

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI - 15

Web: www.nitt.edu

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TENDER DOCUMENT

Tender Notification No:	NITT/EMD/WS(WP- Kelby 86, Aqua guard 80 & Cross fields-12) / 54/ 302 /2018 -19 Dated: 03.04.2019
Name of the work	Annual Maintenance Contract for Water Purifiers (86 No's of Kelby RO, 80 No's of Aqua guard and 12 No's of Cross fields All UV treated) with normal & cold water dispensing system at the National Institute of Technology, Tiruchirappalli - 15.
Estimated cost put to tender	Rs. 14,95,839 /-(Including GST)
EMD Amount	Rs. 29,950 /- (Rupees Twenty Nine thousand Nine hundred and fifty only)
Last Date of submission of Tender	30.04.2019 up to 12.00 p.m.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli - 620 015.
Date and time of opening of Technical Bid	30.04.2019 up to 3.30 p.m.

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI
NOTICE INVITING TENDER

TECHNICAL BID

Tender Notification No:

NITT/EMD/WS (WP- Kelby 86, Aqua guard 80 & Cross fields-12) / 54/302 /2018 -19

Dated: 03.04.2019

Name of work	Annual Maintenance Contract for Water Purifiers (86 No's of Kelby RO, 80 No's of Aqua guard and 12 No's of Cross fields All UV treated) with normal & cold water dispensing system at the National Institute of Technology, Tiruchirappalli – 15.
Earnest Money deposit	Rs.29,950/- (Rupees Twenty Nine thousand Nine hundred and fifty only)
Period	12 (Twelve) Months ;Extendable for another one year based on performance
Cost of Tender Schedule	Nil
Last date and Time of Receipt of Tender documents	30.04.2019 up to 11.30 a.m.
Date and Time of Pre – bid Meeting	16.04.2019 on 11.00 am at EMD Office
Date and Time of Opening Technical bid	30.04.2019 up to 3.30 p.m.
Date and Time of Opening Financial bid	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli - 620 015
Procedure for submission of Bid	Envelope 1: EMD Envelope 2: Technical Bid Envelope 3: Price bid Envelope 4: Larger size Outer Envelope (i.e., This is wrapper containing Envelope 1, 2 and 3) Note – Tender no and opening date must be mentioned in all envelopes.

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI

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

Contractor

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER

Tender Notification No:

NITT/EMD/WS (WP- Kelby 86, Aqua guard 80 & Cross fields-12) / 54/302 /2018 -19

Dated: 03.04.2019

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **three cover system (EMD, Technical Bid and Financial bid) up to 12.00 p.m.** on 01.04.2019 for the following work:

Name of work	EMD	Period
Annual Maintenance Contract for Water Purifiers (86 No's of Kelby RO, 80 No's of Aqua guard and 12 No's of Cross fields All UV treated) with normal & cold water dispensing system at the National Institute of Technology, Tiruchirappalli – 15.	Rs.29,950 /-	12 (Twelve) Months; Extendable for another one year based on performance.

1. Eligibility criteria:-

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

- i) Experience of having successfully completed maintenance works of similar water dispensers (Reversed Osmosis plus UV treated) for at least Three years.
 - ii) Contract should be Live
 - iii) Should have GST Registration
 - iv) Should be a Registered Firm
2. The tenders should be accompanied by one crossed Demand Draft towards EMD drawn in favour of The Director, NIT, and Tiruchirappalli payable at SBI NITT. NSIC/MSME registered contractors are exempted from EMD.
- a. One Draft for Rs. 29,950 /- (Rupees Twenty nine thousand nine hundred and fifty only) towards Earnest Money Deposit which is refundable to the unsuccessful bidders on finalisation of the successful tenderer. In respect of successful bidder, the same will be adjusted against the security deposit.
3. **Tender documents received without EMD/NSIC/MSME shall be summarily rejected.**
4. Completed Qualified documents and tenders received in time will be opened **at 3.30 p.m. on 30.04.2019 at Stores & Purchase section, NIT, Tiruchirappalli** in the presence of Tenderers or their authorized representatives by a committee duly constituted for this purpose. In the event of this day being declared as a holiday, the tenders will be opened at the scheduled time and place on next working day.

5. Submission of Tender

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

Cover 1- Super scribed as “TENDER – DD TOWARDS EMD FOR ANNUAL MAINTENANCE CONTRACT OF 86 NO’S KELBY RO, 80 NO’S AQUA GUARD AND 12 NO’S CROSS FIELDS WATER DISPENSERS IN NIT, TIRUCHIRAPPALLI”.

This shall contain the following:-

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

Cover 2 – Super scribed as “TENDER - TECHNICAL BID FOR ANNUAL MAINTENANCE CONTRACT OF 86 NO’S KELBY RO, 80 NO’S AQUA GUARD AND 12 NO’S CROSS FIELDS WATER DISPENSERS IN NIT, TIRUCHIRAPPALLI”.

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

Cover 3 – Super scribed as “TENDER - FINANCIAL BID FOR ANNUAL MAINTENANCE CONTRACT OF 86 NO’S KELBY RO, 80 NO’S AQUA GUARD AND 12 NO’S CROSS FIELDS WATER DISPENSERS IN NIT, TIRUCHIRAPPALLI”.

This shall contain the Bill of Quantities with rate indicated for all items & related absolute value for all items.

Master cover:

All the above three covers (EMD cover, TECHNICAL BID & FINANCIAL BID) shall be placed in the Master cover super scribing: ANNUAL MAINTENANCE CONTRACT OF 86 NO’S KELBY RO, 80 NO’S AQUA GUARD AND 12 NO’S CROSS FIELDS WATER DISPENSERS IN NIT, TIRUCHIRAPPALLI”.

6. Other details and the method of evaluating the capacity of the prospective contractors are detailed in the enclosed documents.
7. The Director, NIT, Tiruchirappalli reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
8. **If the performance is satisfactory, the contract will be extended for another twelve more months.**
9. The Director, NIT, Tiruchirappalli - 15 also reserves the right to disqualify such bidders in the future tenders whose performance was not satisfactory against the earlier contracts entered into NIT, Tiruchirappalli -15.
10. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the validity,

interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to **Sole Arbitrator** appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.

11. EARNEST MONEY DEPOSIT:-

Earnest Money Deposit Rs. 29,950/- (Rupees Twenty nine thousand nine hundred and fifty only) should be in the form of Demand Draft drawn in favour of The Director, National Institute of Technology/ Trichy-15 Payable at SBI NIT, Trichy.

The Earnest Money deposited shall not carry any interest.

SECURITY DEPOSIT

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

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

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

- Demand Draft in favour of The Director, NIT, Trichy-15.
- Banker's guaranty in favour of the Firm.

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

The security deposit shall not carry any interest.

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

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

thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.

REFUND OF SECURITY DEPOSIT: -

The Security Deposit mentioned above may be refunded to the Contractor after a period of 06 months on termination or expiry of the contract, provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NIL CLAIM CERTIFICATE".



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

TECHNICAL BID

DOCUMENTS TO QUALIFY THE TENDERER
TO BE SUBMITTED IN A SEALED ENVELOPE

TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR WATER PURIFIERS (86 NO'S OF KELBY RO, 80 NO'S OF AQUA GUARD AND 12 NO'S OF CROSS FIELDS ALL UV TREATED) WITH NORMAL & COLD WATER DISPENSING SYSTEM AT THE NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 15.

Tender Notification No:

NITT/EMD/WS (WP- Kelby 86, Aqua guard 80 & Cross fields-12) / 54/302 /2018 -19
Dated: 03.04.2019

SECTION-I

GENERAL INFORMATION AND BRIEF SCOPE OF WORK

1. The company should deploy one technician in the NITT campus for eight hours in a day throughout the currency of the contract period except Sundays and Government Holidays to rectify any malfunctioning of the equipment's day to day.
2. The service Technician has to inspect all the 178 No's of water dispensers weekly once and assure the performance of the dispensers. If anything incomplete, it should be attended and made good within a time period maximum to 72 hours.
3. The Maintenance covers the free replacement of all spares, consumables (including MEMBRANE), man power, administrative overheads, taxes and profit etc., complete including GST.
4. The water purifier tank must be cleaned periodically.
5. The service technician must maintain proper record for replacement of spare parts and regular service of each unit and updated records on day today basis should be duly counter signed by the Assistant Engineer (WS)/Authorized person of the Estate Maintenance Department.

