



ICAR-NATIONAL DAIRY RESEARCH INSTITUTE
(Indian Council of Agricultural Research) K
ARNAL-132001 (Haryana) INDIA



F.No.3-18/AMC/Sewagepump/ME/2020-21/SPS-III

Dated:27.07.2021

**Online bids are invited on two bid system for “Award of AMC
of Operation & Maintenance of Sewage Sump wells & Effluent Treatment
plant (4 MLD) at, ICAR-NDRI, Karnal”**

Tender documents may be downloaded from NDRI web site www.ndri.res.in (for reference only) 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	27-07-2021
Bid Document Download/ Sale Start Date	27-07-2021
Date of Pre-Bid Meeting	Online through Zoom Platform: 09-08-2021 at 11:00 A.M. The meeting ID and Password is available on the Institute website http://ndri.res.in
Days of Visit to Sewage Sump Well and ETP, NDRI, Karnal	Any working day before pre- bid zoom meeting
Bid Submission Start Date	27-07-2021
Bid Submission End Date	17-08-2021
Bid Opening Date	20-08-2021
Place of opening of Technical bid	Office of AAO, E-V (Coord.) Section, ICAR- NDRI, Karnal-132001
Address for communication	AAO, E-V (Coord.) Section, ICAR- NDRI, Karnal-132001

1. On behalf of Director, ICAR-NDRI, Karnal, Electronic Quotations/tenders under Open tender enquiry, Bids are invited from the registered firms/their authorized dealer registered on portal etc. for the goods mentioned below. The Quotations/bids duly sealed/signed & completed in all respect should be submitted with scan documents online at CPPP **latest by 17.08.2021 (15:00)**

Hrs). The incomplete Quotations/bids will be treated as rejected. The Quotations received after stipulated date & time will not be considered & rejected, and no correspondence in this regard will be entertained.

2. The Tender form/bidder documents may be downloaded from the <https://eprocure.gov.in/eprocure/app> **online submission of Bid through** Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
3. Tenderers/ bidders should read the tender document carefully and go through all the terms and conditions thoroughly. They should also visit the facility of Sewage sumpwells and ETP which they need to operate and maintain well in time before attending the pre-bid meeting. Any doubt may be clarified in the pre-bid meeting.
4. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR-NDRI, Karnal reserves the right to accept or reject any or all the tenders.
5. The firms are required to upload copies of the following documents:-

***Technical Bid**

- i. Scanned copy of BID SECURITY DECLARATION (mandatory for all bidders) as Annexure-I (copy attached)
- ii. Scanned copy of signed and stamped MSME/NSIC certificate in the concerned category, if any.
- iii. Scanned copy of Firm's registration under Companies Act/ or any other Act,
- iv. Copy of the PAN No.,
- v. Copy of the GST No.,
- vi. TENDER ACCEPTANCE LETTER as Annexure – II (copy attached)
- vi. Scanned copy of Income Tax Statement for the last two financial years i.e. **2019-20 & 2020-21**.
- vii. Scanned copy of all authentic documents regarding firm's turnover etc. during last two financial years i.e. **2019-20 & 2020-21**.
- ix. Scanned copy of User List/Purchase Orders (minimum two) of its satisfactory operation & maintenance of STP/ETP during last two years.
- x. This can copy of an undertaking stating that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, the firm will be liable to punitive action.
- xi. Copy of enlistment certificate with CPWD or with any Govt. Department.
- xi. The bidders should submit the Certificate of Non-Blacklisting/Not Banned/Temporarily suspended by any Govt. Deptt./Organizations during last three years as Annexure – III (copy attached)
- xii. Copy of self declaration – No Blood relation with the NDRI official involved in handling the facilities of Sewage sump-wells and ETP as mentioned in the tender as Annexure – IV (copy attached)
- xiv. Bid validity for 60 days
- xv. Bank Detail of the firm
- xvi. Performance Security will be 3% of the total bid amount for the successful bidders.
- xvii. This can copy of **all additional documents as per Clause 13** should also be submitted by the bidder.

Note: The work will be carried out after following MHA guidelines to prevent COVID-19.

***Financial Bid:-**

Financial bid should be quoted as per BOQ. The firm should quote the rates in consolidated form in BOQ.

6. The Bidders may submit their Techno-Commercial bids and price bids online on the portal of CPP. No conditional bids shall be allowed/accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in NIT, techno-commercial bid in cover-I, and price bid in Cover-II. To enable system generated techno-commercial and price comparative statements, such statement may be submitted in Excel formats strictly. The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action.
Further, a "Bid Security Declaration" may also be submitted by the bidders accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the times specified in the tender documents.
7. The Financial Bid of the Technically Qualified bidders only will be opened after short listing of techno-commercially acceptable bidder with due information through system generated emails & SMS alerts.

