



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

(An Autonomous Institute of the Ministry of HRD, Govt. of India)

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No. 98/O&M STPs/Tender-46/2019-20/HD

Date: 17-01-2020

NOTICE INVITING e-TENDERS [On e-Procurement mode]

NAME OF WORK: Daily operation and regular maintenance of 3 numbers of sewage treatment plants [2 of 500KLD and 1 of 220KLD capacity] – comprehensive maintenance excluding cost of spare parts of machineries – at NITK, Surathkal.

Estimated amount put to tender : ₹ 34,93,040 [for one year] excluding GST

Earnest Money deposit (EMD) : ₹ 70,000; Cost of Tender document : Nil

1. National Institute of Technology Karnataka, Surathkal (in short - NITK, Surathkal; hereinafter referred as the "Institute") is an autonomous Educational Institute of the Ministry of Human Recourses Development, Government of India imparting technical and science education. National Institute of Technology Karnataka, Surathkal is one of the "Institutes of National Importance" notified by the Govt. of India under the NITSER Act – 2007 (Act No. 29 of 2007). The Institute is fully funded by the Government of India; and is governed by NITSER Act. NITK, Surathkal is located about 22 KM north of Mangaluru within Mangaluru City Corporation limits.
2. The Institute has three Sewage Treatment Plants (in short, STPs) in its campus – two of 500KLD capacity constructed in the year 2013; and one of 220KLD capacity constructed in the year 2010. The Institute intends to engage a contractor meeting the eligibility criteria as specified in the tender document for **daily operation and comprehensive maintenance of the said three STPs** on contract basis.
3. In this connection, e-tenders are invited from the contractors engaged in the business of operation and maintenance of STPs/ ETPs who have enough experience and capability as specified in the tender document. The contract shall be effective from the date of handing over the systems for daily operation and maintenance as specified in the letter of acceptance and/or work order.

Subject to the fulfillment of terms & conditions of the contract, **the contract period shall be for TWO YEARS subject to satisfactory performance by evaluation of the services by the Institute once in six months.** The contract is also extendable for further one more year subject to satisfactory performance of the contractor and on mutual consent.

4. The e-tenders invited are on techno-commercial basis on e-Procurement mode. **The intending bidders shall submit their bids through MHRD web e-Tendering portal: <https://mhrd.euniwizarde.com>.** Any tender, if submitted off-line (Manually) shall not be entertained.
5. **Detailed procedure for submission of e-tenders is available in the website <https://mhrd.euniwizarde.com>**

The intending bidders will have to pay (on-line) a non-refundable Tender Processing fee at the rate of 0.1% of the estimated value put to tender plus GST as applicable [*subject to a minimum of ₹ 750 + GST and maximum of ₹ 7,500 + GST per event*] to the e-procurement service provider M/s ITI Limited (A GOI Enterprise).

6. The calendar of events of e-Tender are as follows:

Start date for 'Request for Tender' & submission of e-tender : 20-01-2020.
End date for request of 'Tender Document' : 31-01-2020 up to 15:00hours
End date for seeking pre-bid clarifications (online) : 03-02-2020 up to 15:00hours
Last (End) date for submission of e-tender : 06-02-2020 up to 15:00
e-tender opening date (Technical bid) : On or after 06-02-2020 (15:30 hrs).

Meaning of "End Date for Request tender document": The bidders can submit their tender right from the 'Start date for submission of e-tender'. However if any bidder wishes to submit his tender, first he should "Request the tender" in <https://mhrd.euniwizarde.com> and then proceed for bid submission in MHRD portal. A bidder should 'request the tender' to participate in bid **before the stipulated time** in "End date for Request tender document". If request is not submitted, the bidder cannot submit his bid at the last moment.

7. **Earnest Money Deposit (EMD)**: EMD should be remitted in favour of **NITK, Surathkal**. **EMD shall be paid through online. Bidder shall select the payment option as "E-Payment" to pay the EMD** wherever applicable and enter details of the instrument.

EMD in any other form is not acceptable. Tenders received without the EMD will be rejected (except in the case of NSIC/MSME enlisted bidders/ Startups). The EMD of successful bidder shall be retained (and shall be adjusted to the Security deposit). EMD shall bear no interest. EMD of the bidder is liable for forfeiture as per the terms of the tender document in case of any default. The EMD of unsuccessful bidders will be returned within 30 days from the date of acceptance of evaluated lowest bid.

- 7.1 The bidders enlisted under NSIC/ MSME/ Startups are requested to note that the present notice inviting tender is **not for the "Supply of Goods"**, but for engaging a contractor under works/ service contract for providing the services of **operation and comprehensive maintenance of STPs**. If bidders enlisted under NSIC/ MSME/ Startups (as recognized by the Department of Industrial Policy and Promotion (DIPP)) are interested in participating in the tender, they may participate subject to fulfillment of the conditions of this notice inviting tender. **However, they are exempted from paying EMD.**

Considering the specific nature of service required, NSIC/ MSME/ Startups bidders are not exempted from the requirement of previous experience [under 10.6 of eligibility criteria].

8. **Security Deposit (SD)**: The **successful bidder** shall deposit an interest free **security deposit of ₹ 4.00 lakh (Rupees Four lakh only)** before entering into the agreement by means of RTGS/ Demand Draft / FDR/ Bank guarantee bond [in the specified format valid for a minimum of 30 months] of any scheduled bank drawn in favour of the **Director, NITK, Surathkal**. The EMD submitted along with the tender shall be adjusted to this SD.

9. **Procedure for submission of e-tenders:**

- 9.1 **Technical bid**: The bidder shall upload all documents that are specified in the Tender Document for evaluation of the technical bid. The bidders are advised to note that not furnishing complete information that are called for or not giving it in clear terms or making any changes in the prescribed formats or deliberately suppressing the information shall result in rejection of tender.

9.2 **Price bid:** The price bid shall comply to all the requirements and obligations of the bidder under Contract labour (Regulation and Abolition) Act 1970 and latest amendments; Contract Labour (Regulation and Abolition) Rules 1971 and latest amendments; The Code of Wages (Act No. 29 of 2019) and the Rules notified under the Code on Wages; Payment of Gratuity Act 1972 and latest amendments; Employees' Provident Fund and Miscellaneous Provisions Act – 1952 and Amendment Act 1988 and latest amendments; Employees State Insurance Act – 1948 and Amendment Act – 1989 & 2010 and latest amendments; Shops and Commercial Establishments Act as amended up to date; all other acts and rules related to Labour employment - failing which the price bid is liable for rejection. Price bid should be quoted downloading the specified format and then uploaded.

10. Minimum eligibility criteria for qualifying in Technical bid:

10.1 The bidder must have valid registration under Shops and Commercial Establishment Act OR a registered contractor of State or Central Public Works Department/ Public Works Organizations of any class OR recognized by State or Central Pollution Control Boards as STP/ETP contractor OR any similar registration evidencing that the agency is a registered contractor. A self-attested copy of registration should be uploaded to e-Procurement portal while submitting e-tenders.

Registration under NSIC/ MSME/ Startup shall not be treated as contractor's registration.

10.2 The bidder must possess GST registration – Copy of registration should be uploaded.

10.3 The bidder must possess PAN registration with Income Tax department – Copy of PAN card should be uploaded.

10.4 The bidder must be registered under Employees Provident Fund (EPF) Act – Copy of registration should be uploaded.

10.5 The bidder must be registered under Employees State Insurance (ESI) Act – Copy of registration should be uploaded.

10.6 The bidder must have the previous experience of having **successfully completed** similar works as follows:

- (i) Successful completion of at least one single similar work of not less than 500KLD capacity; OR
- (ii) Successful completion of at least three single similar works if capacity is less than 500KLD.

Similar work means operation and maintenance of Sewage Treatment Plants/ Effluent Treatment Plants for at least two years OR construction of STP/ ETP in any Central Government department/ State Government department/ Central or State Government undertakings/ Central or State government autonomous bodies/ Public or Private Sector Units/ Private firms.

Any running contract of operation and maintenance if already completed two years as on the date of submission of e-tender shall also be considered as completed work. Copy of "Work experience certificate" issued by the employer/ client in this regard should be uploaded.

10.7 The bidder should not have abandoned or suspended any awarded work of any organization during the past five financial years. Relevant proof in the form of affidavit duly sworn (format as in the tender document) in this respect should be uploaded.