SECTION – II

INFORMATION AND INSTRUCTION TO APPLICANTS

1. General

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

The following documents should be enclosed:

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

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'nil' it should also be mentioned as 'Nil' or 'no such case'. If any particular/query is not applicable incase of the applicant, it should be stated as 'Not applicable'. However, the applicants are cautioned that furnishing of incomplete / ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application. Application made by fax and those received late after the prescribed date and time will not be entertained.

The applicant should sign in each page of the application.

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

References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer / Project Manager or equivalent.

The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However, the applicants are also advised not to attach superfluous/additional information beyond the requirement of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by the EXECUTIVE ENGINEER / EMD /NITT

Documents submitted in connection with the tender will be treated as confidential and will not be returned.

2. Definitions

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

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

3. Method of Application

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

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

If the application is made by a firm in partnership, it shall be signed by (with seal) all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.

If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum and Articles of Association duly attested by a Notary Public.

4. Final Decision Making Authority

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

5. Particulars –Provisional

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

6. Site Visit

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

7. Performance Certificate

The applicant's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers.

8. Evaluation By Scoring

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

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

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

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

Sl.no	Category	Marks
1	Financial strength (Annual Turnover of similar works)	Maximum 15 Marks
2	Experience in similar nature of work during last three years.	Maximum 30 Marks
3	Performance on works (Quantum of RO machines)	Maximum 30 Marks
4	Personnel and Establishment	Maximum 25 Marks
Total		100 Marks

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

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

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

9.0 Financial Information

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

Experience in Similar Works

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

Organizational Information

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

- i. Name and postal address including telephone, fax number, E-mail ID, etc.
- ii. Copies of original documents defining the legal status, place of registration and principal places of business.
- iii. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- iv. Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- v. Authorization for employer to seek detailed reference from clients to whom works were carried out.

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

Tender Submission and Decision

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

SECTION-III

TERMS&CONDITIONS OF THE CONTRACT:

Annual maintenance of 86 No's of Kelby RO, 80 No's of Aqua guard and 12 No's of Cross fields UV treated Water Dispensers with Normal & Cold Water Dispensing system at the National Institute of Technology, Tiruchirappalli – 15.

1. The Maintenance Contract period of twelve months shall be with effect from 01.05.2019 to 30.04.2020 and further 12 months will be extended based on the firm/agency performance.
2. The company should deploy one technician in the NITT campus for eight hours in a day throughout the currency of the contract period except Sundays and Government Holidays to rectify any malfunctioning of the equipment's day today.
3. The service technician will commence works by 09.00 AM daily after signing attendance register in the Estate Maintenance Department and the working hours per day is eight hours excluding lunch break. The Service Technician at NITT will receive the complaints only from the Estate office.
4. The service Technician/s has to inspect all the 178 No's of water dispensers weekly once and assure the performance of the dispensers. If anything incomplete, it should be attended and made good within a time period maximum to 72 hours.
5. The service technician will report to the Section in charge/Assistant Engineer (WS) of the Estate Maintenance Department for reviewing the daily complaints attended by him regularly at 3.00 pm and receiving the complaints to be attended by the next day.
6. The completion report shall be signed by concerned Warden / RSC / Steward, where as in the case of Institute, the signature shall be obtained from the Head Of the Department or the person authorized by the Head Of the Department. Machine wise maintenance record must be duly signed by the section in charge daily and by the Assistant Engineer once in a week.
7. The Service Engineer and Service In-charge of the firm shall jointly inspect the sites and review the records by signing the complaint register once in two months and also both of them will interact with Assistant Engineer (WS) / Estate Maintenance Department at frequent intervals.
8. **The Maintenance covers the free replacement of all spares, consumables (including membrane) man power, administrative overheads, taxes and profit etc., complete including GST.**
9. The water purifier tank must be cleaned periodically.
10. Replacements of worn-out / exhausted parts with new / rectified spares during the periodical servicing or during the breakdown will be attended.
11. The defective spares removed shall be properly accounted for by maintaining a separate register and should be disposed off by the firm with proper gate pass.
12. Maintenance contract initially shall be for a period of twelve months and extendable for further twelve months based on the performance of the firm/agency.