8. Description of the services required:

ANNUAL OPERATION AND MAINTENANCE CONTRACT FOR SEWAGE SUMPWELLS & SEWAGE TREATMENT PLANT/EFFLUENT TREATMENT PLANT HAVING CAPACITY OF 4MLD AT ICAR-NATIONAL DAIRY RESEARCH INSTITUTE, KARNAL

I Manpower Requirement:

Minimum Manpower required per shift of 8 hours:

Operator/Technician (Skilled)-

Two persons in each shift of 8 hours Helper (Semi-Skilled)-

One person in general shift of 8 hours

II Details of installed Major/Minor Electrical/Mechanical Equipments and type of services required

Sr. No.	Description of installation	No. of Units	Type of service required	Daily schedule of work	Installed At
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1	Sewage submersible motors 12.5HP	03 Nos.	Operation/checking/lowering and de-lowering required/repair the valves /cleaning of pumps as and when required.	Routine operation /cleaning the bucket-screen/checking the amp/voltage etc. on day today basis.	Sewage Sumpwell No .01
2	Centrifugal pump with 3phase motor 12.5HP	01 No.	Operation/checking/gland packing/greasing/amp./reflex valve/priming/replace rubber coupling, Impeller, bearings, sleeve shafts, as & when required etc. Painting of pumps and their sheds including pipe-lines once in a year.	Routine operation of pumps till emptying of sump-well/checking the rubber coupling every week/tightening of gland packing /tightening of nut bolts/priming on daily basis etc.	Sewage Sumpwell No .02 (Near KVK)
3	Centrifugal Pumps with 3 phase motor 25 HP	03 Nos.	Operation/checking/gland packing/greasing/amp/Opening & closing of the inlet & outlet valves/replacing of rubber coupling, Impeller, bearings, sleeves, shafts, as & when required etc. Painting of pumps and their sheds including pipe-lines once in a year.	Routine operation of the pump till emptying of sump-well/checking the rubber coupling every week/ tightening of gland packing /tightening of nut bolts on daily basis/repair of valves etc.	Sewage Sumpwell No .01

4	CentrifugalP umps with3 phasemotor10 HP	01 No.	Operation/checking/glan d packing/greasing/amp/O pening & closing of the inlet & outlet valves/replacing of rubbercoupling, Impeller,bearings, sleeves, shafts,as & when required etc.Painting of pumps andtheir sheds includingpipe- linesonceinayear.	Routineoperat ion of thepump till empting of sump- well/checking the rubber coupling every week/ tightening of gland packing /tighteningofnut boltsondaily basis/ repair of valvesetc.	SewageSu mpwellNo .02 (Near KVK)
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5	Effluent pumps with 3phase motor 20HP	02 Nos.	Operation/checking/gland packing/greasing/amp/closing & opening of control valves /replacerubber coupling/replacement of ball-bearings, Impeller, bearings, sleeves, shafts, as & when required etc. Painting of pumps and their sheds including pipe-lines once in a year.	Routine operation of pump till empty sump well/ checking the rubber coupling every week/tightening of gland packing day to day/tightening of nut bolt setc.	Equalization tank (ETP)
6	Effluent pumps with motor 5HP (UASB Reactor)	01 No.	Operation/checking/gland packing/greasing/amp/closing & opening of control valves /replace rubber coupling/replacement of	Routine operation of pump till empty sump well/ checking the rubber coupling	ETP
			ball-bearings, Impeller, bearings, sleeves, shafts, as & when required etc. Painting of pumps and their sheds including pipe-lines once in a year.	every week/tightening of gland packing day to day/tightening of nut bolt setc.	
7	Aerator with worm gear reduction with 3 phase motor 20HP	01 No.	Operation/checking/starting and stopping of motor/replacing of ball bearings & aerator blade/tyre-coupling etc. as & when required, Painting of pumps and MS ladder, Railing etc. including pipe-lines once in a year.	Routine operation/checking of the rubber coupling/checking of the noising of ball bearings, rubber coupling etc. on daily basis.	ETP

8	Secondary-Clarifier(reduction gear with 3 phase motor 1.1HP)with starter mechanism	01 No.	Operation/checking/including repair of the rake-arms as & when required, cleaning of outlet & peripheral channel on daily basis, Replacement of bearing after emptying of well/replacement of wheels as & when required. Painting of motor and MS ladder, Railing etc. including pipelines once in a year.	Routine operation/daily checking the raking arms, balancing of wheels, tightening of chain every day in routine basis etc.	ETP
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9	Air blower compressor with 3 phase motor 5HP	01 Nos.	Operation/checking/starting and stopping of motor as & when required etc. Painting of motor etc. including pipe-lines once in a year.	Periodic operation for modulation of the sludge settled at the bottom of well etc.	Equalization tank (ETP)
10	Sludge pump with 10 HP motor	02 Nos.	Operation/checking/gland packing/greasing/amp/closing & opening of control valves /replace rubber coupling/replacement of ball-bearings, Impeller, bearings, sleeves, shafts, as & when required etc. Painting of pumps and their sheds including pipe-lines once in a year.	Routine operation of pump till empty sump well/ checking the rubber coupling every week/tightening of gland packing daily today/tightening of nut bolt setc.	Secondary-Clarifier (ETP)
11	Filtrate pumps with 3 phase motor 1HP	02 Nos.	Operation/checking/gland packing/greasing/amp/closing & opening of control valves /replace star-coupling/replacement of ball-bearings, Impeller, bearings, sleeves, shafts, as & when required etc. Painting of pumps and their sheds including pipe-lines once in a year.	Periodic operation of pump till empty sump well/ checking the coupling /tightening of gland packing tightening of nut bolt setc.	Sludge Drying Beds (ETP)
12	Generator set 75KVA	01 Nos.	Routine checking of oil/water/battery and maintenance of AMF panel. Refueling of diesel fuel tank on routine basis as and when required.	Operation of Generator in case of power failure.	ETP
13	Sludge Drying Beds	03 Beds	Periodic de-sludging of the beds as and when required.	Emptying of drying beds and cleaning of grass/weeds grown inside and adjacent to these beds.	ETP

14	Sewagesubmersiblemotors 7.5HP	02Nos .	Operation/checking/lowerring and de-lowerring required/repair the valves/cleaning of pumps as and when required.	Routinoperation operation /cleaning thebucket- screen/checking theamp/voltage etc.odaytodayb asis.	ETP
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15	Oil&grease Chamber	01 No.	Periodicde-sludgingofthesebedsasan dwhenrequired.	Emptying/cleani ng the gritchamberand greasetrap.	ETP
16	Main SumpWell	01 No.	DailyCleaningofScreena ndflowchannels	Removingstraw sandothersolidw aste manuallyforthes afetyofpumps	Sewagesu mpwellno .01

III Scope of Work

Providing round the clock services to operate and maintain the two numbers of Sewage SumpwellsandoneSTP/EffluentTreatmentplant(ETP)bydeputing04Nos.Skilled/Technicianoperators, two each in two shifts (6.00 AM to 2.00 PM& 2.00 PM to10.00 PM) & 01 No. Helper(for sewage cleaning and other assistance) for above said units (Sewage sump wells & ETP). **Extraworker as Reliever required to keep both the operational points manned in both the shiftsthroughouttheyearwillbearrangedbythecontractorathisowncost.** TheSewagesumpwell&ETP comprises of mechanical equipments and pipelines including electrical installations.

The details of equipments to be operated &maintained/works to be carried out are as under:-

1. Sludgerecyclespumps,Seweragesubmersiblepumps,Centrifugalpumps,variouscontrol-valvesincludingoiling,greasing,glandpacking etc.allcomplete.
2. ElectricalworkincludingMCCB/StarDeltaStarters/Pushbuttons,levelcontrolswitchescables ,earthingetc.
3. Daily Cleaning of Bucket screens, Grit Channel, Oil & Grease Trap, steps inside thesump-wellandgeneralcleaningofoldsumpwellandNew sumpwells.
4. PeriodiccleaningofScreenChamber,Oil&GreaseChamber/trap,surfaceaerator,Secondary Clarifier, dry beds, grass/weeds grown on the surface of the UASB Reactor,including removal of blockades of interconnecting pipelines etc. as & when required attheETP.
5. Periodic de-sludging of the DryingBeds, GritChannel, Oil & Grease Trap of the ETPand sump wells. And all other miscellaneous works related to repair and maintenancework i.e. lowering and de-lowering of the sewage- submersible motors along with fitting andcleaning grass & weeds and maintain the surrounding area of both the sump-wells as ETPneat&clean.

IV. Spares for Operation.RepairandMaintenance

Cost of all spares requiredforrouinmaintenance of Sewage sump wellsand E.T.P.like, gland pickings, star washers, spring washers, wearing plates, S.S. bushes, ball bearings,rubber couplings, coupling sets, rubber gaskets etc. shall be provided by the ICAR-NDRI,Karnal. In case of any emergency/breakdown/preventive maintenance, the contractor shouldimmediately consultwith theMaintenanceEngineerandarrangethematerialsfrom themarket and expenditure of the same will be borne by the ICAR-NDRI, Karnal. **However,monthlydemandofmaterialshastobeprojectedbythecontractor&submittedtoM.E.**

officeforanadvance-procurement.

***Rewinding of all type motors shall be carried out by this institute.**

V Maintaining of the records

The contractor will maintain the following records:-

- A. Log books for operation of sewage sump-well no. 01 & 02.
- B. Log books for operation of E.T.P.
- C. Log books for operation of Generator (75 KVA) of E.T.P.
- D. Log Book of Energy meter of E.T.P.

