

**TENDER DOCUMENT
FOR
WATER SUPPLY WORK IN THE CAMPUS OF NRFMTTI, HISAR**

Tender No: 8-09/2014- Trg.

Dated 3rd June, 2020

Total No. of Pages -14

Price Rs. 100/-

SECTION - I

CHECK LIST FOR BIDDERS - (ALL ESSENTIAL DOCUMENTS)

Sr. No.	Documents	Yes/No
1.	E-receipt of Bharatkosh (NTRP) for Tender form Reference Number Date Amount	
2.	EMD DD No. Date Amount	
3.	Whether all the Pages are signed & properly tagged with all documents and enveloped properly sealed?	
4.	Whether Bid form is filled up and signed?	
5.	Whether Bidder's Bio-Data is filled up? (As per Annexure-I)	
6.	Attested copy of PAN Card	
7.	Attested copy of Aadhaar Card	
8.	Attested copy of Bank Pass -Book	
9.	Declaration towards Non-tampering of tender document. (format enclosed) (As per Annexure- IV)	
10.	Technical Bid to be submitted in separate sealed envelope. (format enclosed)	
11.	Financial Bid to be submitted in separate sealed envelope. (format enclosed)	
12.	Declaration that service would be available for 24 hours in all seven days (24x7) of a week	
13.	Experience certificate from any Central Government/State Government Office for Water Supply Work for a minimum of 3 (Three) years.	

SECTION - II

1. Eligibility Conditions

- a) The bidder should give an undertaking that water supply work related service would be available for 24 hours in all seven days (24x7) of a week (NOT NEGOTIABLE)
- b) The bidder shall have minimum 3 years experience of providing the water supply work related service in any Central Government/State Government office. (NOT NEGOTIABLE).
- c) The successful bidder shall deposit Rs. 20,000/- (Rupees Twenty thousand only) in the form of bank guarantee as performance guarantee.

2. Documents required to be submitted along with the bid

The bidder shall furnish the following documents along with the bid:

Sr. No.	Documents	Yes/No
1.	E-receipt of Bharatkosh (NTRP) for Tender form Reference Number : Date : Amount :	
2.	EMD DD No. : Date : Amount :	
3.	Whether all the Pages are signed & properly tagged with all documents and enveloped properly sealed?	
4.	Whether Bid form is filled up and signed?	
5.	Whether Bidder's Bio-Data is filled up?	
6.	Attested copy of PAN Card	
7.	Attested copy of Aadhaar Card	
8.	Attested copy of Bank Pass -Book	
9.	Declaration towards Non-tampering of tender document. (format enclosed) (As per Annexure- IV)	
10.	Technical Bid to be submitted in separate sealed envelope. (format enclosed)	
11.	Financial Bid to be submitted in separate sealed envelope. (format enclosed)	
12.	Declaration that service would be available for 24 hours in all seven days (24x7) of a week	
13.	Experience certificate from any Central Government/State Government Office for Water Supply Work for a minimum of 3 (Three) years.	

Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in any respect is likely to result in rejection of the Bid. **All the pages of the tender document and certificates shall be duly signed by the bidder.**

3. Packing Bid Documents:

- a) Tender should be submitted in **two covers; One** super scribed Technical Bid (**As per Section- IV**) and the **Second** Financial Bid (**As per Section-V**) and both the envelopes are in turn be put in another envelope and this envelope should be superscripted prominently as “ **TENDER FOR WATER SUPPLY WORK IN THE CAMPUS OF NRFMTTI, HISAR** ". All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the prices will be made in the Technical Bid. Tenders received without proper sealing are liable to be rejected.
- b) Tenders will be opened in the presence of Bidders present on the due date of opening. Incomplete Tender or Tender in which both technical Bid and Financial Bid are found in the same envelope will be summarily rejected. All Columns should be furnished with relevant details and no column should be left blank.
- c) Financial Bid of only selected bidders will be opened.
- d) Bidder shall furnish the documents as per **Technical Bid Form**.
- e) Rates should be quoted as per the format of Financial Bid Form. It should not be changed **in any manner**. Addition/ deletion/ alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- f) Unsigned Technical Bid (format enclosed) and Financial Bid (format enclosed) will be considered as invalid Bid.

