

E – Tender Document

Name of Work:- E – Tender Document for 'Comprehensive Annual Maintenance Contract of R.O. Systems and Water purifier systems installed in Institute of Home Economics, New Delhi' (for 2018 – 19)

NOTICE INVITING TENDERS
(NATIONAL COMPETITIVE BIDDING)
INSTITUTE OF HOME ECONOMICS, UNIVERSITY OF DELHI
F-4, HAUZ KHAS ENCLAVE,
NEW DELHI-110016

1. Online bids are invited on single stage two bid systems for “Tender for Comprehensive Annual Maintenance Contract of R.O. Systems and Water purifiers installed in Institute of Home Economics, New Delhi’ (for 2018 – 19)”
2. Manual bids shall not be accepted.
3. Document Download: Tender documents may be downloaded from Institute of Home Economics, University of Delhi web site www.ihe-du.com and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Published Date	9th July, 2018
Bid Document Download / Sale Start Date	10th July, 2018
Bid Submission Start Date	10th July, 2018
Bid Submission End Date	25th July,2018
Bid Opening Date	26th July,2018

3. Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided in the Annexure for online submission of bids - .

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. Tenderer who has downloaded the tender from the Institute of Home Economics, University of Delhi website www.ihe-du.com and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Institute of Home Economics.

6. Tender shall be uploaded as per guidelines indicated in e - procurement website-Central Public Procurement Portal. The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Document. Failure to furnish all information /documents as asked for in the Technical Bid, Financial Bid and non - submission of all terms and conditions mention in the tender document will be at bidder's risk and may result in rejection of its bid.

7. Further corrigendum, extension of tender submission dates or any other information shall be published only on website <http://www.ihe-du.com>.

8. Applicant contractor must provide demand draft for Rs. 1000/- (Rupees one thousand only) in favour of **Director, Institute of Home Economics payable at New Delhi** from any Nationalized/ scheduled Bank valid for six months with their application/downloaded tenders as the cost of tender forms/ documents. All applicable bank charges shall be born by the applicant and he shall not have any claim what so ever on this account. In case of re- tendering, the firm which has submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sectors undertaking / Govt undertaking firms are exempted from the payment towards cost of tender documents.

9. **Earnest Money Deposit of Rs 2,000/-** is to be deposited through Demand Draft in favour of Director, Institute of Home Economics, payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

10. The **Hard Copy of original documents** in respect of cost of tender document, earnest money, original copy of affidavit, and credit facility certificate must be delivered to the **Director, Institute of Home Economics, F-4, Hauz Khas Enclave, New Delhi-110016 on or before bid opening date/time as mentioned in critical date sheet**. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non-refundable.

11. The tenderer shall furnish the name and address of their recent clients for whom they have carried out similar works in last five years along with full details like the cost and capacity of the system for which maintenance works have been carried out.

12. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

13. **Security** : The successful tenderers shall deposit a **Security Deposit of Rs. 10,000/-** (Rs. Ten Thousand Only) by a demand draft in favour of, Director, Institute of Home Economics, payable at New Delhi. This amount will not carry any interest and will be retained for the entire contract.

14. Period: The contract will be valid for 365 days (i.e. 1 Year) and can be extended for a similar period on the same terms and conditions if agreed by the Institute and Contractor.

15. Penalty: In case of any complaint/ breakdown/fault in any equipment, the firm has to attend the fault within 48 hours of reporting on phone/FAX/ Email etc. failing which will invite a penalty as follows:

- a. Attending to complaint between 48 hours — 3 days of intimation- Rs. 500/-
- b. Attending to complaint between 4 days to 7 days of intimation- Rs. 1000/-
- c. Attending to complaint beyond 7 days - Rs. 5000/-

16. For any further clarification with regard to tender enquiry, you may contact Institute of Home Economics, Contact No. 011-26532402.

17. Other Terms and Conditions

- The Tenderer shall upload the tender documents mentioned in Technical Bid as well as fill the Financial Bid as prescribed in the format given in the tender document. The Technical bid and financial bid shall be uploaded on CPP Portal as per the schedule of E – tendering mentioned in the Tender Document.
- Each page of quoted tender document being uploaded on CPP portal by the tenderer shall be signed with seal of the firms.
- All the entries shall be neat, legible and correct in both figures and words (wherever required to be filled both in figures and words) and shall ensure that there is no discrepancy between figures and words. The percentages entered in words shall take precedence.
- There shall be no overwriting or indistinct figure/writing. If for any reason correction or alterations of any figure/entry is unavoidable, the same shall be scored, written neatly and initialed. No white/color fluid shall be used Correction made by using fluid shall not be considered valid and such tender is liable to be considered as NON – BONAFIDE.
- The tender should be accompanied by a certified true copy of the power of attorney of the signatory of the tender. In case of sole proprietorship, a self sworn affidavit is required to be submitted with the tender.
- Conditional tenders are liable to rejection at the sole discretion of the accepting officer.
- Not more than one tender shall be submitted by one contractor or one form contractors.
- The Director, Institute of Home Economics, New Delhi – 110067 will be the accepting Officer for the purpose of this Contract.
- The accepting officer does not bind herself to accept the lowest or any tender or to give any reasons for not doing so.
- These instructions should be signed and uploaded on the CPP portal along with the tender documents.
- The tenders shall be valid for acceptance by the Institute for a period of 90 days from the date of submission and shall be extended by such period as may be mutually agreed to.

- The rates quoted shall be firm and inclusive of all taxes and shall not be subjected to variations in exchange rates, customs/excise duty or any other statutory duty or levies or variation in labour rates for the complete work, quoted rate shall include all taxes, duties, levies imposed, insurance for workmen compensation & third party liabilities.
- The successful tenderer shall execute an agreement with the Institute on Rs. 100/- e-stamp paper within fourteen days of receipt of letter of acceptance. However, the issue of letter of intent (LOI) by the Institute shall be construed as binding on the Contractor, as though such an agreement has been executed and all the terms and conditions shall apply accordingly for this contract.
- Right of Technical Scrutiny of Bill – The employer shall have the right to do technical examination of the works and the bill of the Contractor including all supporting vouchers, at the time of payment of the bill. If as a result of this examination or otherwise, any sum is found to have been overpaid or over – certified, it shall be lawful for the Employer to recover the sum.
- The Institute reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reasons thereof.
- The contractor shall use genuine spares/material for the work. Material shall be got approved from engineer – in – charge. Every care should be taken in this regard.
- The contractor shall ensure that no damage is caused to the equipment/Institute/building/office in the performance of his services. Any loss suffered therein will be made good by the Contractor and IHE may recover from contractor's bills/performance guarantee/EMD/ Security Deposit of the same or other works in IHE.
- The Contractor shall observe all security provisions as applicable to the Govt. building. Any violation shall be his responsibility.
- The Contractor shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person/firm without written approval of the Department.
- The Contractor may visit the site before quoting the rates.
- In case of any dispute relating to this contract which may arise during or after the execution of the contract shall be referred to the arbitrator appointed by Director, IHE whose decisions shall be final and binding. The proceeding of the arbitration shall be carried out in New Delhi only.
- In case of poor performance or unsatisfactory completion of supply/work. Officer in – charge IHE has right to deduct a sum of amount as a penalty (Not less than 5 % of supply /work order) from the performance guarantee/security/deposit/unpaid bill/FDR Bank guarantee etc.
- All R.O. units will be handed over as is where basis and no extra payment will be made for repair etc.
- The contract will remain in existence initially for one year. During the entire period of the contract, no request for any increase in the rate on any account would be entertained. However, the contract can be extended for one more year on the same rates and other terms and conditions if the services are found satisfactory and firm is agreeable.
- The agency has to attend additional visit during the contract period, as and when required, in the event of any breakdown/malfunctioning on the equipment, on intimation in this regard.
- The contractor shall ensure that all the unit included in the service contract are to be attended and the minor repair should be carried out on the same day, for the major repair relating to the change of spares, the maximum time permissible will be three days.

- The scope of work includes checking the performance of RO System and Water purifier systems and submitting a report after every visit. The scope of work includes the following:
 - Three services in one year (after every four months)
 - Three times candle change (Every four months)
 - Two times filter change (every six months)
 - Membrane change (Once a year)
 - All parts, anytime on complaint
- The term of payments shall be on quarterly basis after the works are carried out satisfactory and no interim payments shall be made.
- IHE reserves its right to cancel the bid without assigning any reason.



Director
Institute of Home Economics
New Delhi
Date:

Dr. Geeta Trilok-Kumar
Director
Institute of Home Economics
(University of Delhi)
F-4, Hauz Khas Enclave
New Delhi-110016

TECHNICAL BID

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- 1) Signed and Scanned Copy of Tender fee and EMD.
- 2) Signed and scanned copy of current income-tax challan/Return, GST registration no., PAN No. and EPF Registration No, Power of Attorney, if any
- 3) Signed and scanned copy of Details of Past Experience.
- 4) Signed and scanned copy of Tender Acceptance Letter. **(Annexure -1)**
- 5) Signed and Scanned Copy of Technical data sheet **(Annexure -2)**

PRICE BID

(a) Price bid undertaking

Sr. No.	Description of work	Unit	Rate in figures (INR)	Rate in words (INR)	Total Amount with taxes (INR)
1.	Comprehensive Annual Maintenance Contract of RO system (Kent, Euru, Aquasure, Forbes, Aquafine, Aquaguard)	19			
2.	Comprehensive Annual Maintenance Contract of Water purifier (Aquaguard – Classic and High Pure)	8			

Total in figures:

Total in words:

b. The rates shall be quoted in Indian Rupee only.

c. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,
The Director,
Institute of Home Economics,
University of Delhi,
F-4, Hauz Khas Enclave,
New Delhi-110016

Dear Sir/Madam,

1. I submit the Price Bid for _____
and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as
contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid

Yours Faithfully,

Signature of
authorized
Representative:

Annexure -I
TENDER ACCEPTANCE LETTER
 (To be given on Company Letter Head)

Date:

To,
 The Director,
 Institute of Home
 Economics,
 University of Delhi,
 F-4, Hauz Khas
 Enclave,
 New Delhi-110016

Sub: Acceptance in respect of Terms & Conditions of Tender
 Document of “.....” Ref: NIT
 NO-Dt.

Sir,

- i. I/We have downloaded the tender document(s) for the above mentioned ‘Tender/Work’ from the web site <http://eprocure.gov.in/eprocure/app> .
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally **ACCEPT ALL THE TERMS AND CONDITIONS** mentioned in this tender document and corrigendum(s) as applicable.
- v. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- vi. I/We confirm that our bid shall be valid up to 90 days as mentioned in this tender document from the date of opening of cover-1, Techno-commercial Bid.
- vii. I/We hereby agreed that my name will be keep in panel for the period of two years from date of finalization of tender.
- viii. I/We understand that you are not bound to accept the highest or any bid you may receive.
- ix. I/We certify that comply with the eligibility requirements as per Bid documents.
- x. **I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking**

Seal and Sign of Agency

Name:
 Address

Annexure -2

TECHNICAL DATA SHEET

1. All R.O. units will be handed over as is where basis and no extra payment will be made for repair etc.
2. The agency has to attend additional visit during the contract period, as and when required, in the event of any breakdown/malfunctioning on the equipment, on intimation in this regard.
3. The contractor shall ensure that all the unit included in the service contract are to be attended and the minor repair should be carried out on the same day, for the major repair relating to the change of spares, the maximum time permissible will be three days.
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