



हरिश-चन्द्र अनुसंधान संस्थान
Harish-Chandra Research Institute

TENDER FOR

**“ANNUAL OPERATION AND MAINTENANCE OF SEWAGE
TREATMENT PLANT CAPACITY 200 KL/DAY AT HRI
CAMPUS, PRAYAGRAJ -211 019”**

TENDER NOTICE NO. HRI/07/2021

Harish-Chandra Research Institute

Chhatnag Road, Jhunsi, Prayagraj

INVITING TENDER FOR

“ANNUAL OPERATION AND MAINTENANCE OF SEWAGE TREATMENT PLANT CAPACITY 200 KL/DAY AT HRI CAMPUS, PRAYAGRAJ

Bid Reference No. : NIT – HRI/07/2021

Last date and time for submission of bids : 14.04.2021 up-to 1100 Hrs.

Date and time of opening of Bid : 14.04.2021 up-to 1200 Hrs.

Place of Opening of Bids : Harish-Chandra Research Institute
Chhatnag Road, Jhunsi, Prayagraj-
211019

The dates for submission and opening of the tender mentioned above are final. In case some other dates for these are mentioned elsewhere in the tender document, the above shall prevail over them.

Address for any clarification/communication : Mr. Vijay Srivastava SO-C,
0532-2274447,
vijay@hri.res.in),
Mr. Manish Sharma SO-E,
0532-227 4358,
manish@hri.res.in)
ENGINEERING SECTION,
HARISH-CHANDRA RESEARCH
INSTITUTE, PRAYAGRAJ

This document contains : 14 Pages

It will be the responsibility of the bidders to check website ***www.hri.res.in*** for any amendment through corrigendum in the tender document. In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.

Sd/-
Seal & Signature of Registrar

Harish-Chandra Research Institute
Chhatnag Road, Jhansi, Prayagraj

Name of work: Annual operation and Maintenance of Sewage Treatment Plant capacity 200 KL/Day at HRI Campus, Prayagraj

Tender Notice No.: HRI/07/2021

INDEX

Section	Title	Page No.
---------	-------	----------

PART – 1 (TECHNICAL BID)

Check list		4
Section-I	Notice Inviting Tenders	5 & 6
Section-II	Terms & Conditions & Scope of work	7 to 12

PART – 2 (FINANCIAL BID)

Section- III Schedule of quantities 13 & 14

Harish-Chandra Research Institute

Chhatnag Road, Jhunsi, Allahabad

Check list

<i>Sl. No.</i>	<i>Description</i>	<i>Party has to specify whether they have submitted the relevant details with their technical bid in YES or NO</i>
1.	Proof of average annual turnover(Ref. point no. 5a of terms & conditions on page no. 8)	
2.	Experience of having successfully completed works(Ref. point no. 5b of terms & conditions on page no. 8)	
3.	Attested copy of PAN, GST, EPF & ESI(Ref. point no. 5c & 6 of terms & conditions on page no. 8)	
4.	Earnest Money Deposit of Rs. 18,400/-(Ref. point no. 10 of terms & conditions on page no. 9)	

Signature of the tenderer
Address & Seal

SECTION - I

NOTICE INVITING TENDERS

HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG, ROAD, JHUNSI, PRAYAGRAJ – 211 019

TENDER NOTICE NO. HRI/07/2021

On behalf of the Director, Harish-Chandra Research Institute, sealed tenders are invited (in Two bids) from eligible Contractors up-to **11.00 a.m. on 14.04.2021** and only technical bid shall be opened at **12.00 p.m.** on the same day for the work of “**Annual operation and maintenance of Sewage Treatment Plant capacity 200 KL/Day**” at HRI campus, Prayagraj

Estimated Cost	EMD	Performance Security	Security Deposit	Tender Cost
Rs. 9.2 lakhs	Rs. 18,400/-	@ 3% of tendered amount as per the tender condition	@ 5% of tendered amount as per the tender condition	Rs. 520/-

Interested parties may collect the Tender documents from the Accounts Officer, HRI on recommendation of Engineer, HRI on payment of tender cost (Non-Refundable) in cash from **23.03.2021** to **12.04.2021** during working days (11.00 a.m. to 4.00 p.m.).

The party may also download the tender document from HRI web-site address: ***www.hri.res.in***. In that case they have to submit a Demand draft of the tender cost alongwith the technical bid of the tender.