- 10.8 The bidder should not have been blacklisted / debarred for competing in tender by any organization during the past five financial years. Relevant proof in the form of affidavit duly sworn (format as in the tender document) in this respect should be uploaded.

Documentary proof for all the above items (10.1) to (10.8) should be uploaded to e-Procurement portal while submitting e-tender. **Affidavit for (10.7) and (10.8) should be signed and uploaded by the bidder as per the format provided in the tender document.**

11. The Price bid of only those bidders who qualify in the Technical bid shall be opened. The Institute shall evaluate the Technical bid on the basis of documents furnished for eligibility criteria stipulated in the Tender document. If necessitated, the Institute reserves the right of verifying the veracity of such documents. The decision of the Institute in this regard is final and binding on the bidder. No correspondences from the bidder in respect of decision of the Institute on evaluation of the technical bid shall be entertained.
12. If a bidder qualifies in the technical bid and if his price bid is found to be violating any of the provisions/ obligations of the bidders that mentioned in Para 9.2 above, then such price bid will be treated as "Non-responsive" and rejected.
13. The bidder shall inspect the site before quoting his price bid, and get all related information from the Institute. Any further details if required may be obtained from the office during the office hours.
14. The Institute reserves the right of rescheduling the calendar of events, make modifications to tender document before its submission by the bidder, cancelling the tender or accepting any tender other than the lowest or rejecting all the tenders.

Registrar
NITK, Surathkal

PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the e-Wizard Portal <https://mhrd.euniwizarde.com>

1. REGISTRATION PROCESS ON ONLINE PORTAL:

- 1.1 Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link "Bidder Enrolment" as per portal norms.
- 1.2 The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- 1.3 Bidders upon enrolment shall register their valid Digital Signature Certificate (DSC: Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- 1.4 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
- 1.5 Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- 1.6 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token is a prerequisite for registration and participating in the bid submission activities through <https://mhrd.euniwizarde.com>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://mhrd.euniwizarde.com> under the link 'DSC help'.

2. TENDER DOCUMENT SEARCH:

- 2.1 Various built-in options are available in the e-Wizard Portal which is further synchronized with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- 2.2 There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- 2.3 Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 2.4 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION:

- 3.1 Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- 3.2 Please go through the 'Notice inviting tender' and the 'Tender Document' carefully to understand the documents required to be submitted as part of the bid.
- 3.3 Please note down the number of cover in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.4 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / PNG, etc. formats. Bid documents may be scanned with 100 dpi with black and white option

4. BID SUBMISSION:

- 4.1 Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 4.2 The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- 4.3 Bidder to select the payment option as "Online" to pay the EMD wherever applicable and enter details of the instrument.
- 4.4 A standard BoQ (Bill of Quantity) format has been provided with the tender document to be filled by the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format only and no other format is acceptable.
- 4.5 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- 4.6 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- 4.7 The uploaded documents become readable only after the tender opening by the authorized bid openers.
- 4.8 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 4.9 Please have all relevant documents in a single PDF file of compliance sheet.

5. AMENDMENT OF BID DOCUMENT:

- 5.1 At any time prior to the deadline for submission of bids, the Tender Inviting Authority reserve the right to add/modify/delete any portion of the Tender document by the issuance of a Corrigendum, which would be published on the website. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS:

- 6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority.

Contact person of the Tender Inviting Authority:

Shri Dinesha K, Assistant Engineer (Phone 0824 – 2473018/ Cell No. 94496 40066)

- 6.2 Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk.

The contact number for the helpdesk is 011-49606060, 23710092, 23710091, helpdeskeuniwizarde@gmail.com

Mobile: +91-8448288987/88/89, e-Mail: eprochelpdesk.01@gmail.com

7. INSTRUCTIONS IN GENERAL:

- 7.1 **Process for Bid submission through MHRD portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of MHRD website (<https://mhrd.euniwizarde.com>). Steps are as follows: Home page Downloads Bidder Manuals.** ⇒ ⇒
- 7.2 The tenders will be received online through portal <https://mhrd.euniwizarde.com>. In the Technical Bids, the bidders are required to upload all the documents in **.pdf format**. Bidders are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e-Submission of the bids online through the e-Wizard Portal for e-Procurement at <https://mhrd.euniwizarde.com>.