



# NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA-769008, ODISHA

(TENDER NOTICE NO.: NITR/EM/2019/L/0104 dated: 28/01/2019)

**Operation and maintenance of water pump houses and distribution of water (academic hall of residence & staff quarters area) and maintenance of STP (0.18 MLD) at NIT Rourkela.**

Sealed tenders are invited from reputed civil contractors of appropriate class having valid registration with PWD (Orissa State) / CPWD / PSUs / NITR having sound financial status, machinery, resources and experience in execution of similar works i.e. water distribution system, water pipelines, maintenance of pumps & motors

Name of work	EMD	Time of completion
Operation and maintenance of water pump houses and distribution of water (academic hall of residence & staff quarters area) and maintenance of STP(0.18 MLD) at NIT Rourkela	Rs. 57,350.00	12 months

1. **Eligibility Criteria:** - Contractors who fulfil the following requirements shall be eligible to apply. Joint ventures are not accepted.

**A.** Should have successfully completed similar works during the last Ten (05) years at least.

- One similar completed work costing not less than Rs.23 lakhs.  
Or
- Two similar completed work costing not less than Rs.14.5 lakhs.  
Or
- Three similar completed work costing not less than Rs.11.5 lakhs.

**B.** Should have average annual financial turnover of Rs. 10 lakhs during last three years ending 31<sup>st</sup> March 2018.

2. Sealed tenders on **item rate basis** are invited in the prescribed form.

3. The firm should not have been black listed at any time. To this effect, an undertaking is to be given in the prescribed format.

4. The tender must accompany the earnest money of Rs.57, 350/-. In the form of **Demand Draft** of Nationalized Bank (payable at Rourkela in favour of Director, National Institute of Technology Rourkela).Moreover, the same should reach physically through speed post/ registered post/ courier, addressed to the Registrar, National Institute of Technology, Rourkela- 769008, Odisha on or before last date of submission of BID.

5. The tender papers may be downloaded from NIT website (i.e. [www.nitrkl.ac.in](http://www.nitrkl.ac.in)).

6. The submission of bids by the tenderer should be addressed to the Registrar, National Institute of Technology, Rourkela in three separate sealed Envelopes

**Operation and maintenance of water pump houses and distribution of water (academic hall of residence & staff quarters area) and maintenance of STP (0.18 MLD) at NIT, Rourkela**

**(Tender Notice No. – NITR/EM/2019/L/0104 dated: 28/01/2019)**

**Due on 18/02/2019 by 03:00 PM**

**Open of Technical Bid on 19/02/2019 at 11:00 AM**

**Envelope No-I:** - To contain Bank Drafts towards: (I) Earnest Money deposit

**Envelope No-II:** - The envelope marked as 'Techno Commercial Bids' shall contain prequalification requirements in NIT format (Form B, C & D), other documents mentioned in checklist attached to the tender signed and stamped on all pages confirming acceptance.

**Envelope No-III:** - The envelope marked as "Price Bid" shall contain "Form E" duly filled, signed and stamped by the agency.

7. The prequalification shall be based on an objective evaluation of details regarding past performance in specific job areas, technical and financial capabilities and resources of the contractors including possession of appropriate equipment for the type of work etc. and with proven track record and will be evaluated by the NIT. Bidders are advised to enclose details of experience; status of Engineers employed and equipment at their disposal in each area of specialization. Bidders must make arrangement for inspection of their recent construction sites by NIT officials to ascertain their quality of construction.

8. The time of completion is firm, and penalty under liquidated damage clause will be charged for any delay in work.

9. A pre-Bid meeting will be held on 11/02/2019 at 03:30 PM, at the board room of NIT Rourkela where all queries of bidders will be clarified.

10. The validity of the tender shall be 120 days from the date of opening of the bids. **The job will be awarded at lowest tender item rate. The tenderer will be analysed on the basis of total amount quoted per month excluding GST percentage.**

11. Details including our prescribed format for prequalification, BOQ, General condition and special condition of contract etc. are available in our website at [http://nitrkl.ac.in/OldWebsite/Jobs\\_Tenders/7Construction/Default.aspx](http://nitrkl.ac.in/OldWebsite/Jobs_Tenders/7Construction/Default.aspx)

12. Each page of the tender documents should be signed by the authorized person or persons submitting the tender as token of his/her having acquainted himself/themselves with general and special condition of contract, specification etc. as laid down. Any tender with any of the documents not so signed will be subjected to rejection.

13. NIT reserves the right to qualify or deny prequalification of any or all applicants without assigning any reasons.

14. Detail scope of work and operative terms and conditions are prescribed as per **annexure - A**

Sd/-  
(REGISTRAR)  
NIT, Rourkela  
Fax No- 0661-2462022  
Ph. No -0661-2472021

## **CHECK LIST FOR PRE-QUALIFICATION**

Forms to be filled properly.

1. Form-A: This form (check list)
2. Form-B: Letter of Transmittal
3. Form-C
4. Form-D
5. Photocopy of documents to be attached.
  - a. Valid license
  - b. Work orders of last 3 years.
  - c. GST Registration certificate, VAT Clearance Certificate, PAN Card
  - d. Performance report from the officer/authority not less than Executive engineer with a specific mention about the project components, scheduled completion time and actual completion time, final project cost etc. to be submitted.

**(Signature of the Agency)**

## PRE-QUALIFICATION INFORMATION

### LETTER OF TRANSMITTAL

(To be typed on the Agency's Letterhead)

To

The REGISTRAR

National Institute of Technology,

Rourkela-769008.

**Sub: Operation and maintenance of water pump houses and distribution of water (academic hall of residence & staff quarters area) and maintenance of STP (0.18 MLD) at NIT Rourkela**

Sir,

Having examined the details of pre-qualification document, I hereby submit the pre-qualification documents and other relevant information.

1. I hereby certify that all the statements made and information supplied in the enclosed forms A to E and accompanying statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.
2. I have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I certify that my firm is not **blacklisted/banned** from business by any organization.
4. I hereby accept the rules and procedures of the institute for pre-qualification of contractors and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

(Signature of the Agency)

**NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA**

**APPLICATION FOR PRE-QUALIFICATION**

1. NAME OF AGENCY/FIRM: \_\_\_\_\_.
2. ADDRESS: \_\_\_\_\_.
3. FAX/TELEPHONE NUMBER: - \_\_\_\_\_.
4. QUALIFICATION OF TECHNICAL PERSON: - \_\_\_\_\_.
5. DETAILS OF REGISTRATION WITH

**OTHER GOVT/PSU ORGANISATION:-**

- NAME OF THE DEPARTMENT/ORGANISATION \_\_\_\_\_
- CLASS OR CATEGORY \_\_\_\_\_
- ENLISTMENT AUTHORITY \_\_\_\_\_
- DATE OF VALIDITY \_\_\_\_\_

**6. VOLUME OF BUSINESS IN LAST FIVE FINANCIAL YEARS**

- FY 2015-16      Rs \_\_\_\_\_
- FY 2016-17      Rs \_\_\_\_\_
- FY 2017-18      Rs \_\_\_\_\_

7. Important jobs executed in Govt. /PSU, including specifications, materials used, quality adherence, methods of testing including test/inspection certificates.
8. Field of specialisation:-
9. Valid Income Tax clearance certificate (ITCC).
10. Any other information regarding technical capability and financial soundness.

(Signature of the Agency)

**Annexure to application for pre-qualification****WORKS COMPLETED AND IN PROGRESS DURING THE LAST 10 YEARS (INCLUDING ALL WORKS AWARDED)**

{ADD ADDITIONAL SHEETS, IF NECESSARY}

<b><u>SI NO</u></b>	<b><u>Name of the work &amp; agreement no</u></b>	<b><u>Date of start</u></b>	<b><u>Date of completion</u></b>		<b><u>Tendered cost</u></b>	<b><u>Complete address of the authority for whom work was done</u></b>
			<b><u>stipulated</u></b>	<b><u>actual</u></b>		

ON THE LETTERHEAD OF THE FIRM/AGENCY
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**TENDER FOR OPERATION & MAINTENANCE OF WATER PUMP HOUSES AND DISTRIBUTION OF DRINKING WATER (ACADEMIC AREA, HALLS OF RESIDENCE, STAFF QUARTERS AREA).**

**PRICE BID**

1. Name of the firm with address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Price : (As mentioned in the following table)

Sl. No.	Description	Quoted price per month (In Rupees)
I	Outsourcing of water supply pertaining to Institute Pump house (Academic area and hall of residence area as per point A-1 of this tender document.) and Campus Pump house (staff quarter areas as per point A-2 of this tender document.) and operation and Maintenance of 0.18 MLD Sewerage treatment plant (as per point A-4 of this tender document)	
	<b>Total</b>	=

GST amount quoted in percentage (extra):- \_\_\_\_\_.

Note:

- i) GST would be charge in addition to monthly rate quoted by the bidder which is inclusive of all taxes/ duties, or any other applicable taxes/levies as may be levied by the Govt. from time to time.
- ii) The institute shall have the liberty to drop any of the work components mentioned above and the selection shall be done accordingly. The qualifying firm must agree to the decision of the institute failing which EMD shall be forfeited.

Place: \_\_\_\_\_

Date: \_\_\_\_\_ signature of the bidder with seal



**A) JOB DESCRIPTION:**

Operation & maintenance of pump house (Mechanical & Electrical) & pumping of water to overhead tank, supply of water to Academic building, Halls of residence area, Swimming Pool, All Flat type & Quarters type area and any other facility that comes up during the year and regular checking and maintenance of pumps, with their associated starter and all type of valves installed in water lines etc. In addition to this, Operation and maintenance of the sewerage treatment plant (0.18 MLD) is also to be done as per the following terms & conditions.

**A1) Operation & Maintenance of pump houses in the Academic area and Hall of residence area:**

- 1) Running & Maintenance of bore wells Submersibles pump (Total 4 nos.) to fill up the underground sump (200,000 litre capacity) to ensure full supply of water for pumping to overhead tank through round the clock.
- 2) Overhead tank (400,000 litre capacity) to be filled up to ensure uninterrupted supply to the hall of residence, academic block, transit flat and swimming pool.
- 3) Operation of Mechanical pumps by electrically operated motors having capacity 75 HP to 60 HP (3 nos.), including preventive maintenance of pump starter motor etc.
- 4) To operate sluice valves for proper supply of water to the halls of residence and academic area of the institute, swimming pool & transit flat.
- 5) To undertake preventive maintenance of pump, starter, motor, submersible pump, valve etc. for smooth running and operation and proper records shall be maintained by the contractor.
- 6) The Firm/Agency has to ensure that there is no wastage of water through leaking pipe, valve, overflow due to failure of float valves etc.
- 7) The farm shall be responsible for upkeep of the water works area including removal of weeds, cleaning and drainage.
- 8) The operators should be competent and well trained to operate the pumps (Electrical & Mechanical).
- 9) In case of break down, the repair and maintenance of the pump should be done immediately ensuring "no interruption of water supply" with standby capacity, failing which the institute shall be entitled to recover a lump sum amount towards penalty from the contractor.
- 10) Distribution of water to the Academic area, Halls of residences, etc. should be done as per direction of Engineer I/c.
- 11) Maintenance and repair of pump and motor sets in case of major or minor breakdown of pump setup due to mechanical or electrical failure. Any spare parts that has to be replaced for repairing of pumps and motors set (except the work specified in point C given below for preventive and minor maintenance) shall be provided by the Estate Maintenance department.
- 12) Any spare parts required for maintenance of Electrical equipment (except the work specified in point C given below for preventive and minor maintenance) shall be provided by the Estate Maintenance department.
- 13) Maintenance of Bore well (4nos.) in case of any break down( Electrical or Mechanical) shall be taken care by the contractor, Any spare parts needed or repair of submersible pump shall also be provided by the contractor.
- 14) There will be no separate payment made for minor maintenance described below, and which is under the scope of the contact.

