

# **Tender Document**



**Name of work: - “Annual contract for cleaning of PVC water tank placed at terrace of various buildings every three months & underground water tanks in every six months during the year at the campus of University of Kota, Kota”**

**Ref:- NIB NO:- 36/2025-26**

## **Bid Submitted by**

**Name:-** \_\_\_\_\_

**Address:-** \_\_\_\_\_  
\_\_\_\_\_

**Contact No. :-** \_\_\_\_\_

**Email ID:-** \_\_\_\_\_

## Instructions to bidder

### These shall be read carefully before submitting the BID

1. The bid documents, terms and conditions may be seen and downloaded from the web site [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in), or [www.uok.ac.in](http://www.uok.ac.in), or may be obtained from office of the REGISTRAR UNIVERSITY OF KOTA, KOTA **MBS Marg, Near Kabir Circle, Kota.** during period (dates) and working hours as specified in the NIB.
2. The Interested bidders are required to submit their bids in two envelope system.
  - a. **First envelope subscribed as “ TECHNICAL BID ENVELOPE” containing** separate original Demand Draft of Rs. **500.00** drawn in favour of “**Registrar, University of Kota, Kota**” payable at Kota, towards the cost of Tender Fee (non-refundable) and Earnest money/Bid Security amounting to Rs. **9996.00** shall be in favour of Registrar, University of Kota, Kota. Along with all supporting documents fulfilling the Minimum eligibility criteria as stipulated under at clause 11.
  - b. **Second Envelope shall contain financial bid only .This Envelope shall be subscribed as “FINANCIAL BID ENVELOPE”& shall be properly sealed.**
  - c. **BOTH THE ENVELOPE & SHALL BE PUT IN SINGLE ENVELOPE.**
3. **This single envelope mentioned above containing two separate sealed envelopes, one containing technical bid documents & other containing financial bid only must be submitted physically in tender box placed in the office of Procurement Entity i.e. REGISTRAR University of Kota, Kota, MBS Marg, Near Kabir Circle, Kota. on or before last date and time as mentioned in notice inviting bid failing which bids shall not be considered.**
4. The technical Bids will be opened on the specified date and time before committee in the presence of bidder or their authorized representative who wish to be present. Financial bids of only those bidder will be opened who are declared responsive by the committee after evaluation of technical bid.
5. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.
6. University of Kota may reject NIB at any stage of tender process without assigning any reason therefore.
7. Bids received after the prescribed time and date will not be considered.
8. The bidders shall have to submit GSTN Registration number without which the bids will not be considered.
9. **Bid Validity: - 90 days from the opening of Technical bid.**
10. In case of any query, may be contact at 0744-2472934 or e-mail ID:- [Registrar@uok.ac.in](mailto:Registrar@uok.ac.in)

#### 11. MINIMUM ELIGIBILITY CRITERIA-----

The bids of those bidders shall only be considered as responsive who have submitted following documents in technical bid envelope -----

- a) **The bidders shall have to submit copy of GSTN Registration certificate and number in technical bid envelope (without which the bids will not be considered.)**

- b) The bidders shall have to submit Copy PAN CARD and number in technical bid envelope (without which the bids will not be considered.)
- c) The bidders shall have to submit original Demand Draft of **Rs 500.00**, drawn in favour of "Registrar, University of Kota, Kota" payable at Kota, towards the cost of Tender Fee (non-refundable) and Earnest money/Bid Security amounting to Rs. 9996.00 drawn in favour of Registrar, University of Kota, Kota with the technical bid envelope .Bidders are required to put these original documents in the technical bid envelope only without which the bids will not be considered
- d) Copy of Registration with any Engg. Govt. Deptt./ Govt Under taking in appropriate category which shall be live till the completion of contract.
- e) निविदादाता द्वारा पिछले दो वित्तीय वर्षों में से निविदा जमा करने की अंतिम तिथि तक, राजकीय उपक्रमों/राजकीय विभागों/राजकीयविश्वविद्यालयों/स्थानीय निकायों/ राजकीय संस्थानों में वार्षिक दर अनुबंध के अन्तर्गत समान प्रकृति का न्यूनतम् एक कार्य करने का अनुभव होना आवश्यक है। जिसके प्रमाण स्वरूप निविदादाता को कार्यादेश एवं अनुभव प्रमाण पत्र संलग्न करना होगा।
- f) Annexure A to D & special terms and conditions of tender documents shall be signed on each page by the bidder and put in technical bid envelope.

12. First Technical bid envelope will be opened by the university committee and bidders fulfilling above requirements shall only be considered as responsive by the university committee. Decision of university committee will be final &binding to all bidders.

Financial bid envelope of only those bidders will be opened who are declared responsive by the university committee

### 13. Documents to be put in "Technical bid envelope" by the bidder-----

- a) copy of GSTN Registration certificate and number
- b) copy PAN CARD and number
- c) **Original Demand Draft of Rs. 500.00 drawn in favour of "Registrar, University of Kota, Kota" payable at Kota, towards the cost of Tender Fee (non-refundable) and Bid Security amounting to Rs. 9996.00 drawn in favour of Registrar, University of Kota, Kota.**
- d) Copy of Registration with any Engg. Govt. Deptt./ Govt Under taking which shall be live till the completion of contract
- e) निविदादाता द्वारा पिछले दो वित्तीय वर्षों में से निविदा जमा करने की अंतिम तिथि तक, राजकीय उपक्रमों/राजकीय विभागों/राजकीयविश्वविद्यालयों/स्थानीय निकायों/ राजकीय संस्थानों में वार्षिक दर अनुबंध के अन्तर्गत समान प्रकृति का न्यूनतम् एक कार्य करने का अनुभव होना आवश्यक है। जिसके प्रमाण स्वरूप निविदादाता को कार्यादेश एवं अनुभव प्रमाण पत्र संलग्न करना होगा।
- f) Annexure A to D & special terms and conditions of tender documents shall be signed by the bidder and put in technical bid envelope.

### 14. Documents to be put in "Financial bid envelope" by the bidder-----

Financial offer only, properly signed with seal in the same format as specified in the bid document as BOQ/G-SCHEDULE. Financial offer shall be including GST &All other taxes levied by the Govt. time to time. Bidder shall submit only one bid multi bids will not be entertained by the university.

**15. The given quantities in BOQ are tentative & may vary. Payment shall be made on actual quantity of work executed on approved rates as per requirement during the year and there is no guarantee for minimum Qty. of any item to be executed ,hence bidder shall quote self sustainable rates accordingly ,no claim on account of execution of lesser qty or lesser work amount will be entertained by the university. Quantities in the BOQ are taken tentatively for annual rate contract only, looking to the requirement which may arise during the year but execution of these depends on the requirement during year.**

16. The Technical bid shall be opened on the **day 05 /03 /2026** at 03.00 **P.M.** (in the same office) in the presence of bidders who wish to be present. Time & date of opening the financial bid of technically qualified bidders, as above, will be intimated by the university.

17. **The date and time of opening of the price bid along with names of successful tenders in pre-qualification will be subsequently displayed on the university website i.e.UOK.ac.in only and no individual communication to tenders will be made.**

