

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-  
DELHI**

**(IIIT-DELHI)**

Okhla Industrial Estate, Phase III

New Delhi 110020

(Tel No 011-26907400, Website: [www.iiitd.ac.in](http://www.iiitd.ac.in))

**NOTICE INVITING TENDER FOR NON COMPREHENSIVE ANNUAL  
MAINTENANCE CONTRACT (AMC) URINAL SENSORS**

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government. The Institute has a campus spread over an area of around 25 acres with 14 buildings. The Institute invites sealed tender from reputed agencies in two bid system i.e. Technical and Financial along with EMD for “Non Comprehensive Annual Maintenance contract (AMC) Urinal Sensors at IIITD Campus, New Delhi.

**Bid Schedule**

Date of Start and downloading the tender	<b>11<sup>th</sup> Feb 2020</b>
Earnest Money Deposit (EMD)	Rs.3,000/- in the form of Demand Draft in favour of “IIITD Collection Account” payable at New Delhi (except for those who are exempted by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection
Last date and time for submission of tender	<b>21<sup>st</sup> Feb 2020 at 1500 Hrs</b>
Date and time of bid opening	<b>21<sup>st</sup> Feb 2020 at 1530 Hrs</b>
Address for communication & submission of tender documents and opening of technical bid	<b>A-201, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020</b>
Clarification/Queries, if any, can be addressed to	email ID: admin-project@iiitd.ac.in phone no- 01126907563/565

**Scope of Work**

The Urinal Sensors of Make Parryware and Cera are installed in washrooms in Boys Hostel, Dining Block, Academic block, library, R & D Block, Lecture Hall Complex, Hostels, & Sports Block. BOQs for **Non Comprehensive Annual Maintenance contract (AMC) Urinal Sensors at IIITD Campus, New Delhi** is as per enclosure at (**Annexure-“A”**),

***Contractor must visit site before quoting and fully satisfy himself of the site conditions.***

**The scope of work includes:**

Maintenance, upkeep and repair of the automatic Urinal Sensors, at IIITD campus New Delhi.

1. Monthly visual check, working of all sensors
2. Monthly service to include checking of all sensors, replacement of batteries and repair of any nonfunctional sensor as required to satisfaction of officer in charge
3. Repair of sensors as required from time to time within 24 hours

The above are general check – lists and test requirements etc. The contractors shall be bound for undertaking any other check test which is considered necessary for efficient functioning of equipment/system, whether included in above schedule. He shall not claim any extra charge for such work However, replacement of worn out/defective material shall be paid extra to the contractor.

It may be ensured that parts of authorized brand should only be used for repairs and replacement. If it is found at a later stage that substandard /inferior quality items are used during the AMC, necessary action will be taken against such firms, including forfeiture of their Performance Security and debarring them for quoting future tenders.

**Technical Bid**

The agencies / companies who fulfill the eligibility criteria mentioned below will only be considered for opening of financial bid:

<b>S. No.</b>	<b>Particulars</b>	<b>Document (s) to Annex</b>
1	As on 31.12.2019, the agency / Company should be in existence for at least <b>Five</b> years.	Certified copy of registration certificate.
2	Company should have average turnover of Rs.2 lacs in similar field in previous three financial years ending on 31.03.2019.	CA certified copy of turnover from annual maintenance contracts. Annual Turnover <ul style="list-style-type: none"><li>• 2016-17</li><li>• 2017-18</li><li>• 2018-19</li></ul>
3	Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/ MNC/ Corporate Sector during last <b>Seven (07)</b> years.-  i) Three similar completed works costing not less than the amount equal to Rs.0.6 lakhs.  or  ii) Two similar completed works costing not less than the amount equal to Rs 0.90 lakhs.  or	Certified Copies of Work orders/ Experience certificate etc. on the letter head of the client / customer.

	iii) One similar completed work costing not less than the amount equal to Rs.1.2 lakhs.	
4	Company should have valid PAN, GST registration	Certified Copy of each document
5	Company should not have been barred / blacklisted for taking up similar work in any organization	A certification to this effect on the letter head of the bidder.
6	Earnest Money Deposit (EMD)	Rs.3,000/- in the form of Demand Draft in favour of "IITD Collection Account" payable at New Delhi (except for those who are exempted by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection
7	The details of current and previous clients are to be submitted by the agency incorporating the following details :  <ul style="list-style-type: none"> <li>• Name of Office</li> <li>• Contact Person (Tel.No./Email ID)</li> <li>• Period and volume of work with the manpower deployed</li> </ul>	

