



INSTITUTE OF NANO SCIENCE AND TECHNOLOGY, MOHALI
(An autonomous Research Institute of Department of Science and Technology,
Government of India)
Knowledge City, Sector 81, Mohali - 140306, PUNJAB
Phone No: 0172 - 2297000

Ref. No. INST/12(426)/2022-Pur

Date: 15.12.2022

NOTICE INVITING TENDER FOR ANNUAL MAINTENANCE CONTRACT OF RO WATER FILTERS

Schedule of Events

Nature of the Work	Annual Maintenance Contract of RO WaterFilters
Cost of Tender Document	Rs. 590/-
No. of covers	a) Technical Bid b) Commercial Bid
Quantity	Annual Maintenance Contract of RO Water Filters(10 RO Water Filters)
Earnest Money Deposit (EMD)	Rs.5,000/- EMD to be paid through NEFT/RTGS. Bank account details: Canara Bank Beneficiary: Institute of Nano Science and Technology (INST) A/c. no. 2452201001102 IFSC Code - CNRB0002919 on or before bid submission closing time as mentioned in the tender document/corrigendum.
Date and time of Publishing of e-tender	20.12.2022, 10:00 hrs.
Website for downloading Tender Document	http://inst.ac.in https://eprocure.gov.in/eprocure/app
Email address for any query	purchase@inst.ac.in
Bid Submission Start Date & Time	20.12.2022, 11.00 hrs.
Bid Submission Closing Date & Time	12.01.2023, 14.00 hrs.
Technical Bid Opening Date & Time	13.01.2023, 15.00 hrs.
Venue for Technical Bid opening	INST, Sector 81, Mohali
Date, Time and Venue of opening of Commercial bids	Will be intimated later to the technically qualified bidders
Bid Validity	90 Days from the closing date of bid submission

Tender For Providing AMC Services for RO Water Filters

IMPORTANT NOTE

Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Appendix-I regarding „Instructions for online Bid Submission „.

Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document through electronic tender on the website <https://eprocure.gov.in/eprocure/app>.

Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

1. ELIGIBILITY CRITERIA

- 1.1 Companies/Bidders should be in existence for over two years in the business of providing AMC Services for RO Water Filters.
- 1.2 The firm/company should have a previous contract for AMC of RO Water Filters for at least one year with a Government Department/Public Sector Undertaking in tricity (Chandigarh/Mohali/Panchkula). The company should furnish its contract documents with a Govt. office for the last one year.
- 1.3 The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut-off date and time will be rejected forthwith.
- 1.4 The Vendor should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure E).
- 1.5 The vendor must furnish details of GST No. and PAN No. in Annexure-A and also upload the scanned copy of these documents in e-procure portal as specified.
- 1.6 The rates quoted should be firm and in Indian Rupees. In case of any difference / discrepancy between the rates quoted in figures and words, the later shall prevail.
- 1.7 A copy of this Tender Document with each page duly signed by the authorized signatory (whohas signed the Bid), should also be uploaded in e-procure portal with the Technical Bid in tokenof bidders confirmation to accept the terms and conditions and other provisions contained in it.
- 1.8 The bidder shall quote the Technical and Commercial bids only as per the format enclosed at Annexure-„C” and Annexure- „D”.
- 1.9 Conditional bids shall not be considered and will be rejected out-rightly at the first instance.

2. EARNEST MONEY DEPOSIT (EMD) and TENDER FEE:

The scanned copy of NEFT/RTGS transactions for EMD and tender fee as stated in Annexure-A shall be uploaded in the e-procure portal along with the technical bid.

3. PROCEDURE FOR SUBMISSION OF THE BID

- 3.1 The vendors desirous of participating in the tender process shall have to submit their bid online in two parts, viz., Technical Bid as per Performa at Annexure -C and Commercial Bid as per Performa at Annexure- D.
- 3.2 Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.
- 3.3 Technical Bid - All the columns, in the proforma of Technical Bid (Annexure- C) should be duly filled and supporting documents must be uploaded in e-procure portal with this Bid.
- 3.4 Incomplete Bid shall not be considered and will be summarily rejected.
- 3.5 Commercial Bid- All columns of the proforma should be correctly and clearly filled.
- 3.6 The vendors will have to quote for all items in Annexure- „D”
- 3.7 Commercial Bid to be uploaded in the form of BOQ_RO.xls only.

Tender For Providing AMC Services for RO Water Filters

- 3.8 Bidders are advised to download this BOQ_RO.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 3.9 The Bids must be uploaded online only at CPP Portal website: <https://eprocure.gov.in/eprocure/app> on or before the due date. Bids, uploaded after the due date & time are liable to be rejected.
- 3.10 Bidder is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 3.11 INST reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 3.12 Incomplete quotations are liable to be rejected.
- 3.13 In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- 3.14 Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- 3.15 Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the tender; or any other endeavor to secure any interest or any influence by the bidder by any means for acceptance of a particular tender will render the bidder liable to be excluded from consideration.

