



NATIONAL INSURANCE ACADEMY
25, BALEWADI, BANER ROAD,
NIA P.O., PUNE 411 045
Tel: 020-27204000/4444, Fax: 020-27204555
Website: www.niapune.org.in

TENDER DOCUMENT
FOR
SUPPLY, INSTALLATION, TESTING &
COMMISSIONING (SITC) OF REVERSE OSMOSIS (RO) WATER TREATMENT
PLANTS AT N.I.A.CAMPUS.

National Insurance Academy (NIA) invites sealed Tender in two bid systems i.e. Technical bid and Financial bid from eligible suppliers/contractors/agencies who have worked for the Government Departments or Semi Government Organizations / Institutes and having proven track record in executing similar works in National Institutes, Higher Academic Institutes, Hospitals, Medical Institutes, Central Govt./State Govt./PSU etc. with an average annual turnover during last 3 (three) years, ending 31st March of previous year, should be at least **Rs.50 Lakh or above**. Proof in this regard should be attached. Detailed terms and conditions, tender format and specifications of the items can be downloaded from the institute's website www.niapune.org.in or can be obtained from the office on all working days (Mon to Fri except on Govt. Holidays) from **18-12-2017 to 07-01-2018 between 10.00 am and 3.00 pm**.

Last date of Sale of Tender Document	03.00 P.M. on 07-01-2018
Cost of Tender Document	500/- To be paid in cash while submitting Tender.
Last Date, time & place for submission of tender document	05.00 P.M. on 07-01-2018 by Speed Post / Courier or Person drop in Tender Box at NIA
EMD (To be attached with Tech Bid by way of DD in favour of National Insurance Academy, payable at Pune.	Rs.8000/-
Date & Time of Opening of Tender Documents	04.00 PM. on 08-01-2018
18.12.2018	DIRECTOR

NOTICE INVITING TENDER

INVITATION TO BID FOR SUPPLY, INSTALLATION, TESTING & COMMISSIONING (SITC) OF REVERSE OSMOSIS (RO) WATER TREATMENT PLANTS AT NIA, BALEWADI, PUNE – 411045.

PART-I

(TECHNICAL BID)

1. On behalf of Director, National Insurance Academy (NIA) we have the pleasure in inviting your competitive tender for the aforesaid work.

2. ELIGIBILITY CRITERIA.

Following eligibility criteria is required to be fulfilled by the tenderer:

- a) The tenderer shall be a registered company/firm/HUF involved in the supply, installation, testing, commissioning and maintenance of Reverse Osmosis (RO) water plants. (Please attach proof).
- b) The tenderer in case of Prime Equipment Manufacturer shall be engaged in manufacturing, supplying, installation, testing & commissioning of Reverse Osmosis (RO) water treatment plants with same or higher specification for at least last 5 years and shall submit a self-declaration on their letter-head, in this regard along with the tender.
- c) The tenderer in case of Authorized Distributor / Authorized Dealer shall be engaged in supply, installation, and testing & commissioning of Reverse Osmosis (RO) Water treatment plants with same or higher specification for at least last 3 years and shall submit a self- declaration on their letter-head, along with the tender.
- d) The tenderer in case of Authorized Distributer / Authorized Dealer shall submit an undertaking, indicating that he/she is/are authorized to sell the product, along with the tender documents. The tenderer must submit authorisation letter from OEM.
- e) The Biding firm/company//HUF/tenderer must be a registered company under relevant act. (Attach proof). The firm/company//HUF/tenderer must be **ISO certified**.
- f) Capability of vendor to complete this task in 30 days after issue of work order. (Attach undertaking)
- g) Undertaking unconditional acceptance of tender term and conditions. (Attach undertaking)
- h) All pages of tender documents must have signed by the tenderer with seal. This is a must.
- i) Tenderer must submit a certificate of undertaking that he is in a position to supply, install, test and commission 02 Nos. of Reverse Osmosis (RO) Water Filtration Plants of 500 LPH and its accessories with a credit of 30 days after clear receipt of completion of task after 'User Acceptance Test' (UAT).
- j) Copy of Valid Sales Tax Registration Certificate / VAT Certificate and Service Tax / GST Registration.

- k) Product Brochures containing detailed description of essential technical and performance characteristics of offered equipment. Product offered should match with the specifications mentioned in the tender.
- l) Audited Balance Sheet and Profit & Loss Account statements (certified by a practicing Chartered Accountant) for the last financial year in support of annual turnover of **50 Lakh**.