### **Award of Work**

Those who meet the eligibility criteria as above will only be considered for opening of financial bid. In this regard decision of the Institute shall be final and not open to dispute/challenge. The agency quoting the lowest rate for AMC shall be considered for award of work. However, IIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

### **Financial Bid**

Interested agencies may submit financial bid as per enclosed format (**Annexure-"B"**), duly authenticated and stamped. Bidders are advised to inspect the site before quoting the rates. **The Financial Bid should contain all relevant price information for Non-Comprehensive AMC.** The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in anyway. The item wise rates ie bifurcation of the cost of AMC (**Annexure-"A"**) should be provided at the time of issue of award letter.

### **Payment Terms**

GST compliant quarterly bill by the 7<sup>th</sup> day of next month shall be raised for 25% of the total contract value plus taxes, as applicable. Payment shall be released within 15 days of raising bill. Payment shall be released through online mode only. The bidder is advised to furnish copy of the cancelled cheque and funds transfer details as will be provided by the Institute.

**Bidding Procedure:**

Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for “**Non Comprehensive Annual Maintenance contract (AMC) Urinal Sensors at IIITD Campus, New Delhi** ” addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

Sealed quotations shall be received not later than 3.00 P.M. on **21st Feb 2020**. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.

Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on pre scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later.

**How to submit**

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope “**Non Comprehensive Annual Maintenance contract (AMC) Urinal Sensors** ” at **IIITD Campus, New Delhi** enclosing separate sealed envelopes marked as **Technical Bid** and **Financial Bid**, so as to reach the Registrar, **IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 by 1500 Hrs on 21st Feb 2020**

**For and on behalf of  
Indraprastha Institute of Information Technology Delhi  
Signed  
Registrar**

## PROFORMA FOR BID

1. Name and Address of the firm/agency, telephone number, fax, mobile number, email address
2. Type of organization (Whether proprietorship, partnership, private limited, limited company)
3. Name and Address of the directors proprietor /partners
4. Year of formation of the company/ experience as a house keeping agency
5. Nature of business carried by the company
6. Total number of employees of the firm
7. Contact number in case of emergency
8. Whether authorized service provider of any OEM/Manufacturer ?
9. If yes, Name & Address of OEM (please furnish documentary proof)
10. Any other information

**Annexure A**

BOQ for Non Comprehensive Annual Maintenance contract (AMC)  
Urinal Sensors at IIITD Campus, New Delhi

<b>S.NO</b>	<b>Equipment</b>
<b>1</b>	Repair and servicing of Urinal Sensors (Make Parry ware & Cera )
1.1	Parryware touch free Urinal Sensors – 174 Nos
1.2	Cera (Cat No: 5005A – White) touch free Urinal Sensors – 400 Nos
2	1 Technician to visit periodically every month for servicing, visual check, working of all sensors
3	Monthly service to include checking of all sensors, replacement of batteries and repair of any nonfunctional sensor as required to satisfaction of officer in charge
4	Any nos of visit for Repair of defective urinal Sensor. SLA within 24 hrs

**Format of Financial Bid for Non Comprehensive Annual Maintenance contract (AMC)  
for Urinal Sensors at IIITD Campus, New Delhi**

<b>Sl. No.</b>	<b>Description</b>	<b>Maintenance Cost Without GST</b>	<b>GST</b>	<b>Amount (All inclusive) In Rupees</b>
<b>A</b>	Non Comprehensive Annual Maintenance contract (AMC) Urinal Sensors as per the details provided in the tender document under “Scope of Work”			
<b>Sl. No.</b>	<b>Description</b>	<b>Unit Rate Without GST</b>	<b>GST</b>	<b>Amount based on unit quantity(All inclusive) In Rupees</b>
<b>B</b>	<b>Supplying and fixing spare parts:</b> 1. Removing/Providing and fixing Sensor set for Parryware/Cera units 2. Removing/Providing and fixing Solenoid Valve 3. Replacement of Sensor SS plates of above with screws /accessories complete 4. Battery Box			
<b>B</b>	<b>Total Amount (1+2+3+4)</b>			
Total (A+B) (Rs. in figures).				
Non Comprehensive Total (Rs. in words)				

We agree to carry out the Work at the rate quoted above for the duration of one full year. We understand that IIIT, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

(Name and Signature of Authorized Signatory with seal)

(Signature of the bidder)

Date: