

A) JOB DESCRIPTION:

Operation & maintenance of pump house (Mechanical& Electrical) & pumping of water to overhead tank, supply of water to Academic building. Halls of residence area, Swimming Pool, All Flat type & Quarters type area and any other facility that comes up during the year and regular checking and maintenance of pumps, with their associated starter and all type of valves installed in water lines etc. Operating the sewerage treatment plant (0.18 MLD) as per the following terms & conditions.

A1) Operation & Maintenance of pump houses in the Academic area and Hall of residence area:

- 1) Running & Maintenance of bore wells Submersibles pump (Total 4 nos.) to fill up of underground sump (200,000 liter capacity) to ensure full supply of water for pumping to overhead tank through round the clock.
- 2) Overhead tank (400,000 liter capacity) to be filled up to ensure uninterrupted supply to the hall of residence, academic block, transit flat and swimming pool.
- 3) Operation of Mechanical pumps by electrically operated motors having capacity 75 HP to 60 HP (3 nos.), including preventive maintenance of pump starter motor etc.
- 4) To operate sluice valves for proper supply of water to the halls of residence and academic area of the institute, swimming pool & transit flat.
- 5) To undertake preventive maintenance of pump, starter, motor, submersible pump, valve etc. for smooth running and operation and proper records shall be maintained by the contractor.
- 6) The Firm/Agency has to ensure that there is no wastage of water through leaking pipe, valve, overflow due to failure of float valves etc.
- 7) The firm shall be responsible for upkeep of the water works area including removal of weeds, cleaning and drainage.
- 8) The operators should be competent and well trained to operate the pumps (Electrical & Mechanical).
- 9) In case of break down, the repair and maintenance of the pump should be done immediately ensuring “no interruption of water supply” with standby capacity, failing which the institute shall be entitled to recover a lump sum amount towards penalty from the contractor.
- 10) Distribution of water to the Academic area, Halls of residences, etc. should be done as per direction of Engineer (I/c).
- 11) Maintenance and repair of pump and motor sets in case of major or minor breakdown of pump setup due to mechanical or electrical failure. Any spare parts that have to replace for repairing of pumps and motors set (except the work specified in point C given below for preventive and minor maintenance) shall be provided by the Estate Maintenance department.

- 12) Any spare parts required for maintenance of Electrical equipment (except the work specified in point C given below for preventive and minor maintenance) shall be provided by the Estate Maintenance department.
- 13) Maintenance of Bore well (4nos.) in case of any break down (Electrical or Mechanical) shall be taken care by the contractor, Any spare parts needed or repair of submersible pump shall also be provided by the contractor.
- 14) There will be no separate payment made for minor maintenance described below, and which is under the scope of the contract.

A2) Operation and Maintenance of pump house in the staff Quarters Area:

- 1) Pumping of water from the underground reservoir at staff quarter pump house to hill top reservoir round the clock, seven days a week by operating pumps and motors having capacity 50 HP to 75 HP (Total 5 nos.) including operation of sluice valves and other minor repair works (to ensure 400,000 liter water at the hill top reservoir).
- 2) Supply of water from campus water works to hall water tank and vice-versa if needed.
- 3) Distribution of water to the campus as per direction of Engineer (I/c).
- 4) Maintenance of Pump and Motor sets In case of major or minor breakdown of pump setup due to mechanical or electrical failure. Any spare parts that have to replace for repairing of pumps and motors set (except the work specified in point C given below for preventive and minor maintenance) shall be provided by the Estate Maintenance department.

A3) Any addition to pumping capacity and/or pumps during the contract period shall be accepted by the contractor without asking for additional fees.

A4) Operation and Maintenance of sewerage treatment plant (0.18 MLD)

- a) Adequate personnel should be engaged for operation & Maintenance of STP (0.18 MLD) situated in hall area. All materials/consumables required for running of STP will be provided by the Estate Maintenance office. The work will be operated under the guidance of Engineer (I/c).

B) OPERATIVE TERMS AND CONDITION:

- 1) Adequate personnel (Technical & Non-Technical) as necessary for effective execution of job (minimum 9 nos.) as per annexure (a) must be deployed by the awarded firm round the clock, seven days a week. At least one Electrician with ITI and Lineman/ B Certificate and a whole time qualified, experienced and competent representative at the site for execution of work. And one technical person with adequate qualification and experience for specialized work involve maintenance and repairing of pumps and motor sets, starter etc. at both pump houses.
- 2) The Agency shall assure that in the shortage of personnel on duty, the routine maintenance work and supply of water shall be executed effectively by engaging substitute personnel or assigning overtime duties to other employees at his own cost and expenses.
- 3) The assets and article provided by the institute shall be property of the institute and agency shall be merely the custodian of such assets and articles. On termination of Contract, any such property shall be handed over to the institute.
- 4) The agency shall ensure that all personnel are imparted proper training at regular intervals.
- 5) Names and other personal details of the employees engaged by your firm under this contract has to be submitted and approved by the institute.
- 6) The Agency shall designate their representative stationed at the institute, who would act as a liaison officer between the agency and the institute as and when required.
- 7) Names and other personal details of the personnel to be employed by the firm/agency under the contract have to be submitted and approved by the institute. The institute argues for State-of- art technology. If necessary at any period of the contract the institute may introduce biometric attendance for the personnel. Smoking, tobacco chewing & spitting, alcohol etc. are strictly prohibited inside the campus area. Any personnel found with this actor with improper/indecent behavior may be dismissed from the job and institute shall not be responsible for any situation arising out of that.
- 8) Manager/staff substitution: During an assignment, if substitution is necessary (for example because of ill health or because of staff member proves to be unsuitable, or the member is no longer with the firm) the firm shall propose of other staff at least the same level of qualifications for approval of the competent authority of the institute. All payments to staff to be engaged by the firm under the contract are to be transacted through bank only.
- 9) Deficiency in service: The institute authorities shall inspect the facility from time to time to assess the performance of the contractor. If any deficiency in service is observed, the inspecting personnel may asses the value of the deficiency and recommend appropriate financial adjustment in the monthly bill. Such adjustment will typically be twice the value of the deficiency to account for the administrative cost and hardship to the users. The cost of the deficiency shall include not only the saving to the contractor in terms of

materials, equipment's usage and personnel, but also consequence of poor performance by contractor's personnel and of poor supervision. In case of dispute in assessment, the decision of Director, NIT Rourkela shall be final and binding.

- 10) The contractor shall maintain the installations clean and tidy inside as well as around the installations and buildings. No rags and waste etc. shall be thrown near the building. This shall be deposited in the dustbins provided nearby. If pump House and other areas mention in the scope is found untidy a lump sum amount agreed by both the parties will be deducted from the contractor's bill. The amount quoted by the contractor shall provide manpower for such purpose at his own cost.

C) SCOPE OF PREVENTIVE & MINOR MAINTENANCE WORK:

The following works are under the scope of preventive maintenance work:

- 1) Alignment of pump set will be checked & in case if required rectification Should be carried out & readings should be recorded.
- 2) Coupling brushes, pins, rubber parts will be checked & should be replaced if required.
- 3) Gland packing should be checked & should be replaced if it is worn – out.
- 4) Oil levels, & grease in bearing will be checked & replacing if necessary.
- 5) Noise, vibration & Temperature levels should be checked.
- 6) Total tool, tackles, chain pulley, try pad lifting materials, assisting Manpower and complete job is under the contractor's scope.
- 7) In case if the breakdown of pump set is occur, there should not be any extra claim (in terms of money) for handling charges of pump set up.
- 8) All the starter of Pump sets at both pump house should be maintain by the contractor including proving of any replaceable spare parts for the starter (Electrical & mechanical).

D) Tools and Tackles:

- 1) For installation work at site, the tenderer shall be fully responsible for arranging the supply of required tools and tackles, cable crimping tools, multi meter, pipe Wrenches, gauges, etc.

However any damages were observed a lump sum amount will be deducted from the security deposit /performance guarantee.

E) Maintenance of records:

The contractor shall maintain all records such as log book, schedule of maintenance activity, complaint register, attendance register, test records for various tests conducted, material requisition book, gate pass and other statutory registers for manpower employed etc.

F) Inspection:

- 1) Inspection will be carried out by department as and when required. The log book for all the plants shall be submitted to department before submission of RA bill of every month for check and certification by the department.
- 2) In support of employment of staff, the attendance registers will be maintained at employed as mutually agreed upon between the Department and contractor before award of contract.
- 3) The attendance register shall be initiated by the Engineer in-charge / or his authorized NIT Rourkela. Staff every day and the Engineer (I/c). shall carryout surprise checks on the attendance to ensure the deployment of minimum number of staff as specified.
- 4) In case of any shortage found during the surprise check, recovery shall be made from the payment due to the contractor for the affected category at double the rates prevailing or decided by the Engineer (I/c). In case of absence of any man power the recovery proportionate to the quoted amount shall be made from the bill.

