



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR**

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An Autonomous Institute under Ministry of Education, Govt. of India.

No. NITM.1/(68-Estt)/Water/2020(III)/728

Imphal, the 24<sup>th</sup> November, 2021

**“TENDER FOR SUPPLY OF POTABLE WATER THROUGH TANKERS AT NIT MANIPUR”**

National Institute of Technology Manipur invites quotations from eligible Individual/Suppliers/Contractors/Firms for supply of potable water through tankers in two bid system i.e, Technical and Financial. Interested Individual/Suppliers/Contractors/Firms are requested to quote their competitive rates in the prescribed form enclosed at **Annexure-I, II, III & IV**. The complete Tender documents and terms & conditions is available in the institute web-site <http://www.nitmanipur.ac.in> & eProcurement.

Interested Individual/Suppliers/Contractors/Firms are required to submit the sealed tender in the Prescribed Form along with required documents in two bid systems (Technical Bid and Financial Bid). **Technical Bid & Financial Bid** should be kept & sealed in separate envelope and superscribed as **“Technical Bid for supply of potable water through tankers”** and **“Financial Bid for supply of potable water through tankers”**. Both the envelopes containing **Part – A (Technical Bid) and Part – B (Financial Bid)** must be kept in third envelope superscribed as **“TENDER FOR SUPPLY OF POTABLE WATER THROUGH TANKERS”** along with **Advt. No. in bold letters at the top of the envelope** should reach to **The Registrar (i/c), National Institute of Technology Manipur** on or before **3.00 p.m. of 23/12/2021**. Incomplete or those received without Processing fee, EMD and after due date and time shall be summarily rejected. National Institute of Technology Manipur reserves the right to cancel any or all tenders without assigning any reason thereof. The EMD of successful/unsuccessful tenderers shall be returned without interest. Tender will be opened on **24/12/2021 at 1:00 p.m.** in the presence of the tenderers or their representatives, if they so desire, at NIT Manipur.

**Note:** Any addendum/corrigendum/notifications will be published in the Institute website: [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in).

Sl.	Details	Date	Time
1	Notification of Tender	24/11/2021	1:00 P.M.
2	Last date for submission /deposit of Tender	23/12/2021	3:00 P.M.
3	Opening of Technical Bid	24/12/2021	1:00 P.M.
4	Opening of Financial Bid	24/12/2021	2:00 P.M.

(Dr. Th. David Singh)  
Registrar (i/c), NIT Manipur

## TENDER DOCUMENT FOR WATER SUPPLY

### TERMS AND CONDITIONS:

1. The tenderer are required to submit Earnest Money Deposit of **Rs. 35000/- (Rupees thirty five thousand) only** which is refundable and a non-refundable tender fee of **Rs. 1000/- (Rupees one thousand) only** in the form of Demand Draft/ Banker's Cheque/Bank Guarantee from any Scheduled Bank in favour of "**Director, NIT Manipur**" payable at SBI, Secretariat Branch, Imphal should be submitted along with the Tender documents. Tenders without processing fee & EMD will be rejected.
2. Water should be supplied as and when required.
3. A tentative schedule as per last year average is given below:

Sl.	Block/Department	Nos. of tankers required (Approx.)
1	Hostel – 1, Langol	5-6 per day
2	Hostel – 2, Langol	5-6 per day
3	Girls Hostel, Langol	1 per day
4	Girls Hostel, Takyel	3 per day
5	Director's Bungalow, Takyel	On demand
6	Quarters (Takyel & Langol)	1-2 per day

**Note: Actual quantity may vary as per instruction of the Hostel/Institute authorities concerned.**

4. Water supplied should be clear, clean and potable.
5. The reading of meter will be used to assess the quantity of water supplied.
6. Requirement of water will usually be communicated in advance by the Hostel authorities & water should be supplied with a notice of 4 hours.
7. Hostel supervisor(s) will communicate the water requirement and keep the record of water supplied. The supply diary shall be maintained by the designated officer who will update daily details with signature of the driver.
8. The time of supply in different buildings will be mutually decided.
9. Tenderers should have a minimum of two years' experience in supplying potable water to Government/Public Sector undertaking/ Large industrial establishment/ Organizations/ Companies / Institutions. They should also have experience of supplying at least 12 lacs litres of water in a month in any organization. A self-attested certificate of performance should be enclosed duly indicating the period of contract and type of payment received.
10. Copy of preceding/last two years audited balance sheets and profit and loss account should be submitted.
11. The Contractor is required to submit the bill at the end of every month.
12. The rate should be quoted for a unit of 12,000 litres basis.
13. If water is not supplied after communicating the requirement, 50% of the supply charges will be imposed as penalty.
14. If water supply is delayed by more than 2 hours, penalty of 10% of the supply charges per hour from communicated supply time will be imposed.
15. Successful bidder has to deposit **Rs. 1,00,000/-** as interest free security deposit which shall be refunded on completion of contract.
16. Water supply charges should be inclusive of all i.e. applicable taxes, cost of fuel, lubricant, Driver's salary, vehicle maintenance expenditure, cost of water and any other incidental expenditure for supply of water. The Institution will not be responsible for service conditions of the Driver.

17. The Contractor shall provide Mobile No. of designated responsible person and Driver(s) to Institute Authorities for giving instructions by the Designated Officer.
18. It is the responsibility of the Contractor to adhere to all laws, rules & regulations imposed by Central / State Govt., Municipal Council or any such law making body, NIT Manipur shall not be responsible in case any relevant law is breached.
19. The source from which water is supplied and cost of water if any, shall be the responsibility of the water supplier (Contractor). However water should be clean & potable.
20. NIT Manipur reserves the right to refuse supply of dirty / muddy / unhygienic water.
21. NIT Manipur will not be responsible for any damage to the vehicle or casualty to the Driver or any other person (third party) which may arise during supply of water.
22. In the event of breakdown of vehicle under any circumstances, it will be obligatory on part of the Contractor to supply water without delay. Otherwise, penalty as decided by NIT Manipur authority will be imposed on the Contractor.
23. The contract shall be initially for a period of 1 year and based on the requirement it may be extended or renewed for another year. The quoted price should be valid for the contract period. No negotiation in this regard will be entertained.
24. The Contractor is required to follow NIT Manipur security procedures for the vehicle's IN & OUT.
25. The authorities of NIT Manipur reserve the right to accept or reject any or all the offers or apportion the work amongst the different tenderers in any manner as he may choose, without assigning any reason whatsoever and the decision of such authorities shall be final and binding on all concerned.

**NOTE:**

1. All the documents to be submitted in bids must be self-attested.
2. **List of the documents to be attached in respect of vehicle(s) to be used for water supply is as under:**
  - (a) **Registration Certificate**
  - (b) **Insurance Policy**
  - (c) **Registration with Municipal Council or appropriate department of State Govt., if any. Registered suppliers of vehicle shall be given preference.**
3. The rates should be quoted in the format provided. The rates shall be kept valid for 90 days from the last date of submission of the documents.
4. **Part – A (Technical Bid)**
  - (i) Annexure - I
  - (ii) Annexure - II
  - (iii) Annexure – III
5. **Part – B (Financial Bid)**
  - (i) Annexure – IV
6. Document(s) of **Part – A (Technical Bid) & Part – B (Financial Bid)** should be kept & sealed in separate envelope and superscribed as “**Technical Bid for supply of potable water through tankers**” and “**Financial Bid for supply of potable water through tankers**”. Both the envelopes containing **Part – A (Technical Bid) and Part – B (Financial Bid)** must be kept in third envelope superscribed as “**TENDER FOR SUPPLY OF POTABLE WATER THROUGH TANKERS**” **along with Advt. No. in bold letters at the top of the envelope** should reach to **The Registrar (i/c), National Institute of Technology Manipur** on or before **3.00 p.m. of 23/12/2021**. Incomplete or those received without Processing fee, EMD and after due date and time shall be summarily rejected. National Institute of Technology Manipur reserves the right to cancel any or all tenders without assigning any reason thereof. The EMD of successful/unsuccessful tenderers shall be returned without interest. Tender will be opened on **24/12/2021 at 1:00 p.m.** in the presence of the tenderers or their representatives, if they so desire, at NIT Manipur.

**Technical Bid**

**TENDER FORM FOR SUPPLY OF POTABLE WATER**

1. Name of the Contractor: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. Telephone No. (O) \_\_\_\_\_ (R) \_\_\_\_\_ (M) \_\_\_\_\_

4. Details of Vehicle:

<b>Particulars</b>	<b>Vehicle – I</b>	<b>Vehicle – II</b>	<b>Vehicle – III</b>
Type of Vehicle			
Make			
Year of Manufacturing			
Registration No.			
Registration certificate No. (Enclose self attested photocopy)			
Insurance Policy No. & Valid Upto (Enclose self attested photocopy)			
Road Tax Receipt No. & Valid Upto (Enclose self attested photocopy)			
Whether District Transport Office clearance obtained: Yes / No.			
Capacity of vehicle to carry water in one trip			

5. **Processing Fee:** Bank Draft No. ....Date:..... for Rs. 1000/-

6. **EMD Details:** Bank Draft No..... Date:..... for Rs. 35000/-

**Annexure - II**

**Technical Bid**

**ON THE LETTER HEAD OF THE FIRM**

**a) Details of Ongoing Contracts.**

<b>Sl. No.</b>	<b>Name of the Organization with address, email and contact nos.</b>	<b>Period of Contract (From-To)</b>	<b>Nature of work undertaken</b>	<b>Value of Contract (Rs.)</b>
1				
2				
3				

**b) Details of Previous Contracts**

<b>Sl. No.</b>	<b>Name of the Organization with address, email and contact nos.</b>	<b>Period of Contract (From-To)</b>	<b>Nature of work undertaken</b>	<b>Value of Contract (Rs.)</b>
1				
2				
3				

**Annexure - III**

**Technical Bid**

**ON THE LETTER HEAD OF THE FIRM**

<b>Sl. No.</b>	<b>Financial Year/ Accounting Year</b>	<b>Profit (Rs.)</b>	<b>Loss (Rs.)</b>	<b>Annual Turnover (Rs.)</b>
1	2019-2020			
2	2020-2021			

**UNDERTAKING**

I have read the terms and conditions of the tender mentioned in this document and agree to abide by all the terms and conditions.

**Date:**

**Signature of the bidder**

**Annexure - IV**

**Financial Bid**

**TENDERED AMOUNT**

<b>Sl.</b>	<b>Capacity of Water Tanker</b>	<b>Rate per trip (Rate to be quoted both in figures and words eligibly)</b>
1	12,000 Litres	

(The amount is inclusive of all expenses like fuel, lubricant, maintenance, driver's salary, service tax and any other tax applicable.)

**Date:**

**Signature of the bidder**

**UNDERTAKING**

I have read the terms and conditions of the tender mentioned in this document and agree to abide by all the terms and conditions.

**Date:**

**Signature of the bidder**