

School of Planning and Architecture, Bhopal
(Established by MOE, Govt. of India)



LIMITED TENDER ENQUIRY

**Name of work: Cleaning of Over Head and Sump Tank
placed at various locations S.P.A campus Bhauri, Bhopal.**

Issued by:

Maintenance Section

SPA Bhopal.

School of Planning and Architecture, Bhopal
(Established by MOE, Govt. of India)

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“General Terms & Condition for Tenderer”

1. Tenderer should be read carefully & understand the scope of work which to be done.
 2. Tenderers should clearly indicate on each copy of the tender under their full signature, whether it is the original or photocopy. Unsealed tenders will be rejected summarily.
 3. No tender will be received after **16:00 hours as on dated 27.02.2023** & Tenders will be opened at **16:00 hours on dated 28.02.2023** in the office of Dean (P & D), School of Planning and Architecture Bhopal at present campus Neelbad road Bhauri Bhopal & any other officer designated for this purpose by him in the presence of the bidders or their representatives should they choose to be present.
 - 4 (a) 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 may be considered invalid by the Employer at its discretion.

(b) Rates should be quoted both in figures and words in the columns specified and the amounts in figures only; in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the words 'Rs.' should be written before the figure of rupees and the words 'P' after the decimal figures e.g. Rs. 3.16 P' and in case of words, the word Rupees should precede and the words 'Paise' should be written at the end. Unless the rates is in whole rupees and followed by the words 'only' it should invariably be up to two decimal places. While quoting the rate in the schedule of quantities, the words 'only' should be written closely following the amount and it should not be written on the next line. If on check there are differences between the rates quoted by the bidder in words and in figures or in the amount worked out with him, the following procedure shall be adopted:
 - i) When there is a difference between the rates in figure and in words, the rates which correspond to the amount worked out by the bidder shall be taken as correct.
 - ii) When the amount of the item is not worked out by the bidder or it does not correspond with the rate written either in figure or in words, then the rate quoted by the bidder in words shall be taken as correct.
 - iii) When the rate quoted by the bidder in figures and in word tallies, but the amount is not worked out correctly, the rate quoted by the bidder shall be taken as correct and not the amount. All erasures and alterations made while filling the tender must be attested by the initials of the bidder. Overwhelming of figures is not permitted and failure to comply with either of these conditions will render the tender void at the Employer's option. No advice of any change in rate or conditions after the opening of the tender will be entertained.
 - (c) Each of the tendered documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Instructions to Contractors and Special Conditions. Conditions of Contract, the Additional Conditions and Additional Specifications, etc., as laid down. Any tender with any of the documents not signed will be liable for rejection.
 - (d) The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract, otherwise the tender may be rejected by the Employer.
 - (e) The tender for the work shall not be witnessed by a bidder/s who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render the tenders of the bidder tendering as well as witnessing the tender liable for summary rejection.
5. Tender fees: The tenderer shall have to deposit an amount of Rs.500/- (Non –refundable) as tender fees by D.D.in favour of Director, SPA Bhopal/through online payment (Canara Bank, Bhauri branch, Account No.2073201002565,IFS Code:CNRB0004725,Account Name –SPA Bhopal internal Receipts.
6. Earnest Money: An earnest money of Rs 3000 /-(Refundable but non- interest bearing) has to be enclosed along with the Technical Bid (Part-A).

The EMD shall be only in the form of D.D. in favour of Director, SPA Bhopal/through online payment (Canara Bank,Bhauri branch ,Account No.2073201002565,IFS Code:CNRB0004725,Account Name –SPA Bhopal internal Receipts.. No Cheques /Cash shall be accepted as EMD. The refund of EMD to the technically

disqualified & lowest 4th bidders onwards shall be made within 15 days from the date of opening of financial bid. The refund of EMD of the 2nd & 3rd lowest bidders shall be made after award of work and site mobilization by the successful bidder. On award of work to the successful lowest bidder (L1), the EMD amount of Rs.3000/-will be retained and kept by the SPAB as Performance Security. The same will be released after two months from the date of successful completion of the work (Both Slot) and site clearance. Tenders received without earnest money will not be entertained.

7. The Employer does not bind itself to accept, the lowest of any tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. Tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

8. (A) On receipt of intimation from the Employer of the acceptance of his/their tender, the successful bidder shall be bound to implement the contract and within fourteen days thereof the successful bidder shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions. The written acceptance by the Employer of a tender will constitute a binding contract between the Employer and the person so tendering, whether such formal agreement is or is not subsequently executed.