G) STATUTORY OBLIGATION:

- 1) The Agency/ Firm shall be directly responsible for payment of wages (including other benefits like E.P.F. & E.S.I) to his man power engaged under this contract at his own cost. When the contract terminates there shall be no physical or moral pressure on the institute, on grounds of “person/ resources displace from job”.
- 2) Month wise detailed statement of wages paid to the employees including E.P.F/E.S.I deduction should be enclosed along with the monthly bill by the Firm/ Agency and submitted to the designated Officer of the institute.
- 3) The Agency should have E.P.F registration No. and a valid labour license under section 7 of the contract labour (R & A) act, 1970 and contract labour (R & A central Govt. rules, 1971).
- 4) The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Govt. & State Govt.
- 5) The firm/Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
- 6) All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. The institute shall in no way be liable for any such incident.
- 7) If there is any damage to the institute property or any other financial burden on the institute because of willful or negligent action by the Firm or its personnel, the institute shall be entitled to recover the same by means of compensation from the Firm/ Agency.

- 8) The Registrar or an Officer explicitly authorized by him will represent the institute in all dealings with the Firm/ Agency.
- 9) The staff engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the institute in the matter.

H)

COMMERCIAL TERM AND CONDITIONS:

- 1) The successful bidder/ firms shall deposit the Bank Draft of an amount equal to one month's contract value from a nationalized bank in favor of National institute of Technology, Rourkela as Security Deposit. The security money shall be released within one month after realization of the institute dues; if there would be any on termination of the contract the security deposit shall be forfeited.
- 2) If the Firm/Agency fails to initiate the job within specified time given by the institute, the EMD shall be forfeited and the next eligible Firm/Agency shall be offered.
- 3) The Agency shall submit a monthly claim (the mutually agreed rate as per the contract) to the institute through the designated officer of the institute, who shall endorse a certificate on the bill for the services rendered by it during that month. The payment of certified monthly bill shall normally be made within fifteen days from the date of receipt of the bill.
- 4) The EMD/security amount Rs.34, 380.00 will be deposited along with the tender documents which was retained with N.I.T Rourkela till the maintenance period is over. Unsuccessful tenderers will get back their EMD/SD after official procedure. The successful tenderer on receiving the letter of intent/work order, will deposit 2.5 % of the value(After deducting the EMD amount) of the contract in favor of NIT, Rourkela towards initial security deposit within 7 days failing which the Order may be treated as cancelled. The security amount will be retained with N.I.T Rourkela till the maintenance period is over. After successful completion of the job the SD amount will be released after one month of completion of the maintenance period.

I)

CONTRACT VALIDITY:

- 1) The contract shall be initially for a period of one year from the date of awards subject to continuous satisfactory performance. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for Two years more. On year to year basis at the sole discretion of the Director, NIT Rourkela. The contractor is obliged to enhance the wages paid to its own employee accordingly.
- 2) The contract can be terminated under any one of the following circumstances.

- a. By giving one month's notice by the institute, anytime without assigning a reason. If the opinion of the authorities such termination is in the interest of the institute. This termination will not be challenged by the Contractor.
- b. The Firm/Agency not performing his duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the contractor meets specification or is deficient and to what degree. In such case the notice period shall be one week without any compensation.
- c. For committing breach of the term & condition of the contract or assigning the contract or any part thereof by the Agency to any third party. The Notice period shall be one week without any compensation.
- d. The Firm/ Agency being declared as insolvent by the court of law. The notice period shall be one week without any compensation.
- e. For indulging in any grossly unsafe practice, stealing or willfully damaging institute property or engaging in any illegal activity, the contract may be terminated on immediate notice. Decision of Director, NIT Rourkela in this matter shall be final and binding.

During the notice period for termination of contract in any of the situations contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to remove all the persons and/ or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to NIT Rourkela.

J)

JURISDICTION AND RIGHT TO AMEND RULES:

- 1) The institute reserve the right to amend the rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the contractor in due course.
- 2) The institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT Rourkela is the sole arbitrator to decide the same or his decision is final and binding on both the parties as per the provision of the arbitration and conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Rourkela only.

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