



Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis

(An autonomous organization of Government of Madhya Pradesh)

An ISO 9001: 2015 Organisation

Office: Sushasan Bhawan, Bhadbhada Chouraha, T.T. Nagar, Bhopal (M.P) - 462003

Tel: +91-755-2777316, 2777317, 2777308, 2770765, 2770695, 2770538, 2770761, Fax: +91-755-2777316

E-mail: aiggpa@mp.gov.in, Website: www.aiggpa.mp.gov.in

Sr. no.	Particulars	Remarks
1	Name of AMC	Maintenance of STP (Sewage Treatment Plant)
2	Capacity of STP	25 KLD (Kilo liter per day)
3	Nature of AMC	Comprehensive Maintenance (01 STP operator, complete machinery items, all parts of STP, equipment, materials, maintenance, servicing and cleaning)
4	Estimated cost of AMC	Rs. 2,64,000/- (Yearly)
5	Document Fees	Rs. 500/-
6	EMD	Rs. 10,000/-
7	Duration of AMC	For 03 years on yearly basis (Depend upon the performance)
8	Tender Publishing Date	19.10.2022 from 11:00 AM
9	Bid Submission Start Date	19.10.2022 from 11:00 AM
10	Bid Submission Closing Date	02.11.2022 from 05:00 PM
11	Bid Opening Start date	03.11.2022 from 11:00 AM

**ATAL BIHARI VAJPAYEE INSTITUTE OF GOOD GOVERNANCE
AND POLICY ANALYSIS, BHOPAL (M.P.)**

Sushasan Bhavan, Bhadbada Chouraha,
T.T. Nagar, Bhopal, Madhya Pradesh – 462003

Tel: +91-0755- 2777316, 2777317

Email: aiggpa@mp.gov.in, **Website:** www.aiggpa.mp.gov.in

DOCUMENTS FOR
ANNUAL MAINTNENACE CONTRACT
OF SEWAGE TREATMENT PLANT

TENDER NO. : AIGGPA/01/2022

DOCUMENT PRICE: Rs.500.00 each

CHIEF MANAGER (ADMIN)
AIGGPA, BHOPAL

REGISTRATION DOCUMENT

Contract documents consisting of contract notice, contract form, contract conditions, specifications and technical particulars etc.

Contract No:

For ANNUAL MAINTENANCE CONTRACT OF SEWAGE TREATMENT PLANT

Received Rs.

(Rupees:.....only) vide Money receipt

No..... dated :..... issued on M/s.....

.....

.....

CHIEF MANAGER (ADMIN)
AIGGPA, BHOPAL

AMC FOR SEWAGE TREATMENT PLANT

Sealed tenders are invited in the prescribed forms for undertaking annual maintenance contract (AMC) of Sewage Treatment Plant (STP) available in the office of the **Atal Bihari Vajpayee institute of Good Governance & Policy analysis** located at Bhopal for a period of three years on yearly basis. The details of the tender can be seen from our website www.aiggpa.mp.gov.in and through www.mptenders.gov.in . Interested tenderers has to deposit Rs. 500/- (non-refundable) as document cost along with their tender document. The sealed document complete in all respect should be filled only through online mode through www.mptenders.gov.in latest by 5:00 pm on 02 November 2022. The offers will be received only though online tender and offers after the due date & time will not be accepted.

CHIEF MANAGER (ADMIN)
AIGGPA, BHOPAL

Contact No.: 7000030298

GENERAL CONDITIONS:

Tender Publishing Date	19 th October 2022 from 11 AM
Bid Submission closing Date	02 nd November 2022 up to 5.00 pm
Bid Opening Start date	03 rd November 2022 at 11.00 AM

Online offers are invited on behalf of the Atal Bihari Vajpayee Institute of Good Governance & Policy Analysis, Bhopal for the annual maintenance contract of Sewage Treatment Plant through online mode (www.mptenders.gov.in) up to 5.00 pm on 02nd November 2022 and will be opened 03rd November 2022 at 11.00 AM.

1. The offer documents through online mode will only be accepted along with a non-refundable document charge of Rs.500/-. The tender documents received without the document charges, will be rejected. Payment will be in favor of "AIGGPA Bhopal".
2. No offer without **EMD** of Rs. 10,000/- will be entertained, under any circumstances.
3. Offers received after the due date and time, as stated above, whatsoever the reasons, will not be considered. Participant may only participate through online mode through www.mptenders.gov.in
4. The Atal Bihari Vajpayee Institute of Good Governance & Policy Analysis, Bhopal will not be responsible for delay on any account in receipt of offer documents.
5. The EMD will be released immediately to all offerors through online mode, except L1 and L2, after finalizing the AMC contract. In case the selected offeror fail to execute the agreement, deposit security amount within the stipulated time frame mentioned in the acceptance letter, the EMD so deposited with the offer will be forfeited. The EMD of L2 offered will be released immediately after execution of agreement by the L1 offeror.
6. The performance security will only be discharged/refunded after successful completion of the contract.
7. Though the AMC is invited for three years, but the same will be treated on yearly basis and the continuance of the contract after every year will purely depend upon the last year's performance of the contractor. It will be the full discretion of the Institute either to renew or cancel the contract at any time.

