



**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION**  
**Rajbhavan Complex, Baner Road, Pune - 411 007.**  
**Phone No. (020) 25608408**

# **TENDER PAPERS**

## **COMPREHENSIVE MAINTENANCE CONTRACT FOR WATER PURIFIER AT YASHADA (YEAR 2018-2020)**

1. Cost of Tender Form : Rs. 500/- (to be paid online)
2. Earnest Money : Rs. 20,000/- (to be paid online)
3. Security Deposit : Rs. 5% of Accepted Tender Amount
4. Last Date of Submission : 21/02/2018 up to 03.00 pm.
5. Date of Technical Bid Opening : 23/02/2018 (If Possible)

**INDEX****NAME OF WORK : E - TENDER FOR COMPREHENSIVE MAINTENANCE  
CONTRACT FOR WATER PURIFIER AT YASHADA**

<b>No.</b>	<b>Description</b>	<b>Page Nos.</b>	
		<b>From</b>	<b>To</b>
1.	Detailed Tender Notice	3	4
2.	Brief Summary of Inquiry	4	4
3.	Envelope No. I	4	4
4.	Envelope No. 2	4	5
5.	Terms & Conditions	6	7
6.	Payment	8	8
7.	Safety Measure	8	9
8.	Special Instruction to Tenders	10	11
9.	Annexure I	12	12
10.	Annexure II	13	13
11.	Annexure III	14	14
12.	Annexure IV	15	15

## **1.0 DETAILED TENDER NOTICE**

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION  
Raj Bhavan Complex, Baner Road, Pune 411 007. Phone No. (020)25608408**

**NAME OF WORK: - E-TENDER FOR COMPREHENSIVE MAINTENANCE  
CONTRACT FOR WATER PURIFIER AT YASHADA**

Online tenders are invited from Contractors / agencies registered with Govt./Semi. Govt. / Pvt. Ltd. Firm / Public Ltd. Firm / Manufacturers / Dealers / Partnership Firm / Shop Act License having experience of similar works by Director General, Yashada. The e-tender will be opened up to 3.00 pm on or **before 21/02/2018**. Blank tender can be downloaded from <https://mahatenders.gov.in> up to **before 21/02/2018**. 3.00 pm on payment of cost of tender form mentioned below. Tender is also available only for perusal on [www.yashada.org](http://www.yashada.org).

**(1) NAME OF WORK : E-TENDER FOR COMPREHENSIVE  
MAINTENANCE CONTRACT FOR WATER PURIFIER AT YASHADA**

1.1	Cost of each blank tender form	:	Rs. 500/- (to be paid online)
1.2	Time Limit	:	24 Months
1.3	Earnest Money	:	Rs. 20,000/- (to be paid online)
1.4	Security Deposit	:	5 % of accepted tender amount.
1.5	Last date and time up-to which Blank Tender forms downloaded	:	06/02/2018 to 21/02/2018 up to 03.00 pm.
1.6	Date of Technical Bid Opening	:	23/02/2018 (If Possible)

### **1.6 Validity Period:**

The offer of the Contractor shall remain valid for acceptance for a minimum period of **90 days** from the date fixed for opening of Envelope No.2 (Main Tender) and thereafter until it is withdrawn by the Contractor by notice in writing duly addressed to the authority opening the tender and sent by Registered Post Acknowledgement Due.

1.7. The tender notice shall form a part of the contract agreement.

1.8. No JV allowed.

1.9. Right is reserved to revise or amend the contract documents fully or part thereof prior to the date notified or amended for the receipt of tender. Such

**Jr. Engineer (Civil)**

**HoD, Estate**

**Financial Advisor**

deviations/amendments if any shall be communicated in the form of corrigendum or by a letter as may be considered suitable.

1.10. The tenderer shall enter his offer rates in online PDF format in Schedule B given in e-tender form.

1.11. Right is reserved to reject any or all tenders without assigning any reason thereof.

1.12. Tenders who do not fulfill all or any conditions or are incomplete in any respect are liable to summary rejection.

**(2) BRIEF SUMMARY OF INQUIRY**

Offer should be submitted in two envelope system as describe below.

**(A) Envelope I - Technical Bid**

**Technical Bid should contain scanned copies of following documents-**

- a) Challan of EMD paid online.
- b) Certificate of Registration as Govt. or Semi. Govt. / Pvt. Ltd. Firm / Public Ltd. Firm / Manufacturers / Dealers / Partnership Firm / Shop Act License
- c) Certificate of Registration for GST.
- d) Previous experience of minimum three years of similar type of work is necessary. The agency should attach work done certificates from respective agency for similar type of work.
- e) Turnover certificate for last three years (2014-2015, 2015-2016 & 2016-2017) showing turnover of Rs. Three lakh by chartered accountant. (Balance Sheet will not be considered.)
- f) Terms & Conditions acceptance letter (**As per Annexure-I**).
- g) Self-Declaration that agency is not Black listed by any Govt./Semi Govt./Public Sector/Pvt. Organization no criminal basis. (**As per Annexure-II**)

**(B) Envelop II - Price Bid**

The agency /Contractor has to quote his/her price in PDF Format in **Annexure-IV** given in tender form.

**Opening of Bid:**

A) Technical bid will be opened on 23/02/2018 at 03.00 PM.

(If possible) in presence of vendors who choose to remain present.

- B) Price bid will be opened only in respect of those vendors, which are found eligible in technical scrutiny. Price bid will be opened subsequently on the same day as Technical Bid or on any other day and time at the discretion of YASHADA.
- C) In case of insufficient response to this offer, YASHADA may extend the period of acceptance of offer.
- D) Items mentioned in Schedule-B may be increased or decreased by 10% more or less of total No. of equipment's/ machinery.

(3) **TERMS AND CONDITIONS**

- 3.1.The L1 will be selected on the bases of lowest rate of amongst technically qualified bidders.
- 3.2.Contract will be for a period of two year from the date of order and covers normal use of equipment under user recommended environmental conditions.
- 3.3.This comprehensive cleaning and maintenance contract is for the Water Purifier including all installed in YASHADA campus and mentioned in Schedule-B including replacement of all Spares, compressors, cartridge, filter electronics circuit (PCB), pipe line between point to machine, indicator lamps, ultra violet tube and all other spare parts if any. The spare parts including compressors of the equipment /machinery, which are to be replaced, shall be of genuine make & of same company of the equipment i.e. Philips, E-Water, Water Doc, Eureka Forbes etc. The refrigerant in the compressor of Water Purifier shall be full to the sufficient pressure to achieve required temperature or to the satisfactory of Engineer- In- Charge / Estate Manager/HoD Estate.
- 3.4.The maintenance contract is on site comprehensive and inclusive of preventive (**as per Annexure 'III' per month**) as well as corrective maintenance as and when required.
- 3.5.The material storage space, supply of water and use of electric energy required for work shall be made available by YASHADA.
- 3.6.If Contractor fails or neglects to put equipment / machinery in proper working conditions and order within the stipulated period. Vendor shall be liable to penalty at the rate of Rs. 500/- per day.

- 3.7.If the agency fails to do the maintenance work, the YASHADA reserves the right to terminate the contract after forfeiting the security deposit and getting the balance contract executed from other agency at the risk and the cost of the agency terminated.
- 3.8.Maximum acceptable non-working of machinery / equipment will be two days. However if this limit is crossed the contractor will be liable for penalty as per clause No. 3.6. (In case of compressor replacement time limit is within 7 days.)
- 3.9.YASHADA shall not be liable for any accident, loss, death, injury or damages of any kind in the course of this work. The vender shall not sublet the work or any part of contract.
- 3.10.During the course of work under this contract, the vendor / contractor shall ensure that no Damages to YASHADA's property and personnel occur.
- 3.11.If any such damage occurs of this work, the contractor / Vendor shall be liable to make good the same to YASHADA. The recovery of such damages will be made from agencies bills.
- 3.12.The Contractor shall take instructions from the Junior Engineer (Civil) / Plumber or his Subordinate regarding maintenance and repairs works under this contract, within the time specified. The Contractor shall ensure proper co-ordination with the Estate department of YASHADA.
- 3.13.All the materials used in the works under the contract shall be genuine, new and of the make as of the equipment / machinery. The workman ship and material shall be as per specifications and as prescribed in relevant latest edition of I.S. code and to the entire satisfaction of the Junior Engineer (Civil) / Plumber, Safe storage of the Contractors material in YASHADA campus will be Contractor's sole responsibility.
- 3.14.The Contractor shall be responsible for removing the debris arising out of the works under this contract and shall ensure that the site is cleared of all such debris by proper disposal and also responsible to clear if any leakage appears due to Water Purifier piping without any extra payment, whatsoever.
- 3.15.The contractor shall return the stock of all reusable material to YASHADA or else the cost thereof shall be recovered from the contractor's bill after mutual decision on cost.
- 3.16. **Security Deposit:-** The Agency shall be required to pay Security Deposit equivalent to 3% of the tender accepted cost (interest free) within 7 days of the communication of letter of Acceptance (LOA) and to execute agreement on stamp paper. If agency

fails to pay security deposit and execute agreement within seven days of LOA the contract will be cancelled and EMD will be forfeited.

3.17. EMD will be refunded subject to deductions, if any after the satisfactory completion of the terms of the contract.

3.18. The academy shall have the right to forfeit the amount of the Security Deposit or the part thereof in case of breach of contract by the Agency.

**(4) PAYMENT:**

4.1. All payments shall be made in Indian currency. The payment will be released on Quarterly basis after ascertaining; that the service is rendered satisfactorily.

4.2. TDS on Income Tax and GST will be deducted as per existing govt. rules at the rates applicable at the time of payment.

4.3. The contractor shall furnish to the employer on demand the vouchers / test certificates to prove that the material are as per specified standard and from authorized dealers, failing which the payment on the quarterly bill may be withheld.

**(5) SAFETY MEASURE:**

The contractor shall take all necessary precaution for the safety of the workers and preserving their health while working in such job as require special protection and precautions. The contractor shall also comply with the direction issued by the HoD / Junior Engineer (Civil) in this behalf from time to time and at all times.

(6) The Venders technician should give daily attendance including in and out time in Register at Estate Department while rendering their services.

(7) At the time of each visit, It is necessary to submit service report duly signed by technician with all detailed repaired work/repair status.

(8) The Vendor's qualified technician shall be available on twice in a month for preventive routine maintenance during the entire period of cmc. Also technician available in emergency and repaired the machines on same day / maximum other day. Contact details shall be provided at the time of work order. In case of any change in contact person, it should be informed immediately.

(9) Vendor should attach list of qualified Technician with their bio-data in the specified format after award of tender.

- (10) If any, License or permits for the material etc. required for this Contract shall be obtained by the contractor / vendor directly from the authority concerned at his own cost.
- (11) If the Water Purifier is not repairable on site within the specified time limits, Vendor will have the option to provide an alternate equipment of matching specifications, which will be replaced within the period of maximum one week with the original branded equipment. Failing to these replacements, penalty clauses as indicated above will apply. The time limit for this clause shall start as soon as the fault is reported to the vendor on phone / letter / personal contract / email as evidenced by entry in the Register maintained in the Estate Department under signature of officer in charge or any other employee authorized by him.
- (12) Vendor will also keep the record of equipment /machinery, failure/ complaint report time & date, of compliance of the complaint. These records will be monitored & certified by Yashada for maintaining quality and efficiency of services. At the end of every month the Vendor will produce this record to HoD Estate.
- (13) The comprehensive maintenance contract shall include free of charge supply and replacement of all defective parts, components of Water Purifier / Water Cooler Cum Purifier including compressor etc. However, it will include consumables viz. gas refill, moving parts.
- (14) Agreement - Successful vendor will have to enter into agreement with YASHADA for this maintenance on stamp paper of appropriate cost. The necessary stamp duty charges shall be borne by the contractor whose tender is accepted as per Govt. of Maharashtra G.R. क्र. संकिर्ण-२००९/सं.१७९४/नवि-२०, नगर विकास विभाग, मंत्रालय, मुंबई-३२, दिनांक ७ डिसेंबर २००९.
- (15) Taking over and handing over of maintenance - The vendor will carry out detailed inspection on the date of taking over AMC and bring the defects if any to the notice of YASHADA, so that YASHADA will suggest remedy. However, no complaints regarding defects will be entertained by YASHADA subsequently and vendor will have to rectify any defects notice after the vendor takes over an AMC, on his responsibility. Similarly, vendor is also expected to hand- over entire machinery in good working conditions on date of completion of contract.



