TENDER DOCUMENT

For

Regular maintenance for 36 Nos. Water Purifiers

NIT No. IIT/IW/WW/NIT/2021-22/04

Tender Serial No. ___________________________ Issued to:

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1. NOTICE INVITING TENDER

1.1. INTRODUCTION
Indian Institute of Technology (IIT) Kharagpur, hereinafter called IITKGP, invites online tenders from the eligible contractors for **Regular maintenance for 36 Nos. Water Purifiers**.

Particulars of the project are as following.

1.2. PARTICULARS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Details</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>NIT Number</td>
<td>NIT No. IIT/IW/WW/NIT/2021-22/04</td>
</tr>
<tr>
<td>1.2</td>
<td>Name of Work</td>
<td>Regular maintenance for 36 Nos. Water Purifiers.</td>
</tr>
<tr>
<td>1.3</td>
<td>Location of Work</td>
<td>IIT Kharagpur</td>
</tr>
<tr>
<td>1.4</td>
<td>Estimated Cost (including GST)</td>
<td>Rs. 1,99,782/- (Rupees One lakh ninety nine thousand seven hundred eighty two only)</td>
</tr>
<tr>
<td>1.5</td>
<td>Earnest Money Deposit</td>
<td>NSIC/MSEs Registration Certificate OR Bid Security Declaration Form (Annexure-III)</td>
</tr>
<tr>
<td>1.6</td>
<td>Time Limit for Execution</td>
<td>365 days</td>
</tr>
<tr>
<td>1.7</td>
<td>Tender Basis and Mode</td>
<td>Two stage (Technical Bid &amp; Financial Bid)</td>
</tr>
<tr>
<td>1.8</td>
<td>Date, Time &amp; Venue of Pre-bid Meeting</td>
<td>19th July, 2021, 15:00 hrs, Institute Works (Water Works), IIT Kharagpur, Kharagpur –721302</td>
</tr>
<tr>
<td>1.9</td>
<td>Closing Date &amp; Time for Receipt of bids</td>
<td>22nd July, 2021 up to 15:00hrs</td>
</tr>
<tr>
<td>1.10</td>
<td>Date &amp; Time for Opening of Technical Bid</td>
<td>23rd July, 2021 up to 15:30hrs</td>
</tr>
<tr>
<td>1.11</td>
<td>Date &amp; Time for Opening of Price Bid</td>
<td>To be intimated to the eligible bidders subsequently.</td>
</tr>
<tr>
<td>1.12</td>
<td>Engineer-in-charge and contact details</td>
<td>Mr. S K Biswas, Sr. Executive Engineer (Water Works) Tel: 03222-282621, Email: <a href="mailto:skbiswas@adm.iitkgp.ac.in">skbiswas@adm.iitkgp.ac.in</a></td>
</tr>
<tr>
<td>1.13</td>
<td>Address for tender issue, submission and opening</td>
<td>Office of Sr. Executive Engineer, Institute Works (Water Works), IIT Kharagpur, Kharagpur – 721302, W.B.</td>
</tr>
<tr>
<td>1.14</td>
<td>Website for publishing information</td>
<td><a href="http://www1.iitkgp.ac.in/topfiles/tenders.php">http://www1.iitkgp.ac.in/topfiles/tenders.php</a>; <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></td>
</tr>
<tr>
<td>1.15</td>
<td>Website for tender submission &amp; processing</td>
<td><a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></td>
</tr>
</tbody>
</table>
1.3. ELIGIBILITY CRITERIA

1.3.1. The bidder must be registered in appropriate class of works with Government organization like CPWD/ PWD/ MES or PSUs or those having experience in similar nature of works awarded by Government / Semi Government Organizations/ Government Funded Autonomous Organization.

1.3.2. The bidder must have done at least 1 (ONE) similar work of value of 80% of the estimated cost or 2 (TWO) similar works for projects each of value 60% of the estimated cost or 3(THREE) similar work for projects each of value 40% of the estimated cost with Government/ Semi-government/ PSU/ Government Funded Autonomous Organization during last 7 (seven) years preceding last date of the month of tender submission.

