

**BID DOCUMENT**  
**NOTICE INVITING TENDER**

**IF THERE IS DIFFERENCE IN ANY INFORMATION/DATA MENTIONED IN THE TENDER DOCUMENT AND UPLOADED IN CPP PORTAL, THE INFORMATION/DATA UPLOADED IN CPP PORTAL SHOULD BE TREATED AS FINAL.**

Tender Reference No: IG/CMD/EE(C)/NIT/2021-22/02

Dated:- 09.02.2022

Online bids (Technical & Financial) are invited for and on behalf of the Vice-Chancellor, IGNOU from the eligible bidder/contractor registered in appropriate class and category with CPWD/PWD/DOT/DDA/DJB/MES which are valid for minimum period of 90 days from the date of opening for the work of Tender document for **“SUPPLYING AND FILLING OF POTABLE WATER THROUGH MOUNTED TANKERS AT IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110068”**.

Name of work	Tender document for:- <b>“Supplying and filling of potable water through mounted tankers at IGNOU Campus, Maidan Garhi, New Delhi-110068”</b> .
Estimated cost	<b>Rs. 2,42,57,900/-</b>
Period of contract	<b>TWO YEARS</b>
Earnest Money Deposit to be submitted online only (Mode: NEFT/ ECS/ RTGS) as per following details:- Account No.: <b>2257000100017009</b> IFSC Code: <b>PUNB0225700</b> , Bank Name: <b>Punjab National Bank</b> , Branch Address: <b>IGNOU, Maidan Garhi, New Delhi-110068</b>	<b>Rs. 2,42,579/- (for each agency)</b>
Date of publishing	25/02/2022 (10:30 Hrs.)
Clarification start date and time	25/02/2022 (11:00 Hrs. )
Clarification end date and time	28/02/2022 (13:00 Hrs. )
Date and time of pre-bid meeting	N/A
Bid submission start date	28/02/2022 (15:00 Hrs.)
Queries (If any)	No queries will be entertained after clarification end date and time
Last date and time of uploading of bids	21/03/2022 (11:00 Hrs.)
Last date and time of submitting the document physically at IGNOU	21/03/2022 (13:00 Hrs.)
Date and time of opening of bids	22/03/2022 (14:00 Hrs.)
<b>Note:- If there is difference in date and time mentioned above and mentioned anywhere in the tender document, the above dates should be treated as final.</b>	

The University proposes to award the job among two agencies selected through the bidding process on the basis of response from the qualified bidders at L-1 rates.

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in/eprocure/app>.

**MANNUAL BIDS SHALL NOT BE ACCEPTED**

Except for the original documents/instruments as mentioned in this tender.

Bidders should regularly visit the website to keep themselves updated.

**(A) INSTRUCTIONS TO THE BIDDER**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in](http://eprocure.gov.in)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

**1. Registration:**

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Bidders are advised to register their valid email address and mobile numbers as part of the registration process.

**2. Searching for tender documents**

There are various search options built in the CPP Portal, once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder.

**3. Preparation of bids**

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

**4. EMD/Bid security**

Bidder has to select the payment option as “online” to pay the notified EMD **Rs.2,42,579/-** in favour of “**IGNOU, New Delhi**” **Account No.: 2257000100017009, IFSC Code: PUNB0225700 Bank Name: Punjab National Bank, Branch: IGNOU, Maidan Garhi, New Delhi.** Any bid not accompanied by an acceptable bid security will be summarily rejected. The same of unsuccessful bidders shall be returned without interest after finalization of the tender.

**5. Assistance to bidders**

Any queries relating to the tender document, terms & conditions as well as process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 011-29572308, 1800 3070 2232, 91-7878007972 and +91-7878007973.

6. Public notice published in newspapers Asian Age (English) & Punjab Kesari (Hindi) respectively on 02.02.2022.

7. **The intending bidder must read the terms and conditions & FORM – 6 & 7/8 of GCC carefully** which will be the part of the contract.

8. The bid can only be submitted after uploading the mandatory scanned documents. Therefore, bidders are advised to be careful while submission of online bids.

9. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited EMD and other documents scanned and uploaded are found in order.

10. The department reserves the right to reject any prospective application without assigning any reasons and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

11. Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids the form and nature of the site. The bidders shall be responsible for arranging and maintaining at their own cost all materials, tools & plants. The agency shall be liable in accordance with the Indian law and regulations for any accident occurring due to any cause. No extra payment would be made to the contractor due to the above provisions thereof.

**(B) SCOPE OF WORK**

Filling and supplying including transportation of potable water through mounted tankers at IGNOU Campus, Maidan Garhi, New Delhi-110068 from DJB water filling point(s) and private source(s).

Estimated cost of work	: Rs. 2,42,57,900/- (Rs. 1,21,28,950/- + Rs. 1,21,28,950/- for each agency)
Earnest money	: Rs.2,42,579/- (for each agency)
Performance guarantee	: Rs.6,06,448/- (for each agency)
Security deposit	: Rs.6,06,448/- (for each agency)
Time allowed	: Two Years

**(C) TECHNICAL BID**

The following self attested documents to be scanned and uploaded (under cover-1) within the period of bid submission:-

1. The details of online transfer of EMD amounting to Rs.2,42,579/- be provided.
2. Copy of board resolution/power of attorney/ authorization letter indicating that the person signing the bid has required authority to sign on behalf of bidder and copy of memorandum of association & article of association of the bidder.
3. Enlistment order/certificate of the contractor with any of Govt. deptt. e.g. CPWD/PWD/DOT/DDA/DJB /MES which must be valid on the day of submission of tender or extended date of submission of tender whichever is later.
4. Attested certificates of work experience of firms/contractors should have satisfactorily completed **one (01) similar work of value not less than Rs.97,03,160/- (80%) or two (02) similar works each of value not less than Rs.72,77,370/- (60%) or three (03) similar works each of value not less than Rs.48,51,580/- (40%) during last seven (07) years ending previous day of last date of submission of bids.** The completion certificate(s) must consist similar work, completed cost & actual date of completion and issued by an officer not below the rank of Executive Engineer or equivalent rank of similar work(s).
5. Owners of at least 5 HTV tankers in firm/owners name. Also, valid registration certificate (RC) and fitness certificate of vehicles.
6. Turn over certificate of the firm as per clause No.-4 of technical bid of this tender document duly signed by the chartered accountant with his UDIN number.
7. Registration certificate of GSTIN & acknowledgment of latest filed return as well as copy of PAN No.

**Note : 1. The bid will be rejected, if the bidder does not upload all the documents as stipulated in the (C) Technical Bid document.**

**2. The uploaded scanned documents as mentioned in the (C) Technical Bid must be submitted by the lowest bidder within a week physically in the office of e-tendering authority i.e. Executive Engineer (C), CMD for verification of original documents, failing which the tender shall be rejected.**

**(D) FINANCIAL BID**

1. The financial bids should be uploaded online (under cover- 2) as per the specified “.rar” format in Excel sheet attached as ‘.rar’ with the tender and based on the scope of work, service conditions and other terms of the tender document.
2. The financial proposal should be inclusive of all applicable and other charges imposed under the applicable laws as per below mentioned financial bid:-

Sr. No.	Description	Tentative Qty. (For Two Years)	Rate (Per Tanker of 10,000 Ltrs. capacity)	Amount
1.	Water filling charges, transportation, supplying and loading & unloading of potable water through disinfected mounted water tankers of 10,000 ltrs. capacity at different locations e.g. tanks, pump houses as & when required at IGNOU Campus.			
1.1	From Malviya Nagar DJB filling point for each agency.	3650		
1.2	From Private Source Tube-well for each agency.	1825		

3. Detailed address of locations of sources of water supply (private sources) (To be filled by the contractor).

- (a) \_\_\_\_\_ (b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(E) BID VALIDITY**

All the bids must be valid for a period of 90 days from the last date of submission of the tender. However, the quoted rates should be valid from the effective date of the contract and no request will be considered for price revision during contract period.

**(F) COMMERCIAL & SPECIAL TERMS AND CONDITIONS**

**Name of work:-“Supplying and filling of potable water through mounted tankers at IGNOU Campus, Maidan Garhi, New Delhi-110068”.**

1. The time allowed for carrying out the work will be **TWO YEARS** from the date of start & first date of hand over the site.
2. The successful bidders shall be required to submit a performance guarantee (PG) of 5% of the tendered amount in the form of Bank Guarantee or F.D.R. from Bank within 10 days of issue of letter of intent/acceptance of tender before award of work. In case of failure by the contractor/agency to submit the P.G. within the specified period, full EMD will be forfeited and the tender shall be treated as null and void. The performance guarantee shall be initially valid up-to the stipulated date of completion plus 60 (sixty) days beyond that.
3. The competent authority does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason.
4. This notice inviting bid shall form a part of the contract document. The successful bidder /contractor, on acceptance of his bid by the accepting authority shall within 15 days stipulated date of start of the work, sign the contract consisting of the Notice Inviting Bid, all the documents including additional conditions, if any forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
5. In case any discrepancy is noticed between the documents as uploaded at the time of submission of the bid online and original document submitted by the L-I bidder for verification at IGNOU, New Delhi, then the bid submitted shall become invalid and the IGNOU, New Delhi shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further, the bidder shall not be allowed to participate in the bidding process of the work.
6. The quantities mentioned in the schedule are tentative subject to deviation in plus or minus and the payment shall be made as per actual quantity supplied by the agency.
7. The disinfected water tanker shall be accompanied with suitable length and size of flexible pipes etc. as per site requirement for filling of water at the pump houses and different tanks at IGNOU Campus, Maidan Garhi, New Delhi. Nothing extra beyond to their quoted rates will be entertained.
8. IGNOU is intending to have a panel of water supply agencies for supply of water to IGNOU Campus, Maidan Garhi, New Delhi. The empanelment of agencies shall be decided strictly based on L-1 rates received among the tenderers. If the empanelled agency failed to supply the water, the water tanker shall be arranged by another empanelled agency as directed by Engineer-in-charge time to time. The empanelled agencies have to supply water as per schedule for all 365 days in a year. In case of any crises of water arisen due to non-supply of required water tankers by the agency, the department will arrange the water tankers from other agency and a penalty of 10% of cost of per tanker will be recovered from faulty agency. No sub-standard work is acceptable. No payment will be made for the sub-standard supply of water which is not as per specification.
9. The payment shall be made to the empanelled agencies on monthly basis after the receipt of bill along with challans and other records toward the supply made by them. The challans shall be in triplicate form and the agency has to submit 01 challan for individual trip at main gate, security department, IGNOU and the 2<sup>nd</sup> one shall be deposited at respective user end. Nothing beyond to their quoted rates will be entertained on this account.
10. All precautionary measures shall be adopted to carry out the work. During the contract in case of any accident/mishaping/traffic challans etc. occurs including damage to buildings/IGNOU property then the agency shall be fully responsible for the same.