(16) **Price bid should contain** - Completely filled and signed price bid in **Annexure-IV**

The rates quoted in this price bid shall be exclusive of GST, GST should be shown separately in Price Bid.

(17) Complimentary Service without extra charges – In addition to maintenance service, vendor will provide one day training to the staff of Yashada in respect of preventive maintenance of water purifier units.

(18) In case of any and all disputes, decision of Director General, YASHADA will be final and binding.

(19) **SPECIAL INSTRUCTIONS TO TENDERS**

19.1. The tenderer should study all the tender documents carefully and understand the tender contract conditions and specifications etc. before quoting. If there are any doubts, they should get clarifications in writing but this shall not be a justification for submission of late tender or extension of opening date.

19.2. The tenderer must obtain for himself on his own responsibility and at his own expense, all the information which may be necessary for the purpose of filling this tender and for entering into a contract for execution of the same and visit the site and acquaint himself with the site conditions before quoting.

19.3. The tenderers are requested to visit the site of works familiarize themselves with the locality and ascertain the availability and cost of all the materials and labour and any other information necessary for quoting for the work. No excuse regarding lack of information or details, affecting the tender cost shall be entertained after receipt of tender and the tenderer cost shall be deemed to have full knowledge of all relevant details.

19.4. Each of the tender documents is required to be signed by the person/persons submitting the tender in token of his/their having acquainted himself /themselves with the General Conditions etc. as laid down. Any tender with any of the documents not so signed will be rejected.

19.5. The tender form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned the tender shall be considered invalid.

19.6. All erasures and alterations while filling the tender must be attested by the initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either

of these conditions will render the tender void. No advice or any change in the rate or conditions after sending of the tender will be entertained.

- 19.7. The tenderer should quote his rates for all the tender Schedule-B. All the rates given in the tender Schedule-B should be expressed both in figures and in words (in PDF Format)
- 19.8. The quoted rates in Schedule-B shall be valid for acceptance by the Owner for 90 (Ninety) days from the date of opening of price bid.
- 19.9. No unauthorized alteration should be made in the format of tender document and if any such alteration is found or if these instructions are not fully complied with the Tender may be rejected.
- 19.10. YASHADA reserve the right to accept or reject any or all the tenders either in whole or in part without assigning any reason for doing so.

**ANNEXURE – I**

To,  
**THE DIRECTOR GENERAL,**  
YASHADA,  
PUNE-411 007.

**E-TENDER FOR COMPREHENSIVE MAINTENANCE CONTRACT FOR WATER  
PURIFIER AT YASHADA**

Dear Sir,

We have examined and read all the tender documents of above work. I / We have visited and examined the site of the works specified and having acquired the requisite information relating thereto as affecting the tender. I/We hereby offer to execute the said works.

I/We hereby paid Rs. 20,000/- (Rupees Twenty Thousand Only) by online as earnest money for the due execution of the works as my/our tendered rates in the event of this tender being accepted. I/We agree to enter into and execute necessary contract as required by you. I/We do hereby bind myself/ourselves to forfeit the said earnest money deposit of Rs.20,000/- (Rupees Twenty Thousand Only) in the event of my/our refusal or delay in signing the contract agreement. I/We further agree to complete the CMC work of 24 month from the date of award of work.

Name of the partner of the firm authorize to sign.

OR

Name of the person having power of attorney to sign to contract (certified true copy of the power of attorney should be attached).

