

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY- DELHI
(IIIT-DELHI)
Okhla Industrial Estate,
Phase III New Delhi 110020
(Tel No 011-26907400, Website: www.iiitd.ac.in)**

**NOTICE INVITING TENDER FOR NON COMPREHENSIVE ANNUAL
MAINTENANCE CONTRACT (AMC) URINAL SENSORS**

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government. The Institute has a campus spread over an area of around 25 acres. The Institute invites sealed tender for the work of Non-Comprehensive Annual Maintenance of “**Non Comprehensive Annual Maintenance contract (AMC) Urinal Sensors at IIITD Campus**, New Delhi from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU’s/MNC’s or from the reputed manufacturers or their authorized dealers or service providers as per the requirements and details enclosed.

Bid Schedule

| | |
|---|---|
| Name of Services: | Non-Comprehensive Annual Maintenance contract (AMC) Urinal Sensors of Indraprastha Institute of Information Technology (IIIT-Delhi) Campus, Okhla Phase-III, New Delhi. |
| Tender No | 01/2025 |
| Date of Start and downloading the tender | 13th Feb 2025 |
| Tender Fee/cost | Rs.1000/- + 18% GST /- = Rs.1180/- (Rupees One Thousand One hundred Eighty only) in the form of a demand draft/ pay order in favor of IIIT-Delhi Collections which is non-refundable. NEFT Transfer A/c details are as under: Bank - HDFC Bank LTD , Okhla Industrial Area Phase –III New Delhi 110020 Beneficiary’s Name - IIIT Delhi Collections Account No - 20741110000035 IFSC code- HDFC0002074 In case of on-line payment of Tender Fees - UTR No. |
| Earnest Money Deposit (EMD) | Rs. 15,000/- in the form of Demand Draft/ Pay Order in favour of “ IIIT Delhi Collections ” payable at New Delhi -110020 (except for those who are exempted by NSIC certifications (with Proof)) failing bid shall be treated as invalid and shall be liable for rejection. |
| Financial bids of only those bidders, who qualify for bidding will be opened. | Only those tenderers who have submitted the required documents as prescribed in the tender document will be considered for opening of Financial Bid. The date and time for the same will be decided later. |
| Address for communication & submission of tender documents and opening of technical bid | Registrar, IIIT-DELHI, Okhla Industrial Area, Phase III, New Delhi 110020 |

| | |
|---|---|
| Date of opening of Technical Bid (envelope-1) | The first envelope containing Technical documents and EMD will be opened on 6th Mar 2025 at 3.30 PM at A-203, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 |
| Date of opening of Financial Bid (envelope-2) | The date for opening of second envelope containing financial bid will be intimated to the qualified bidders |
| Address for communication & submission of tender documents and opening of technical bid | A-203, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 |
| Performance Guarantee | To be submitted by L1 bidder The bidder whose bid is accepted will be required to furnish Performance Guarantee of 3% (Three percent) of the accepted tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract. This guarantee shall be in the form of DD / FDR in favour of IIIT Delhi Collections payable at New Delhi-110020. Bank Guarantee of any scheduled bank drawn in favour of IIIT Delhi Collections. |
| Date for start of services | 1 st April 2025 |
| Clarification/Queries, if any, can be addressed to | email ID: admin-project@iiitd.ac.in phone no 01126907563/564/565, 011-71985363/ 9773793610 |

Scope of Work

The Urinal Sensors of Make Parryware and Cera are installed in washrooms in Boys Hostel, Dining Block, Academic block, library, R & D Block, Lecture Hall Complex, Hostels, & Sports Block. BOQs for **Non-Comprehensive Annual Maintenance contract (AMC) Urinal Sensors at IIITD Campus, New Delhi** is as per enclosure at (**Annexure-“A”**),

Contractor must visit site before quoting and fully satisfy himself of the site conditions.

The scope of work includes:

Maintenance, upkeep and repair of the automatic Urinal Sensors, at IIITD campus New Delhi.

1. Monthly visual check, working of all sensors
2. Monthly service to include checking of all sensors, replacement of batteries and repair of any nonfunctional sensor as required to satisfaction of officer in charge
3. Repair of sensors as required from time to time within 24 hours

The above are general check – lists and test requirements etc. The contractors shall be bound for undertaking any other check test which is considered necessary for efficient functioning of equipment/system, whether included in above schedule. He shall not claim any extra charge for such work However, replacement of worn out/defective material shall be paid extra to the contractor.

It may be ensured that parts of authorized brand should only be used for repairs and replacement. If it is found at a later stage that substandard /inferior quality items are used during the AMC, necessary action will be taken against such firms, including forfeiture of their Performance Security and debaring them for quoting future tenders.