4. Prescribed Format

Tender offers shall be submitted in the prescribed format **along with the original tender document** and enclosed Price bid. Price bids offers not adhering to the prescribed format will be rejected summarily.

5. Bid Price

- i. The rate of the Service quoted by the bidder shall remain unchanged during the period of contract.
- ii. Rate quoted in any other format/sheet will not be considered. Rate should be quoted in enclosed sheet in English figures & words without any overwriting, corrections, errors, omissions etc. Any corrections in bid or rate sheet are required to be signed by the bidder otherwise tender will be rejected summarily.

6. Bid Security (EMD):

6.1 The bidder must deposit Rs. 5,000/- (Rupees Five thousand only) as Bid security (Non- Interest Bearing). The Bid Security shall be in the form of DD payable at State Bank of India, Main Branch Hisar, Code- 0652 in favor of “**Director, NRFMT&TI, Hisar**”.

6.2 The bid security may be forfeited

- a. If the bidder withdraws his bid during the period of validity specified in the bid form.
- b. If the successful bidder fails to furnish performance security within a

week time from award of the contract.

6.3 The bid security of the unsuccessful bidder will be discharged/ returned as early as possible,

7. Submission of Bid:

- a. The bids should be duly sealed and addressed to NRFMT&TI, Hisar, should be sent so as to reach this office on or before 01:00 PM of the due date i.e. 18.06.2020, OR dropped in the Tender Box provided in the Northern Region Farm Machinery Training & Testing Institute, Sirsa Road, Hisar-125001 on or before 01:00 PM of the due date i.e. 18.06.2020.
- b. Any bid received after the specified time and date for submission of bids shall be rejected and returned to the bidder unopened.

8. Tender Opening

- a. The bids shall be opened in the presence of the bidder or their authorized representative, who wish to be present at the time of opening of bids on due date at their own cost. (Format of Authorization enclosed as **Annexure-II**)
- b. In case the date fixed for the opening of the bids is declared as holiday by the Government of India, the revised schedule will be notified. However, in the absence of such notification, bids will be opened on the next working day, time and venue remaining unaltered.

9. Performance Security

- a. The successful bidder shall be required to deposit an amount Rs. 20,000/- (Rupees Seventy five thousand only) as Performance Security within a week time of issue of letter conveying O/o NRFMT&TI, Hisar's intention of accepting the bid. The failure to deposit the security deposit within prescribed time may result in cancellation of bid/ offer. In this regard the decision of NRFMTTI, Hisar will be final and binding.
- b. Performance Security shall either be submitted in the form of Bank Guarantee issued by a scheduled bank (format enclosed as **Annexure -III**)
- c. If the contractor fails or neglects any of his obligations under the contract, the Director, NRFMTTI, Hisar may, in its discretion forfeit whole amount of performance security furnished by the bidder besides other legal/administrative action as deemed fit.

10. Rights of acceptance:

NRFMTTI, Hisar reserves all rights to reject any tender or whole tendering process without assigning any reason.

11. Contract Period

Under normal circumstances the contract shall be valid for a period of 9 months from the date of acceptance of the tender. However, contract may be extended for further period of up to 31.03.2023 on the same rate, terms and conditions.

