

TENDER FOR ARBORICULTURE WATER SUPPLY
CONTRACT: IIT JODHPUR (KARWAD)

NIT No: IITJ/Admin(Arboriculture)/16-17/01

<u>NIT Issue Date and Time</u>	: 01 Apr 2016 (Fri)
<u>Pre-bid Meeting</u>	: 13 Apr 2016 (Wed)
<u>Tender Submission Date and Time</u>	: 22 Apr 2016 (Fri)
<u>Tender Opening Date & Time</u> (Technical Bid)	: 22 Apr 2016 (Fri)
<u>Tender Opening Date & Time</u> (Financial Bid)	: Date Later



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TENDER FOR ARBORICULTURE WATER SUPPLY CONTRACT: IIT JODHPUR (KARWAD)

1. There is a requirement to engage a water supplier for arboriculture water supply (Meetha Pani) in IIT Jodhpur New Campus at Karwad on regular basis.
2. Indian Institute of Technology Jodhpur, (hereinafter referred to as the “Institute”) an Educational Institute of National importance invites sealed tenders for arboriculture water supply contract at its new campus (Karwad) on fixed cost basis from reputed Firms / Agencies / Vendors. The tender document can be downloaded from the Institute website at URL Link: <http://www.iitj.ac.in>
3. Tender should be sealed and superscribed with Tender Number, submission date and address to:

“The Director
IIT Jodhpur
Office of Store & Purchase
Old Residency Road, Ratanada
Jodhpur – 342011, Rajasthan”

4. The sealed Tender should reach the Institute, latest by **1500 h on 22 Apr 2016 (Fri)** and will be opened on same day at **1530 h** in **S 1 Administrative Block** in presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.
5. Cost of Tractor based 5000 ltr tanker, manpower and diesel shall be met by firm and all inclusive be quoted separately for **Filled water Tanker** as well as an **Empty** tanker too.
6. Following documents would be attached with this Tender Document and sealed in **Envelope X**:-
 - (a) Tender Fee Rs 500/- (Rupees five hundred only) in the form of Demand Draft payable to “Director, IIT Jodhpur”.
 - (b) Earnest Money Deposit (EMD) amounting to Rs 2,000/- (Rupees two thousand only) in the form of Demand Draft payable to Director, IIT Jodhpur.
 - (c) Firm/Company Address proof, ID Proof, PAN No and TIN No with copies of each document enclosed with **Envelope X**.

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(d) Firm Regn No along with copy of Regn Certificate.

Daily Total Watering Requirement

7. There are approximately 6000 plants existing in Sector A & B of new campus. More saplings are likely to be planted during the ensuing months. Watering frequency shall be twice a week during summers, once a week during winters and not to be watered while raining. Newly planted saplings will be watered daily for at least 30 days. During each watering cycle, atleast 10 ltr water be poured in each pit (Kyari) which may be increased/decreased depending on size of Trees. Season are specified as under:

(a) **Summer** 01 Apr till commencement of Rains/Monsoons and finally upto 31 Oct.

(b) **Winter** 01 Nov to 31 Mar

(c) **Monsoon** Variable period during which watering pattern will change and shall be spelt out depending on rainfall pattern.

Terms and Conditions

8. Following terms and conditions will be applicable :-

(a) The contract will be prevalent initially for a period of 01 (one) year and further extendable subject to successful fulfilment of commitment and also at sole discretion of Institute.

(b) The successful bidder / contractor will be required to enter into an contract Agreement.

(c) **Deposit of Drafts** – Following drafts shall be enclosed:-

(i) **Tender Fee** – Draft in favour of “**Director, IIT Jodhpur**” Payable at Jodhpur, amounting to Rs 500/-.

(ii) **Earnest Money Deposit (EMD)** – Draft in favour of “**Director, IIT Jodhpur**” Payable at Jodhpur, amounting to Rs 2,000/-.

(iii) **Security Deposit** :- Fixed Deposit Receipt (FDR) / irrevocable Bank Guarantee issued by any nationalized bank amounting to Rs 15,000/- favouring “**Director, IIT Jodhpur**” Payable at Jodhpur within 30 days of **issue of work order** and not repeat not to be attached with Tender documents.

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9. Technical & Financial bids shall be attached as under:-
- (a) **Format for Technical Bid (on letter head)**: - As per Appendix A.
 - (b) **Declaration regarding any Blacklisting / Debarring for taking part in Tender**:- As per Appendix B.
 - (c) **Financial Bid (on letter head)**: - Rates of Filled and Empty tractor based water tanker (5000 Ltrs) each to be indicated separately (inclusive of Diesel, Manpower and tanker).As per Appendix C.

10. Financial bids of only those firms found technically suitable will be opened.

11. **Blacklisting** Specify that the tenderer has not been debarred and / or blacklisted by any Central Government and / or any State Government Department(s). Tenderer should not have any litigation in any of the labour court(s). An affidavit to that effect on Non-Judicial Stamp paper of Rs 10/- duly notarized, shall be enclosed with the technical bid. The proforma of the affidavit on non-blacklisting/debarring is attached with the tender as **Appendix B**.

12. The tenderer(s) are requested to read the tender document carefully and ensure compliance with all the instructions herein. Non-compliance of instructions contained in this document may disqualify the tenderer from the tendering exercise.

13. **The tender document, duly signed and stamped on each pages, shall be returned in original with the technical bid as a proof to confirm the acceptance of the entire term & conditions of tender.**

14. Any amendment and / or addition/alteration made to the tender are not permissible after deadline for receipt of the tender. Incomplete tender(s) will be rejected.

15. **Local Conditions**:

(a) It shall be the responsibility on each tenderer to fully inform / acquaint / familiarize himself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All tenderer(s) intending to bid, shall visit and make themselves thoroughly acquainted with local site conditions.

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(b) The Institute shall presume that the tenderer has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising thereof shall be permitted by Institute, on basis of any non-clarity of information about local conditions being pleaded by the tenderer. Further, no claim for financial adjustment being made by the contract awarded on this tender document will be entertained by the Institute.

16. Part – II (Financial Bid):

(a) The financial bid will be in the format enclosed with tender as **Appendix C** in separate sealed cover (**Envelope Y**). Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.

(b) The bid should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. Tenderer should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in **words** will be treated as the valid offer.

(c) Service Tax or any other taxes and Education Cess will be paid extra as applicable and will be chargeable on service charges.

17. Tender Evaluation: Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in tender documents. Evaluation of the proposals shall be done in two stages as:

(a) Stage – I (Technical Evaluation):

(i) Institute shall evaluate technical bids to determine, whether Vendors qualify the essential eligibility criteria, has submitted EMD & Tender fee, whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to submitted with technical bid are submitted and whether bids are completed and generally in order.

(ii) After evaluation of technical bids, a list of the qualifying tenderer(s) shall be made. Short-listed tenderer(s) shall be informed for the date, time and place of financial bids opening and they may depute their representative/s to attend the same on the scheduled date & time.

(b) **Stage – II (Financial Evaluation):** The financial bids shall be evaluated on **basis of rates quoted for both the tankers (Filled and Empty)**. There can be two separate Vendors for each of the a/m category.

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18. The demand drafts for earnest money deposit & tender fee must be enclosed in the Envelope X containing the technical bids. Any technical bid without the demand drafts of earnest money deposit and tender fee is liable to be rejected. Institute is not liable to pay any interest on such amount. Earnest money deposit shall be forfeited if the tenderer withdraws its bid during the period of tender validity.

19. The earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of performance security after award of contract and execution of the agreement. Earnest money deposit of the successful tenderer shall be forfeited, if one refuses or neglects to execute the agreement or fails to furnish the required performance security within the time frame as specified by the Institute.

20. Award of Contract: After due evaluation of the financial bids, the Institute will award the contract to the lowest tenderer (hereinafter referred to as the “Contractor”) in each category. There can be two separate Vendors each for **Filled and Empty** tankers.

21. Commencement of Contract: The contractor shall commence work on receipt of work order which shall be accepted by the contractor within not more than 10 days from the date of receipt work order (or) 15 days from the date of signing of work order whichever is earlier.

22. Performance Security

(a) The contractor shall be required to furnish a Performance Security on or before contract commencement for an amount of Rs 15,000/- (Rupees fifteen thousand only) in the form of irrevocable bank guarantee issued by any nationalized bank in prescribed format **or** FDR.

(b) The performance security as furnished by the tenderer, shall remain valid for a period of **sixty days** beyond the date of completion of all contractual obligations of the contractor under agreement to be executed by and between Institute and Contractor.

(c) In case the period of contract is extended further by the Institute in consultation with the contractor, the validity of performance security shall also be extended accordingly. This is to ensure that performance security shall remain valid for a period of **sixty days** after expiry of the contractor obligations of Contractor for the extended period.

(d) Failure of contractor to comply with requirements of above clauses shall constitute sufficient grounds for annulment of contract and forfeiture of earnest money / performance security.

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23. Termination of Contract: The Institute reserves the absolute right to terminate contract forthwith, if found that contract continuation is not in public interest such as:-

(a) If Contractor fails to provide services as envisaged herein within the period(s) specified in the contract or any extension thereof as may be granted by Institute.

(b) If Contractor fails to perform any of the obligation(s) under the contract.

(c) If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the contractor shall be cancelled and performance security issued to the Institute shall be forfeited without any claim whatsoever on Institute and the contractor shall be liable for action as appropriate under the extant laws.

The contractor is not eligible for any compensation or claim in the event of such cancellation.

24. Service Tax. Separate bill in prescribed format shall be submitted for payment of service tax for the month.

25. The contractor shall abide by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The contractor shall indemnify the Institute from any claims in this regard.

26. The Institute reserves the right to reject any or all tender(s), wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

27. Arbitration:

(a) In case of any dispute or difference arising out of or in connection with the tender conditions / job order and Contract, the Institute and the Contractor will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

(b) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.

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28. Jurisdiction: The court(s) at Jodhpur alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Jodhpur court shall have jurisdiction in the matter.

29. Clarification: The prospective tenderer requiring any clarification regarding the tender document are requested to contact purchase section email id: sps@iitj.ac.in. The purchase section will respond in writing to any request for clarification, which is received not later than the 10 days before the last date of submission of tender.

30. At any time prior to deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

The amendment will be published on Institute website. In order to afford prospective tenderers reasonable time in which to take the amendment into account in preparing their bid, the Institute may, at its discretion extend the deadline for the submission of tender.

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Appendix A

Format for Technical Bid (on letter head)

S No	Descriptions	Information to be filled by the Tenderer (if required separate sheets may be enclosed)	
1.	Name, Address, Mobile No & E mail ID of Tenderer with complete contact details		
2.	Type of Organization (Whether proprietorship, partnership, private limited, limited company)		
3.	Name and Address of the Directors Proprietor /Partners/Owners		
4.	Year of formation of the Company and experience		
5.	Details of Registration	Regn No	Copy enclosed : Y / N
6.	Income Tax Return (ITR) for the last three financial years (attach copies), if Tax Payer (2012-13, 13-14 & 14-15)	Copy enclosed : Y / N	
7.	(a) Service Tax Number/ Certificate	No	Copy enclosed : Y / N
	(b) PAN & TIN Number	No	Copy enclosed : Y / N
8.	Details of Tender Fee	DD No	Date
9.	Details of Earnest Money Deposit (EMD)	DD No	Date
10.	Any other information		

Seal & Signature of the authorized signatory of the agency

Appendix B

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary / Executive Magistrate on Rs10/- non judicial Stamp paper by the Tenderer)

1. I/ We _____ (Tenderer) hereby declare that the Tenderer namely

M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government tenders in India and has no litigation in any of the Labour Court(s).

(Or)

I / We _____(Tenderer) hereby declare that the Tenderer namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years wef _____ to _____. The period is over on _____ and now the firm / company is entitled to take part in Government tenders _____.

2. In case above information found false, I / we are fully aware that the tender / contract will be rejected/cancelled by Director, IIT Jodhpur and EMD / Performance Security shall be forfeited.

3. In addition to the above, Director IIT Jodhpur will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____

Seal & Signature of the authorized signatory of the agency

Appendix C

PROFORMA FOR FINANCIAL BID (on letter head)

Ref No _____

Date: _____

I / we herewith submit the Financial Bid for the Arboriculture Water Supply Contract: IIT jodhpur (Karwad), as per the details give in Tender document and assessed the scope of works thoroughly and have also gone through the tender documents and understood the terms & conditions stipulated therein before quoting rates hereunder.

1. Cost of 1 x filled water bowzer (5000 Ltr Capacity) = Rs _____.
(Mitha Pani from Mile 9) and watering the plants(Including cost of Diesel, Manpower, tractor based tanker and Taxes).

2. Cost of 1 x Empty bowzer for collecting water from water point = Rs _____.
with-in New Campus (Karwad) and watering all plants (Including cost of Diesel, Manpower, tractor based tanker and Taxes).

DECLARATION

We have gone through the terms & conditions stipulated in tender document and confirm to abide by the same.

No other charges would be payable by Institute.

Seal & Signature of the authorized signatory of the agency