



INDIAN INSTITUTE OF MANAGEMENT INDORE
Prabandh Shikhar, Rau-Pithampur Road, Indore – 453556
(M.P.), India

NIT No. IIMI/STP/AMC/2016/01

LIMITED TENDER DOCUMENT

Name of Work: -

- A) Annual Contract for Operation & Maintenance of 360 KLD capacity Sewage Treatment Plant (STP-1) at IIMI.**
- B) Annual Contract for Operation & Maintenance of 100 KLD capacity Sewage Treatment Plant (STP-2) at IIMI.**

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INDIAN INSTITUTE OF MANAGEMENT INDORE

NOTICE INVITING TENDER

Director, IIM Indore invites limited sealed item rate tenders in three envelope mode for each work for the following works-

A (For STP-1)		
1	Name of work	Annual Contract for Operation & Maintenance of 360 KLD capacity Sewage Treatment Plant at IIMI
2	PAC	Rs.10,00,000/- for one year (12 Months)
3	Earnest Money Deposit	Rs. 30,000/- by way of DD

B (For STP-2)		
1.	Name of work	Annual Contract for Operation & Maintenance of 100 KLD capacity Sewage Treatment Plant at IIMI
2.	PAC	Rs.13,00,000/- for one year (12 Months)
3.	Earnest Money Deposit	Rs. 30,000/- by way of DD

1. Envelope – 1 : Containing Technical Information and EMD.
2. Envelope – 2 : Containing Financial Bid in BOQ
3. Envelope – 3 : Containing Envelope 1 & 2
4. Date of Pre Bid Meeting ----- 29.01.16 at 3:00 PM
5. Last Date and Time of Receipt ----- 02.02.16 up to 4:00 PM
6. Date and Time of Opening of Envelope – 1 ----- 02.02.16 at 4:30 PM
7. Date and Time of Opening of Envelope – 2 ----- will be notified later.

Contractors may submit their Bids to the office of the “**Chief Engineer, Indian Institute of Management, Indore, Prabandh Shikhar, Rau Pithampur Road, Indore 453556**” on or before due date and time.

Main Terms:

1. The Tenders should be accompanied by two crossed Demand Drafts - one for an amount of Rs. 30,000/- for STP-1 and of Rs. 30,000/- for STP – 2 towards Earnest Money Deposit (EMD) issued by a scheduled bank should be enclosed, both drawn in favour of Director, IIM Indore and payable at Indore. Tender Documents received without EMD shall be summarily rejected.
2. For any clarification contact Project Department, IIM indore at 2439620/601.

3. Submission of the tender

Tenders for both STPs be submitted separately indicating name of job on the envelope as 'Tender for AMC of STP-1 or STP-2' as the case may be.

This shall contain the complete tender document and Financial bid with various conditions, specifications, Bill of quantities etc. for the work. The bill of quantities shall be filled with rate and amount and total amount.

4. Other details and the method of evaluating the capacity of the prospective contractors are detailed in the enclosed documents.
5. Director, IIM Indore reserves the right to accept / reject / split / cancel any or all the tender offers without assigning any reason thereof.

Chief Engineer

SECTION – I

BRIEF PARTICULARS OF WORK

- 1) Brief specification to be complied with and the various operations and maintenance activities to be carried out are indicated in the specification for compliance by the contractor -
 - I) An Inventory of all civil works, mechanical, electrical, electronics equipments and other instructions provided in the STP needs to be maintained.
 - II) Operation and maintenance for the STP including preventive maintenance schedule for each equipment. A step by step operation instruction shall be prepared and included in this operation and maintenance manual. The maintenance manual shall provide trouble shooting charts for each equipment, list of essential spares to be stocked for each equipment. One copy of this step operational procedure and a list of preventive maintenance schedule activities for each equipment shall be laminated & displayed in STP for guidance to operators.
 - III) Three sets of flow diagram showing all hydraulic levels, layout plan drawings of the treatment plant has to be prepared showing all treatment units, inter connecting pipe lines with sizes and their routing below ground level and roads and pathways marked in plan together with a brief write up explaining the treatment process. One set of these drawings have to be laminated and mounted on 12 mm thick ply wood board and displayed in Treatment plant in office room.
- 2) **Functions and responsibilities of the contractor.**