Note:

(i) The estimated cost is Rs. 1,99,782/- (Rupees One lakh ninety nine thousand seven hundred eighty two only)

(ii) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of applications for tender.

(iii) Similar works shall mean: Maintenance work related to water purifiers.

1.3.3 The bidder must be registered with appropriate government authority as a bonafide business entity and must have GST registration certificate and Permanent Account Number of income tax.

1.3.4 The registrations and licenses should be valid during the execution phase.

1.3.5 Average annual turnover of the bidder as per ITCC or profit & loss statement shall not be less than 30% of the estimated cost, not having incurred loss in more than two years, during last 5 years ending 31 Mar 2021.

S/d
Sr. Executive Engineer, Water Works

On behalf of the Director, Indian Institute of Technology Kharagpur

Copy to:
1) Registrar
2) Chief Engineer
3) SE (E&M)
4) Senior Executive Engineer (Civil / E&M/Horticulture/Sanitary)
5) Assistant Engineer (Water Works)
6) Notice Board
7) Office file
2. INFORMATION TO BIDDERS

2.1. SCOPE OF WORK

2.1.1. The IITKGP intends to carry out the work for Regular maintenance for 36 Nos. Water Purifiers.

2.1.2. Constraint: The job needs to be executed in IIT Kharagpur without causing any disturbances to the normal functioning of offices/Campus.

2.1.3. The vendor shall work out execution sequence and methodology so as to complete the project within the envisaged time and the estimated cost, duly handling the constraint mentioned above.

2.1.4. One set of filter candle and carbon block will be replaced each year “As per year of contract”.

2.1.5. Two mandatory services will be provided each year “As per year of contract”. After each service, Job Card should be signed by the user. After successful completion of the entire work, bill will be paid as per rules and no other bill shall be paid in between the contract period.

2.1.6. Additional visits will be made as and when required, in the event of any breakdown / malfunctioning of the equipment on intimation in this regard. During such visits, worn-out / exhausted parts will be replaced with new / rectified spares for all products without any additional charges.

2.2. GENERAL INSTRUCTIONS

2.2.1. Bidding documents are to be obtained electronically through websites:
   http://www1.iitkgp.ac.in/topfiles/tenders.php; ii)https://eprocure.gov.in/eprocure/app

2.2.2. This bid document shall be read in conjunction with GCC (General Conditions of Contract) available on http://www1.iitkgp.ac.in/topfiles/tenders.php.

2.2.3. The bidder shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. Access to the site will be granted by the Engineer-in-charge on all working days within working hours.

2.2.4. IITKGP shall not provide any space at site for labour huts/ments.

2.2.5. All clarifications about the tender shall be sought by bidder on or before pre-bid meeting. The bidders may make suggestions which shall be considered during the Pre Bid Meeting. Intending bidder(s) may also send their queries or suggestion, if any, through e-mail to the Sr. Executive Engineer (Water Works) on skbiswas@admin.iitkgp.ac.in on or before 19th July, 2021, 14:30 hrs. No queries shall be entertained after notification of replies to noteworthy queries received till the date of pre-bid meeting.

2.2.6. Completion certificate issued by Competent Authority will only be considered as credential. If the Completion certificate issued by Competent Authority does not reflect the type of work, then Final bill / Schedule of Quantity of the qualifying works also to be attached along with the Completion certificates. Certificate from private individuals / organizations for whom such works have been executed shall not be accepted.

2.2.7. The service provider shall have valid Trade License, GST registration number valid during the execution phase.

2.2.8. The bidding document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any), Addendum / Corrigenda, can be downloaded from the websites: i)http://www1.iitkgp.ac.in/topfiles/tenders.php; ii)https://eprocure.gov.in/eprocure/app. Corrigenda, if any shall be published only on these web sites at any time before the closing time of tender. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason what so ever. The tenderers who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrigendum/addendum before closing time of tender and ensure that bid submitted by them are in accordance with all the corrigendum’s/addendums.

2.2.9. All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the Institute accepts no liability whatsoever therefore.
2.2.10. Rates quoted by the bidders shall be inclusive of GST (Goods and Services Tax - Central, State and Interstate) and all applicable taxes. Income Tax and all other statutory deductions like labour cess etc. will be deducted from the bill as per prevailing rules.

2.2.11. Exemption to IITKGP against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IITKGP after award shall be passed on to IITKGP by the contractor without dispute.

2.2.12. IITKGP reserves the right to reject any or all of the bids without assigning any reason.

2.2.13. **Bid Validity**: Bid shall remain valid for 120 days from the date of submission.

2.2.14. **Firm Price**: Bidder's quoted Rates/Prices for executing the activities under the Contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.

2.2.15. If any information furnished by the bidder is found as false / fabricated, then his bid will be rejected and treated as cancelled. Even if such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Earnest Money Deposit and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IITKGP for next 05 (Five) years.

2.2.16. **Complaints Handling**:
   i) All maintenance complaints shall be got addressed by the contractor to the satisfaction of Engineer-in-charge within 3 days from the date of issuance of the "Job Card" from IIT Kharagpur.
   ii) Complaints requiring completion time more than 3 days shall be responded specifically by the contractor with the scheme, in consultation with Engineer-in-charge, and timeline for compliance, to the Engineer-in-charge within 3 days from the date of issuance of the "Job Card".
   iii) Any complaint left unattended by the contractor beyond 3 days without specific reason on record shall attract levy of penalty of Rs. 50/- per complaint per day from 4\textsuperscript{th} day to 7\textsuperscript{th} day and Rs. 100/- per complaint per day thereafter recoverable from dues to the contractor.

2.2.17. **Earnest Money Deposit (EMD)** of requisite amount and that in prescribed mode or proof of payment thereof shall be submitted with the Technical Bid explained in following section. MSEs registered with District Industries Centers, National Small Industries Corporation and any other body specified by Ministry of MSME or Startup as recognized by Department of Industrial Policy and Promotion shall be exempted from payment of EMD in the bid. The self attested photocopy of their evidence should be submitted by the bidders(s) along with the format request letter for exemption.
   i) In case the NSIC/MSEs registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected.
   ii) Bidder so exempted for submission of EMD shall have to submit an undertaking as per Annexure-II.
   Bidder not having NSIC/MSEs registration has to submit Bid Security Declaration Form (Annexure-III) along with an undertaking as per Annexure-II.

2.3. **SUBMISSION OF TENDER**

2.3.1. Help for Contractors, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.[https://eprocure.gov.in/eprocure/app]

2.3.2. It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-Procurement of IIT Kharagpur.

2.3.3. It is mandatory for the bidders to get their firm /company registered with e-procurement portal https://eprocure.gov.in/eprocure/app to have user ID & password.

2.3.4. Tender documents will be available online on website https://eprocure.gov.in/eprocure/app which can be downloaded free of cost.
2.3.5. Bidders may download and refer the "Instructions for Online Bid Submission" from (https://eprocure.gov.in/eprocure/app)

2.3.6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid".

2.3.7. Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of "Financial Bid". Hence, physical submission of the documents is limited to submission of original Earnest Money Deposit in the form of Pay Order/ Demand Draft / Bank Guarantee/MSE registration certificate as per provision given in sub-clause 1.2.5 of NIT & 2.2.15 of Information to Bidders.

2.3.8. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal https://eprocure.gov.in/eprocure/app ("Server System Clock Time") shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

2.3.9. The bidders are advised to submit their e-bids well before the e-bid due date. IIT KHARAGPUR shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.

2.3.10. The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line” only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.

2.3.11. Any tender received without original Earnest Money in the form as specified in clause 1.2.8 of tender documents shall not be considered and shall be summarily rejected.

2.3.12. IIT KHARAGPUR reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIT KHARAGPUR's assessment of suitability as per eligibility criteria shall be final and binding.

2.3.13. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of IIT KHARAGPUR in this regard shall be final and binding.

2.4. EVALUATION OF BIDS AND AWARD OF WORK

2.4.1. The Bid of bidder will be opened electronically on the specified date and time of opening at the Office of Sr. Executive Engineer, Institute Works (Water Works), IIT Kharagpur, Kharagpur – 721302 in the presence of willing bidders or their authorized representatives.

2.4.2. Date, time and place of opening of Financial Bid will be informed after evaluation of Technical Bid to the Technically Qualified Bidders.

2.4.3. Bids shall, first, be checked for NSIC/MSEs registration certificate or Bid Security Declaration Form (Annexure-III). Only those bids found to have duly submitted NSIC/MSEs registration certificate or Bid Security Declaration Form (Annexure-III) shall be considered for evaluation.

2.4.4. Evaluation of Technical Bid: The bids received will then be assessed on the eligibility criteria mentioned at Para 1.3 of Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.

2.4.5. IITKGP retains the right to revert back to individual bidders with further clarifications / queries on the Technical Bid. The bidder has to respond to the queries within the specified time mentioned in the covering letter.

2.4.6. On the date & time specified for opening of Financial Bid or the Revised Financial Bids as the case may be opened on specified date and time.
2.4.7. **EVALUATION OF Financial Bids:** The Financial Bid should contain the complete bid document with duly filled in Schedule of Financial Quote. Financial Bids opened as above will be checked for arithmetical errors.

2.4.8. The successful bidder shall be issued Letter of Acceptance (LOA) of the bid, and be required to furnish a Performance Guarantee as per General Conditions of Contract, Program Schedule with specific Milestones to be achieved as to complete the work within the stipulated time limit and details of his Technical Staff to be deployed as per ANNEXURE-I.

2.4.9. **Letter of Award (Work Order)** shall be issued to the successful bidder only after receipt of the Performance Guarantee, along with Program Schedule and the details of Technical Staff to be deployed for the work.

2.4.10. **Agreement (Contract)** consisting of complete tender document including conditions, bill of quantities, technical proposal and specialized services, drawings, if any, and acceptance thereof together with any correspondence leading thereto, shall be drawn and signed with the awardee after issue of Work Order.

2.4.11. **Date of start** of work shall be reckoned from 7th day from the date of issue of “Letter of Acceptance” or as mentioned in work order.
3. UNDERTAKING BY THE BIDDER

UNDERTAKING

I / We have read and examined the Tender document including terms & conditions, specifications, bill of quantities, drawings and designs, general rules & directions, General Conditions of Contract, Special Conditions of Contract and all relevant other documents, publications and rules referred to in the Conditions of Contract and all other contents in the tender documents for the work.

I / We, hereby tender for execution of the work specified for the Indian Institute of Technology Kharagpur within the time specified and in accordance in all respects with the specifications, designs, drawings and instructions in writing.

We agree to keep the tender open for 120 days from the last date of its submission and not to make any modifications in its terms and conditions. An undertaking as mentioned in Bid Security Declaration Form(Annexure-III) has been deposited. If I / we, fail to furnish the prescribed performance guarantee within prescribed period, I / we agree that the said Director, Indian Institute of Technology Kharagpur or his authorized officer shall without prejudice to any other right or remedy, be at liberty to enforce actions as mentioned in the Bid Security Declaration Form(Annexure-III) and forfeit the performance guarantee absolutely to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

Further, I / We agree that in case of enforcement of actions as mentioned in the Bid Security Declaration Form(Annexure-III) and / or Performance Guarantee as aforesaid, I / We shall be debarred for participation in the re-tendering process of the work.

I / We hereby declare that I / We shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate information derived there-from to any person other than a person to whom I / We am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Seal & Signature of Contractor

Postal Address

Dated

Witness

Address

Occupation
## ANNEXURE-I

### TECHNICAL STAFF OF CONTRACTOR

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>NAME</th>
<th>QUALIFICATION</th>
<th>EXPERIENCE</th>
<th>CONTACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall In-charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Seal & Signature of Contractor
UNDERTAKING FOR COMPLIANCE WITH GCC

UNDERTAKING

We hereby undertake that we shall fulfill all the terms & conditions within the specified time frame, after the acceptance of our offer, incase our offer is accepted; failing which IIT Kharagpur may go ahead to take necessary action such as reporting the non-compliance to appropriate Government authorities and barring us from future participation in IIT Kharagpur works.

