



(An Autonomous Institution Under MHRD, Government of India)
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No. IIITDM/19/2017/RO Plants

Date: 09 Aug 2017

NOTICE INVITING QUOTATION:

**Annual Comprehensive Service and Maintenance Contract for Reverse Osmosis Plants
In IIITDM Kancheepuram Campus: 17 Aug 2017 to 16 July 2018**

To
As per mailing list

Enquiry No : IIITDM/19/2017/RO Plants.
Site Visit : 16 Aug 2017 : 1100 - 1200 Hrs
Last date of receiving Quotation : 17 Aug 2017; 11.00 Hrs
Date of Opening : 17 Aug 2017: 1200 Hrs

Sl No.	Particulars	Quantity
1	Annual Comprehensive Service and Maintenance Contract for Reverse Osmosis Plants in IIITDM Campus	As per Annexure-1

The rate quoted shall be net inclusive of transportation, men, material, machinery, equipment etc. Taxes as applicable will be extra. Nothing extra shall be payable under any account over and above the rate quoted. I/we accept the terms and conditions appended with the quotation.

Signature
Name and Address of the vendor

Sir,

Please quote your rates for the mentioned service as per our terms and conditions. The quotation together with service details may be sent to the undersigned so as to reach by the due date. Please ensure that the quotations are in a sealed envelope superscribing the Enquiry No. The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever. The bidder has to accept all terms and conditions of the Institute given overleaf and conditional offers will not be accepted.

Our Institute is an Autonomous Institution under MHRD, Government of India, imparting Education to students. The rate may be quoted as applicable to Educational Institutions.

Yours faithfully,

Sd/-
Registrar

NOTICE INVITING QUOTATION
Annual Comprehensive Service and Maintenance Contract for Reverse Osmosis Plants
in IITDM Kancheepuram Campus: 17 Aug 2017 to 31 July 2018

NIQ No. IITDM/19/2017/RO Plants dated 04 Aug 2017

Eligibility Criteria: Prospective vendors shall have well experienced in similar type of works and worked with CPWD/Govt. institutions/ PSU/semi Govt. organizations/corporate bodies multi-storied office complex/Education Institutes and well known organization. **And vendor should have atleast ONE similar works in hand as on 01 April 2017.**

SCOPE OF WORK

1. The selected firm will have to carry out Comprehensive service and maintenance of Reverse Osmosis Plants installed in the Institute Campus; including periodical checking, servicing, repairing, rectifications etc.

2. The RO Plants capacity and locations are as under:

Plant Location	Plant Capacity
Admin building	250 LPH- 1 nos
Academic complex	150 LPH -2nos
Lab complex	250 LPH- 1no
Sports complex	50 LPH -1no
Cafeteria	250-LPH-1Nos
Ashoka hostel AMC from Nov 17 – 31 July 18	250 LPH-1 nos
Aswatha Hostel	250 LPH-2Nos
Akshaya dining	500 LPH-1 nos

3. The services shall include providing all manpower, tools and plants like ladder, stools, spanners, testing equipments and replacement of defective spare parts.

4. Periodical maintenance i.e., once in 3 months should be carried during one year maintenance period and necessary report should be submitted.

5. Four General services will be executed apart from any number of compliant calls for the period of one year.

6. Quoted rate is inclusive of compulsory replacement of filters, Media, R.O membrane and other components providing all consumables like chlorine, PH corrector liquid and electro mechanical repairs including all the pumps.

7. Water shall be tested at the interval of every three months from reputed laboratories like Kings Institute, Anna University and other NABL laboratories and the result shall conform to the provisions of IS10500 which shall be the basis for payment. Payment will be made quarterly after completion of each quarterly maintenance. The rate is inclusive of all the testing charges, collection of samples, transportation and all incidental expenses.

8. The work shall be carried out as per directions of Engineer-in-charge.

9. The maintenance period shall be one year with effect from 17.08.2017.

10. Mandatory recoveries like taxes shall be made from bill.

11. After getting work order the contact list with flowchart should be submitted to Engineering office of IITDM.

12. Before quoting the tender you should visit the all the plants and quoted accordingly. Visit scheduled on 16 Aug 2017.

13. The AMC inclusive of routine/periodic/breakdown/trouble shooting maintenance (Civil/electrical/mechanical) of all installation of the systems
14. The AMC inclusive of all type of electrical/mechanical repair, defects rectification of pumps motors, electric control panels, automation systems, valves/motorized valves, connecting cables, wires etc, complete shall be carried out by the firm.
15. The contractor shall display a board / notice on each RO Plant about date of service carried out / next due date duly signed by service engineer.

Breakdown Services (BDS):

16. On call AMC services shall include attending to any complaint any time of the year, on receipt of verbal/written complaint from coordinating officer of IIITDM Kancheepuram. A record of the breakdown calls attended duly acknowledged by the occupant or user shall be maintained & displayed on the "Maintenance Card" kept with the RO Plant & also copy of the same in records of the person in charge. Ordinarily a complaint must be attended within 24 hours whenever no change of part is involved, however, in case of requirement of change of spare part, the complaint may be attended within 48 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.300/per day & per Plant subject to a maximum of Rs.1500/against the complaint. Thus after 5 days IIITDM Kancheepuram 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.

Terms and Conditions:

17. The AMC work is to be executed as per directions of Registrar In charge of IIITDM.
18. The spare parts used for replacement shall be procured from the authorized dealer/service center of same make/model/quality as installed in new RO Plant with warranty or guarantee as per manufacturer and to be submitted to Engineer in-charge for authenticity. Any spare parts beyond the scope of work should be intimated in advance by inspection by engineer and rate of the spare parts to be submitted for approval before proceeding on work.
19. The contract shall be in force for **initial period of one year** and may be extendable further for **two years based on performance on annual increase of 5%** of the previous year contract value keeping other terms and conditions same. The contract can be terminated by either party by issuing one month advance notice in writing.

Security Deposit:

20. A security deposit of 10% of the tendered amount shall be deposited within 07 days of award of work. The said security deposit will be refunded three months after satisfactory completion of contract period.
21. No interest shall be payable on security deposit.
22. The security deposit shall be forfeited as a compensation for any loss resulting from the failure to perform the obligations under the contract or in the event of termination of the contract or in any event as the IIITDM Kancheepuram thinks fit and proper.

Payment:

23. Payment will be made on quarterly basis after completion of the quarter.
24. Payment shall be made upon submission of following documents:
 - a. Supplier's Invoice
 - b. Copy of the "Maintenance Cards" signed by the user & countersigned by the person in charge of the section/subsection of the institute.
25. In case of any dispute, if arises, decision of IIITDM will be final and binding.

Technical Bid Proforma

**Annual Comprehensive Service and Maintenance Contract for Reverse Osmosis Plants
In IIITDM Kancheepuram Campus: 17 Aug 2017 to 16 Jul 2018**

Name of the bidder (Firm):	
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	
Experience: Details of AMC works executed especially with Govt. &/or PSU organizations (Atleast ONE similar works to be in hand for eligibility)	(1) (2) (3) (4) (5)
Details of Manpower availability (Number with their qualification & experience):	

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. IIITDM/19/2017/RO Plants dated 09 Aug 2017

Sign of bidder: _____ Date: _____

Name of the bidder: _____ Firm's Name: _____

(Please add additional pages/sheets if required)

Financial Bid Proforma

**Annual Comprehensive Service and Maintenance Contract for Reverse Osmosis Plants
In IITDM Kancheepuram Campus: 17 Aug 2017 to 16 July 2018**

Sl.No.	DESCRIPTION OF WORK	RATE/ Annum (12 Months)		
1	Providing comprehensive annual maintenance services of oxy plus reverse osmosis (RO) water purifier system in IITDM Campus			
	Plant Location	Plant Capacity	Rate in words	Rate in figure
	Admin building	250 LPH- 1 nos		
	Academic complex	150 LPH -2nos		
	Lab complex	250 LPH- 1No		
	Sports complex	50 LPH -1No		
	Cafeteria	250-LPH-1Nos		
	Ashoka hostel AMC from Nov 17 – 16 July 18	250 LPH-1 nos		
	Aswatha Hostel	250 LPH-2Nos		
	Akshaya dining	500 LPH-1 nos		
	Total amount			

Note: Total amount will be taken into consideration for arriving at L-1.

- Taxes will be paid extra as applicable..

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. IITDM/19/2017/RO Plant dated 09 Aug 2017

Sign of bidder: _____ Date: _____

Name of the bidder: _____ Firm's Name: _____