

## **TENDER DOCUMENTS**

**SUB.: Running, Maintenance & Operation of Effluent Treatment Plant and treated effluent pumps and water supply & firefighting pumps including pipelines at NIPGR Campus New Delhi.**

**CLIENT: DIRECTOR NIPGR,  
NEW DELHI**

## **TENDER DOCUMENTS**

**SUB.:** Running, Maintenance & Operation of Effluent Treatment Plant and treated effluent pumps and water supply & firefighting pumps including pipelines at NIPGR Campus New Delhi.

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

**Tender issued to :**

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**Place for submission/**

**Place opening of tender document:**

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

**Purchase Cum Store Officer**  
NIPGR Campus,  
New Delhi

**Date & time of submission of tender documents: 21.06.2023 up to 1500 hrs.**

**Date & Time of Opening of Tenders: 22.06.2023 at 1500 hrs.**

**Purchase Cum Store Officer**  
NIPGR Campus,  
New Delhi.

## 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 and treated  
effluent pumps and water supply & firefighting pumps including pipelines at NIPGR  
Campus New Delhi.”**

- Tender Form
- Tender Notice
- General Conditions
- Instruction to bidders
- General Information
- Special terms and conditions of contract
- Instructions for Online Bid Submission
- Scope of work
- Inventory
- Annexure-I, II, III, IV & V
- Schedule of work / quantity (not to be filled)
- Financial Bid

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 and instructions in writing referred to in the conditions of tender.

**(Seal & Signature of Contractor)**

**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**  
(Tender No.: NIPGR/Engg./7/1(2)/WS/ETP/2023-24)

Online 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 Effluent Treatment Plant (ETP), Fire Fighting & Water Supply System and other pumps including water main pipe lines with Govt. departments or other reputed organizations".

**Name of work:** Running, Maintenance & Operation of Effluent Treatment Plant and treated effluent pumps and water supply & firefighting pumps including pipelines at NIPGR Campus New Delhi.

Sl. No.	Estimated Cost (In Lacs)	E.M.D. (in Rs.)	Time for Completion	Last date & Time of receipt of Tender	Date & time of opening of tenders
1.	2.	3.	4.	5.	6.
1.	Rs. 19.10	Rs. 38,200.00	12 Months	21.06.2023 15.00 Hrs.	22.06.2023 15:00 Hrs.

Tender documents to be downloaded on line free of cost from our website [www.nipgr.ac.in](http://www.nipgr.ac.in) and Govt. CPP Portal <https://eprocure.gov.in/cppp/>

The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favor of the Director, NIPGR, New Delhi so as to reach the undersigned latest by 21.06.2023 at 1500 hrs.

Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned services / activities are exempt from deposit of EMD.

The bids will be accepted in respect of eligible agencies having successfully completed at least three similar maintenance works each costing not less than Rs. 7.64 lakhs or two similar maintenance works each costing not less than Rs. 9.55 lakhs or single similar maintenance work of costing not less than Rs. 15.28 lakhs with Govt. Departments or other reputed organizations during the last seven years ending April-2023. Similar nature means "Running & Maintenance of Effluent Treatment Plant (ETP), Fire Fighting & Water Supply System and other pumps including water main pipe lines with Govt. departments or other reputed organizations". *Intending tenderers must enclose self-attested copies of Completion Certificates and work orders of having completed the work satisfactorily issued by an authority not below the rank of Executive Engineer or equivalent. However, third party work done completion certificates will not be entertained.*

Annual turnover of Rs. 19.10 lakhs on each year for the last three financial years each duly certified by the Statutory Auditors

Submission of complete tender documents duly signed and stamped with Technical Bid, by the tenderer is mandatory. Any short or incomplete documents required in the tender will lead to straightaway rejection of tender.

Any tenderer found involved in illegal practices, nonpayment/less payment of minimum wages which has declared as per the Code on Wages to their workers not below the rate of minimum wages, as notified by the State Government or Central Government, whichever is higher will lead to cancellation of the contract forthwith and taking up further action as deemed appropriate of the Institute. The Director, NIPGR reserves the right to accept or reject all or any of the tender without assigning any reasons thereof.

The firms must be registered with ESI, EPF, GSTIN License Issuing authorities and must submit self-attested copies of registration.

The Institute may ask originals documents for verification. All originals documents will be returned after verification. Tenders received without their details/documents will not be considered

Purchase Cum Store Officer  
NIPGR Campus,  
New Delhi.