Dated: Seal & Signature of Contractor
ANNEXURE-III

Bid Security Declaration form

Date__________________ tender No.____________________________________________________to (Insert complete name and address of the purchaser)

I/ We, the undersigned declare that:

I/We understand that according to your conditions, bids must be supported by a bid Security Declaration

I/We , accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) Have withdrawn /modified /amended impairs or derogates from the tender, my /our Bid during the period of bid validity specified in the form of Bid: or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required or (ii) fail or refuse to furnish the performance Security, in accordance with the instruction to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am /We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder: or (ii) thirty days after the expiration of the validity of my /our Bid.

Signed: (Insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the bid Securing Declaration)

Name (Insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on ..................................................day of .................................................................

(Insert date of signing)

Corporate seal (where applicable)
4. Checklist for Documents to be uploaded on [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tender Documents</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>EMD</td>
<td>1.2.5</td>
</tr>
<tr>
<td>3.</td>
<td>Document support of Bonafide Business Entity</td>
<td>1.3.3</td>
</tr>
<tr>
<td>4.</td>
<td>GST Registration Certificate</td>
<td>1.3.3</td>
</tr>
<tr>
<td>5.</td>
<td>Permanent Account Number</td>
<td>1.3.3</td>
</tr>
<tr>
<td>6.</td>
<td>Experience Certificate</td>
<td>1.3.2</td>
</tr>
<tr>
<td>7.</td>
<td>Average annual turnover of the bidder as per ITCC or profit and loss statement for last 5 year</td>
<td>1.3.4</td>
</tr>
<tr>
<td>8.</td>
<td>ANNEXURES - I, II &amp; III</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>SOQ</td>
<td></td>
</tr>
</tbody>
</table>
**Price Bid:**

**Name of work : Regular maintenance for 36 Nos of water purifiers.**

<table>
<thead>
<tr>
<th>Sl</th>
<th>Description</th>
<th>Model</th>
<th>Location</th>
<th>Qty.</th>
<th>Unit</th>
<th>Rate (Rs.)</th>
<th>Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual maintenance of water purifiers with one set of filter candle and carbon block replacement, two mandatory services should be provides each year, additional visits will be made as and when required in the event of any breakdown/malfunctioning of the equipment, during such visits, worn-out/exhausted parts will be replaced with new/rectified spares for all products without any additional charges.</td>
<td>120 SS</td>
<td>Vikramshila</td>
<td>1</td>
<td>No.</td>
<td>10213</td>
<td>10213</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hi-flo</td>
<td>Vikramshila</td>
<td>2</td>
<td>No.</td>
<td>3230</td>
<td>6460</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classic</td>
<td>Kalidas Auditorium</td>
<td>3</td>
<td>No.</td>
<td>3230</td>
<td>9690</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classic</td>
<td>JCB Complex</td>
<td>2</td>
<td>No.</td>
<td>3230</td>
<td>6460</td>
</tr>
<tr>
<td></td>
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<td>ST 2000</td>
<td>JCB Complex</td>
<td>1</td>
<td>No.</td>
<td>3230</td>
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<td>AGCCCP</td>
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<td>1</td>
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<tr>
<td></td>
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<td>Hi-flo</td>
<td>JCB Complex</td>
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<td>No.</td>
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<td></td>
<td></td>
<td>AG 120 ss</td>
<td>Nalanda complex</td>
<td>4</td>
<td>No.</td>
<td>10213</td>
<td>40852</td>
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<td></td>
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<td>Ironil</td>
<td>Nalanda complex</td>
<td>8</td>
<td>No.</td>
<td>2150</td>
<td>17200</td>
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<tr>
<td></td>
<td></td>
<td>AG120 SS</td>
<td>Main Building</td>
<td>2</td>
<td>No.</td>
<td>10213</td>
<td>20426</td>
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<tr>
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Rates are inclusive of all taxes