

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Ground Floor, Block "A", Vishwakarma Government Engineering College Campus  
Visat-Gandhinagar Highway, Chandkheda, Ahmedabad-382424. Tel/Fax No. +91 79 2397 2583

Website: [www.iitgn.ac.in](http://www.iitgn.ac.in)

No. IITGN/IWD/RC\_SERVICE/2013-14/053

Date: 06.06.2013

Last date: 26<sup>th</sup> June, 2013 on/before 05:00 PM

## Notice Inviting Quotations

### Subject: - Annual Maintenance Contract of Wall Mounted and Domestic Reverse Osmosis (R.O.)

- 1.1 Indian Institute of Technology Gandhinagar invites technical & financial sealed bids in the proforma as per Annexure 2 and 3 from the eligible & interested agencies for Annual Maintenance of Wall Mounted and Domestic Reverse Osmosis (R.O.) on the following terms & conditions:
- 1.2 Eligibility of firms:  
The bidder must have:
  - i) Valid PAN No.
  - ii) Service Centre/Workshop in Ahmedabad/Gandhinagar and surrounding areas and should have minimum three employees who have minimum 2 (two) years working experience of Maintaining Reverse Osmosis. The experience and capability must be supported through documents.
  - iii) Experience of maintaining Wall Mounted and Domestic Reverse Osmosis (R.O.) of PSU, Govt. organization and/or corporate offices for minimum one year.
  - iv) Bidder must submit his telephone No., Mobile No, email and his address for easy communication.
- 1.3 Tender Fee - **Rs. 500/-** (Non-Refundable)
- 1.4 EMD Amount – Rs. **8,900/-**
- 1.5 Quotation should have validity of 120 days from the date of opening.
- 1.6 The time period of operation **1 year.**
- 1.7 Sealed quotation marked "**Quotation for Annual Maintenance of Contract of Wall Mounted and Domestic Reverse Osmosis (R.O.) at IIT Gandhinagar**" consisting of two envelopes containing technical & financial sealed bids respectively must reach the following address latest by **05:00 pm** on **26.06.2013** Assistant Registrar (MM), IIT Gandhinagar, Vishwakarma Government Engineering College Campus, Ground Floor, Block "A", Visat-Gandhinagar Highway, Chandkheda, Ahmedabad-382424.Tel/Fax No. +91 79 2397 2583.

**EMD must be placed in the envelope containing the technical bid.** The Tender/Bid will be open on **28.06.2013** at **03:00 PM** at **IIT Gandhinagar Premises.**

Initially the bids shall be evaluated technically. **The financial bids of only those bidders will be opened and considered, who are technically qualified by the technical evaluation committee and have submitted full EMD in requisite form.** Technical evaluation shall include examination of certificates / brochure statements submitted by the bidder, discussions with them including visit to the premises, workshops etc. if required. Date and time of opening of financial bid shall be conveyed to

the technically successful bidders through email / telephone one day in advance or published on the Institute's website.

## 2 Time Period:-

Time period for the work is as given in the para 1.6 above from the date of award of work, which shall be extendable for a period of one more year at the same rate, terms and conditions, if the services are found excellent.

## 3 General Terms and Conditions for procurement:-

- 3.1 The Director, IIT Gandhinagar reserves the right to reject all or any of the quotation and to split up the requirements or relax any of the conditions without assigning any reason.
- 3.2 Any quotation received after the date and time specified in para 1.6 will not be accepted.
- 3.3 Canvassing in connection with Quotation is strictly prohibited and the quotations submitted by the bidders who resort to canvassing are liable to be rejected.
- 3.4 If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next working day.

## 4 RATES AND PRICES:-

- 4.1 Bidders should quote unit price in the prescribed proforma. **Rates should be inclusive of all taxes including delivery / service at site and installation, However service tax shall be mentioned extra.** Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.
- 4.2 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.
- 4.3 The rates should quote in figures as well as in words.
  - i) Special care should be taken to write the rate and amounts in figures as well as in words in such a way that interpolation is not possible. The total amount should be written before the figure of Rupees and word paisa should be written at the end (unless the rates in whole rupees) and followed by the word only. It should invariably be up to two decimal places. While quoting the rates in schedule of quantities, the word only should be written closely following the amount and it should not be written in the next line.
  - ii) In case of any discrepancy between the rate quoted and the amount worked out, the rate quoted in figures and words shall be taken as correct.
- 4.4 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the item Schedules.