The contractor has the prime responsibility of efficiently operating and maintaining sewage treatment plant (STP) to conform to quality requirements shown below –

1	PH	6.5 to 9.0
2	Suspended solids	Below 1100 mg/l
3	BOD	Below 100 mg/l
4	COD	Below 250 mg/l
5	Oil & grease	Below 50 mg/l
6	Odour	Not objectionable

To ensure the same the contractor has to organize and carry out the operation and maintenance works in a professional manner using best quality of treatment chemicals and deploying well-trained staff.

- 3) It is responsibility of the contractor to provide necessary supervisory staff and security staff to prevent entry of unauthorized persons and to ensure security of the STP and the plant and machinery against theft and other losses. The contractor should enclose the names of staff to be employed with qualification certificates, experience certificate and their passport size photographs affixing their signature. The staff to be employed shall be responsible for discharging treatment effluents for redistribution. The contractor is expected to employ reliable persons whose antecedents are properly verified.
- 4) The contractor has to organize training course in the STP site for all his staff. The course content shall include brief introduction the Technologies for waste water treatment and recycling the water, disinfection, preparation of chemical solution of required concentration and dosage, functioning of aeration tanks, operation and maintenance of aeration equipments air blowers, submersible pump sets, safety measures to be followed in sewage treatment plants, safety in handling machinery, and electrical equipments, maintenance of log books, preventive maintenance works to be carried out for major equipments etc. The training shall be conducted in the presence of Engineer in charge of IIMI
- 5) STP has to be manned and operated round the clock with approved personnel in three shifts at eight hours working for each shift throughout the year.
- 6) The contractor should exhibit a duty chart in the plant office the persons on duty in each shift.
- 7) Operation of the STP has to be carried out as per the recommended procedure for each unit treatment process detailed operation and maintenance manual for the sewage treatment plant offered by him.
- 8) Preventive maintenance scheduled works have to be meticulously carried out at correct time intervals for all equipment.
- 9) Minor and major repairs to equipments installed in the STP have to be carried out by the contractor during the O &M period of 1 year &. Any repairs to the pipe lines have to be, attended by the contractor. All such activities including spare parts changed for each equipment shall be documented in log books for each equipment.
- 10) The contractor has to operate and maintain the plant as recommended in the manual and maintain proper logs and records of the work carried out daily in each of the three shifts.

- 11) Contractor has to properly maintain all pump sets, liquid level control switches, all control valves and other on line instrumentation in good working condition.
- 12) The contractor has to keep and maintain all units of the treatment plant and its surroundings neat, clean and tidy.
- 13) The contractor shall maintain separate Log registers showing the following details. All the following registers shall be maintained by the head of the operating staff to be named by the contractor in writing to Engineer In charge-
 - i) Register showing the timings of operation of each plant machinery, all sewage and sludge pump-sets, aeration motors, backwashing of filters, submersible mixers, internal recycling pump-sets, chemical metering pump-sets, disinfection pump-sets, etc;
 - ii) Separate registers showing the works done on preventive maintenance for each equipment should be maintained.
 - iii) A separate register showing details of each occurrence of all break downs of equipments, date and time of occurrence of break down, reasons for break down, action taken to set right and date and time of restoration of the equipment back to normal working shall be maintained by the contractor. An attendance register shall be maintained where in all personnel working in each shift shall sign.
 - iv) A separate register shall be maintained in which the daily consumption of each chemical used for treatment and disinfection of the waste water shall be recorded correctly showing the KG of each chemical used or liters of chemical solution used.

Other registers required to be maintained as stipulated by the State Government Regulations with regard to the labour regulations, payment of EPF, ESI, safety of workmen, accidents register etc shall also be maintained by the contractor
 - v) Mandatory regulations prescribed by the Government shall be followed by the contractor regarding labour and safety clauses which are already furnished in the tender, without any lapse, including those conditions , amended by these departments periodically.
 - vi) The contractor should provide uniform, identification badges to all the staff and they should wear during working hours.