3. GENERAL TERMS & CONDITIONS

- a) The tender forms will be available on all working days from 18.12.2017 to 07.01.2018 between 10.00 AM. to 3.00 PM.
- b) The Technical Bid should accompany a Demand Draft of Rs.8,000/- (Rupees Eight Thousand Only) drawn on any Nationalized Bank in the Name of “**National Insurance Academy, Pune**” payable at Pune towards Earnest Money Deposit (EMD). Tender received without EMD or lesser amounts will be summarily rejected.
- c) No alteration or amendments shall be allowed after submission and opening of the tenders.
- d) The “Technical Bid” and “Financial Bid” put in different envelopes duly marked as such on the top of the envelope shall be put in one big envelope. The big envelope should be addressed to the Director, National Insurance Academy and must reach NIA, Pune either by **speed post / Courier / Person drop in tender box** on or before 05.00 PM, on 07.01.2018.
- e) Rate should be clearly written in the columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Over writing of figures is not permitted, failure to comply with either of these conditions will render the tender void at the NIA option. No advice of any change in rate or conditions after opening of the tender will be entertained.
- f) Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of the Contract, Scope of work, Specifications, Special Conditions, etc., as laid down. Any tender with any documents not so signed is liable to be rejected.
- g) The tenders submitted on behalf of the Firm shall be signed by all the partners of the Firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract similarly in case of a company, only the person authorized by the articles of the company can sign. Otherwise the tender is liable to be rejected by the NIA.
- h) The list of technically qualified bidders will be published on the website of NIA on the same day or after technical evaluation.
- i) The financial bids of technically qualified bidders will only be opened on the day as declared on NIA website. The date and time of opening will be intimated.
- j) Tender shall remain open for acceptance by the NIA for a **period of 30 days** from the date of opening the financial bid which may be extended by mutual agreement and the tenderers shall not cancel or withdraw the tender during this period/extended period.

- k) The order will be awarded to **the tenderer on the basis of technical and commercial bid evaluation. The score of technical and commercial evaluation will be combined with weightage of 50% - 50% respectively.**
- m) Selection of a firm for award of contract will not be made solely on the basis of lowest rates quoted by a tenderer. Previous experience/performance, manpower, office location, Company profile, ISO certification etc. will also be considered and priority will be given for technical evaluation.
- n) The tenderer will have to pay security deposit equal to the amount of 5% value of work in the form of fixed deposit or bank guarantee or it can be deducted from his bills. EMD of successful tenderer will be adjusted against security deposit.
- o) The amount of security deposit will be released without interest after satisfactory completion of defect liability period.
- p) The total cost quoted should be exclusive of taxes. Applicable taxes to be mentioned separately. Taxes applicable at the time of invoice will be paid.
- q) NIA reserves the right to accept / reject / select more than one Agency. And to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected tenderers.
- r) The tender will be appraised by committee formed by NIA.
- s) In case of delay in completion of the contract, liquidated damages (L.D.) shall be levied @ 1% of the full value of work per week subject to a maximum of 10% of total contract value.
- t) The Financial bids of suppliers who are not qualified technically will be returned unopened.
- u) The payment will be made within thirty working days after the supply and installation of the plants is completed. No request for any advance of payment should be made in tender document.
- v) The Director, NIA, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason what so ever and does not bind itself to accept the lowest or any specific tender. The decision of Director, NIA in this regard shall be final and binding on the tenderers.
- w) In case of any dispute arising with regards to this tender or its conclusion, the decision of the Director NIA shall be final.

4. DEFINITION

- a) The term Institute shall mean NIA, Pune.
- b) The term tenderer shall mean the tenderer selected by the Institute for Supply, installation, testing and commissioning of Reverse Osmosis (RO) Water Filtration Plants and its accessories at NIA campus.

5. SCOPE OF WORK

- i. Design, Supply, Installation, Testing and Commissioning of **02 Units of (500 LPH)** Reverse Osmosis (RO) Water Treatment Plant with pump, stainless steel 304 kit, fully automatic operation, with auto flush system, microprocessor based control panel and anti scalant dosing facility for drinking water purpose. Filtering Capacity. - **500Ltr/Hr**. The system should be manufactured considering ambient temperature, humidity and other environmental parameters of local conditions.
- ii. Providing 500 LTR Sintex tank for raw water storage purpose. - **02 Nos.** at NIA at the required locations. Necessary fittings including the plumbing works etc. will have to be arranged by tenderer.
- iii. Providing triple layer white line food grade 2000 LTR Sintex make storage tank including the provision of treated water line facilities with suitable plumbing arrangements. - **02 Nos.**
Each unit requires minimum 05 water line points.

Or

Providing 2000 LTR stainless steel 304 grade storage tank including the provision of treated water line facilities with suitable plumbing arrangements. - **02 Nos.**

Each unit requires minimum 05 water line points.

[Either of the tank will be considered for installation]

- iv. The treated water quality for the above RO unit must be met with the Indian standard drinking water specification (BIS 10500:2012) as per following:
TDS : < 100 ppm
Hardness : < 100 ppm
PH : 6.5 to 8.5
Total coliforms : Not detectable
E. coli : Not detectable
- v. The RO Plants will be installed on terrace floor of the MDP and PGP Dining areas at Hostel buildings.
- vi. **Raw Water Test Values recently observed at NIA.**

Sl. No.	Test Description	Value
01	Total Dissolved Solid (TDS)	902 mg/litre
02	pH	7.56
03	Total Alkalinity (as CaCO ₃)	288.55 mg/litre
04	Nitrates (as NO ₃)	52.8 mg/litre
05	Total Hardness (as CaCO ₃)	408 mg/litre
06	Input water Source	Bore well

[There will be seasonal variations in TDS level ranging from 400 to 900 TDS of water source and the offered system should be capable of maintaining pH and TDS level of treated / purified water as mentioned above.]