VI Repair of Major/Minor Equipments-

Motors, Panels, Street Lights & Pumps

1. Cleaning and tightening of all screw connections and terminals on controllers.
2. Examining of fuse contacts and terminals for cleanliness and tightness.
3. Checking the pump immediately after starting the motor, to see if the pump is generating the rated head, by reading the pressure gauge.
4. Checking for any undue vibration of stuffing boxes.
5. Checking of glands for overheating and leakage. Gland packing around the pump set is adjusted to permit only a slight leakage of droplets of water to cool and lubricate the shaft.
6. Checking if the voltage fluctuation is within the permissible limit of 420-440V.
7. Checking of current rating and actual loading of motor to prevent overloading, by frequently monitoring the ammeter reading.
8. Ensuring that the water level in the water source does not drop more than 1 meter above foot valve and water at the receiving end is not wasted by overflow.
9. Maintaining in a neat condition all the lightings / fittings as installed at sewage sump well and ETP which are detailed below and handing over the same to Director of NDRI Karnal at the end of Contract.
 - a. Tube lights- 09 nos. (At ETP)
 - b. Ceiling fans- 05 nos. (At ETP)
 - c. Street light- 09 nos. (At ETP)
 - d. LED Street light- 02 nos (At ETP)
 - e. Tube Lights- 05 nos. (At Sewage Sump well)
 - f. Flood Light- 01 no. (At Sewage Sump well)
 - g. Street Light- 06 nos. (At Sewage Sump well)
 - h. Ceiling Fans- 02 nos. (At Sewage Sump well)

VII Requisite Result of Waste Water Treatment at ETP/STP:

The water samples at the inlet and outlet of this STP/ETP are collected and got analyzed every year through **Haryana State Pollution Control Board/CPCB**. The following tables indicate the various parameters of the analysis of these water samples:-

Sr. No.	Parameter	Permissible Limits (As per Central Pollution Control Board)
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1	pH	6.5-8.5
2	BOD(3 daysat27C)	<30mg/l.
3	COD	<250mg/l.
4	Oiland Grease	<10mg/l.
5	TotalSuspendedSolids	<100mg/l.

Note:-

1. The Effluent/Sewage water samples before and after treatment are regularly tested by Haryana State Pollution Control Board/CPCB, for B.O.D., C.O.D., pH, TSS etc. All these parameters should be maintained within the prescribed limits of Dairy Industry as per CPCB norms. If the given parameters are not found to be within the limits due to poor operation and maintenance as per online monitoring or during inspection by HSPCB/CPCB, then the contractor will be solely responsible to reply and pay for any penalty imposed by HSPCB/CPCB.
2. As soon as possible an Online Continuous Effluent Monitoring System (OCEMS) will be installed at the outlet of the STP/ETP plant and the treated effluent data will be continuously sent online on the server of HSPCB/CPCB. If, the given parameters are not found within the range the contractor will be solely responsible to reply and pay for any penalty imposed by HSPCB/CPCB.
3. The Technician/operator deputed by the contractor, should be able to operate and maintain the OCEMS system.

VIII Other Terms & Conditions

1. Both the plants and machinery will be handed over in working condition at the time of contract and will be taken over in the same working condition at the end of the contract.
2. The Contractor must deploy the specified manpower with adequate technical qualification/knowledge and experience in the relevant field and to the satisfaction of Maintenance Engineer, NDRI. Manpower initially deployed should not be replaced during the AMC. However, if anyone needs to be replaced due to unavoidable reasons, the prior approval of the Maintenance Engineer must be taken and the new worker/operator must be got approved from the Maintenance Engineer in terms of relevant qualification/experience before deputation on work.
3. The Contractor should submit the names of the persons engaged for the work and they have to report to the Maintenance Engineer on day to day basis and mark the attendance. Every person employed for the work has to obtain proper gate pass from Security department of the institute.
4. Operation and the maintenance of Sewage sump well and ETP system comprises of various pumps, motors, blowers, valves, pipelines, sludge beds, mono-block pumps, filter unit, bucket screens etc. together with the electrical panels and connections. Operator employed should have knowledge of Hindi & English and experience in handling of Sewage sump well and ETP plant operation and their maintenance works. Both these plants should be run continuously from 6am to 10pm in two shifts.
5. The Contractor will have to keep all the surroundings area at the site neat and clean and dump the scrapped material at the scrapper yard.
6. It will be Contractor's responsibility to maintain the Sewage sump wells and ETP plant in

healthy state all the time, to plan and undertake preventive maintenance of both the plants at regular intervals and attend routine maintenance activity every day.

