



**NOTICE INVITING TENDER FOR ANNUAL OPERATION &  
MAINTENANCE CONTRACT OF 400 KLD SEWAGE TREATMENT PLANT**

The Institute invites sealed tender from reputed agencies in single bid system along with EMD for “**Annual Operation and Maintenance Contract of 400 KLD STP Plant**” as per details below:

**Bid Schedule:**

Name of Work	Annual Operation and Maintenance Contract of 400 KLD STP plant at HAH Centenary Hospital, Hamdard Nagar New Delhi-110020
Date of release of the tender	<b>24<sup>th</sup> February 2022</b>
Tender Fee	Rs. 500/- (Rupees Five Hundred only)
Earnest Money Deposit (EMD)	Rs. 30,000/- (Rupees Fifty Thousand only)
Last date and time for submission of tender	<b>7<sup>th</sup> March 2022 upto 3 PM</b>
Date and time of bid opening	<b>7<sup>th</sup> March 2022 at 3:30 PM</b>
Address for submission of tender documents	HAH Centenary Hospital, Block-B, 9 <sup>th</sup> floor Hamdard Nagar New Delhi.
Clarification/Queries, if any, can be addressed to	Engineering & Maintenance Department HIMSAR & HAH Hospital email: <a href="mailto:himsr.engineeringsection@gmail.com">himsr.engineeringsection@gmail.com</a> Phone: 7290971558

The Tender fee and Earnest Money Deposit (EMD) shall be in the form of Bank Demand Draft/Cheque in favour of HIMSAR payable at New Delhi, failing shall be treated as invalid and shall be liable for rejection. The sealed bids duly filled and super-scribed should be deposit in the tender box placed at 9th floor of HAH Centenary Hospital Block-B, by the last date & time of submission of tender.

HIMSAR reserves the right to accept or reject any or all tenders or its part without assigning any reason.

**Medical Superintendent  
HAH Centenary Hospital & HIMSAR  
New Delhi - 110062**



## **Scope of Work**

1. The scope of work includes:-
  - a) 24X7 running operation and maintenance of the STP plant-Regular checking of parameters required for smooth operations of the plants. All measures to operate plants satisfactorily.
  - b) The plants will be operated and supervised by the trained operators, who will maintain necessary log books on daily basis, records of internal and external testing, submit periodic reports etc.
  - c) Regular dosing of chemicals in the system.
  - d) Regular cleaning of bar screen.
  - e) Checking parameters like Odour, pH, BOD, COD, TSS etc. for smooth operations and take immediate action for corrective measures in case of deterioration in any parameter.
  - f) Visit of technical expert/s once in a month to review performance of the plant. An Engineer from the Head office of the agency would visit site, monitor and manage the activities at site to provide necessary technical backup to the site from Head office or otherwise. He will visit site to oversee the entire operations and initiate any major R&M works as required.
  - g) The vendor shall ensure Testing of STP treated water sample as per ISO standards once in a quarter from approved laboratory and report to be submitted by 5<sup>th</sup> of every month.
  - h) To coordinate with maintenance team of HIMSR & HAHCH for any repairs and spares requirement.
  - i) Undertake regular preventive maintenance of all mechanical equipment's as pumps valves etc. and take corrective action whenever required for smooth operations.
  - j) All tools required for day-to-day running and vendor will provide maintenance of the plant.
  - k) All printed log books required for the plants will be provided by vendor.
  - l) The treated water to be supplied for Horticulture and other specified uses.
  - m) Record hourly data of the operations. Maintaining all sorts of records as per requirements viz sheets of system performance, chemical consumption records and daily inlet outlet discharge quantities.



- n) **The Vendor shall fulfill the requirements of various law enforcing agencies / local authorities, such as DPCC, CPCB etc.**
- o) The agency shall not engage any sub-contractor or sublet / transfer the contract to any other agency/person in any manner.
- p) The vendor will be responsible for safety of their deputed staff during performance of duty at site.
- q) In case, any of the staff is not found up to the mark and not able to do work properly, he will have to be changed as per HIMSR & HAHCH instructions.
- r) The agency shall not engage any staff below the age of 18 years. All the staff deployed by the agency shall be medically fit and their antecedent be verified prior to the deployment in the Institute. The agency shall be responsible for the health and wellbeing of his staff.
- s) The agency shall render all assistance in obtaining approvals as required from local authorities for plant operations.
- t) The Contractors will attend all Minor Electrical breakdowns. Major breakdowns / replacements / servicing / repairs in pumps panels motors shall be got done by the Client.
- u) Client will provide sewage water, electricity on continuous basis.
- v) All the materials / chemicals to be used for the operation of STP plant should be of the best quality. All chemicals shall be provided for in the contract value and no extra shall be payable, However all replaceable spare/parts shall be extra as per actuals.
- w) The vendor shall ensure necessary training to supervisors to enhance plant performance and efficiency



## Qualification Criteria

The agencies / companies must fulfill the qualification criteria mentioned below:

S.No.	Particulars	Document (s) to Annex
1	Company must be registered	Certified copy of registration certificate.
2	The tenderers should have the experience to performing the similar works in Hospitals/ Academic Institutes/ Public & Corporate Sector/ MNC etc.  “SIMILAR WORK” means, running operation and maintenance of STP. Manufacturers of such plants with similar experience are also eligible.	Certified Copies of Work orders/ Experience certificate etc. to be submitted.
3	Company should have valid PAN, GST registration etc.	Certified Copy of each document
4	Earnest Money Deposit (EMD)	Rs. 30,000/- in the form of Demand Draft / Cheque in favour of “HIMSAR” payable at New Delhi

### 1. SUBMISSION OF BIDS:

The bid must contain the following in prescribed Performa along with:

- i. Tender Fee
- ii. Earnest Money Deposit
- iii. Original Tender Documents Duly signed & Stamped on all pages of tender documents as acceptance of tender conditions.
- iv. Evidence of successful experience certificate as per clause-2in General Qualification Criteria
- v. Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article of Association (AOA)/ certification of Registration of companies/ Society/ firm including Certificate or Incorporation for change in name, if any, for limited/privatelimited company.
- vi. Copy of Company registration
- vii. Copy of PAN registration



viii. Copy of GST registration

- ix. The price mentioned in figures as well as word in the stipulated format in **Annexure-B** and **Annexure-C** without any condition.
- x. The rate shall be quoted on yearly basis include all the charges (with Break up) including all taxes etc., to complete the work in all respect. HIMSAR & HAHCH will not accept any claim other than mentioned in bid.
- xi. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.
- xii. Sealed envelope with superscription “**ANNUAL OPERATION & MAINTENANCE CONTRACT OF 400 KLD STP**” and deposit in the tender box placed at 9<sup>th</sup> floor of HAHCH Hospital Building ‘B’ Block, by the last date and time of tender submission.
- i. Bids received shall be evaluated as prescribed in the tenderdocument. HIMSAR & HAHCH will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

The agency quoting the lowest rate for AMC shall be considered for award of work. HIMSAR & HAHCH, Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

***Plant Visit: The bidders are required to visit the site to see the actual site for themselves to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved for each plant.***

**The services will be required initial for period of one year.** The contract may be extended based on performance. In this regard decision of the Competent Authority of HIMSAR & HAHCH shall be final.

The rates should be valid for at least 90 days.

The EMD of unsuccessful bidders will be returned within 30 days after award of contract.

**Payment Terms:**

1. Quarterly bill of 25% of the contract value shall be raised in next month.
2. No advance payment will be made under any circumstances.



## 1. GENERAL CONDITIONS

### ANNUAL OPERATION AND MAINTENANCE CONTRACT OF SEWAGE TREATMENT PLANT

#### Common Sewage Treatment Plant:

- i. Collection of sample sewage from individual units at the point of discharge to HAHCH sewer, conducting tests on them to ascertain that these are within the standards fixed by DPCC/CPCB, informing HIMSR & HAHCH of the results and initiating remedial action.
- ii. The treated waste water should comply with the standards given in consent order of CPCB / DPCC / BIS standards
- iii. Name and detailed description of chemicals to be used for treatment if required and their specification may be mentioned.
- iv. Service should be offered round the clock, 365 days in one calendar year. The Bidder shall be responsible for following all labor laws and statutory requirements, insurances pertaining to its employees. The bidder shall Indemnify HIMSR & HAHCH against any Claim on this account. It must retain sufficient reserve of manpower to cater for situations like leave, weekly offs, holidays or any other exigencies etc.
- v. Attendance register: Bidder shall be responsible to maintain biometric / manual records of daily attendance of the staff deployed by it. However the Institute reserves the right to inspect the records & verify attendance as and when required or deemed fit.
- vi. Restrictions: Smoking is strictly prohibited inside the Institute's premises. Non-Compliance may lead to suitable penalty /termination of contract, to be decided by the Institute.
- vii. All disciplinary rules and regulations as enforced are to be followed by the work force of the Contractor during their stay at the premises. Uniforms and safety kits etc. have to be provided to the staff by the successful firm/contractor/agency.
- viii. The Contractor should submit the preventive maintenance schedule for HIMSR & HAHCH approval and its implementation.
- ix. The instruction/s given to the Contractor from time to time should be properly carried out and necessary records of action taken should be maintained in a Log Book.
- x. Any damages caused by the Contractor in existing facilities while carrying out the work shall be made good by the contractor to HIMSR & HAHCH entire satisfaction at their own risk and cost.



- xi. The contractor should fulfill all statutory requirements pertaining to satisfactory performance of the job etc.
- xii. Dismantled / replaced parts should be handed over to HIMSR & HAHCH Engineer in-charge or its representative.
- xiii. **Work involves operation and maintenance of Sewage Treatment Plant, Pump Set, spare and Electric Driven Pump Set etc.**

## **2. DUTIES AND OBLIGATIONS**

### **a. Duties of Operators Deployed:**

- i. The Contractor should submit the names of the persons engaged for the work and they have to report to the Engineer-In-Charge on day-to-day basis. Persons employed should not be changed frequently.
- ii. Operation and the maintenance of STP system comprising of various pumps, motors, blowers, pipelines, setting tanks, filter unit, etc. together with the electrical panels and connections. The Contractor has to keep the area of plant neat and clean.

### **b. Repairs:**

- i. The Contractor has to do all minor repairs, for which no additional labour charges will be paid.
- ii. The firm shall rectify any breakdown in a stipulated time failing which penalty for nonperformance @ 0.5 % per week of delay subject to a maximum of 5% of the contract price will be imposed and in the event of any damage to the property or life or any machinery and installation in the STP arising out of non-performance or negligence of the workers, contractor will be solely responsible. The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output etc.,
- iii. The Contractor should make a service report for all the maintenance jobs carried out and get it counter signed by the Engineer-in-charge.
- iv. The Contractor has to carry out necessary treatment to the sewage.
- v. The Contractor will also provide a Tests Certificate every month of water before and after treatment and certificate have to be obtained from the Delhi Pollution Control Board, For B.O.D, C.O.D, PH, TSS, and O&G etc. as called for..
- vi. The Contractor should maintain logbook, on site test reports etc. upto date as per IS.



- vii. Sewage in the tank and maintaining of the pumps and clearing any chokes / blocks in the conveyance lines lying throughout the internal roads of HIMSAR & HAHCH (refer as built drawings with HIMSAR & HAHCH) using suitable means as recommended by HIMSAR & HAHCH Campus.
- viii. Maintaining in a neat condition all the lightings / fittings as detailed below and handing over the same to CE of HIMSAR & HAHCH on expiry of the O&M period.
- ix. Motors & Pumps
- Cleaning and tightening of all screw connections and terminals on controllers. Examining of fuse contacts and terminals for cleanliness and tightness.
  - Checking the pump immediately after starting the motor, to see if the pump is generating the rated head, by reading the pressure gauge.
  - Checking for any undue vibration of stuffing boxes.
  - Ensuring that the water level in the water source does not drop more than 1 meter above foot valve and water at the receiving end is not wasted by overflow. Checking the bearings of the pump periodically and applying grease sufficiently.
  - Checking the gland packing once in two months.
  - Checking the valves and pressure gauges and tightening the gland at closer intervals when too much leak of water occurs.
  - Checking the exhaust pump, its auxiliaries and impeller periodically.
- x. In case of any problem with the equipment, the firm/agency/contractor shall inform HIMSAR & HAHCH immediately.