

**SCHOOL OF OPEN LEARNING
(CAMPUS OF OPEN LEARNING)
UNIVERSITY OF DELHI
DELHI-7**

NOTICE INVITING TENDERS

School of Open Learning invites sealed tenders from the working contractor of DU/CPWD/Railways for ANNUAL MAINTENANCE CONTRACT FOR OPERATION & SANITARY MAINTENANCE OF PUMP SETS and staff qtrs. at SOL staff qtrs. Dhaka Complex, Delhi.

Details of tenders are as under:

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| 1. Name of Work | ANNUAL MAINTENANCE CONTRACT FOR OPERATION & MAINTENANCE OF PUMP SETS and STAFF QUARTERS, at SOL staff qtrs. Dhaka Complex, Delhi. |
| 2. Earnest Money Deposit | Rs.10000/- (Rupees Ten Thousands only) |
| 3. Cost of tender documents | A non-refundable amount of Rs.500/- (Rupees Five hundred only). |
| 4. Last date and time of receipt of tenders | 22/09/2014 by 3.00 p.m. |
| 5. Date and time of opening tenders | 22/09/2014 by 4.00 p.m. |
| 6. Address at which the tenders are to be obtained, submitted and opened | Room No. 206, General Section,
School of Open Learning
University of Delhi
Delhi-110007 |

Note

Tender document can also download from the SOL website www.sol.du.ac.in or from DU website www.du.ac.in. In case of downloaded tender document, the bidder has to submit a separate Bank Draft/Banker's cheque of Rs.500/- (non-refundable) as cost of tender document drawn in favour of the Executive Director, School of Open Learning, University of Delhi, Delhi-7.

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

The contractors are strictly advised to visit the site before submitting the tender.

The School of Open Learning reserved the right to accept / reject any or all tenders without assigning any reasons what so ever.

For any tender related enquiry, please visit Room no. 206, General Section of School of Open Learning, University of Delhi, Delhi. The site can be inspected on any working day.

Yours faithfully

ASSISTANT REGISTRAR
(General) officiating

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UNDERTAKING

**Sub: ANNUAL MAINTENANCE CONTRACT FOR OPERATION &
SANITARY MAINTENANCE OF PUMP SETS and staff qtrs. at SOL
staff qtrs. Dhaka Complex, Delhi.**

With reference to the tender invited for the above mentioned work, I/We hereby offer to execute the work under contract at the respective rates mentioned in the schedule of quantities. I/We have seen the site and read the general conditions. I/We agree to execute the work as per specifications under general conditions of contract.

I/We am/are depositing a demand draft/pay order as earnest money of Rs.10000.00 (Rupees ten thousands only). I/We hereby agree that the EMD shall be forfeited in the event if I/We fail to execute the contract as per terms & conditions laid down in the tender document.

Place:

Date:

(Signature of the party with stamp)

Name:

Telephone No.

GENERAL TERMS & CONDITIONS

1. Sealed tenders should be addressed to the Executive Director, School of Open Learning, University of Delhi, Delhi superscribed "Tender for ANNUAL MAINTENANCE CONTRACT FOR OPERATION & SANITARY MAINTENANCE OF PUMP SETS AND STAFF QTRS. at SOL staff qtrs. Dhaka Complex, Delhi.
2. The tenders will be opened at 4.00 p.m. on the same day in the presence of the tenderers who wish to be present.
3. The tender shall remain valid for a period of 3 months /90 days from the date of opening the tender.
4. Each page of the tender documents is required to be signed by the contractor.
5. Intending tenderers shall deposit as earnest money a sum of Rs.10000/- by Bank Draft in favour of The Executive Director, School of Open Learning. A tender which is not accompanied by earnest money is liable to be rejected. The earnest money will be returned to the tenderer if his tender is not accepted but without any interest.
6. The employer shall provide water and electric power from the existing sources free of cost.
7. On award of work, the contractor will furnish to the SOL, full particulars of the staff deployed on the work and issue identity cards, which shall be carried by them throughout the time of their duty. The designated official of SOL staff qtrs. shall have right to check or interrogate to any of the contractor's staff while entering / leaving the premises and other activities
8. The staff provided by the contractor shall be disciplined, polite and courteous. They shall not misbehave with any SOL staff and their wards. The contractor or any employee shall not engage themselves in any unlawful activities in the premises. The contractor shall be fully responsible for their staff deputed and also for any theft, burglary, fire or any other mischievous deeds of his staff and shall replace any staff if asked for by SOL.
9. The rates quoted shall be applicable throughout the period of contract and contract shall be awarded for a period of one year from the date of approval/take over the possession.
10. The contractor shall submit bill quarterly basis.

