

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED TO BE UNIVERSITY)

TENDER DOCUMENT-CUM-FORM FOR
ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT FOR RO SYSTEMS AND
WATER SOFTENERS INSTALLED AT DIFFERENT LOCATIONS IN LNIPE
CAMPUS.

(A) TECHNICAL BID:

The bidders are required to submit the technical bid in the format given at **Annexure 'A'**, along with copies of following documents, duly signed/self-attested, with the technical bid for being declared to be eligible:-

1. EMD of Rs. 19,500/- in the form of Bank Draft in favour of "Registrar, LNIPE" payable at Gwalior or Bank Guarantee from a schedule bank) or (Exempted for MSME & Startup on submission on valid certificate).
2. Name of the bidder firm with complete address, Phone Number, E-mail, Website etc.
3. Status of the bidder i.e. Public Ltd./Pvt. Ltd./Partnership firm or Proprietorship firm (enclose Certificate of incorporation).
4. Registration for GSTIN (issued by the Competent Authority) with copies of the latest GST Filings for preceding three months.
5. Permanent Account Number (PAN) of the bidder firm (enclose PAN Card).
6. EPF Registration Number, with its copy and Challans of the EPF remittances for the last six months, if applicable.
7. ESI Registration Number, with its copy and Challans of the ESI remittances for the last six months, if applicable.
8. Average Annual financial turnover during the last 3 years, ending 31st March 2021 (Assessment Year 2021-2022), should be at least 30% of the estimated cost (enclose balance sheets of these three years along with ITRs and Certificate of Turnover by a CA in format at **Annexure 'C'**)
9. Experience of having successfully completed similar works i.e. maintenance of RO Systems anytime during last 7 years (up to September 2022) in Government Organizations/PSUs/Educational Institutions/Private Organizations, as under:-

Three similar completed works each costing not less than the amount equal to 40% of the estimated cost;

OR

Two similar completed works each costing not less than the amount equal to 50% of the estimated cost;

OR

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One similar completed work costing not less than the amount equal to 80% of the estimated cost.

(Enclose only relevant copies of 1/2/3 work orders & their completion certificates of similar works i.e. maintenance of RO Systems in Govt. Organizations/PSUs/Educational Institutions, as above).

10. The bidder has its own bank account (Detail of account along with statement of last one month to be furnished).
11. An affidavit on non-judicial stamp of Rs. 100/- shall be furnished by the bidder in original to the effect that
 - (a) The firm/agency has not been blacklisted by any Government Department / PSUs / Institution;
 - (b) No any maintenance contract of bidder firm has ever been terminated before expiry of term by any Government Department/PSUs/Educational Institutions;
 - (c) There is no pending criminal case against the bidder firm;

(B) PRICE BID:

1. Price bid is required to be submitted in the format at **Annexure 'B' only**.
2. Price bid of only those bidders will be opened at scheduled date & time, whose technical bids are found to have qualified, by the competent authority.
3. All the rates quoted should be inclusive of all taxes. Nothing additional shall be payable during the period of contract.

(C) SCOPE OF WORK:

1. To keep the ROs and softeners in running condition through-out the contract period.
2. To carry-out servicing of ROs at least once a month. However, initial service of all the ROs will be completed within 15 days from the date of commencement of the contract.
3. To carry-out Recharge process of water softeners once a fortnight, which includes Fill, Brining, Brine Rinse, Backwash and Fast Rinse.
4. To have preventive weekly checking of all the ROs along with mechanical cleaning of tanks of water coolers, wherever RO water is supplied through water coolers.
5. To maintain TDS of water from RO systems within the specified limits and to submit monthly TDS reports of all the units, along with quarterly bills.
6. The Comprehensive Maintenance Contract is for preventive as well as for break down maintenance and includes repair and replacement of the following parts free of charge during the CMC Period:-
 - a) All kinds of Filters
 - b) Anti Scaling chemical and other such consumables for proper functioning of ROs.
 - c) Carbon
 - d) Compressor