- vii) The contractor should ensure the treated effluent quality to be always conforming to the standard prescribed in the tender
 - viii) Tools and tackles for the operation and maintenance should be provided by the Contractor.
 - ix) All equipment, tools and plants supplied by the IIM If any, should be kept in good working condition and these should not be taken out of the premises without the written permission of the Engineer - in - charge.
 - x) Contractor shall provide a Notice board detailing precautions to be taken by operation personnel in work conformity with Industries and labour regulations.
 - xi) The materials should be properly stocked for easy verification and easily accessible for receiving and storing the fresh stock whenever they are supplied at site.
 - xii) Printing of registers, log sheets and stationery required for the maintenance of records has to be arranged by the contractor at his cost.
 - xiii) The contractor has to maintain basic cost records for all the direct and indirect expenditure and overheads on regular basis as prescribed by Engineer - in – charge.
- 14 On completion of the maintenance period, the, treatment plant has to be handed over to the IIMI in good running condition. At the time of taking over by IIMI all the equipment and accessories in the treatment plant will be inspected and if any defects are noticed, the same will have to be rectified to the original running condition and only after which the unit will be taken over.
- 15 The contractor should ensure that the team of operational staff would be available to operate the plant and equipments continuously even after completion of the Contract period till such time required by IIMI on payment for the same.
- 16 Service contracts have to be arranged to be provided for all important equipments and machinery shown below by respective supplier or manufacturer of equipment machinery. All data shall are to be entered in the personal computer available for plant and separate files maintained for each Item of data's stated below.
- 17 The contractor shall be responsible for the safety of all the plant equipment and entire plant.

- 18 To carry out the daily / periodical lubrication and checking oil levels and changing oils periodically etc., for smooth uninterrupted rolling of units, the necessary lubricants, grease, water etc., have to be supplied by the successful Tenderer / contractor and the cost for the same has to be included in the tender cost.
- 19 Periodical cleaning/brushing of launders, channels, walkways etc., at all the units of the plant will be carried out by the contractor and the entire plant premises shall be kept neat and clean. The contractor should attend to the general cleaning of the plant premises by sweeping, dusting and removal of the screenings, grit and excess sludge etc.
- 20 The contractor has to abide by various statutory acts of the MP state Government regarding facilities to be provided to the workmen, labour, staff employed under minimum wages act, workmen compensation act, factories act, ESI, PF ETC.
- 21 Sampling and testing of the influent and treated effluent:
The contractor shall submit fortnight test report from approved laboratory for parameters of concerned to confirm the performance of STP in accordance to the tender.
- 23 Quantity of influent and treated effluent to be recorded in each shift:
Contractor shall maintain a daily record of total wastewater inflow, total treated wastewater recycled and the quantity of wastewater discharged.
- 24 Aeration of the influent:
The D.O level in the aeration tank should be maintained at a minimum level of 1.5 *mg/l* and should preferably be 2.0 *mg/l*.
- 25 Chemical Solution Dosing:
The clarified effluent shall be dosed with chemicals. The effluent shall be chlorinated for disinfection. The dosage of chlorine shall be fixed such that after a minimum contact period of half hour residual chlorine shall be present in the range of 0.1 to 0.2 *mg/l*. Residual chlorine tests shall be carried out during every shift daily with starch - iodide paper. The contractor shall submit fortnightly report on the treated water quality as per item 2 given above.

