



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सुरत
Sardar Vallabhbhai National Institute of Technology, Surat



HOSTEL SECTION

TENDER PAPER

Hostel No. /232 /2017-18



TENDER

Name of work	Annual Maintenance Contract for Water Purifier at the Hostels of SVNIT, Surat
Name of Bidder	:
Tender Fee	Rs.1000=00
Issue of tender	10/10/2017 to 02/11/2017
Receipt of tender	02/11/2017 up to 5:00 p.m.

The Co-Chairman, Council of Wardens, S.V. National Institute of Technology, Ichchhanath, Surat – 395 007. Phone No: 2201602



HOSTEL SECTION

S.V. NATIONAL INSTITUTE OF TECHNOLOGY SURAT-395007

**Name of work : Annual Maintenance Contract for Water Purifier at the Hostels
of SVNIT, Surat**

The tender document has 17 pages. The contents of the tender document are as follows:

Sr. No.	SCHEDULE	DETAILS	PAGE No.
1.	Schedule – A	Tender Notice Important Dates and Notes	3-4
2.	Schedule – B	Technical Bid	5-10
3.	Schedule – C	Detailed Tender Notice/ Instruction to Bidders	11-12
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Schedule – A

Tender Notice Important Dates and Notes

Sealed Tenders for “**Annual Maintenance Contract for Water Purifier at the Hostels of SVNIT, Surat**” are invited by the Co-Chairman Council of Warden, SVNIT, Surat from the registered agencies. The details are as follows:

Name of Work	Estimated Cost	EMD (Rs.)	Tender Fee (Rs.)	Time Limit
Annual Maintenance Contract for Water Purifier at the Hostels of SVNIT, Surat	1,30,000/-	10,000/-	1000/-	12 Months

IMPORTANT DATES

1. Starting Date of downloading the Tender : 11/10/2017
2. Last Date of Receipt of Tender : 02/11/2017 (05:00PM)
3. Date of Opening of Technical Bid : 07/11/2017 (04:00 PM)

NOTES:

1. Bidders should download the tender document from Institute’s web site under section: **Tenders and Enquiries**
2. Bidders may send their offer under **Registered Post/Speed Post/Courier** mentioning over the envelop “**Annual Maintenance Contract for Water Purifier at the Hostels of SVNIT, Surat**” so as to reach the following address on or before **02/11/2016** up to **5:00 PM** only. However, Hostel Section, SVNIT, Surat accepts no responsibility for offers received after the due time and date

The Co-Chairman, Hostel Section
S. V. National Institute of Technology
Ichchhanath, Dumas Road, Surat
Pin code: 395 007, State: Gujarat

3. Bidder should sign and stamp all the pages of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.
4. **The parties may seek detailed clarifications on Technical and price bids (if any) on the conditions of bidding document through e-mail (srp@ched.svnit.ac.in) addressing to the Chairman, Purchase Committee, Hostel Section SVNIT, Surat.**
5. A Banker’s cheque/demand draft of **Rs. 1000/- (Rupees One Thousand Only)** towards non-refundable **Tender Fee** and a Banker’s cheque/demand draft of **Rs.10,000/- (Rupees Ten Thousand Only)** towards refundable **Earnest Money Deposit (EMD)** from a Nationalized bank/Schedule Bank in favour of “**Co-Chairman, Council of Warden, payable at Surat** placed in a separate envelope marked “**Tender Fee and EMD**” should accompany tender bid documents. The Banker’s cheque /demand drafts should be valid for 90 days. The tender will not be considered for evaluation without **Tender Fee and EMD**. The EMD of the successful

bidder will be returned to them within 60 Days without any interest after deployment of services. The earnest money of unsuccessful bidders will be returned to them without any interest after awarding the offer.

6. Price bid opening date and time for the bidders qualifying the Technical bid (**Schedule E**) will be informed separately by e-mail/mail/telephone/Institute website.
7. Three + 1(One Free) periodical services shall be provided during the AMC Period as directed by SVNIT representative. Separate job cards shall be required to be maintained for the purpose of monitoring of services, supply of free consumables as well as consumables on chargeable basis at SVNIT, Surat which shall be supplied by you.
8. Payment to be made on quarterly basis as per actual.
9. Free of cost replacement of Consumable in all the Models.
 - a) 01 Time Activated Carbon as per model.
 - b) 01 Time Pre-Filter Candle Sleaf as per model
 - c) The break down calls are to be attended on free of cost.

Note: As per the Offer , one set as consumables shall be replaced free of cost during 1st Services and the additional quantity mentioned per unit are required for maintenance of the Machine and to be replaced after lapse of 6 months during 3rd service.

10. Verification of the Work Done, Job Cards and attending Complaint:

- i. The contractor has to execute the contract through its authorized Agency/ Supervisor as per the job cards, which shall form the basis of claiming the payments/ invoice in the subject contract. These job cards are required to be supplied by the contract through its authorized agency before signing of the Agreement and shall be required to be maintained separately at SVNIT, Surat, for the purpose of the verification of the work done.
- ii. The representative of contractor or the agency shall invariably inform the SVNIT representative, the contractor/ agency shall put up the invoice for payment. The representative of the agency shall invariably be required to attend the complaint for repairs of machines forwarded by the nominated representative of SVNIT within 2 working days. In case of delay for the reasons attributable to in –genuine reason beyond 2 working days and complaints so received from users in this regards, the agency shall be liable for penal action @ Rs.100/-(Rupees One Hundred Only)per complaint which shall be deducted from the quarterly bill.
- iii. The AMC contract will be given initially for three months only. Feedback will be taken from the concerned students and Chief Wardens. After the satisfactory performance of the services, the contract may be extended for the further period of 09(Nine) months. All rights are reserved by the Co-Chairman, Council of Warden to reject any tenders or all without specifying the reasons.

**Co-Chairman
Council of Wardens**

Schedule – B

Technical Bid

Part A: Technical Bid Document

Sr. No.	Descriptions	Information to be filled by the tendered (required separate sheets may be enclosed)	
	Name and Address of firm/agency with complete contact details		
	Type of Organization (Whether proprietorship, partnership, private, limited, limited company)		
	Name and Address of the Directors Proprietor/ Partners		
	Date of Establishment		Copy enclosed : Y / N
	Details of Registration	R. No.	Copy enclosed : Y / N
	License No: (under Shop and Establishment act)	L. No	Copy enclosed : Y / N
	Income Tax Return for the last Three financial years (2014-2015, 2015-2016 and 2016-17)	Copy enclosed : Y / N	
	Total Average turnover of the agency during last Three financial years (2014-2015, 2015-2016 and 2016-17)	Copy enclosed : Y/N	
	PAN number /TAN Number	No.	Copy enclosed :Y/N
	Details of Tender Fee (Rs. _____)	DD No.	Date
		Name of Issuing Bank:	

	Details of Earnest Money Deposit (Rs. _____)	DD No.	Date
		Name of Issuing Bank:	
	Any other information		

13. Information regarding Details of AMC Water Purifier Last Three years (2014-2015, 2015-2016 and 2016-17) Completed in Government/ Semi Government/ Large Corporate Entity with Work Completion Certificate.

Sr. No.	Name of work	Name and address of Organization i.e. client	Place and country	Type of Firm	Tender cost Rs. in lacs	Final bill cost Rs. in lacs	Date of starting	Date of completion	Stipulated time of completion months	Actual time of completion	Principle features in Brief	Penalty/ Bonus if any
1	2	3	4	5	6	7	8	9	10	11	12	13
Total Rs.												

Note: 1. Original/ Attested copies of work completion certificate from client must have to be attached.

2. Non-disclosure of any information in the above prescribed Sr. No. 13 will result in disqualification of the bidder/tender.

14. Turnover during the last Three years (2014-2015, 2016-2017 and 2015-16)

Sr. No.	Years	Turnover		Copy Enclosed	
		Rupees	in words	Y / N	Page No
1.	2016-2017				
2	2015-2016				
3	2014-2015				

Please enclose documentary evidence for above facts, duly verified by the chartered Accountant, (CA) Copies of relevant documents are to be enclosed in support of above information

Undertaking

I hereby certify that all the information's furnished above are true to my knowledge. I have no objection to institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the scope of work, terms and conditions and very important note indicated in the tender document and hereby accept all the same completely.

Name of Agency :

Address :

Telephone No. :

Mobile No. :

Fax No :

E-mail :

Date:

Signature of the authorized signatory of the agency

Official seal/ stamp

Place:

DECLARATION FORM

I/We hereby declare that I/We have visited the site and fully acquainted myself / ourselves with the local situation “**Annual Maintenance Contract for Water Purifier at the Hostels of SVNIT, Surat**” and other factors pertaining to the work before submitting this tender.

I/We hereby declare that I/We have carefully studied the conditions of contract; specifications and other tender documents of this work and agree to execute the same accordingly.

Name of Agency :
Address :
Telephone No. :
Mobile No. :
Fax No :
E-mail :

Signature of the authorized signatory of the agency
Official seal/ stamp

Date:
Place

Schedule – B

Technical Bid

Part B: Technical Evaluation Sheet

Sr. No.	Parameters	Marks	Marks obtained (To be filled by the agency)
1.	Copy of the valid Trade License for fogging or equivalent work	02	
	Copy of the registration number	02	
	Copy of the PAN/TAN card	02	
	<p>Work order in last three year (2016-17, 2015-16, 2014-15) (Satisfactory completion certificate along with a copy of the valid work order to substantiate the fact of having experience in fogging services or similar nature of work on a continuous basis. Similar nature of work means fogging services of educational institute/hospital/government offices/colonies. <i>Self-certified certificate will not be treated as valid document and no marks will be given for the same.</i>)</p> <p>Three similar completed works costing not less than the amount equal to Rs. 1,00,000.00</p> <p>Two similar completed works costing not less than the amount equal to Rs. 1,00,000.00</p> <p>One similar completed work costing not less than the amount equal to 1,00,000.00.</p>	12 06 03	
5.	Copy of the Bank account number of the Authorized agency.	02	
6.	<p>Turnover for the last three years. Authenticated copy of audited statement of accounts for the last three years should be enclosed (2016-17, 2015-16, 2014-15)</p> <p>If average turnover is more than 10 Lakhs.</p> <p>If average turnover is less than and equal to 10 Lakhs, but more than 05 Lakhs.</p> <p>If average turnover is less than and equal to 5 Lakhs.</p>	10 05 02	
	Total Marks	30	

Note:

Minimum qualifying marks on technical bid is 21. Those who will score less than 21 will be disqualified from the technical bid. **All the documents to be presented should be in the name of the Tenderer/agency.** If the document(s) is in the name of other than the Tenderer, the said document(s) will not be considered for the technical bid evaluation.

Schedule – C

DETAILED TENDER NOTICE/ INSTRUCTION TO BIDDERS

TENDER PROCEDURE

1. **Manner of Submission of Tender:** **Technical Bid** and **Price Bid** should be placed in separate sealed covers by mentioning the Price Bid and Technical Bid on respective covers.

The **Price Bid Cover** includes **Scheduled E** only.

The **Technical Bid Cover** includes **Schedule – B (Technical Bid), Signed copy of Schedule – C (Detailed Tender Notice/ Instruction to Bidders), Signed Copy of Schedule – D (General Technical Specifications)** and Demand Draft of **Tender Fee & EMD** placed in separate cover.

The **Separate sealed covers of Technical Bid Cover and Price Bid Cover** shall be put together in a **Single Sealed Cover** at the time of submission

Submission of Tender: The tender shall put in one common cover and sealed. This sealed cover shall be marked on the left hand top corner „Tender for “**Annual Maintenance Contract for Water Purifier at the Hostels of SVNIT, Surat**

The date and time for receipt of Envelope containing tender shall strictly apply in all cases. The bidders should ensure that the office of the Director receives their tender before the expiry of the date and time. No delay on account of any cause will be entertained for the late receipt of the tender. Tender offered or received after the date and time is over, will either not be accepted or if inadvertently accepted, will not be opened and shall be returned to the bidders unopened.

All the tenders must be attached with the documents as requirement as stated in Check list of documents.

3. **Opening of Technical Bid:** The bid should be opened on **06/11/2017 at 4:00 PM.** in the presence of bidders, who have submitted the tenders. No separate communication will be given to the bidders for opening the price bid.

Earnest Money Deposit: A Banker’s cheque/demand draft of Rs. 1000/- (Rupees One Thousand Only) towards non-refundable Tender Fee and a Banker’s cheque/demand draft of Rs.10,000.00/- (Rupees Ten Thousand Only) towards refundable Earnest Money Deposit (EMD) from a Nationalized bank/Schedule Bank in favour of “**Co-Chairman, Council of Wardens, payable at Surat placed in a separate envelope marked**” Tender Fee and EMD” should accompany tender bid documents. Both the Banker’s cheque/demand drafts should be valid for 90 days. The tender will not be considered for evaluation without Tender Fee and EMD. The EMD of the successful bidder will be returned to them within 60 Days without any interest after deployment of services. The earnest money of unsuccessful bidders will be returned to them without any interest after awarding the offer.

Time Limit: The work is to be completed within the time limit as specified in the tender.

Tender Rate: The tenderer should quote the rates both in words and figures. The amount

should also be worked out by him and requisite total given. No alteration in the form of tender and the schedule of tender and no additions in the scope of stipulation will be permitted. Rates quoted for the tender shall be taken as applicable to all leads, lifts and taxes. The tenders who don't fulfill all or any of the above conditions or are incomplete in any respect are liable for summary rejection.

Tender Units: The bidders should particularly note the units mentioned in Schedule "B" on which the rates are based. No change in the units shall be allowed. In case of difference between the rates written in figures and in words, the lower of the two will be considered as correct.

Correction: No corrections shall be made in the tender documents. Any corrections that are to be made by crossing the incorrect portion and writing the correct portions above shall bear the initials of tenderer.

Tender's Acceptance: Acceptance of tender will rest with the Co-Chairman, Council of Wardens Surat who reserves the right to reject any or all tenders without assigning any reasons. The tenderer whose tender is accepted will have to enter into an agreement within 10 days of being notified to do so. In case of failure on the part of Tenderer to sign the agreement within the stipulated time, the earnest money paid by him shall stand forfeited by SVNIT and the offer of the tenderer shall be considered as withdrawn by him.

Conditional Tender: The tenders who do not fulfill the conditions of the notification and the general rules and directions for the guidance to tenderer in the agreement form or are incomplete in any respect are likely to be rejected without assigning any reason thereof.

Power of Attorney: If the tenders are firm or company, they should in their forwarding letter mention the names of all the partners together with the name of the person who holds the Power of Attorney authorizing him to conduct all transactions on behalf of the body, along with the tender. The tenderer may in the forwarding letter mention any points he may wish to make clear but right is reserved to reject the same or the whole of the tenders if the same become conditional tender thereby. The tenderer or the firm tendering for the work shall inform SVNIT if they appoint their authorized Agent on the work.

All pages of tender documents, conditions, specifications correction slips etc. shall be initialed by the tenderer. The tender should bear full signature of tenderer, or his authorized Power of Attorney holder in case of firm.

The income tax including surcharge @ 2.0% or percentage in force from time to time or at the rate as intimated by the competent Income Tax authority shall be deducted from bill amount whether measured bill, advance payment or secured advance.

Validity Period: The offer shall remain open for acceptance for minimum period of **90 days** from the date fixed for opening the same and thereafter until it is withdrawn by the agency by notice in writing duly addressed to the **Co-Chairman, Council of Wardens** and sent by Registered Post Acknowledgement due.

The tendered rates shall be inclusive of all taxes.

Signature of Bidder

Schedule – D
MEMORANDUM OF WORKS

I / We _____ of M/s. _____, (herein by referred to as Contractor) hereby undertake to execute for the Sardar Vallabhbhai National Institute of Technology, Surat – 395 007 (herein after referred to as the Institute) the work of Annual Contract for Water Purifier System the Hostels of SVNIT, Surat of the Institute specified in the underwritten memorandum within the time specified in such memorandum at the quoted rates specified in schedule (Memorandum showing items of works to be carried out) in accordance in all respects, with the specifications, designs and terms and conditions as specified in this tender.

MEMORANDUM		
	Name of The Work	: Annual Maintenance Contract for Water Purifier at the Hostels of SVNIT, Surat
	Estimated Cost	: Rs. 1,30,000.00/- (Rupees One Lakh Thirty Thousand Only).
	Accepted Tender Rate	: Willing to execute the said work at the rate of _____ % above/below the estimated rate of each item as given in Schedule – E. The estimated quantity given in the schedule – E may be less or more compared to the actual executed quantities to any extent for which no ceiling limit is fixed.
	Security Deposit	: 10% i.e Rs.13000/- of the total of the estimated cost, of which 5% i.e. Rs 6500/- is to be deposited before the commencement of the work and remaining 5% will be deducted from the R.A. bills.
	Time Limit	: 12 Month from the date of issue of the work order. The penalty @ Rs.600/- per Lakh per day shall come in force, if the work is not completed in the specified time limit.
	Deletion and or reducing or increasing the quantity of any items	: The Co–Chairman, Council of Warden is empowered to delete and or to reduce or to increase the estimated quantity of any items as given in the schedule – ‘E’ to any extent irrespective of the ceiling either for saving or excess quantity compared to the quantities of such items of Schedule – ‘E’ during execution.
	Income Tax	: The income tax in force from time to time or at the rate as intimated by the competent Income Tax authority shall be deducted from bill amount whether