(b) On acceptance of the tender, the name of the accredited representative(s) of the Contractor who would be responsible for taking instructions from Dean (P & D) shall be communicated to Employer.

9. (a) The Contractor shall not sublet/assign any portion of the contract, except with the written consent of the Employer.

10. Specifications: –

The entire work shall be done as per the latest CPWD Specification with up to date correction slips. However, in the event of any discrepancy in the description of any item as given in Schedule of Quantities appended with the tender and the specifications relating to the relevant item as per latest CPWD specification, the former shall prevail. If the specifications for any item are not available in the latest CPWD specification, relevant IS specifications shall be followed. In case IS Specifications are also not available, the decision of the Engineer –In – Charge given in writing based on sound Engineering practice and local usage shall be final and binding on the Contractor. The work shall be executed and measured as per metric dimensions given in the Schedule of Quantities, etc.

11. The Contractors responsibility for the contract shall commence from the date of issue of orders of acceptance of tender. The Contractor shall carry out all the work strictly in accordance with instructions by Engineer-In- charge.

12. A Schedule of Quantities in respect of each work accompanies these Special Conditions. The Schedule of Quantities is liable to alteration by omissions, deduction or additions at the discretion of the Employer/ Engineer-In- Charge. Each tender should contain not only the rates but also the value of each item of work entered in a separate column and all the items should be totaled in order to show the aggregate value of the entire tender.

13. The bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work, working condition including stacking of materials, installation of T & P, conditions affecting accommodation and movement of labour etc. required for satisfactory execution of work. No claim whatsoever on such account shall be entertained by Employer in any circumstances.

14. The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work, but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. No claim shall be entertained on this account.

15. Time allowed for carrying out the work as mentioned in the Memorandum. Days shall be strictly observed by the Contractor and it shall be reckoned from the 10th day after written order to commence the work, is

issued. The work shall throughout the stipulated period of the contract be proceeded with all due diligence and if the Contractor fails to complete the work within the specified period, he shall be liable to pay compensation as defined in Clause 4 of the Conditions of Contract. The bidder shall, before commencing work prepare a detailed work program which shall be approved by Engineer-In-Charge of SPA Bhopal And Employer.

16. The rate quoted by the Contractor shall include expenditure for providing all the water required for the work and the Contractor shall make his own arrangement for the supply of good quality water, including

a. Unless otherwise provided in the Schedule of Quantities, the rates tendered by the Contractor shall be all inclusive and shall apply to all heights, lifts and leads and depths of the structure and nothing extra. The contractor shall be payable to him on this account.

b. Unless otherwise specified in the Schedule of Quantities, the rates for all items of work shall be considered as inclusive of pumping out or bailing out water if required for which no extra payment will be made. This will include water from any source, such as rains, floods, sub-soil water table being high or due to any other cause whatsoever.

17. Correspondence: All the correspondence in respect of the tender / award of work shall be done to Dean (P & D) School of planning and Architecture, Bhopal, Neel bad road bhauri Bhopal 462030.

18. All documents submitted by the bidder should be self-attested along with a stamp and should be valid up to the last date of validity of the tender.

19. Technical Bid (Part-A): In this bid, the bidder shall submit the following:

- a. Covering letter on Company's Letterhead.
- b. Bio data of company (Company Profile, Organizational setup, Credentials, list of plant, Machinery & Tools in his possession).
- c. Earnest Money Deposit.
- d. Copies of TIN no., PAN no., GST Number.

20. Price Bid (Part-B): In this bid, the bidder is required to quote his item rates in the BOQ attached in accordance with the scope of work, terms & conditions & technical specifications enclosed. The rates/price quoted by the contractor should be all inclusive i.e. should include all material cost, labour, services, plant/machinery/tools & tackles, ladders & scaffolding required for work, freight, Insurance, Octroi, Govt. Duties & levies, taxes (VAT, Service Tax, Sales Tax etc.), transport/cartage of materials/labour and all other expenses not specifically mentioned but reasonably implied.