**A2) Operation and Maintenance of pump house in the staff Quarters Area:**

- 1) Pumping of water from the underground reservoir at staff quarter pump house to hill top reservoir round the clock, seven days a week by operating pumps and motors having capacity 50 HP to 75 HP (Total 5 nos.) including operation of sluice valves and other minor repair works (to ensure 400,000 litre of water at the hill top reservoir).
- 2) Supply of water from campus water works to hall water tank and vice-versa if needed.
- 3) Distribution of water to the campus as per direction of Engineer I/c.
- 4) Maintenance of Pump and Motor sets In case of major or minor breakdown of pump setup due to mechanical or electrical failure. Any spare parts that have to be replaced for repairing of pumps and motors set (except the work specified in point C given below for preventive and minor maintenance) shall be provided by the Estate Maintenance department.

**A3) Any addition to pumping capacity and/or pumps during the contract period shall be accepted by the contractor without asking for additional fees.**

**A4) Operation and Maintenance of sewerage treatment plant (0.18 MLD)**

- a) Adequate personnel should be engaged for operation & Maintenance of STP (0.18 MLD) situated in hall area. All materials/consumables required for running of STP will be provided by the Estate Maintenance office. The work will be operated under the guidance of Engineer I/c.

**B) OPERATIVE TERMS AND CONDITION:**

- 1) Adequate personnel (Technical & Non-Technical) as necessary for effective execution of job (minimum of 4 nos for each shift.) must be deployed by the awarded firm round the clock, seven days a week. In addition to this, one technical person with adequate qualification and experience for specialized work involving maintenance and repairing of pumps and motor sets, starter and other electrical works etc. at both pump houses must be deployed by the agency for any shift around the day.
- 2) The Agency shall assure that in the shortage of personnel on duty, the routine maintenance work and supply of water shall be executed effectively by engaging substitute personnel or assigning overtime duties to other employees at his own cost and expenses.
- 3) The assets and article provided by the institute shall be property of the institute and agency shall be merely the custodian of such assets and articles. On termination of Contract, any such property shall be handed over to the institute.
- 4) The agency shall ensure that all personnel are imparted proper training at regular intervals.
- 5) Names and other personal details of the employees engaged by your firm under this contract have to be submitted and approved by the institute.
- 6) The Agency shall submit the duty roaster for the assigned personnel for round the clock operation and maintenance of the Pump House throughout the contractual period.
- 7) The Agency shall designate their representative stationed at the institute, who would act as a liaison officer between the agency and the institute as and when required.
- 8) Names and other personal details of the personnel to be employed by the firm/agency under the contract have to be submitted and approved by the institute. The institute argues for State-of-art technology. If necessary at any period of the contract the institute may introduce biometric attendance for the personnel. Smoking, tobacco chewing & spitting, alcohol etc. are strictly prohibited inside the campus area. Any personnel found with this actor with improper/indecent behaviour may be dismissed from the job and institute shall not be responsible for any situation arising out of that.
- 9) Manager/staff substitution: During an assignment, if substitution is necessary (for example because of ill health or because of staff member proves to be unsuitable, or the member is no longer with the firm) the firm shall propose of other staff at least the same level of qualifications for approval of the competent authority of the institute. All payments to staff to be engaged by the firm under the contract are to be transacted through bank only.