## GENERAL CONDITIONS OF CONTRACT

**Online Tenders (in two bid system) are hereby invited from pre-qualified contractors for the maintenance work of "Name of Work.: Running, Maintenance & Operation of Effluent Treatment Plant System(ETP) and & firefighting pumps system including other pumps including main pipelines at NIPGR Campus, New Delhi.**

1. The tenderers are required to visit the site, i.e., the location of the systems, pumps, water lines and the equipment, panels, routes of cables, pipelines etc., before tendering. It shall be presumed that while quoting, the tenderer has taken due note of the working conditions. The agency needs to get certificate (Annexure-II) for site inspection verified by E.I.C. for confirmation of site visit.
2. All required tools such as Test lamps, Spanners, cutting pliers, screw drivers, crimping tools, Grease gun, drill machine, vacuum cleaner / blower, etc., required for the proper maintenance of the installation shall be arranged by the contractor.
3. Separate set of working tools of good condition shall be provided to tradesmen all the times as under:

a) Plier	-	2 No.
b) Set of Screw Drivers	-	2 Set
c) Test Lamp	-	2 No.
d) Line Tester	-	1 No.
e) Tools Bag	-	1 No.
f) Multi meter	-	1 No.
g) Tong tester	-	1 No.
h) Rubberized Gloves	-	1 Set
4. The contractor is responsible for watch & ward and the upkeep of the all installations in perfect working condition, carrying out routine checkups and to attend any breakdown immediately.
5. Proper record has to be maintained for all the complaints attended and the routine checks and cleaning of pump rooms & all other equipment etc. shall be carried out.
6. Inventory for the ETP, Firefighting and water supply system installations like panels, pumps,, blowers and other fire hydrants ,equipment's etc. is enclosed.
7. 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 and nothing extra will be paid.
8. Recording of all necessary operating parameters. Shall be maintained in log-book arranged by the agency at his own cost and produced before EIC regularly.
9. The Contractor shall inform the department well in advance about the requirement of any spares, consumable items necessary for satisfactory maintenance and up keep of the Systems.
10. Any loss or damage to the inventory by way of theft sabotage or mal-operation of equipment and machinery/pumps/hydrants etc shall be made good by the contractor at his own cost.
11. The rates quoted shall be firm and hold good throughout the contract period. The same may be extended depending upon satisfactory performance and mutual consent.
12. Payment shall be made on monthly basis after submission of bill with all supporting documents and deduction of the Security Deposit, Income tax, statutory deductions as per Government rules. In case of non-compliance the payment will be withheld.
13. 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.
14. The security deposit will be returned after one month of completion of the contract period or payment of last bill, whichever is earlier.
15. **The agency shall have an office established in Delhi NCR region.**

16. All routine cleaning materials such as brooms, duster, detergent, blowing equipment, old dhoti as well as fuses, indicating lamp, distilled water / electrolyte, lubricating grease, gland dori, etc. shall be arranged by the contractor to keep the premises clean, tidy & in presentable shape.
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 Institute shall be final & binding to the contractor.
18. All the dismantled materials shall be taken into account and a separate register shall be maintained 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.
19. All instruments as & when required for testing, checking, measuring, etc., shall be arranged by the contractor in addition to day to day maintenance items.
20. Work is to be carried out as per CPWD specification and to the full satisfaction of Institute.
21. Preventive maintenance checks shall be carried out monthly/quarterly/half yearly/yearly and as per direction of EIC and record of having checked shall be maintained in history registers. All log books & registers shall be arranged by the agency.
22. Electricity and water will be supplied free of cost by NIPGR. The material for servicing like pipe, motor, pump, ladder etc., shall be arranged by the contractor & nothing extra shall be paid.
23. The necessary details of the staff members shall be given in advance so as to know and allow the individual to attend complaint.
24. **No labour below the age of 18 years shall be employed on work.**
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 .The engaged staff shall be qualified and fully conversant with the operation and maintenance of effluent treatment plant & water supply & Firefighting system. The contractor shall submit the proof of qualification, experience etc., of the staff and **deployed within 10 days after taking over the site as per detail given below. The documents can be checked with original during submission of documents.**
  1. **Supervisor(Higher Skilled) :** Shall have 3 years Diploma holder in Electrical/Mechanical/Public health Engg with 2 years' experience or ITI passed in Electrical/Mechanical/Public health Engg with 5 year relevant experience.
  2. **Operator(Skilled) :** Should possess ITI certificate in Electrical /Mechanical /Public Health Trade with Two years' experience in similar Trade or wireman's with two year experience.
  - 3.**Helper(Unskilled) :** 10<sup>th</sup> standard pass (minimum).
26. No staff shall leave his duty unless relive by his reliever. The institute reserves the right to detain or relieve the staff for duty in the next shift if the reliever fails to turn up. In no case any worker deployed should work more than 26 days in a month.
27. If any worker 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 Institute in this regard shall be final and binding on the contractor.
28. In case of leave of any staff, a substitute has to be arranged by the contractor who has got the required qualification and adequate experience. The staff will attend the duty on all working days round the clock including holidays, Sundays.
29. The agency shall provide police verification document and character certificate of the entire employee along with other documents of qualification, experience etc.