21. Nothing over and above these rates shall be payable to the contractor. Further, nothing extra in rates will be considered for any variations in tender quantities or due to any site difficulties. It is mandatory for the bidder to quote all item rates as asked for in the BOQ/ PRICE schedule. Failure in not filling some item rates will lead to rejection of tender. The bidders should quote unconditional rates, neatly written without any overwriting and all pages should be duly signed & stamped.

22. CPWD specifications and all amendments as well as I.S. Code numbers wherever mentioned in the tender shall be the latest version of CPWD specifications I.S. Codes, respectively, as on the date of opening of Tenders.

23. Tenderer to Inform Himself fully:

The Contractor shall be deemed to have carefully examined the work and site conditions, including labour, the general and special conditions, the specifications, schedule and drawings and shall be deemed to have visited the site of work. To have fully informed himself regarding the local conditions and carried out his own investigations to arrive at the rates quoted in the tender. In this regard, he will be given necessary information available with the department but without any guarantee about its accuracy.

If the Contractor shall have any doubt as to the meaning of any portion of the general conditions, or the special conditions or the scope of the work or the specifications or any other matter concerning the contract, he shall in good time, prior to submitting his tender put forth the particulars thereof and submit them to the Employer at the office of Maintenance Cell, SPA Bhopal, in writing in order that such doubts may be clarified authoritatively in writing before tendering. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre-clarification.

24. If during the execution of works, any damage is caused to SPAB property by contractor's workers, the contractor will duly make good the loss. The SPAB has the right to make a suitable deduction from contractor's bills along with penalties, if the contractor fails to make good the loss.
25. During execution of work, the contractor should follow all standard norms of safety measures/precautions as per relevant IS codes and CPWD specifications to avoid accidents/damages to man, machines and buildings, at his own cost. The Contractor will have his own arrangement to escort the labour to the nearest hospital for treatment in case any injury happens to any worker during execution of work.
26. Manpower deployed by the contractor at our site for carrying out contract works is strictly prohibited being associated with any other works on the campus.
27. Labour Laws: The contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, work men insurance etc. This will be the sole responsibility of the contractor. SPAB will not be a party at any stage in any of the disputes relating to the above. In case, SPAB has to bear any expenditure due to non-conformance of the above provisions by the contractor, the same will be recovered from contractor's bills.
28. No material belonging to the contractor, whether consumable or non-consumable should be brought inside the SPAB campus without proper entry at the Main Gate nor any material should be taken out without proper gate pass issued by the authorized representatives of the Institute (SPAB).
29. Escalation: No escalation over and above items rates quoted by the bidder shall be paid during the execution of the contract.
30. Scope of Work: Detailed scope of work, special terms & conditions, makes of materials and specifications, etc. are enclosed with this Tender Enquiry as per Annexure –I. Bidder must read them before filling rates.
31. SPAB will provide electricity Connection to contractor during execution of work at one point which will be payable & borne by the contractor. The contractor has to make his own arrangements for supplying power and water from that point onwards as per his requirements.
32. Tender once submitted will remain with the Institute (SPAB) and will not be returned to the bidders.
33. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Director, SPA, Bhopal also reserves the right to accept or reject any or all the tenders without assigning any reason and does not bind himself to accept the lowest tender. Accepted (Signature of bidder).
34. The Contractor will take due permission for the entry of all his workmen in SPAB. No unauthorized person will be allowed to work inside.
35. The Contractor should depute a qualified supervisor dedicated for this work, who will monitor and coordinate work from the contractor's side and interact with the SPAB Engineers, responsible for supervision of work, on a regular basis.

“SPECIAL TERMS AND CONDITION”

1. The contractor shall be responsible for execution & completion of the work within stipulated the time Period.
2. The contractor shall have to submit **Registration Xerox** which in the appropriate class with CPWD or Contractors of equivalent categories registered with other States / Central Govt. Departments, institutions, undertakings.
3. The contractor shall make adequate arrangement for the safety of labourers during the carried out of work.
4. The contractor should get the sample of all material approved by the Engineer-In-Charge prior to collecting for use in work.
5. In case of any dispute regarding the work, Director, SPA Bhopal will have right to take appropriate decision.
6. The School of Planning and Architecture, Bhopal reserves all rights to divide the work and accept or reject any or all the tenders without assigning any reason.
7. **Deleted**
8. During execution of the work, the contractor should dispose of waste material on a regular basis and should keep the area of work properly cordoned off and neat and clean as far as possible. After completion of work, the contractor should clear the site completely of all unwanted and junk material before submitting his final bill.
9. The rates for the above work shall be valid for one year and during this period, the work will be carried out twice i.e. after every six months. It is to be noted that the work of each slot is to be completed within 30 days. The cleaning work is to be started from the underground tank and subsequently the overhead tanks, so as to avoid any water problem in the campus. Preferably the work would be carried out on Saturday and Sunday or on any working day as per direction of the SPAB authorities.
10. No material will be issued by the department. The Contractor has to arrange all materials and T & P required for execution & satisfactory completion of this work at his own cost. Apparatus and equipment required for tank cleaning shall be shown by the agency before execution of work on Site.
11. Earnest money will be forfeited if the contractor fails to commence the work as per Work order and he shall not be eligible for any claim.
12. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
13. The quantities of the items mentioned in the Schedule can be increased or decreased depending on the prevailing site conditions and requirement.
14. The quoted rate shall be inclusive of all taxes and charges as applicable
15. The contractor shall be responsible for their good character; all damage done to the existing structure of the workers shall be made good by the contractor at his own risk and cost.
16. School of Planning And Architecture, Bhopal shall not be responsible for any injury or loss of any workers of the contractor that may take place while at work. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor. The contractor is solely responsible for any damage or injury or accident that may occur to any of his personnel working under this contract. No claim whatsoever arises to School of Planning And Architecture, Bhopal.
17. Payment: Payment after satisfactory completion of work shall be made through ECS mode only. The Contractor is required to furnish the relevant details of bank account for getting the payment through Electronic Clearance System (ECS) The contractor is required to either provide a Photostat copy of cancelled cheque or to take attestation from concerned bank, as a documentary support.
 - i) Bank account no. Branch name & complete address of the bank
 - ii) 11 digit IFSC (Indian Financial System Code) of the bank.
 - iii) 9 digit MICR (Magnetic INK Characters Recognition) Code of the bank.
 - iv) PAN No. & TAN No. in the name of the firm.
 - v) Phone no. / Mobile no./ e-mail address.
18. **Contract Period:** - One Year (two times, i.e., after every six months). The time period for completion of each slot will be one month from the date of issue of work order.
19. The mode of measurement for Underground tank and Overhead tank shall be taken as wall Area (L x B) and bottom surface Area (Length x Breadth) of UHT/UGT.
20. If the contractor fails to maintain the required progress or to complete the work and clear the site on or before the contract period or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to the Government on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below as the authority may decide on the amount of tendered value of the work for every completed day/month (as applicable) that the progress remains below or that the work remains incomplete. This will also apply to items or group of items for which a separate period of completion has been specified. Compensation @ 1.5 percent per month of delay for delay of work to be computed on per day basis, subject to maximum of 5 percent of contract value.

21. Claims –not admissible under following circumstances:

- a) Extra items of work done without a written order of departmental officer.
- b) In case of sudden fluctuation and /or increase in rates of labour, material, royalty, various taxes, railway freight, fuel, lubricant carriage cost etc .at Any stage work.
- c) Non –availability of labour of any category required for the work.
- d) Labour sitting idle due to any cause.
- e) Delay in communication in changes or modification in design, drawing & specification at any stage of work.
- f) **Loss sustained due to:**
 - 1) Acts of enemies, including agitation by public & riots.
 - 2) Transportation & procurement difficulties.
 - 3) Natural circumstances.
 - 4) Any other circumstances which are beyond human control.

I/We hereby declare that I/We have read and understood the above instructions for the guidance of bidders.

Date:

Business Address:

Signature of Bidder:

Place:

Seal of the Bidder:

Annexure-I

GENERAL INFORMATIONS & SCOPE OF WORK

1. DESCRIPTION OF SITE

School of Planning and Architecture, Bhopal, Neel bad Road Bhauri Bhopal.

2. SCOPE OF WORK

The cleaning of Over Head Tank / **Underground Sump** shall consist following operations:-

- i) The tank shall be emptied of water by pumping & bottom shall be cleaned of slit and other deposits.
- (ii) Entire surface area of the sump shall then scrubbed thoroughly with wire brush, etc. and pressure washed with water.
- (iii) Chlorination of RCC internal surface with liquid chlorine.
- (iv) The treated surface shall be dried using air jetting and all loose particles shall be removed from the surface.
- (v) Finally the surface shall be treated with ultraviolet radiator to kill further floating bacteria /virus in order to make the tank totally clean, bacteria free and safe for storage of drinking water etc.

Signature of Bidder :

Place:

Seal of the Bidder :

Annexure-II

Technical Bid

S.No.	Details of the Tenderer /Bidder	Page No.	Remarks
1	Name and Address of the Tenderer/Bidder		
2	Complete Address:		
3	State clearly whether it is a sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees.....)		
5	Details of the cost of the Tender documents (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees.....)		
6	Whether each page of Terms & Condition and its Annexure have been signed and stamped		
7	Whether Bidders have quoted for each and every item mentioned in Financial Bid (Yes/No) (If No, then please attach a list of quoted items with the Technical Bid without indicating price)		
8	Copy of GST		
9	Permanent Account No.		
10	Sale Tax Registration No.		
11	TIN No. (Copy must provide)		
12	Email ID		
13	Contract No.		

Date:

Business Address:

Signature of Bidder:

Place:

Seal of the Bidder:

Annexure-III

Financial Bid

Schedule Of Quantity							
Name of Work: Cleaning of Over Head Tank and Underground Tanks in various locations at S.P.A Bhauri, Bhopal (M.P.)							
S.No	Description	Quantity	Unit	Rate	No. Of cleaning tanks in a year	Amount	DSR No
1	Cleaning of underground sump, Over Head R.C.C. Tank (independent staging) including disposal of slit and rubbish, all as per direction of Engineer-in-Charge. The cleaning shall consist following operations:- (i) Tank shall be emptied of water by pumping & bottom shall be cleaned of slit and other deposits. (ii) Entire surface area of the sump shall then scrubbed thoroughly with a wire brush, etc. and pressure washed with water. (iii) Chlorination of RCC internal surface by liquid chlorine. (iv) The treated surface shall be dried using air jetting and all loose particles shall be removal from the surface. (v) Finally the surface shall be treated with ultraviolet radiation etc. as per direction of Engineer-in-Charge. Note: The mode of measurement shall be taken as inside the all wall of the tank and bottom of the tank area (Length x Breadth) of OHT/UGT.	1103 (Projected for one time)	Sqm		Required for 2 times in a year.		14.78
Total cost for cleaning tanks 2 times in a year (Inclusive of all taxes and other charges)							
In figure							
In words							

Notes:

1. I/We have gone through the terms & conditions as stipulated in the tender and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.
3. Quantity mentioned above is tentative, it may increase or decrease as per site requirement.

Date:

Business Address :

Signature of Bidder:

Place:

Seal of the Bidder:

Note: Bidders shall have to responsible for seal & signed on each page of Terms & Condition.

Contractor sign (Seal)

Annexure IV: Details of Tanks (OHT/UGT)

Details of Overhead Tank and Under Ground Tank at SPA, Bhourri Bhopal.					
S.No.	Location	No.	Length	Breadth	Quantity
1	Main Gate				
	wall	2	9	2	36
	wall	2	6	2	24
	Internal ceiling /Bottom Surface	2	9	6	108
2	Near QIP (wall)	2	6.4	2	25.60
	wall	2	4.4	2	17.60
	Internal ceiling /Bottom Surface	2	6.4	4.4	56.32
3	Near 'B'Type Quarter (wall)	2	5.85	1.5	17.55
	wall	4	3.5	1.5	21.00
	Internal ceiling /Bottom Surface	2	5.85	3.5	40.95
4	Near 'C'Type Quarter (wall)	2	9	2	36.00
	wall	2	6	2	24.00
	Internal ceiling /Bottom Surface	2	9	6	108.00
5	Sump below OHT-1 (wall)	2	9	2	36.00
	wall	2	6	2	24.00
	Internal ceiling /Bottom Surface	2	9	6	108.00
6	Sump below OHT-2 (wall)	2	9	2	36.00
	wall	2	6	2	24.00
	Internal ceiling /Bottom Surface	2	9	6	108.00
7	Over Head Tank (wall)				
	wall	2	9	2.5	45.00
	Bottom	2	9	2.5	45.00
	Internal ceiling /Bottom Surface	2	9	9	162.00
					1103.02
					Say 1103.02 Sqm.

Signature of Bidder:**Place:****Seal of the Bidder:****Note: Bidders shall have to responsible for seal & signed on each page of Terms & Condition.**