5 Place of delivery/service:-

Place of delivery/service shall be IIT Gandhinagar campus including its hired premises unless otherwise specified. No additional freight or any other charges would be payable towards transportation etc.

6 Tender Fee & EMD: -

- 6.1 The Tender Fee & EMD should be in the form of Bank Guarantee (in approved format of a nationalized/Schedule bank), **a Banker Cheque / Demand Draft drawn in favour of “IIT Gandhinagar Main Account”** payable at Ahmedabad and **it should be placed in the envelope containing the Technical bid only otherwise Bid will not be considered.**
- 6.2 Bid received without Tender Fee and EMD will not be considered.
- 6.3 The EMD shall not carry any interest.
- 6.4 EMD of unsuccessful bidders will be returned within 30 (Thirty) Working days from the date of award of work/bid is decided. Tender Fee is not to be refunded to the unsuccessful bidder in any case.
- 6.5 The EMD shall be forfeited:-
- i) If the bidder withdraws his bid during the validity period of the bid.
  - ii) In the case of successful bidder, if he fails to furnish the required items/ deliver services within the specified time limit.
- 6.6 The EMD of successful bidder shall be refunded after submission of the required items & installation up to the satisfaction / satisfactory execution of the services after completion of the work order period.

7 Security Deposit:-

A security deposit of 10% of the tendered amount shall be withheld from each of the payments made to the bidder /service provider in favour of whom the contract shall be awarded. The said security deposit will be refunded three months after the completion of the period of contract provided the services of the firm had been satisfactory. No interest shall be payable on security deposit. The security deposit shall be forfeited in case the firm fails to abide by any of the terms & conditions of the contract.

8 Taxes:-

**Rates quoted by the bidders shall be inclusive of all taxes and nothing extra shall be payable, However service tax shall be mentioned extra.** Recoveries as per the government norms shall be made while making payment.

9 Liquidated Damages:-

If the bidder fails to execute the work as per our work order in full or part as per the terms and conditions stipulated therein, the Institute can recover liquidated damages from the firm up to 1% per week of the value of undelivered stores / services subject to a maximum of 10% of tendered cost. It will also be open to this institute to procure the required item(s) from any other source at the risk and expense of the bidder.

10 Payment:-

Quarterly payments shall be made based on the actual satisfactory services rendered.

11 Termination:-

In case of continued non-performance and inability to meet service requirements, this office shall reserve the right to terminate the contract after giving 15 days notice in writing.

12. IIT Gandhinagar reserves the right to modify any terms / conditions at the time of agreement.

I/We hereby declare and affirm that I/We have read and understood the terms and condition of the contract.

Sign of bidder:- \_\_\_\_\_

Date:- \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_

## **ANNEXURE-1**

### **AMC of RO with and without Cooler:-**

1. No tools and plants like ladder, stools, spanners, testing equipments etc. shall be provided by IIT Gandhinagar. Agency shall bring all the required tools and plants on his own and nothing extra is payable on this regard.
2. Work is to be carried out at all heights and at all places owned/hired by IIT Gandhinagar.
3. Any damage to movable / immovable property while carrying out AMC shall be made good by the agency at his own cost and the site must be handed back neat and clean to the satisfaction of IIT Gandhinagar.
4. The agency shall nominate a person with Identity Card, mobile telephone to receive the complaints and issue complaint number. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the faults.
5. Complaint shall be conveyed telephonically or through SMS or through email and the agency shall maintain a complaint register as per proforma enclosed as Annexure-4, wherein complaint, its nature, date of receipt, date and time of disposal shall be recorded. Complaint redressal shall also be got countersigned by authorized representative of IIT Gandhinagar.
6. Ordinarily a complaint must be attended within 8 hours whenever there is no change of part is involved, however, in case of requirement of change of spare part, the complaint may be attended within 24 hours of its receipt. Thereafter, under both the cases the delay in attending complaint shall attract a levy of compensation at the rate of Rs. 200/- per day subject to a maximum of Rs. 1,000/- against the complaint. Thus after 5 days IIT Gandhinagar shall have the right to get the complaint rectified on his own through any other agency and the amount shall be recovered from the concerned agency.
7. Job card / Service Card indicating all monthly services, cleaning details etc must be maintained on each R.O. as per proforma enclosed as Annexure-5 as well as with agency.

**ANNEXURE-2**

**Subject: - Annual Maintenance Contract of Wall Mounted and Domestic Reverse Osmosis (R.O.)**

**Technical Bid Proforma**

**A**

Name of the bidder (Firm):- \_\_\_\_\_

Name of the representative:- \_\_\_\_\_

Address of the bidder: - \_\_\_\_\_

Land line Tel Nos of the bidder:- \_\_\_\_\_

Mobile Nos of the bidder:- \_\_\_\_\_

Email of the bidder:- \_\_\_\_\_

Registration No. of the Firm:- (If any) \_\_\_\_\_

(Please enclose the copy of registration):- \_\_\_\_\_

VAT No:- \_\_\_\_\_

Service Tax No:- \_\_\_\_\_

PAN No:- \_\_\_\_\_

**B Experience: -** Details of AMC works executed especially with Govt. &/or PSU organizations (Please submit certificates from the authorities not below the rank of Executive Engineer or equivalent.

Please add additional pages/sheets if required)

1

2

3

**C Details of Manpower availability** (Number with their qualification & experience):-

1

2

3

**D Details of workshops** (Define Location, area, type of machineries' available etc.):-

**E Proposal to carry out the work at IIT Gandhinagar:-**

**F Declaration:-**

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIQ No. IITGN/IWD/RC\_SERVICE/2013-14/0053, Dated:-05.06.2013

Sign of bidder:- \_\_\_\_\_

Date: - \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_

(Please add additional pages/sheets if required)

**ANNEXURE-3**

**Subject: - AMC of RO with and without Water Cooler**

**Financial bid (Schedule of quantity)**

- Comprehensive Annual Maintenance Contract of Wall Mounted and Domestic Reverse Osmosis of all make and kind.
- The AMC include one visit every month for regular routine maintenance and updating job card. Job cards shall be prepared by the agency in the enclosed proforma. The rate includes replacement of external sediment filter at least once in two months, internal sediment filter and pre carbon filter at least once in every six months. All other filters, membranes, solenoid valves, electrical repairing / replacing of pump etc. shall be done as & when required to give design flow of water from RO and TDS not more than 120 PPM with proper odour and taste. Odour and taste cartridge shall also be replaced as & when required. The AMC also includes maintenance of chiller unit to cool the RO water. Necessary flow restriction valve / low pressure switch shall also be installed by the agency to stop function of RO when there is no supply of water. AMC rate includes cost of replacements and filters / spares and all the above activities.
- Quantity is tentative & payment shall be made based on actual measurements.
- Rates shall be inclusive of all applicable taxes; However service tax shall be mentioned extra.

Sr. No	Description of Item	Qty.	Unit	Rate (Per Nos.)	Total Amount in Rs.
1	Up 10 L/Hrs.	45	Nos		
2	Up to 50 L/Hrs.	19	Nos		
3	Up to 100 L/Hrs.	03	Nos		
				<b>Gross Amount in Rs.</b>	
				<b>Service Tax @ ____%</b>	
				<b>Total Amount in Rs.</b>	

Sign of bidder: - \_\_\_\_\_

Date: - \_\_\_\_\_

Name of bidder: - \_\_\_\_\_

Firm's Name: - \_\_\_\_\_

Tel: - \_\_\_\_\_





## FORM -A

### PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Bidder:
2. Complete Address of the Bidder:
3. Availability for demonstration of AMC Plans at IIT Gandhinagar: Yes / No [Please ✓]
4. Cost of the Tender enclosed: Yes/No [Please ✓] If yes,
  - a.) Name of the Bank \_\_\_\_\_
  - b.) Amount           (₹) \_\_\_\_\_
  - c.) Demand Draft No. \_\_\_\_\_
5. Earnest Money Deposit enclosed: Yes / No [Please ✓] if Yes,
  - a.) Name of the Bank \_\_\_\_\_
  - b.) Amount           (₹) \_\_\_\_\_
  - c.) Demand Draft No. \_\_\_\_\_
  - d.) Last Validity date of the enclosed DD \_\_\_\_\_
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IIT Gandhinagar]
  - a.) Full Name :
  - b.) Complete Postal Address:
  - c.) Telephone No.:
  - d.) Fax No.:
  - e.) Mobile No.:
  - f.) E-mail:
  - g.) Website Address:

## **FORM B**

### **PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER**

#### **RTGS/National Electronic Fund Transfer (NEFT) Mandate Form**

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No	
4.	Email id of the bidder	