

# Quality Council of India (Board NABL)

Plot No.45, Sector-44, Gurugram-122003, HARYANA

No. NABL/WH/2020-21

Dated 15/03/2021

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Quality Council of India (Board NABL) having its office at, Plot No.45, Sector-44, Gurugram-122003, Haryana, intends to award contract for “Servicing and Maintenance of Water Harvesting Plant” installed in this office. The scope of work for servicing of water harvesting plant & format for submission of quotation is as follows:-

Scope of work for Servicing of One Water Harvesting Plant of Approx Size 10' x 10' x 8':-			
S. No.	Particulars	Rate	Amount Rs.
1	Removals of existing filter material from the pit(s).		
2	Removal of mud/sludge from the pit(s).		
3	Cleaning of filter material (Media) removed.		
4	Servicing & cleaning of one recharge bore well by compressor machine (Maximum 8-9 Hrs.)		
5	Inserting the filter media back to the pits.		
6	Cleaning of 24 Nos silt chambers & drain line.		
7	Disposal of Debris and restoration of site in as it is condition.		
	Taxes (as applicable)		
		<b>Total</b>	

We request you to send the sealed quotations in the above format in a sealed envelope superscripted “**Quotation for Servicing of Water Harvesting Plant**” addressed to “Deputy Director, (HR & A), Quality Council of India (Board NABL), Plot No.45, Sector-44, Gurugram-122003, Haryana” or online through email address:- [hr-admn@nabl.qcin.org](mailto:hr-admn@nabl.qcin.org) on or before **05/04/2021 (3.30 pm)** along with EMD and the signed copy & written acceptance of the terms and conditions given hereunder.

In case you intend to visit NABL office building to inspect plant (Pre Bid Inspection) or to seek any clarification, you are advised to contact Shri Arun Sharma - Tel No. 0124-4679784, 9891773745 (between 10.00 am to 4.30 pm on working days –Monday to Friday).

Thanking you,

Yours faithfully,  
Signed/-  
Vikas Kumar Jaiswal  
Dy. Dir. (H.R.& A.)

# Quality Council of India (Board NABL)

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## TERMS & CONDITIONS FOR SERVICING OF WATER HARVESTING PLANT

1. The quotation is to be submitted in a sealed envelope superscripted “**Quotation for Servicing of Water Harvesting Plant**” addressed to “**Deputy Director, (HR & A)**, Quality Council of India (Board NABL), Plot No.45, Sector-44, Gurugram-122003, Haryana” or online through email address:- [hr-admn@nabl.qcin.org](mailto:hr-admn@nabl.qcin.org)
2. **The bids complete in all respect must reach NABL on or before 05/04/2021 (3.30 pm) along with EMD and the signed copy & written acceptance of the terms and conditions given hereunder.**
3. **EMD of Rs. 2,000 (Rs. Two Thousand only) in the form of Account payee Demand Draft in favoring “Quality Council of India” payable at Gurugram. Any bid without EMD shall be rejected. The exemptions towards submission of EMD are given hereunder.**
4. **EMD/BID SECURITY** Amounting to **Rs. 2,000 (Rs. Two Thousand only)** submitted will be returned within 30 days of opening of the tender to all the unsuccessful bidders. No interest will be paid on this amount. EMD of successful bidder will be retained & adjusted against Performance Security as mentioned below.
5. A **Performance Security** to the tune of **10%** of the value of the contract will be retained by QCI/NABL on award of the contract. It can be released on submission of A Bank Guarantee (BG) of equivalent amount, valid for a period of 60 days beyond the completion of all contractual obligations of the applicant.
6. Performance Security shall be forfeited and credited to QCI/ NABL account in the event of breach of contractual obligation by the applicant.
7. **Exemptions are as under:-**
  - (a) Micro and Small Enterprises if registered with any government bodies specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) with valid certificate duly issued by GOI are exempted from submitting the earnest money deposit (EMD).
  - (b) Other Firms, registered with MSME / NSIC with valid certificate duly issued by GOI are also exempted from submitting EMD. No other type of certificate is acceptable.
  - (c) The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of tender.

### **A) Procedure for submission of bids On-Line;**

The online quotation is to be submitted through email at [hr-admn@nabl.qcin.org](mailto:hr-admn@nabl.qcin.org). The bids **complete in all respects** must reach NABL on or before last date **05/04/2021 (3.30 pm)** along with the scanned copies in (PDF format) of all required documents duly signed copy & written acceptance of the terms and conditions given hereunder. The EMD may be deposited using Payment Gateway Link:

<https://smarthubgovernment.hdfcbank.com/SmartHubGovt/NABLMainPage.jsp> selecting the first option.

- A.1. Late bids & bids without EMD will not be considered. It shall be responsibility of the bidder to ensure that the bid has been received on time and at proper place before the deadline. Bids submitted through fax and e-mails will not be considered.
- A.2. Due to Covid19 Pandemic the process of opening the bids received will be completed internally hence no representative of bidders need to be present physically. The successful bidder will be notified by QCI/NABL.
- A.3. QCI/ NABL reserves the right to alter / modify the scope of work mentioned in this document at any stage of the bidding process and contract.
- A.4. For evaluation and comparison of tenders, QCI/ NABL may ask bidders individually for clarification of their bid documents, including break-up of rate. The request for clarification and the response shall be in writing, but no change in the price or text/content of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by QCI/NABL during the evaluation of the tenders.
8. The bidder must have accomplished jobs of similar nature in recent past three years and documentary evidence viz Work Order, Work Completion Certificate etc. for the same must be submitted along with the bid.
9. The bidder firm must submit “Satisfied Clients List” with contact number/E-mail id of the contact person along with the bid.

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10. In case any additional item/Job is required to be installed/performed to complete the job, prior approval (Work/Financial) from NABL must be obtained by the contractor.
11. The applicable Taxes, GST etc. should be indicated separately while quoting. In case no taxes etc. are indicated separately, it will be assumed that the rates are inclusive of all taxes. The quoted rates shall be inclusive of all relevant activities and no additional claim whatsoever will be admitted for payment for any additional activity unless until approved earlier by Quality Council of India (Board NABL).
12. Arranging all the required equipment for the servicing of water harvesting plant will be the responsibility of the contractor firm and NABL will only provide proper working conditions at the site as per requirement/request.
13. The removal of debris etc. from NABL premises will be the sole responsibility of the contractor and no extra charges will be paid by NABL towards this kind of services.
14. **The contractor shall carry out inspection free of cost and inform QCI/NABL for any required servicing, maintenance activity once a year (before the monsoon say in April-May) for the next two years, i.e. 2022 and 2023; to ensure successful working of WHP.**
15. From the commencement to the completion of the works, contractor shall take full responsibility for the care of works thereof and of all temporary works and in case any damage, loss or injury happens to the works or any part thereof or to any temporary works due to lack of precaution or negligence on the part of contractor, it shall be made good at its own cost. QCI/NABL and its officials shall not be responsible for any loss and damage.
16. **Cancellation of Contract:** In cases of poor workmanship and non-compliance of tender / agreement or above T & C or if the services provided by the Contractor/ Service Provider and are not found to be satisfactory, the contract shall be terminated by the department NABL without assigning any reason whatsoever.
17. **Payment: 90%** payment of the total contract value will be made for rendering satisfactory services after the completion of required repairs on receipt of the proper invoice from the Contractor/ Service Provider and balance **10%** will be retained as **Performance Security** and will be released after 60 days of completion of the job.
18. **Settlement of Dispute and Jurisdiction:**
  - a. Any dispute and / or differences arising out of above or relating to this Contract shall be resolved amicably between the NABL and Contractor/ Service Provider within the period of 30 days from the date of occurrence of the dispute and if the same could not be resolved within the said period, then the dispute will be referred to sole arbitrator to be appointed by CEO, NABL as per the Arbitration and Conciliation Act, 1996.
  - b. Both parties agree to subject all legal matters pertaining to this Contract to Local Gurugram Jurisdiction only.
19. All costs incurred by the bidder in the preparation of the bid/quotation shall be at the entire expense of the bidder.
20. All bid documents sent through **Registered mail/Speed Post/Courier/email etc.** received after the specified date & time shall not be considered.
21. **Validity:** The quotation/bid shall be valid for acceptance up to a period of 180 Days. The bidder should be ready to extend the validity, if required without any additional financial implications.
22. Bidder should go through the RFQ terms, conditions & specifications etc. carefully and should ensure that all the required documents are furnished along with the bid.
23. **All rights towards above terms & conditions are reserved by Quality Council of India (Board NABL).**

Thanking you,  
Yours faithfully,  
Signed/-  
Vikas Kumar Jaiswal  
Dy. Dir. (H.R.& A.)

**Declaration:-**

The above mentioned terms & conditions are accepted by us.

Bidders Signature & Seal