Director, HRI reserves the right to accept or reject any or all the Tenders without assigning any reason.

Sd/-
Registrar
HRI, Prayagraj.

SECTION - II

TERMS & CONDITIONS

Annual operation and Maintenance of Sewage Treatment Plant capacity 200 KL/Day at Harish-Chandra Research Institute campus, Prayagraj

TERMS & CONDITIONS

Following instructions should be strictly followed while submitting your tender.

1. Your offer should valid for a period of **120 days** from the date of opening of technical bid.
2. Please note that your tender will not be considered unless it is received in sealed envelope super scribed with tender number and due date. It should be put in the Tender Box kept at Reception of Institute building, Harish-Chandra Research Institute at Chhatnag Road, Jhansi, Prayagraj – 211 019.
3. Deadline for receipt of tenders (Part-1 & Part-2) is **11.00 a.m.** on or before **14.04.2021**. Late submission will not be entertained on any account. Part-1 (Technical bid) and part-2 (Price bid) will be in two separate envelop.
4. The Part-I of tender will be opened at the above office at **12.00 a.m.** on **14.02.2021** and your authorised representatives can be present at the time when the tenders are so opened and opening time of Part-2 (Price Bid) will be intimated later on to qualified bidder of Part-1 only. If on the day of opening of tender, holiday is declared in HRI then tender will be opened on next working day at same time.
5. Tenderer has to submit the following with technical bid for evaluation of their bid (Part-1).
 - a. Proof of average annual turnover of not less than Rs. 9.0 lakh during last three years ending 31.03.2020.
 - (i) Year 2017-2018
 - (ii) Year 2018-2019
 - (iii) Year 2019-2020
 - b. Experience of having successfully completed works during last seven years ending 13.04.2021. The party has to submit work order copy, Performance and completion certificate of the concerned work:
 - 3 similar works completed costing not less than Rs. 3.7 lakhs each OR
 - 2 similar works completed costing not less than Rs. 5.5 lakhs each OR
 - 1 similar works completed costing not less than Rs. 7.4 lakhs

Similar work shall mean: Work related to Sewage treatment plant. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of application for tenders.

and

One completed similar work (either part of (d) or a separate one) costing not less than Rs. 3.7 lakhs with some Central/State Government Organization/Central Autonomous Body/Central Public Sector undertaking during last seven years ending 13.04.2021.

 - a. Full address of firm along with /Telephone no./Fax no./E-mail address :
 - b. Attested copy of PAN
6. The party should be registered under GST, EPF & ESI. They have to submit a proof of Registration with their technical bid otherwise they will not be considered in this tender.
7. If the bidders do not submit the required document/details with their bids then Institute may ask the bidders to submit the details/documents after opening of their bids. However, if three or more bidders are qualifying in the tender then bidders will not be asked to submit the details after opening of their bid.
8. If bidder do not quote rate of any item under schedule of quantities or left the rate column blank then their bid will be treated as unresponsive & not be considered.

9. **In case the contractor leaves the work or shows unwillingness to do work within stipulated contract period then EMD, Performance security & Security money deposited by party will be forfeited to HRI.**
10. A deposit at call Receipt or Demand Draft/FDR of scheduled Bank guaranteed by the Reserve Bank of India for the **Earnest Money Deposit of Rs. 18,400/-** in favour of Registrar, HRI, Prayagraj is to be enclosed with the Tender Document (part-1) at the time of submission. In reference of letter no. F.9/4/2020-PPD Govt. of India, Ministry of Finance, Micro and small Enterprises (MSEs) and the firms registered with HRI are exempted from submission of Bid Security. However, if they withdraw or modify their bids during period of validity of tender etc. then they will be suspended for participating in any tender of HRI for minimum two years or decided by competent authority from the date of opening of concerned tender. The tender of parties submitted without EMD or supporting document for exemption criteria of EMD shall be rejected.
11. An amount equal to 5% of tendered value towards Security Deposit shall be recovered. This amount will be recovered @ 10% from your each bill till the amount deducted is equal to concerned security deposit amount. The security money will be returned after 03 months from the date of completion of work and submission of certificate by contractor that there is no statutory liability (taxes etc.) due on him for this work. In addition the contractor shall be required to deposit an amount equal to 3% of the tendered value of the contract as performance security (in the form of Demand Draft/FDR/B.G. of scheduled Bank guaranteed by the Reserve Bank of India) within the period prescribed for commencement of the work in the letter of award issued to contractor and will be released alongwith the final bill. A draft of B.G. for performance security is given (ref. page no. 11, however, some changes in this format may be made by Competent authority of HRI at time of award of LOI).
12. As the nature of work is maintenance type therefore party has to attend any problem at the earliest within 48 hours. If parties do not attend the problem within the period (without any justified reason and accepted by competent authority of HRI) then penalty @ 0.5% per week of order value will be imposed till the period when problem is resolved. During this period payment will also not be paid. Payment for this period will be calculated based on pro-rata basis of AMC amount. If it is found that contractor is not taking interest for addressing the problem deliberately then contract may be terminated also and in the case EMD & Security deposit may be forfeited.
13. The financial bid will be opened only of the qualified bidder under technical bids.
14. The period of contract is for two years. However, initially it will be awarded for one year & based on satisfactory performance it may be renewed for another year.
15. Evaluation criteria of lowest bidder - The bidder will be finalized based on their total lowest quoted amount both first & second year AMC.
16. Tender containing erasures or alterations will not be considered. Any printed condition provided by the bidders will not be accepted by HRI.
17. You shall in separate sheet to the tender, furnish in case you are a partnership firm of joint Hindu family concern, the names and full particulars of the partners of the members of the joint Hindu family owning the concern. The tender must be signed by the authorized person only (Proprietor/power of attorney/By all partners etc. as applicable).
18. Party has to ensure gate entry (at Security gate, HRI) for any material before bringing at site. In this connection, they have to submit challan copy of materials in Engineering office at HRI for records.
19. Contractor has to make their own arrangement for staying their labourers as Institute will not allow any labourers inside the campus after working period.
20. **Payment terms:** Quarterly advance payment as per work order value may be released against equal amount of Bank Guarantee. The party may claim GST if applicable in this work with their bill. Institute will pay the amount for GST. However, the liability of depositing tax (GST) to concerned Department will be totally on the contractor. If contractor is unable to pay BG/ other security against advance then payment will be released after completion of each quarter of work.
21. The party should make all their staff payment as per minimum wages with all other statutory liability like EPF & ESI etc.

22. Procedure for dealing with ambiguities in rates: That if on check there are differences between the rates given by the contractor in words and in figures or in amount worked out by him, the following procedure shall be followed:
- a. When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor shall be taken as correct.
 - b. When the amount of an item is not worked out by the contractor, or if it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.
 - b. When the rate quoted by the contractor in figures and in words tallies, but the amount is not worked out correctly, the rates quoted by the contractor shall be taken as correct and not the amount.
23. Party has to submit a letter with their technical bid that they have gone through the specification of the work as mentioned in schedule of quantities of financial bid and they will follow the same if work is awarded to them. In case of any deviation, they should clearly mention in the letter.
24. The Contractor shall agree and undertake to totally indemnify HRI against all expenses, claims, payments, dues, fines, penalties, compensations, liabilities, and losses whatsoever which the HRI may suffer due to the default, violations, omissions thefts, or non-compliance of the statutory and/or contractual obligations committed by the Contractor or its employed. The HRI shall also have the right to deduct and recover all such losses and expenses etc. from any payments due to the Contractor besides seeking appropriate legal remedies for the balance amount or relief, if any.
25. All labour regulation applicable by the central Labour Commissioner of Govt. of India shall be adhered to strictly.
26. Don't detach any paper from the tender document and put the signature at all the papers of the tender document.
27. For any information/clarification in this tender, you may contact Engineering Section, HARISH-CHANDRA RESEARCH INSTITUTE, during office hrs. (10.00 a.m. to 4.30 p.m.) on any working days.
28. Decision of the Director of the Institute will be final & binding to all concerned.
29. Director, Harish-Chandra Research Institute reserves the right to reject any or all tenders without assigning any reason whatsoever. Harish-Chandra Research Institute would not be under any obligation to give any clarifications to those contractors whose tenders have been rejected.
30. All disputes will be subject to Allahabad jurisdiction.

Note: The contractor acknowledge that he has satisfied himself as to the nature and location of the work before submitting the tender.

DECLARATION BY THE CONTRACTOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 32. This is also certified that I/We/our principal manufacturing firms have no objection in signing the contract if the opportunity for the items against this tender is given to me/us.

