treatment Plant</b>		
1.	Bar Screen & Grit Chamber)	2
2.	Flow Meter	2
3.	Oil & Grease Removal Unit(Size-1100mmx1100mm)	1
4.	Equalisation Tank	1
5.	Effluent Transfer Pump-Non Clog Submersible pump	2
6.	Aeration Tank with 12No.diffuser	1
7.	Air Blower-Everest Make,Model-42	2
8.	Plate Settler	1
9.	Chlorine Contact Tank with 2No. Hypo Doser	1
10.	Effluent transfer Pump	2
11.	Pressure Filter	1
12.	Activated Carbon Filter	1
13.	Filter Feed Pump	2
14.	Garden Supply Pump	2
15.	Filter Press with 24 No. Plates	1
16.	Non Clog Submersible Cutter pump	2

**Seal & Sign of Agency.**

**Consultant Engineer**  
**NIPGR New Delhi.**



**(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)**

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides 'forfeiture of Earnest Money Deposit' and 'Blacklisting' etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.

Seal and Signature of the Authorized  
Person of the Agency

Name and designation of the  
Authorized Person of the Agency

Place:

Date:

**'CERTIFICATE FOR SITE INSPECTION'**  
**Pre-qualification criteria of NIT**

Certificate that we have visited the site on ..... and assessed the nature and amount of maintenance work involved before submitting our offer. We will be able to complete the maintenance works within the stipulated time and also that we will be able to execute the maintenance work suit to the site conditions.

**(Signature of Bidder with Seal)**

Name:

Address:

Date:

Consultant Engineer

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**CHECK-LIST FOR PRE-QUALIFICATION BID FOR RUNNING, MAINTENANCE & OPERATION OF EFFLUENT TREATMENT PLANT (ETP) AND TREATED EFFLUENT PUMPS AND WATER SUPPLY & FIRE FIGHTING PUMPS INCLUDING MAIN PIPELINES AT NIPGR CAMPUS, NEW DELHI, DURING THE YEAR 2016 - 17.**

Sl. No.	Documents asked for	Page number at which document is placed
1.	Tender Cost	
2.	Earnest Money	
3.	Name of authorized person of the firm/agency, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.	
4.	Undertaking on a Non-judicial Stamp Paper of ₹ 100/- (as per format prescribed in Annexure-I) after award of maintenance work.	
5.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
6.	Self attested copy of Service Tax Registration No.	
7.	Proof of experiences of last three years ending April 30, 2016 as specified in the NIT along with satisfactory performance certificates from the concerned employers.	
8.	Annual turnover of last three financial years ending June 30, 2016 duly certified by the Statutory Auditors.	
9.	Any other documents, if required.	

**Signature of the Bidder**  
**(Name and Address of the Bidder)**  
**Telephone No.**

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## **FINANCIAL BID**

**Name of work: Running, Maintenance & Operation of Effluent Treatment Plant (ETP) and treated effluent pumps and water supply & fire fighting pumps including main pipelines at NIPGR Campus, New Delhi, during the year 2016 - 17.**

**CLIENT : DIRECTOR NIPGR  
NEW DELHI**

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# NATIONAL INSTITUTE FOR PLANT GENOME RESEARCH

## SCHEDULE OF WORK

**Name of Work:** Running maintenance & operation of Effluent Treatment Plant (ETP) and Treated Effluent pumps and water supply & firefighting pumps, including main pipelines at N.I.P.G.R Campus New Delhi during the year 2016-2017

Sl. No.	DESCRIPTION OF ITEMS	QTY	UNIT	RATE	AMOUNT
1.	Running maintenance & operation of Water supply pumps & firefighting system (wet riser) and effluent treatment plant with pumps etc. including electrical panels, main pipelines etc. and filling of water from bore wells to UGR, Filtration of water and filling of water in O.H. Tank and to all other tanks installed at Buildings and filling of effluent tanks and treatment of effluent and pumping for reuse of water for horticulture purposes at N.I.P.G.R Campus New Delhi during the year 2016-2017 as per tender enclosed. 1. Pump- Operator-2Nos. in two Shifts. 2. Helper-2No. in Two Shift.	12	Per Month		
			<b>TOTAL</b>		
			<b>Service Tax</b>		
			<b>Net Total Amount</b>		

Amount in words: (Rs.....)

**Consultant Engineer**

**Contractor's Seal & Signature**

**NIPGR New Delhi**

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