7. The Contractor should maintain a service record for the maintenance jobs carried out and get it countersigned by Maintenance Engineer. The institute will provide the required registers.
8. **The effluent/sewage water samples before and after treatment are regularly tested by Haryana State Pollution Control Board, for B.O.D., C.O.D., PH etc. All these parameters should be within the prescribed limits.** Very soon an OCEMS system with flow meters will be installed for analyzing these parameters and sending data generated to the HSPCB/CPCB servers online.
9. The generation of bacteria material like Urea Fertilizer, DAP, BOD removal etc. in Aeration tank will be arranged by the contractor at his own level.
10. It will be the responsibility of Contractor to remove excess sludge from oil & grease chamber/trap, sump wells, etc. In addition Contractor will also carry-out cleaning of Grease/oil & grease chamber, Sewage sump wells, periodically and dispose-off grease/sludge at his own cost & arrangement.
11. Dismantled/ replaced parts should be handed over to NDRI, Maintenance Engineer or its representative.
12. Contractor will arrange all Tools & Tackles as required at his own cost & arrangement for proper functioning of Sewage sump-well's and ETP.
13. The contractor will follow all the instructions given from time to time and daily entries will be recorded in the logbook as per NDRI requirements and get verified from the Maintenance Engineer of NDRI. If any problem noticed in working of these plants, same will be immediately reported to Maintenance Engineer or its representative.
14. The contractor will have to make his own arrangement at his own cost for the accommodation of his employed staff outside the premise of NDRI.
15. The Contractor has to do all routine repairs related to pumps, motors; valves etc. i.e. change of Impellers, bushes, Couplings, shafts bearings, lowering and de-lowering of motors etc. under this AMC for which no additional labour charges will be paid.
16. Under no circumstances, Sewage sump wells & STP/ETP should remain under breakdown for more than 06 hours. In the event of breakdown/shut down, the onus of attending to the problem in the shortest possible time is on the Contractor.
17. Sewage sump wells and STP/ETP shall be operated in two shifts, if any negligence in operation and maintenance of these plants is found on part of the Contractor, The Director, ICAR-NDRI has the right to cancel the contract immediately and take suitable legal action.
18. Any damage caused by staff employed by the Contractor to existing facilities while carrying out the work, shall be recovered from the contractor.
19. The contractor will supervise and maintain the Sewage Sump wells and STP/ETP maintenance work regularly.
20. Precaution against any fire hazard or other damages to these plants and other equipment shall be taken by the firm/contractor/agency NDRI shall remain indemnified by the contractor from any encumbrances/loss on this account.
21. The firm/agency/contractor will be responsible for the safety of its deputed staff during the performance of their duty at these units.
22. In case of any of staff is not found up to mark and not able to do work properly, he will have to be changed as per the instruction of NDRI.
23. The job of manning and operation shall include the following. The hours of commencement and closing of duties will be decided by the Maintenance round the clock in the institute.
 - a) All mutual operations required for starting, running, up keeping of installation and equipments and connected service.
 - b) Reading & Recording of various meters and gauges including adjusting/ operation of controls and filling/writing of daily log book of the installation as per direction of Maintenance Engineer or his accredited/ nominated representative.

- c) Arranging and providing assistance by way of manual labour/operation/T&P and /or/installation of machinery for rectification/repair of installation.
24. The installation will have to be manned and operated on all days irrespective of Sunday and holiday etc. as per instructions of the Maintenance Engineer, NDRI and called upon to do so. The rate quoted shall be deemed to include for maintaining and operation of installation on all days of the week.
 25. In case of any breakdown with respect to electrical and mechanical work due to negligence of the contractor, he will have to make the installation in perfect running condition at the earliest. For this purpose, the contractor in any condition will not be allowed to take more than 03 hours. For this period no payment will be made to the contractor and in addition if the contractor fails to rectify the breakdown within 06 hours, a penalty of Rs.150/- per hour for the entire period of breakdown shall be recovered from the contractor's dues/bills.
 26. **HANDING OVER OF PLANT:** Complete sewage Sump wells & Effluent Treatment plant along with all equipment/machineries and other related accessories as per said table shall be handed over to the agency in working condition and it is responsibility of the agency to operate & maintain it in proper working condition during the contract period and hand over back to NDRI Karnal after the completion/termination of the contract in proper working condition. The contractor will have to arrange extra manpower to meet the emergency if required. However no extra payments shall be made to the contractor on this account.
 27. The installation will not be left unmanned under any circumstance. The watch and ward of any of the machinery/plants/pumps shall be contractor's responsibility.
 28. **DAMAGE OF EQUIPMENT:** The contractor shall be fully responsible for any kind of damage/loss due to deployment of inexperienced staff or due to negligence in workmanship by him. The same shall be repaired/ restored by the contractor to the entire satisfaction of the Maintenance Engineer of the institute, the same may be provided by the institute for which the expenses incurred will be recovered from the contractor. The decision of the Director NDRI, Karnal in this regard shall be final and binding.
 29. Routine servicing of DG sets and their repairs and fuel for running the generator will be taken care of by the ICAR-NDRI, Karnal. However its operation, refilling of Diesel and general check up of the moving parts, batter/bettors shall be taken care by contract agency.
 30. **FIRE SAFETY PRECAUTION:** The maintenance and operation staff shall strictly follow all the prevailing instructions precautions pertaining to the fire at ICAR-NDRI, Karnal at all locations covered in his contract.
 31. **ACCIDENT:** The contractor will keep ready a first aid kit with all essential drugs/equipments/life saving medicines at the place of operation at a clearly visible place. In case of any accident or injury, fatal or partial disability, the contractor shall be solely responsible for settlement of all claims/compensation. The institute will have the right to recover any sum indicated/claimed by labour commission/court directive. The contractor's Technical Supervisor /contractor in charge however, shall ensure that he has provide all adequate and required means for safety of workers.
 32. **WATER AND ELECTRICITY:** Water and electricity required for operation / maintenance of the Sewage Sump well & E.T. plant shall be supplied free of cost. No water/electricity charges for this purposes shall be recovered from the contractor.
 33. **STATIC RUN OF GENERATOR:** In case the generator set installed in not routine use the contractor is required to run 75 KVA Generator Set, for 5-10 minute on each day to keep generator set in working conditions.
 34. The decision of the Director, ICAR-NDRI, Karnal, in the above respect shall be final and binding.