30. All the pages of the tender should be signed by the owner of the firm or his authorized signatory. In case the tenders are signed by the authorized signatory, a copy of the power of attorney / authorization may be enclosed along with tender.
  31. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
  32. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate. In case two or more agencies are found to have quoted the same rates, then NIPGR shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
  33. There should be no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency).
  34. The institute has the liberty to increase/decrease the staff (If required). The rates for payments/reduction shall be derived from the rates quoted by the agency in Financial Bid.
  35. Attendance register of the staff shall be maintained by the agency and the same shall be submitted daily basis or as desired by the Institute. The manpower deployed by agency should invariably mark their attendance in the attendance system provided by the institute. The institute reserves the right of surprise verification of attendance of manpower deployed, by the committee authorized to do so on any day. The payment will be released on the basis of attendance marked in attendance system of the institute.
  36. The contractor shall be responsible for good behavior and character of the staff engaged by him.
  37. Institute shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him.
  38. 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.
  39. The Institute will not be responsible, if any accident/casualty occurs or whatsoever due to negligence of worker employed & no compensation shall be paid by the Institute.
  40. The contractor shall provide sufficient safeguard to avoid any accident.
  41. All workers deployed by the agency should have a life insurance policy during the contact period.
  42. Any damage to the building equipment caused during the execution of work, shall be the responsibility of the contractor to restore the same in its original position and nothing extra shall be paid on this account.
  43. 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.
  44. The firm will have to arrange furniture like Bench, stool, table and chairs for the staff at his own cost and nothing extra will be paid.
  45. **If any agency quotes rates below minimum wages, his tender shall be rejected.**
  46. The contractor shall pay the wages as per the Code on Wages to their workers not below the rate of minimum wages, as notified by the State Government or Central Government, whichever is higher, through the bank transfer. The Institute shall, without any commitments or being obliged to do, may its discretion, monitor that such payments are being made. The contractor shall be required to submit, every month, documentary evidence in the form of a Bank Statement of having transferred the gross minimum wages to each worker.
  47. **The agency shall submit the analysis for the rates quoted in Financial Bid.**
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48. In case of non-availability of staff, penalty as given below will be made.

- |                              |                                |
|------------------------------|--------------------------------|
| a) Pump Operator             | : Rs. 1000/- per shift per day |
| b) Helper                    | : Rs. 800/- per shift per day  |
| c) Any staff without uniform | : Rs. 200/- per shift per day  |
| d) Supervisor                | : Rs. 1200/- per shift         |

**This penalty is over and above of deduction of wages on account of absence.**

49. Any type of breakdown in any services shall be restored by deploying extra manpower without any extra charge to the Institute.

50. If any complaint remains pending due to contractors negligence or any other reason for which contractors is held responsible recovery will be made as under.

a) The complaint should be attended within 24 hours after getting the complaint. Major and urgent power supply complaints should be attended on the same day. If not attended, a penalty @Rs. 1000/ per day per complaint shall be levied. In case the contractor fails to attend complaint subsequently for two days, the Institute is at liberty to get the complaint rectified at its own and at the cost of the contractor.

b) For any total power breakdown due to contractors negligence / poor maintenance, a penalty @ Rs. 25,000/- shall be levied and the decision of Institute shall be final and binding on contractor.

51. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.

52. The successful tenderer shall have to sign the contract agreement within 15 days of the allocation of work.

53. The agency shall provide valid ID cards to the staff which must be produced during the time of inspection / check by the E.I.C.

54. The Contractor shall ensure compliance of all statutory Laws and bye laws of the Central Govt. / State Govt. / Municipal authorities related to the employment of their staff and all such obligation under wage act., workmen compensation act., ESI act., provident fund and Miscellaneous provision Act., Bonus Act. and contract Labour Act. 1970 and amendments time to time etc. NIPGR will not be responsible for such lapses in any way.