8. The payment of the annual contract for the AMC will be made on quarterly basis. This payment will be made only after expiry of each quarter for which the contractor will have to furnish a certificate duly signed by the Institute stating that there is no complaint pending for rectification along with the bills.
9. The contractor shall require maintaining and ensuring 95% uptime of working of Sewage Treatment Plant (25 KLD). The AMC includes 01 STP operator, complete machinery items, all parts of STP, equipment, materials, maintenance, servicing and cleaning. The AMC includes comprehensive maintenance of STP.
10. AMC charges for the Sewage Treatment Plant added, if any, during the period of contract shall be accepted by the offerer on same terms and conditions on which the AMC contract is signed, but mutually agreed rates.
11. The Service provider will engage one operators for the STP operation. The Service provider will be responsible for operation and maintenance of STP, all the activities of the plant maintaining pumps, blowers, valves, dosing systems etc. The Supervisor/representative shall visit once in a week or whenever required to maintain sewage treatment plant regarding the performance & healthiness of the plant. The Service provider shall depute alternate Operator, if the shift / Mechanic / Operator is on leave / absent / compensatory off. There should be no gap/absent of operating the STP.
12. In case of any issue not resolved by the service provider regarding STP maintenance, The Institute may impose Rs. 1,000/- per complaint/day and the same will be deducted from the bill as penalty. However, if the contractor provides stand-by arrangement within the prescribed period, until the main unit is repaired, Institute shall not charge any penalty. But in case the machine is not rectified within 07 days from the date of lodging of complaint, Rs. 1,500/- per complaint/day will be charged even though standby arrangements are made available to the Institute.
13. The contractor will keep a register with them to make entries of the complaints lodged and will be shown to the Institute, if required.
14. Any loss incurred by the institute due to damage of fittings, equipment etc. during the course of repair the loss at actual shall be borne by the contractor.
15. The offer should accompany with the latest Income Tax clearance certificate and GST Clearance Certificate of the company.
16. All decisions of CEO of the Institute will be binding to both the parties and all disputes will be under the jurisdiction of Bhopal Court only.

17. Offers should be submitted along with self-certified documents in support of information in required in this tender. In case of receipt of offers without attachment of necessary documents and /or documents cost of Rs. 500/- and/or Earnest money deposit the offer will be treated as incomplete and therefore liable for rejection.
18. Details and Documents regarding tender of STP may be downloaded from www.mptenders.gov.in and Institute's website (www.aiggpa.mp.gov.in).

**ATAL BIHARI VAJPAYEE INSTITUTE OF GOOD GOVERNANCE
AND POLICY ANALYSIS, BHOPAL (M.P.)**

MINIMUM REQUIREMENT OF THE OFFERER TO QUALIFY FOR AMC

Eligibility Criteria for the AMC: -

1. The tenderer must have GST registration in the state of Madhya Pradesh.
2. The tenderer must have sufficient skilled man-power for which provident Fund Certificate/proof of employment is to be attached.
3. The tenderer must have made a minimum turnover of Rs 10.00 lakhs in each year during last three years on account of Annual Maintenance Contract of STP.
4. The tenderer must have executed minimum two Annual Maintenance Contract having a minimum value of Rs. 2.00 Lacs each with Govt./Semi Govt./ PSU/ Corporate for STP maintenance from one single organization during previous/current financial year (Please attach copies of such contracts/ orders. A certificate from the Department is to be attached towards proof).
5. All the relevant documents must be in the name of the tendering firm only. The documents of other company like principal or associate companies will not be acceptable.

**ATAL BIHARI VAJPAYEE INSTITUTE OF GOOD GOVERNANCE
AND POLICY ANALYSIS, BHOPAL (M.P.)**

AGREEMENT

This agreement is made on the between M/s.(full address) hereinafter called as the Contractor and The ATAL BIHARI VAJPAYEE INSTITUTE OF GOOD GOVERNANCE AND POLICY ANALYSIS, Bhopal hereinafter called as the Institute whereby it is agreed as follows: -

The Institute has called online offers from the parties and the contractor has submitted their offer for entering an Annual Maintenance Contract for providing trouble-free service to the Sewage Treatment Plant (25 KLD) of the Institute located in Bhopal after accepting all the terms and conditions laid down in the AMC document. Both the parties have agreed as below: -

1. The contractor has agreed to provide service and repair of the STP for a period of three years on yearly basis from the date of issue of final orders or execution of agreement, whichever is earlier by the Institute.
2. Though the AMC is invited for three years, but the same will be treated on yearly basis and the continuance of the contract after every year will depend upon the performance of the contractor. It will be the full discretion of the Institute either to renew or cancel the contract at any time.
3. The payment of the contract amount for the AMC will be paid on quarterly basis. This payment will be made only after expiry of each quarter for which the contractor will have to furnish a certificate stating that there is no complaint pending for rectification.
4. The contractor shall require maintaining and ensuring 95% uptime of working of Sewage Treatment Plant (25 KLD). The AMC includes complete machinery items, all parts of STP, equipment, materials, maintenance, servicing and cleaning. The AMC includes comprehensive maintenance of STP.
5. AMC charges for the Sewage Treatment Plant added, if any, during the period of contract shall be accepted by the offeror on same terms and conditions on which the AMC contract is signed, but mutually agreed rates.
6. The Service provider will engage one operators for the STP operation. The Service provider will be responsible for operation and maintenance of STP, all the activities of the plant maintaining pumps, blowers, valves, dosing systems etc. The Supervisor/representative shall visit once in a week or whenever required to maintain sewage treatment plant regarding the performance &

healthiness of the plant. The Service provider shall depute alternate Operator, if the shift / Mechanic / Operator is on leave / absent / compensatory off. There should be no gap/absent of operating the STP. There should be no gap/absent of operating the STP.

7. In case of any issue not resolved by the service provider regarding STP (25 KLD) maintenance, The Institute may impose Rs. 1,000/- per complaint/day and the same will be deducted from the bill as penalty. However, if the contractor provides stand-by arrangement within the prescribed period, until the main unit is repaired, Institute shall not charge any penalty. But in case the machine is not rectified within 07 days from the date of lodging of complaint, Rs. 1,500/- per complaint/day will be charged even though standby arrangements are made available to the Institute.
8. The contractor will keep a register with them to make entries of the complaints lodged and will be shown to the Institute, if required.
9. Any loss incurred by the institute due to damage of fittings, equipment etc. during the course of repair the loss at actual shall be borne by the contractor.
10. The offer should accompany with the latest Income Tax clearance certificate and GST Clearance Certificate of the company.
11. The payment of the contract amount for the AMC will be paid on quarterly basis. This payment will be made only after expiry of each quarter for which the contractor will have to furnish a certificate stating that there is no complaint pending for rectification.
12. All decisions of CEO of the Institute will be binding to both the parties and all disputes will be under the jurisdiction of Bhopal Court only.

Witnesses:

1. Signature.....
Name:.....
Status:.....
M/s.,
.....Bhopal

(Seal)

2. Signature.....
Name:.....
Status:.....

AIGGPA, Bhopal

ANNEXURE-I

ANNUAL MAINTENANCE CONTRACT OF SEWAGE TREATMENT PLANT

We,

.....
(name of company) wish to sign the annual maintenance contract (AMC) for the Sewage Treatment Plant available in AIGGPA, Bhopal.

We undertake to abide the terms and conditions and thereby maintain the Sewage Treatment Plant offered by the Institute for the AMC for the required period under the conditions hereto mentioned on the rates to be finalised and specified in the agreement, at places to be specified by the Atal Bihari Vajpayee Institute of Good Governance & Policy Analysis, Bhopal within the specified contract period.

Should this contract be accepted, we hereby agree to abide by and fulfill all the terms of this contract and all of the conditions of contract annexed hereto or in default thereof to forfeit by the Institute, or his successors, the penalties or sum of money mentioned in the said conditions.

The sum of Rs. in the form of demand draft No.dated.....of
(bank) is enclosed as Earnest money which shall be retained by the Institute, on account of the security deposit which is specified in this document.

Signature of the Offerer
Dated:.....

Witness:

Address:

**ATAL BIHARI VAJPAYEE INSTITUTE OF GOOD GOVERNANCE
AND POLICY ANALYSIS, BHOPAL (M.P.)**

FORMAT FOR SUBMISSION OF COMPANY PROFILE

ANNEXURE-II

Name of the Company	:	
Address	:	
Phone & Fax No.	:	
Email address	:	
Sales Tax No.(s)	:	
Name of partner(s)	:	
Company turnover for last 5 years (Subsidiary not to be included) (supporting documents are required to be submitted along with the tender)		
Work-order for STP for last 5 years		
AMC with other Departments (Please attach a copy of the agreement executed, besides giving contact person and phone number of each department)	:	(1) (2) (3)
No. of STP's under AMC	:	
No. of parts under AMC	:	
Total AMC Value	:	
Year of Commencement of AMC	:	
Complaint, if any	:	

Signature of the Offeror

**ATAL BIHARI VAJPAYEE INSTITUTE OF GOOD GOVERNANCE
AND POLICY ANALYSIS, BHOPAL (M.P.)**

CERTIFICATE

(to be prepared in the letter head of the department)

This is to certify that M/s..... (full address of the AMC contractor) through their Mr./Ms..... (Name of the person signed the contract with the department) has undertaken Annual Maintenance Contract Sewage treatment plant of this Department from(contract starting date) up to (Contract ending date). It is also certified that M/s..... have/being undertaken the contract assigned to them upto the satisfaction of this Department.

Signature.....

Name.....

Designation.....

Contact No...../Email:.....

(office seal)

(Counter Signed by the offerer)