Date:

Address:

Signature:

Name:

Designation:

On behalf of company Seal:

DRAFT FORMAT OF B.G. FOR PERFORMANCE SECURITY

To,

The Director

Harish Chandra Research Institute,

Chhatnag Road, Jhansi,

Prayagraj (Allahabad)-211019

Dear Sir,

WHEREAS _____ <name of the service provider agency / bidder>, represented by its Managing Director (or whatever designation authorized person holds) having administrative Office at _____) (hereinafter called "Service Provider Agency") has undertaken a job in pursuance of Work Order No HRI/_____ dated _____ 2021 and subsequent contract dated _____ for "Annual Operation and maintenance of Air-conditioning Package units & Comprehensive maintenance of other individual AC units" at Harish-Chandra Research Institute (HRI), Prayagraj (Allahabad), an Institution under administrative control of Department of Atomic Energy, Government of India herein after called "**the Contract**".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider Agency shall furnish you with a bank guarantee by a Nationalised/Scheduled Commercial Bank for the sum specified therein as performance security for compliance with its obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider Agency, up to a total of **Rs. ----- (Rs ----- only)** which shall be referred to as '*amount of guarantee*', and we undertake to pay you, upon your first written demand declaring the Service Provider Agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee i.e **Rs. -----**) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between you and the Service Provider Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s. _____.

This guarantee shall be valid until the <dd/mm/yyyy>. {This date to be defined as per clause 11 of Terms and Conditions of tender

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Scope of work & other condition

Scope of work

1. Operation of 200 KL/D plant in two shifts per day.
2. Maintenance of plant comprising of all machinery, pumps including all consumable material (likes Sodium Hypo Chloride, Lube-Oil, Cotton waste etc.) and Maintenance charge like pump parts, blower parts, pipe line leakage, electrical panel parts etc.
3. Party will have to take a clearance from U.P. Pollution Control Board for running a plant on annual basis or as per required condition. The concerned required statutory fee for same will be reimbursed by HRI after receiving relevant document from the party.
4. Party will have to get tested the sample of treated water from STP on quarterly basis from authorized laboratory.
5. The maintenance of entire machine/ equipment of plant will be in scope of work. However, if it is found that if any equipment of plant is out of order and repairing of it is not justified (due to over of their life span etc.) then only replacement of such part will be done separately by HRI otherwise party have to do maintenance/repairing of that at their own cost.
6. The staff to be engaged by the contractor shall have minimum qualification as below. The staff to be engaged at site inconsideration of two shift operation of plant. However, operation time may be changed as per requirement therefore contractor has to engage their suitable manpower accordingly.

SUPERVISOR:

Should have 2 years ITI in Electrical/mechanical field and minimum 05 years' experience of work related to STP. Supervisor will be engaged in general shift (for 8 hour).

OPERATORS:

Should be graduate or having Diploma of ITI and minimum 02 years' experience of work related to STP. One operator will be engaged in each shift (for 8 hour).

PART-2

FINANCIAL BID

SCHEDULE OF QUANTITIES

Name of work: Annual Operation and Maintenance of Sewage Treatment Plant capacity 200 KL/Day at HRI, Prayagraj

Sl. No.	Description	Qty.	Unit	Rate in figures & words (including all taxes - except GST) Rs. Ps.	Amount Rs. Ps.
A	B	C	D	E	F =(C x E)
1	First year AMC				
	Operation and maintenance of Sewage treatment plant capacity 200 kl/day comprising of all machinery pumps, equipment's installed in the sewage treatment plant including all consumable material (likes Sodium Hypo Chloride, Lube-Oil, Cotton waste etc.) and Maintenance charge like pump parts, blower parts, pipe line leakage, electrical panel parts etc.	12	Per month		
2.	Second year AMC				
	Operation and maintenance of Sewage treatment plant capacity 200 kl/day comprising of all machinery pumps, equipment's installed in the sewage treatment plant including all consumable material (likes Sodium Hypo Chloride, Lube-Oil, Cotton waste etc.) and Maintenance charge like pump parts, blower parts, pipe line leakage, electrical panel parts etc.	12	Per month		
Total					

(Total amount in words Rupees)

- Note: 1. The contractor should quote their rate including all charges **except GST**. The bids will be evaluated accordingly.
2. The party may claim GST if applicable in this work with their bill. Institute will pay the amount for GST. However, the liability of depositing tax (GST) to concerned Department will be totally on the contractor.

Signature of the tenderer
Address & Seal