Yours faithfully,

For

Signature of the Contractor

**Jr. Engineer (Civil)**

**HoD, Estate**

**Financial Advisor**

**ANNEXURE – II**

**Name of work**

**“TENDER FOR COMPREHENSIVE MAINTENANCE CONTRACT FOR WATER PURIFIER AT YASHADA”**

**DECLARATION OF THE CONTRACTOR**

I /We hereby declare that I/We have made myself/ourselves thoroughly conversant with the local conditions regarding all materials and labour on which I/We have based my/our rates for this tender. The specifications and leads of this work have been carefully studied and understood before submitting this tender. I/We undertake to use only the best materials approved by the HoD Estate or his duly authorized assistant during execution of the work and to abide by the decisions.

We also declare that, we have been not Blacklisted any Govt./Semi Govt./Pvt Organization for any work. Also no any criminal proceeding is required against our firm.

**Contractor Seal and Signature**

**Jr. Engineer (Civil)**

**HoD, Estate**

**Financial Advisor**

**ANNEXURE - III****(1) LIST OF WATER PURIFIER AT YASHADA CAMPUS**

<b>Sr. No.</b>	<b>Location</b>	<b>Qty.</b>	<b>Schedule of Inspection</b>
1.	Durva Hostel No. 01	03	1 <sup>st</sup> Week of month
2.	Durva Hostel No. 02	03	
3.	Shammi Hostel	03	
4.	Jubilee Hostel	04	
5.	Class Room	03	
6.	Lezim Hall	01	
7.	Kojagiri Mess	03	
8.	Administrative Building	03	
9.	Yashada Main Entrance Gate	01	
10.	Kohinoor, Kaustubh, Kasturi Bungalow	03	
11.	Sampada Building	04	
12.	Sanvad Building	02	
13.	Library	01	
14.	PMB Building	05	
	<b>Total</b>	<b>39</b>	

**(2) LIST OF WATER PURIFIER AT YASHADA RESIDENCE**

<b>Sr. No.</b>	<b>Location</b>	<b>Qty.</b>	<b>Schedule of Inspection</b>
1.	Chafa Building No. 01	06	2 <sup>nd</sup> Week of month
2.	Chafa Building No. 02	06	
3.	Bakul Building No. 01	04	
4.	Bakul Building No. 01	04	
5.	Anant Building	09	
6.	Parijat Building	08	
7.	Dormitory Building	03	
	<b>Total</b>	<b>40</b>	

1.	Total Water Purifier	<b>79</b>
----	----------------------	-----------

ANNEXURE - IVPRICE BID(1) LIST OF WATER PURIFIER AT YASHADA CAMPUS

Sr. No.	Location	Qty.	Schedule Of Cleaning
1.	Durva Hostel No. 01	03	Quarterly As per Annexure-III
2.	Durva Hostel No. 02	03	
3.	Shammi Hostel	03	
4.	Jubilee Hostel	04	
5.	Class Room	03	
6.	Lezim Hall	01	
7.	Kojagiri Mess	03	
8.	Administrative Building	03	
9.	Yashada Main Entrance Gate	01	
10.	Kohinoor, Kaustubh, Kasturi Bungalow	03	
11.	Sampada Building	04	
12.	Sanvad Building	02	
13.	Library	01	
14.	PMB Building	05	
	<b>Total</b>	<b>39</b>	

(2) LIST OF WATER PURIFIER AT YASHADA RESIDENCE

Sr. No.	Location	Qty.	Schedule Of Cleaning
1.	Chafa Building No. 01	06	Quarterly As per Annexure-III
2.	Chafa Building No. 02	06	
3.	Bakul Building No. 01	04	
4.	Bakul Building No. 01	04	
5.	Anant Building	09	
6.	Parijat Building	08	
7.	Dormitory Building	03	
	<b>Total</b>	<b>40</b>	

1.	Total Water Purifier	<b>79</b>
----	----------------------	-----------

I agree to execute the maintenance and repairs of water purifiers work at cost Rs. \_\_\_\_\_ in words \_\_\_\_\_ (For two-year period) excluding GST. GST will be paid separately. Rates including GST Rs. \_\_\_\_\_ (in words \_\_\_\_\_)

**Signature of the Contractor**

**Address & Contact No. of Contractor**

**Jr. Engineer (Civil)**

**HoD, Estate**

**Financial Advisor**