26 **Preventive Maintenance Schedules :**

- i) For all electrical motors, pumps, air blowers, diffused air membrane aeration system or any other mode of aeration system deployed, sluice valves, Motorized control center, transponders if any, chlorinating device and all other electrical and mechanical equipments, fixtures and fittings shall be subjected to preventive maintenance and for this a Computerized Planned Preventive Maintenance Schedule shall be got prepared by the Contractor and got approved by the Engineer-in-charge IIM Indore or the consultant of IIM Indore which shall be systematically practiced and implemented by the Contractor. All such preventive maintenance schedules carried out shall be entered in the computer file and also hard copies shall be submitted to the engineer-in-charge every month. A list of chemicals used per day and total chemicals used per month shall be supplied to the Engineer-in-charge IIM INDORE in the form of a spread sheet statement and the data recorded in computer file.
- ii) A statement showing all the actual hours of working of all electrical motors and the energy consumed for each motor and the total energy consumed per month shall be supplied to the Engineer-in-charge IIM INDORE.
- iii) A monthly spread sheet statement shall be submitted by the contractor showing the daily quantum of treated effluent supplied per day from the Sewage Treatment Plant to the Land. This data shall also be stored in computer file. The contractor shall take prior approval of Engineer-in-charge in writing for providing any damaged spare part for any equipment. An inventory of preventive maintenance and breakdown maintenance works carried out which necessitated changing of spare parts for any equipment shall be supplied every month by the contractor to the engineer-in-charge.
- iv) All necessary materials for the smooth operation of the plant and carrying out all maintenance works shall be provided by the contractor. At no time the running of plant or other works such as cleaning, lubrication, lighting etc., should be hampered for want of materials.

- v) Contractor has to maintain along with other data, finger print tests for daily routine operation. The contractor shall also submit fortnightly test report from approved laboratory and or NIT environmental engineering lab for parameters of concerned to confirm the performance of STP in accordance to the tender.

- vi) Malperformance of STP shall result in levy of penalty. On such events the Contractor shall furnish a written explanation furnishing the causes and corrective measures taken to restore satisfactory performance of the plant. Such reports shall also be computerized and a hard copy submitted to the engineer-in charge. IIM INDORE may arrange for inspection of plant by an expert in wastewater treatment if need be to avoid such incidents and cost there of shall be recovered in monthly bill payable to Contractor.

SECTION-II

INFORMATION AND INSTRUCTIONS TO APPLICANTS

1.0 GENERAL

- 1.1 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is nil, it should also be mentioned as „nil“ or „no such case“. If any particulars/query is not applicable in case of the applicant, it should be stated as „not applicable“. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by Fax and those received late after the prescribed date and time will not be entertained.
- 1.2 The application should be type-written. **The applicant should sign in each page of the application and Tender Document.**
- 1.4 Over writing should be avoided. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer/Project Manager or equivalent.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However the applicants are also advised not to attach superfluous/additional information beyond the requirements of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by the Institute.
- 1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned.

2.0 DEFINITIONS:

2.1 In these documents the following words and expressions have their meaning here by assigned to them.

2.2. PRINCIPAL EMPLOYER means IIM Indore

2.3. APPLICANT means individuals, proprietary firms, firm in partnership, limited company–private and public, Corporation

3.0 METHOD OF APPLICATION:

3.1 If an individual makes the application, it shall be signed by him above his full type- written name and current address.

3.2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full type written name & full name of his firm with its current address.

3.3. If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.

3.4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.

4.0 FINAL DECISION MAKING AUTHORITY

The employer reserves the right to accept or reject any application and to annual the qualification process / tender process and reject all applications at any time without assigning any reason or incurring any liability to the applicants

5.0 PARTICULARS - PROVISIONAL

The particulars of work given in section-I are provisional. They are liable to change and must be considered as advance information only to assist the applicant.

6.0 SITE VISIT

The applicant is advised to visit the STP where the work is to be carried at his own cost and examine it and its surroundings and collect all information that he considers necessary for proper assessment of prospective assignment.

7.0 Annual Turnover & EVALUATION BY SCORING

The applicant should have an average annual financial turnover of Rs 20.00 lakhs during the last 3 years ending 31-03-2015. This should be certified by a chartered accountant. Year(s) in which no turnover is shown would also be considered for working out the average.

7.1.1 The applicant should not have incurred any loss in more than two years during the last five years ending 31-3-2015.

7.1.2 The applicant should own equipment for proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc and submit the list of firms from whom he proposes to hire.

7.2.1 The applicant should have sufficient number of employees for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how they would be involved in this work.

7.2.2 The applicant's performance in respect of completed works and on going works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers.

7.3. STAGE- II-EVALUATION BY SCORING

7.3.1 The applicants who qualify the initial criteria mentioned in Para above will be further evaluated for the following criteria by scoring method based on the details submitted by them.