- 10) Deficiency in service: The institute authorities shall inspect the facility from time to time to assess the performance of the contractor. If any deficiency in service is observed, the inspecting personnel may assess the value of the deficiency and recommend appropriate financial adjustment in the monthly bill. Such adjustment will typically be twice the value of the deficiency to account for the administrative cost and hardship to the users. The cost of the deficiency shall include not only the saving to the contractor in terms of materials, equipment's usage and personnel, but also consequence of poor performance by contractor's personnel and of poor supervision. In case of dispute in assessment, the decision of Director, NIT Rourkela shall be final and binding.
- 11) The contractor shall maintain the installations clean and tidy inside as well as around the installations and buildings. No rags and waste etc. shall be thrown near the building. This shall be deposited in the dustbins provided nearby. If pump House and other areas mention in the scope is found untidy a lump sum amount agreed by both the parties will be deducted from the contractor's bill. The amount quoted by the contractor shall provide manpower for such purpose at his own cost.

### **C) Scope of preventive & minor maintenance work:**

The following works are under the scope of preventive maintenance work.

- 1) Alignment of pump set should be checked & in case if required rectification should be carried out. & readings should be recorded.
- 2) Coupling brushes, pins, rubber parts will be checked & should be replaced if required.
- 3) Gland packing should be checked & should be replaced if it is worn – out.
- 4) Oil levels, & grease in bearing will be checked & replacing if necessary.
- 5) Noise, vibration & Temperature levels should be checked.
- 6) Total tool, tackles, chain pulley, try pad lifting materials, assisting Manpower and complete job is under the contractor's scope.
- 7) In case if the breakdown of pump set is occur, there should not be any extra claim (in terms of money) for handling charges of pump set up.
- 8) All the starter of Pump sets at both pump houses should be maintained by the contractor including providing any replaceable spare parts for the starter (Electrical & mechanical).

### **D) Tools and Tackles:**

- 1) All tools and tackles required for the work including testing equipment's shall be arranged by contractor.
- 2) For installation work at site, the tenderer shall be fully responsible for arranging the supply of required tools and tackles, cable crimping tools, multimeter, pipe Wrenches, gauges, etc.

However any damages were observed a lump sum amount will be deducted from the security deposit /performance guarantee.

### **E) Maintenance of records:**

The contractor shall maintain all records such as log book, schedule of maintenance activity, material requisition book and other statutory registers for manpower employed etc.

## **F) Inspection**

- 1) Inspection will be carried out by department as and when required. The log book for all the plants shall be submitted to department before submission of RA bill of every month for check and certification by the department.
- 2) In case of any shortage found during the surprise check, recovery shall be made from the payment due to the contractor for the affected category at double the rates prevailing or decided by the Engineer I/c. In case of absence of any manpower the recovery proportionate to the quoted amount shall be made from the bill.

## **G) STATUTORY OBLIGATION:**

- 1) The Agency/ Firm shall be directly responsible for payment of minimum wages as per central government orders and circulars (including other benefits like E.P.F. & E.S.I) to his man power engaged under this contract at his own cost. When the contract terminates there shall be no physical or moral pressure on the institute, on grounds of “person/ resources displace from job”.
- 2) Month wise detailed statement of wages paid to the employees including E.P.F/E.S.I deduction should be enclosed along with the monthly bill by the Firm/ Agency and submitted to the designated Officer of the institute.
- 3) The Agency should have E.P.F registration No. and a valid labour license under section 7 of the contract labour (R & A) act, 1970 and contract labour (R & A central Govt. rules, 1971).
- 4) The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Govt. & State Govt.
- 5) The firm/Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
- 6) All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. The institute shall in no way be liable for any such incident.
- 7) If there is any damage to the institute property or any other financial burden on the institute because of wilful or negligent action by the Firm or its personnel, the institute shall be entitled to recover the same by means of compensation from the Firm/ Agency.
- 8) The Registrar or an Officer explicitly authorized by him will represent the institute in all dealings with the Firm/ Agency.
- 9) The staff engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the institute in the matter.

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