



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

TENDER NOTICE

SP/T-1817-1

Date: 03/04/2024

**Sub: Annual Maintenance Contract for Plumbing and Sanitary Work
at IEI HQ Building and Old Guest House and cleaning of
Water Tank for the period 01 April 2024 to 31 March 2025**

Sealed tenders are invited in two parts viz. Technical bid (Envelope – ‘A’) and Financial bid (Envelope ‘B’) (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the envelopes separately). Technical Part – Bids (Envelope – ‘A’) shall comprise of compliance documents as mentioned under the Qualification Requirement and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document.

Completed Separate tenders against each of the two (Technical part in one envelope, Financial part in another envelope, and the two envelopes put into one third envelope, with all envelopes superscribed about Name of Work and contents, envelope type whether ‘A’ or ‘B’) should be submitted to the Receiving Cell of IEI by **15th April, 2024**.

All pages of the tender document including tender notice are to be signed by the bidders. IEI reserves the right to reject the tender in full or part without assigning any reason.


Dy Director (NT/IT)

Seal & Signature of the bidder



The Institution of Engineers (India)

Part – A

T -1817-1

Annual Maintenance Contract for Plumbing and Sanitary Work at IEI HQ Building and Old Guest House and cleaning of Water Tanks for the period 01 April 2024 to 31 March 2025

Name of work	Annual Maintenance Contract for Plumbing and Sanitary Work at IEI HQ Building and Old Guest House and cleaning of Water Tanks
Place of Work	The Institution of Engineers (India) 8, Gokhale Road, Kolkata 700020
Period of Work	12 (twelve) months from the date of placement of order.
Security Deposit	Successful bidder is required to submit a Security Deposit of Rs.5000/- by DD or by way of any bank instrument which will be refunded after completion of contract.
Documents required	(1) Copy of registration/incorporation certificate of the company (2) Copy of the PAN Card (3) Copy of the GST Registration Certificate (4) Copy of the work order to be submitted having value not less than Rs.30,000/- during the last three years. (5) Company profile (6) Any other documents in support of Qualification Requirement

Last date of Submission of the Tender: By 4:00 P.M. of 15th April, 2024.



**Annual Maintenance Contract for Plumbing and Sanitary Work
at IEI HQ Building and Old Guest House and cleaning of
Water Tanks for the period 01 April 2024 to 31 March 2025**

QUALIFICATION REQUIREMENT

1. The company should be registered entity and should have PAN and GST Registration.
2. The Agency must have executed one such similar order of the value not less than Rs.**30,000/-** during the last three years.
3. Company profile and clientele list must be provided.

TERMS AND CONDITIONS

1. Security Deposit – Successful bidder are required to submit a Security Deposit of **Rs.5000/-** by DD or by way of any Bank instrument as performance guarantee which will be refunded to you after completion of the Contract without any interest. The vendor should deposit the Security Deposit within 15 days from the date of receipt of Work Order, failing which the same shall be adjusted from the 1st bill during payment.
2. The work order shall be valid for one year and the services may be renewed for another two years on satisfactory performance with same terms and conditions. Maximum 10% rate may be increased at the time of renewal subject to satisfactory service. Decision of IEI is final and binding.
3. In case of unsatisfactory service, IEI reserves the right to terminate the contract at any point of time without showing any reason.
4. IEI reserves the right to reject the tender in full or part without assigning any reason.
5. Any dispute arising during the period of contract shall be under Kolkata jurisdiction.

SCOPE OF WORK

1. The Vendor has to ensure Compulsory visit of minimum three days in a week and as and when required for checking of all washrooms including all pipelines (fresh water and waste water) at IEI HQ, 8 Gokhale Road, Kolkata 700020 during Monday to Friday between 09:30 am – 06:00 pm or beyond the Office hours or on the holidays etc. if required.

2. Replacement of cock, spindle, washer, connector pipe, CP waste, waste pipe, Siphon, ball cock, commode shower, over head shower, telephone shower, wash basin, urinal pot, cistern, connector pipe of Geysers and mixer tap etc, as and when required.
3. Periodical wash of conceal/surface main tap, urinal pipes, sink waste pipe and wash basin pipes including cleaning of blocked concealed pipelines as and when required.
4. Repairing/replacement of cistern and flush valves (including conceal), indoor water/waste pipelines for leakage/broken.
5. Outside water/waste pipe lines repairing/replacement which can be done without hiring of scaffolding. In case there is requirement for scaffolding (including manpower) for any work shall be paid separately, but prior approval from IEI shall be obtained.
6. Cleaning of one 10,000 ltr. & one 2,000 ltr. overhead water tank once in every month.
7. Laying of pipelines for extension of water tap within 10 ft length, if required shall be borne by the vendor.
8. All plumbing parts and materials would be supplied by the IEI as and when required.
9. Rates shall be inclusive of all taxes & duties (if any) but exclusive of GST.

DOCUMENTS TO BE SUBMITTED

- (1) Copy of registration/incorporation certificate of the company
- (2) Copy of the PAN Card.
- (3) Copy of the GST Registration Certificate.
- (4) Copy of the work order to be submitted having value not less than Rs.**30,000/-** during the last three years.
- (5) Company profile.

DATES TO BE NOTED

Last date of Receipt of Tender Papers – **15th April, 2024 by 4.00 pm.**

Signature of Vendor with seal



The Institution of Engineers (India)

PART-B

T -1817-1

**Annual Maintenance Contract for Plumbing
and Sanitary Work at IEI HQ Building and Old Guest House and
cleaning of Water Tanks for the period 01 April 2024 to 31 March 2025**

PRICE PART

Price should be quoted inclusive of all taxes & duties (if any) excluding GST.

Sl. No.	Descriptions	Rate per month (Rs)
1.	Annual Maintenance Contract for Plumbing and Sanitary Work at IEI HQ Building and Old Guest House and cleaning of Water Tanks	
2.	GST	
	Total:	

(In words: Rupees _____ only)

Date: _____

Place: _____

Signature of Authorised Signatory _____

Name of the Company _____

Address with Pincode _____

Telephone & Mobile No. _____

Email: _____

Seal & Signature of the bidder