55. Payment of bills:

a) Bills will be submitted by the Contractor on 10<sup>th</sup> (if 10<sup>th</sup> is holiday then next working day) of every calendar month & after satisfactory service and submission of pre-receipted bill along with documents in support of payment of wages to workers through RTGS / NEFT only. Proof of remittance of Salary to Employees / PF / ESI / GST/ any other documents as prescribed by the Institute to respective agencies are also required to be submitted with monthly bill.

b) The contractor shall pay the wages as per the Code on Wages to their workers not below the rate of minimum wages, as notified by the State Government or Central Government, whichever is higher, through the bank transfer. The Institute shall, without any commitments or being obliged to do, may its discretion, monitor that such payments are being made. The contractor shall be required to submit, every month, documentary evidence in the form of a Bank Statement of having transferred the gross minimum wages to each worker.

c) TDS on payments will be made as per rules in this regard.

d) The payments to all workers deployed should be made in full by 7<sup>th</sup> of every calendar month.

56. Registration of Labour license certificate of the firm should be under GOVT of NCT New Delhi and document of the same must be submitted along with the tender.

57. 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)
- iii) PF Registration number
- iv) ESI Registration number

- v) **GST Registration number**
- vi) **An undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized (Annexure I), and duly filled in Annexure III in all respects, may also be furnished with the technical bid.**
- vii) **Annual Financial Turnover.**
- viii) **Registration of Labour License certificate under Govt. of NCT New Delhi.**

58. **The Contractor shall arrange uniform and shock proof shoes for all the workers.**
59. **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.**
60. **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 maintenance work in totality, rates for such items of work shall be rationally analyzed / derived and would be binding on the contractor.**
61. **The contractor shall quote the rates as per Order No. F.6/1/2023-PPD by Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division dated 06.01.2023.**

**Purchase cum Stores Officer  
NIPGR, New Delhi.**

**Accepted  
(Seal & Signature of Contractor)**

## **INSTRUCTIONS TO BIDDERS**

### **1. GENERAL INSTRUCTIONS:**

The works referred here-in shall cover the entire scope of the proposal which includes supplying and installation of material including the successful completion and the tests which the desires to get carried out. The "Owner" where appearing in these documents shall mean Director, NIPGR.

### **2. 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 works to be followed.

### **3. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT ON-LINE.**

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.

### **4. INSTRUCTION FOR FILLING THE TENDER.**

Tenders shall be submitted ON-LINE, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

### **5. TENDERERS TO QUOTE FOR ALL ITEMS AND IN FIGURES:**

The tenderer shall quote his rates in 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. The total amount shall be written both in figures and in words.

### **6. VALIDITY PERIOD OF OFFERS:**

The rates quoted in the tender shall hold good for 90 days from the date of opening of the tender. 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 the period mentioned in the tender notice, in such cases the Institute reserves the right to reject the bid and take any other action as deemed appropriate. In case the successful tenderer after award of acceptance of tender fails to perform as per contract or violates any condition of tender, the Agency shall be suspended from being eligible for bidding in any contract with the NIPGR, New Delhi for the period of 2 years starting from the last date of receipt of this bid/tender. The validity of accepted rates is further extendable from the date of issue of award letter with mutual consent of both the parties for 365 days.

### **7. TENDERER TO STAMP & 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 'II' 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. EARNEST MONEY:**

Earnest Money Deposit of Rs. 38,200.00 (Rs. Thirty eight thousand two hundred only) to be furnished with the tender in the form of the demand draft or Bank Guarantee issued by Commercial Bank (No interest is payable on Earnest Money).

#### **11.TENDERER TO QUOTE BOTH IN FIGURES AND WORDS:**

The bidder shall quote their rates for all the items both in figures as well as words given as per the attached format of Price bid. The amount of each item shall be worked out and the requisite total given. Special care shall be taken to write percentage in figures and words, and the amount in figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words.

#### **12. 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 tender document and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected. Tenders shall also be liable for rejection on any of the following grounds: -

- i) Tenders containing remarks uncalled for.
- ii) Conditional tenders
- iii) Tenders not submitted on prescribed Performa.
- iv) Telegraphic/Fax/Postal tenders.
- v) Tenders submitted without E.M.D. or Bank Guarantee.
- vi) Incomplete tenders
- vii) Tenders submitted by the agency who has any unresolved dispute of any kind.
- viii) Tenders with NIL consideration.

#### **13.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 this event the agencies / bidders shall be debarred from tendering with the Institute.

#### **14.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.

#### **15.AMENDMENT IN TENDER DOCUMENTS:**

NIPGR reserves the right to revise or amend the Bid Documents up to 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.

#### **16.REFERENCE IN TENDER DOCUMENTS:**

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

**Purchase cum Stores Officer  
NIPGR**

**(Seal & Signature of Contractor)**

## 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   | Rs. 38,200.00 (Rs. Thirty eight thousand two hundred<br>only) to be furnished with the tender in the form of the<br>demand draft or Bank Guarantee issued by Commercial<br>Bank (No interest is payable on Earnest Money)  |
| 4 | Performance<br>deposit                                      | Security The contractor shall be required to deposit an amount<br>equal to 3% of the tendered value of the contract as<br>Performance Security within the period prescribed for<br>commencement of work in the letter of award issued to<br>him. Performance security may be submitted in the form<br>of Demand Draft / Bank Guarantee issued by<br>Commercial Bank (No interest is payable on<br>Performance Security). |
| 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 of Performance<br>Security                          | The performance security shall be refunded to the<br>contractor after completion of maintenance work and<br>recording of completion certificate by Institute and the<br>same shall be released after one month of completion of<br>maintenance work.   |
| 9 | Periodicity of submission<br>of Bills                       | Monthly before 10 <sup>th</sup> of each month.   |

**Purchase Cum Store Officer**  
NIPGR, New Delhi

**Seal & Signature of Agency**

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

### **1. SPECIFICATIONS:**

If specifications for an item of maintenance work are not covered by C.P.W.D. / 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 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. 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 G.S.T., 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. The maintenance works shall be inspected by Engineers 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.

9. 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.

10. Whenever representative of the contractor is called upon by NIPGR, he will make himself available or any of its employee for evidence before the enquiry officer appointed by the NIPGR or competent court in connection with the disciplinary proceedings against any of the employees, if the act of misconduct had happened in his/their presence.

11. The contractor will arrange all tools, equipment, etc., required for the execution of the work for Horticulture works in NIPGR at its own cost.

12. NIPGR does not recognize any association of the traders and in case any negotiation/bargain is necessary with regard to the clarification of the terms and conditions of the agreement or modification thereof the contractor alone should seek such negotiations and no collective representation/bargain will be entertained.

13. In the event of any dispute arising out or in any way touching the terms & conditions of the agreement, the same shall be referred to the sole arbitration of the Director, NIPGR or his nominee and his decision shall be final and binding on the parties.
14. It may be clearly understood that the workers deployed by the contractor for performing the job contract shall be in his employment and no master and servant relationship or privity of contract exists between his workers/employees and NIPGR. The workers deployed by the contractor shall at no point of time seek regularization in the services at NIPGR. The workers/employees deployed by the contractor for execution of job contract shall have no claim against NIPGR.
15. All other conditions shall be as per our tender documents.

**Purchase Cum Store Officer  
NIPGR, New Delhi**

**Seal & Signature of Agency**

## Instructions for Online Bid Submission

1. The tender documents are available on our website [www.nipgr.ac.in](http://www.nipgr.ac.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website [www.nipgr.ac.in](http://www.nipgr.ac.in) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the esubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.

### Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.

The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.

- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 1) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

## Scope of 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.

**Scope of work:** The scope of the work covers the following:

1. Operation & maintenance of Effluent treatment plant with all equipment & Accessories etc.
2. Operation & maintenance of Firefighting system with all pumps, Hydrants pipelines etc.
3. Operation & maintenance of water supply system including water pumps, Borewells, filling of tanks etc.
4. Cleaning and maintenance of following.
  - a) Cleaning and maintenance of all types of pumps, Fittings, equipment installed at ETP. & Firefighting and Water system at NIPGR Campus.
  - b) Cleaning of ETP's different tanks on half Yearly basis.
  - c) Servicing of Blowers at ETP on half Yearly basis.
  - d) Cleaning of Electrical panels, & testing of fire hydrants on Monthly basis or as per direction of Institute.
5. The staff attending complaints shall go with the complaint register and got signed from the reporting person for having attended the complaints to his satisfaction and inform E.I.C. on regular basis.
6. The following registers are to be maintained by the contractor.
  - a) Attendance registers
  - b) Complaint registers
  - c) Dismantled material account register.
  - d) History book.
  - e) Log Book for ETP, Firefighting system and water supply System.
7. The material required for replacement shall be supplied by the agency at the price of approved spares as and when required. However, the daily use material like insulation tape, gland dori, old dhoti, brushes, broom, detergent, soap, lubricating oil / grease, indicating lamps, distilled water for batteries, which shall be arranged by the Contractor free of cost and nothing extra shall be paid.
8. In case the department is unable to supply the material in replacement of the defective item, the same shall be arranged by the contractor with the consent of Institute and the justified payment shall be made on producing the valid vouchers.
9. All breakdowns are to be attended immediately with minimum down time. Contractor has to deploy more manpower if required, for attending complaints / breakdowns for which nothing extra will be paid.
10. All the material required for attending maintenance / breakdown shall be supplied by the department. However contractor shall arrange his own T & P including special T & P if required and cleaning materials etc.
11. In addition to the above any other duties assigned by the Institute shall be carried out by the contractor without any extra cost
12. Preventive maintenance **checks & testing** shall be carried out monthly and as per direction of EIC and record of having checked shall be maintained in history registers.