4. PRICE BID

- 4.1 The Commercial bid format is provided as BOQ along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this **BOQ_RO.xls** as it is and quote their offer/rates in the permitted column and upload the same in the Commercial bid. Bidder shall not tampered/modify downloaded price bid template in any manner. In case the same is found to be a tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 4.2 Lowest bidder shall be evaluated on total amount inclusive of taxes as mentioned in the Commercial Bid Format.
- 4.3 The Bids must be submitted online only at CPP Portal website: <https://eprocure.gov.in/eprocure/app> on or before the due date. Bids submitted after the due date & time will be rejected.
- 4.4 Bidder is bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 4.5 SSC reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 4.6 Incomplete quotations are liable to be rejected.
- 4.7 Any statutory applicable taxes/GST should be mentioned separately in the Commercial Bid. However quote should be inclusive of all other levies, statutory taxes and charges such as Octroi, Packaging & Forwarding charges etc.

5. ARBITRATION:

- 5.1 In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the

Sole Arbitrator to be nominated by mutual consent of both parties to the agreement. The intending party will serve notice in writing on the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, and then INST will appoint the Sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 as amended from time to time shall apply. The Arbitration proceedings shall be held in Mohali. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or enactment thereof including the rules framed there under. Courts in Mohali will have jurisdiction over affairs relating to this agreement.

5.2. Any dispute arising out of this document will be subject jurisdiction of Mohali.

Appendix – I

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- a. 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>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
- b. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .
- c. Online bids are invited for Annual Maintenance Contract of 10 (Ten) RO Water Filters from reputed vendors having experience in this field. The firm/company should have a previous contract for AMC of RO Water Filters for at least one year with a Government Department/Public Sector Undertaking in Tricity (Chandigarh/Mohali/Panchkula). The company should furnish its contract documents with a Govt. office for the last one year.
- d. Vendors/Bidders are advised to study the tender Document carefully before submitting the tender form. It will be presumed that the Vendor/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
- e. The Vendor should take care that no column in the e-tender should be left blanks which would be otherwise made the tender liable for rejection. In case any column has to be left blank, it should be filled as "NOT APPLICABLE".
- f. Online Bids should be prepared in accordance with the prescribed format Annexure-C (Technical Bid i.e. Details of the Agency) and Annexure-D (Commercial Bid) of the tender Document, and to be submitted on e-procurement portal
- g. The tender form is non-transferable.

REGISTRATION

- a) Bidders are required to Enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on the CPP Portal is free of

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- charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
 - c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
 - d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
 - e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
 - f) Bidders then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

8 SEARCHING FOR TENDER DOCUMENTS

- 8.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 8.2 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. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 8.3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

9. PREPARATION OF BIDS

- 9.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 9.2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 9.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 9.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

10. SUBMISSION OF BIDS

- 10.1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 10.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 10.3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 10.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 10.5 Bidders are requested to note that they should necessarily submit their bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 10.6 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 10.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10.8 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant Contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact numbers for the helpdesk are 1800 3070 2232, 0120-4001 062, 0120-4001 002, 0120-4001 005, 0120-6277 787.

DECLARATION

I/We have read the Terms & Conditions to BIDDERS and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender inquiry.

I/We have remitted an EMD of Rs. 5,000/- and tender fee of Rs. 590/- vide NEFT/RTGS NO. dated . A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is also uploaded.

GST No. of the Bidder:
PAN No. of the Bidder:
(Mandatory)

Mobile No. :
Telephone No.:
Place:
Date:

Signature, Name and Address of the
Bidder with Seal

SCOPE OF WORK

ANNEXURE-B

1. The AMC is for monthly preventive checks as well as for break down maintenance and includes repair and replacement of the following parts free of charge during the AMC Period :-
 - a) All kinds of filters
 - b) Pre-filter candle
 - c) Carbon block
 - d) RO Membrane
 - e) Flow Restrictor Tube
 - f) Post Carbon Filter
 - g) RO Pump
 - h) Adapter
 - i) All Valves
 - j) PCB (circuit)
 - k) TDS Controller
 - l) SV (Stopper)
 - m) Motors
 - n) Worn out parts etc.
2. ROs will be checked on monthly basis to ensure the TDS level is within the permissible limits.
Filter/candle and Membranes must be replaced quarterly.
3. It may be ensured that rates for parts of authorized brand or of standard quality only will be considered for replacement/repair under AMC. In case it is found at a later stage that sub- standard/inferior quality items supplied, necessary action will be taken against firm, including forfeiture of Performance Security and debarring them for quoting future tender.
4. If the contractor fails to undertake the job satisfactorily at any period of time or withdraws his services, the Director INST has every right to cancel the contract and forfeit the performance security deposit without assigning any reason what so ever.
5. **The terms & conditions for AMC for the period of one year w.e.f. Award of contract are asfollows:-**
 - a. The firm will start working immediately after award of the contract.
 - b. The firm will maintain the ROs as it is and where it is basis and will not charge extramoney for any repairs.
 - c. The firm will attend to all complaints on receipt of information about breakdown/repair from the Commission directly. The services would be provided on regular basis during day time and in case of emergency beyond working hours including holidays.
 - d. Proper record of servicing & repair etc. of the breakdown/maintenance would be maintained by the

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firm.

- e. No advance payment will be made in any case. The bills would be submitted after completion of each quarter.
- f. No increase in amount shall be considered during the full period of AMC i.e. for one year . Charges like transportation fare etc. for providing the services for attending the complaints covered under this AMC will not be admissible.
- g. Violation of the any clause mentioned above will entail cancellation of the contract.
- h. The Director, INST has the rights to terminate this AMC at any time without assigning any reason what so ever, if the services are found to be unsatisfactory.

6. The rates quoted will remain valid for one year from the date of acceptance of award of contract. However, the contract can be extended for a further period of one year at the discretion of Director, INST on the same rates and the same terms and conditions.

7. The bidder who has quoted lowest rates will be considered.

8. The firm must have experience of at least 02 years in the maintenance of ROs/Water purifiers. The prospective bidder must also furnish a copy of PAN, **GSTIN**. In the absence of these documents, the quotation will not be entertained.

9. All quotations should be submitted before the time & date fixed for the receipt of quotations. Offline quotation will not entertained.

10. The EMD of successful Tenderer will be held as Performance Security. This will be refunded on successful completion of the AMC.

TENDER NO.
Proforma for Technical Bid

Name of the Tendering Company/Firm/Agency		
Name of the Director of the Company/Active Partner of Firm/Authorized Agent/Proprietor		
Full Address & Tel. No.		
E mail Address		
Date of commencement of Business		
Status of the organization (i.e whether proprietorship, partnership,Pvt. Ltd., etc.)		
GST/PAN No. of the Organization (upload copy)		
Details of two prominent organizations served/being served with similar services (Also attach a comprehensive list of the organizations served in the recent past)	Name and Address	Annual Cost of Contract
Do you agree with the terms and conditions stipulated in Annexure-B		

Declaration:

It is certified that the information furnished above is correct to the best of our knowledge & belief.

We have gone through the terms and conditions stipulated in Annexure-B and confirm to abide by same. We have seen the samples of the material to be lifted from INST. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is uploaded.

Signature.....

Place-----

Name.....

Date.....

Designation.....

TENDER NO.

Proforma for Commercial Bid

BOQ for Maintenance and Repair of ROs in INST Campus.

Description of Work (Maintenance/Repair and Replacement	Rate in lump sum includes Maintenance/Repair and Replacement of equipments/items as listed in Scope of work. Preventive Visits and visits oncalls. Replacement of Filter/candle and Membranes quarterly. (in Rupees) inclusive of GST/ Service Charges etc.
Maintenance/Repair and Replacement of equipments/items as listed in Scope of work. Preventive Visits and visits on calls. Replacement of Filter/candle and Membranes quarterly.	
Taxes Total(Rs.)	

Amount in Words: _____

Note:

1. All material/items shall be confirming to specifications/standards.
2. Stickers showing the service date and due date for service shall be pasted on ROs.
3. Monthly Preventive visits may be made.
4. Filter/candle and Membranes may be replaced quarterly.
5. The bidder will have to quote inclusive of GST/any other taxes applicable for the above item.
6. INST reserves the right to accept or reject any offer without assigning any reasons whatsoever.
7. INST reserves the right to cancel this tender in case the proposal received is not satisfactory.
8. It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place.....

Signature.....

Date.....

Name.....

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Seal of the Organization

Designation.....

Annexure – E

SELF – DECLARATION - NON BLACKLISTING
(Scanned copy to be uploaded in e-procure portal)

To

The Director,
INST, Sector 81,
Mohali

In response to this Commercial Bid, I/We hereby declare that presently our Company/firm M/s_____is having unblemished record and is not declared ineligible for corrupt and/or 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 M/s_____is not blacklisted 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 and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our EMD deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

Place: _____

Date: _____



Signature: _____

Name: _____

Designation: _____