

**EMBASSY OF INDIA  
KATHMANDU**

**Annual Maintenance Contract  
of  
Water Treatment Plant**

**ESTABLISHMENT SECTION,  
EMBASSY OF INDIA  
KAPURDHARA MARG  
KATHMANDU, NEPAL  
+977-1-4411851  
[estt.kathmandu@mea.gov.in](mailto:estt.kathmandu@mea.gov.in)**

**Embassy of India  
Kathmandu**

**TENDER NOTICE INVITING BIDS**

Embassy of India invites sealed tenders under two bid systems (Technical & Financial Bid simultaneously) from established/reputed agencies for “Annual Maintenance Contract of Water Treatment Plant in the Embassy of India premises.”

2. The last date for receipt of tender in sealed envelope in the O/o HOC, Embassy of India, Kathmandu, is on or before 04 March 2021 up to 17:00 hrs. The date and time of opening for Technical Bid is 05 March 2021 at 11:00 hrs. Entire details of scope of work for tender documents are available on website [www.indianembassy.org.np](http://www.indianembassy.org.np) and [www.eprocure.gov.in](http://www.eprocure.gov.in) and may be collected from JE (Civil) mob no. 9818034332, email: [jecivil.kathmandu@mea.gov.in](mailto:jecivil.kathmandu@mea.gov.in).

3. The bids shall remain valid for 180 days from the date of opening of technical bids. Any future clarification and /or corrigendum(s) shall be communicated through above mentioned two websites.

4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

**Kat/Adm/872/2/2015**

Sd/-  
(Head of Chancery)

### **Instruction to Bidders**

1. The Tender for the work shall be submitted by the Bidder in a sealed envelope marked as “Annual Maintenance Contract for Water Treatment Plant” This sealed envelope shall contain the tender bids in **two separately sealed & superscribed covers**, namely ‘**Technical Bid**’ and ‘**Financial Bid**’, along with the name of the Firm on each envelope.
2. The contents of the bids should be as follows :
  - a) Technical Bid:
    - i.) Bidder Details (Form Attached)
    - ii.) Company Profile
    - iii.) Requisite documents for Pre-Qualification/Evaluation/Exclusion Criteria
    - iv.) Declaration by the Firm/Agency
    - v.) Earnest Money Deposit
  - b) Financial Bid:
    - i.) Schedule of Quantities (rates & amounts duly filled-in). The local taxes etc may be specifically indicated.
    - ii.) Cost Breakdown of Chemical Consumption
    - iii.) Cost Breakdown of Top up of Filter Media
3. The bid shall be valid and open for acceptance of the Competent Authority of Embassy for a period of **180 days** from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any round by successful bidder shall be entertained.
4. Quotation received late (including postal delay)/in open condition not meeting the tender conditions/ incomplete in any respect are liable to be rejected.
5. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words will be taken as authentic and no further clarification will be sought from the bidder.
6. No party shall be permitted to submit quotation for work in the Embassy of India, Kathmandu in which any of their near relatives is an employee. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the Embassy of India. Any violation of this condition which comes to notice of the Embassy of India after the contract is awarded will entitle the Embassy of India to treat the contractor as having committed a breach of contract and to exercise the rights and remedies available to the Embassy of India, Kathmandu on account thereof.

**Proforma for “Bidder Details”**

1.	Name/Address of Agency including PIN Code	
2.	Name of proprietor / Director of Company/ Firm / Agency	
3.	Registrations Details of the Company/ Firm / Agency with date	
4.	Income Tax PAN No.	
5.	VAT/GST Registration No.	
6.	Telephone No. of Office and Mobile No.	
7.	E-mail id/ website address of the agency	
8.	Annual turnover of previous 3 financial years as per duly audited/vetted balance Sheet certified by CA.	
9.	List of Major Corporate Clients	

### **Earnest Money Deposit(EMD)**

#### **Deposit of EMD:**

1. Each Technical Bid must be accompanied with an Earnest Money Deposit (EMD) of NRs. 1,00,000/- (Nepali Rupees One Lakh only) or in equivalent Indian Rupees in the form of a Bank Guarantee(BG)/FDR/Demand Draft(DD) only, drawn on any Nationalized/Scheduled Bank in favour of Embassy of India, Kathmandu.
2. The BG/DD/FDR should be valid for a period of 180 days from the date of opening of Technical Bids.
3. The BG/DD/FDR should be payable at Kathmandu only.
4. EMD must be attached with Technical Bid only, without which the tenders shall not be considered for opening of financial bid.

#### **Earnest money will be forfeited:**

1. If the bidder withdraws his bid during the period of bid validity.
2. In case of the successful bidder, if the bidder fails to sign the contract.

#### **Refund of Earnest Money Deposit (EMD):**

1. Refund of EMD (without any interest) to the unsuccessful bidders shall be made after expiry of the bid validity and latest on or before 30<sup>th</sup> day after **the award of contract**.
2. EMD of successful bidder shall be refunded after award of the contract (without any interest) and the submission of **Performance security** of 8% of the contract value in the form of a Bank Guarantee(BG)/Demand Draft(DD)/FDR only, drawn on any Nationalized/Scheduled Bank in favour of Embassy of India, Kathmandu.
3. **The performance security submitted by the contractor shall remain valid for a period of 60 days beyond the date of completion of the work in all respect.**

**Declaration by the Firm/Agency**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Firm with seal)

Name:

Seal:

Address:

Date:

Phone No. (O):

**Pre-Qualification/Evaluation/Exclusion Criteria**

S. No.	Particulars	Details
1	<b>Experience</b>	<p>a) The contractor/company should have experience of minimum two years in similar type of work. The experience letters from the clients/customer clearly mentioning the level of client satisfaction as Satisfactory/Good/Very good/Excellent shall also be submitted. The similar type of work shall mean “Operation and maintenance of Water Treatment Plants with chemical dosing etc. with minimum discharge capacity of 15000 LPH of at least one unit”</p> <p>b) The agency should have expert and experienced team for such type of work. The agency must provide Certificate for Supervisor, which shows technical qualification as well as experience in Water Management Procedures.</p> <p>c) The experience of working with Diplomatic Missions/Govt. Departments/Hotels is desirable. Certificates from the clients showing such experience shall be attached, if any.</p>
2.	<b>Registration No.</b>	The company/contractor should have a valid Registration Number either in India and/or Nepal. Self-attested copy of documents of registration shall be attached.
3.	<b>Minimum Wages</b>	The contractor will provide Certificate/Undertaking that he will adhere to all the Nepal’s labour laws and will not pay wages less than the minimum wages fixed by the Government of Nepal from time to time.
4.	<b>Turnover</b>	The contractor should have a minimum turnover of Nrs. 30 lakhs per year or equivalent value in INR, during the last 3 financial years. The contractor shall attach a copy of duly audited/vetted copy of balance sheet certified by the CA to substantiate his claims.
5.	<b>VAT/GST</b>	The Contractor shall attach a copy of VAT/GST registration and submit the copy of latest filled VAT/GST return.
6.	<b>Location</b>	The agency must have an office in Kathmandu.

**Note:**

a)The bids of Companies will be rejected if its bid does not meet any of the eligibility criteria mentioned in this tender.

b)All the copies of the document submitted with the bid shall be self-attested. The originals of the submitted copy may be asked for Verification (if required). Non-production of the original document (if asked for) will make the bid liable to be rejected.

c)The bidders will be evaluated on the experience and turnover criteria as under :

EVALUATION CRITERIA /Weightage	RANGE	MARKS
Experience Weightage: 30 %	2-3 years	60
	3-5 years	80
	More than 5 years	100
Client Satisfaction Weightage: 30 %	Satisfactory	60
	Good	70
	Very Good	80
	Excellent	100
Turnover in the last three financial years in Nrs.	30-50 Lakhs per year	60
	50-75 Lakhs per year	80

Weightage: 40 %	More than 75 Lakhs per year	100
<p>d) The Minimum marks required for technically qualifying the bid is 60 Marks when calculated as weighted average as per the weightages for various criteria as mentioned above.</p> <p>e) Only those bidders who qualify in technical evaluation criteria will be eligible for opening of financial bids. Date of opening of the financial bids will be intimated to technically qualified bidders separately.</p>		



## Annexure I Scope of Work

**Sub: Annual Maintenance Contract for Servicing, Maintenance & Operation of Water Treatment Plant (3 nos.) in the Embassy of India, Kathmandu including the Supply of required chemicals in this regard.**

### Scope of work:-(During daily plant operation)

- Operation of Water treatment plant daily.
- Regeneration of organic Scavenger as per requirement.
- Chemical preparation and chemical handling for regeneration.
- Backwash, service & rinsing of WTP plant as per requirement.
- Dosing chemical preparation and handling.
- Site testing of major treated water parameters.
- Supply of trained manpower for daily plant operation.
- Daily plant monitoring with necessary arrangement to test Hardness, Free residual Chlorine, pH and TDS on site.
- Maintaining daily plant operation's log sheet clearly mentioning the recorded test parameters.
- Operating borewell pumps.

### Scope of work :-( Under Expert visit)

- Expert visit every month for smooth functioning of WTP. They should ensure that there is no compromise/laxity in service, maintenance & operation of WTPs.
- Checking the plant performance data against daily log sheet. **The checking of the plant shall be done in the presence of Client representative/ Junior Engineer (Civil).**
- Operator training
- Suggestion for better plant performance to minimize daily operating cost.
- 'Visit Report' submission along with feedback- based on previous month's plant operational performance. The monthly report should be submitted to the client or its representative.

### Scope of work:- (Under Preventive Maintenance).

- Cleaning of Water tanks 3 nos.:- Raw water tank of 1.1 Lakh litre and Treated water tank of 1 Lakh litre quarterly and Fire fighting storage tank of 1 Lakh litre once, in a year as per **the following Specification:**

*The process of cleaning of tanks will be done in following operations:-*

1. Tank shall be emptied of water by pumping & bottom shall be cleaned of silt and other deposits.
2. Entire surface area of the tanks shall be cleaned with pressure jetting of water mixed with cleaning chemical atleast two times thoroughly and finally washing with simple water jet to clean properly the wall surface.
3. Chlorination of RCC internal surface by liquid chlorine.
4. The treated surface shall be dried using air jetting and all loose particles shall be removed from the surface.

*All above mentioned four (4) operations shall be done by making all adequate safety arrangement for the labour including providing them medical aid, rubber gloves, helmets, masks etc.*

- Dismantling of top & bottom cover of vessel, as required.
- Cleaning of strainer assembly and strainer plate as required.
- Washing of filter media and top-up as required **to maintain the efficiency of the plant and treated water quality.**
- Cleaning of WTP area.
- Dumping of old media.
- Facilitation of adequate manpower.

**Scope of work:- (Others)**

- Maintaining the plant including Daily Cleaning and Raw water supply.
- Sharing of Information to Client or **any designated person or Junior Engineer (Civil)** for site requirements.
- Oiling and greasing as well as ensuring proper fittings of equipments.
- Providing required chemicals & salts in consultation with Junior Engineer (Civil) and HOC. The requirement will be intimated in advance to Junior Engineer (Civil). The payment on this account would be made by the Embassy after receipt of Tax invoice(s) from the Agency.
- **Monthly lab test report** which include the following parameters: pH, TDS, Colour, Iron, manganese, turbidity, total Alkalinity, Ammonia, Chloride, Sulphate & **Nitrate from a reputed and certified/registered lab with government of Nepal.**
- Disposal of waste material from the site.

**Annexure II**  
**Additional Conditions**

**Sub: Water Treatment Plant Operation and Maintenance including supply of Chemicals**

1. The contract would be for a period of 12 months from the date of signing the Agreement, which can further be extended for another two years on year to year basis, on the same terms and conditions, subject to requirement and mutual consent of both the parties.
2. **Necessary recovery at penal rates of 10% above the quoted rates** will be made from the bill for non-supply of Operator, or Chemicals. The Operators shall be made available on each day till the completion of the work.
3. **Only the chemicals of best and approved quality/specification shall be used for the proposed work.**
4. Prior approval of Head of Chancery (HOC) must be taken before initiating any major repair work.
5. The agency shall make its own transportation arrangements for all the materials required at the site and disposal of any waste material.
6. Any technical problem arising in the plant would be rectified within the same day for uninterrupted water supply.
7. The workers engaged by the agency will be the employees of the agency and the Embassy will not, in any way, be responsible for any liability/compensation on account of accident, injury or death of workers while performing their work inside the Embassy premises.
8. The agency should provide information on personnel who will be deployed in the Embassy, along with their Security Clearance.
9. The agency shall fully equip its employees for their own expenses.
10. **In case of any mechanical fault the agency has to supply & install all the spare parts in coordination with Embassy. The contractor shall submit the bills against spare part replaced after replacement of spare excluding the installation charges. Only the spare part cost shall be paid by the Embassy if the same is not already included elsewhere in this bid document.**
11. **The fault or damages in the water treatment plant caused due to manhandling or improper operation shall be got rectified by the agency at its own cost.**
12. **The agency shall return all the equipment and machinery handed over to him for operation in the running condition at the completion of the work.**
13. The agency may visit the site and ascertain the scope of work before submitting their bids.
14. **AMC payment will be made on a quarterly basis only after submission of 3 Expert Visit reports required as per the scope of work. However, payment against chemicals and filter media and preventive maintenance will be made on pro rata basis with respect to the quantity that is actually used. Chemicals and filter media procured must be verified by the Embassy, before use for necessary payments.**

**Annexure III**  
**Chemical Consumption**

**Chemical Consumption for Plants Regeneration:-**

S. No.	Name Of Chemical	flow rate m3/hr	Dosage ppm	Working hours	Qty in kg/day	Qty per month(kg)
1	NaCl for Organic Scavenger/Softener	20	NA	20	80	1200
2	NaOH for Organic Scavenger	20	NA	20	8	120

**Chemical Consumption for Daily Dosing:-**

S. No.	Name Of Chemical	flow rate m3/hr	Dosage ppm	Working hours	Qty in kg/day	Qty per month(kg)
1	Alum	20	10	10	2	60
2	Chlorine	20	10	10	2	60

**Annexure IV**  
**Materials Required for Preventive Maintenance(Top up)**

<b>S. No.</b>	<b>Item Description</b>	<b>Required Quantity (Approx.)</b>
1	Graded Mix Sand (Indian sand)	300kg
2	Gravel	450kg
3	Pebbles	100kg
4	INDIONISR- Iron removal Resin	100lits
5	NDION830- Organic scavenger Resin	100lits
6	Activated carbon 1200IV	100kg.

**Annexure V**  
**Manpower Details**

Bidder shall provide manpower mentioned below, for daily plant operation as specified in scope of work.

<b>S. No.</b>	<b>Description</b>	<b>Required Quantity</b>
01.	Site Supervisor cum chemist	1 (9 AM to 5.30 PM)
02.	Plant operator cum helper	2 (For daily double shift: 6 AM to 2 PM & 2 PM to 10 PM)

**In case, any of the AMC personnel is on leave, a suitable replacement must be provided without fail.**

**Annexure VI**  
**Technical Specification**

**UNIT –I(Average Plant Capacity-23000LPH)**

Unit name	Multi grade Sand Filter MGF-1000
Diameter	1000mm
Height of straight	1875mm
Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	23
Filter media	Mixture of 6-14 & 16- 30mesh sand 750kg
Vessel MOC	MSEP
Type of valve	Butterfly
Type of collecting system	False bottom type/header & laterals
Under bed media	300kg
Frontal pipe size	80 MM

Unit name	Iron Removal Filter RF-1000
Diameter	1000mm
Height of straight	2500mm
Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	23
Filter media	INDION ISR resin 800lits
Vessel MOC	MSEP

Type of valve	Butterfly
Type of collecting system	False bottom type/header & laterals
Under bed media	300kg
Frontal pipe size	80 MM

Unit name	Dual Media Filter IRF-1000
Diameter	1000mm
Height of straight	1875mm
Max . working Pr. (Kg/cm <sup>2</sup> )	3.5
Max Flow rate m <sup>3</sup> /hr.	23
Filter media	Mixture of 6-14 & 16-30mesh sand and activated carbon 250kg Activated Carbon (1200IV) & Mix Sand 300kg
Vessel MOC	MSEP
Type of valve	Butterfly
Type of collecting system	Flase bottomtype/header & laterals
Under bed media	300kg
Frontal pipe size	80 MM

Unit name	Organic Scavenger SAC-1000
Diameter	1000mm
Height of straight	1500mm
Max . working Pr. (Kg/cm <sup>2</sup> )	3.5



Max Flow rate m <sup>3</sup> /hr.	23
Filter media	INDION 830 800lits
Vessel MOC	MSRL
Type of valve	Butterfly
Regeneration tank capacity	800X900mm
Under bed media	300kg
Frontal pipe size	80 MM

### **UNIT –II(Average Plant Capacity-8000LPH)**

Unit name	Multi grade Sand Filter
Diameter	24”
Height	72”
Max . working Pr. (Kg/cm <sup>2</sup> )	3.5
Max Flow rate m <sup>3</sup> /hr.	8.5
Filter media graded sand	450kg
Vessel MOC	FRP/GRP
Type of valve	Multiport 40NB SM
Coarse silex quantity	100kg
Type of filter media	6.14 16-30 BS mesh sand

Unit name	Dual Media Filter
Diameter	24”
Height	72”
Max . working Pr. (Kg/cm <sup>2</sup> )	3.5
Max Flow rate m <sup>3</sup> /hr.	8.0

Filter media	200kg mix sand + 150kg Sillex+ 25kg activated carbon
Vessel MOC	FRP/GRP
Type of valve	Multiport 50NB SM

Unit name	Activated Carbon Filter
Diameter	24"
Height	72"
Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	8.0
Filter media	150kg Activated Carbon (1200IV)
Vessel MOC	FRP/GRP
Type of valve	Multiport 50NB SM

Unit name	Softener
Diameter	24"
Height	72"
Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	8.0
Filter media	350 lits
Media Type	INDION 225Na
Vessel MOC	FRP/GRP
Type of valve	Multiport 50NB SM

Unit name	Degasified System
-----------	-------------------

Diameter	350mm
Height	2100mm
Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	10.0
Filter media	Poll ring
Vessel MOC	FRP/GRP
DG pump(SS) capacity	10m3/hr
DG blower motor hp	0.5
DG pump motor hp	2.5

### **UNIT –III (Average Plant Capacity-5000LPH)**

Unit name	Multi grade Sand Filter
Diameter	21”
Height	62”
Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	5
Filter media graded sand	340kg
Vessel MOC	FRP/GRP
Type of valve	Multiport 40NB SM
Coarse silex quantity	100kg
Type of filter media	6.15 16-30 BS mesh sand

Unit name	Duel Media Filter
Diameter	21”
Height	62”

Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	5
Filter media	100kg mix sand + 100kg Silex+ 20kg activated carbon
Vessel MOC	FRP/GRP
Type of valve	Multiport 40NB SM

Unit name	Activated Carbon Filter
Diameter	21”
Height	62”
Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	5
Filter media	110kg Activated Carbon (1200IV)
Vessel MOC	FRP/GRP
Type of valve	Multiport 40NB SM

Unit name	Softener
Diameter	21”
Height	62”
Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	5
Filter media	250 lits
Media Type	INDION 225Na
Vessel MOC	FRP/GRP
Type of valve	Multiport 40NB SM

Unit name	Degasified System
Dia in mm	300mm
Height in mm	2100mm
Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	5
Filter media	Poll ring
Vessel MOC	FRP/GRP
DG pump(SS) capacity	5m3/hr
DG blower motor hp	0.5
DG pump motor hp	2.5

**Schedule of Quantities**

**Water Treatment Plant (3 nos.) Operation and Maintenance for one year.**

<b>S. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate ( per unit)</b>	<b>Amount (NRs.)</b>	<b>Remarks</b>
01.	Maintenance and Operation of WTP as per ' <b>Scope of Work</b> ' <b>excluding the items detailed below.</b> (Annexure I to VI)	Job	12 Months			
02.	Supply of manpower for daily operation-maintenance WTP as per ' <b>Manpower Details</b> '.(Annexure V)	Job	12 Months			
03.	Supply of WTP chemicals for daily smooth plant operation as per ' <b>Chemical Consumption</b> ' (Annexure III) <i>** Also give detailed breakup of cost in the Performa given below</i>	Job	12			
04.	Supply of filter media for yearly top up(as required) and maintenance as per ' <b>Technical Specification</b> ' (Annexure IV and VI) <i>** Also give detailed breakup of cost in the Performa given below</i>	Job	1			
<b>Sub-Total NRs.</b>						
<b>Add VAT @13%</b>						
<b>Total NRS</b>						
<b>Amount in Words</b>						

Signature with Firm's Seal

Dated: \_\_\_\_\_

**Cost Breakdown for yearly Chemical Consumption**  
**(Proforma for Item no. 3 of Schedule of Quantity)**

S.No.	Name of Chemical	Quantity (kg)	Rate( per unit)	Amount NRs.	Remarks
1.	NaCl for Organic Scavenger/Softener	14400			
2.	NaOH for Organic Scavenger	1440			
3.	Alum	720			
4.	Chlorine	720			
<b>Total** (NRs.)</b>					

**\*\* The total of above breakup shall match with the amount in item no. 3 of the Schedule of Quantity**

Signature with Firm's Seal

Dated: \_\_\_\_\_

**Cost Breakdown for Top Up of Filter Media**  
**(Proforma for Item no. 4 of Schedule of Quantity)**

S. No.	Item Description	Quantity	Rate( per unit)	Amount NRs.	Remarks
1	Graded Mix Sand (Indian sand)	300kg			
2	Gravel	450kg			
3	Pebbles	100kg			
4	INDIONISR- Iron removal Resin	100lits			
5	NDION830- Organic scavenger Resin	100lits			
6	Activated carbon 1200IV	100kg.			
<b>Total** (NRs.)</b>					

**\*\* The total of above breakup shall match with the amount in item no. 4 of the Schedule of Quantity**

Signature with Firm's Seal Name

Dated: \_\_\_\_\_