



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE

कोलकाता परिसर
KOLKATA CAMPUS

आई.आई.एफ.टी. के कोलकाता केंद्र में अपशिष्ट जल शोधन संयंत्र एवं जल शोधन संयंत्र के
रखरखाव और संचालन
**OPERATION & MAINTENANCE OF SEWAGE TREATMENT PLANT
(STP) AND WATER TREATMENT PLANT (WTP) AT IIFT KOLKATA
CAMPUS**

निविदा पत्र
TENDER DOCUMENT

अनुबंध की शर्त
CONDITION OF CONTRACT

निविदा संदर्भ संख्या / TENDER REF. NO.:
IIFT(K)/Proj/Admin./STP-WTP/010/2025-26
दिनांक / DATED:- 07/10/2025

INDIAN INSTITUTE OF FOREIGN TRADE

(A Deemed to be University under Ministry of Commerce and Industry, Govt. of India)

Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107.

निविदा संख्या /Tender No.: IIFT(K)/Proj/Admin./STP-WTP/010/2025-26

दिनांक / DATED:- 07/10/2025

SUB:- OPERATION & MAINTENANCE OF SEWAGE TREATMENT PLANT & WATER TREATMENT PLANT AT IIFT KOLKATA CAMPUS

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Assistant Registrar
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Indian Institute of Foreign Trade
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Tel No: (033)35014500/4600

SECTION – 1

NOTICE INVITING TENDER (NIT)

INDIAN INSTITUTE OF FOREIGN TRADE

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Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107

निविदा संख्या / Tender No.: IIFT(K)/Proj/Admin./STP-WTP/010/2025-26

दिनांक / Date: 07/10/2025

- 1.0 Sealed tenders in Single Stage Two Envelope method (Part-A: Techno-commercial bid and Part-B: Financial bid) are invited on behalf of the Vice Chancellor, IIFT for undertaking following works:

Sl. No.	Name of the Item / Work	Estimated Cost	Bid Security / Earnest Money
1.	OPERATION & MAINTENANCE OF SEWAGE TREATMENT PLANT (STP) & WATER TREATMENT PLANT (WTP) AT IIFT KOLKATA CAMPUS	8,16,000/- Excl. GST	16,320/-

**Applicable GST will be paid extra

- 2.0 **Time Period:-** One Year

- 3.0 **Purchase of Tender Document:-** Tender document has to be downloaded from IIFT website www.iift.edu / www.eprocure.gov.in from 08.10.2025 to 28.10.2025 upto 3.00 hrs.

4.0 **Eligibility Criteria:-**

- a) Only registered contractor enlisted with CPWD, Railways or other Central Govt. Department and PWD West Bengal Govt. or Govt. undertakings are eligibility for taking part in tendering. The specialized firms should have experience in the field of successfully completed similar work during last 3 years ending last day of month previous to the one in which applications are invited for tender.
- b) The bidder should have satisfactorily completed similar work (work of Operation & Maintenance of Sewage Treatment Plant and Water Treatment Plant) during last three years as detailed below :
- i) ONE similar completed work costing not less than the amount equal to 80% of the estimated cost i.e.6,52,800/+GST.
- OR**
- ii) TWO similar completed work costing not less than the amount equal to 50% of the estimated cost i.e.4,08,000/+GST.
- OR**
- iii) THREE similar completed works costing note less than the amount equal to 40% of the estimated cost i.e.3,26,400/+GST.
- c) The bidder should have a valid PAN.
- d) The bidder should have Goods and Service Tax Registration Certificate. Copy of Registration Certificate is to be submitted as part of bid and bidder has to give a self-declaration that bidder is not black listed by GST authorities.
- OR**
- The bidder should produce certificate that bidder is exempted to register under the Goods and Services Tax (GST).

- e) The bidder has to submit self-attested copy of work order, completion certificate or any other certificate in support of the claim in respect of having executed similar job of specific value to quote for this tender along with a copy of regular business certificate.
 - f) The bidder has to register himself / herself / itself within one month of award of work with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts, if not already registered.
 - g) **Average Annual financial turnover of related work during the last three years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost. i.e. at least of Rs. 2,44,800/- turnover certificate shall be certified by CA firm with UDIN.**
- 4.1 The experience certificate should be on the letter head of the organization with name, designation and contact number along with the office seal of issuing authority. The Certificate should be signed / issued by the authority not less than the “Senior Officer / Manager” rank of Business School/Corporate Sector/ Public Sector.
- 4.2 The bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested by the bidder.
- 5.0 **Bid Security / EMD:**
- 5.1 **Bid Security / EMD:** The bidder has to submit earnest money deposit through NEFT/RTGS/BANKER CHEQUE of Rupees 16320/- in favour of INDIAN INSTITUTE OF FOREIGN TRADE , PAYABLE AT KOLKATA as per following details:
- Beneficiary Name: INDIAN INSTITUTE OF FOREIGN TRADE
 Name of the bank: Indian Bank
 Account No: 707790007
 IFSC Code: IDIB000S147
 Branch: SALT LAKE CITY
 Bank Address: BF 142.SALT LAKE, SECTOR 1, KOLKATA 700064.
- 5.2 The NSIC / MSME units shall be exempted from submission of Bid Security deposit on production of requisite proof in respect of valid certification from NSIC / MSME for the tendered item / service.
- 6.0 **Submission of Tender bids:-** The tender should be submitted as detailed below:-
- Envelope-1:** Comprising of Tender fee, EMD and tender document with all relevant papers duly signed. & Stamp. The envelope should be super scribed as “**Technical Bid for Operation & Maintenance of STP & WTP**” at IIFT, Kolkata Campus.
- Envelope-2:** Comprising of Price Bid. The envelope should be super scribed as “**Price Bid for Operation & Maintenance of STP & WTP**” at IIFT, Kolkata Campus.
- Envelope 1 & Envelope 2** shall be enclosed in a big envelope super scribed as “**Tender for Operation & Maintenance of STP & WTP**” at IIFT, Kolkata campus should be submitted to “**The Assistant Registrar**”, Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata - 700107 latest by **28/10/2025 (15:00 hrs.)**. No Tender shall be accepted after prescribed due date and time.
- 7.0 **Last Date & Time of Submission of Tender bids:- 28/10/2025 at 15.00 hrs.**
- 8.0 **Opening of Tender bids:**

- 8.1 The Tender shall be opened in the presence of intending tenderers or their authorized representatives, who choose to attend, at time & specified date.
- 9.0 **Date & Time of Opening of Tender Bids:**
- 9.1 Technical Bid:- **28/10/2025 at 15:30 hrs.**
- 9.2 Financial Bid:- The date will be intimated later on to the responsive bidders only.
- 10.0 Tender bids received after due date & time will not be accepted.
- 11.0 Incomplete, ambiguous, conditional, unsealed tender bids are liable to be rejected.
- 12.0 The purchaser reserves the right to accept or reject any or all tender bids without assigning any reason. The purchaser is not bound to accept the lowest tender.
- 13.0 The bidder shall furnish a declaration in his letter head that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.
- 13.1 In case of any correction / addition / alteration / omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.
- 14.0 The supplier has to indemnify IIFT against loss of input tax credit on account of Black-listing of supplier during tenure of contract.
- 15.0 IIFT has the right to recover input tax credit loss suffered by it due to any mis-declaration of invoice by supplier.
- 16.0 **Date & Time of Pre-bid Meeting and Site Inspection: 15/10/2025 at 15:00 hrs.**

Note 1: If date fixed for sale / submission opening of bids is subsequently declared as holiday by the IIFT, the revised date will be notified. In the absence of such notification, the date for sale/submission/opening shall be on next working day, time and venue remaining unaltered.

Note 2: All documents submitted in the bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translation to be true copy in addition to the relevant certificate.

Note 3: All computer generated documents should be duly signed / attested by the bidder / vendor organization.

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SECTION – 2

TENDER INFORMATION

OPERATION & MAINTENANCE OF STP & WTP AT IIFT KOLKATA CAMPUS

1. Type of tender:
 - a) Single Stage Two Envelope system.
 - b) Techno-commercial & Financial bid to be submitted to “The Assistant Registrar”, Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107.
2. **Bid Validity Period / Validity of bid Offer:** - 90 days from the tender opening date.
3. The bid is invited in **Single stage two envelope systems**:
 - 3.1 Techno-commercial envelope, shall contains following documents:
 - i) Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause 4 of the NIT. Viz;
 - i) Only registered contractor enlisted with CPWD, Railways or other Central Govt. Department and PWD West Bengal Govt. or Govt. undertakings.
 - ii) Experience certificate.
 - iii) Copy of PAN
 - iv) Copy of Goods and Service Tax Registration Certificate or the bidder should produce certificate that bidder is exempted to register under Goods and Service Tax.
 - v) DD / Bankers cheque Details of Bid security / EMD.
 - vi) DD / Bankers cheque Details of Tender Documents Fee in case of downloaded.
 - vii) Tender document.
 - ii) Bidder's Profile & Questionnaire duly filled & signed. (Section - 8)
 - iii) Near-Relation Certificate duly filled & signed. (Section - 6B)
 - iv) Undertaking & declaration duly filled & signed. (Section - 6A)
 - v) List of clients/customers (with complete postal addresses). Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated.
 - vi) Documents (self-attested) stated in Clause-10 of Section-4. Viz;
 - a) Valid NSIC / MSME certificate, if any.
 - b) Certificate of incorporation, if any.
 - c) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.
 - d) Last three year turnover certificate.
 - 3.2 **Financial envelope** shall contain Price Schedule. (Section-9 Part B)

Note 1: First techno-commercial bid will be opened and evaluated by TEC. The financial bid of only responsive bidders shall be opened.

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SECTION – 3

OPERATION & MAINTENANCE OF STP & WTP AT IIFT KOLKATA CAMPUS

ABOUT THE INSTITUTE

Indian Institute of Foreign Trade (IIFT) is a deemed to be University under administrative & financial control of the Department of Commerce, Ministry of Commerce & Industry, Government of India. It is a premier Research & Training Institution of the Country. It offers two-year full time residential MBA (International Business) Programme for the benefit of fresh graduates seeking career in the field of international business and a two year six months Weekend MBA Programme for working executives for which classes are held on week-end days (Saturdays and Sundays). In addition, it offers various diploma & certificate programmes for the benefit of working executives.

IIFT also offers large number of short term and long term professional courses for junior, middle and senior level executives as also mid-career development courses for the benefit of executives from the corporate world and government officers holding senior positions. From time to time IIFT also organizes meetings and seminars with participation from the corporate world, senior government officers and delegates from foreign countries.

