

**SIC/HO/Admn-W/1(xxvii)/03**

**Date: 2-8-2018**

To,

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject- Annual Maintenance Contract for “Cleaning and Disinfection of Underground/Overhead water tanks and Water coolers at NSIC Complex Okhla, New Delhi.**

**Sir,**

Sealed offers from reputed & experienced agencies are hereby invited for taking up the subject work.

You are requested to submit your quote for taking up the subject work as per the scope of work given hereunder:

**Scope of work**

1. Stage I- Removing water manually or with help of suitable capacity of submersible pump.
2. Stage II- Removal of left over dirty water and sludge, manually or with help of sludge removal pump.
3. Stage III- Cleaning of walls, ceiling and floor with help of high pressure jet with pump.
4. Stage IV-Removal of waste water manually or with help of industrial vacuum cleaner.
5. Stage V- Spraying of non-toxic biodegradable, eco- friendly, anti-bacterial agent (certified by NTC, a Govt. approved laboratory for non-toxicity) .to disinfect the tank from all harmful pathogens bacteria.

6. Stage VI- Treatment of inside tanks by exposing UV radiation to kill further suspended or floating bacteria, if any.

While submitting the offer, bidders should enclosed following document along with their quotation:

- I) EMD of Rs.2,000/- (Rupees Two Thousand Only) through Demand Draft drawn in favour of "The National Small Industries Corporation Ltd." payable at Delhi.
- II) Copy of work order and Completion Certificate of minimum two works of similar nature, completed successfully by the bidder during the last five years.

Bidders registered with Micro and Small Enterprises (MSEs) as defined in MSME Procurement Policy issued by department of Micro, Small and Medium Enterprises or are registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion are exempted from the payment of earnest money deposit on submitting the proof of the same along with their bid.

The bidder whose quotation is not supported with the above documents, are liable to be rejected summarily.

The following terms and conditions shall also apply and shall be binding on the bidder submitting their offer:

**Terms and conditions:**

1. Testing of water like arranging the staff for collecting sample, delivering the same to testing lab, collecting test report from the laboratory etc. shall be arranged by the NSIC. The testing charges as per the demand raised by the laboratory shall be borne by the NSIC.
2. Testing of water sample shall be carried out from Delhi Jal Board or NABL approved laboratory, as directed by NSIC.
3. It will be the responsibility of the contractor to carry out the cleaning work properly so that tests reports or in strict conformity of the Delhi Jal Board norm for drinking water. In case any report is not as per norms of Delhi Jal Board, the bidder shall take immediate action to carry out necessary cleaning work and submit the sample again for retesting. However, for collecting sample, delivering the same to testing lab, collecting test report from the laboratory etc. shall be the responsibility of the contractor. Testing charge for re-testing of sample shall also be borne by the contractor.

4. Payment shall be released on quarterly basis, after successful completion of the work. Necessary statutory deduction as applicable shall be effected from the payment released to party.
5. The rate quoted by the bidder shall be firm for the entire duration of the work and shall be inclusive of all materials, labours, POL etc. complete except testing charge.
6. The work has to be carried out in the NSIC Complex and hence rules/regulations as applicable shall be followed by you.
7. The work shall be initially awarded for a period of one year. However, the period can be extended for further one year on the same terms and conditions, based on the satisfactory performance of the party. However, NSIC has the right to terminate the contract, any time by giving one month notice.
8. The quotation in sealed envelope should reach to the Manager (Works), The National Small Industries Corporation Ltd., NSIC Bhawan, Okhla Industrial Estate, New Delhi-110020 on or before- 14-8-2018 upto 3.00 PM, All the quotations received by the due date and time shall be opened on the same day at 3.30 PM.
9. The bidders shall quote their rate strictly on the enclosed per-forma **(Annexure-A)**.

Thanking you,

Yours faithfully

(A R Siddiqui)  
Manager (Work)

**Annexure-A**

**Per-forma**

I hereby submit my quote for carrying out the work- thorough cleaning of , underground and overhead water tanks, water coolers, on Quarterly basis as per the details given below:

PVC over head tanks (5000 liter)	08 Nos.
PVC over head tanks (2000 liter)	07 Nos.
PVC over head tanks (1000 liter)	02 Nos.
PVC over head tank ( 500 liter)	02 nos.
PVC over head tanks( 300 liter)	01 Nos.
RCC over head tank( 40000liter)	01 no.
RCC under ground tank (100000 liter)	01 no.
RCC under ground tanks (75000 liter)	02 Nos.
Water coolers	07 Nos

**Total amount quoted for a period of one year --** Rs. \_\_\_\_\_

**GST** Rs. \_\_\_\_\_

**Total amount** Rs. \_\_\_\_\_

**Total amount in (Words) Rupees** \_\_\_\_\_

**(Bidder's Signature with date and seal)**