13. Delay in making good any water purifier due to non-availability of spares and consumables beyond 72 Hours will attract a fine of Rs.500/- per day per unit and will be recovered in the monthly bill.

14. Proper record must be maintained by the service technician for replacement of spare parts and regular service of each unit and updated records on day today basis should be duly countersigned by the Assistant Engineer (WS)/Authorized person of the Estate Maintenance Department.

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

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

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

SECTION – IV ADDITIONAL CONDITIONS

- 1) Every tenderer before quoting his rates is expected to inspect all Kelby Ro, Aqua guard and Cross fields made water dispensers in NIT for which the service is to be rendered before quoting his rates. The requirement of labour and materials should be assessed and no claim for extra payment at a later date on that account shall be entertained.

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

- 2) If further information is required, the Estate Office will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
- 3) Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
- 4) All the spares and consumables required for the work shall be arranged by the agency/contractor only.
- 5) Permits for workers and supervisor to the campus shall be obtained by the contractor from the concerned authorities/security. Only photo passes to individual shall be issued and no group passes shall be issued.

- 6) Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Executive Engineer along with supporting documents.
- 7) All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.
- 8) The contractor should take all measures for environmental protection, such as control of chemical pollution, proper disposal of waste etc. And ensure that there are no adverse effect on the ecology, particularly on flora and fauna of the campus.
- 9) The contractor shall bring the required spares and consumables at his/her own cost and risk and no extra payment will be made for the same.
- 10) The contractor shall obtain a feedback certificate on performance of work from each Departments /Hostels while submitting his/ her running account bill.**
- 11) The quoted rate should be of all taxes and duties levied or to be levied both by Central and State Government Statutory/regulatory authorities from time to time including GST. Applicable GST will be reimbursed by NITT on production of documentary evidence for having paid the same by the agency. NITT will not entertain any other claim whatsoever in this regards.
- 12) If after opening the tender, the tenderer revoke his tender to increase his earlier quoted rate or after acceptance of his tender does not commence the work in accordance with the instruction of EXECUTIVE ENGINEER, ESTATE MAINTENANCE DEPT. The earnest money deposited by him, will be forfeited and acceptance of his tender withdrawn.

Nature / Scope of Work/ Frequency of Operation:

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

Working Conditions:

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

6. The payment will be made after deducting Income Tax.

Normal Working Hours (all days):

Normal working hours is 9:00 am 6:00 pm (including one-hour lunch break) and continues to work for extended hours if required by NITT for specific purpose.

General:

- a) Work men should be vigilant while on work.
- b) Smoking in the institute premise is strictly prohibited.
- c) Workers must be free from influence of alcohol.
- d) Workers must be physically and mentally fit for work.
- e) Workers should avoid causing damage to the Institute property
- f) The NIT, Tiruchirappalli Administration will not accept any responsibility if the work man is injured.
- g) The movement of workers should be restricted to their area of work and should not wander into other areas.

QUALIFICATION INFORMATION LETTER OF TRANSMITTAL

To

The Director NIT,
Tiruchirappalli
620015.

Annual Maintenance Contract for Water Purifiers (86 No's of Kelby RO, 80 No's of Aqua guard and 12 No's of Cross fields All UV treated) with normal & cold water dispensing system at the National Institute of Technology, Tiruchirappalli – 15

Sir,

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

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility and to get qualified for taking part in the tendering process for the work. We have no further information to supply.

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

Seal of the Applicant

Date of submission

Signature of the applicant(s)

Form - A**FINANCIAL INFORMATION****I. Financial Analysis**

Details are to be furnished duly supported by figures in Balance sheet / Profit and loss account for the last three years duly certified by the chartered accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

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

II. Financial arrangement for carrying out the proposed work.

III. Income Tax Details

IV. PAN Details.

V. GST Registration Details

Signature of Applicant (s) with seal

Signature of Chartered Accountant with seal

Form - B

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

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

Date : Executive Engineer/ Project Manager or Equivalent

Form - C**Structure and Organization**

1. Name and address of the applicant :
2. Telephone No. / Fax No. /E-Mail address :
3. Legal Status (attach copies of original Document defining the legal status) :
 - a) An Individual
 - b) A Proprietary Firm
 - c) A Firm in Partnership
 - d) A limited Company or corporation :
4. Particulars of registration with various Government bodies (Attach attested photocopy):
 - a) Registration Number
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend maintenance of lawns and gardens for a period of more than one month continuously after the work was commenced? If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.