6. TECHNICAL SPECIFICATIONS:

I. SALIENT FEATURES: [The system should have following features]

- Generally there is a substantial reduction in pH (at times below 6.5) & reduction in output TDS of output water coming out of any RO system especially when input water level has TDS level up to 1200. This is not desirable for drinking purposes and does not meet ISO specifications especially that of pH level and water changes its taste due to low TDS. For maintaining treated water quality standards of drinking water, UF water should be free from E-Coli and Viruses and to be mixed with RO permeate. In case of UV filtration the bacteria free water will mix with RO) permeate for achieving the said result.
- Completely assembled, pre-wired and pre-piped, 'the state of art', Indigenous Technology.
- Micro Processor based control panel for ease of operation and inbuilt process logic.
- Auto start / stop based on water level in the tank.
- Suitable sized MCB for plant protection
- Raw Water pump integrated with plant.
- Integrated Pre-treatment / Pre-filtration module for removal of suspended solids.
- Robust High Pressure Pump.
- Inbuilt protection to High Pressure Pump by way of Low Pressure Switch and High Pressure Switch.
- Membranes from reputed manufacturers.
- Glycerine filled SS pressure gauges for durability
- Online rota-meter for measuring permeate flow
- Powder coated MS skid & plated hardware.
- Blending cartridge provision to adjust taste / TDS and followed by Ultra Filter cartridge or Ultra Violet Disinfection for total safety.
- Automatic Backwashing of filters.

II. PROCESS DESCRIPTION

Raw Water Pump:

The raw water from the required source / raw water storage tank will be pumped by raw water feed pump to Pressure Sand Filter.

Pressure Sand Filter:

Raw water from raw water storage tank pumped by raw water feed pump to Pressure Sand Filter of suitable size FRP Vessel filled with multi grade sand. All the suspended solids and turbidity will be removed with the help of sand bed in the filter. The filter will be backwashed when differential pressure goes above 0.5 kg/cm² or it stops giving desired output or after pre-decided time interval. This will be operated by automatic Multi Port Valve which will ensure the forward and backward flow automatically either flow base or the time base.

Granulated Activated Carbon Filter:

Filtered water from Process Sand Filter will be fed to Activated Sand Filter (ACF) of suitable size FRP Vessel filled with activated carbon having iodine value 1000t to remove free chlorine, remaining organics, odor and colour, with the help of carbon media, thereby improving the taste of water. The filter will be backwashed when differential pressure goes above 0.5 kg/cm² or it stops giving desired output or after pre-decided time interval. This will be operated by automatic Multi Port Valve which will ensure the forward and backward flow automatically either flow base or the time base.

Micro Filtration:

The micro filtration of size 25 micron to 1 micron will remove suspended solids up to 1 micron and in turn will help in improving the life of the UF membrane.

Ultra-Filtration Membrane Module:

UF Membrane module (Indigenously manufactured) will play a significant role in the filtration plant and critical role in enhancing the life of RO Membrane.

Anti-scalant Dosing System:

The hardness salts of Calcium, Magnesium & Silica are likely to be precipitated if concentration exceeds its solubility limit & it may result into scaling of Membrane surface. To prevent this Anti-scalant dosing (scale inhibitor) system is to be provided. The anti-scalant chemical will be added online to protect the membrane from scaling/fouling

Reverse Osmosis System:

The water will then pass through the Micron cartridge filter (MCF) of 5 micron rating and will be given at the suction of high pressure pump (HPP). The water pressure will be boosted up so as to filter the ions and from one side to get pure water (Permeate) where the minerals level in water will be brought down to the limits as desired and from other side to get impure (Reject) water.

Design Philosophy: [OPTION OF UF BASED RO SYSTEM]

The raw water coming from the source will be treated using pretreatment, micro, UF & RO system. Each of these system components is designed to relevant code practices and regulations to ensure sustainable solution under normal operating conditions. The system with provision of RO only will reduce TDS levels drastically hence Ultra Filtration filtered water is to be added to RO output water for bringing the TDS levels to desired limits. This is considering change in raw water parameters due to seasonal variations. **There would be more weightage to UF+RO plant than UV+RO.**

[OPTION OF UV SYSTEM]

In this case filtered water is passed through UV system for disinfection. The permeate water is blended with micron filtered water & UV device, in case of low TDS raw water input to the system.

The tenderer will have to submit the technical specifications, including salient features, process description, schematic diagram, flow chart etc. in case he submits offer for UV based RO system.