SCOPE OF WORK FOR OPERATION & MAINTENANCE OF STP & WTP:

Details of Work required to be undertaken under this contract at:

India Institute of Foreign Trade, 1583, Madurdaha, Chowbaga Road, Kolkata - 700107

Note: Before quoting the rates, the Bidders should visit IIFT Campus to understand the scope of work. Date of inspection of site 15.10.2025 at 3.00pm

1) SCOPE OF WORK:

- 1.1 Operating and maintaining the plants round the clock as detailed in the condition of contract and technical specification as mentioned in “**Annexure – A**”.
- 1.2 Furnishing test reports on treated effluent in case of STP from either the National Test House at Kolkata / West Bengal Public Health Engineering Department / Jadavpur University Department / Equivalent Laboratory on quarterly basis at its own cost. The equivalent should be modified with NABL (National Accreditation Board for Testing and Calibration Laboratories). Registered laboratory of NABL. Sample of treated effluent should be collected at random jointly by IIFT representative and the vendor from the STP.
- 1.3 Furnishing test reports on treated water from multi-grade filter in case of WTP from either the National Test House at Kolkata / West Bengal Public Health Engineering Department / Jadavpur University/ Equivalent Laboratory on monthly basis at its own cost. The equivalent laboratory should be modified with NABL (National Accreditation Board for Testing and Calibration Laboratories), registered laboratory of NABL. Sample of treated water should be collected at random jointly by IIFT representative and the vendor from the WTP.
- 1.4 You should carry out necessary corrective & preventive action to avoid any breakdown of the plants.
- 1.5 You should ensure that all standby equipment & machineries are always available for use and shall put to the standby equipment in phase manner.
- 1.6 You should keep the plant neat & clean. Cleanliness is to be maintained day by day basis.
- 1.7 **LOG BOOKS:** Even though logging the readings is a part of the operation. These readings tell the real condition of the plant if the readings show any abnormality, there is some malfunctioning somewhere

- and this has to be investigated and rectified without delay. The Log book forms an important maintenance tool for day to day operation of the plant; as well as for future reference.
- 1.8 Preventive maintenance is a planned service program. This helps in minimizing major breakdown, to operate the plant design efficiency and also to save energy.
 - 1.9 Check the operation of all safety and operating controls.
 - 1.10 Salt wash with common salt in WTP should be done periodically in fortnight basis or as and when required as per BIS norms.
 - 1.11 Chemical dosing with sodium hypo chlorite solution in Hypo Chloride Dosing tank of WTP should be done on daily basis as per required quantity as mentioned in BIS norms.
 - 1.12 Alum dosing with Non Ferric Alum in dosing tank of WTP should be done on daily basis as per required quantity as mentioned in BIS norms.
 - 1.13 Back wash should be done in WTP periodically as and when required as per BIS norms.
 - 1.14 Air blower should be done in WTP periodically as and when required as per BIS norms.
 - 1.15 Day to day operation and maintenance of WTP including back washing, air blowing, rinsing, checking of valves, filling of dosing chemicals in the dozers, filling of alum in the dozers, salt washing as and when required and repairing of the plant etc. all complete.
 - 1.16 Major maintenance and through/complete cleaning of Multi grade filter and Softener of WTP should be done periodically as and when required as per BIS norms.
 - 1.17 The Contractor shall allow inspections and checking of raw-materials and at all stages cleaning and maintenance of uniforms and all other things by persons authorized by the Institute.
 - 1.18 The Contractor shall comply with all instructions, verbal or in writing, given to him by the authorized representatives of the Institute from time to time.
 - 1.19 The Contractor will take all proper actions immediately after getting communications from the Institute.
 - 1.20 The Contractor will attend or report to the officers or Administration Department or any other official authorized by the Institute immediately, as and when directed. He will personally attend any meeting or discussion as per instructions from the Institute.
 - 1.21 The Contractor shall authorize a person to supervise after the cleaning and maintenance service if he is not present himself, who will report to the Estates & Maintenance Section or any other officer of the Institute so authorized on behalf of the contractor as and when necessary.
 - 1.22 The contractor shall have to arrange all tools and plant and other stock items required for attending to fault rectification or routine maintenance shall be borne by the contractor. Repair cost of tools and plant items shall be borne by the contractor and nothing shall be extra on this account.
 - 1.23 Contractor shall have to arrange all material required for development and maintenance of the work.
 - 1.24 You have to arrange all spares, consumables including common salt, all chemicals etc. required for the proper maintenance of Sewage Treatment Plant (STP) and Water Treatment Plant (WTP) shall be borne by you. You have to supply all the necessary chemicals to run the plants smoothly. Nothing shall be paid extra on this account.
 - 1.25 The contractor should clean all STP tank at least one time in a year and disposed of all the effluents out site the premises or as per instruction of engineering in charge / Centre Head.
 - 1.26 The successful bidder have to cleaning the plants machinery and pipe line monthly basis and painting the machinery and pipe line at least once in a year.
 - 1.27 Replacement of softener resin and strainer in the Water Treatment Plant (WTP) shall be carried out as and when required, as per the instructions of the Engineering Section. The cost of supplying the resin & strainer will be borne by IIFT (K)."
 - 1.28 Sludge recirculation pumps (in clarifier in filter press room sump) is to be operated and maintained as per STP requirement, produce sludge cake for use in agriculture.

2) REQUIREMENT OF MANPOWER:

- 2.1 Required man-power should be deployed **round the clock** at the Institute premises to run the plant during Operation & Maintenance period. Staff to be deputed for Operation and Routine Maintenance work in three shifts. One operator for each shift:-
- (i) 06:00 AM to 02:00 PM
 - (ii) 02:00 PM to 10:00 PM
 - (iii) 10:00 PM to 06:00 AM
- 2.2 It is expected that the Operators are experienced and qualified to perform operation & maintenance of the plants.
- 2.3 In the event of expected personnel being absent or on leave, the contractor will ensure suitable alternate arrangement to make up for such absence.

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SECTION – 4

GENERAL INSTRUCTIONS TO BIDDERS (GIB)

1.0 DEFINITIONS:

- (a) **"The Purchaser"** means the Indian Institute of Foreign Trade (IIFT), Kolkata.
- (b) **"The Bidder"** means the individual or firm who participates in this tender and submits its bid.
- (c) **"The Supplier"** or **"The Vendor"** or **"The Contractor"** means the individual or firm supplying the goods / services under the contract.
- (d) **"The Goods / Services"** means all the equipment, machinery, and / or other materials / services which the Supplier is required to supply to the Purchaser under the contract.
- (e) **"The Advance Purchase Order"** or **"Letter of Intent"** means the intention of Purchaser to place the Purchase Order on the bidder.
- (f) **"The Purchase Order"** or **"Work Award Letter"** means the order placed by the Purchaser on the Supplier signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase order shall be deemed as **"Contract"** appearing in the document.
- (g) **"The Contract Price"** means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.
- (h) **"Successful Bidder(s)"** means the bidder(s) to whom work in this tender is awarded.

2.0 ELIGIBILITY CONDITIONS:

- 2.1 Kindly refer to Clause 4 of Section – 1 i.e. NIT.

3.0 COST OF BIDDING:

- 3.1 The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4.0 DOCUMENTS REQUIRED:

- 4.1 The goods/services required to be supplied; bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The contents of the Bid documents are specified in the covering letter.
- 4.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents and clarifications/ amendments/ addenda, if any. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

5.0 CLARIFICATION OF BID DOCUMENTS:

- 5.1 A prospective bidder, requiring any clarification on the Bid Documents shall notify the Purchaser in writing by FAX or by E-mail of the Purchaser as indicated in the invitation of Bid. The Purchaser shall respond in writing to any request for the clarification of the Bid Documents, which it receives **10 days prior to the date of opening of the Tenders**. Copies of the query (without identifying the source) and clarifications by the Purchaser shall be sent to all the prospective bidders who have received the bid documents.
- 5.2 Any clarification issued by IIFT in response to query raised by prospective bidders shall form an integral part of bid documents and shall amount to an amendment of the relevant clauses of the bid documents.

6.0 Preference to Make in India:

- (i) The Provisions contained in Public Procurement (Preference to Make in India) Order, 2017 as amended by OM No. P-45021/2/2017- PP(BE-II) dt.16.9.2020, further as amended from time to time if any, shall be applicable for this tender.
- (ii) The margin of purchase preference applicable is 20% or as decided by the relevant Nodal Ministry for the item from time to time.
- (iii) The minimum local content for Class-I and Class-II local suppliers shall be 50% and 20% respectively or as decided by the relevant Nodal Ministry for the item.
- (iv) Procurements where the estimated value is less than Rs.5.00 lac shall be exempt from this order.
- (v) Verification of local content:
 - a) For procurement value up to Rs.10 cr. : The Class-I local supplier/ Class-II local supplier at the time of tender, bidding or solicitation shall be obliged to indicate percentage of local content and provide self-certification (as per section 6 (E) that the item offered meets the local content requirement for Class-I local supplier/ Class-II local supplier as the case may be. They shall also give details of the location(s) at which the local value addition is made.
 - (b) For procurement value above Rs. 10 Cr. : The Class-I local supplier/ Class-II local supplier at the time of tender, bidding or solicitation shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content. **[May refer to Annexure -6(C)]**

7.0 AMENDMENT OF BID DOCUMENTS:

- 7.1 The Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify bid documents by amendments prior to the date of submission of Bids with due notification to prospective bidders.
- 7.2 The amendments shall be notified in writing by FAX or E-mail to all prospective bidders on the address intimated at the time of purchase of the bid document from the purchaser and these amendments will be binding on them.
- 7.3 In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the deadline for the submission of bids suitably.

8.0 DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall ensure availability of the following components:

- (a) Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted in accordance with the Clause 2 & 10.
- (b) Bid Security furnished in accordance with Clause 12.

9.0 BID FORM:

- 9.1 The bidder shall complete the bid form and appropriate Price Schedule furnished in the Bid Documents, indicating the goods / services to be supplied, brief description of the goods / services, their quantity and prices as per Section- 9.

10.0 BID PRICES:

- 10.1 The bidder shall give the total composite price including packing, forwarding, freight and insurance etc. but excluding Goods and Service Tax which will be paid extra. The basic unit price and all other components of the price need to be individually indicated in each column for the services under the contract as per the price schedule given in Section-9 Part-B.
- 10.2 A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

11.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION:

- 11.1 The bidder shall furnish, as part of the bid documents establishing the bidder's eligibility, the following documents (whichever is required) as per terms and conditions of Bid Documents:
- (a) Valid NSIC / MSME Certificate, if applicable. In case the ownership of such MSE Entrepreneurs happens to be from SC / ST category, proof in this regard also need to be submitted.
 - (b) Documents to establish the eligibility and qualification of bidder as specified in Section-1.
 - (c) Power of Attorney as per Clause 14.3 (a) and (d) and authorization for executing the power of Attorney as per Clause 14.3 (b) or (c).
 - (d) Certificate of incorporation.
 - (e) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.

12.0 DOCUMENTS ESTABLISHING GOODS / SERVICES' CONFORMITY TO BID DOCUMENTS:

- 12.1 Pursuant to Clause-7, the bidder shall furnish, as part of its bid, documents establishing the conformity of its bid to the Bid Documents of all goods and services which he proposes to supply under the contract.

13.0 BID SECURITY / EMD:

- 13.1 The bidder shall furnish, as part of its bid, a bid security as mentioned in Section-1 (NIT).
- 13.2 The NSIC/MSME bidders are exempted from payment of bid security subject to:
- (a) A proof regarding valid registration with NSIC/MSME for the tendered items have to be attached along with the bid.
 - (b) The enlistment certificate issued by NSIC/MSME should be valid on the date of opening of tender.
- 13.3 The bid security is required to protect the purchaser against the risk of bidder's conduct, which would warrant the forfeiture of bid security pursuant to Para 12.7.
- 13.4 A bid not secured in accordance with Para 12.1 & 12.2 shall be rejected by the purchaser being non-responsive at the bid opening stage and archived unopened.
- 13.5 The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible and within 30 days of finalization of the tender or expiry of the period of the bid validity period prescribed by the purchaser pursuant to Clause-13.
- 13.6 The successful bidder's bid security will be discharged upon the bidder's acceptance of the advance purchase order satisfactorily in accordance with Clause-27 and furnishing the performance security.
- 13.7 The bid security may be forfeited:
- (a) If the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder in the bid form or extended subsequently; **OR**
 - (b) If the bidder does not accept the APO or does not submit PBG & sign the contract / agreement in accordance with Clause-28.
- NOTE:** -The bidder shall mean individual company / firm or the front bidder and its technology / consortium partner, as applicable.

14.0 PERIOD OF VALIDITY OF BIDS:

- 14.1 Bid shall remain valid for period specified in Clause-2, Section-2 of Tender Information. A bid valid for a shorter period shall be rejected by the purchaser being non-responsive.
- 14.2 In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under Clause-12 shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. A bidder accepting the request and granting extension will not be permitted to modify its bid.

15.0 FORMAT AND SIGNING OF BID:

- 15.1 The bidder shall submit his bid through sealed envelopes complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this

respect. All the documents must be authenticated, by hand signatures, by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.

- 15.2 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. All pages of the original bid, shall be signed by the person or persons signing the bid.

