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	MAINTENANCE, REPAIRS AND OPERATIONSEWA TREATMENT PLANTS AT SNGCE			Date
Signature :		Custodian: SngcTrust		

### Time schedule for Tender Process :

1	Date of publication of tender notification on official website <a href="http://www.sngce.ac.in">www.sngce.ac.in</a>	Free download from web site 21/2/2023
2	Sale of tender document commence from	21/2/2023
3	Last date of sale of tender document	8/03/2023
4	Last date for receipt of duly filled- in tenders	9/03/2023, 1 pm
5	Date and Time of the opening of Tenders	10/03/2023, 2 pm

Note : This tender documents contains (07 Pages ) and tenderers are requested to sign on all the pages.

## 1. Introduction

Sree Narayana Gurukulam college of engineering ( SNGCE ) is a premier institution started in theyear2002imparting engineering and management education in the state of Kerala. The college is managed by the SreeNarayana Gurukulam Charitable Trust Perumbavoor, a recognised charitable society comprising of eminent personalities from diverse of activity in India . SNGCE is approved by All India Council for Technical Education (AICTE ) and affiliated to APJ Abdul Kalam Technological University ( KTU ) . SNGCE located at Kadayiruppu, aGreenfield village very near to Kochi city .

## 2. Notice Inviting Tender :

The SNGCE invites sealed tenders for the selection of an expert contractor for the purpose of awardingannual maintenance, repairs and operation of sewage treatment plants at SNGCE premises.

The details of the tender are given below :-


- i. Description of Services : Selection of an expert contractor for the purpose of Annual maintenance,Repairs and Operation of Sewage Treatment Plants as per schedule
- ii. Correspondence address: The Secretary , SNGC Trust , Perumbavoor . Pin 683542.
- iii. Bids can be sent in sealed cover superscribed " Tender for STP maintenance" directly to SNGC Trust office or SNGCE college.

Tenderer should take due care to submit the tender in accordance with requirement in sealedcovers. Bidsreceived shall be evaluated as per the criteria prescribed in the tender document. SNGC Trust will notentertain any modifications subsequent to opening of bids and bids not conforming to tender conditionshallbe liable to be rejected .Therefore, bidders are advised to submit their bids complete in all respects as per

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requirement of tender document specifying their acceptance to all the clauses of Bid evaluation criteria, General Terms and conditions and compliance to the Scope of Work requirement etc.

Offers should be submitted to SNGC Trust in sealed cover with details as per Schedule .

In case of any clarification required relating to this tender , the same can be sought from the following officers of SNGC Trust :

- a. The Maintenance Convener Ph : 9447123633
- b. The Manager , SNGCE , Kadayiruppu Ph : 8281165770
- c. The Secretary , SNGC Trust , Perumbavoor , 683542 Ph : 9447465232

### **3. General Terms and Conditions :**

The tenderers are requested to go through the following terms and conditions before submitting the tender documents :

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender. No paper shall be detached from the tender.
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored / rejected .
4. The tender shall be ignored, if complete information is not given there-in , or if the particulars and data (if any ) asked for in the schedule to the tender are not filled in.
5. The company or firm must be registered in Panchayath/municipality/Corporation . Attach copy of certificate of the registration.
6. The company or firm will provide GSTIN ( Goods and Tax Registration No. ) along with bid.
7. An Individual signing the tender or other documents connected with the tender must specify whether he signs as :-
  - i. A sole proprietor of the concern or constituted attorney of such sole proprietor .

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ii. A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

iii. The attested copy of the certificate of registration of firm should be attached alongwiththetender papers.

8. The tender submitted in sealed envelope super-scribed “ Tender for STP maintenance” should be addressed to the Secretary, SNGCTrust ,Perumbavoor , 683542 or directly handed over to SNGCE office on or before 1 pm on 9/03/2023.

9. SNGC Trust reserves the right to accept or reject any or all the offers either fully or partly without assigningany reasons and is not bound to accept the lowest bid.

10. Tender shall be accompanied by the relevant documents including the following : -

- a. Work-plan indicating the deployment of staff proposed and other details for the efficient satisfactory performance of the operation, maintenance for an year without any interruption of the plants.
- b. Where applicable, the tenderer may visit and examine the STP at SNGCE, on their responsibility, allinformation that may be necessary for preparing the tender and quoting. The costs of visitingthesite shall be borne by the tenderer.
- c. Profile of the company in one to two paragraphs highlighting relevant experienceinmaintenance of STP.
- d. Contractor shall specify the risks associated with job and mitigation/control measures at sitetoperform the task safely.

11. SNGCE shall impose penalty if service interrupted due contractors mistakes .

12. Tenders received after the specified date and time due to any reason, including postal delay, shall notbeconsidered for bidding .


13. The tender shall be awarded to the lowest financial bidder or Trust shall have authority todecidethehigher too. Tenderers who satisfy the technical conditions stipulated in the tender document andwhohave enclosed all the documents required will alone be considered as qualified tenderer. For theitemsmentioned in financial bid, the lowest price quoted is the criterion for selection.

- i. An agreement is signed by tenderer in the prescribed form within 1 day of the receipt of letterawarding the contract. The tenderer will have to provide maintenance works immediatelyonreceipt of the work order.

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14. Any conditional offers made by the agency in the tender form shall not be considered. Similarly incomplete or unsigned tender shall also not be considered.
15. SNGC Trust reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
16. The employee/s of the contractor should possess sound health and be free from many diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. SNGCE provide an identity card for the contractor's employee and he shall sign off in a register at main gate during entry and exit time.
17. The contractor shall be responsible for proper discipline of employee/s engaged by him and their work besides observing other obligation. No child labourers shall be permitted by SNGC Trust under this contract. Further, in the event any claim, action or suit is instituted against SNGC Trust, the contractor shall be required to reimburse to SNGC Trust any payment made under such orders or judgements of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined.
18. The Contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regards to safety, labour laws, or any other laws in force in the state of Kerala.
19. The contractor's employee will liaise with the designated officer of SNGCE college and report everyday.
20. The payment shall be released on monthly basis after satisfactory completion of the services. Income tax (TDS) as applicable at prevailing rate will be deducted at source.
21. The technical bids opened on 10/03/2022, 2 pm, at SNGC Trust office in the presence of the tenderers who may wish to be present either by themselves or through their authorized representatives.
22. Plant operation required from 09:00AM to 05:00PM on all working days for the STP at

colleageandevenonholidays for the Hostels. ( depends number of residents staying at hostels on holidays )

#### 4. PERFORMA OF TECHNICAL BID


The tenderers needs to submit the following documents with their tender documents:- a. Copy of the license issued by the appropriate authority to execute the works at site.

b. Client list - preferably professional educational institutes / companies where the STP contract performed in last 5 years .

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#### 5. SCOPE OF WORK and PERFORMA OF FINANCIAL BID

Sl. No	Description	Qty	Rate	Amount (Rs) for month for	GST (Rs) Rs. year
1	Operation, maintenance and repairs of SewageTreatment Plant at SNGCE campus near canteen.	1			
2	Operation, maintenance and repairs of Sewage Treatment Plant at SNGCE Ladies hostel	1			

3	Operation, maintenance and repairs of Sewage Treatment Plant at SNGCE Men's hostel	1			
			Total Rs.	Total Rs.	Total Rs.


**Machinery room view of one of the STP**



**Terms and conditions of SNGC Trust**

1. Contractor's technician and operator has to operate the plant with all responsibility from their side.
2. There should be regular maintenance program to ensure that the plant and its equipment are properly maintained. Maintenance regime shall be furnished by contractor.
3. Maintenance works shall be carried out to all systems of treatment plant including pumps, blowers and accessories (float switches, panels, controllers, relief valves etc.)
4. Sample of treated water from each plant should be taken every three months to confirm pH (between 6.8 – 7.1), BOD (bio chemical oxygen demand value 2 – 4 ppm), COD (chemical oxygen demand value 75 – 100mg/liter), Chlorination level (4 mg/liter), TDS – within approved limits and all other parameters

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required for Sewage Treatment Plants in line with state guidelines. The water sample from 3 plants should be collected in the presence of SNGCE official and duly signed off in bottles. The test shall be conducted in an approved laboratory and certificate shall be produced .

5. Water flow rate and pressure through the filter to be checked daily and records to be maintained for verification.
6. Ensure that there is no leak in any pipe work, joints, valves and pumps.
7. Changing of oil, filters, belts, strainers, greasing and provision of all other consumables shall be part of the scope of the work.
8. All chemicals used for operation of sewage treatment plant should be stored in a safe place ( SNGC shall provide the storage area ). All chemicals used should be from an approved manufacturer.
9. Check all parameters daily and assure that plant is running smoothly.
10. Check blower oil level, pressure, tension of belt, alignment and air filter daily.
11. Sludge transfer to the dry bed to be performed on monthly basis and dried sludge to be removed from the dry bed.
12. Check sand filter and carbon filter and perform back wash of both filters after every 12 hours of operation.
13. If a critical situation arises or an interruption of services , contractor to assign the company's technical team to resolve the issues on emergency basis.
14. Remove grease and oil from the oil trap periodically.
15. Bar screen chamber to be cleaned daily.
16. Suction filter of the blower to be cleaned with pressured air.
17. Cover of safety valve is to be washed with kerosene or diesel.
18. Make proper entry in the log book and update the same every day.
19. Monthly report should be submitted to HOD (Civil) for scrutiny.
20. Payment will be made on the recommendation of HOD (Civil).




Note : Goods and services tax ( GST ) as per prevalent rules shall be paid by SNGC Trust if applicable.

Signature Tenderer :	DATE: of ___/___/2022	NAME OF TENDERER : ADDRESS:
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## 6. UNDERTAKING & ACCEPTANCE LETTER BY THE CONTRACTOR

I /We have carefully gone through the various terms and conditions listed in the Tender form. (Technical and Financial Bid) for the work, Maintenance, repairs and operation of STPs In College Campus and Hostels at SNGCE kadayiruppu. I / We agree to all these conditions and offer to provide services at SNGCE.I/ We have making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/ We have inspected the institute premise of SNGCE and have acquainted ourselves with the tasks required to be carried out , before making this offer. I/ We here by sign this undertaking in token of our acceptance of various conditions listed above.

Place :

Date : Signature of Contractor

Address :

Office Phone : Mobile number :

Email ID :

Signature Tenderer :	DATE: of ___/___/2022	NAME OF TENDERER : ADDRESS:
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