*recharge
06/02/20*

- e) Membrane
 - f) Relay
 - g) Thermostat
 - h) Transformer
7. All spare parts and consumables (imported or otherwise) required for keeping ROs in running condition, would be provided by the contractor. In case the same is not available with them, it would be imported / procured by the contractor on their own.
 8. Replacement of pre-filter candle will be made at least once a quarter during the CMC period.
 9. Replacement of activated carbon at least once a quarter during the service contract period.
 10. Replacements of sedimentation filter, carbon filter, membrane at least once a quarter, or as and when required.
 11. Repair of the electrical parts and electric motor provided for the RO System, including replacement of parts and rewinding whenever required.
 12. Free replacement of worn-out/exhausted parts like Ultra-violet Lamp, On-off switch, controlling PC, RO system and inlet/outlet pipe with new parts during the periodical servicing or breakdown visits during the service contract period.
 13. All worn-out or old parts shall be the property of the contractor.
 14. All parts should comply ISI, ISO or equivalent certification, wherever applicable and have to be approved by the authorized officer of the Institute. In case it is found at any stage during the CMC period that sub-standard/inferior quality items supplied, necessary action will be taken against the firm, including premature termination of contract, forfeiture of performance security and debarring them for participating in future tender process.
 15. During the contract period, the complaints should be attended within 24 hours and for this purpose, the contractor will be required to deploy its at least two technical personnel in the campus during working hours.
 16. If the contractor fails to attend the complaint within 24 hours, a penalty @ Rs. 500/- per day per unit will be imposed, which will be recovered from the next bill of contractor.
 17. During the contract period, defects, if any, occurs in the RO units, shall be rectified by the contractor free of cost.
 18. All repair works shall be carried-out by the contractor in the premises of the Institute. Only such work, which cannot be executed in the premises, shall be allowed to be done outside, with prior permission of the competent authority of the Institute.
 19. All the repairs, replacement and maintenance, preventive check-up/cleaning of cooler tanks shall be made by the contractor with due intimation to the incharge of said building/department/unit and written report(s) will be got signed from them, which will be submitted along with quarterly bill(s).

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20. The Institute will not pay extra amount towards labour wages, ESI, EPF, uniform, badges etc.

(D) DETAILS OF RO SYSTEMS & SOFTENERS PRESENTLY INSTALLED IN THE CAMPUS:

There are 34 Nos. of ROs (of different make) 2 Nos. of water softeners, presently installed in the LNIPE Campus at different locations given as under:-

S. No.	Location of RO	Capacity (in Lph)
1	Boys Mess	1000 Lph
2	Girls Mess	250 Lph
3	Academic Building	250 Lph
4	Yoga Department	250 Lph
5	Mahatma Gandhi International Hostel	250 Lph
6	Dhyanchand Hostel	250 Lph
7	Mother Teresa Hostel	250 Lph
8	Vivekanand Hostel	250 Lph
9	Aurbindo Hostel	250 Lph
10	Multipurpose Hall	250 Lph
11	Health Center	250 Lph
12	Mrignayani Hostel	250 Lph
13	Swimming Pool	250 Lph
14	Pratap Hostel	250 Lph
15	Azad Hostel	250 Lph
16	Shivaji Hostel	250 Lph
17	Subhash Hostel	250 Lph
18	Administrative Building	250 Lph
19	Central store	250 Lph
20	Old Academic Building (1 st floor)	100 Lph
21	DDU Hostel (Ground floor)	100 Lph
22	DDU Hostel (1 st floor)	100 Lph
23	DDU Hostel (2 nd floor)	100 Lph
24	Squash Court	50 Lph
25	UGC-HRDC (Bhagat Singh Hostel Mess)	50 Lph
26	Gymnasium Hall	50 Lph
27	Swimming Pool	50 Lph
28	New Academic Building (1 st floor)	20 Lph
29	New Academic Building (2 nd floor)	20 Lph
30	Health Education Department	20 Lph
31	Guest House	20 Lph
32	UGC-HRDC (Bhagat Singh Hostel)	20 Lph

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33	Library Building	10 Lph
34	VC Bungalow	10 Lph
35	Water softener (Hockey ground)	1 No.
36	Water softener (Boys Mess)	1 No.

However, aforesaid quantity may vary from time to time, due to condemnation of equipment or new purchase/addition during the period of CMC. Rates for any new additions of Plants will be according to the rate finalized for respective capacity and payment in such cases would be made on proportionate basis, for the period of CMC

(E) PROCEDURE OF TENDER SUBMISSION:

1. Tenders will have to be submitted in a sealed envelope super scribed as **“Annual Comprehensive Maintenance Contract for RO Systems & Softeners installed at different locations in LNIPE Campus”** and it is required to be dropped / reached in the tender box kept in the office of Deputy Registrar (Estate) as per schedule prescribed hereinabove. The same can also be sent by speed post / registered post by clearly mentioning the above subject, and in such cases, it would be responsibility of the bidder that the same is reached to the Institute within the stipulated time period.
2. The main tender envelope should contain two sealed envelopes as under:-
Envelope No. 1 - **“Technical Bid”** in format as per **“Annexure ‘A’** along with required documents and Bank Draft of EMD / Exempted certificate;
Envelope No. 2 - **“Price Bid”** in format as per **“Annexure ‘B’** to be given in numerical as well as words in the space provided for the purpose.
3. All pages of the technical bid shall be duly page-numbered signed by the bidder.
4. The Price bid shall also be duly signed.
5. Rates offered in the Price Bid will include the cost of all appropriate materials, labour, machinery, machines tools and plants and all appliances whatsoever are necessary for the complete execution of the work. No extra charges will be paid for attending the complaint.
6. Prices quoted should be inclusive of all leviable Govt. taxes, free services and replacement of all components as and when required to maintain the quality of drinking water.
7. Conditional bids will not be accepted.
8. At any time prior to the opening of technical bids, the Institute may, for any reason, modify the tender document by suitable amendments, through the website of Institute. No separate communication shall be required to be sent to the prospective bidders.

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06/08/20*

9. The bidders will have to comply with the conditions mentioned in the tender document and accordingly clearly fill the same in the formats (technical and Price), failing which, the Institute reserves the right to reject the same.
10. Un-signed or incomplete filled-in tenders shall be summarily rejected.
11. The technical bids shall be opened by duly constituted tender opening committee at scheduled date & time, in the presence of bidders or their duly authorized representatives, if they choose to be present.
12. The tender shall remain open for acceptance for a period of 180 days from the date of opening of tenders.
13. The EMD of the unsuccessful bidders will be released / returned after finalization of tender. No interest shall be payable on such refund.
14. The Price bids of technically qualified agencies shall be opened at scheduled date & time, in the presence of technically qualified bidders or their duly authorized representatives, if they choose to be present. For this, no separate communication shall be made.
15. The bidders must visit the site before submission of their offers and inspect the machines to be covered under the AMC.
16. No correspondence shall be made with those bidders, who are rejected on the basis of their technical bids.

(F) GENERAL CONDITIONS OF CONTRACT

1. The contract shall be valid for a period of 12 months from the date of award, which may however be renewed for a period not exceeding 24 months on yearly basis, subject to excellent performance of the contractor as per assessment of the Institute and upon mutual consent of both the parties, at the contract rate extendable by a maximum of 5% per year over and above the original contract value.
2. The Institute reserves the right to terminate the contract forthwith at any time during the period of contract, without assigning any reason or in the case of poor performance of the contractor.
3. This Notice inviting tender shall form a part of the contract document having binding effect on the successful bidder.
4. After communication regarding award of work, the successful bidder shall, within 15 days, submit a non-judicial stamp of Rs. 200/- and sign an agreement with the Institute for the work, on the terms & conditions of the present tender.
5. The successful bidder contractor shall also be required to furnish performance security @ 10% of the contract value in the form of Bank Draft or Fixed Deposit in the name of Registrar, LNIPE, Gwalior. The said performance security shall be refundable on successful/satisfactory completion of contract period or extended period, if any. No interest shall be payable on such refund.

6. The bidder shall quote their rates as per various terms and conditions given in the tender document. All the required material and labour will be provided by the contractor.
7. The competent authority of the Institute reserves right to accept the whole or any part of the tender and the contractor shall be bound to perform the same at the quoted rates.
8. The competent authority of the Institute also reserves the right to split/combine the tender for award of contractor to the qualified/eligible bidder for different capacities of RO Systems, on the basis of rates quoted by them and looking to feasibility for the same.
9. The payment shall be made to the contractor on quarterly basis on receipt of bills in duplicate along with satisfactory work reports from the user concerned of all the ROs duly signed by the end users, with all the required documents like monthly TDS report, monthly preventive check-up of ROs and cleaning of water tank of coolers.
10. The sub-contracting shall not be allowed.
11. If the contractor withdraws during the period of contract or fails to perform the work as per contract up to the satisfaction of the Institute, or commits breach of any of the terms and conditions of contract, then the Institute shall have right to forfeit EMD and/or performance security, as the case may be, by giving 1 (one) month written notice of termination, to the contract. In addition, the Institute shall have the right to blacklist the contractor.
12. All the working staff deployed by the contractor shall be courteous and well behaved and will not consume alcohol during the working hours, as also, within the premises of the Institute.
13. The contractor will not be entitled for any compensation due to enactment of any law / regulation etc. during the currency of the contract.
14. All Taxes on materials or any element of this contract shall be payable by the contractor and the Institute will not entertain any such claim whatsoever in this respect. The contractor's rates shall cater to all such taxes.
15. The Institute will deduce income tax and any other tax applicable, at source from all the payments made to the contractor under this contract, in accordance with the provisions of IT Act or any other law as applicable from time to time.
16. The criteria for tender award will be based on the lowest quoted rates by the eligible bidder.
17. The Institute reserves the right to ask the justification of quoted rates before finalization of contract.
18. The contractor will be responsible to bring to immediate notice of the Supervisor (B&R) any abnormal functioning or faulty operation of any equipment and take timely steps to avoid breakdown/disruption.

19. The contractor shall be responsible for any damage to the equipment, machinery or system on account of negligence/fault of the contractor's authorized staff and the same will have to be made good at his risk and cost.
20. In the event of any dispute between the Institute and contractor, the Arbitrator shall be appointed by the Vice Chancellor, LNIPE, Gwalior and the matter shall be referred to so appointed Arbitrator, whose decision shall be binding and final.
21. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be liable to rejection.
22. Any dispute arising out of the contract between the Institute and contractor, shall be subject to the territorial jurisdiction of Gwalior.

*Reference
06/10/20*

ANNEXURE 'A'

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED TO BE UNIVERSITY)**

**PROFORMA FOR TECHNICAL BID FOR
ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT FOR ROS & WATER
SOFTENERS INSTALLED AT DIFFERENT LOCATIONS IN LNIPE CAMPUS**

Sl. No.	Description	Whether document required to be submitted	Furnish information here	Copy enclose at Page No.
1	EMD of Rs. 19,500/- in the form of Bank Draft in favour of "Registrar, LNIPE" payable at Gwalior or Bank Guarantee from a schedule bank) or (Exempted for MSME & Startup on submission on valid certificate).	DD No. Dated Amount Name of Bank & Branch	_____ _____ Rs.19,500/- _____ _____	N.A.
2	Name of the bidder with complete address, Phone Number, E-mail, Website etc.			N.A.
3	Status of the bidder i.e. Public Ltd./Pvt. Ltd./Partnership firm or Proprietorship firm (enclose Certificate of incorporation).	YES/No		
4	Registration for GSTIN (issued by the Competent Authority) (enclose copies of the latest GST Filings for preceding three months)	YES/No		
5	Permanent Account Number (PAN) of the agency (enclose PAN Card)	YES/No		
6	EPF Registration Number, with its copy and Challans of the EPF remittances for the last six months (enclose documents)	YES/No		
7	ESI Registration Number, with its copy and Challans of the ESI remittances for	YES/No		

	the last three months (enclose documents)			
8	<p>Average Annual financial turnover during the last 3 years, ending 31st March 2021 (Assessment Year 2021-2022), should be at least 30% of the estimated cost.</p> <p>(enclose balance sheets of these three years along with ITRs and Certificate of Turnover by a CA in format at Annexure 'C')</p>	YES/No	<p><u>F.Y. Turnover</u></p> <p>2018-19</p> <p>2019-20</p> <p>2020-21</p>	
9	<p>Experience of having successfully completed similar works i.e. maintenance of RO Systems during last 7 years (up to September 2022) in Government Organizations/PSUs/Educational Institutions/Private Organizations, as under:-</p> <p>Three similar completed works each costing not less than the amount equal to 40% of the estimated cost;</p> <p style="text-align: center;">OR</p> <p>Two similar completed works each costing not less than the amount equal to 50% of the estimated cost;</p> <p style="text-align: center;">OR</p> <p>One similar completed work costing not less than the amount equal to 80% of the estimated cost.</p> <p>(Enclose only relevant copies of 1/2/3 work orders & their completion certificates of similar works i.e. maintenance of RO Systems in Govt. Organizations/PSUs/Educational Institutions, as above).</p>	YES/No		
10	The bidder has it own bank account (Detail of account along with statement of last one month to be furnished).	YES/No	<p>Account No.</p> <p>Type of Account</p> <p>Bank</p> <p>Branch</p> <p>IFS Code</p>	

11	<p>An affidavit on non-judicial stamp of Rs. 100/- shall be furnished by the bidder in original to the effect that</p> <p>(a) The firm/agency has not been blacklisted by any Government Department/PSUs/Institution;</p> <p>(b) No any maintenance contract of bidder firm has ever been terminated before expiry of term by any Government Department/PSUs/Educational Institutions;</p> <p>(c) There is no pending criminal case against the bidder firm;</p> <p>(Enclose in original)</p>	YES/No		
12	Any other Information			

UNDERTAKING

1. I/We have carefully gone through and have understood the tender document including the General Terms & Conditions, Work of scope and specifications governing in the tender. I/We undertake to abide by them.
2. We have visited the site and inspected all RO units and water softeners, mentioned in the present tender document, for which this bid is being submitted.
3. I/We hereby confirm that all the information furnished in this tender, is true and correct to the best of my knowledge and nothing material has been concealed therefrom.
4. I/We give consent that the decision of the tender committee and/or competent authority of the Institute shall be final and acceptable to us.

Date:

Place:

Signature of bidder:

Name, Address, Phone & Seal:

ANNEXURE 'B'

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED TO BE UNIVERSITY)**

**PROFORMA FOR PRICE BID FOR
ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT FOR RO SYSTEMS AND
WATER SOFTENERS INSTALLED AT DIFFERENT LOCATIONS IN LNIFE
CAMPUS, COVERING ENTIRE SCOPE OF WORK GIVEN IN THE TENDER**

Capacity of RO Units	Quantity (*)	Unit Rate per annum <u>in figure</u>	Unit Rate per annum <u>in words</u>	Total amount <u>in figure</u>	Total amount <u>in words</u>
1000 Lph	1 (One)				
250 Lph	18 (Eightteen)				
100 Lph	4 (Four)				
50 Lph	4 (Four)				
20 Lph	5 (Five)				
10 Lph	2 (Two)				
Water Softeners	2 (Two)				
TOTAL	34 Nos. ROs and 2 Nos. Water Softeners	GRANT TOTAL COST (RUPEES)	TOTAL	In figure In words	

(*) As per the present locations of RO systems and Water Softeners installed in the LNIFE Campus, which may however vary from time to time, due to condemnation of equipment or new purchase/addition during the period of CMC. Rates for any new additions of Plants will be

according to the rate finalized for respective category of plant and payment in such cases would be made on proportionate basis, for the period of CMC.

UNDERTAKING

1. I/We have carefully gone through and have understood the tender document including the General Terms & Conditions, Work of scope and specifications governing in the tender. I/We undertake to abide by them.
2. We have visited the site and inspected all RO units and water softeners, mentioned in the present tender document, for which this bid is being submitted.
3. I/We hereby confirm that all the information furnished in this tender, is true and correct to the best of my knowledge and nothing material has been concealed therefrom.
4. I/We give consent that the decision of the tender committee and/or competent authority of the Institute shall be final and acceptable to us.

Date:

Place:

Signature of bidder:

Name, Address, Phone No. of agency (with Seal):

CERTIFICATE OF TURNOVER
(FOR THE PURPOSE OF SUBMISSION OF TENDER FOR
ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT OF RO SYSTEMS AND WATER
SOFTENERS INSTALLED AT DIFFERENT LOCATIONS IN LNIPE CAMPUS

(To be submitted in original)

This is to certify that M/s
 has registered the following turnover and profit/loss during the last three financial years:-

Financial Year	Annual Turnover (in Rupees)	Net profit/loss
2018-19		
2019-20		
2020-21		

The above information/figures are true and authentic to the best of our knowledge and belief and derived from the Balance Sheet and / or Income Tax Return of the said firm.

Date:

Place:

Seal & signature of Chartered Accountant

Regn. No.

DECLARATION BY THE BIDDER

I/We hereby submit the aforesaid document in original and undertake its correctness / veracity on the basis of enclosed ITR as well as Balance Sheets of all these three financial years. I/we are aware that furnishing of any false information / fabricated document would lead to rejection of my/our tender at any stage, including during the contract award, besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of bidder: _____

Name, Address, Phone No. of agency (with Seal): _____