



NATIONAL INSTITUTE OF TECHNOLOGY

ROURKELA-769 008 (ODISHA)

Tender Notice No. NITR/PW/Tender/11/12(D)

Dated: 10.10.2011

TENDER FOR OPERATION & MAINTENANCE OF WATER PUMP HOUSE AND DISTRIBUTION OF WATER (ACADEMIC AREA, HALLS OF RESIDENCE & STAFF QUARTERS AREA)

Sealed tenders in prescribed format are invited for maintenance of pump house(Academic, Halls of residence and staff quarters Area) and distribution of water(in the academic area and Halls of residence area and staff quarters area) from experienced Contractors/Firms/Agencies of 'B' 'C' and 'D' category registered with state govt./ central govt./ PSU/NIT Rourkela as per the following terms and conditions.

A. JOB DESCRIPTION

Operation & Maintenance of pump house (Mechanical & Electrical work) and pumping of water to overhead tank, supply of water to Academic Buildings, halls of residence area, Swimming Pool, transit flats & staff quarters area and any other facility that comes up during the year and regular checking of pumps, associated electrical switches connecting water lines and valves, etc. as per the following terms and conditions.

1) OPERATION & MAINTENANCE OF PUMP HOUSE IN THE ACADEMIC AREA AND HALLS OF RESIDENCE AREA:

Operation of pumping facility (Mechanical & Electrical work), pumping of water to overhead tank, supply of water to halls of residence area, Academic Buildings, Swimming Pool and transit flat round the clock, 7 days a week to ensure uninterrupted water supply to halls and other academic facilities and regular checking of pumps, connecting water lines and valves etc. as per the following terms and conditions.

- i) Running and Maintenance (minor maintenance) of bore well submersible pump to fill up of underground sump (200,000 litre capacity) to ensure full supply of water for pumping to overhead tank.
- ii) Overhead tank (400,000 litre capacity) to be filled up to ensure uninterrupted supply to the halls of residence, academic block, transit flat and swimming pool.
- iii) Operation of Mechanical pumps by electrically operated motors having capacity 40 HP to 60 HP (3 nos), including preventive maintenance of pump starter motors etc.
- iv) To operate sluice valves for proper supply of water to the halls and academic area of the institute, swimming pool and transit flats.
- v) To undertake preventive maintenance of pump, starter, motor, submersible pump, valves etc for smooth running and operation and proper records shall be maintained by the contractor.
- vi) Repair and maintenance of all plumbing works in the pump house area, halls of residence, Academic building, transit flat and swimming pool for uninterrupted supply of water to over head tanks of individual buildings including repairing of underground supply line. It does not include retail plumbing within the above building premises.
- vii) The Firm/Agency has to ensure that there is no wastage of water through leaking pipe, valves, overflow due to failure of float valves etc.

- viii) The Firm shall be responsible for upkeep of the water works area including removal of weeds, cleaning and drainage.
- ix) The operators should be competent and well trained to operate the pumps (Electrical & Mechanical).
- x) In case of break down, the repair and maintenance of the pump house 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.
- xi) Operation of bore well pumps near the halls of residence area.

2) OPERATION & MAINTENANCE OF PUMP HOUSE IN THE STAFF QUARTERS AREA :

- i) 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 with motors having capacity 50HP to 75 HP including operation of sluice valves and other minor repair works (to ensure 400000 litre water at the hill top reservoir).
- ii) Supply of water from campus water works to hall water tank and vice-versa if needed.
- iii) Distribution of water to the Campus as per direction of engineer-in-charge.

B. OPERATIVE TERMS AND CONDITIONS:

1. Adequate personnel as necessary for effective execution of the job must be deployed by the firm/agency round the clock, seven days a week. At least one Electrician with ITI and Lineman/ B Certificate to be deployed by the agency for all electrical work related to pump house operation and maintenance.
2. The Agency shall assure that in the event of 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. Institute shall provide plumbing items as and when required for maintenance purpose. The firm/ Agency shall to keep proper record of the same and shall deploy adequate numbers of trained personnel for maintenance of the same
4. The assets and articles 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.
5. The Agency shall ensure that all personnel are imparted proper training at regular intervals.
6. Names and other personal details of the employees engaged by the Agency under this contract has to be submitted and approved by the Institute.
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. 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 usage and personnel, but also the 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.

C. STATUTORY OBLIGATIONS:

1. The Agency/Firm shall be directly responsible for payment of wages (including other benefits like E.P.F & E.S.I) to his manpower 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 displaced from job”.

2. Any mid-year increase in expenditure because of enhancement of minimum wage of the central govt. or other statutory taxes/levies (except service tax) will be absorbed by the contractor without affecting the service provided.
3. 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.
4. 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).
5. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.
6. The Firm/Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
7. 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.
8. If there is any damage to the institute property or any other financial burden on the institute because of willful 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.
9. The Registrar or an Officer explicitly authorized by him will represent the Institute in all dealings with the Firm/ Agency.
10. 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.

D. MODE OF SELECTION:

1. A committee constituted by the Institute will examine all the proposals on the basis of
 - a. Credentials of the contractor and the key personnel.
 - b. Past experience in similar business.
 - c. Materials and methodology to be applied for cleaning and maintenance works.
 - d. The quality and reliability of service
 - e. Service charges quoted
2. The recommendation of the committee will be put up to Director NIT for his consideration. Decision of Director will be final and binding. It should be noted that selection will be based on combination of quality and cost, instead of cost alone.
3. Photo copy of all relevant documents as mentioned in Annexure-I have to be submitted along with the proposal, failing which the same is liable to be rejected.

E. COMMERCIAL TERMS AND CONDITIONS:

1. The successful bidder/firms shall deposit the Bank Draft of an amount equal to one month's contract value from a nationalized bank in favour of National Institute of Technology, Rourkela as Security Deposit. The security money shall be released within one month after realization of the Institute dues, if there would be any on termination of the contract. If the firm fails to operate as per the agreed terms and conditions of the contract the security deposit shall be forfeited.
2. If the Firm/Agency fails to initiate the job within specified time given by the institute, the EMD shall be forfeited and the next eligible firm/Agency shall be offered.
3. The agency shall submit a monthly claim (the mutually agreed rate as per the contract) to the Institute through the designated officer of the Institute, who shall endorse a certificate on the bill for the services rendered by it during that month. The payment of the certified monthly bill shall normally be made within fifteen days from the date of receipt of the bill.

F. CONTRACT VALIDITY :

1. The contract shall be initially for a period of one year from the date of award subject to continuous satisfactory performance. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis at the sole discretion of the Director, NIT Rourkela. If renewed, the contract value will be 107% and 115% respectively of the base year.
2. This contract can be terminated under any one of the following circumstances.
 - (a) By giving one month's notice by the Institute, anytime without assigning a reason, if in the opinion of the authorities such termination is in the interest of the Institute. This termination will not be challenged by the Contractor.
 - (b) The firm/Contractor not performing his duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the contractor meets specification or is deficient and to what degree. In such a case the notice period shall be one week without any compensation.
 - (c) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week without any compensation.
 - (d) The firm/Contractor being declared as insolvent by the court of law. The notice period shall be one week without any compensation.
 - (e) For indulging in any grossly unsafe practice, stealing or wilfully damaging institute property or engaging in any illegal activity, the contract may be terminated on immediate notice. Decision of Director, NIT Rourkela in this matter shall be final and binding.

During the notice period for termination of contract in any of the situations contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the Contractor to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to NIT, Rourkela.

G. JURISDICTION AND RIGHT TO AMEND RULES:

1. The institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the contractor in due course.
2. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT, Rourkela is the sole arbitrator to decide the same and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Rourkela only.

H. INSTRUCTIONS TO THE BIDDERS:

1. Interested bidders can visit the site in our campus on any working day. In case of any further clarification, the bidders may contact Mr. S. P. Mohapatra, AEE, Civil maintenance, NIT, Rourkela.
2. The bids must be submitted in **three separate** sealed envelopes as listed below all kept in one sealed big envelope.
 - a) Techno-Commercial
 - b) Price Bid
 - c) EMD

3. The price bid must be submitted with seal & signature of the bidder as per Annexure-II. Any other format of price bid shall not be accepted.
4. E.M.D of Rs.20,000/- (Rupees Twenty thousand only) in the shape of demand draft in favour of " Director, NIT, Rourkela", payable at any nationalized bank at Rourkela must be deposited along with the bid without which the bid will not be honoured and liable to be rejected . The E.M.D will be refunded to unsuccessful bidders within a month of finalization of tender.
5. Bid shall remain valid and open for acceptance for a period of 60 days from the last date of submission of bids.
6. The bidders are requested to apply in a sealed envelope, addressed to The Registrar, NIT, Rourkela, superscribing the following on the top of the envelope.

TENDER FOR OPERATION & MAINTENANCE OF WATER PUMP HOUSE & DISTRIBUTION OF WATER AT NIT ROURKELA

Tender Notice No. NITR/PW/Tender/11/12(D)

Date:10.10.2011

Due date : 25.10.2011

7. All relevant information and documents must be furnished along with the proposals in the given format (Annexure- I).
8. Pre-bid discussion with institute committee and finalization of technical details shall be held on **Dt. 19.10.2011 at 3.00 P.M.**. All interested bidders are requested to come with their draft Techno-commercial details for discussion.
9. Last date for submission of proposals : Dt. 25.10.2011 by 3.00 PM
Date of opening of proposals : Dt. 25.10.2011 at 3.30 PM
10. The Institute reserves the right to cancel / reject any or all offers without assigning any reason thereof.

ON THE LETTERHEAD OF THE FIRM/AGENCY

TENDER FOR OPERATION & MAINTENANCE OF WATER PUMP HOUSE AND DISTRIBUTION OF WATER (ACADEMIC AREA, HALLS OF RESIDENCE, STAFF QUARTERS AREA)

1. Name of the Firm/Agency : _____
2. Name of the Proprietor /Partner(s) : _____
3. Full Postal Address : _____

4. Other Business of the Firm : _____
5. Office/Residence Phone No./ Mobile No., If any: _____
6. Office Fax No. If any : _____
7. Name(s) of the Proprietor/
Partners : _____
8. PAN No. (Mandatory) : _____
9. E.P.F & ESI Registration No. : _____
10. Service Tax Registration No. : _____
11. Labour License No. : _____
12. Volume of Business in the Financial
Year 2010-11. : _____
13. Volume of Business in the Financial
Year 2010-11 with NIT, Rourkela, If any
give details : _____
14. Past experience in similar business or credential : **Use separate sheet**
(enclose relevant documents/ order copies of other organizations)
15. EMD Particulars: Bank Draft No. _____ Date _____ for Rs. _____
16. Number and qualification of personnel the firm proposes to use : _____
(Attach separate sheet for qualification, experience and other details of personnel)
17. Materials, Machinery and methods used in executing the job : **Use separate sheet**

Signature of the Proprietor/ Partner

N.B. (Please enclose the photo copy of following documents along with the form)

1. Income Tax / Service Tax Clearance Certificate
2. Service Tax registration No. and PAN No.
3. E.P.F, ESI & Labour License.
4. Order copy of other organizations if any.

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PRICE BID

1. Name of the firm with address : _____

2. Price : (as mentioned in following table)

Sl. No.	Description	Quoted Price per month (In Rupees)
I	Outsourcing of Water supply job pertaining to Hall of Residences and Academic area Pump house in NIT Campus (as per Point-A.1)	
II	Out Sourcing of Water supply job pertaining to staff quarter pump house in NIT campus (as per Point-A.2)	
TOTAL QUOTED PRICE PER MONTH (In Words: Rupees.....Only)		Rs.....

Note :

- i) Monthly rate quoted by the bidder shall be inclusive of all types of taxes (Sales and/or service tax).
- ii) The quoted price in the price schedule shall be inclusive of all taxes/ duties, cess, or any other applicable taxes/levies as may be levied by the Govt. from time to time.
- iii) The prices shall be firm for a period of one year and no increase in the prices shall be entertained during the contract period.
- iv) 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 the EMD shall be forfeited.

Place:

Date:

Signature of the bidder with seal