## Scope of work of Pump Operator and Helper

Starting and closing of different pumps of Effluent treatment plant, water supply, Filter pumps and bore wells 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 to entire campus during their duty hours per day and starting & checking of Firefighting pumps like Jockey Electrical & Diesel engines etc.

## Scope of Work:

**1. For Supervisor:** To co-ordinate with pump operators and Helper for different activities of ETP, Firefighting & Water Supply system including cleaning, servicing, testing and any breakdown of pumps, systems, pipelines etc.

### **2. For Pump Operators:**

(a) Operation and maintenance of different type of pumps for water supply, Filter pumps and bore wells, Firefighting pumps and effluent treatment plant 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 and filling of water tanks. Filtration of water by ETP for Graden Tanks.

(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 for ETP, Firefighting system and water supply pumps.

**(iii) 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 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 to the entire satisfaction of Institute.

(d) Maintenance of Log Book.

## **GENERAL ACTIVITIES FOR MAINTENANCE**

### **FIRE FIGHTING SYSTEM**

1. Cleaning of all the fire hydrants greasing cleaning with BRASSO shall be done fortnightly, replacement of gaskets of fire hydrant etc. shall be done free of cost and necessary entries shall be made in the register.
2. The cleaning of the diesel engine pump set, AMF panel boards, etc., complete shall be the responsibility of contractor.
3. Required Diesel and Lubricating oil for Diesel engine will be supplied by the NIPGR free of cost. The materials required for cleaning, distilled water, petroleum jelly, grease, nut-bolts, fuse wire, indicating lamps, etc., as required are to be arranged by the contractor without any extra cost.
4. The AMF panel and associated controls in the engine and the control switchgear in the panel shall be checked periodically for proper Auto operation at least once a week.
5. The contractor is responsible for operation & maintenance of various types of pump sets and associated equipment's installed for firefighting equipment.
6. Complete Fire fighting system shall be tested once in a month and report shall be recorded in the log book.
7. All fire hydrants to be checked in once in a month and report shall be recorded in the log book.
8. If any complaint remains pending due to contractors negligence or any other reason for which contractors is held responsible recovery will be made as under:
9. a) The complaint should be attended within 24 hours from getting the complaint. Major and urgent complaints should be attended on the same day. If the contractor fails to attend the complaint penalty @ Rs. 1000 per day per complaint shall be made.  
  
b) In case of any pump set / panel / fire pump remains unserviceable for more than 3 days a recovery will be made @ Rs. 1000/- per day basis.

## **WATER SUPPLY PUMPSET**

10. The contractor is responsible for operation & maintenance of various types of pump sets, Bore wells, installed for water supply & firefighting equipment's as well as pipe lines etc.
11. The contractor shall be responsible for filling up over head tank as well as other tanks; ground water tank through operation of pumps and valves, etc. after filling the UG sump from bore well. And filtration of water through filter tank.
12. a)The routine maintenance such as cleaning, greasing, packing, gland ropes, replacing any defective bolt, nut, indicating lamps, rubber washer etc. including supply of material are to be carried out by the contractor free of cost. Any major material required / major repair or major replacement will be provided by the department.  
b)Cleaning of pump room, panel boards, etc., are to be carried out.
13. Log book for the operation of each pump shall be maintained. Wherever stand-by pump is available, the pump will be operated on alternative days and properly recorded.
14. Water Filtration plant including valves and other accessories associated with the System shall be maintained and checked from time to time for leakage/ blockage etc.
15. If any complaint remains pending due to contractors negligence or any other reason for which contractors is held responsible recovery will be made as under:  
-If complete water supply system becomes unserviceable and is not Restored within one shift, the recovery will be made @ Rs. 5000/- per day.

## **Effluent Treatment Plant**

1. The contractor is responsible for operation & maintenance of various types of pump sets, at ETP as well as pipe lines etc.
2. The contractor shall be responsible for filling up Garden tank as well as other tanks; through operation of pumps and valves, etc. after filling the Filtration tanks. And filtration of water through filter tank.
3. a)The routine maintenance such as cleaning, greasing, packing, gland ropes, replacing any defective bolt, nut, indicating lamps, rubber washer etc. including supply of material are to be carried out by the contractor free of cost. Any major material required / major repair or major replacement will be provided by the department.  
b) Cleaning of ETP Plant room, panel boards, etc., are to be carried out.
4. Log book for the operation of each pump shall be maintained. Wherever stand-by pump is available, the pump will be operated on alternative days and properly recorded. Do not run pump dry.
5. Clean up the motor and fan enclosure if necessary. To check connection to see that they are tight and clean
6. The pump bearing should be lubricated once in month by graded/recommended for greasing.
7. Pump belt drive to be checked regularly for proper belt tension and adjust regularly.
8. The dried sludge to be scrapped manually. After the dried sludge is removed the individual plates are taken out, Filter cloths is cleaned and plates are placed to its original place.
9. Pump Suction Line Should be checked periodically and to be cleaned manually to avoid screw pump drying
10. Effluent Filtration plant including valves and other accessories associated with the System shall be maintained and checked from time to time for leakage/ blockage etc.
11. If any complaint remains pending due to contractors negligence or any other reason for which contractors is held responsible recovery will be made as under:  
-If complete ETP System becomes unserviceable and is not Restored within one shift, the recovery will be made @ Rs. 5000/- per day.

**Purchase Cum Store Officer**  
**NIPGR, New Delhi**

**Seal & Signature of Agency**

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## INVENTORY

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

1	Bore well 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	1
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

Purchase Cum Store Officer  
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## INVENTORY

S No:	Effluent treatment plant	Quantity(Nos.)
1	Bar Screen & Grit Chamber	2
2	Oil & Grease Removal Unit	1
3	Equalization Tank-2Nos. Non Clog Submersible Pumps	2+1
4	Aeration Tank-Air Blower Model-42	2
5	Plate Settler-Pump	2
6	Filter Press-No. of Plates	24
7	Chlorine Tank-Pump	2
8	Filter Tanks-2Pumps	2
9	Electrical Panel	1
10	Garden -Submersible Pump	2
11.	Sludge Submersible Pump	2
12.	Hydraulic System for Filter Press	1

**Purchase Cum Store Officer  
NIPGR, New Delhi**

**Seal & Signature of Agency**

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

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

- a) I/We have not been blacklisted / on holiday list / debarred 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:

Purchase Cum Store Officer

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR RUNNING, Running, Maintenance & Operation of Effluent Treatment Plant and treated effluent pumps and water supply & firefighting pumps including pipelines at NIPGR Campus New Delhi.**

Sl. No.	Documents asked for	Page number at which document is placed
1.	Earnest Money / Bank Guarantee	
2.	Tender Documents	
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 Rs. 100/- (as per format prescribed in Annexure-I) .	
5.	Self-attested copy of the PAN card issued by the Income Tax Department.	
6.	Self attested copy of GSTIN.	
7.	Proof of experiences of last three years ending April-2023 as specified in the NIT along with satisfactory performance certificates from the concerned employers.	
8.	Annual turnover of last three financial years duly certified by the Statutory Auditors.	
9.	Certificate for Tender's involving procurement on letter head of company/firm as per Annexure – IV	
10.	Certificate for Tenders for Works involving possibility of sub-contracting on letter head of the company/firm as per Annexure-V	
11.	Any other documents, if required.	

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

**Certificate for Tenders involving procurement**

“I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we certify that we/our principles are not from such a country or, if from such a country, have been registered with the Competent Authority. I/we hereby certify that we fulfill all the requirements in this regard and are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

**(Signature of Authorized Signatory with Company Seal)**

Note: The Certificate should be printed on the Company's letter head.

**Certificate for Tenders for Works involving possibility of sub-contracting**

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we/our principles are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I/we Hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

**(Signature of Authorized Signatory with Company Seal)**

Note: The Certificate should be printed on the Company's letter head.

**SCHEDULE OF QUANTITIES**

ITEM NO. AMOUNT	DESCRIPTION OF ITEM	QTY.	UNIT	RATE
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Attached at pages \_\_\_\_\_ to \_\_\_\_\_

Should this tender be accepted, in whole or in part I/We hereby agree to abide by and fulfill all the terms & provisions of the conditions of tender as applicable or in default.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above-mentioned Memorandum the without prejudice to any other right or remedy shall be at liberty to debar from tendering with the Institute.
- (ii) to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

The names and postal addresses and contract phone nos. of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2023

**(Seal & Signature of Contractor)**

**SCHEDULE OF QUANTITY (Labour Part - A)**

**Name of Work: Running Maintenance & Operation of Effluent Treatment Plant and treated effluent pumps and water supply & firefighting pumps including pipelines at NIPGR Campus New Delhi .**

Si. No.	Description	Unit	Quantity	Rate	Amount
A.	<b>Material as per details below (all-inclusive rate per month)</b>				
i	Cleaning Materials like old dhoti,detergent soap,broom etc.	One Job			
ii	Lubricating Oil,grease,indicating lamps,fuses,Gland packing,gland dori etc.	One Job			
iii	Log Books Attendance Registers, History Books & Other Stationery	One Job			
iv	Uniform, Shoes, I-Cards etc.	One JOB			
<b>Total A</b>	<b>Total Monthly charges towards above material</b>				
B.	<b>Manpower as per details below (please refer Special Terms &amp; Conditions of the Tender document)</b>				
i	Wages for complete month				
	a. Highly Skilled- two days a week	Each Month			
	b. Skilled	Each Month			
	c. Unskilled	Each Month			
	Total Wages (a +b + c) (Please provide complete breakup)				
ii	PF @ 13% (including administrative charges as per rules) (maximum on `15,000/- per person, per month)				
iii	ESI @ 3.25%				
iv	Bonus @ 8.33% of basic (Admissible for those workers only who completes atleast 30 days service in present contract)				
<b>Total B</b>	<b>Total Monthly charges towards above manpower</b>				
C	Other charges (if any)				
D	Agency charges				
E	Total (B + C + D)				
F	GST @ 18% (on E above)				
G	Total Inclusive of GST (E + F)				
H	Total Monthly charges (A + G)				
		say			
	Total Annual charges (H x 12 months)(Part-A)				
<b>Purchase cum Store Officer, NIPGR</b>			<b>Seal &amp; Sign of Agency</b>		

**NOT TO BE FILLED**

Item Wise BoQ								
BoQ_V	Item Wise							
er3.1								

INR and Other Currency

Tender Inviting Authority: Purchase cum Stores Officer, NIPGR, New Delhi

Name of Work: Running Maintenance & Operation of Effluent Treatment Plant and treated effluent pumps and water supply & firefighting pumps including pipelines at NIPGR Campus New Delhi .As and when requirement basis

Contract No: NIPGR/Engg./7/1(2)/WS/ETP/2023-24

Name of the Bidder/ Bidding Firm / Company :

**PRICE SCHEDULE (Material Part - B)**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBE R #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	NUMBER #
Sl. No.	Item Description	Quantity	Units	UNIT RATE in Figures To be entered by the Bidder in Rs. P	GST in Rs. P (Col. 5 x % of GST)	Total Unit Rate with GST (Col. 5+6)	TOTAL AMOUNT Without Taxes in Rs. P (Col. 3 x 5)	TOTAL AMOUNT With Taxes in Rs. P (Col. 3 x 7)
1	2	3	4	5	6	7	8	9
1	Cleaning of Gardens tank-50,000ltrs	2	Each					
2	Rewinding of Blower Pump Motor-5HP	2	Each					
3	Supply of V Belt- A-40	12	Each					
4	Supply of Blower Filters AF-100	8	Each					
5	Repair & Rewinding of Mono Block Pump-7.5 Hp	3	Each					
6	Repair & Rewinding of Mono Block Pump-3Hp	3	Each					
7	Repair & Rewinding of Mono Block Pump-1Hp	2	Each					
8	Repair & Rewinding of Mono Block Pump-2Hp	2	Each					
9	Welding of Pipes at Each points for 6" dia pipes	2	Each					
10	Welding of Pipes at Each points for 4" dia pipes	4	Each					
11	Excavation and Refilling of trenches for pipe lines for repairs upto 100mm dia pipe	25	Per Mtrs.					
12	Supply & Installation of GI pipes 80mm	15	Per Mtrs					
13	Supply & Installation of GI pipes 65mm	10	Per Mtrs					
14	Supply & Installation of GI Fittings for 80 mm Pipes like elbow,sockets x nipples etc	6	Each					
15	Supply & Installation GI Union-80mm dia	4	Each					
16	Supply & Installation of GI Fittings for 65 mm Pipes like elbow,sockets x nipples etc	6	Each					
17	Supply & Installation if GI Union -65mm dia	4	Each					
18	Relay-16AMP	4	Each					
19	Supply of Multi Port Valve-5Way-50mm Size	3	Each					
20	Supply of Butterfly Valve-40mm	4	Each					
21	Supply of Bearing - 25 mm to 100 mm of size	12	Each					

NOT TO BE FILLED

[illegible]