15.3 Power of Attorney

- (a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.
- (b) The Power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company / Institution/ Body corporate.
- (c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.
- (d) Attestation of the specimen signatures of authorized signatory by the Company's / firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.

16.0 SEALING AND MARKING OF BIDS:

- (a) The bid should be submitted as per Clause-3, Section 2 of tender information.
- (b) The envelope shall bear the name of the tender, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).
- (c) The envelope shall indicate the name and complete postal address of the bidder to enable the purchaser to return the bid unopened in case it is declared to be received 'late'.
- (d) The bid should be deposited in the tender box provided by tendering authority or sent by registered post or delivered in person on below mentioned address (address is given in (e) below). The responsibility for ensuring that the tenders are delivered in time would vest with the bidder.
- (e) Bids sent by registered post or delivered in person shall be delivered up to specified time & date as stated in NIT to **"The Assistant Registrar", Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata-700107"**. The purchaser shall not be responsible, if the bids are delivered elsewhere.
- (f) Venue of Tender Opening:
The tenders will be opened in the academic building 1st floor **"Meeting room"** , **Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata-700107"** at specified time & date as stated in NIT.

17.0 SUBMISSION OF BIDS:

- 17.1 Bids must be submitted by the bidders on or before the specified date & time indicated in Clause-7 of Section-I i.e. NIT.
- 17.2 The purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in accordance with Clause-7 in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subjected to the extended deadline.

18.0 LATE BIDS:

- 18.1 No bid shall be accepted after the specified deadline for submission of bids prescribed by the purchaser.

19.0 MODIFICATION AND WITHDRAWAL OF BIDS:

- 19.1 The bidder may modify, revise or withdraw his bid after submission prior to deadline prescribed for submission of bid.
- 19.2 Subject to Clause-20, no bid shall be modified subsequent to the deadline for submission of bids.

20.0 OPENING OF BIDS BY PURCHASER:

20.1 The Tender opening committee of IIFT shall open bids in the academic building 1st floor “**Meeting room**” **Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata-700107**”, in the presence of the authorized representatives of bidders physically present, who choose to attend, on due date and time specified in Clause-9 of NIT (Section-1).

The bidder's representatives, who are present, shall sign in an attendance register. Authority letter to this effect shall be submitted by the authorized representatives of bidders before they are allowed to participate in bid opening.

20.2 A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.

20.3 The following information should be read out at the time of bid opening:-

- (a) Name of the Bidder
- (b) Name of the item/services
- (c) EMD amount & validity and acceptability
- (d) Information in respect of eligibility of the bidder
- (e) Details of bid modification/ withdrawal, if applicable
- (f) Name of the item
- (g) Quantities/prices quoted in the bid
- (h) Discount, if offered
- (i) Taxes & levies

20.4 The date fixed for opening of bids, if subsequently declared as holiday by the IIFT, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on **next** working day, time and venue remaining unaltered.

21.0 CLARIFICATION OF BIDS:

21.1 To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

21.2 If any of the documents, required to be submitted along with the techno commercial and financial bid is found wanting, the offer is liable to be rejected at that stage. However the purchaser at its discretion may call for any clarification regarding the bid document within a stipulated time period. In case of non-compliance to such queries, the bid will be outrightly rejected without entertaining further correspondence in this regard.

22.0 PRELIMINARY EVALUATION:

22.1 The purchaser shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

22.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser.

22.3 If there is a discrepancy between words and figures, the amount in words shall prevail.

22.4 Prior to the detailed evaluation pursuant to Clause-22, the purchaser will determine the substantial responsiveness of each bid to the Bid Document. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. The purchaser's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

22.5 A bid, determined as substantially non-responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.

22.6 The purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which doesn't constitute a material deviation, provided such waiver doesn't prejudice or affect the relative ranking of any bidder.

23.0 EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS:

23.1 The purchaser shall evaluate in detail and compare the bids previously determined to be substantially responsive pursuant to Clause-21.

23.2 The evaluation and comparison of responsive bids shall be done on the basis of Net cost to IIFT on the basis of total composite prices of the services offered inclusive of Packing, Forwarding, Freight and Insurance charges etc. but excluding Goods and Service Tax which shall be paid extra.

24.0 CONTACTING THE PURCHASER:

24.1 Subject to Clause-20, no bidder shall try to influence the purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.

24.2 Any effort by a bidder to modify its bid or influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

25.0 PLACEMENT OF ORDER:

25.1 The purchaser shall consider placement of orders for commercial supplies only on those eligible bidders whose offers have been found technically, commercially and financially acceptable and whose goods/services have been type approved/ validated by the purchaser. The purchaser reserves the right to counter offer price(s) against price(s) quoted by any bidder.

25.2 The ordering price of bid shall not exceed the lowest evaluated package price.

25.3 The purchaser reserves the right for the placement of order of entire tendered quantity on the bidder with the lowest evaluated price.

26.0 PURCHASER'S RIGHT TO VARY QUANTITIES:

Purchaser reserves the right to increase or decrease up to 100% of the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions.

27.0 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of purchaser's action.

28.0 ISSUE OF ADVANCE PURCHASE ORDER:

28.1 The issue of an Advance Purchase Order shall constitute the intention of the purchaser to enter into contract with the bidder.

28.2 The bidder shall within 14 days of issue of the advance purchase order, give its acceptance along with performance guarantee in conformity with the Performa provided with the bid document at Section-7A.

29.0 SIGNING OF CONTRACT:

29.1 The issue of Advance Purchase order shall constitute the award of contract on the bidder.

29.2 Upon furnishing of performance guarantee by successful bidder (pursuant to Clause-27) and signing of contract, the purchaser shall discharge the bid security in pursuant to Clause-12.

30.0 ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of Clause 27 & 28 shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event the purchaser may award the work to any other bidder at its discretion or call for new bids.

31.0 QUALITY ASSURANCE REQUIREMENTS:

The quality of services will be monitored by the authorized representatives of the purchaser and their decision in this regard has to be accepted by the contractor.

32.0 REJECTION OF BIDS:

32.1 While all the conditions specified in the Bid documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid documents. Non-compliance of any one of these shall result in outright rejection of the bid.

(a) Clauses 12.1, 12.2 & 13.1 of Section-4: The bids will be rejected at opening stage if Bid security is not submitted as per Clauses 12.1 & 12.2 and bid validity is less than the period prescribed in Clause 13.1 mentioned above.

(b) Clause 2 & 10 of Section-4: If the eligibility condition as per Clause 2 of Section-4 is not met and / or documents prescribed to establish the eligibility as per Clause 10 of Section-4 are not enclosed, the bids will be rejected without further evaluation.

(c) Section-9 Part-B (Price Schedule): Prices are not filled in as prescribed in price schedule.

(d) Section-4 Clause 9.3 on discount which is reproduced below:-

"Discount, if any, offered by the bidder shall not be considered unless specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offer suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply etc. into account".

32.2 Before outright rejection of the Bid by Bid-opening team for non-compliance of any of the provisions mentioned in Clause 31.1(a), 31.1(b) of Section-4, the bidder company is given opportunity to explain their position, however if the person representing the company is not satisfied with the decision of the Bid opening team, he/they can submit the representation to the Bid opening team immediately but in no case after closing of the tender process with full justification quoting specifically the violation of tender condition if any.

32.3 Bid opening team will not return the bids submitted by the bidders on the date of tender opening even if it is liable for rejection and will preserve the bids in sealed cover as submitted by taking the signatures of some of the desired representatives of the participating bidder/companies present on the occasion.

32.4 The In-charge of Bid opening team will mention the number of bids with the name of the company found unsuitable for further processing on the date of tender opening and number of representations received in Bid opening Minutes and if Bid opening team is satisfied with the argument of the bidder / company mentioned in their representation and feel that there is prima-facie fact for consideration, the In-charge of the bid opening team will submit the case for review to Officer competent to approve the tender as early as possible preferably on next working day and decision to this effect should be communicated to the bidder company within a week positively. Bids found liable for rejection and kept preserved on the date of tender opening will be returned to the bidders after issue of P.O. against the instant tender.

32.5 If the reviewing officer finds it fit to open the bid of the petitioner, this should be done by giving three (working) days' notice to all the participating bidders to give opportunity to participants desirous to be present on the occasion.

33.0 NEAR-RELATIONSHIP CERTIFICATE:

33.1 The bidder should give a certificate that none of his/ her near relative, as defined below, is working in the units where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIFT will not pay any damage to the company or firm or the concerned person.

- 33.2 The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.
- 33.3 The near relatives for this purpose are defined as:-
- (a) Members of a Hindu undivided family.
 - (b) They are husband and wife.
 - (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- 33.4 The format of the certificate is given in Section 6 (B).
- 34.0 **VERIFICATION OF DOCUMENTS AND CERTIFICATES:**
- 34.1 The bidder will ensure that all the documents and certificates submitted by him are correct and genuine before enclosing them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.
- 34.2 If any document / paper / certificate submitted by the participant bidder is found / discovered to be false / fabricated / tempered / manipulated either during bid evaluation or during award of contract or thereafter, then the purchaser will take action as deemed fit.
- 35.0 The Vendor has to indemnify IIFT against loss of input tax credit to IIFT on account of blacklisting of supplier during tenure of contract.

Assistant Registrar
Email ID: arkol@iift.ac.in
Indian Institute of Foreign Trade
Kolkata Campus
Tel No: (033)35014500/4600

SECTION – 5 (PART – A)

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT (GCC)

1.0 APPLICATION:

The general condition shall apply in contracts made by the purchaser for the procurement of services for Operation & Maintenance of Sewage Treatment Plant and Water Treatment Plant at IIFT – Kolkata Campus.

2.0 PERFORMANCE GUARANTEE

- (a) The bidder (including NSIC / MSMEs who are registered with the designated bodies) shall furnish performance guarantee to the purchaser for an amount equal to 5% of the value of Work Order within 14 days from the date of issue of Work Order by the purchaser. Performance security may be furnished in the form of Insurance Surety Bond or account payee demand draft or fixed deposit receipt from a commercial bank or bank guarantee issued/ Confirmed from any of the commercial bank in India or online payment made.
- (b) The proceeds of the performance guarantee shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
- (c) The Performance Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- (d) The performance guarantee Bond will be discharged by the purchaser after completion of the bidder's performance obligations including any warranty obligations under the contract.

3.0 QUALIFICATION FOR SERVICE PROVIDER:

The contractor shall deploy only qualified and experienced operators for the operation of the STP (Sewage Treatment Plant) and WTP (Water Treatment Plant). Each operator employed must have a minimum of **two (2) years of relevant experience** in operating STP and WTP systems, supported by valid experience certificates.

Failure to comply with this requirement shall constitute a breach of contract.

In the event of a change in personnel, the newly appointed operator must also meet the above qualifications. If a complaint is received from the concerned authority regarding any operator, the contractor must immediately replace the individual with a qualified and experienced operator as specified.

Non-compliance with this clause will attract a **penalty of Rs. 500/- (Rupees five hundred only) per day**, for each day of non-compliance, **without prejudice to any other legal or contractual remedies available to the employer.**

4.0 LABOUR REGULATIONS:

- 4.1 The contractor shall obtain a valid labour licence under the Contract Labour (R&A) Act 1970 and the Contract Labour (R&A) Central Rules 1971, before commencement of the work, else he will not depute more than 19 persons at a time on any day. A copy of labour licence has to be submitted by him to IIFT. He shall continue to have a valid licence until the completion of work. The contractor shall also abide by and comply with the provisions of the Child Labour (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act 1947, Maternity benefits Act 1961, Apprentices Act, 1961, EPF & Misc. Provisions Act 1952 and ESI Act 1948 or the modifications thereof or any other laws relating thereto and the rules made there under from time to

time. The contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits / risks in relation to employees to be engaged by him.

- 4.2 The contractor shall indemnify IIFT against payments to be made for the observance of the laws.
- 4.3 The regulation aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- 4.4 IIFT shall have the right to deduct from the money due to the contractor, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, by reason of non-fulfillment of the conditions of the contract of the benefit of the workers, non-payment of wages or of deduction made from his / their wages which are not justified by their terms of the contract for non-observance of the Regulations. In the event of any loss / damages caused directly or indirectly to IIFT, the same will be payable by the contractor along with such penalty as may be decided by IIFT which shall not be less than 10 percent of the total loss suffered by IIFT.

5 SAFETY REGULATIONS:

- 5.1 During the execution of work, unless otherwise specified the contractor shall at his own cost provide all materials and execute all work necessary for the stability and safety of all equipment, structures, excavations and shall ensure that no damage, injury or loss is caused or is likely to be caused to any person or property.
- 5.2 The contractor shall be responsible to take all precautions to ensure the safety of the property whether of public or Institute and shall post such lookout men as in the opinion of the officer in charge are required.

6 JURISDICTION:

- 6.1 Any dispute arising out of this tender shall be under the jurisdiction of courts in 'Kolkata' only.

WAGES TO BE PAID TO STAFF BY THE AGENCY:

7 WAGES TO BE PAID TO STAFF BY THE AGENCY:

- 7.1. The contracting agency will be required to make payment of wages to the staff provided by it at the Institute's campus as per the West Bengal Government Minimum Wages Act in force from time to time. As and when these wages are revised by the Government, the contracting agency shall accordingly make payment of wages to their workers as per revised rates.
- 7.2 The contracting agency will ensure payment of wages to the staff deployed by it at the Institute's campus by **seventh day of every month**, irrespective of the fact whether the payment of its bill submitted to IIFT has been released by the Institute or not by that date. If seventh day of a particular month happens to be a holiday, the agency may be required to make payment of wages to its staff on a working day prior to the seventh day of such month.
- 7.3 The agency shall be responsible for conduct and behavior of the staff deployed by it at the Institute's campus. Any loss or damage to the Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. The value of the loss will be decided by the Institute based on accounting principles/market value. The decision of the Institute in this regard will be final and binding on the agency.
- 7.4 If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the Contractor shall have to remove the concerned person and provide a substitute within 48 hours of intimation by IIFT. The decision of the Institute's designated officer in this regard shall be final and binding on the agency.
- 7.5 The workers employed by the Contracting agency shall be directly under the supervision, control and employment of the Contractor and they shall have no direct connection whatsoever within Indian Institute of Foreign Trade (IIFT). IIFT shall have no obligation to control or supervise such workers or take any action against them, except as permissible under the law. Such workers shall also not have any claim against IIFT for

employment or regularization of their services by virtue of being employed by the Contracting Agency against any temporary/permanent posts in IIFT.

PENALTY FOR POOR OR INSUFFICIENT SERVICES:

8 PENALTY FOR POOR OR INSUFFICIENT SERVICES:

8.1. The contracting agency would be expected to maintain high standards of services. Any serious lapse noticed by the said officers/committee members would attract minimum penalty of **Rs.1,000/- (Rupees one thousand only)** in the first instance. On recurrence of such lapses, the Institute may impose a penalty, as may be decided by the competent authority/authorities or take appropriate necessary action against the contracting agency, including termination of the contract. Such decision(s) of the Institute shall be binding on the contracting agency.

8.2 The Agency shall in no case lease/transfer/sublet the Services at IIFT to any other agency without proper permission from the Institute in writing.

8.3 In the event of failure and/or neglecting to perform any duties assigned to the Agency to the entire satisfaction of the Institute, the Institute shall have the right to have such duties and obligations performed and discharged by such other party/parties as the Institute may deem fit, and shall be entitled to recover from the contractor all costs and expenses incurred towards getting such work done from other party/parties.

8.4 No other person except the Agency's staff shall be allowed to enter the premises and the agency will not entertain outsiders or extend any service to them within the Institute's premises. Outside visitor(s), guests or unnecessary telephones shall not be permitted.

8.5 The agency shall be directly responsible for any/all disputes arising between it (agency) and its employees and keep the Institute indemnified against all losses, damages and claims arising thereof.

8.6 Clause of penalty stated in section 5 Part A CLAUSE NO 20.

PERIOD OF CONTRACT:

9 PERIOD OF CONTRACT:

9.1 The period of contract shall remain valid up to **ONE YEAR** after the award of work.

9.2 The contract period is subject to further renewal by the Institute on satisfactory performance on mutually agreed terms and conditions for a further period of one year or till such time mutually agreed to.

TERMINATION OF THE CONTRACT:

10 TERMINATION OF THE CONTRACT:

10.1 The Contract can be terminated by the Institute by giving one month notice.

10.2 If the successful contractor withdraws or the services provided by the successful contractor are not found satisfactory (say in three months or so) from the date of commencement of the contract, IIFT reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

TERMS OF PAYMENT:

11.0 PAYMENT TERMS:

11.1 Payment will be made on monthly basis on submission of the tax invoice in this regard.

11.2 The amount mentioned in the “**Price Bid**” is an all-inclusive amount (which includes manpower and the material also) which will be paid for providing the services as contained in the scope of work of the tender document. No increase will be allowed during the period of the contract. All applicable TDS will be deducted from each payment.

11.3 The contracting agency is required to submit proofs of deposit of contribution of workers as regards EPF & ESI. Challans and ECR reports towards contribution of workers as regards EPF & ESIC are required to be submitted at the time of submission of monthly bill.

11.4 Payment will be released on satisfactory performance of the services and fulfillment of all statutory compliance.

11.5 Bill chargeable to the Institute shall be paid every month after authorization by the Head, IIFT, Kolkata Centre within 30 days after submission.

11.6 Payment will be made through NEFT / RTGS only.

12.0 STATUS OF THE CONTRACTOR AND ITS STAFF MEMBERS:

The contractor shall have the legal status of an independent contractor. Neither the contractor nor its staff members, nor any person employed by the contractor or its agents for the performance of the services under the present contract shall be considered in any way as being staff members of IIFT.

12.1 The IIFT shall accept no liability for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the contractor or of any person performing on their behalf any work under the present contract, including the time spent in travel, nor for any damages which may arise by reason of the neglect or default of any of them.

12.2 The contractor shall indemnify and hold harmless the IIFT in respect of any claim arising out of the contractor or its staff member's negligence or unlawful performance under the present contract for any liability as referred to in paragraphs 6(b) above, including their heirs and assigns, or by third parties.

12.3 For the purposes of this article, the term third party shall be deemed to include “inter-alia” officials of IIFT and its agents and officials, as well as any person or entity employed by the contractor or engaged for the contractor, in order to perform services for, or supplying goods to the contractor in connection with the implementation of the present contract.

12.4 Notwithstanding anything to the contrary contained in this contract, the contractor shall only be liable, and shall only be required to indemnify the IIFT, in respect of claims or liabilities that arise out of the negligence, breach of contract or unlawful conduct of the contractor or its staff members or agents in the performance of this contract.

13.0 RESPONSIBILITY FOR PAYMENT OF WAGES:

13.1 The contractor shall be responsible for payment of wages to each worker employed by him as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.

13.2 In case the contractor fails to make payment of wages within the prescribed period or makes short payment, then IIFT shall make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor.

13.3 The contractor shall fix wage periods in respect of which wages shall be payable.

13.4 No wage period shall exceed one month.

13.5 The wages of every person employed by the contractor shall be paid by “**NEFT**” before the expiry of the seventh day after the last day of the wage period in respect of which the wages are payable. In case the

work is completed before expiry of the wage period, final payment shall be made within **48 hrs** of last working day.

- 13.6 Where the employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
- 13.7 Wages shall be paid without any deductions of any kind except those specified by the Government by general or special order in this behalf or permissible under the Payment of Wages Act, 1936 (IV of 1936).
- 13.8 A notice showing the wage period and the place and time of disbursement of wage shall be displayed at the place of work and copy sent by the contractor to IIFT under acknowledgement.

14.0 SCHEDULE OF SUBMISSION OF BILLS:

The contractor shall submit single bill for the contracted area, for the actual work done, on monthly basis and the bills will be paid within 6 weeks thereafter as far as possible. However, any deterioration in the services should not be there on the plea of delay in receipt of payment.

15.0 PAYMENTS:

15.1 Payments will be made through RTGS (Real Time Gross Settlement) or NEFT (National Electronic Fund Transfer) as the case may be.

15.2 Mandate willing to receive e-payments signed by authorized signatory of vendor shall be submitted by the vendor containing following information at the time of signing of Agreement / Contract.

- (a) Account beneficiary's name.
- (b) Account type.
- (c) Account number.
- (d) Name of the bank.
- (e) Bank Branch's NEFT code.
- (f) IFSC code in case of Transfer through RTGS.

OR

- (a) A copy of Cancelled cheque.

All the above particulars which form the essential element of this mandate may be duly verified by Banker of the vendor.

15.3 Monthly running bill will be submitted by the contractor along with Goods and Service Tax challans of the previous month exclusively deposited in the bank in respect of IIFT.

15.4 The contractor will also have to submit employee-wise proof of ESI & EPF contribution, of the previous month, as issued by appropriate authority, along with monthly bill. In case bills are not submitted with the above documents, IIFT will not be responsible for delay in payment.

15.5 If for any reason work is done for only a part of the month, payment will be made on pro-rata basis for the number of days work has been performed. This is without prejudice to the penalty to be imposed for contractual defaults.

16 DEDUCTIONS:

In case the contractor fails to execute / perform the assigned works or part thereof, IIFT shall be authorized to make suitable deductions as deemed fit by IIFT from the bills of the contractor and damages will be charged to the extent of loss.

17 PRICES:

Prices charged by the bidder for services performed under this contract shall not be higher than the prices quoted by the bidder in its Bid.

18 SUBCONTRACTS:

The bidder shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in its bid. Such notification, in its original bid or later shall not relieve the supplier from any liability or obligation under the Contract.

19 DELAYS IN THE SUPPLIER'S PERFORMANCE:

- 19.3 Start of services and performance of the services shall be made by the bidder in accordance with the time schedule specified by the purchaser in its purchase order. In case the services are not started in the stipulated time period, as indicated in the Purchase Order, purchaser reserves the right to short-close / cancel this purchase order and forfeit his performance guarantee or recover liquidated damage charges.

20 LIQUIDATED DAMAGES:

- 20.3 The date of start of services specified in the work order should be deemed to be the essence of the contract and the services should be started on that date. Extension will not be given except in exceptional circumstances. Should, however, the service be started after the date specified in the work order, such starting of services will not deprive IIFT of its right to recover liquidated damages as per **Clause 14(b)** below.
- 20.4 Should the contractor fail to start services on specified date, IIFT shall be entitled to recover liquidated damages to the extent of the difference in charges incurred by IIFT in making alternative arrangements along with penalty of **Rs.1,000/-** per day for the delayed period.

21 ACTION BY PURCHASER AGAINST BIDDER(S) / VENDOR(S) IN CASE OF DEFAULT:

In case of default by Bidder(s)/ Vendor(s) such as:-

- (a) Failure to deliver and / or commission any or all of the services within the time period(s) specified in the contract, or any extension thereof granted by the purchaser.
 - (b) Failure to perform any other obligation(s) under the Contract; and
 - (c) If the contractor persistently neglect to carry out his obligation under the contract and / or commits default in complying with any of the term and the condition of contract and does not remedy it or take effective steps to remedy it within the time specified after a notice in writing is given to him in that behalf by purchaser.
- 21.1 When the contractor has made himself liable for any of the cases aforesaid, the IIFT shall have the powers to terminate the contract as aforesaid and forfeit performance guarantee.

22 FORCE MAJEURE:

- (a) If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.
- (b) Provided, also that if the contract is terminated under this clause, the purchaser shall be at liberty to take over from the bidder at a price to be fixed by the purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the Supplier at the time of such termination or such portion thereof as

the purchaser may deem fit, except such materials, bought out components and stores as the bidder may wish with the concurrence of the purchaser elect to retain.