7.3.2 Only the applicants who qualify the initial criteria as above shall be evaluated further for the following criteria.

(a) Financial Strength (Form "A") Maximum 25 Marks
(5 Marks per year for gross annual turnover above Rs. 20.00 lacs)

(b) Experience in similar nature of work
During last Five Years. (Form "B") Maximum 50 Marks
i) 10 Marks per work valuing up to Rs. 10.00 lacs
ii) 15 Marks per work valuing up to Rs. 20.00 lacs
iii) 20 Marks per work valuing above Rs. 20.00 lacs

(c) Performance on works (Form "D") Maximum 25 Marks
i) 2 Marks for 'good' grading per work
ii) 5 Marks for 'very good' grading per work

Total **100 Marks**

NOTE: In case of works carried for private persons / organizations details of TDS certificates along with copy of work order/agreement should be enclosed. To qualify, the applicant must secure at least 50% (Fifty per cent) marks.

The IIM Indore reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

7.3.3 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

(a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.

(b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

8.0 FINANCIAL INFORMATION

The applicant should furnish the Annual financial statement for the last 3 years in form–A.

9.0. EXPERIENCE IN SIMILAR WORKS

9.1. The applicant should furnish the following -

(a) List of similar services successfully completed during last 5 years in Form–B.

(b) List of similar service awarded in Form–C.

9.2. Particulars of completed service and performance of applicant duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be given separately for each work completed or in progress in Form–D.

10.0 ORGANISATIONAL INFORMATION

Applicant is required to submit the following information in respect of his organization in for E and E1

(a) Name and postal address including telephone and fax nos. etc

(b) Copies of original documents defining the legal status, place of registration and principal places of business.

(c) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.

(d) Information on any litigation/arbitration in which the applicant was involved during the last five years including any current litigation/arbitration in process.

(e) Authorisation for employer to seek detailed references from clients to whom works were carried out.

(f) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work–Form E1.

11.0 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with the documents.

QUALIFICATION INFORMATION LETTER OF TRANSMITTAL

To

The Director,

IIM Indore.

Sub. : Operation & Maintenance of Sewage Treatment Plant at IIM Indore

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I / We hereby submit the qualification application documents for the work duly filled.

1. I / We hereby certify that all the statement made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / We submit the requisite solvency certificate and authorize the Project Department, IIM indore to approach the bank concerned to confirm the correctness of the certificate. I / We also authorize the project department, IIMI to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed following works.

Name of work

Certificate from

I am / we are aware that the tender documents (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

FORM A

FINANCIAL INFORMATION

I. Financial Analysis

Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for the last Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Sl. No	Details	Year ending 31 st March of				
		2011	2012	2013	2014	2015
1	Gross annual turnover in STP work					
2	Profit (+)/Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN Details

SIGNATURE OF APPLICANT (S)

Signature of Chartered Accountant with seal

FORM "B"

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE
YEARS ENDING BY 31ST MARCH, 2015.**

SI No.	Name of work / project & location	Owner or sponsoring organizations	Agreement No.	Scope of work	Value of work in Lakhs	Date of Commence-ment as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details	Name and address / Tel No of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Signature of Applicant(s)

- In case of works carried out for private persons/ Organisations copies TDS certificate along with copy of work order / Agreement should be enclosed. Private works without TDS certificates shall not be considered for valuation.
- In case works carried out for Govt. department copies of performance report should be enclosed as per the given format (i.e Form „D“)

FORM-B-1

ADDITIONAL INFORMATION FOR COMPLETED WORKS

1. Name of work

2. Location

3. Client's name and address

4. Scope of work.

5. Details of personal deployed on the work

SIGNATURE OF APPLICANT(S)

FORM - C

PROJECTS UNDER EXECUTION OR ORDERS RECEIVED

SL NO	Name of work/project location	Owner or sponsoring organization	Agreement No	Cost of work	Date of commencement as per contract	Stipulated Date of completion	Up to date percentage progress of work	Slow progress if any and reasons thereof	Name and address/Tel No of Officer to whom Reference may Be made	Remarks (Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10	11

Signature of Applicant(s)

FORM „D“

PERFORMANCE REPORT FOR WORKS REFERRED TO INFORM „B“ & „C“

Name of the work

1.	Project & Location. Scope of work.		
2.	Agreement No.		
3.	Estimated Cost		
4.	Tendered Cost		
5.	Value of work done		
6.	Date of Start		
7.	Date of completion		
a.	Stipulated date of completion.		
b.	Actual date of completion.		
8.	Amount of compensation levied for delayed Completion if any.		
9.	Performance report based on Quality of Work, Time Management,		Very Good / Good / Fair

DATE

EXECUTIVE ENGINEER /
PROJECT MANAGER
OR EQUIVALENT.

FORM „E

STRUCTURE AND ORGANISATION

1. Name and address of the applicant
2. Telephone No./ Fax No/E-Mail address.
3. Legal Status (attach copies of original document defining the legal status)
 - (a) An Individual
 - (b) A proprietary Firm
 - (c) A Firm in partnership
 - (d) A Limited Company or Corporation.
4. Joint Venture is not permitted
5. Particulars of registration with various Government bodies(Attach attested photo-copy)
 - a) Registration Number.
 - b) Organization / Place of registration
6. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for organization.
7. Was the applicant ever required to suspend construction for a period of More than six months continuously after the construction was commenced? If so, give the name of the project and give reasons thereof.

8. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
If so, give the name of the project and give reasons thereof.
9. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / blacklisted for tendering in any organization at any time? If so, give details:
10. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law?
If so, give details.
11. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

FORM E - 1

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY

SL NO	Designation	Total Number	Names	Qqualification	Professional Experience	Length of continuous services with employer
1	2	3	4	5	6	7

PROFORMA OF SCHEDULE

SCHEDULE-A

The Bill of Quantities enclosed separately along with Tender (Financial bid)

SCHEDULE-B

NO MATERIAL SHALL BE ISSUED TO THE CONTRACT OR BY IIM Indore

SCHEDULE-C

Schedule of tools and plants proposed to be hired to the contractor.

NO TOOLS AND PLANTS SHALL BE HIRED TO THE CONTRATOR .

SCHEDULE-D

Extra schedules for specific requirements / documents for the work, if any.

1. No labour shall be permitted to stay in the campus
2. All debris obtained from dismantling the existing structure should be removed from site of work before start of work.

CLAUSE-10 CC

Clause 10CC of General Conditions of Contract is not applicable to this work.

SCHEDULE-F

Reference to General conditions of contract

Name of work : "Operation & Maintenance of Sewage Treatment Plant at IIMI."

- i) Earnest Money Deposit : Rs. 30,000/-
- ii) Security Deposit : EMD will be converted
- iii) Performance Guarantee Deposit : 5%oftenderedvalue.

General Rules and Directions:

Officer inviting tender

Director, IIM Indore

Definition

2(v)	Engineer in charge	Chief Engineer
2(viii)	Accepting authority	Director, IIM indore
2(xii)	Department	Project department, IIM Indore
9(ii)	Standard CPWD contract form	CPWD7 as modified and Corrected upto till date.

Clause1

1.	Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance in days.	7 (Seven) Days
2.	Maximum allowable extension beyond the period provided above	7 (Seven) Days.

Clause2

Authority for fixing compensation under clause 2. Director IIM Indore.

Clause2a

Whether clause 2 a shall be applicable Yes applicable.

Clause5

Number of days from the date of issue of

Letter of acceptance for reckoning date of start 10 Days.

Time allowed for execution of work **12Months**

Authority to give fair and reasonable Director,
Extension of work for completion of work IIM Indore on mutual consent

Clause - 7

Gross work to be done together with net payment /
adjustment of advances for material
collected, if any, since the last such payments **Monthly**
for being eligible to interim payment.

Clause10CC

Clause 10CC is not applicable to this work

Clause11

Specification to be followed for execution of work As per manual of OEM

Clause16

Competent Authority for Director IIM Indore
Deciding reduced rates or
Reduction for no-compliance.

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers

Clause 42 : not applicable to this contract.

Annex. - 1

1. Penalty and Liquidated Damages:

- a) A penalty of Rs. 1,000/- per test will be deducted from the bill, if the monthly sample is found not conforming to specified parameters on testing from any lab approved by IIMI. The contractor is not permitted to choose the laboratory.
- b) A penalty of Rs. 3,000/- per month will be deducted from the bill for the months when test Certificate from lab approved by IIMI is not submitted.
- c) A penalty of Rs. 4,000/- per month will be deducted from the bill for non-visit of Engineer in that month. Engineer to visit at least once a month.
- d) A penalty of Rs. 400/- per 8 hours shift will be deducted from the bill for each day when the helper is not provided.
- e) A penalty of Rs. 600/- per 8 hours shift will be deducted from the bill for each day when the skilled Operator is not provided.
- f) A penalty of double the quoted cost of chemical will be deducted if the chemicals are not brought to site for using at the plant. Chemicals will be paid separately as per the approved rate.
- g) A penalty of Rs. 500/- per hour will be deducted from the bill for non-working or unsatisfactory-working of the plant due to contractor's mistake.

I) Financial Bid (BOQ) for STP – 1 (Capacity 360 KLD)

Comprehensive Maintenance and Operation contract including manpower, materials, chemicals, oil, spares etc. complete.

A) Man power requirement –

Sl.	Description	1 st Shift	2 nd Shift	3 rd Shift	Gen. Shift	Total	To be present	Rate per unit	Monthly Charges in Rs.
1	Supervisor	---	---	---	1	1	08 hrs		
2	Operator	1	1	1	---	3	24 hrs		
3	Helper	---	---	---	1	1	08 hrs		
4	Engineer (Minimum 1 visit per month, also as and when required)					1	Minimum 1 day		
5	Taxes (if applicable)								
6	Total Charges for deploying above manpower including all Taxes etc. complete in Rs. Per month								

B) Chemical requirement

Sl.	Description	Unit	Quantity per day	Rate per unit	Monthly Charges in Rs.
1	Urea	K.Gs.	0.50		
2	DAP	K.Gs.	0.50		
3	Sodium Hypochlorite	Lit.	4.00		
4	Taxes (if applicable)				
5	Total Charges for providing above chemicals including all Taxes etc. complete in Rs. Per month				

C) Other LS Charges per month for repairs, maintenance, spares, oils, treated water sample testing, taxes etc. complete

Rs.

D) TOTAL CHARGES PER MONTH (A+B+C)

Rs.....

NOTE: - Total amount shall include all taxes and all other costs etc. complete.

SIGNATURE WITH SEAL

Name _____

Designation _____

Mobile No. _____

II) Financial Bid (BOQ) for STP – 2 (Capacity 100 KLD)

Comprehensive Maintenance and Operation contract including manpower, materials, chemicals, oil, spares etc. complete.

A) Man power requirement –

Sl.	Description	1 st Shift	2 nd Shift	3 rd Shift	Gen. Shift	Total	To be present	Rate per unit	Monthly Charges in Rs.
1	Supervisor	---	---	---	1	1	08 hrs		
2	Operator	1	1	1	---	3	24 hrs		
3	Helper	---	---	---	1	1	08 hrs		
4	Engineer (Minimum 1 visit per month, also as and when required)					1	Minimum 1 day		
5	Taxes (if applicable)								
6	Total Charges for deploying above manpower including all Taxes etc. complete in Rs. Per month								

B) Chemical requirement

Sl.	Description	Unit	Quantity per day	Rate per unit	Monthly Charges in Rs.
1.	Salt (NaCl)	K. Gs.	30.00		
6.	Sodium Hypochlorite	Lit.	10.00		
7.	Taxes (if applicable)				
8.	Total Charges for providing above chemicals including all Taxes etc. complete in Rs. Per month				

C) Other LS Charges per month for repairs, maintenance, spares, oils, treated water sample testing, taxes etc. complete

Rs.

D) TOTAL CHARGES PER MONTH (A+B+C)

Rs.....

NOTE: - Total amount shall include all taxes and all other costs etc. complete.

SIGNATURE WITH SEAL

Name _____

Designation _____

Mobile No. _____