Note:- The rates of the AMC and operator should be quoted in consolidated form.

9. **GENERAL TERMS & CONDITIONS-**

- i. The work of providing service/job contract at NDRI, Karnal shall have to be

undertaken without causing any damage to the NDRI properties, in case any damage is caused by the workers deployed by the contractor at NDRI, Karnal. The same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the moveable / immovable property at NDRI, Karnal caused by the persons deployed by the contractor. In case any such theft occurs, the responsibility thereof shall rest with the agency and the agency shall have to make good the loss caused to the NDRI on account of such loss.

- ii. The tender will comply with all the social welfare legislation for its workers more particularly the rules & regulations relating to social security (employee provident fund), medical benefits (employee state insurance), etc. at his /her own cost as may be required.
- iii. The contractor will discharge all his legal obligations of the workers to be deployed by him for the execution of the work in respect of their wages & service conditions and shall also comply with all the rules & regulations & provisions of law enforce that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of The Director, ICAR-NDRI, Karnal shall be final and binding on the contractor.
- iv. The payments shall be made on quarterly basis upon submission of bill by the contractor along with satisfactory reports from the user. The bills will be submitted by the firm indicating rate and amount of GST explicitly.
- v. The contract will be awarded for a period of one year but can be extended with mutual consent. But, however the tender will be liable to be terminated even before the expiry of the contract period if the firm fails to provide satisfactory services or violates any of the conditions/ terms of the contract. In that event, the security money deposited by the firm will be liable to be forfeited, and a deduction upto 10% may be charged while making payment of bills.
- vi. During current contract, if any mishap occurs, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property.
- vii. The contractor should have at least two years experience in handling of operation & maintenance of Sewage Sumpwells and Effluent Treatment Plants.
- viii. In the event of failure /negligence of the contractor towards the performance of the said contract, Director, ICAR-NDRI Karnal reserves the right to terminate the contract without assigning any reason. Further NDRI shall not pay any damages/ compensation or other expenses on account of termination/cancellation of the contract.
- ix. Contractor shall deploy only Indian Nationals as his representatives, servants and workmen after verifying their antecedents /public records and loyalty. He shall ensure that no person of doubtful antecedents and Nationality is, in any way associated with the work.
- x. The cost of repairs /rectifications necessitated due to negligence of operator shall be recovered from the contractor as per assessment made by The Maintenance Engineer, NDRI Karnal, if the contractor fails to repair the installation within the time given to him, the same will be got repaired from other agency at risk and cost of the contractor. The decision of Maintenance Engineer / Director, NDRI in this regard shall be final and binding on the contractor.
- xi. The persons deployed for operation & maintenance etc. shall be qualified and

experienced in the trade for which they have been employed. The contractor shall produce certificates of qualification and experience when called upon. However, the qualification and experience may be relaxed in case of candidate having adequate knowledge exposure in the concerned field. The Director, NDRI reserves the right to reject the deployment of any person on whatsoever reasons and the contractor shall cease deployment of such persons forthwith and not deploy him/her in future. No claim, whatsoever, shall be entertained on this account.

- xii. The persons deployed on operation of installations should have thorough knowledge of safety precautions during emergency cases and also well conversant with Indian Electricity & Mechanical rules/regulations and Indian factory act rules etc. as applicable on installations which fall under the purview of the contract.
- xiii. The contractor display necessary notice board indicating all precautionary measures to be taken by manning/operating staff.
- xiv. The maintenance and operation staff shall individually be in possession of a temporary identity card /pass issued by the contractor/ NDRI, Karnal. The identity card or pass shall be examined by the security staff at the time of entry & exit from the campus and also at any time or number of times inside the campus. Cost of identity card shall be borne by the contractor.
- xv. In case the contractor fails to undertake the maintenance/ operation on any particular day or part thereof, he shall be liable to pay compensation at double the rate of that day from his quoted rate on pro rata basis. The above mentioned compensation shall however, not be imposed in case the maintenance /operation is interrupted due to unavoidable circumstances or due to any major breakdown being beyond contractor's control, if the Maintenance Engineer certifies the same. However, the contractor shall not have any claim over the Institute on this account.

10 Bid Opening: Both the techno-commercial and price bids will be opened online by the bid openers mentioned at the time of creation of the tender online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders. The system automatically generates a technical scrutiny report and commercial scrutiny report in case of the techno-commercial bid opening and a price comparative statement in case of price bid opening which can also be seen by participating bidder online.