23 EXTENSION OF CONTRACT:

IIFT will have the right to extend this contract on the same rates, terms & conditions at one time or in spells of lesser time period up to a cumulative maximum period of six months or till an alternative arrangement is made whichever is earlier. Extension beyond six months or till an alternative arrangement is made on the same rates, terms and conditions will be mutually agreed upon.

24 TERMINATION FOR INSOLVENCY:

IIFT may at any time terminate the contract by giving written notice to the contractor without compensation to the contractor, if the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of IIFT.

25 ARBITRATION:

25.3 Except as otherwise provided elsewhere in the contract, in the event of any disputes, controversy or differences arising out of or related to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60 (Sixty) days from the date of making of such request.

25.4 Where parties are unable to settle the disputes through conciliation, the same shall be referred to the Vice Chancellor, IIFT for referral of such disputes to a sole arbitrator, to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act, 1996, any amendment thereof, and any notification issued or rules made there under from time to time. The venue of the arbitration proceeding shall be IIFT Kolkata Campus.

26 SET OFF:

Any sum of money due and payable to the bidder (including performance guarantee refundable to him) under this contract may be appropriated by the purchaser and set off the same against any claim of the purchaser for payment of a sum of money arising out of this contract or under any other contract made by the bidder with the purchaser.

27 COURT JURISDICTION:

Any dispute arising out of the tender / bid document / evaluation of bids / issue of APO shall be subject to the jurisdiction of the competent court at Kolkata only.

28 The contractor should have a full-fledged registered office at Kolkata.

29 IIFT reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot firsthand information regarding the services provided by the Tenderer. Decision of IIFT with regard to award of the contract will depend upon the feedback received by it from the previous/and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders.

30 The agency will provide two sets of uniforms and photo ID-Cards to the personnel deployed at IIFT campus with free of cost. It will be the responsibility of the agency to ensure that all its staff at the Institute's campus report for duty in proper uniform and also display their identity cards. Uniforms should be replaced with new one as and when required with free of cost.

31 The contractor should arrange all required protective garments/shoe/uniform to provide the service in an effective manner.

- 32 The contractor or the supervisor shall be responsible to maintain safety practice while providing the service. The contractor shall be required to maintain such register daily/weekly/monthly or records to keep records of all relevant maintenance.

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SECTION – 5 (PART – B)

SPECIAL (COMMERCIAL) CONDITIONS OF CONTRACT (SCC)

(If there is any conflict in these instructions, with the other instructions in the tender document, these instructions will supersede all those instructions)

- 1.0 The vendor shall depute a competent authorized representative. The representative shall represent the vendor in his absence and all directions given to him shall be binding as if given to the vendor. The authorized representative shall not refuse to receive the instructions under any circumstances.
- 2.0 The vendor shall make his own arrangement for providing all facilities like boarding and transport etc. for his workers.
- 3.0 The worker on duty will be polite and courteous while dealing with the IIFT Staff or any other persons. The age of workers to be employed should not be less than 18 years and more than 60 years.
- 4.0 Proprietor / Director of the vendor should visit and meet the management of IIFT as may be required for effective services. First such meeting must be had within 15 days of signing the agreement.
- 5.0 Contractor will keep a close liaison and follow the instructions of Officer-in-charge, Engineer section, E & M section.
- 6.0 Any additional deployment of workers as required from time to time shall be arranged within two days of communication in writing to the authorized representative of the vendor and payment for additional operator shall be made as per the terms & condition of this contract.
- 7.0 If at any time the IIFT Management decides to dispense away with any part of the work, the same shall be communicated at least two days in advance and the vendor shall comply with same and pro-rata charges shall be deducted by IIFT Management.
- 8.0 The vendor worker should not indulge in any kind of Trade union / Association activities in and around IIFT Campus.
- 9.0 The loss that IIFT may incur due to acts of omission or commission of vendor or his workers shall be deducted from the vendor's bills. The decision of Vice Chancellor, IIFT or his successor in all such events shall be final and binding.
- 10.0 The Officer-in-Charge or his authorized representative will have the right to inspect work at any time. If he finds that work is not being carried out properly, or if he desires replacement of any worker for short coming in behavior/performance, such instructions given in writing shall be complied forthwith.
- 11.0 Contractor will be responsible for observing all security and safety regulations and instructions issued by IIFT from time to time in respect of persons employed by him.
- 12.0 The vendor shall not be permitted to assign or sub-contract the work awarded to him for any reasons whatsoever. If the work is not done as laid down in scope and conditions of contract, IIFT reserves the right to terminate the contract and engage a new vendor as per Clause 15, Section-5 "Part-A".
- 13.0 If the vendor fails to comply with the job assigned to him or neglects compliance of directions given to him by officer in charge or his authorized representatives the contract may be terminated by IIFT.
- 14.0 The vendor shall ensure that, the number of operators deployed on any given day to carry out the jobs is not less than the number fixed by the IIFT Management.
- 15.0 The vendor shall ensure that all the employees engaged by him are free from all communicable or contagious, infectious and other diseases.
- 16.0 If in the opinion of IIFT, any employee of the vendor is found to commit any misconduct or indulge in misbehavior, IIFT in its sole discretion may require the vendor to remove such employee and the vendor shall remove such employees without questioning the decision of IIFT in this respect. IIFT will be entitled to restrain such employees from entering the IIFT Campus.
- 17.0 If the vendor fails to complete work or any portion thereof assigned to him or neglects to comply with any directions given to him, IIFT shall terminate the contract. In such case the Contractor shall be liable for any expense / loss or damage which IIFT may incur or sustain by failure of Contractors.

- 18.0 The Engineering-in-Charge or his representative depending upon the situation and requirement shall decide the deployment of operator in shift.
- 19.0 The vendor has to abide by all the statutory laws regarding labour welfare.

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:: TECHNICAL SPECIFICATIONS OF STP & WTP ::

(1) SEWAGE TREATMENT PLANT (STP)

1.1 SCOPE OF WORK

-
- (a) Collection of Sewage influent into a raw sewage inlet sump with lift pumping.
 - (b) Pumped sewage to be sent to Oil & Grease Trap followed by Grit Chamber & Bar Screen at the Inlet of Equalisation Tank.
 - (c) Sewage to be again pumped from Equalisation Tank to the Biological system.
 - (d) Aerobic biological treatment based upon extended aeration process.
 - (e) Aeration by diffused aerators.
 - (f) Clarification by Secondary Clarifiers (Lamella / Tube Settler).
 - (g) Disinfection by Chlorination
 - (h) Filtration by MGF & ACF & Collection of Treated Water in Storage Tank
 - (i) Back wash by using Treated Water
 - (j) Sludge storage & handling

All major aspects of design, components of Civil Constructions and Electromechanical Equipment supply including suggested Schematic Drawings are furnished herein after.

1.2 DESIGN BASIS AND PLANT CAPACITY

STP Capacity

- | | | | |
|------|------------------------------------|---|---|
| 1. | Plant Operation | : | Continuous - 24 Hours a Day |
| 2. | Normal / Average capacity of plant | : | 110 M ³ / Day |
| 3. I | Feed water to the system. | : | (4.58 M ³ /Hr.) (Considering 24 hour's operation.) |
| II | Sludge Generation | : | 10 kg / Day |

Major Aspects

It is Package Modular Type Sewage Treatment Plant (STP) of having a capacity of **110 M³/day**.

It is to treat the total sewage flow of 110 M³/day in a Biological Treatment Plant based on high efficiency modified aerobic activated sludge system using extended aeration process.

Vendor to ensure that, treated sewage from the Biological Treatment Plant & Tertiary treatment is to be low in **BOD (less than 15 mg/lit.)** and shall meet the requirements of the State Pollution Control Board and the same can be used for **landscaping and other purpose**.

Sludge generated from the proposed biological treatment will be stored in Sludge Holding Tank. Supernatant liquid from SHT will be fed to Equalisation Tank during lean inflow. Rest of the stabilized sludge will be dewatered through Fitter-press. The dried sludge will be utilized as fertilizer for landscape, gardening or periodically disposed off through solid handling system.

The liquid from fitter press, if any, shall be recycled to ET.

SEWAGE GENERATION RATE & CHARACTERISTICS

Flow rate, M ³ /day	:	110 M ³ /day (4.58 M ³ /hr uniformly)
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STP Flow rate	:	4.58 M ³ /Hr
pH	:	6.5 – 8.5
BOD, mg/l	:	250 - 300 mg/l
COD, mg/l	:	400 - 460 mg/l
TSS mg/l	:	100 - 200 mg/l
Temperature, °C	:	25 – 30
Oil & Grease	:	50 mg/l

1.3 DESIGN BASIS AND SALIENT FEATURES

Treatment Process	:	Grit Chamber, Oil & Grease Trap, Bar Screen, Equalization Tank, followed by Aerobic treatment, Clarification, Disinfection & Filtration.
Daily Flow	:	110 M ³ /day (Max.)
BOD Load	:	300.0 Kg/day (Max.)
BOD Reduction	:	95% (estimated), Including Chlorination & Filtration
Aeration System	:	By fine bubble diffusers
Desired MLSS in Bioreactor	:	3000 - 5,000 mg/l
F/M ratio	:	0.1 – 0.18

TREATED SEWAGE CHARACTERISTICS

The Final treated water Quality after filtration shall be as follows:

PARAMETERS	QUALITY
pH	6.5 – 8.5
BOD	< 15 Mg/L
COD	< 150 Mg/L
TSS	< 15 Mg/L
Oil & Grease	< 5 Mg/L

SALIENT FEATURES

DESIGN CAPACITY OF STP

Sewage treatment plant : 110 M³/Day

LIST OF MAJOR PLANT & EQUIPMENT

S.NO	EQUIPMENT	QUANTITY
1.	Coarse Bar screens	1 No.
2.	Fine Screen	1 No.
3.	Grit Mechanism	1 No.
4.	Oil & Grease Trap	1 No.
5.	Raw Sewage banding Pumps in varying capacities / Heads.	
5.a	Raw Sewage Lift pumps (from pre entry manholes cum collection sewage sump to Pre Treatment chambers to EQT	2 Nos.
5.b	Raw Sewage Transfer pumps (from EQ tank to Aeration Tank)	2 Nos.
6.a	Inlet Sump	1 No
6.b	Equalization Tank	1 No.
7.	Aeration Tank	1 No.