III. AUTOMATION IN THE SYSTEM:

1. Automatic Multi Port Valves for every pre-treatment FRP Cylinder should have been provided in the system.
2. The plant is to be equipped with electronic control panel for automatic operation of Ultra Filtration (UF). UF Control Panel will automatically control the operation of the raw water pump & cleaning/backwash pump depending on the water level in the brake tank via electronic float. The control panel will activate the electric actuator valve controlling the operation of the plant along with the cleaning of the UF plant.
3. There will be automatic operation of Reverse Osmosis (RO). RO Control Panel will control the operation of the booster pump and High Pressure Pump (HPP) as per detection of the water level in the brake tank and pressure in the suction and delivery line
4. The low Pressure switch (LPS) on the High Pressure Pump suction line will switch OFF the high-pressure pump when the suction pressure is lesser than the desired pressure.
5. The high-pressure switch (HPS) at the high-pressure pump delivery will switch OFF the high-pressure pump when the set pressure exceeds, to avoid any membrane rupture. (In case of any restriction in the membrane due to scaling/fouling and plugging there will be a restriction for the water flow, which would cause higher inlet pressure)
6. The tenderer will have to submit the automation system details in case he submits offer for **UV based RO system**.

IV INTERCONNECTING PIPING:

1. All interconnecting piping from Feed Pump, Pressure Sand Filter, GAC Filter, and Micro Filter till entry to Reverse Osmosis is to be provided in CPVC.
2. Further to reverse osmosis the interconnecting piping is to be provided in CPVC which will withstand with stand the high pressure.

V LEVEL FLOAT SWITCH:

Raw Water Tank & Pure Water Tank shall have to be fitted with both electronic based LOW LEVEL & HIGH LEVEL ball type floats. These floats will ensure automatic ON & OFF of the respective pumps & hence ensuring fully auto operation of the plant.

VI. SPACE REQUIREMENT:

Upon clearance of techno-commercial clear order the tenderer will furnish the detailed drawing of the system.

VII. TRAINING:

The tenderer will provide the training to NIA's personnel on the day to day operational and the general functioning of the system at the time of the installation and

commissioning. The tenderer will also submit instruction manual on the operation and maintenance of the system.

7. SPECIAL TERMS AND CONDITIONS

- a) The tenderer must read scope of work at Sr. No. **05** including raw water test values thoroughly and in case of any doubt should get clarified before quoting.
- b) Quoted rate should be reasonable and should include all overheads and profits.
- c) Rate should include all taxes, duties, octroi, levies, payment of wages as per act and VAT / Service Tax / GST etc. and should be fixed for the entire contract period. No variation of rates will be allowed. Rates have to be mentioned as per format given in financial bid.
- d) All work excluding single / three phase power supply to RO Plant will be in the scope of the tenderer.
- e) No advance payment will be made by the NIA in any case.
- f) Any discrepancy in settlement of bills may be brought to the notice of the NIA within a period of one month after the settlement of the Bills. The NIA will not entertain any claim regarding any dispute in settlement of the bills after the stipulated period.
- g) The tenderer shall observe all the safety precautions for the safety of the labour and the employees and hostel occupants of the NIA during the execution of works. He would be responsible for the safety of the persons employed by him.
- h) The tenderer shall be responsible for injury to persons or things and for damages to the property which may arise from omission or negligence of the tenderer or their employees, whether such injury or damages arises from carelessness, accident or any other cause whatsoever, in any way connected with carrying out of the work.
- i) All the conditions of the contract shall be binding on the tenderer.
- j) The tenderer shall comply with all the applicable Acts, Rules, Regulations, requirement of Law (s) for entering into contract and the NIA will not in any way be liable or responsible for any default/irregularities/penalties on the contractor's part.
- k) The tenderer shall comply with the provisions of Contract, Labour Regulation & Abolition Act 1970, Minimum Wages Act and all other labour laws and other Statutory Regulations (both Central and States) that may be enforced from time to time by the appropriate authorities. The NIA shall not be held responsible for any penalty on account of failure to adhere to the above labour regulations, etc. The tenderer should be responsible to fulfil all the obligations in connection with the workers employed by him for the purpose of the contract and all the Statutory and other liabilities if any including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the tenderer's account and payable by the concerned tenderer.
- l) The tenderer should obtain necessary permission that may be required for the purpose of this contract from such authorities as may be prescribed by law from time to time.
- m) The tenderer shall be fully responsible and shall compensate the NIA in the event of any damage to men or material, injury/damage or death as the case may be, caused directly or indirectly due to the negligence of the tenderer or his agents and / or his employees or workmen.

- n) The tenderer should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
- o) Any act of indiscipline / misconduct/ theft/ pilferage on the part of any employee engaged by the tenderer resulting in any loss to the NIA in kind or cash will be viewed seriously and the NIA will have the right to levy damages or fine and / or even terminate the contract forthwith.
- p) In case of any default or failure on tenderer's part to comply with all / anyone of the terms / conditions, the NIA reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amounts from dues otherwise payable to tenderer and/or by taking recourse to appropriate recovery proceedings.
- q) The tenderer should not at any time do, cause or permit any nuisance on the site/do anything which shall cause unnecessary disturbances or inconvenience to the occupants/ visitors at site or near the site of work.
- r) On site, lockable storage space will be given as per availability, the security of which will be the responsibility of the tenderer. The NIA will not be responsible for tenderer's materials. The tenderer may be required to vacate the storage space as per exigency without any extra cost.
- s) The tenderer shall not directly or indirectly transfer, assign or sublet the contract or any part of it.
- t) **Payment terms & conditions:** All the payments for work relating to said work would be made after satisfactory completion/commissioning of work, subject to work being executed in accordance with this Contract and scrutiny by the Director NIA, Pune and submission of bill along with measurement sheets. The tenderer will have to pay security deposit equal to the amount of 5% value of work in the form of bank guarantee or it can be deducted from his bills. Performance security will be returned to the party at the end of satisfactory completion of defect liability period. EMD deposited by the successful tenderer shall be adjusted towards security deposit. No interest on security deposit will be applicable.
- u) The Reverse Osmosis (RO) Water Treatment Plant after successful commissioning and testing will be duly handed over to the NIA after which the **work completion certificate** will be issued.
- v) The NIA reserves the right to check the progress of the work and adherence to the technical specifications etc. any time during the installation phase.
- w) The agreement may be terminated by the NIA in case the Party does not adhere to the terms of contract.
- x) All payments by the NIA under this contract will be made only at NIA, Pune by an account NEFT / RTGS after satisfactory completion of work and submission of bill(s) therefore.
- y) All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Pune and Courts in Pune only shall have jurisdiction to determine the same.
- z) The exact location and other details can be ascertained by visiting the site. Location/site/number of equipment, length of pipes etc. can be altered on the spot, as per requirement on the direction of the Director NIA. Other details are given in the Bill of Quantities.

8. WARRANTY & COMPREHENSIVE MAINTENANCE

- a. The equipments offered shall conform to the specifications as given in tender /order and shall be guaranteed against defective design, defective quality material supplied, manufacturing defects etc. for a minimum period of 12 months from the date of supply of Reverse Osmosis (RO) Water Treatment Plant.
- b. The Tenderer have right to offer warranty more than 12 months from the date of supply of Reverse Osmosis (RO) Water Treatment Plant and this aspect would certainly be taken into consideration.
- c. The tenderer shall make necessary arrangements for keeping the sufficient spares at site to minimize the down time.

9. SERVICE FACILITY

In order to ensure proper and timely after sales service, contact details with addresses of service centre nearest to NIA, Pune shall be provided along with the bid.

10. CLAIMS

- a. If the material supplied are found to be off size and shape different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, NIA shall have right to totally reject the goods and/or to prefer a claim for compensation for the part of goods, which are rejected. The supplier shall reimburse to NIA, the actual expenditure incurred, on such goods, within 15 (fifteen) days of its demand.
- b. The tenderer shall be responsible for arranging the rejected goods to be removed at his cost from NIA premises.
- c. The tenderer shall also compensate for losses, if any, sustained by NIA due to defective packing and/or wrong marking of the goods.

11. TIME FRAME

The tenderer should ensure the completion of the work within 30 days from the date of awarding of the contract.

12. FORCE MAJEURE

If either of the parties suffer delay in due execution of their contractual obligation due to the operation of one or more of the force majeure events such as but not limited to, natural disaster, war, earthquake, strikes, lockouts, fire, epidemics, riots, uncontrollable events, civil commotions etc. the agreed time for the completion of respective obligations shall be extended by a period of the time equal to the period of the delay occasioned by such events. On the occurrence and cessation of any such event, the party affected thereby shall give notice in writing to the other party. Such notices to be given within 15 days of occurrence/cessation of the event concerned. If the force majeure conditions continue beyond 30 days the parties shall mutually decide about the future course of action.

13. LIQUIDATED DAMAGES

In case of delay in completion of the contract, liquidated damages (L.D.) shall be levied @ 1% of the full value of work per week subject to a maximum of 10% of total contract value. In case liquidated damages in accordance with the above provision accrue to maximum limit as mentioned, the Director NIA shall be at liberty to rescind the Contract and to get it completed entirely at the risk and cost of the tenderer through any other agency he decides to appoint. All extra expenses incurred shall be recoverable from the money due to the tenderer or lying to his credit with the NIA against the present or any other contract.

NATIONAL INSURANCE ACADEMY
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TECHNICAL BID

(To be enclosed in separate sealed cover with tender – Part I)

Note: A DD for Rs.8,000/- (EMD) should be enclosed with this bid.

a. Name of the tenderer

- a) Full Name of tenderer :
- b) Full postal address :
- c) Telegraphic address :
- d) Mobile number :
- e) Telephone number :
- f) Fax number :
- g) Email id :

b. Monthly supply capacity of goods quoted for

- a) Normal :
- b) Maximum :

c. Total annual turn-over (value in Rupees)

(Previous year 2016-2017) :
(Copy of Balance Sheet / Audit Statement /
IT returns, etc. to be attached as proof)

d. Past supply details for 3 years :
(Attach proof)

- e. Whether similar job work undertaken in the past three years, if so give details.**
(Attach proof)

Customer's Name and Address with contact details	Quantity supplied	Year
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

- f. Have you worked with NIA earlier? If yes, please give details of the work done.**

- g. Please enclose the list of clients to whom you have supplied RO plants in and around Pune City.**

- h. Enclose copies of Work Orders/ Purchase Order/ Letter of Intents /AMC Contracts /Completion Certifications etc.**

Signature and seal of the tenderer

The tenderer has to submit following technical details of the RO System offered to NIA.

**The Technical Bid shall be summarily rejected, if following information is not submitted.
Documents must be attached in following serial order only.**

S.N.	DESCRIPTION		PARTICULARS
01	Raw Water Storage Tank	:	Will be supplied by NIA
02	Raw Water Feed Pump		
	Quantity	:	1 No.
	Capacity	:	-----in Litres per Hour
	Discharge Pressure	:	-----Kg/cm ²
	Material of Construction	:	-----
	Motor Rating	:	-----H.P.
	Make	:	-----
03	Pressure Sand Filter (PSF)		
	Quantity	:	1 No.
	Capacity	:	-----in Litres per Hour
	Min. / Max. Operating Pressure	:	-----Kg/cm ² -----Kg/cm ²
	Material of Construction of Vessel	:	-----
	Media Type of valve: Single / Multiport	:	-----
	Vessel Make	:	-----
04	Activated Carbon Filter (ACF)		
	Quantity	:	1 No.
	Capacity	:	-----in Litres per Hour
	Min. / Max. Operating Pressure MOC of	:	-----Kg/cm ² -----Kg/cm ²
	Material of Construction of Vessel	:	-----
	Media	:	-----
	Media Type of valve: Single / Multiport	:	-----
	Vessel Make	:	-----
05	Antiscalant Dosing System		
	Dosing Pump		
	Quantity	:	1 No.
	Capacity	:	-----in Litres per Hour
	Discharge Pressure	:	-----Kg/cm ²
	Make	:	-----
	Type	:	-----
	Dosing Tank		
	Capacity	:	-----in Litres
	Material of Construction	:	-----Kg/cm ²
	Make	:	-----
06	Micron Cartridge Filter		
	Quantity	:	1 No.
	Capacity	:	-----in Litres per Hour
	MOC of Housing	:	-----
	MOC of Cartridge	:	-----

	Filter Rating Size : 10"/20" Long Make	:	-----micron -----
07	High Pressure Pump		
	Quantity Type of Pump Capacity Discharge Pressure Material of Construction Motor Rating Make	:	1 No. ----- -----in Litres per Hour -----Kg/cm ² ----- -----H.P. -----
08	Booster Pump		
	Quantity Type of Pump Capacity Discharge Pressure Material of Construction Motor Rating Make	:	1 No. ----- -----in Litres per Hour -----Kg/cm ² ----- -----H.P. -----
09	Reverse Osmosis System		
	Quantity Permeate capacity Membrane Type Membrane Specification Make of Membrane No. of Membranes No. of Membrane Housing. MOC of Membrane Housing Skid Material of Construction Piping MOC Electrical Control Panel	:	1 No. -----in Litres per Hour ----- ----- ----- -----Nos -----Nos ----- MS – powder coated ----- -----No.
10	Valves		
	Operation Type Qty MOC Make	:	Automatic/Manual Single/Multi-Port -----Nos -----Nos -----Nos
11	Instrument List:		
	Pressure gauges Pressure switches Conductivity meter Rate of flow indicators	:	-----Nos -----Nos -----No -----No

	Level switches	:	-----Nos
12	Interconnecting Piping		
	Interconnecting Piping Material	:	-----
13	Skid and Cabinet	:	M.S. Powder Coated
14	UF Membrane Module in case of RO with UF		
	Make	:	-----
	MOC	:	-----
15	UV Module in case of RO with UV		
	Make	:	-----
	Qty	:	-----
	Wattage of Lamp	:	-----
16	Warranty offered	:	
17	No. of Service Visits during Warranty	:	
18	List of consumables materials / chemicals required to be procured by NIA during Warranty with required quantity.	:	
19	15 LPH Capacity RO+UF or RO+UV Machine for connecting to Water Coolers at five different locations.		
	Make		
	Model		
	Water Purifying Technology		
	TDS range of input water		
	Wall Mounting		Yes / No
	Purified Water Flow Rate		
	Storage Tank Capacity		
	Warranty		
	Any other details		

**PROFORMA FOR SUBMITTING ELIGIBILITY
REQUIREMENT AND UNDERTAKING**

To,
The Director,
National Insurance Academy
25, Balewadi, Baner Road,
NIA P.O.,
Pune – 411045

Sub: Submission of Tender for “Supply, Installation, Testing & Commissioning (SITC) of Reverses Osmosis Water Treatment Plant”.

Sir / Madam,

Having examined the conditions of contract and specifications including addenda, I/we, the undersigned, offer to undertake Supply, Installation, Testing & Commissioning of **Reverses Osmosis Water Treatment Plants** at NIA, Pune, in conformity with the specifications, terms & conditions of Tender.

- I. I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. I/We hereby unconditionally accept(s) the tender conditions of NIA tender document in its entirety for the above work. It is certified that I/we have not stipulated any condition(s) in our tender offer. In case any condition(s) are found in our tender offer violated after opening tender, I/We agree that the tender shall be rejected and NIA shall without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.
- II. I/We hereby submit the earnest money of [INR 8000.00] for the Tender for the above mentioned work in the form of demand draft.
- III. That, I/We declare that I/we have not paid and shall not pay any bribe to any officer of NIA for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of NIA asks for bribe/gratification, I shall immediately report it to the NIA authorities.
- IV. That, I/We undertake that NIA’s tender document shall form part of contract agreement.

We understand that you are not bound to accept the lowest or any bid, you shall receive.

Thanking you,

Yours faithfully,

Signature of Bidder

Name:

Telephone:

Witness.....

Signature.....

Address.....

Dated:

Enclosures.....

CHECK LIST

**The Technical Bid shall be summarily rejected, if these documents are not attached.
Documents must be attached in following serial order only.**

Sl. No.	Particulars	Yes / No
01.	Technical Bid	
02.	Demand Draft for Rs.8,000/- (Rupees Eight Thousand Only) in favour of NIA, Pune as EMD.	
03.	Proof of involved in the supply, installation, testing, commissioning and maintenance of Reverse Osmosis (RO) Water Treatment Plant from last 03/05 years.	
04.	List of Previous Jobs executed (Must completed at least 03 Jobs). Attach completion certificate.	
05.	Copy of affidavit duly notarized or certificate issued by Competent Authority as a proof of proprietary (in case of Proprietorship firm).	
06.	Copy of appropriate PAN Card	
07.	Audited Balance Sheet and Profit & Loss Account statements (certified by a practicing Chartered Accountant) for the last financial year in support of annual turnover of 50 Lakh .	
08.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last financial year.	
09.	Copy of Registration with Service Tax Department.	
10	Copy of Registration with Sales Tax/ VAT Department	
11.	Undertaking to supply on credit of 30 days after clear receipt of materials.	
12.	Certificate of undertaking that I have read and understand scope of work and specification of Raw water.	
13.	Copy of ISO Certification	
14.	Proof of OEM/Distributor/ Dealer for the RO Plant	
15.	Product Brochure of the equipment and Schematic Diagram / Flow Chart of the R.O. Plant	

(To be executed by the Successful tenderer on a Non-Judicial Stamp Paper of ₹.500/00, as per the draft, after award of contract)

AGREEMENT FOR SITC OF REVERSE OSMOSIS (RO) WATER TREATMENT PLANTS AT N.I.A.CAMPUS

Agreement made at Pune on ----- between National Insurance Academy, Baner Road, Balewadi, NIA P.O., Pune – 411 045 hereinafter called ‘**Academy**’ represented by the Chief Administrator, Authorized Representative, on the one part and M/s. -----

-----address -----

-----, hereinafter called the ‘**Agency**’ (Which expression shall be deemed to include his / their representative heirs, assigns, executors. etc) represented by its **Shri.** -----

----- address: -----

----- on the other part.

Whereas the Agency has agreed to perform the jobs/services set forth in the tender document and its’ annexures, which shall be treated as an integral part of this agreement, upon the terms and conditions governing the contract annexed.

In consideration of the payment to be made by the Academy, the Agency shall duly perform the work set forth in the tender documents and its annexure and shall execute the same with great promptness, care and diligence in a prudent manner to the satisfaction of the Academy and will carry out the performance in accordance with the terms and conditions of contract and will observe, fulfil and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth herein) and the Academy hereby agrees that if the Agency observes and honours the said terms and conditions of the contract, the Academy will pay or cause to be paid to the Agency for the SITC of RO Plants, on the completion thereof, the amount due in respect thereof at the rates accepted.

IN WITNESS WHEREOF BOTH THE PARTIES HAVE SET THEIR HAND TO THIS AGREEMENT AT PUNE ON THE DAY, MONTH AND YEAR WRITTEN FIRST ABOVE. WE HAVE CAREFULLY READ EACH AND EVERY WORD OF THIS AGREEMENT AND HEREBY AGREE TO EXECUTE THE CONTRACT ACCORDINGLY.

Chief Administrator / ZM
NIA

M/s. _____.

WITNESS:

WITNESS:

1. _____
2. _____

1. _____
2. _____

INDEMNITY BOND

(On ₹.500/- Stamp Paper)

**FOR SITC OF REVERSE OSMOSIS (RO) WATER TREATMENT PLANTS AT
N.I.A.CAMPUS.**

This deed of indemnity executed at Pune at this ----- day of the month on -----
----- the year 2016. Between National Insurance Academy registered under the Public
Trust Act having its office at the chief place of business at Baner Road, Balewadi, Pune 411 045.
(herein after called as the "First Party") represented by Mr. -----

AND

M/s. ----- having its office and place of business at -----
----- (herein after called as the "Second
Party") represented by Mr.-----.

WHEREAS THE FIRST PARTY AND THE SECOND.PARTY have signed an agreement on --
----- 2016 for SITC OF REVERSE OSMOSIS (RO) WATER
TREATMENT PLANTS to the First party by the Second Party

AND WHEREAS the First Party wanted the second party to execute an indemnity bond in order
to indemnify the First party against all claims for compensation under the provision of any law
for the time being in force brought into force by or in respect of any workmen employed by the
Second Party while carrying out the contract and against all costs and expenditure incurred out
the contract and against all costs and expenditure incurred by the First Party in the said
connection.

NOW THIS DEED OF INDEMNITY WITNESSED THAT, the Second Party hereby agrees and
undertakes to indemnify and keep indemnified the First Party / against all the claims for
compensation under the provision of any law for the time being in force brought into force by or
in respect of any of the workman employed by the Second Party in connection with execution of
the contract and against all costs and expenses incurred by the First Party in connection
therewith. The First Party Shall intimate in writing immediately any such damage, loss or costs
incurred by it to the Second Party stating the quantum thereof along with the detailed particulars
or as to how and in what circumstances the said costs, damage of loss was incurred. The First
Party shall further be entitled to deduct any loss due from the Second Party from all the money
paid or payable by way of

Compensation as aforesaid and costs or expenses in connection therewith.

This indemnity bond shall be in force from _____ to

IN WITNESS THEREOF THE PARTIES HAVE SIGNED THE INDEMNITY BOND ON
THIS ----- DAY OF _____ MONTH OF _____ YEAR.

For NIA, Pune

For

FIRST PARTY

SECOND PARTY

WITNESS: -

WITNESS: -

1. _____

1. _____

2. _____

2. _____

PART-II

(COMMERCIAL BID)

PART - A SUPPLY AND INSTALLATION				
S.N.	DESCRIPTION	Qty.	Rate per Unit	Total Cost in Rs.
I	Design, Supply, Installation, Testing and Commissioning of 500 LPH capacity fully automatic, Skid Mounted, Cabinet Type, Reverse Osmosis (RO) Water Treatment Plant with pumps, with auto flush system, microprocessor based control panel and anti scalant dosing facility for drinking water purpose with interconnecting and all allied piping work with Ultra Filtration System. A cabinet complete with weatherproof protection as system is to be installed on open terrace.	2 Units		
	OR			
	Design, Supply, Installation, Testing and Commissioning of 500 LPH capacity fully automatic, Skid Mounted, Cabinet Type, Reverse Osmosis (RO) Water Treatment Plant with pumps, with auto flush system, microprocessor based control panel and anti scalant dosing facility for drinking water purpose with interconnecting and all allied piping work with UV System for disinfection. A cabinet complete with weatherproof protection as system is to be installed on open terrace. The system should be manufactured considering ambient temperature, humidity and other environmental parameters of local conditions.	2 Units		
II	Providing triple layer white line food grade Sintex make 500 LTR storage tank with suitable plumbing arrangement.	2 Nos		
III	Providing triple layer white line food grade Sintex make 2000 LTR storage tank including the provision of treated	2 Nos		

	water line facilities with suitable plumbing arrangements. Each unit requires minimum 05 water line points			
	OR			
	Providing 2000 LTR stainless steel 304 grade storage tank including the provision of treated water line facilities with suitable plumbing arrangements. Each unit requires minimum 05 water line points.	2 Nos		
IV	Supply, Installation, Testing and Commissioning of 25 mm UPVC pipe along with all necessary fittings from final treated tank up to water coolers installed at various locations with necessary connections. S.S. clamping should be provided for UPVC down take pipes from various ducts.	200 Mtrs		
V	Supply, Installation, Testing and Commissioning of 15 LPH Capacity RO+UF/UV Machine for connecting to Water Coolers at five different locations.	5 Units		
	Total Amount			
	Add: VAT			
	Add: Service Tax			
	Net Total			
PART - B COMPREHENSIVE MAINTENANCE OF RO PLANT				
Sr. No.	DESCRIPTION	Technical Clarifications		
1	Comprehensive Annual Maintenance Contract of 500 LPH RO Plant including standard replacement of free consumables during AMC. A list and cost of consumables apart from the standard and free consumables should be given separately.	The Scope of work covers for Comprehensive Annual Maintenance Contract of supplied RO Plants inclusive of all parts of the machine and allied accessories / equipments. The scope of work covers services of Technical Staff and replacement of necessary spares on requirement basis. The bidder shall maintain the equipment as per manufacturer's guidelines and shall use standard and genuine components for replacement.		
	Annual Charges for 1st year after Warranty	2 Units	Rs.-----	Total Rs.-----
	Annual Charges for 2 nd year	2 Units	Rs.-----	Total Rs.-----
	Annual Charges for 3 rd year	2 Units	Rs.-----	Total Rs.-----
	Add: Taxes			

2	Comprehensive Annual Maintenance Contract of 15 LPH RO Plant including standard replacement of free consumables during AMC. A list and cost of consumables apart from the standard and free consumables should be given separately.	5 Units	Rs.-----	Total Rs.-----
3	CONSUMABLES REQUIRED FOR 500 LPH RO PLANT	QTY	PRICE	TOTAL COST
4	CONSUMABLES REQUIRED FOR 15 LPH RO PLANT			
	Indicate applicable taxes.			