Technical Bid

The agencies / companies who fulfill the eligibility criteria mentioned below will only be considered for opening of financial bid:

| S. No. | Particulars | Document (s) to Annex |
|---------------|---|--|
| 1 | As on 31.01.2025, the agency / Company should be in existence for at least Three years. | Certified copy of registration certificate. |
| 2 | Company should have average turnover of Rs.2 lacs in similar field in previous three financial years ending on 31.03.2025 | CA certified copy of turnover from annual maintenance contacts. Annual Turnover <ul style="list-style-type: none"> • 2022-23 • 2023-24 • 2024-25 |
| 3 | Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/ MNC/ Corporate Sector during last Seven (07) years.- i) Three similar completed works/services costing not less than the amount equal to Rs.0.6 lakhs. or ii) Two similar completed works costing not less than the amount equal to Rs 0.90 lakhs. or iii) One similar completed work costing not less than the amount equal to Rs.1.2 lakhs. | Certified Copies of Work orders/ Experience certificate etc. on the letter head of the client / customer. |
| 4 | Company should have valid PAN, GST registration | Certified Copy of each document |
| 5 | Company should not have been barred / blacklisted for taking up similar work in any organization | A certification to this effect on the letter head of the bidder. (as per attached format) |

| | | |
|---|--|--------------------------------------|
| 6 | Tender Fee and Earnest Money Deposit (EMD) | As above |
| 7 | The Firm/office/service should have well established servicing facility in Delhi - NCR (Address proof) | Certificate to be furnished/enclosed |
| 7 | The details of current and previous clients are to be submitted by the agency incorporating the following details : Name of Office Contact Person (Tel.No./Email ID) Period and volume of work with the manpower deployed | |

Award of Work

Those who meet the eligibility criteria as above will only be considered for opening of financial bid. In this regard decision of the Institute shall be final and not open to dispute/challenge. The agency quoting the lowest rate for AMC shall be considered for award of work. However, IIIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

Financial Bid

Interested agencies may submit financial bid as per enclosed format (**Annexure-“B”**), duly authenticated and stamped. Bidders are advised to inspect the site before quoting the rates. **The Financial Bid should contain all relevant price information for Non-Comprehensive AMC.** The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in anyway. The item wise rates ie bifurcation of the cost of AMC (**Annexure-“A”**) should be provided at the time of issue of award letter.

Payment Terms

GST compliant quarterly bill by the 7th day of next month shall be raised for 25% of the total contract value plus taxes, as applicable. Payment shall be released within 15 days of raising bill. Payment shall be released through online mode only. The bidder is advised to furnish copy of the cancelled cheque and funds transfer details as will be provided by the Institute.

Bidding Procedure:

Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for “**Non Comprehensive Annual Maintenance contract (AMC) Urinal Sensors at IIITD Campus, New Delhi** ” addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

Sealed quotations shall be received not later than 3.00 P.M. on **6th Mar 2025**. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.

Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on pre

scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The

financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later.

How to submit

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope “**Non Comprehensive Annual Maintenance contract (AMC) Urinal Sensors ” at IIITD Campus, New Delhi** enclosing separate sealed envelopes marked as **Technical Bid** and **Financial Bid**, so as to reach the Registrar, **IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 by 1500 Hrs on 6th Mar 2025**

**For and on behalf of
Indraprastha Institute of Information Technology Delhi
Signed
Registrar**

TERMS AND CONDITIONS

- 1) The contract is initially for a period of one year. The contract will be reviewed yearly, and may be extended for a period of maximum of three years. However, Institute at its discretion, can terminate the contract without citing any reason at any point of time by giving three (1) month notice. In case of termination, Institute will be liable to pay pro-rata amount to the vendor only for the period for which the AMC services availed by the Institute. On mutual consent, contract may be extended for a further period of two years on the same rates, terms and conditions.
- 2) The Non Comprehensive Annual Maintenance contract (NCAMC) is located in IIITD Campus Okhla Phase-III, New Delhi. The selected vendor will be required to maintain the system in the mentioned site.
- 3) Logistics: The customer shall provide all the necessary permits, forms and documents if any required for the movement and avoidance of octroi/entry tax if any.
- 4) The contractors are advised to get acquainted with the proposed work and its site and special conditions carefully before tendering. No claim of any sort shall be entertained on account of any site conditions and ignorance of specifications and special conditions.
- 5) Prices quoted should be for Institute premises and should be all inclusive of statutory taxes, fees, cesses, any duties, levies, charges, surcharges and other components, etc. except GST which is to be shown separately.
- 6) The successful bidder has to submit the security deposit /performance guarantee from nationalized bank of equivalent amount of 3% of the contract value within 10 days of issue of order on awarding the contract but before execution of the agreement, to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the successful bidder or any failure on the part of the successful bidder in fulfillment of terms and conditions of the contract and conditions contained in the agreement. The Bank Guarantee shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. The successful bidder shall not be entitled to any claim or receive any interest on the amount of performance guarantee. The EMD of the successful bidder will be refunded after submission of the performance Guarantee/Security Deposit. Successful bidder may also submit the performance guarantee in the form of demand draft payable to IIIT-Delhi Collections.
- 7) The rates quoted by the contractor shall be taken as net and nothing extra shall be paid on any account i.e. royalty, cartage, taxes and stacking at required places etc.
- 8) In case of any breakdown the contractor shall visit site to attend the breakdown.
- 9) Payment shall be made on quarterly basis.
- 10) The technical proficiency and the behavior of the staff to be engaged shall be checked along with the credentials of the staff and only those who pass the above criteria shall be engaged at the site.
- 11) The department reserves the right to close the contract at any time during the currency of the contract and 7 days' notice will be issued to the contractor without giving any compensation.
- 12) The rates quoted shall be inclusive of all taxes i/c GST.
- 13) Escalation matrix up to the level of CEO must be provided with phone numbers and e-mail addresses of all personnel in the matrix.
- 14) This is purely a service contract. All the staff engaged by the contractor shall solely be his liability and this

department, in no way, shall be held responsible for any compensation for any of their acts/accidents.