S.NO	EQUIPMENT	QUANTITY
8.	Fine Bubble & Coarse Bubble diffusers with accessories.	1 – lot
9.	Air Blowers with accessories.	2 Nos.
10.	Clarifier tank, Tube settler	1 No.
11.	Filter Feed Tank cum Chlorine Contact Tank	1 No.
12.	Sludge Holding Tank	1 No.
13.	Drain & Path Way	
14.	Sludge Recirculation Pumps (in Clarifier in Filter Press room Sump)	2 Nos each x 2 = 4 Nos
15.	Filter Feed Pumps	2 Nos.
16.	Backwash Pumps for ACF & MGF	2 Nos.
17.	Multi-Grade Filter	1 Nos.
18.	Activated Carbon Filter	1 Nos.
19.	Sludge Feed Pump to Filter Press	2 Nos.
20.	Filter Press	1 No.
21.	Level Switch for Raw Sewage Collection Sump, Equalization Tank, Aeration Tank, Filter Feed Tank, Sludge Holding Tank	5 Nos.
22.	Liquid Recycling Sump Pump	2 Nos
23.	Liquid Recycling Sump	1 No
24.	Flow Meter (1each at entry & exit)	2 Nos.
25.	Chlorine Dosing Pumps	2 Nos.
26.	Bacteria Culture for Stabilization	20 litre
27.	Electrical with all associated accessories	
28.	Motor & Equipment, Electrical Control Panel	1 no.
29.	One set of laboratory Equipment as per the requirement	1 lot

1.4 BASIC ENGINEERING & DATA SHEETS

SL No.	ITEMS	SPECIFICATIONS
A.	Component – I :	
1.	Pre-entry manhole or Raw Sewage Collection chamber	
	Quantity.	: 1 No.
	Size.	: 1m x 1m x 2.5 m
2.	Coarse Screen Chamber	
	Quantity.	: 1
	Size	: 0.75 M x 0.6 M x 1.0 M
	MOC	: RCC
3.	Bar Screen	
	Unit	: 1 No.
	Size	: -
	MOC	: SS 304
4.	Oil & Grease Chamber	
	Quantity	: 1 No.
	Size	: 1.0 M x 0.7 M x 1.5 M SWD
	MOC	: RCC
5.	Grit Chamber (Detritus Tank)	
	Quantity.	: 1 No.
	Size	: 1.0 M x 0.6 M x 1.2 M SWD
	MOC	: RCC
6.	Equalisation Tank	

	Quantity.	:	1 No.
	Volume	:	16.8 M ³
	Size	:	2 M x 2.8 M (AV) x 3 M SWD + 0.5m (FB)
	MOC	:	RCC
7.	Submersible non-clog sewage pumps with suitable motors		
	No. of Pumps (Collection sump + EQ Tank)	:	4 Nos. (2 duty + 2 standby)
	Capacity of each Pump	:	6.25m ³ /hr
	Head	:	10 MWC
	Fluid	:	Domestic Sewage
	Motor , kW	:	0.746
	Make	:	Kirloskar
8.	Level Switch		
	Quantity	:	5 Nos.
	Make	:	Jigo
9.	Rail Mechanism to guide Submersible Pump from upper level to operational location in Sewage Sump/Tank.		
	Quantity	:	Same as subm pumps

SL No.	ITEMS	SPECIFICATIONS
B.	Component – II : Compact Biological Treatment Plant	
10.	Aeration Tank	
	Quantity	: 1 No
	Volume	: 75.6 M ³
	Size	: 6 M x 4.5 M x 2.8 M SWD + 0.5M FB
	MOC	: RCC
11.	Air Blowers	
	No. of Blowers	: 2 (1 duty + 1 standby)
	Type	: Root Twin Lobe
	Capacity of each Blower	: 150 M ³ /Hr (approx.)
	Pressure	: 5 psig
	BHP/RPM	: As per manufacturer specification
	Material of construction	: C.I.
	Safety equipment	: NRV, Pressure Gauge, Safety valves
	Blower Make	: USHA
	KW	: 2.25
	Motor Make	: Kirloskar
12.	Clarifier Tank , Lamella / Tube Settler	
	Quantity	: 1 No.
	Size	: 2 M x 3.35 M x 2.6 M SWD + 0.5 M FB
	MOC	: RCC
13.	Sludge Recirculation Pumps	
	Quantity (Aeration Tank)	: 2 Nos. (1W + 1 S)
	Capacity of each Pump	: 6 M ³ /hr
	Head	: 10 M
	Motor, kW	: 0.746
14.	Sludge Holding Tank	

	Quantity	:	One
	Volume	:	22 M ³
	Size	:	6.9 M ² x 3.2 M, SWD + 0.5 M (FB)
	MOC	:	RCC
15.	Filter Feed Tank / Chlorine Contact Tank		
	No.	:	1 No.
	Volume	:	7.34 M ³
	Size	:	1.8 M x 1.7 M x 2.4 M SWD + 0.5 M FB
	MOC	:	RCC
16.	Chlorination System		
	Type	:	Electronic Solenoid, Capacity 0 - 5LPH 2 Nos. (1W + 1S) Dosing Pump (Metering Type) & 1 No. HDPE/PVC Tank for Sodium Hypochlorite / Calcium Hypochlorite solution.
17.	Filter Feed pumps for Filter		
	Type	:	Horizontal , centrifugal
	Quantity	:	2 Nos. (1 W + 1 S)
	Capacity	:	6.5 M ³ /hr.
	Head	:	25 m WC
	Motor, kW	:	1.5
18.	Backwash Pumps		
	Quantity	:	2 Nos.
	Capacity	:	6.5 M ³ /hr
	Head	:	35 m WC
	Motor, HP	:	1
19.	Multi-grade filter		
	Capacity	:	6.5 M ³ /hr
	Quantity	:	1 No.
	Type	:	Cylindrical with tori spherical head
	Filtration rate	:	3.6 M/.hr
	Finish	:	MS
	Media	:	Multi grade pebbles & coarse sand
	Backwash duration	:	10 Mins.
	Diameter	:	750 MM
	HOS	:	1200 MM
20.	Activated Carbon Filter		
	Capacity	:	6.5 M ³ /hr
	Type	:	Cylindrical with tori spherical head
	Quantity	:	1 No.
	Filtration rate	:	3.5 m/hr
	Finish	:	MS
	Diameter	:	750 MM
	HOS	:	1200 MM
21.	Treated Effluent Collection sump		
	Capacity	:	18 M ³ (1.8M x 3.7M x 2.6M + 0.5M (FB)
	HRT	:	4 Hrs.
	MOC	:	RCC
22.	Sludge Feed Pumps to Filter-Press with electric drives		
	Quantity	:	2 Nos. (1+1)
	Type	:	Rotary Screw

	Capacity	:	1 M ³ /Hr.
	Discharge head	:	45 M
	Motor, kW	:	0.746
	Make	:	Kirloskar
23.	Filter Press		
	Capacity	:	10 Kg/Batch
	Type	:	Plate & Frame (manual type)
	Quantity	:	1 No
24.	Liquid Recycling Sump Pump in Filter Press Room		
	Quantity	:	2 Nos
	Capacity	:	1 m ³ /hr
	Discharge head	:	10 M
	Motor, kW	:	0.746
25.	Liquid Recycling Sump in Fitter Press Room		
	Volume	:	0.50 Cum
	MOC	:	RCC
26.	Valves/Fittings		
	Quantity	:	40 nos.
27.	Pressure Gauges		
	Quantity	:	10 nos.
	Make	:	BKR
28.	Flow Measuring Device (on Sewage Pump Delivery & Filter Feed Pump Delivery)		
	Quantity	:	2 Nos.
	Type	:	Rota meter / Capacity (0-10 M ³ /hr.)
	MOC	:	PP
29.	Control Panel for all Electrical components including Pumps, Blowers, etc		
	Quantity	:	1 No. (Master Control Panel)
30.	Access Ladders, Walkways, Handrails		
	Quantity	:	1 no.
	MOC	:	MS Fabricated of adequate sections & Epoxy painted
31.	Bacteria culture for stabilization	:	20 litre

1.5 TREATMENT SCHEME & PHILOSOPHY

The basic steps for the Treatment Scheme proposed for the above Plant are outlined below:

Sewage generated from the various buildings will be carried by underground sewerage pipes network and discharged into a raw sewage collection sump. Then it will be lifted up by pumps to Grit Chamber and pass through the oil & Grease Tap followed by Bar Screen Chamber for ultimately to be collection in the Raw Sewage Equalization Tank. From the Equalization Tank sewage will be transferred by solid handling submersible sewage transfer pumps to the Aeration Tank where the sewage will be mixed with micro-organisms in presence of dissolved oxygen. Micro-organisms will assimilate organic impurities. The mixed liquor suspended solids will be maintained at levels of 3000 mg/l - 5,000 mg/l. The bottom of the Aeration Tank will be covered with submerged air diffusers, for mixing and supplying oxygen for the needs of micro-organisms. Submerged air deferrers shall also be provided at bottom of EQ Tank as the retention period will be more than ½ hour. Compressed air will be supplied through blowers. The blowers will be sized to maintain dissolved oxygen level in the aeration tank of approximately 2.0 mg/l.

From the aeration tank mixed liquor will flow by gravity into adjoining Clarifier.

The solids will settle at the bottom of hopper of clarifier tank. Sludge Return Pump will pump the settled sludge from the bottom of clarifier tank back to the aeration tank for maintaining desired MLSS level. Overflow weir will be provided in the clarifier tank to take treated wastewater out of the clarifier tank.

From the clarifier tank, treated water will flow via gravity into adjoining clear water tank. In this tank, chlorine will be added in the form of calcium or sodium hypochlorite. This tank will have baffles for intimate mixing. A free residual chlorine level of 0.3 - 0.5 mg/l will be maintained. Treated water from chlorine contact tank will be pumped to pass through Multi-grade filter & Activated Carbon filter and will be collected in a clear Water Tank or Treated Effluent Collection Sump so that treated effluent have low BOD (15 mg/l), low TSS (10 mg/l) and can be used for landscaping and other purposes.

The excess sludge from the clarifier bottom will be periodically discharged into Sludge Holding Tank from where the supernatant liquid will be fed to Equalisation Tank by gravity. The stabilised sludge will be dewatered through the Filter Press.

1.6 OPERATION & MAINTENANCE OF STP

Note : Costs all Spares, Consumables, Tools & plants to run the plant during Operation & Maintenance contract period have to be borne by the Agency.

1.6.1 Stipulations : The daily operation & maintenance of the STP shall be done to ensure smooth running, efficiently and economically. The effluent from the plant shall meet the Prescribed Standards in terms of BOD/COD/SS/PH etc as laid down by the statutory body to be suitable for discharging in the water body / public drain.

The basic requirements as listed below are to be followed by the Contractor before commissioning & during Operation & Maintenance period of the STP :

- (a) A set of recommended spares for trouble free operation of the Electrical, Mechanical, instrumentation equipments are to be kept by the agency at his cost.
- (b) Proper and adequate stock of tools & plants along with items like gland packing belts, lubricating oils, greases are to be kept by the agency at his cost.
- (c) Servicing schedule of preventive maintenance as suggested by the manufacturer has to be strictly adhered to.
- (d) Training of agency's operators in proper operating procedures & maintenance practice.
- (e) Compliance with agreed operation & maintenance schedules including logging of all activities to the due satisfaction of the owner.
- (f) Good House Keeping
- (g) Observation of Safety Precautions and procedures

Emphasis is to be given for efficient running of the STP & recording of data for the purpose of analysis of chemical dosing/sludge recirculation etc. accurately proportional to the varying rate of flow of sewage.

1.6.2 OPERATION & MAINTENANCE OF UNITS

- (a) Screen chambers are to be hosed regularly to keep them clean. Frequency of grit removal to be adjusted so that storage space should not be more than half full at any time.
- (b) The record of operation should show the dates of cleaning, amount of grit removed etc.
- (c) The bearings, transmission gears, etc. should be properly lubricated as per the lubricating schedule as suggested by manufacturer.
- (d) Flow in the Aeration Tank to be maintained uniform at all times.
- (e) The uniformity of the air distribution has to be maintained.
- (f) Clogging of diffusers if indicated in the pressure gauge reading shall be attended to immediately. Airflow meters are to be checked periodically for hourly/daily air supply and recorded. MLSS to be maintained constant as per specification as suggested. Operating MLSS value to be verified and apprise the owner of it once in a month.
- (g) Return sludge pumps are to be operated according to the increase or decrease of return sludge required for constant MLSS value. All pumps are to be run in efficient operating condition, free from clogging, excessive friction or entrance losses or abnormal power consumption for wear & tear.

- (h) All bearings motors and electrical Control equipments are to be attended daily for any overheating. Packing glands are to be checked for over tightening.

1.6.3 RECORDS

- (a) Operational records should include daily inflow rates, monthly analysis of influent & effluent for variation of temperature, PH, DO, BOD etc. The cost of the analysis of the influent & effluent as necessary to be borne by the Agency.
- (b) All operating records of various treatment units are to be properly compiled on daily, monthly, yearly & reports prepared to inform the owner about the status of Operation & Maintenance.
- (c) Use of lubricants and their frequency of application as suggested by the manufacturer shall have to be strictly followed.

(2) WATER TREATMENT PLANT (WTP)

2.1 SPECIFICATIONS OF WATER TREATMENT PLANT

2.1.1 Scope of Work : Operation & Maintenance of Water Treatment Plant for a capacity of:

- (i) De-Ironing Plant (Capacity 48 -50 cum/per hour) & Accessories.
- (ii) Softening Plant (Capacity 48- 50 Cum/hour) & Accessories.

2.1.2 Water Quantity at inlet :

- (i) De-ironing Plant: As available from Bore wells (2 nos.).
- (ii) Softening Plant : Treated water Quality as will be available from De-Ironing Plant.

2.1.3 Water Quality at outlet :

- (i) De-Ironing Plant : As per the 'Desired Limit' specified in IS : 10500, except for total Hardness as CaCO_3 and Total Dissolved Solids (TDS).
- (ii) Softening Plant : 15 mg /ltr for HVAC & 200mg for potable water (by blending).

2.1.4 Plant Capacities:

- (i) De-Ironing Plant : 48-50 Cum/hr inflow & outflow.
- (ii) Softening Plant: 48-50 Cum/hr outflow after blending.

2.1.5. Back wash / Regeneration :

- (i) Back wash : Once a day for both plants.
- (ii) Regeneration: After a flow of approx 150 Cum of soft water.
- (iii) Quantity of resin: As per requirement to suit regeneration cycle.

2.2 TREATMENT SCHEME:

Multi-grade Filter & Softener

Raw water from Bore well will be collected in Underground Reservoir from where it will be pumped by **Transfer Pump** through **Multigrade Filter (MGF)** for reduction of suspended solids present in water. Alum & Hypochlorite will be dosed prior to Multigrade Filter for proper coagulation & dis-infection before filtration. After MGF, the water

will pass through **Softener** for reduction of impurities in water and to reduce the total Hardness in the treated water.

2.3 LIST OF MAJOR PLANT & EQUIPMENT:

Note : A set of recommended spares for trouble free operation of the Electrical, Mechanical, instrumentation equipments are to be kept by the agency at his cost.

Sl. No.	Item	Specification
1	Multigrade Filter	
	Quantity	1 No.
	Capacity	50 cum/hr
	Inlet Filter Feed Pump Capacity available	50 cum/hr at 15 mtr head
	Operating pressure	As available from inlet pump specified above
	Design Pressure	6 kg / sq cm
	Test Pressure	6.5 Kg / sq cm
	MOC	FRP
	Filter Medium	Gravels, mixture of coarse & fine particles of sand and anthrasite
	Type of vessel	Vertical, cylindrical
	Backwash frequency	Once in 24 hours
	Backwash frequency duration	10 to 15 minutes
	Freeboard	75% of bed Depth
	Design Temp	60 deg C.
	Bed depth	800 mm.
	Surface flow rate	20 m ³ /m ² /hr max
	Flow meter	Rotameter at the in let
	Dia of filter	1800 mm
	Sampling Cock	To be provided at in let & out let
	Straight height of filter	1500 mm
	Frontal pipe line	100 NB
	Pressure gauge	To be provided at in let & out let
	Type of Valve and Size	100 NB PP Multiport Valve
2.	Softener	
	Quantity	1 No.
	Capacity	50 Cum/hr as required by HVAC system
	Operating pressure	As required
	Design Pressure	6 kg / sq cm
	Test Pressure	6.5 Kg / sq cm
	MOC	FRP
	Inlet Hardness	700 ppm (may vary as per actual)
	Type of Resin	225 Na
	OBR (Out put Between Regeneration)	150 cum
	Resin Qty	As per requirement
	Backwash frequency	Once in 24 hours
	Backwash time	30 - 45 Min
	Bed depth	1000 mm

Sl. No.	Item	Specification
	Dia of filter	1800 mm
	Straight height of filter	1600 mm
	Regeneration tank size	3000 lit
	NaCl Salt required (100%)	As per requirement
	Mixing for brine solution	Agitator with frame
	Frontal pipe line	65 /100 NB
	Type of Valve and Size	65/100 NB Multiport Valve
3 (a)	Hypo Chloride Dosing System	
	Type	Online Dosing
	Application	Pre filtration and post filtration
	Qty	1 Set
	Type	Electro-solenoid metering pump
	Quantity	2 Nos. per each set.
	M.O.C	PP
	Capacity	0-6 LPH
	Head	2 Kg/sq.cm
	Make	PRACHDM
	Quantity	1 No per each set.
	Capacity	200 lit
	PVC/LDPE inter Connecting piping	as required
3 (b)	Alum dosing system	
	No	1
	Purpose	For coagulation & for reaction with iron
	Type	Electric dosing pump
	Capacity	0 - 6 LPH
	Head	2 Kg/sq.cm
	Adjustability	0 - 100%
	Power	0.25 HP
	Make of Pump	PRACHDM
	Solution Preparation Tank	1 No
	Capacity	200 litre
	MOC	PVC/LDPE
	Inter connecting piping	1/2 " PP pipe
4	Air Blower for Back washing	
	Type	Twin Lobe roots air Blower
	Qty	02 No.
	Capacity	50 cum / hr
	Pressure	0.35 kg / sqcm
	Make	USHA

Sl. No.	Item	Specification
5	Flow meter	
	Type	Rota meter type
	Capacity	0 - 60 m ³ /hr
	Qty	02 No.
	Make	Aster
6	Pressure Gauge	
	Type	Bourdon type
	Pressure range	0 - 7 kg /sqcm
	Qty	06 Nos. (min)
	Make	H Guru
7	Pipe, Pipe fittings and Valves etc.	
	Pipes	UPVC / GI
	Valves	CI - Zoloto / Leader
8	Starter Panel with cabling work	
	Type	Non draw out, non-compartmentalized single door type
	Feeder Nos.	As required as per drawing
	Make	Royco / Syscon

2.4 OPERATION & MAINTENANCE OF WTP:

Note : Costs all Spares, Consumables, Tools & plants to run the plant during Operation & Maintenance period have to be borne by the Agency.

2.4.1 Stipulations : The daily operation & maintenance of the WTP shall be done to ensure smooth running, efficiently and economically. The effluent from the plant shall meet the desired limit as specified in IS : 10500 & CPHEEO manual of water supply & treatment, whichever is more stringent. The basic requirements as listed below are to be followed by the Contractor before commissioning & during Operation & Maintenance period of the WTP :

- A set of recommended spares for trouble free operation of the Electrical, Mechanical, instrumentation equipments are to be kept by the agency at his cost.
- Proper and adequate stock of tools & plants and items like gland packing belts, lubricating oils, greases are to be kept by the agency at his cost.
- Servicing schedule of preventive maintenance as suggested by the manufacturer has to be strictly adhered to.
- Training of Agency's operators in proper operating procedures & maintenance practice.
- Compliance with agreed operation & maintenance schedules including logging of all activities to the due satisfaction of the owner.
- Observation of Safety Precautions and procedures

Emphasis is to be given for proper recording of data for the purpose of analysis of influent, effluent, chemical dosing/back washing etc.

2.4.2 Requirements:

The maintenance programme should observe the following with due approval of the owner

- a) Establish a systematic plan of daily operations of each unit
- b) Establish a routine schedule of inspection of Machinery, lubrication, frequency of lubrications.
- c) Record each instrument for cleaning, replacement of worn-out parts & other important data.
- d) Record of analysis of Raw & Treated Water quality at an regular interval
- e) List out safety measures including good house keeping

2.4.3 Responsibilities

- a) Apprise the owner about the status of Operation & Maintenance programme including records monthly.
- b) Provide training of Agency's staff to run the plant.
- c) Operation & Maintenance work can be assessed by the owner at any time to see that those are being done as required and to the satisfaction of the owner.
- d) Development of Operation & Maintenance manual.
- e) Inventory control involving stock of spares, their supply, location and accounting of all receipt & issues of supplies, accessible to review by the owner
- f) To run & maintain the system to deliver water of acceptable quality, quantity as per demand and under sufficient pressure during peak demand.
- g) Keeping owner informed about day to day working of the system, shortfalls if any and assistance required.

2.4.4 Records

Operational records should include inflow & out flow rates, monthly analysis of influent & effluent for water quality physical, chemical & bacteriological parameters, at the cost of the agency.

All operating records of various treatment units are to be properly compiled on daily, monthly, yearly & reports prepared to inform the owner about the status of Operation & Maintenance.

Use of lubricants and their frequency of application as suggested by the manufacturer shall have to be strictly followed.

Assistant Registrar
Email ID: arkol@iift.ac.in
Indian Institute of Foreign Trade
Kolkata Campus
Tel No: (033)35014500/4600

SECTION – 6

UNDERTAKING & DECLARATION

6(A) - FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK

(a) Certified that:

1. I / We have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.
2. If I / We fail to enter into the agreement & commence the work in time, the EMD / Performance guarantee deposited by us will stand forfeited to the IIFT.
3. I / We are not blacklisted by GST authorities.

(b) The bidder hereby covenants and declares that:

1. All the information, Documents, Photocopies of the Documents / Certificates enclosed along with the Tender offer are correct.
2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, IIFT reserves the right to reject our tender offer / cancel the LOA / Purchase / work order if issued and forfeit the EMD / Performance guarantee / Bill amount pending with IIFT. In addition, IIFT may debar the contractor from participation in its future tenders.

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

6(B) – NEAR RELATIONSHIP CERTIFICATE

(Format of the Certificate)

"I..... S/o..... R/o.....

hereby certifies that none of my relative(s) as defined in the tender document is / are employed in IIFT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIFT shall have the absolute right to take any action as deemed fit / without any prior intimation to me."

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

6(C)- Preference to Make in India

Preference to Make in India vide Letter No. P-45021/2/2017-PP(BE-II), (revised) Dated.16.9.2020),

(TO BE PROVIDED ON Rs.100/- NON- JUDICIAL STAMP PAPER)

I _____ (Name of the Person(s), S/o _____ at

_____, (Address), working as (Designation and name of the firm/Company/ partnership/ Joint venture), and I have been authorized to sign the Declaration / Self- Certification on behalf of firm / Company/partnership/ Joint venture do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the policy of Government towards Public Procurement (preference to Make in India) vide Letter No. P-45021/2/2017-PP(BE-II), (revised) Dated.16.9.2020.

That the information furnished hereinafter is correct to be of my knowledge and belief and I undertake to produce relevant records before the procuring entity or any authority so nominated for the purpose of assessing the Local Content. That the local content for all inputs which constitute the said equipment has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value addition norms based on the assessment of an authority so nominated for the purpose of assessing the Local Content, action will be taken against me as per the notification P- 45021/2/2017-PP(BE-II), (revised) Dated.16.9.2020.

I agree to maintain the following information in the company's record for a period of 8 years and shall make this available for verification to my statutory authority.

The Details of the location(s) at which the local value addition is made

- i) Name and details of the Domestic manufacture
- ii) Date on which this certificate is issued
- iii) Product for which the certificate is produced
- iv) Percentage of local content.

Signed by me at _____ on _____ / ____ /2025

/

Authorized signatory (Name of the Firm entity)

SECTION – 7

PROFORMAS

7 (A): For the Performance Guarantee

(To be typed on non-judicial stamp paper of appropriate value)

Subject: PERFORMANCE GUARANTEE

Whereas INDIAN INSTITUTE OF FOREIGN TRADE (hereafter referred to as "IIFT") has issued an APO no. Dated/...../2025 awarding the work of "Operation & Maintenance of Sewage Treatment Plant and Water Treatment Plant at IIFT Kolkata Campus, 1583, Madurdaha, Chowbaga Road, Kolkata-700107" to M/s, R/o (hereafter referred to as "Bidder") and IIFT has asked him to submit a Performance Guarantee in favour of Indian Institute of Foreign Trade of Rs./- (hereafter referred to as "P.G. Amount") valid up to/...../20..... (hereafter referred to as "Validity Date").

Now at the request of the Bidder, We Bank Branch having (Address) and Regd. office address as (hereinafter called 'the Bank') agreed to give this guarantee as hereinafter contained:

1. We, "the Bank" do hereby undertake and assure to the IIFT that if in the opinion of the IIFT, the Bidder has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations there-under, the Bank shall on demand and without any objection or demur pay to the IIFT the said sum limited to Performance Guarantee amount or such lesser amount as IIFT may demand without requiring IIFT to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.
2. Any such demand from the IIFT shall be conclusive as regards the liability of Bidder to pay to IIFT or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the Bidder had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and IIFT regarding the claim.
3. We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.
4. The Bank further agrees that the IIFT shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by IIFT against the Bidder and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any forbearance, act or omission on the part of IIFT or any indulgence by IIFT to Bidder or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.
5. Notwithstanding anything herein contained;

- (a) The liability of the Bank under this guarantee is restricted to the Performance guarantee amount and it will remain in force up to its Validity date.
- (b) The guarantee shall stand completely discharged and all rights of the IIFT under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity date.
6. In case IIFT demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of "**Indian Institute of Foreign Trade**" and payable at "**Kolkata**".
7. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place...

Date...

(Signature of the Bank Officer)

(Rubber stamp of the bank)

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

.....

.....

Telephone Numbers

Fax numbers

E-mail ID:

7 (B): For Letter of Authorization for Attending Bid Opening Event

(To be typed preferably on letter head of the company)

Subject: AUTHORIZATION FOR ATTENDING BID OPENING

I / We Mr./Ms. have submitted our bid for the tender no. IIFT(K)/Proj/Admin./STP-WTP/010/2025-26, Dated:-07.10.2025 in respect of "Operation & Maintenance of Sewage Treatment Plant and Water Treatment Plant in IIFT Kolkata Campus" which is due to open on/.../2025, in the chamber of Section Officer(ADMIN), Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107.

We hereby authorize Mr. / Ms. & Mr./Ms..... (Alternative) whose signatures are attested below, to attend the bid opening for the tender mentioned above on our behalf.

.....
Signature of the Representative

.....
Name of the Representative

Signature of Bidder/Officer authorized to sign
on behalf of the Bidder

.....
Signature of the alternative Representative

.....
Name of the alternative Representative

Above Signatures Attested

Note 1: Maximum of two representatives will be permitted to attend the Bid opening.

Note 2: Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

SECTION- 8

BIDDER'S PROFILE & QUESTIONNAIRE

(To be filled in and submitted by the bidder)

A) BIDDER'S PROFILE:

1. Name of the Individual / Firm:
2. Present correspondences address:
.....
Telephone No., Mobile No., FAX No.
3. Address of place of Works / Manufacture:
.....
Telephone No., Mobile No., FAX No.
4. State the Type of Firm: Sole proprietorship / Partnership Firm / Private Limited Company
(Tick the correct choice)
5. Name of the sole proprietor / partners / Director(s) of Pvt. Ltd Co.:

S. No.	Name	Father's Name	Designation
1.			
2.			
3.			
4.			

6. Name of the person authorized to enter into and execute contract / agreement and the capacity in which he is authorized (in case of partnership / Private Ltd Company):
.....
7. Permanent Account No.:
8. Details of the Bidder's Bank for effecting e-payments:
 - (a) Beneficiary Bank Name:
 - (b) Beneficiary Branch Name:
 - (c) IFSC code of Beneficiary Branch:
 - (d) Beneficiary Account No.:
 - (e) Branch Serial No. (MICR No.):
9. Whether the firm has Office / works (i.e. manufacture of the tendered item) in Kolkata. If so, state its Address
.....
.....

B) QUESTIONNAIRE

1.0 Do you think any other detail / material is required to complete the work specified in the specification? Yes / No

1.1 If Yes, Give details:
.....

2.0 Do you think any other item of work need to be included in tender form to complete the work specified in the specification? Yes/ No

2.1 If Yes, Give details:
.....

3.0 Suggestion for improvement of the tender document:
.....
.....

Date

Signature of bidder.....

Name of bidder

DRAFT – AGREEMENT

(To be typed on non-judicial stamp paper of appropriate value)

Articles of agreement made and entered in to this day between the **INDIAN INSTITUTE OF FOREIGN TRADE** and **M/s** hereinafter referred to as the contractor.

Whereas the contractor have contracted with the **INDIAN INSTITUTE OF FOREIGN TRADE** in respect of “Operation & Maintenance of Sewage Treatment Plant and Water Treatment Plant at IIFT Kolkata Campus, 1583, Madurdaha, Chowbaga Road, Kolkata – 700107” vide **LOA No. Dated** for a period of **one year w.e.f. to**

And whereas the said contractor have prior to the execution of these presents offered a **Bank Guarantee No. dated** as Performance Guarantee vide which the said has undertaken to pay to the **INDIAN INSTITUTE OF FOREIGN TRADE** an amount not exceeding **Rs./- (Rupees only)** against any loss or damage caused to or suffered by the **INDIAN INSTITUTE OF FOREIGN TRADE** by reason of any breach of contract by the said contractor of any terms and conditions contained in this agreement.

Now these presents witness that in pursuance of the said contract it is hereby agreed and declared by and between the said parties to these presents in the manner following.

That if the said contractor shall execute / perform the works contracted to be performed by them and observe, perform and fulfill the contract entered in, to the satisfaction of the said **INDIAN INSTITUTE OF FOREIGN TRADE** and also if the said contractor or their representative shall pay or cause to be paid to the said **INDIAN INSTITUTE OF FOREIGN TRADE** for the time being all losses, damages, costs and expenses which he or they have sustained / incurred or be put in consequence of the default or failure by the said contractor for the due performance of the contract or in the execution and completion of the said work or any part thereof, then the above mentioned bank guarantee shall be returned to the said contractor.

Provided that, it is hereby further declared with true intent and meaning of the parties hereto that if default shall be made by the said contractor in the performance of the said contract to the satisfaction of the **INDIAN INSTITUTE OF FOREIGN TRADE** or in making good any losses damages or expenses hereinbefore mentioned or any part thereof, then it shall be lawful for the **INDIAN INSTITUTE OF FOREIGN TRADE** to claim **Rs./- (Rupees only)** towards the liquidation of the liability of the said contractor in respect of such default as aforesaid.

And it is hereby declared and agreed that the retention of the cash deposit shall be as and by way to liquidate damages without reference to the relative importance of the particular breach which shall have given occasion for such retention or whether the said **INDIAN INSTITUTE OF FOREIGN TRADE** may have sustained any ascertainable pecuniary damage thereby or not.

And it is further declared and agreed to between the said parties to these presents that until the completion of the said scheduled works contracted to be executed and performed by the said contractor to the satisfaction (to be certified as aforesaid) of the **INDIAN INSTITUTE OF FOREIGN TRADE** for the time being & until the final adjustment of the accounts between the said contractor & the **INDIAN INSTITUTE OF FOREIGN TRADE** and payment of the final balance (if any) in connection with said contract, the bank guarantee shall remain in the hands and custody of the **INDIAN INSTITUTE OF FOREIGN TRADE** for the time being or in any **Treasury** in which they may be lodged by the **INDIAN INSTITUTE OF FOREIGN TRADE**. In witness where of the said contractor and the said **INDIAN INSTITUTE OF FOREIGN TRADE** acting in the premises as aforesaid have set their respective hands and seals the day and year first above written.

The terms & condition of NIT No.: IIFT(K)/Proj/Admin./STP-WTP/010/2025-26 दिनांक / DATED: 07.10.2025 forms the integral part of this agreement.

FORMAT FOR LIST OF PREVIOUS AND PRESENT CLIENTS IN KOLKATA

List of previous and present clients in Kolkata (Please attach additional sheets, if necessary). Attach performance certificate from at least 3 present firms / clients on their letter head:

Name of the Company/ Organization	Address	Phone No(s) and Fax No(s)	With effect from (date)	To (date)	No. of Persons deployed	Performance Certificate from the employer

SECTION – 9 (PART – A)

TECHNICAL BID LETTER

To,
Assistant Registrar,
Indian Institute of Foreign Trade (IIFT)
Plot No. 1583, Madurdaha, Chowbaga Road,
Kolkata – 700107

Sub.: Tender for “Operation & Maintenance of Sewage Treatment Plant and Water Treatment Plant at IIFT Kolkata Campus, 1583, Madurdaha, Chowbaga Road, Kolkata – 700107

Ref.: Tender No.: IIFT(K)/Proj/Admin./STP-WTP/010/2025-26, Dated:07/10/2025

With reference to the above mentioned Tender for “Operation & Maintenance of Sewage Treatment Plant and Water Treatment Plant in IIFT Kolkata Campus”, we have read the terms and conditions in the Bid Document and accept the same and furnish the following documents;

Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause-4, Section-1 of the NIT viz;

- (a) Enlistment certificate of CPWD/Railways or other Central Govt. Department/PWD West Bengal Govt. or Govt. undertakings.
- (b) Experience certificate.
- (c) Copy of PAN.
- (d) Copy of Goods and Service Tax Registration Certificate or the bidder should produce certificate that bidder is exempted to register under Goods and Service Tax.
- (e) DD / Bankers cheque Details of Bid security / EMD.
- (f) DD / Bankers cheque Details of Tender Documents Fee in case of downloaded tender.
- (g) Bidder's Profile & Questionnaire duly filled & signed. (Section-8).
- (h) Near Relationship Certificate duly filled & signed. (Section-6B)
- (i) Undertaking & declaration duly filled & signed. (Section-6A)
- (j) Documents (self-attested) stated in Clause 10 of Section-4. Viz;
 - i) Valid NSIC / MSME certificate, if any.
 - ii) Certificate of incorporation, if any.
 - iii) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.

Yours truthfully,

Signature_____

Date:

Name_____

Address_____

Telephone_____

Seal of the firm_____

SECTION – 9 (PART – B)

FINANCIAL BID LETTER

From,

.....
.....

Bidder's Ref: No:, Dated

To,
The Assistant Register
Indian Institute of Foreign Trade (IIFT)
Plot No. 1583, Madurdaha, Chowbaga Road,
Kolkata – 700107.

Ref.: Your Tender Enquiry No. IIFT(K)/Proj/Admin./STP-WTP/010/2025-26, Dated:07/10/2025

1. Having examined the above mentioned tender enquiry document including amendment / clarification / addenda Nos. Dated the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to supply and deliver in conformity with the said conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of the financial Bid.
2. Bid submitted by me/us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
3. I/We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening or for subsequently extended period, if any, agreed to by me/us. This bid shall remain binding upon me/us up to the aforesaid period.
4. I/We understand that IIFT is not bound to accept the lowest or any bid that IIFT may receive.
5. If my/our Bid is accepted, I/we will provide you with a performance guarantee from a Scheduled Bank for a sum @ 5% of the contract value for the due performance of the contract.
6. If my/our Bid is accepted, I/we undertake to complete delivery of all the items and perform all the services specified in the contract.
7. If my/our bid is accepted, I/We indemnify against loss of input tax credit to IIFT on account of Blacklisting during tenure of contract.
8. If my/our bid is accepted, IIFT has the right to recover input tax credit loss suffered by it due to any mis-declaration on invoice by me/us.
9. Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Dated: day of 20...

Signature

Name

In the capacity of

Duly authorized to sign the bid for and on behalf of

SECTION – 9 (PART – B)

FINANCIAL BID

1. I / We have visited the Institute and have understood the scope of work and terms & conditions.
2. I have signed with official stamp on each page of this tender document as a token of acceptance of scope of work and terms & conditions.

I have quoted my rates for the work on monthly basis as under:-

Name of Work : Operation & Maintenance of Sewage Treatment Plant (STP) and Water Treatment Plant (WTP) at IIFT, Kolkata Campus at Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107.			
Sl. No.	Description	Billing Cycles	Amount (Rs.) (Excl. GST)
1	Operation & Maintenance of Sewage Treatment Plant (STP).	MONTHLY	
2.	Operation & Maintenance of Water Treatment Plant (WTP).	MONTHLY	
TOTAL AMOUNT (in Rs.)			

Offered Price (in words): Rupees _____ only.

Note:

1. The rate should be excluding GST.
2. L1 shall be decided on the basis of lowest cost to IIFT.

Signature of the Authorized Signatory : _____

Name : _____

Designation : _____

Address : _____

Tel./Mobile No. : _____

E-mail ID : _____

Date : _____

Seal of the Firm : _____

Note: Financial Bid in other Format will not be accepted.