Signature of Applicant (s) with seal

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

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

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

Signature of Applicant (s) with seal

NORMS FOR QUALIFICATION

Annual Maintenance Contract for Water Purifiers (86 No's of Kelby RO, 80 No's of Aqua guard and 12 No's of Cross fields All UV treated) with normal & cold water dispensing system at the National Institute of Technology, Tiruchirappalli – 15

ELIGIBILITY: -		
Contractors who fulfill the following criteria are eligible to submit the tender.		
<ul style="list-style-type: none"> i. Experience of having successfully completed maintenance works of similar water dispensers (Reversed Osmosis plus UV treated) for at least Three years. ii. Contract should be Live iii. Should have GST Registration iv. Should be a Registered Firm 		
THRUST AREA	SCORE	QUALIFICATION NORMS
FINANCIAL STRENGTH		
	15 (Max)	
Average annual turnover for similar works in the last three years	15	Turnover more than 50 lakhs
	10	Turnover between 25 lakhs to 50 lakhs
	05	Turnover between 10 lakhs to 25 lakhs
SIMILAR EXPERIENCE		
	30 (Max)	
Experience in water purifier maintenance works in the last three years	30	Experience Three Years and Above
	20	Experience between Two – Three years
	10	Experience between Two years – One year
PERFORMANCE ON PREVIOUS		
	30	

WORKS IN THE RELEVANT FIELD	(Max)	
Quantum of RO Machines Serviced	30	Successful completion of one major works in time for 75 RO Machines each work.
	20	Successful completion of two major works in time for 50 RO Machines each work.
	10	Successful completion of four major works in time for 25 RO Machines each work.
PERSONNEL & ESTABLISHMENT QUALIFIED STAFF AVAILABILITY	25 (Max)	
	25	Executive / Area in charge in water purifier maintenance with more than 2 years' experience
	15	If senior level qualified supervisors in water purifier maintenance (more than 1 years' experience)

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



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

TENDER FOR: Annual maintenance contract of 86 No's of Kelby Ro, 80 No's of Aqua guard and 12 No's of Cross fields (UV treated Water Dispensers) with Normal & Cold Water Dispensing system at the National Institute of Technology, Tiruchirappalli –15.

FINANCIAL BID

(TO BE SUBMITTED IN A SEALED ENVELOPE)

Tender Notification No:
NITT/EMD/WS(WP- Kelby 86, Aqua guard 80 & Cross fields-12) / 54/302 /2018 -19
Dated : 03.04.2019

Annual maintenance contract of 86 No's of Kelby Ro, 80 No's of Aqua guard and 12 No's of Cross fields (UV treated Water Dispensers) with Normal & Cold Water Dispensing system at the National Institute of Technology, Tiruchirappalli –15.

Agency to quote **composite lump sum rate** for Twelve months for the maintenance of all 178 numbers of Kelby RO, Aqua guard and Cross fields UV treated water dispensers with normal & cold water dispensing systems are held at NIT, Tiruchirappalli in the Institution and Hostel zones including manpower for repair & Installation, consumables & spares, Administrative over heads, freight charges, taxes, profit etc. Complete including GST.

BILL OF QUANTITIES

FOR MAINTENANCE OF 86 NUMBERS OF KELBY UV TREATED RO MACHINE PER ANNUM:

Item No	DESCRIPTION OF SPARE PARTS AND CONSUMABLES	A/U	QTY	RATE (Rs) PER NO	TOTAL AMOUNT In Rs.	TOTAL AMOUNT IN WORDS
1	MEMBRANE	No's	1			
2	PUMP	No's	1			
3	SMPS	No's	1			
4	SOLENOID VALVE	No's	1			
5	FLOW RESISTOR	No's	1			
6	TUBE-6MM 5 M length	No's	1			
7	TUBE-8MM 5 M length	No's	1			
8	FLOAT SWITCH	No's	1			
9	FLUSH VALVE	No's	1			
10	MEMBRANE HOUSING	No's	1			
11	CONNECTORS	No's	2			

12	POST CARBON	No's	1			
13	PRE CARBON	No's	1			
14	SEDIMENT FILTER	No's	1			
15	SPUN FILTER	No's	1			
16	CARBON BLOCK	No's	1			
17	BOWL	No's	1			
18	ANTISCALENT BALLS	No's	5			
19	GATE VALVE	No's	1			
TOTAL COST FOR 86 NO'S OF KELBY (Z1)						

FOR MAINTENANCE OF 60 NUMBERS AQUA GUARD & 12 NUMBERS OF CROSS FIELDS WATER PURIFYING MACHINE INCLUDING ONE TIME REPLACEMENT OF 13 NUMBERS OF COMPRESSOR PER ANNUM:

Item No	DESCRIPTION OF SPARE PARTS AND CONSUMABLES	A/U	QTY	RATE (Rs) PER NO	TOTAL AMOUNT In Rs.	TOTAL AMOUNT IN WORDS
1	PERMA WICK MOTOR	No	1			
2	COMPRESSOR	No's	1			
3	NEW CLASSIC PCB	No's	1			
4	S VALVE	No's	1			
5	CONDENSOR	No's	1			

6	THERMOSTAT	No's	1			
7	PHOTO HARDNESS REGISTER	No's	1			
8	PANEL ASSEMBLY	No's	1			
9	UV HOUSING	No's	1			
10	ELECTRONIC HOUSING	No's	1			
11	FLOAT VALVE	No's	2			
12	QUARTZ GLASS	No's	1			
13	CONNECTOR	No's	1			
14	UV LAMP	No's	1			
15	10" SPUN FILTER	No's	1			
16	20" CARBON BLOCK	No's	1			
17	BOWL	No's	2			
18	ANTISCALENT BALLS	No's	5			
19	GATE VALVE	No's	1			
20	TAP	No's	2			
21	TUBES	R.M	5			
22	PROBASE SET	No's	1			

23	ONE TIME REPLACEMENT OF COMPRESSOR	No's	13			
24	COST FOR 60 NO'S AQUA GUARD	No's	60			
25	COST FOR 12 NO'S OF CROSSFIELDSWATER DISPENSERS	No's	12			
TOTAL COST FOR 60 NO'S AQUA GUARD, 12 NO'S OF CROSS FIELDS WATER DISPENSERS & ONE TIME REPLACEMENT OF 13 NO'S COMPRESSOR. (Z2)						

**FOR MAINTENANCE OF 20 NUMBERS AQUA GUARD WATER DISPENSING MACHINE AS
ONLY DISPENSER IN HOSTEL ZONE PER ANNUM:**

Item No	DESCRIPTION OF SPARE PARTS AND CONSUMABLES	A/U	QTY	RATE (Rs) PER NO	TOTAL AMOUNT In Rs.	TOTAL AMOUNT IN WORDS
1	COMPRESSOR	No's	1			
2	NEW CLASSIC PCB	No's	1			
3	S VALVE	No's	1			
4	CONDENSOR	No's	1			
5	THERMOSTAT	No's	1			
6	PANEL ASSEMBLY	No's	1			
7	ELECTRONIC HOUSING	No's	1			

8	FLOAT VALVE	No's	2			
9	CONNECTOR	No's	1			
10	GATE VALVE	No's	1			
11	TAP	No's	2			
12	TUBES	R.M	5			
TOTAL COST FOR 20 NO'S AQUA GUARD (Z3)						

OVERALL COST FOR AMC:

Total Amount (Z1+Z2+Z3)		
Add for GST @ 18%		
Overall Cost paid by NITT for AMC of the 178 No's (86 Kelby and 80 Aqua guard & 12 Cross fields) Water purifiers INCLUDING TIME REPLACEMENT OF 13 NO'S COMPRESSOR.	Rs.	
(Rupees		only)