EMPLOYER

CONTRACTOR

SCOPE OF WORK

The scope of work shall be deemed to include all operations for maintaining the pump set system and the protection/look after round the clock, maintain all water supply pipe line from (BBM Depot) Delhi Jal Board main pipe line to under ground water tank, pump sets and sanitary installation with operating the pumps and make up boosting the water to over head tank for all staff qtrs. The following scope of work enumerated below is for ready reference and not a complete list. The contractors are advised to inspect the installations and note all the work required for operation and maintenance of entire water supply system.

1. PUMP SETS

1. Operator /plumber should be available round of clock at pump house.
2. Maintaining and operation of all pump sets, Booster pump/submersible pump, water storage tanks and accessories on all days including holidays (24x7x12).
3. Checking, repairing and maintaining the leakage in all over head sintex tanks and water pipe line internal/external etc.
4. Following periodic maintenance should be done by the contractor.
 - a) Greasing of motor and pumps – Monthly
 - b) Changing the position of pump set - Weekly
 - c) Checking of alignment of pumps – Monthly
 - d) Checking of leaking connections – Daily
5. Periodic operation of Submersible Pumps for type I & II staff qtrs. as per required
6. Maintaining log book and record of maintenance of pumps.
7. Operation of pumps to ensure adequate water supply to underground tanks.
8. To attend the complaints for 56 staff qtrs for sanitary works and maintain the register.

2. TANKS

- A) All tanks are to be cleaned after every 12 months (56 nos. of over head sintex tank and under ground water tank).
- B) Ensure that foot valves in underground tank and ball cock in over hand tank are in order.

3. Water supply / soil / waste / drain pipes, water supply and sanitary fittings and fixtures.

1. Regular inspection of all pipe lines and ensure that there is no leakage and attend to repairs if any including material used.
2. Replacement of washers, gaskets, etc.
3. Replacement of damaged valves, fittings, etc. as per site required.
4. Checking and change of electric phase etc. and other minor electrical repairs for electric panel, starters and other connections etc. as reqd.

4. GENERAL

- (i) As per the requirement of site, fitting, and other parts of the submersible/booster pump and motor shall be arranged by the contractor except supply at new pump/motor set.
- (ii) Maintaining register of complaint and attending them as per the direction of the SOL shall be arranged by the contractor.

5. DAMAGES TO INSTALLATION

The contractor will ensure that the installation handed over for operation and maintenance is handled with utmost care by qualified and experienced staff. In the event of any equipment getting damaged or becoming defective due to negligent handling by the contractor staff, the contractor will repair the loss/damage of the same equipment. The decision of the SOL as to whether, the damage has been caused by the contractor's staff and the amount of compensation to be delivered shall be final obligation on the contractor.

6. MAN POWER REQUIREMENT

The regular manpower posted at site shall be commensurate with the scope of services defined and for smooth and trouble free operation and maintenance of the system. The minimum manpower is to be employed by the contractor on all days including Sundays and holidays.

7. Other important terms and conditions:

1. Work shall be carried out on all days including Sundays and Holidays. The contractor shall attend complaints for smooth water supply/sanitary work/drainage work of staff qtrs.
2. In emergency the contractor will have to arrange the water tanker from Delhi Jal Board on his own cost/terms for staff qtrs. employees.

Part B

S	Description of work	Period	Rate in words & figures(Per Month)	Amount (Rs.)
1	Comprehensive Annual maintenance Contract charges for operation and maintenance of pump sets with booster pump 15 HP 3 phase 440 v with all equipments, entire water supply pipe line (incoming and out going) BBM depot to under ground water storage tank and water supply tank to booster pump to overhead syntax tank of SOL staff qtrs., Dhaka Complex, Delhi	12 Months	Rs.	Rs.
2	Comprehensive Annual maintenance Contract for operation and maintenance of submersible pump 1 HP with electric panel and complete pipe line submersible pump to over head tank for staff qtrs.	12 Months	Rs.	Rs.
3	To attend the complaint day to day maintenance work relating to sanitary/drainage /water supply work seepage in w/c, bathroom, kitchen and other sanitary work for 56 nos. SOL staff qtrs. at Dhaka Complex. Only for labour. 1 Material used for replacing in staff qtrs. will be paid by the Deptt. to the contractor @at par DSR-2013 basic rates (material)/Market rate. 2 Consumable material used for repairing work will be arranged by the Contractor for which nothing will be paid extra.	12 Months	Rs.	Rs.
4	Cleaning of water storage tank by chlorine/bleaching powder wash of 56 nos. over head tanks of capacity 500 ltr and 1 no. under ground water tank of 165000 ltr. Capacity.	1 Job	Rs.	Rs.

***Material used for repairing/replacement for staff qtrs. and pump house should be ISI/Reputed brand as per the SOL direction and day to day stock register will be maintained by the contractor which also be checked by SOL, General Section as per the requirement.**

*** Tax should be mentioned separately and clearly.**

Name and signatures of the contractor with seal

Address _____

Phone No. _____ Mobile No. _____

PAN No. _____

TIN No. _____

Service Tax No. _____

Bank Account Number _____

Name & Address of Bank _____

Date:
