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Issued to M/s. \_\_\_\_\_

**UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LTD  
MUMBAI**

Address: UTI Tower, 'Gn' Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051.

Tel No: 022 66786205 / 6312/ 6115. Fax: 022 66786005 / 6364

**FINANCIAL BID**

Name of work:

**Annual Contract for Operation And Maintenance of all  
Plumbing , fire Fighting , Fountain , Water Treatment Plant ,  
Fire Pump Installation , And aqua Guard at UTI Tower "GN"  
Block , Bandra Kurla Complax < Bandra East ,  
Mumbai 400 051.**

Last date of submission of tender	:	3.00 p.m. on 29/10/2014
Date of opening of the Tender	:	3.30 p.m. on 29/10/2014
Venue of the Tender opening	:	UTI Infrastructure Technology And Services Limited UTI Tower, 'Gn' Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051.
Validity of Tender from the	:	120 days
Submitted by	:	
Time of commencement from the Work Order date	:	With In One Week
Documents to be provided	:	Indemnity regarding Central Excise Payments Workmen compensation policy , Agreement.
Earnest Money Deposit	:	Rs. 25,000/- (Rupees twenty Five Thousand only) in favour of UTI Infrastructure Technology And Services Limited payable at Mumbai

Contractor's Signature

Seal

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1. **Essence of contract:** The Vendor shall carry out the work / provide the services/ complete the supply as per the specifications and standards laid out within the stipulated time. **It is clarified that carrying out the work or providing services as per specified quality in specified quantity in specified time is the essence of the contract.** Not adhering to above shall entail UTIITSL to rescind the contract and forfeit the Plumbing deposit and in which case, there shall not be any claims for damages against UTIITSL by the Vendor. Further the UTIITSL shall have the right to get the unfinished services done/supply made, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The Vendor shall also indemnify UTIITSL against any loss, damage, expenses, costs etc, incurred by UTIITSL as a result of the said delay in timely completion of the said services / jobs, by the Vendor.
2. **Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai only.
3. **Submission of bills:** The Vendor shall submit the bills correct/accurate in all respects with required challans / receipts and with all relevant documents as specified by UTIITSL from time to time, by 2<sup>nd</sup> of every month (or any other date specified) for the work carried out / services rendered / material supplied in the previous month and the same shall be settled by UTIITSL by the end of the month or earlier. Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and UTIITSL will take required steps to settle the bill if it is complete in all respect and the goods/ services covered by it are rendered to the satisfaction of UTIITSL.
4. The Contractor need to supply all plumbing material ie C.P.Fittings , Sanitary ware and other G.I Pipe , PVC pipe And Cast Iron Pipe etc. as per the requirement at UTI Tower , The payment will be paid for original Expenses/ Basic cost of material and 15 % over heads & profit, no other charges/incidentals shall be payable on any account.The contractor need to submit the bill along with the Purchase bill , Delivery challan signed by the Concerned engineer.

**The bidders/agencies / contractors/vendors are advised to submit the bills complete in all respects for immediate clearance.**

5. **Inspection:** Wherever required, UTIITSL reserves the right to depute its Officers, Auditors, other officials as it may decide etc. to visit the office / commercial / manufacturing site/s of the selected vendor/s for checking their infrastructure, man power and other related documents mentioned and for checking stock records, quality controls, work processes without advance intimation and the vendor/s will have to provide the necessary documents etc to UTIITSL to help UTIITSL ensure presence of appropriate and adequate controls on various processes. Inspection will be done, if so decided by

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UTIITSL on periodic basis also.

6. **Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the supplier and the service provider have the same meanings with reference to the context. As also, reference to any gender covers both the genders and reference to singular also covers plural also.
7. **Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/amount quoted resulting in altering L1 or L2 or L3 or any other position. Decision of UTIITSL will be binding in this case. The bidder/Vendor/ Agency merely by filling in this tender agree to this delegation of power to UTIITSL to decide in this matter.
8. UTIITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.
9. The Bidder must stamp and initial all pages and sign all forms at the end. The Bidder's participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions.
10. UTIITSL reserves the right to call for further information / documents/ break-up of rates, taxes, etc. to decide on the tenders.

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## UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED

**Name of the Bid: Bid from Agencies for providing “ANNUAL MAINTENANCE CONTRACT FOR Plumbing services SANITARY, FIRE FIGHTING, FOUNTAIN, WATER TREATMENT PLANTS AND FIRE PUMP INSTALLATIONS, Aqua Guard at our UTI TOWER, ‘Gn’ BLOCK, BANDRA KURLA COMPLEX, BANDRA (EAST), MUMBAI-400 051 “**

### **PART II**

#### **Special Conditions:**

- A. Specifications and Quantity
- B. Delivery Schedules
- C. Right to place the orders in parts
- D. Validity of Bids
- E. Unit Rate

#### **A. Specifications and Quantity:**

#### **Specifications: Scope of Work and Other Conditions**

#### **Methodology:**

#### **Special Condition of the Contract:**

1. The tenderer is strictly advised to adhere to all the safety norms and precautions as stipulated in the BIS / NBC standards. The tenderer should follow all the relevant direction on safety and the directions related to safety as given in the tender. Please note that no work is to be carried out without following safety norms. Any instructions from any one against these norms are not to be followed and reported to the client / UTI ITSL in writing. UTI ITSL office will not be responsible for any work or any consequences or any damages arising out of action taken by the contractor which is in violation of this clause.

Additionally,

- The L 2 will be asked to confirm if he can do the work at the lowest rates quoted by L1.
- If the L2 gives a letter confirming that he is ready to carry out the work at the lowest rate (L1), then it can considered to award the work to him also. The condition of this award of work to L 2 on the rates of L1 will be as under:

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1. When L1 denies in writing that he does not have capacity to do the work.
2. When it is observed by UTI Infrastructure Technology And Services Ltd. that L1 has not completed sites in time.
3. When defects are found in the work of L1.
4. When L1 does not take up the work as assigned with the stipulated time period as mentioned in the work order.

1. The contractors who have been restrained to bid due to bad or faulty workmanship or due to delay in carrying out the projects at scheduled time / period after bidding as per our letters reference and date as under :
  - a. UTIITSL/ 590 /Empanelment/2014-15 dated 15-04-2014
  - b. UTIITSL/ 591 /Empanelment/2014-15 dated 15-04-2014
  - c. UTIITSL/ 592 / Empanelment/2014-15 dated 15-04-2014
  - d. UTIITSL/ 593 /Empanelment/2014-15 dated 15-04-2014
  - e. UTIITSL/ 594 /Empanelment/2014-15 dated 15-04-2014
  - f. UTIITSL/ 595 /Empanelment/2014-15 dated 15-04-2014
  - g. UTIITSL/ 596 /Empanelment/2014-15 dated 15-04-2014
  - h. UTIITSL/ 597 /Empanelment/2014-15 dated 15-04-2014
  - i. UTIITSL/ 598 /Empanelment/2014-15 dated 15-04-2014
  - j. UTIITSL/ 2638 /Empanelment/2014-15 dated 09-06-2014
  - k. UTIITSL/ 2639 /Empanelment/2014-15 dated 09-06-2014

shall not be entitled to bid. Even if such agencies download tender for and participate, their bids will be considered invalid.

Where the work is to be carried out in the premises owned or leased by

UTIAMC and UTIAMC is the client and UTIITSL is the consultant then and then alone the following conditions will apply ;

a) After opening of the tenders, UTIITSL would prepare the tender opening sheet, the statement of amount quoted and hand over the same to UTI Asset Management Company Ltd., for further scrutiny of the tenders as UTI Asset Management Company Ltd., is the client who has engaged UTIITSL as consultant and is the entity carrying out the work and the payment authority for the aforesaid work.

b) It will be open for UTI Asset Management Company Ltd., to review the tenders, negotiate with the bidders as per UTI Asset Management Company's rules and regulations. UTI Asset Management Company Ltd., would be the final authority to decide on the vendor /tenderer / bidder to whom the work is to be awarded on the basis of the negotiations carried out by them.

c.) After the finalization of the bidder by UTI Asset Management Company Ltd., as mentioned herein above the work order would be placed by UTI ITSL on behalf of UTI Asset Management Company Ltd., for carrying out the work.

d.) It is clarified that UTIITSL shall have no say or no recommendation or any interference in the award of work which will be completely under the jurisdiction of

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UTI Asset Management Company Ltd., and completely as per the direction of UTI Asset Management Company Ltd.

The tenders for the work shall remain for acceptance for a period as specified on the cover page or the period that may be extended by mutual agreement and the tenderers shall not cancel / withdraw the tenders during that period.

2. **No escalation** in rate shall be paid for the works / services carried out during the contract period or the mutually extended period.
- No claim on account of fluctuation of rates of material and labour will be entertained during the course of work-except for the changes as per the Minimum Wages Act will be effected during the contract period.
  - The taxes or any other tax levy, octroi, excise duty, tools, plants, transportation etc; on the material / any element in their contract shall be payable by the contractor including the income tax and any other taxes shall be payable by the contractor. The rates quoted shall be inclusive of all such taxes, Sales tax, VAT and levies, etc. i.e. **the rates quoted shall be all inclusive.**

**Taxes, Cess, Duty, VAT, Excise, Sales Tax, WCT, Service Tax and other taxes:**

The bid should be inclusive of all the applicable taxes, Cess and any other outgoes payable to any authority but exclusive of service tax on works contract along with Education Cess and Higher education Cess as applicable to this Works Contract Service. The service tax along with Education Cess shall be reimbursed on production of receipt of payment made to concerned authority. **Service Tax alongwith Education Cess and Secondary and Higher Education Cess as applicable to Works Contract Service in terms of Section 66B and Section 67 of Finance Act, 1994 read with Rule 2A of Service Tax (Determination of Value) Rules, 2006 shall be chargeable on the contract. The quantum of service tax chargeable by service provider shall be determined in terms of Section 68(2) of Finance Act, 1994 read with Rule 2(1)(d)(i)(F)© of Service Tax rules, 1004 and Notification No. 30/2012-ST dated 20<sup>th</sup> June, 2012 (as amended). Service Tax Registration Certificate of service provider to be enclosed along with tender application.**

**The quantum of service tax as admissible will be payable on receipt of a demand raised by the service provider on actual service tax paid basis.**

8. The rates should be inclusive of any other present or future outgoes (for the period of contract) by whatever name called. GST, if applicable now, or if made applicable in future, would be on account of the bidder/vendor. TDS as applicable will be deducted by UTIITSL.

3. Termination / Renewal:

Contractor's Signature

Seal

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The UTIITSL has the liberty to terminate the contract without assigning any reasons thereof by giving one-month notice. The UTIITSL reserves its right to renew the contract after expiry of the initial contract at a compensation that may be mutually agreed upon between the contractor and the UTIITSL. The terms and conditions except the compensation as spelt out in the tender notice / acceptance letter to the same shall be applicable strictly in the renewed period.

4. The contractors are requested to inspect the site of work and confirm the site conditions before quoting the rates.
5. All the **materials and workmanship** shall be of the kind described in the schedule of quantities / specifications and in accordance with relevant BIS codes and as per directions of the Engineer-in-charge. The observance of all applicable softy norms and clauses will be the responsibility of the contractor.
6. The contractor shall submit photocopies / originals of vouchers / challans etc., for verification of actual purchases of any material, if so, desired by the Engineer-in-charge even if the rate has been accepted in the tender
7. The contractor has to comply with all the applicable Statutory Acts, Rules, Regulations, requirement of the State / Central Law (s) for entering into maintenance contract and the UTIITSL will not in any way liable or responsible for any default / irregularities / penalties on the part of the contractor.
8. The contractor has to 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 UTIITSL shall not be held responsible for any penalty on failure of the above labour regulations, an indemnity to this effect is to be given.
9. The contractor is responsible to fulfill 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 discharged by the contractor.
10. In the event of the UTIITSL having to incur any liability, financial or otherwise, on account of the workmen employed by the contractor towards Wage, Leave Salary, Uniform, Ex-gratia, Gratuity, ESI, Provident Fund, Workmen Compensation etc; the contractor and his heirs and successors do hereby agree jointly and severally to indemnify and keep the UTIITSL and its successors indemnified against all costs, expenses, losses or damages which the UTIITSL or its successors have incurred / suffered or may incur / suffer in the process.
11. The contractor shall obtain necessary permission that may be required for the purpose of this contract from such authorities as may be prescribed by from time to time.

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12. The contractor should possess a valid license wherever applicable.
13. The contractor / Senior Personnel's employed by the contractor shall visit the site daily and as and when required by the UTIITSL for which no extra payment will be made.
14. The contractor has to provide uniform to their workers engaged at site. They also should have photo identity card.
15. The contractor shall be fully responsible and shall compensate the UTIITSL 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 action of the contractor and / or his agents and / or his employees or workmen. The decision of the UTIITSL in this regard shall be final and binding.
16. The contractor shall not employ any person who is prohibited by law from being employed for fulfilling his obligations under this contract.
17. Any act of indiscipline / misconduct/ theft/ pilferage on and the part of any employee of the contractor resulting in any loss to the Client in kind or cash will be viewed seriously and the UTIITSL will have the right to compensate by levying damages or fine and / or even terminate the contract forthwith.
18. In the normal circumstances the contractor has to carry out work on the same day of the reporting the work. In case of failure of the contractor to perform the job as required by the UTIITSL, the UTIITSL shall have the right to get the work done through any other source and the expenditure incurred shall be recovered from the contractor.
19. In case of any default or failure on the part of the said contractor to comply with all /any one of the terms / conditions, The UTIITSL reserves to itself the right to take necessary steps to remedy the situation including, inter alia, the deduction of appropriate amount/s from dues otherwise payable to the contractor and / or by taking recourse to appropriate recovery proceedings.
20. If any dispute arises on any matter concerning this contract, the decision of the UTIITSL shall be final and binding.
21. The contractor's workers will not be allowed to stay at the work site.
22. The contractor should abide with the rule and regulations for the premises especially on the working hours, entry to the workers to the premises, interpersonal relation with the staff members and these agencies working in the premises.
23. Any damage / loss to the UTIITSL will be rectified at the cost & risk of the contractor.



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24. The workmanship should be of high quality/ standard and the decision of the Engineer-in-charge is final in the regards.
25. The contractors should obtain approvals in any necessary for the work from the statutory bodies on behalf of the UTIITSL. The fees, if any will be reimbursed based on the original receipts issued by them.
26. The tender, which does not fulfill any of the prescribed conditions, will be liable for rejection.
27. This notice shall form part of the contract.

**I. Nature of work:**

1. This tender includes operation and maintenance of all plumbing, sanitary, fire fighting, fountain, **water treatment plants** and fire pump installations and aqua Guard at UTI Tower , 'Gn' Block, Bandra Kurla Complex, Bandra (East), Mumbai- 400 051.
2. The services will be provided for 7 days a week with one day weekly off.
3. However, Contractors need to provide / arrange two plumbers and 1 helper on weekly off day also to ensure all the plumbing services should be functioned properly.
  - a. The services of the plumber shall be available for 24 hrs and 7 days a week.
  - b. The contractor shall provide services of Manpower as per following details.

Sr No	Manpower	Number	Number	Remarks
1	Plumber	3	Skilled Worker	8 hours duty with one weekly off
2	Supervisor	1	Skilled Worker	8 hours duty Sunday Holiday
3	Helper	3	Unskilled Worker	8 hours duty with one weekly off

- c. One supervisor must be available between 9.00 a.m. to 5.30 p.m

**The plumbing contractor should have valid plumbing license issued by competent authority and minimum 3 year experience after obtaining the license.**

As regards the Supervisor, he shall be qualified Plumber with 2 years experience.

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**II. The scope of work includes:**

- a.** Operation and maintenance of all plumbing, sanitary, fire fighting, fountain, water treatment plants and fire pump installations and aqua guard its connected equipment's
- b.** Daily maintenance of the equipments / hydro pneumatic system / connected plants / plumbing installations such as checking and replacement of washers, gaskets, buffers, rings, springs including white zinc and spun yarn and also for the servicing of water closet seals, urinals, wash basins, CP connections and Water cooler inlet and out let etc. keeping the installations neat and tidy, checking the contacts and tightening the screws, checking the over heating of the components etc.
- c.** Major over hauling of all plumbing, sanitary, fire fighting, fountain, , water treatment plants and fire pump installations equipments / hydro pneumatic system / connected plants have to be carried out by the contractor with the help of MCGB / Other agencies as and when required. Charges for these works will be paid by UTIITSL. However, the contractor will have to co-ordinate these works.
- d.** In case of emergency maintenance, and if such maintenance requires attention / supervision / involvement of MCGB / Other agencies, such maintenance will have to be arranged by the contractor.
- e.** Weekly preventive maintenance shall be carried out to all systems. Such activity shall be recorded in the register and a copy of the same shall be enclosed with the bill submitted. No payment shall be made in the absence of this.
- f.** To carry out any other work not enumerated above, but related to maintenance of plumbing, sewerage and drainage work etc.
- g.** The scope shall also include the removal of chokages from the water closets, urinals, wash basins, sinks, water coolers, kitchen equipments, floor traps, soil drain, rain water pipes, porcelain traps and Water cooler inlet and out let and underground drain inside the premises as well as the compound.
- h.** Clearing sledge from the sewage treatment plant periodically and disposing of the same as directed, mixing and feeding chemicals and impurities from the plant as directed the actual expenses for the Sludge removing will be paid separately on the submission of the Proper supporting document approval to be taken from the Component authority.

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- i. The Contractor will be responsible for properly maintaining the inventory of materials stored.
- j. Any emergency major repairs works required to be done to restore the water supply will have to be carried out by the contractor for which suitable charges will be paid as per the prevailing market rates.
- k. The scope of work includes co-coordinating with MCGB / / other agencies for meter replacement, Defective meter testing, laisioning, etc.
- l. The contractor will be compensated to and Conveyance to the MCGB / Other agencies office to fetch their personnel on emergency.
- m. If the meter is defective, compensation will be Rs.200.00 in addition to the auto / taxi fare if the damaged meter is replaced through MCGB within 24 hours of the meter turning defective. In addition, all official charges will be reimbursed subject to production of receipt.
- n. All types of civil works as and when required and as directed.
- o. All the equipments and tools shall be provided by the contractor to the plumber. However, the following minimum tools shall be made available at site:

Welding machine with full accessories	As & when required
Gas Cutter required	1 set As & When required
Drilling machine (both types)	1 set each Mandatory
Pipe wrench all sizes	1 sets each Mandatory
Spanner all sizes	1 sets each Mandatory
Screw Driver all sizes	1 sets each Mandatory
Cutting Plier	2 nos. each Mandatory
Monkey spanner (1 big & 1 small)	1 set each Mandatory
Ladder aluminium (1 big & 1 small)	1 set each Mandatory
Hammer required size	1 set each Mandatory
Rope, washer, bolts, lead pig, gaskets etc.	adequate stock

- III. The monthly bill shall be submitted to UTIITSL's Office in the first week of the succeeding month along with photo copies of the preventive maintenance work carried out,

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IV **Other terms and conditions:**

- a. The approximate salary payable by the Client to the appointed agencies will be based on the Minimum wages Act or as fixed by the UTIITSL or its client. The contractor in turn will pay the salary to the employees employed based on the Minimum Wages Act and by fulfilling all his obligations regarding all the statutory payment.
- b. It shall be the responsibility of the contractor to fulfill all obligations in connection with workers employed by him for the purpose of this contract and all statutory and other liabilities, if any, including Minimum Wages, Leave Salary, Uniform, Ex-gratia, Gratuity, ESI, Provident Fund, Workmen Compensation, if any, etc; in connection therewith shall be discharged by the contractor alone.
- c. In the event of UTIITSL having to incur any liability, financial or otherwise, on account of the workmen employed by the contractor towards Wages, Leave Salary, Uniform, Ex-gratia, Gratuity, ESI, Provident Fund, Workman compensation etc; the contractor and his heirs and successors do hereby agree jointly and severally to indemnify and keep UTIITSL and its successors indemnified against all costs, expenses, losses or damages which UTIITSL and its successors have incurred / suffered or may incur / suffer in the process.
- d. The contractor shall insure each person retained by him, for the period of contract at our site under Workmen compensation policy from a General insurance company. The contractor shall forward a copy of the insurance policy covering the entire contract period to UTIITSL.
- e. The contractor shall obtain any license / permission that may be required for the purpose of this contract from such authorities as may be prescribed by law from time to time.
- f. The contractor shall supervise the working arrangements at the said premises personally daily during the currency of the contract for ensuring strict compliance with his obligations under this contract. If due to some unavoidable circumstances, the contractor himself is not able to supervise, he shall depute, by prior approval, a responsible person acceptable to UTIITSL to supervise on behalf of the Contractor. It is however, to be specifically noted that such deputation or delegation shall not discharge the contractor from any obligation under this contract.
- g. The contractor shall be fully responsible and shall compensate UTIITSL 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 action of the contractor and / or his agents and / or his employees or workmen. The decision of UTIITSL in this regard shall be final and binding.

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- h. The contractor shall not employ any person who is prohibited by law from being employed for fulfilling his obligations under this contract.
- i. Any act of indiscipline/misconduct/theft/pilferage on the part of the employee of the contractor resulting in any loss to UTIITSL in kind or in cash will be viewed seriously and UTIITSL will have the right to levy damages or fine and / or even terminate the contract forthwith.
- j. In case of failure of the contractor to perform the job as required by UTIITSL, UTIITSL shall have the right to get the work done through any other source and the expenditure incurred shall be recovered from the contractor.
- k. In case of any default or failure on the part of the said contractor to comply with all / any one of the terms / conditions, UTIITSL reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to the contractor and / or by taking recourse to appropriate recovery proceedings.
- l. If any dispute arises on any matter concerning this contract, the decision of UTIITSL shall be final and binding.
- m. Any breach of the terms of this contract by the contractor will entitle UTIITSL for appropriate liquidated damages related to the cause of action and/or to terminate the contract forthwith in writing without notice in that behalf. On such termination, the contractor shall promptly vacate the premises without any hindrance of any kind whatsoever.

**VIII. Termination of the Contract:**

Subject to the terms and conditions set out hereinabove, either party shall be entitled to terminate the contract earlier than the stipulated period hereinabove by giving one month's notice in writing or compensation in lieu thereof to the other party.

**Taxes, Cess, Duty, VAT, Excise, Sales Tax, WCT, Service Tax and other taxes:** The bid should be inclusive of all the applicable taxes, Cess and any other outgoes payable to any authority but exclusive of service tax on works contract along with Education Cess and Higher education Cess as applicable to this Works Contract Service. The service tax along with Education Cess shall be reimbursed on production of receipt of payment made to concerned authority. **Service Tax alongwith Education Cess and Secondary and Higher Education Cess as applicable to Works Contract Service in terms of Section 66B and Section 67 of Finance Act, 1994 read with Rule 2A of**

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**Service Tax (Determination of Value) Rules, 2006 shall be chargeable on the contract. The quantum of service tax chargeable by service provider shall be determined in terms of Section 68(2) of Finance Act, 1994 read with Rule 2(1)(d)(i)(F)© of Service Tax rules, 1004 and Notification No. 30/2012-ST dated 20<sup>th</sup> June, 2012 (as amended). Service Tax Registration Certificate of service provider to be enclosed along with tender application.**

**The quantum of service tax as admissible will be payable on receipt of a demand raised by the service provider on actual service tax paid basis.**

8. The rates should be inclusive of any other present or future outgoes (for the period of contract) by whatever name called. GST, if applicable now, or if made applicable in future, would be on account of the bidder/vendor. TDS as applicable will be deducted by UTIITSL.

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## PREAMBLE OF THE BILL OF QUANTITIES

### ANNUAL CONTRACT FOR OPERATION AND MAINTENANCE OF ALL PLUMBING, SANITARY, FIRE FIGHTING, FOUNTAIN, WATER TREATMENT PLANTS AND FIRE PUMP INSTALLATIONS and AQUA GUARD IN UTI TOWER, 'Gn' BLOCK, BANDRA KURLA COMPLEX, BANDRA (EAST), MUMBAI-400 051.

Generally, the working hours for the plumbers / operators would in three shifts and details of the same will be fixed by UTIITSL depending upon the requirements.

1. The contractor should appoint Supervisors and also to arrange material at site whenever required.
2. Periodical maintenance of operation and maintenance of all Plumbing, Sanitary, Fire Fighting, Fountain, Sewage Sullage Treatment Plant, Water Treatment Plants and Fire Pump Installations , aqua Guard In UTI Tower, 'Gn' Block, Bandra Kurla Complex, Bandra (East), Mumbai-400 051
3. The contractor need to drain out the water in time to time in the electrical room at basement . If any leakage found at UTI tower the contractor need to attend through the Plumber and Helper who had on duty at UTI Tower , BKC, No extra payment will be paid against labour.
4. Any material purchased for the attending the leakage the payment will be release against submission of the original voucher.
5. The charges quoted should be inclusive of wages, transportation, supply of maintenance of kit containing all tools and equipment required for the work. Transportation, incidental charges, contractors profit, overhead, etc. The charges should be inclusive. No additional payment would be admissible. T.D.S will be deducted.

#### C. Comparison of bids and placing of orders: Right to place the orders in parts

- i. The Financial bid will be compared on the basis of **SERVICE CHARGES ONLY** quoted by the manpower service provider/ bidder in the Financial Bid.
- ii. The bids most favorable to UTIITSL i.e. with the **lowest service charges (L1) would be selected for implementation.**
- iii. Such lowest bids would be declared as the basic rates for each category on which the order would be placed to the bidders.
- iv. **The service charges of the Contractor will remain fixed for a period of TWO year from the date of the work order.**

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UTIITSL reserves the right to reject any or all the tenders without specifying any reason thereof.

F Validity of Bids: The Financial bids will be valid for 120 days.

d) **Period of contract:** This contract would be for a period of TWO year. The contract will be review every year, if the services found satisfactory may be extended. However this option can be exercised only by UTIITSL



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## FINANCIAL BID

### IMPORTANT NOTE FOR PRICE BID SUBMISSION

The Financial bid form consists of Service Charges only which are to be filled by the Agencies.

The salary would be paid as per the Minimum Wages Act in Maharashtra.

### Documents required to be submitted along with Tender form for eligibility

Sr No	Documents Required to be Submitted	Issuing Authority
1	Completed filled Financial bid form (part I )duly signed by competent authority under seal.	Bidder
2	All the pages of this tender form (part I and II) duly signed under Agency / company/ contractor seal on each and every page by competent authority.	Bidder
3	The tender should be accompanied by Earnest Money Deposit (non-interest bearing) of Rs.25,000/- (Rupees Twenty Five Thousand Only) and non- refundable Tender fee of Rs.500/00 by way of Demand Draft / Pay Order in favour of "UTI Infrastructure Technology And Services Ltd" payable at Mumbai	DD by nationalized /approved Scheduled Bank
4	The Plumbing Agencies / Contractors / Applicants agency preferably be registered with PSUs, Government Departments, government agencies / bodies, reputed Private Sector Companies/ Hotels etc. or should have completed contracts from these agencies as specified in the technical bid.	Company Auditors
5	Bank Solvency certificate for Rs.3 lakh	Agency Bank
6	The agency should have the experience in providing Plumbing services, for a total period of 3 years with any reputed organization. ( <b>to be enclosed in the technical bid - as specified in the technical bid</b> )	Work order Company/ Bank/PSU etc
7	Registration No. under the Employees' Provident Fund (PF) Act (attach copy) ( <b>to be enclosed in the technical bid - as specified in the technical bid</b> )	EPFO
8	Registration No. under Employees' State Insurance (ESI) Act (attach copy) ( <b>to be enclosed in the technical bid - as specified in the technical bid</b> )	ESIC
9	Registration No. under Shop and Establishment Act (attach copy) ( <b>to be enclosed in the technical bid - as specified in the technical bid</b> )	Municipal Corporation
10	PAN No. : (attach copy) (( <b>to be enclosed in the technical bid - as specified in the technical bid</b> )	Income Tax
11	License No. under Contract Labor (CL) (Regulation & Abolition) Act (if required to run such a service after allotment of work from the local	Central Labor Office

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	authorities). (attach copy) ( to be enclosed in the technical bid - as specified in the technical bid )	
12	Service Tax Registration Number : (attach copy) ( to be enclosed in the technical bid - as specified in the technical bid )	Board of Central Excise & Customs
13	Any other permission/license required, to carry out the Housekeeping / security business from Government / Municipality / Labor Act etc. Please list and attach copy of the same ( to be enclosed in the technical bid - as specified in the technical bid )	Issuing authority

**Specific work at the site for providing Plumbing services:**

a	Operation and maintenance of all plumbing, sanitary, fire fighting, fountain plant, water treatment plants and fire pump installations And aqua guard at UTI Tower, 'Gn' Block, Bandra Kurla Complex, Bandra (East), Mumbai- 400 051.				
b	The contractor needs to drain out the water in time to time in the electrical room at basement. If any leakage found at UTI tower the contractor need to attend through the Plumber and Helper immediately that had on duty at UTI Tower, BKC, No extra payment will be paid against labor. Any material purchased for the attending the leakage the payment will be release against submission of the original voucher.				
c	Produce periodic reports on fire audit, Plumbing functional audit, danger speculations for the premises.				
d	Maintain records of incidents.				
e	Maintain contacts of important emergency action agencies like fire departments, police, hospitals etc.				
f	Adequate strong programmed on various aspects such as technical, safety and good Plumbing.				
g	The service provided will ensure availability to the deputed Plumbing personnel at the site the minimum equipments and items to ensure efficient services 24 hours a day and seven days a week				
h	The minimum equipments available and possessed by the Plumbing must be : Spanner / washers / . The Plumbing staff shall be constantly stationed at various posts/duties in the premises as per the direction of the Head guard / UTIITSL or its clients.				
i	No. of employees proposed to be employed with break up details for the following at the above site.				
j	Detailed Estimated requirement of Plumber / supervisor and helper is as follows. The number may vary depending upon our requirements as this is an estimate.				
	Sr No	Manpower	Number	Number	Remarks
	1	Plumber	3	Skilled Worker	8 hours duty with one weekly off
	2	Supervisor	1	Skilled Worker	8 hours duty Sunday Holiday
	3	Helper	3	Unskilled Worker	8 hours duty with one weekly off

Contractor's Signature

Seal

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k	Maintain records of incidents.
l	Maintain contacts of important emergency action agencies like fire departments, police, hospitals etc.
m	Adequate strong programmed on various aspects such as technical, safety and good Plumbing.

D. **Unit Rate:** Rate to be quoted per manpower per month for service charges only.

**Comparison of bids and placing of orders:**

- i. The Financial bid will be compared on the basis of service charges quoted by the manpower service provider/ bidder in the Financial Bid form.
- ii. The bids most favorable to UTIITSL i.e. with the lowest service charges would be selected for implementation. Such lowest bids would be declared as the basic rates on which the work order would be placed to the bidders.
- iii. After fixation of rates of the lowest rates received, the orders would be placed to the agency who has quoted the lowest rate. On his (lowest bidders) inability to provide the required manpower either number wise or location wise or experience/qualification wise, within the specified time frame of 03 days/10 days for interview as per Clause mentioned then UTIITSL reserves the right to offer the assignment to any other agency/ bidder on the lowest rates so quoted for the said category.
- iv. UTIITSL reserves the right to reject any or all the tenders without specifying any reason thereof.

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Bid Form (To be submitted on the letter head of the Agency)

**Deputy Vice President**

UTI Infrastructure Technology And Services Ltd  
 UTI Tower, GN Block Bandra Kurla Complex 400051  
 Sir,

**Sub:** Agency for Supply of Manpower for ANNUAL MAINTENANCE CONTRACT FOR PLUMBING, SANITARY, FIRE FIGHTING, FOUNTAIN, AQUA GUARD, WATER TREATMENT PLANTS AND FIRE PUMP INSTALLATIONS and Aqua Guard SERVICE at our TOWER, 'Gn' BLOCK, BANDRA KURLA COMPLEX, BANDRA (EAST), MUMBAI-400 051

This is with reference to your tender due on as specified on the cover page no 1. We are in the Manpower outsourcing business. We have provided adequate number of manpower to various government/ Public Sector Undertakings / Private Organizations. We are agreeable to provide the copies of work orders. We are interested in getting our Company / firm empanelled in your organization for supply of Plumbers / helpers / Plumbing Supervisor in Mumbai.

We understand that UTIITSL is not bound to accept any proposal they may receive and that the evaluation would be verified based on the applicable eligibility criteria and the supported specific documents submitted by us.

We have read and understood the details as given in the tender information (Part I and Part II) regarding the Scope of Work and Terms and Conditions for the selection of vendors for this tender and bidding for the contract. The tender conditions are acceptable to us. We have been given all the required information to UTIITSL. We certify that we are eligible and qualified as per the said Terms. The duly signed copies of the terms are attached herewith. We understand that cost comparative statement will be prepared for items and L1 (lowest agencies) will be decided by UTIITSL based on the service charges quoted per manpower per month.

In case of any ambiguity between arithmetic calculations, the rates will be considered correct and the amount will be derived on the basis of the rates quoted and the quantity originally mentioned in the Tender.

In case of difference in price quoted, the price in words will be taken as final.

The Agency /Bidder has to bid only his Service Charge (exclusive of Service tax) per candidate per month for comparison of financial bid as per the Table below :-

Sr. No	Particulars	Only <u>Service Charges</u> to be quoted_(Rate quoted per month per man power) ( in Numerical and in words]
1.	ANNUAL MAINTENANCE CONTRACT FOR PLUMBING, SANITARY, FIRE FIGHTING, FOUNTAIN, WATER TREATMENT PLANTS, FIRE PUMPS, AQUA GUARD AT TOWER, 'Gn' BLOCK, BANDRA KURLA COMPLEX, BANDRA (EAST), MUMBAI-400 051	Rs. (in Figure)  Rs. (in Words)

**Yours faithfully**

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm: PAN Number of the agency:

Address:

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Signature

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**Check list for submission of Bids**

<b>Sr No</b>	<b>Documents Required to be Submitted</b>	<b>Issuing Authority</b>
1	Completed filled Financial bid form duly signed by competent authority under seal.	Bidder
2	All the pages of this tender form duly signed under Agency / company/ contractor seal on each and every page by competent authority.	Bidder
3	The tender should be accompanied by Earnest Money Deposit (non-interest bearing) of Rs.25,000/- (Rupees Twenty Five Thousand Only) by way of Demand Draft / Pay Order in favour of "UTI Infrastructure Technology And Services Ltd."	<b>DD National authorized Scheduled Bank</b>
4	The Plumbing Agencies / Contractors / Applicants agency preferably be registered with PSUs, Government Departments, government agencies / bodies, reputed Private Sector Companies/ Hotels etc. or should have completed contracts from these agencies for an amount not less than Rs. 1 lacs on yearly basis.	Company Auditors
5	Bank Solvency certificate for Rs.3 lakh	Bank where the Agency has account
6	The agency should have the experience in providing Plumbing services, for a total period of 2 years with any reputed organization.	Work order Company/ Bank/PSU etc
7	Registration No. under the Employees' Provident Fund (PF) Act (attach copy)	EPFO
8	Registration No. under Employees' State Insurance (ESI) Act (attach copy)	ESIC
9	Registration No. under Shop and Establishment Act (attach copy)	Municipal Corporation
10	PAN No. : (attach copy)	Income Tax
11	Licence No. under Contract Labour (CL) (Regulation & Abolition) Act ( if required to run such a service after allotment of work from the local authorities). (attach copy)	Central Labor Office
12	Service Tax Registration Number : (attach copy)	Board of Central Excise & Cust
13	Any other permission/license required, to carry out the Housekeeping / security business from Government / Municipality / Labor Act etc. Please list and attach copy of the same	Issuing authority

Contractor's Signature

Seal