11. The engineer-in-charge reserves the right for stopping the supply of water from the supplier without assigning any reason. Usually this happens unsatisfactory performance by the contractor.
12. If any change in filling point other than Malviya Nagar DJB filling point presently permitted by DJB, then the actual lead will be calculated on proportionate basis i.e. increase or decrease during the contract period and payment will be done accordingly for actual trips of tanker. The agency is strictly responsible for getting the supply from DJB station Malviya Nagar or any other filling station of DJB and including getting of permission/approval etc. from DJB if necessary. The contractor has to lift the water as permitted by DJB. The charges for filling of water are at present @80/- per KL as per DJB rates has to be borne by the contractor. However, if any increase/decrease of filling rate by DJB then university will reimburse extra cost during the contract period.
13. The agency shall intimate the sources from where he will collect the water of item No.1.2 of financial bid with details like locations, test report from the Govt. approved laboratory regarding fitness for domestic usages before its delivery. The suppliers also intimate, if any change in the sources during the contract period to the department along with test report of the changed sources. The cost required for such tests shall be borne by the agency within their quoted rates and nothing extra shall be paid on this account by the department. The agency has to provide test report monthly of outsource water. Without test report bill will not be entertained/paid.
14. The Contractor shall instruct the tanker drivers to ride tanker vehicles very carefully inside the Campus to avoid any accident. The vehicles to be used by the contractor for supply of water has to weighed (Gross & Tare) randomly as per direction of engineer-in-charge. If, contractor change the vehicle/tankers during the contract period then he has to submit the weight (Gross and Tare) for the changed tankers as and when used by them. The detail of tankers such as fitness certificate etc. shall also submit to the department by the contractor as and when demand.
15. The rates quoted by the agency shall be inclusive of cost of water all taxes, duties, cartage, loading & unloading. There will not be any rate revision during the contract period except as indicated in point No.-12. All statutory deductions will be made as per Govt. norms while releasing payments.
16. After contract period, if extended with mutual consent then rates as mutually agreed shall be valid for the extended period and terms and conditions of the contractor shall be remain unchanged.
17. The number of trips of filled water tankers by the agency from DJB filling points shall be got verified from DJB & agency has to submit the challans before release of payment.
18. The rates quoted by first lowest tenderer, if beyond acceptable limit, shall be brought down to an acceptable level through negotiations. All the other tenderers shall be given a counter offer to reduce their rates to the rates quoted (or negotiated rates) by first lowest tenderer. A maximum of two agencies shall be selected among the agencies who agree to reduce their rates to the level of first lowest tenderer. In case the number of agencies who agree to do the work at rate of first lowest tenderer are more, then the agencies shall be selected in the order of first lowest, second lowest; third lowest and so on till two agencies are available. The selection of two agencies as stated above shall be for each tender. Such list shall be valid during the contract period. Such tenders shall be accepted/ approved by the competent authority as per delegation of powers for the full quantity of work.
19. As the University proposes to award the contract to two bidders in same proportions. Hence, the L-2 shall have to accept the terms, rates etc. of L-1. However, the rates of L-1 shall remain unchanged. In case L-2 backs out then the work will be awarded to L-3, L-4 and so on.
20. If an agency does not start the work or does not perform the assigned work properly and/or in time, it shall be dropped from the list of approved/short listed agencies and their deposits including performance guarantee etc. shall be forfeited. Such agencies shall be debarred for tendering for a period of three years. Such action shall be decided by the competent authority of IGNOU.

**Executive Engineer (C)**