SECTION -III

Terms and Conditions specific to the contract

- 1) The Contractor/operator must have the basic knowledge of operation, maintenance and repair of irrigation pumps and should have an experience of minimum three years from any Central Government/State Government Office for Water Supply Work.
- 2) The Contractor/operator must have the basic knowledge of operation, maintenance, repair and an experience of minimum three years from any Central Government/State Government about the electrical installations used for this work.
- 3) The contractor have to depute minimum two persons for this work, one of which should remain in institute all the time to ensure the water supply work as per need.
- 4) The Contractor/operator will be responsible for filling of Raw Water Storage tanks (near Guest House of the Institute) as and when water is supplied in Canal of Irrigation Department.
- 5) The Contractor/operator will ensure the sufficient storage of water in Raw Water Storage tanks up to the next supply by canal to ensure proper supply of water in institute campus. In case of shortage of water in storage tanks, the Contractor/operator will inform to the officer concerned, well before in time of such shortage
- 6) The Contractor/operator will fill up the Sump (near the filtration plant) by operating the pump installed (near water storage tanks) and will supply the filtered water daily in the institute campus as per time schedule of this office, which can be amend from time to time.
- 7) In case of any interruption/irregularity on the part of the Contractor/operator, will not only discontinue this contract work with immediate effect, but also lead to the official/statutory/legal action to initiate and security money deposited will be forfeited.
- 8) The Contractor/operator will be responsible for mixing of Bleaching powder and Alum in appropriate ratio for purification of drinking water as instructed by the supervisor/officer incharge. The Bleaching powder and Alum used for the purification of drinking water will be provided by the institute.
- 9) The Contractor/operator will ensure the general cleanness near main water supply pipe line, storage tanks and filtration plant.
- 10) In the case of electrical supply failure, the Contractor/operator may take help of electrician of this institute, however, the sole responsibility of water supply lies on the Contractor/operator
- 11) The Contractor/operator will be bound to follow the instructions of Supervisor, Officer Incharge and Senior officers regarding water supply matters.
- 12) The contract work will be awarded for 3 (Three) months initially. It can be extended further for one year depending on the requirement of work and assessment of work by contractor. This contract will not be extended for more than 3 years.
- 13) Payment to the contractor will be made on monthly basis after submission of bill for work done. Payment will be made online through PFMS payment mode directly in the account of contractor. Any kind of Tax/Taxes, as applicable by rule of law by State/Central Govt. will be borne by the contractor only.

- 14) The Contractor/operator must have to maintain the discipline and decorum of Central Govt. Offices up to the satisfaction of the Competent Authority. In case of any in-discipline on the part of the Contractor/operator, this contract work may be discontinued with immediate effect along with the official/statutory/legal action. The security money deposited by the contractor may also be forfeited
- 15) The successful bidder shall deposit Rs. 20,000/- (Rupees twenty thousand only) in the form of bank guarantee as performance guarantee.
- 16) The Director, N.R.F.M.T&T.I, Hisar reserves the right of Amendment/Extension/cancellation of this contract, at any time, without assigning any reasons thereof.

SECTION-IV

TECHNICAL BID

Subject: Notice inviting Tender for water supply work in the campus of NRFMTTI, Hisar.

1. Name & address of the Tenderer/ Concern: _____

Sr. No.	Documents	Yes/No
1.	E-receipt of Bharatkosh (NTRP) for Tender form Reference Number : Date : Amount :	
2.	EMD DD No. : Date : Amount :	
3.	Whether all the Pages are signed & properly tagged with all documents and enveloped properly sealed?	
4.	Whether Bid form is filled up and signed?	
5.	Whether Bidder's Bio-Data is filled up?	
6.	Attested copy of PAN Card	
7.	Attested copy of Aadhaar Card	
8.	Attested copy of Bank Pass -Book	
9.	Declaration towards Non-tampering of tender document. (format enclosed) (As per Annexure- IV)	
10.	Technical Bid to be submitted in separate sealed envelope. (format enclosed)	
11.	Financial Bid to be submitted in separate sealed envelope. (format enclosed)	
12.	Declaration that service would be available for 24 hours in all seven days (24x7) of a week	
13.	Experience certificate from any Central Government/State Government Office for Water Supply Work for a minimum of 3 (Three) years.	

Dated at

(Dated signature of Tenderer with Stamp of Firm)

SECTION-V

FINANCIAL BID

Subject: Tender for water supply work in the campus of NRFMTTI, Hisar.

TO BE QUOTED BY BIDDER

Sl. No	Name of Work	Quoted rates per Month for work (in Rupees)
1	Water Supply Work in the campus of NRFMTTI, Hisar	

Dated.....at.....

(Signature of Tenderer with Stamp of Firm)

Annexure-I

BIO DATA OF THE BIDDER

1) Name & Address of Firm / Party: _____

Telephone Number (O) _____

(R) _____

(Mobile) _____

2) Whether it is Proprietorship of Partnership _____

3) Full Name(s) of Proprietor or Partners _____

(Attested copies of partnership deed
should invariably be attached along
With Authorizations)

4) Permanent Account Number (Income Tax) _____

5) GST Number of the Firm/Party _____

Annexure-II

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach O/o NRFMTTI, Hisar on or before date of bid opening)

To

The Director,

Northern Region Farm

Machinery Training &

Testing Institute,

Sirsa Road, Hisar-125001

Sub: Authorization for attending bid opening on _____ (date) in
the tender of _____

Following person is authorized to attend the bid opening for the tender
mentioned above on behalf of _____ (Bidder)

Name of the Representative

Specimen Signature

1. _____

Signature of the Bidder

NOTE: Maximum one representative will be permitted to attend the bid opening.
Permission for entry to the venue of bid opening may be refused in case
authorization as prescribed above is not received.

Annexure- III

PROFORMA OF PERFORMANCE SECURITY BOND

- 1) In consideration of The Director, NRFMTTI, Hisar (hereinafter called, NRFMTTI, Hisar) having agreed to exempt _____ (hereinafter called the said Service Provider (s) from the demand of security deposit of Rs. 20,000/- on production of Bank Guarantee for Rs. 20,000/- for the due fulfillment by the said service provider of the terms and conditions to be contained in an Agreement in connection with the contract for Water supply Work in the Campus of NRFMTTI, Hisar. We, (name of the bank) _____ (hereinafter referred to as "the bank") at the request of _____ service provider do hereby undertake to pay to Director, NRFMTTI, Hisar, an amount of not exceeding Rs. 20,000/- against any loss or damage caused to or suffered or would be caused to or suffered by the Director, NRFMTTI, Hisar, by reason of any breach by the said service provider of any terms & conditions contained in the said agreement.
- 2) We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Director, NRFMTTI, Hisar stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Director, NRFMTTI, Hisar, reason of breach by the said service provider of any of the terms & conditions contained in the said agreement or by reason of the service provider's failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Director, NRFMTTI, Hisar in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. 20,000/-.
- 3) We undertake to pay to the Director, NRFMTTI, Hisar, any money so demanded notwithstanding any disputes raised by the service provider/supplier in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider/supplier shall have no claims against us for making such payment.
- 4) We (Name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of one year from date herein and further agree to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the Director, NRFMTTI, Hisar under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Director, NRFMTTI, Hisar certifies that the terms & conditions of the said agreement have been fully and properly Carried out by

the said service provider(s) and accordingly discharges this guarantee.

- 5) We (name of the bank) _____ further agree with the Director, NRFMTTI, Hisar that the Director, NRFMTTI, Hisar shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the Director, NRFMTTI, Hisar, against the said service provider and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider(s) or for any forbearance, and or any omission on the part of Director, NRFMTTI, Hisar, or any indulgence by the Director, NRFMTTI, Hisar, to the said service provider or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
- 6) This guarantee will not be discharged due to the change in the constitution of the bank or the service provider/supplier.
- 7) This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the Director, NRFMTTI, Hisar.

Dated: _____

For _____
(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.

Annexure-IV

DECLARATION

I/ We declare that:-

Proprietor/ Partner(s)/ Director(s) of -----

Hereby declare that I/We have not tampered the tender document vide No.8-09/2014-Trg.
dated 03.06.2020.

Date: _____

Signature -----

Place: _____

Name -----

Name & address of the firm: -----