		measured bill, advance payment or secured advance.
	The amount of Security Deposit shall be refunded after 12 months from the date of final bill.	
	No payment shall be made for the “price-escalation” what so ever for any materials, transportation or labour charge etc. used for the execution of the work under reference	
	The final bill shall be prepared on Quarterly after satisfactory work performance certificate issued by the Chief warden of respective Hostel and endorse by the Chairman, Hostel Purchase Committee.	
	The final bill shall be prepared only after carrying out all the necessary addition, alteration and rectification works so as to get right to the full satisfaction of the Chief Hostel Warden of respective hostel. If the rectification etc. is not done by the agency as directed by the Chief Hostel Warden of respective hostel, the same shall be carried out by the Hostel Section at the prevailing market rate and the expenditure incurred for such action shall be recovered from the security deposit of the contractor without giving any notice or reasons thereof.	

I / We hereby agree to abide by and fulfill all the terms and provisions of the conditions of the contract annexed in the tender and mentioned as above so far as applicable and in default thereof to forfeit and to pay to the Hostel Office, the sum of the money mentioned in the said condition from the Security Deposit. In case of any terms, conditions & specifications laid down in the above all document are contradictory, the decision of the Co-Chairman, Council of Warden in this regards shall be final and binding on me/us for which no reasons will be assigned or asked for from the Co-Chairman, Council of Warden.

In case of dispute, the decision of the Director, SVNIT, and Surat – 7 shall be final and will be binding on me / us.

Name of Agency :
Address :
Telephone No. :
Mobile No. :
Fax No :
E-mail :

Signature of the authorized signatory of the agency

Witness by 1 _____
()

2 _____

()

Place: Surat

Date:

Official seal/ stamp

Date:

Place

The above agreement is hereby accepted by me on behalf of Sardar Vallabhbhai National Institute of Technology, Surat – 395 007.

Place: Surat

Date:

Signature of Bidder

**Co-Chairman
Council of Wardens**

SCHEDULE – E

Price Bid

Name of the work: Annual Maintenance Contract for Water Purifier at the Hostels of SVNIT, Surat.

Sr No	Location	Product	Qty
1.	Narmad Bhavan	AG-600 LPH	1
2.	Mother Terrasa Bhavan	UV-1000 LPH	2
3.	Sarabhai Bhavan	AG-600DF	2
		AG-600 LPH	1
4.	Swami Vivekanand Bhavan	AG-200	10
		UV-1000 LPH	3
5.	Nehru Bhavan	AG-600DF	1
		AG-200	2
6.	Bhabha Bhavan	UV-1000 LPH	1
		AG-600DF	1
7.	Gajjar Bhavan	UV-1000 LPH	4
8.	Hostel Office	AG-200	1
9.	Raman Bhavan	AG 600 DF	3

Sr. No.	Name of the Item	Number of Months**	Number of days**	Estimated Total Cost (Rs)
1.	Annual Maintenance Contract for Water Purifier at the Hostels of SVNIT, Surat	12	Per Month	1,30,000.00

**Number of Months and Hours per month may increase or decrease as per requirement.

I / We am/ are willing to carry out the work at _____ Percentage (%) above/below on **Estimated Cost 1,30,000/-**. Amount of my/ our tender works out as under.

Cost for 12 Months	1,30,000.00	Cost for 12 Months	1,30,000.00
Put to tender	Rs. _____	Put to tender	Rs. _____
Deduct _____% below	Rs. _____	Add _____% above	Rs. _____

Total Cost for 12 Months	Rs. _____	Total Cost for 12 Months	Rs. _____
In words _____		In words _____	

Signature

Important Note: The lowest bidder will be evaluated based on lowest total quoted rate.

Note:

All the columns in Scheduled be filled in ink and the total of the entries in the last column should be struck by the bidder under his signature.

Rates quoted include clearance of site (prior commencement of work and at its close) in all respects and hold good for work under all conditions, site, moisture, weather etc.

To be continued on additional sheets, if found necessary

Date :

Place :

Signature & Stamp of Authorized person

Name :

Bidder's stamp :

Designation :