- 15) In case of any accident during the maintenance of the equipment leading to injuries, damages to human being, equipment and or loss of life, the contractor shall be fully responsible for setting all claims and indemnity. In this respect no compensation shall be made by the department. inquiry office & shall be produced as and when required by higher officer of deptt. Otherwise, recovery @ Rs. 1000/- per month will be made from the bill.
- 16) Repair/replacement shall be done at the direction of Engineer-in-Charge to keep the system in healthy condition and with minimum down time.
- 17) In addition of above T&P if any special T&P shall be required, the same shall be arranged by the contractor within the scope of work for which nothing extra shall be paid.
- 18) Technical staff shall visit the site and check the complete system, including all of the above mentioned sub systems, once in a quarter and carry out the required preventive maintenance to avoid break downs. The service slips/ log books for every visit shall be got signed from Engineer-inCharge regularly.
- 19) All installations shall be kept clean and safe from risk of Fire/Theft/Accidents and damage etc.
- 20) The contractor shall bring to the immediate notice of the department any defect/mal-functioning of any of the equipment and machinery which requires attention of the department if not otherwise covered by the scope of the contract.
- 21) Dismantled materials if any resulting from the replacement or repair shall be returned to the Engineer in charge.

PROFORMA FOR BID

1. Name and Address of the firm/agency, telephone number, fax, mobile number, email address
2. Type of organization (Whether proprietorship, partnership, private limited, limited company)
3. Name and Address of the directors proprietor /partners
4. Year of formation of the company/ experience as a house keeping agency
5. Nature of business carried by the company
6. Total number of employees of the firm
7. Contact number in case of emergency
8. Whether authorized service provider of any OEM/Manufacturer ?
9. If yes, Name & Address of OEM (please furnish documentary proof)
10. Any other information

NON-BLACK LISTING DECLARATION

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

**To, Registrar
IITD Campus
Okhla Phase-III,
New Delhi-110020**

We hereby confirm and declare that we, M/s ----- , is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Signature of Contractor
With stamp

Annexure A

**BOQ for Non Comprehensive Annual Maintenance contract (AMC)
Urinal Sensors at IITD Campus, New Delhi**

| S.NO | Equipment |
|-------------|--|
| 1 | Repair and servicing of Urinal Sensors (Make Parry ware & Cera) |
| 1.1 | Parryware touch free Urinal Sensors – 177 Nos |
| 1.2 | Cera (Cat No: 5005A – White) touch free Urinal Sensors – 402Nos |
| 2 | 1 Technician to visit periodically every month for servicing, visual check, working of all sensors |
| 3 | Monthly service to include checking of all sensors, replacement of batteries and repair of any nonfunctional sensor as required to satisfaction of officer in charge |
| 4 | Any nos of visit for Repair of defective urinal Sensor. SLA within 24 hrs |

**Format of Financial Bid for Non Comprehensive Annual Maintenance contract (AMC)
for Urinal Sensors at IIITD Campus, New Delhi**

| Sl. No. | Description | Maintenance Cost Without GST | | GST | Amount (All inclusive) In Rupees |
|----------------|---|-------------------------------------|------------------------------|------------|---|
| A | Non Comprehensive Annual Maintenance contract (AMC) Urinal Sensors as per the details provided in the tender document under “Scope of Work” | | | | |
| Sl. No. | Description | Qty | Unit Rate Without GST | GST | Amount based on unit quantity(All inclusive) In Rupees |
| | Supplying and fixing spare parts: Parryware/Cera/Equivalent compatible to existing system | | | | |
| | 1. Removing/Providing and fixing Sensor set for Parryware/Cera units | 01 Nos | | | |
| | 2. Removing/Providing and fixing Solenoid Valve | 01 Nos | | | |
| | 3. Replacement of Sensor SS plates of above with screws /accessories complete | 01 Nos | | | |
| B | 4. Removing/Providing and fixing of Battery Box | 01 Nos | | | |
| | Total Amount (1+2+3+4) | | | | |

We agree to carry out the Work at the rate quoted above for the duration of one full year. We understand that IIIT, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

- (i) Quantity of Items may increase / decrease as per the requirement of the Institute.
- (ii) Institute at its sole discretion may award AMC period for one year / two years / three years.
- (iii) Vendor shall have no right to claim any minimum/definite/guaranteed volume of business.
- (iv) The award of work shall be based on the lowest bid of AMC cost as at A above.

(Name and Signature of Authorized Signatory with seal)

(Signature of the bidder)

Date: