

**EMBASSY OF INDIA  
KATHMANDU**

**Annual Maintenance Contract  
of  
Water Treatment Plant**

**ESTABLISHMENT SECTION,  
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**Embassy of India  
Kathmandu**

**TENDER NOTICE INVITING BIDS**

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

2. The last date of receipt of scope of offer in sealed envelope is on or before 21<sup>st</sup> November, 2018 up to 17:00 hrs. The bid opening date is on 22<sup>nd</sup> November, 2018 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).

3. The bids shall remain valid for 90 days from the date of opening of technical bids. Any future clarification and /or corrigendum(s) shall be communicated through "Tender Notice" section on the Embassy website <http://www.indianembassy.org.np>

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

**Kat/Adm/872/2/2015-Part**

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 bid in two separately sealed & superscribed covers, namely ‘Technical Bid’ and ‘Financial Bid’, alongwith 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 90 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 the the 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 with date	
4.	Income Tax Pan No.	
5.	Service Tax Registration No.	
6.	Telephone No. of Office, Mobile	
7.	E-mail id/ website address of the agency	
8.	Annual turnover of previous year	
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. 50,000/- (Nepali Rupees Fifty thousand only) or in equivalent Indian Rupees in the form of a Bank Guarantee(BG)/Demand Draft(DD) only, drawn on any Nationalized/Scheduled Bank in favour of Embassy of India, Kathmandu.
2. The BG/DD should be valid for a period of 90 days from the date of opening of Technical Bids.
3. The BG/DD 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 to the unsuccessful bidders shall be made after expiry of the bid validity and latest on or before 30<sup>th</sup> day after signing of the contract.
2. EMD of successful bidder shall be refunded after award of the contract(without any interest). 5% Security Deposit shall be deducted from every bill(quarterly) of the agency. The Security Deposit shall be refunded to the Agency after the expiry of the Contract (12 months), provided the Embassy is satisfied with the work (without any interest).

**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**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	<b>Experience</b>	a) The contractor/company should have experience of minimum two years in in this type of work. The self attested copies of experience from the clients/customer should be submitted 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. d) Preference will be given to those contractors which has experience in working with Diplomatic Missions/Govt. Departments/Hotels. Certificates from the clients should be attached, in any.
<b>2.</b>	<b>Registration No.</b>	The company/contractor should have a valid Registration Number either in India and/or Nepal. Supporting documents should be enclosed.
<b>3.</b>	<b>Minimum Wages</b>	The contractor will provide Certificate/Undertaking that he will pay not less than minimum wages fixed by Government of Nepal.
<b>4.</b>	<b>Turnover</b>	The contractor should have a minimum turnover of Nrs. 30 lakhs per year
<b>5.</b>	<b>VAT</b>	Certificate that company/contractor pays VAT regularly and their VAT dues are cleared either in India and/or Nepal
<b>6.</b>	<b>Corporate clients</b>	The contractor should have a minimum 5 reputed clients to whom they are providing their services (satisfaction certificate from clients is essential).
<b>7.</b>	<b>Location</b>	The agency must have a 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) 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.

c) In case, there are more than one lowest bids, the technical bids will be graded on a scale of 1 to 10, 10 being the highest ; the preference will be given to the agency with the highest grades. The final decision will however, be of the Embassy.

**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 and Supply of required chemicals in this regard.**

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

- Daily smooth plant operation.
- Regeneration of organic Scavenger as per requirement.
- Chemical preparation and chemical handling for regeneration.
- Backwash, service & rinse of WTP plant as per requirement.
- Dosing chemical preparation and handling.
- Maintaining daily plant operational log sheet.
- Site testing of major treated water parameters (if required) .
- Supply of trained manpower for daily plant operation.
- Daily plant monitoring with necessary arrangement to test Hardness, FRC, pH and TDS.
- Operating borewell pump.

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

- Expert visit every three months for smooth functioning of WTP.
- Checking the plant performance data against daily log sheet.
- Operator training (if required)
- Suggestion for better plant performance to minimize daily operating cost.
- Visit report submission along with feedback- based on previous month's plant operational performance.

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

- Cleaning of Water tanks 3 nos.:- Raw water tank of 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.
- 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 .
- Re-commissioning of plant.
- 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 Concerned person for site requirements.
- Oiling and greasing as well as ensuring proper fittings of equipments.
- Providing required chemicals & salts in consultation with our 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, Total Alkalinity, Ammonia, Chloride, Sulphate & Nitrate.
- 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. Double recovery will be made from the bill for non supply of Operator, or Chemicals (NO HOLIDAYS for Operators).
3. Only best quality and approved Chemicals should 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 (If required by the Embassy).
9. The agency shall fully equip its employees for their own expenses.
10. The agency has to supply & install all the spare parts. The contractor shall submit the bills against consumable items after replacement of consumable spare except installation charge (material charge only), which shall be paid by the Embassy.
11. The agency may visit the site and ascertain the scope of work before submitting their bids.
12. AMC payment will be made on a quarterly basis. However, payment against chemicals and filter media 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:-**

<b>S. No.</b>	<b>Name Of Chemical</b>	<b>flow rate m3/hr</b>	<b>Dosage ppm</b>	<b>Working hours</b>	<b>Qty in kg/day</b>	<b>Qty per month(kg)</b>
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:-**

<b>S. No.</b>	<b>Name Of Chemical</b>	<b>flow rate m3/hr</b>	<b>Dosage ppm</b>	<b>Working hours</b>	<b>Qty in kg/day</b>	<b>Qty per month(kg)</b>
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 (16X7 hours) 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)

**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 bottomtype/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 bottomtype/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/cm2)	3.5
Max Flow rate m3/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/cm2)	3.5

Max Flow rate m3/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/cm2)	3.5
Max Flow rate m3/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	Duel Media Filter
Diameter	24”
Height	72”
Max . working Pr. (Kg/cm2)	3.5
Max Flow rate m3/hr.	8.0

Filter media	200kg mix sand + 150kg Silex+ 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
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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</b>	<b>Amount</b>	<b>Remarks</b>
01.	Maintenance and Operation of WTP as per 'Scope of Work' (Annexure I and II)	Job	12 Months			
02.	Supply of manpower for daily operation-maintenance WTP as per 'Manpower Details'.(Annexure V)	Job	12 Months			
03.	Supply of WTP chemicals for daily smooth plant operation as per 'Chemical Consumption' (Annexure III)	Job	12 Months			
04.	Supply of filter media for yearly top up(as required) and maintenance as per 'Technical Specification' (Annexure IV and VI)	Job	12 Months			
<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 Chemical Consumption**

S.No.	Name of Chemical	Quantity (kg)	Rate	Amount	Remarks
1.	NaCl for Organic Scavenger/Softener	1200			
2.	NaOH for Organic Scavenger	120			
3.	Alum	60			
4.	Chlorine	60			
<b>Total</b>					

Signature with Firm's Seal

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

**Cost Breakdown for Top Up of Filter Media**

<b>S. No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Rate( per unit)</b>	<b>Amount</b>	<b>Remarks</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.			
<b>Total</b>					

Signature with Firm's Seal Name

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