11 Price structure:

The ICAR Research Institutes are exempted from Excise and Customs Duties on Research Consumables, *vide Notification No. 10/97-CE dated 1.3.1997 (as amended by 16/07-CE) and Notification No. 51/96-Customs respectively*. However, for the ICAR Institutes to avail the aforesaid Duty Exemption benefits, the Prices are required to be quoted by Manufacturers preferably on Ex-Works basis, *without including any Excise/Customs Duty component*. Freight & Transit Insurance are required to be quoted extra, *as per actuals*, for insured transportation from Ex-Work to Destination.

The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

12 Supply of services & Terms of Payment:

- a. **Paying Authority:** Comptroller, NDRI, Karnal-132001.

b. Payment term for the supply of services;-

The payment will be released on a quarterly basis after the satisfaction of the Indenter. The supplier will then send its invoice along with accompanying documents to the paying authority for payment. The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier's invoice, provided the invoice and the accompanying documents are in order.

c. Liquidated Damage Clause:-

1. In case of any breakdown with respect to electrical and mechanical work due to negligence of the contractor, he will have to make the installation in perfect running condition at the earliest. For this purpose, the contractor in any condition will not be allowed to take more than 03 hours. For this period no payment will be made to the contractor and in addition if the contractor fails to rectify the breakdown within 06 hours, a penalty of Rs.150/- per hour for the entire period of breakdown shall be recovered from the contractor's dues/bills.
2. **DAMAGE OF EQUIPMENT:** The contractor shall be fully responsible for any kind of damage/loss due to deployment of inexperienced staff or due to negligence in workmanship by him. The same shall be repaired/restored by the contractor to the entire satisfaction of the Maintenance Engineer of the institute otherwise the same will be repaired/restored by the institute for which the expenses incurred will be recovered from the contractor. The decision of the Director NDRI, Karnal in this regard shall be final, conclusive and binding.
3. The work of providing services/ job contract at ICAR-NDRI, Karnal shall have to be undertaken without causing any damage to the NDRI properties. In case any damage is caused to the Institute property by the workers deployed by the contractor at NDRI, Karnal, the same shall be made good by the contractor. The contractor/agency shall also have to ensure that there is no theft of the moveable/immovable property at / of ICAR-NDRI, Karnal by his deployed workers. In case of any such theft/incident, the responsibility of the same shall rest with the contractor/agency and the agency shall have to make good the loss caused to the NDRI on account of such loss.
4. The cost of repairs /rectifications necessitated due to negligence of operator shall be recovered from the contractor as per assessment made by The Maintenance Engineer, ICAR- NDRI Karnal . If the contractor fails to repair the installation within the time given to him, the same shall be got repaired from other agency at the risk and cost of the contractor. The decision of Maintenance Engineer / Director, ICAR- NDRI in this regard shall be final and binding on the contractor.
5. In case the contractor fails to undertake the maintenance/operation on any particular day or part thereof, he shall be liable to pay compensation at double the rate of that day from his quoted rates on pro-rata basis. The above mentioned compensation shall however, not be imposed in case the maintenance /operation is interrupted due to unavoidable circumstances or due to any major breakdown being beyond contractor's control, if the Maintenance Engineer certifies the same. However, the contractor shall not have any claim over the Institute on this account.
6. **PENALTY FOR VIOLATION OF SAFETY MEASURES:** In case of any violation of safety measures and or on non-compliance of safety PPE by the Contractor or his employee(s), NDRI shall penalize the contractor as follows: Rs 500/- First time Rs 1000/- Second time onwards If contractor continues for failing to provide the safety &/ or PPE, NDRI reserves its right to terminate the contract. The contractor shall immediately upon knowing

of any accident, damage or losses, in which he is involved on the site, should inform the area-in-charge. The contractor shall take all safety precautions and provide adequate supervision by competent persons in order to do the job safely and without damage to plant, personnel, equipment, and the environment. Any accident causing fatal or non-fatal injury to the employee(s) of the contractor shall be the exclusive responsibility of the contractor."

d. Dispute Resolution Mechanism:

If any dispute or difference of any kind arises between the purchaser and the supplier in connection with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions.

However, if the parties fail to resolve the disputes or differences by such mutual discussion **within 30 days**, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration.

The arbitration will be conducted by a sole arbitrator, who will be appointed by the Director, ICAR-NDRI, Karnal and the procedure to be followed in this respect will be as per the Indian Arbitration Act, 1996.

The **venue** of the **arbitration** shall be the place (i.e. **NDRI, Karnal**), from where the contract is issued.

e. In case of any Legal Dispute, the jurisdiction will be at Karnal.

13 You are also required to fulfill the following conditions and also furnish the required details as indicated in subsequent paragraphs.

- a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods & services as specified in the above requirement, without any change in the unit price or other terms & conditions.
- b) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).
- c) Please indicate if you are registered with any Govt. organization; and, if registered, furnish all relevant details.
- d) Please state whether business dealings with you presently stand banned by any Government organization; and, if so, furnish relevant details.
- e) Bidders are advised that one bidder cannot represent two suppliers or quote on their behalf in a particular tender. Specifications mentioned in Firm's Brochure will only be acceptable.
- f) The suppliers shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark of industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
- g) The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English/Hindi.
- h) The contract shall be governed by the laws of India and the interpreted in accordance with such laws.
- i) The quotation / offer shall remain valid for acceptance for a period not less than 60 days after the specified date of opening of the offer.
- j) The Bidder quoting the Bid of foreign equipment on behalf of Foreign Manufacturer/Foreign Supplier, the Authorization Certificate from the Principal

- is essentially required and should be attached with the bid.
- k) The bidder should submit the Certificate of Non-Blacklisting/Not Banned/Temporarily suspended by any Govt. Deptt./Organizations.
 - l) Bid Security Declaration may also be submitted by the bidders accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for two years.
 - m) The SSI/MSEs Registered with NSIC are exempted from Tender Fees and EMD subject to submission of NSIC Registered with valid certificate with the items list.
 - n) The condition of Prior Turnover and Prior Experience has been relaxed with respect of Micro and Small Enterprises.
 - o) The NSIC registered firm who quote their bid off foreign make on behalf of the Foreign Manufacturer/Principals suppliers should also submit the **Bid Security Declaration**. In case such declaration is not submitted by the bidders, their bid will not be considered and will be treated as rejected.
 - p) The Annual Maintenance Contract/Comprehensive Maintenance Contract, if required by the user later on, will be awarded separately. However, the bidders are required to quote the years wise rates for the requisite period in their bids.
 - q) Alternate/conditions/Optional bids will not be accepted.
 - r) Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids. However, any request of the bidder to add any document on later stage will not be accepted.
 - s) The firm may ensure that the specification of the quoted model should be clearly indicated in the submitted brochure and on the website of the firm. Just write yes in technical compliance statement is not valid if the same specifications are not found in brochure as well as website. If any specifications are not indicated in the brochure as well as on the website of the firm on the date of opening of the tender, this Institute has all right to reject the bid on the same basis and no further correspondence may be entertained.
 - t) All the MSME and Startup firms are eligible to get the benefit as per Govt. of India Guidelines.
 - u) **The guidelines issued vide No.P-45021/2/2017-PP(BE-II) dt 16.9.2020 by GOI, Min. of Commerce & Industry, DoPIIT regarding Public Procurement (Preference to Make in India), Order 2017 (Revision) shall be followed.**
 - v) **Any bidder seeking benefit/preference under MSME/Make In India or any other policy/scheme of the Govt of India, which is currently in force must submit all relevant**

documents/certificates/undertakingetc.atthetimeofbiddingitself.

- 14** Notwithstanding the above, the purchaser, reserves the right to accept or reject any quotation or annual the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

Before executing supply, the successful Bidder will have to deposit Performance security as per Rule which is 3% of the contract value, in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment.

NOTE:-

All the participating bidders should be complying with GST provisions enacted by Govt. of India from the date of 1st July, 2017.

**Asstt. Admin. Officer (E-V)
(On the behalf of Director, NDRI, Karnal.)**

BID SECURITY DECLARATION

I/ We hereby agree to deposit the security money as per the norms. If I/We fail to furnish the prescribed performance security within prescribed period or I/We withdraw or modify the bid during period of validity etc., I will be suspended for the time specified in the tender documents.

Signature of the Contractor
Postal Address

Dated _____

Witness:

TENDER ACCEPTANCE LETTER

I /We have read and examined the invitation for bid, Bidding data, Specifications applicable. Drawings & Designs, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the Bidding document for the work.

I / We hereby tender for the execution of the work specified for the President of India within the time specified in Bidding data, viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions given in guidelines to Bidders and in Clause 4.1 of the Conditions of contract and with such material as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for sixty (60) days from the date of submission there of and not to make any modifications in its terms and conditions. If I fail to commence work as specified, I /We agree that President of India or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the performance guarantee absolutely.

I /We hereby declare that I /we shall treat the Bidding documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Signature of the Contractor
Postal Address

Dated _____

Witness:

SELF-DECLARATION – NO BLACKLISTING

The Director,
ICAR-NDRI,
Karnal.

Dear Sir/Madam,

Ref: Tender for AMC of Sewage sump wells and ETP at ICAR-NDRI, Karnal.

In response to the Tender Document for AMC of Sewage sumpwells and ETP, ICAR-NDRI, Karnal. I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body. We further declare that presently our Company/ firm _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Date.....

Place.....

Signature.....

Name.....

Seal of the organization

SELF-DECLARATION – NO BLOOD RELATION

The Director,
ICAR-NDRI,
Karnal.

Dear Sir/Madam,

Ref: Tender AMC of Sewage sumpwells and ETP at ICAR-NDRI, Karnal.

In response to the Tender Document for AMC of Sewage sumpwells and ETP, ICAR-NDRI, Karnal. I/ We hereby declare that no near relative is posted as Accountant or as an officer in any capacity as Engineer. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, I may be debarred from tendering for any breach of this condition.

Thanking you,

Yours faithfully,

Date.....

Place.....

Signature.....

Name.....

Seal of the organization