**Procurement Entity**

### **Special Terms & Conditions**

1. Conditional tender will not be accepted.
2. The R.T.P.P. rule 2013 shall govern the Contract
3. The Rates shall be valid for whole contract period i.e. for ONE YEAR
4. **The rates quoted by the contractor shall be including GST and all other taxes levied by the govt. time to time.**
5. **The given quantities in BOQ are tentative & may vary. Payment shall be made on actual quantity of work executed on approved rates as per requirement during the year and there is no guarantee for minimum Qty of any item to be executed ,hence bidder shall quote self sustainable rates accordingly, no claim on account of execution of lesser qty or lesser work amount will be entertained by the university.**
6. All other Terms & Conditions are as per G.F. & A.R., & Rajasthan Transparency in public procurement Rules. 2013.
7. **The Contract will be for one year from the date of issue of work order, However same can be extended with mutual consent on the same terms conditions & already approved rates maximum for 3 months.**
8. **The bidder must visit the site and assess/ survey the condition of works to be executed at various locations in the University campus, Rates shall be quoted accordingly. All T&P and other Misc. Items as directed shall be arranged by the bidder at his own cost, rates quoted shall be inclusive of all Charges/ taxes (if any) bidder has to comply all labour rules. Work is to be executed at all height with all leads no extra payment will be made on this account. In case of any mishappening at site, the contractor/agency shall be sole responsible for any sort of compensations.**
9. **Successful bidder will have to execute agreement on non judicial stamp paper of amounting to RS.1000.00 if work order amount is upto Rs.50.00 lakhs and if work order amount exceeds Rs. 50.00 lakhs then have to execute agreement on non judicial stamp paper of amounting to 0.15 % of work order amount.**
10. **Security deposit will be deducted @ 10% from Contractor running bills and will be refund after six months from actual date of Completion of work. The security deposit shall bear no interest. All other deductions will be as per govt. rules, DD, bank guarantee or FDR of nationalized bank only in favour of REGISTRAR UNIVERSITY OF KOTA KOTA., Bank guarantee or FDR of nationalized bank submitted in lieu of Security deposit shall be valid till the 15 months from date of issue of work order. If FDR or bank guarantee of nationalized bank submitted in lieu of Security deposit, then it shall be duly pledged in favour of Registrar university of kota, kota without the requirement of consent of the contractor in case it is evoked due to whatsoever be reason. Successful bidder at time of signing of the contract agreement may submit option for deduction of security deposit from each running bill and final bill @ 10% of the amount of the bill.**  
**An additional security deposit equal to fifty percent of unbalanced bid amount shall also be given by successful bidder in case of unbalanced bid before execution of agreement which shall be valid for 15 months from date of agreement . The additional performance security may be deposited in the form of demand draft, bankers cheque, government securities or bank guarantee. Explanation for unbalanced bid &unbalanced bid amount is as under ---**
  1. **Unbalanced bid means any bid below more than fifteen percent of estimated bid value.**
  2. **Estimated Bid value means value of work mentioned in bidding document by the procuring entity.**
  3. **Unbalanced bid amount means positive difference of eighty five percent of estimated bid value minus bid amount quoted by the bidder.**
11. The contractor will be responsible for deployment of sufficient man power as per requirement along with supervisor
12. The contractor will be responsible for procurement of all/any materials as per approved quality required for completion of job at any time. Storage space on request, if available, may be provided as per norms of the university. If the storage space is not provided by the university then the contractor will have to arrange the same at his own
13. Payment bill within limit of work order amount and bill shall be submitted for executed works by the contractor.

14. All the materials required as per B.O.Q. for the work shall be arranged by the contractor at his own cost and risk.
15. If performance of the agency is not found satisfactory, The job will be terminated with forfeiture of performance guarantee amount.
16. **SAFETY CODE:**  
The contractor shall abide by the safety regulations of the employer, or as required by the engineer, in respect of all labour engaged for the performance of the works and shall provide all the facilities in connection therewith. The contractor shall be responsible for following the provisions of all labour laws and rules made there under and other statutory requirements. The contractor shall ensure that necessary safety appliances are being used by his employees and workers working at site, particularly those engaged in work, without which the employees and workers shall not be permitted to be engaged on the work. The contractor shall be responsible for the safety of his labour and employees. The contractor shall be responsible for making all safety arrangements in the execution of work and shall employ trained workmen conversant with safety regulations. The contractor shall use only tested equipment and tools and shall periodically conduct tests according to standard procedures laid and such certificates shall be readily available for inspection at the site of work. He shall replace any tools, if so asked by the Engineer. The contractor shall be responsible for following all safety regulations and report all accidents to the concerned authorities and the engineer. The employer reserves the right to issue directions regarding safety and such directions shall be immediately implemented by the contractor.

17. **UNAUTHORISED USE OR MISUSE OF EMPLOYER'S/PUBLIC PROPERTY OR UTILITIES.**

The contractor and his employees/workmen and the contractor's sub-contractor and their employees/workmen are forbidden to unauthorised use or misuse the employer's/public property or utility and if any such unauthorised use/misuse occurs, the employer may take severe action against the contractor including for direct and indirect damages losses, etc for removal of their workmen concerned and forfeiture of performance guarantee, in addition to statutory and legal actions on the contractor. Such recurrent action by the contractor will also be considered as persistent negligence on the part of the contractor to carry out his obligation under the contract.

18. **As per BOQ item No. 1 & 2 for 500 Ltrs. & 1000 Ltrs. PVC tanks are to be cleaned in every three months during the year, i.e. four times in a year, rates provided for these BOQ items is for one time cleaning. As per BOQ item No. 3 under ground water tanks are to be cleaned in every Six months during the year, i.e. two times in a year, rates provided for this BOQ item is for one time cleaning. Hence rates shall be quoted accordingly. Contractor has to mention date of cleaning on tanks with enamel paint at the time of each time cleaning, at his own cost and shall factor this in quoted rate.**
19. **After cleaning of tanks as mentioned in above clause 21, contractor has to get it verified from the incharge of concerned building after each time cleaning and has to submit it along with the bill. Without verification of cleaning work of tanks by the incharge of concerned building no payment will be made to the contractor. It will be sole responsibility of the contractor to get the each time cleaning work verified from the incharge of concerned building.**
20. **During cleaning operation of tanks contractor has to take all necessary precaution to protect the water tanks, sanitary & electric fittings, pumps etc. from any damage. If tanks, sanitary & electric fittings, pumps etc. are damaged by the contractor then it will be made good by the contractor immediately at his own cost. If contractor does not repair these immediately then it will be got repaired by the university and expenditure incurred on such work shall be recovered from the due payments to the contractor without any notice to restore the water supply**
21. **ENVIRONMENT, SAFETY & HEALTH. FOR GREEN & CLEAN UNIVERSITY CONCEPT**

The following environment, safety & health points are to be adhered:

- a) The contractor must adhere to all the applicable statutory laws pertaining to safety, health and environment.
- b) The contractor must ensure that there is no wastage of water at the work site. The contractor must also ensure that all the water taping points are leak proof & lids of water tanks shall be fixed properly after cleaning operation.
- c) All the motor vehicles of the contractor used for transporting materials/machinery, etc should have pollution control certificates. A copy of the same must be exhibited / pasted on the vehicle.
- d) The contractor must ensure dust suppression measures in the work areas by sprinkling of water, etc and also ensure that all his workers use dust masks while working in dusty areas.
- e) The contractor must ensure proper house keeping at site by keeping the work areas free from unwanted material and greases, oil to avoid slips and falls.
- f) The contractor must ensure that all the debris generated during the work is transported safely to dump yard such that there is no spillage of debris on the road during transportation (by covering with a plastic sheet/tarpaulin

g) All the material which may be recycled/reused should be transported to the designated place for reuse/recycling.  
 All representatives/supervisors/workers of contractors must take safety and environmental induction training and comply with the instructions given therein

22. The university shall be at liberty and is empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring from or in respect of any claim or damage from any sum or sums due to or become due to the contractor including the security deposit.

23. Electricity charges @ 0.50% will be deducted from the bill amount of the contractor. If university electricity use

24. During cleaning operation when tanks are to be made empty then such water shall be disposed off for useful purpose as per direction of concerned building incharge and all necessary arrangements like pipes, pumps, T&P etc. shall have to be made by the contractor at his own cost for this activity, university will not make any payment on this part &deemed to be included in BOQ ITEMS.

25. In case of any dispute jurisdiction of court will be at Kota only.

26. PVC Water tanks की सफाई एवं Under ground water tanks की सफाई के दौरान किसी भी तरह की गंदगी, जंग इत्यादि नहीं होना चाहिए तथा Site Engineers को चैक कराने एवं कार्य संतोषजनक होने के पश्चात् ही भुगतान की कार्यवाही की जावेगी । साथ ही PVC Water tanks एवं Under ground water tanks में हुई टूट-फूट की सारी जिम्मेदारी संवेदक की होगी तथा अपने स्तर पर ही ठीक करवाना होगा ।

27. G-Schedule में दी गई मात्रा आवश्यकतानुसार घटाई व बढ़ाई जा सकती है एवं भुगतान वास्तविक किये गये कार्यानुसार किया जावेगा ।

Registrar  
 University of Kota, Kota

Signature of bidder  
 With name & Seal

## **Annexure –A**

### **Compliance with the code of integrity and no conflict of interest**

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness, and progress of the procurement process.
- (d) Not misuse any information shared between the procuring entity and the Bidders with intent to gain unfair advantage in the procurement process.
- (e) Not indulge in any correction including impairing or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process.
- (f) Not obstruct any investigation or audit of a procurement process.
- (g) Disclose conflict of interest, if any, and
- (h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

### **Conflict of Interest:**

The Bidder participating in a bidding process must have a conflict of interest.

A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligation, or compliance with applicable laws and regulations.

A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but not limited to;

- a. Have Controlling partners/shareholders in common; or
- b. Receive or have received any direct or indirect subsidy from any of them; or
- c. Have the same legal representative for purpose of the bid; or
- d. Have the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision of the procuring entity the bidding process; or
- e. The Bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one bid will result in the disqualification of all Bids in which the Bidder is involved. However this does not limit the inclusion of the same subcontractor , not otherwise participating as Bidder, in more than one Bid; or
- f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the goods, works or service that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring entity as engineer-in-charge /consultant for the contract.

Place :

Date

Signature of the Bidder with seal

## **Annexure –B**

### **Declaration by the Bidder regarding qualifications**

In relation to my/our Bid submitted to UOK for procurement of “**Annual contract for cleaning of PVC water tank placed at terrace of various buildings every three month & under ground water tanks in every six month during the year at the campus of University of Kota, Kota**” in response to their Notice **Inviting Bid No. 36 /25-26**

I/We hereby declare under section 7 of Rajasthan Transparency in Public Procurement Act , 2012, that:

1. I/We possess the necessary professional, technical , financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer , not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directions and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding document, which material affects fair competition;

Date:

Place:

Signature of bidder with seal

## **Annexure -C**

### **Grievance Redressal during procurement process**

The designation and the address of the first appellate authority is Hon'ble V.C. UOK, Kota.

The designation and the address of second Appellate Authority is Additional Chief Secretary (Higher Education, Govt. Rajasthan)

#### **(1) Filing an appeal**

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to first Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Providing that after the declaration of a bidder as successful the appeal may be filled only by a bidder who has participated in procurement proceeding:

Providing further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filled only by a Bidder whose Technical Bid is found to be acceptable.

- (2)** The officer to whom an appeal is filled under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3)** If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the first Appellate Authority, as the case may be.

#### **(4) Appeal not to lie in certain cases**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) Determination of need of Procurement
- (b) Provisions limiting participating of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process ;
- (e) Applicability of the provisions of confidentiality

#### **(5) Form of appeal**

- (a) An appeal under para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to first Appellate Authority or Second Appellate Authority , as the case may be, in person or through registered post or authorized representative.

#### **(6) Fee for Filling Appeal**

- (a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non refundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**(7) Procedure for disposal of appeal**

(a) The first Appellate Authority or Second Appellate, as the case may be upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date of fix hearing, the First Appellate Authority or second Appellate Authority , as the case may be-

(i) Hear all the parties to appeal present before him; and

(ii) Peruse or inspect documents , relevant records or copies thereof relating the matter

(c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Signature of the Bidder with seal

**Additional conditions of contract****1. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quality , the unit price shall prevail and the total price shall be corrected, unless in the opinion in the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (ii) If there is a error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accepted the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

**2. Procuring Entity's Right to vary Quantities.**

- (i) At the time of award of contract, the quantity of goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.
- (iii) In case of Procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However , the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Service Provider fail to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Service Provider.

**3. Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured for the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and visit nature, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Signature of the Bidder with seal



# University of Kota, Kota

MBS Marg, Near Kabir Circle, Kota

Ph No.- Ph No.-0744-2472934 e-mail ID:- Registrar@uok.ac.in.



## **DOCUMENTS TO BE PUT IN “TECHNICAL BID ENVELOPE”**

**Ref:- NIB NO:- 36/2025-26**

<b>1.</b>	Bid for (Name of work for which the tender is submitted.)	<b>“Annual contract for cleaning of PVC water tank placed at terrace of various buildings every three month &amp; underground water tanks in every six month during the year at the campus of University of Kota, Kota”</b>
<b>2.</b>	NIB Dispatch No & Date.	No. 10923 Date : 18 /02 /2026
<b>3.</b>	Address of Procurement Entity.	Registrar, University of Kota, Kota Contact No 07442472934 Email Id :- Registrar@uok.ac.in
<b>4.</b>	Copy of Registration with any Engg. Govt. Deptt./ Govt. Under taking. (Copy shall be enclosed).	
<b>5.</b>	PAN Card No. (Copy shall be enclosed).	
<b>6.</b>	GST registration no. (Copy shall be enclosed).	
<b>7.</b>	Original Demand Draft in favour of Registrar, University of Kota payable at KOTA ,towards tender fee amounting to Rs. 500/-.	Demand Draft Number..... Bank ..... Dated.....
<b>8.</b>	<b>Original D.D. in favour of Registrar UOK, Kota Bid Security/Earnest money amounting to Rs.9996.00</b>	
<b>9.</b>	निविदादाता द्वारा पिछले दो वित्तीय वर्षों में से निविदा जमा करने की अंतिम तिथि तक, राजकीय उपक्रमों/राजकीय विभागों/राजकीयविश्वविद्यालयों/स्थानीय निकायों/राजकीय संस्थानों में वार्षिक दर अनुबंध के अन्तर्गत समान प्रकृति का न्यूनतम् एक कार्य करने का अनुभव होना आवश्यक है। जिसके प्रमाण स्वरूप निविदादाता को कार्यादेश एवं अनुभव प्रमाण पत्र संलग्न करना होगा।	
<b>10.</b>	Annexure A, B, C, D and SPECIAL CONDITIONS duly signed on each page shall be enclosed.	

Enclosures :-

- (i) **Copy of Photo ID Proof, PAN Card, GST registration Copy, Copy of Registration with any Engg. Govt. Deptt./Govt. Under taking.**
- (ii) **Work experience certificate issued by the competent authority for the works executed during last three years.**
- (iii) **Annexure A, B, C, D and SPECIAL CONDITIONS duly signed on each page**
- (iv) **Bid Security, Tender Fee, as above.**

Signature of the bidder with Seal & Mob. No.



# University of Kota, Kota

MBS Marg, Near Kabir Circle, Kota

Ph No.- Ph No.-0744-2472934 e-mail ID:- Registrar@uok.ac.in.



**Ref:- NIB NO:- 36/2025-26**

## FINANCIAL BID

**Name of work:**

: “Annual contract for cleaning of PVC water tank placed at terrace of various buildings every three month & underground water tanks in every six month during the year at the campus of University of Kota, Kota”

Tender Amount	:	4,99,807.00 Lacs
Tender Fee	:	Rs. 500/-
Bid Security	:	Rs. 9996.00
Date of downloading of tender	:	19 /02/2026 to 28 /02 /2026 up to 05.00 PM.

**Last Date of deposit of technical bid****& financial bid**

: **05 /03/2026 at 1.00 P.M.**

Date of Opening of technical bid	:	05/03/2026 at 3.00 P.M.
Date of opening of financial bid	:	To be announced after evaluation of technical bid
Work Completion Period	:	one Year

**BOQ/G' – SCHEDULE**

S.No.	Items	Qty. in liters	Unit	Rate for one time cleaning in Rs.	Amount in Rs.
1.	Mechanised cleaning of water storage tanks comprises of following 6 stage as mentioned below : 1. Mechanical dewatering 2. Desilting, removal of leftover dirty water and sludge with sludge pump 3. Cleaning of wall, ceiling and floor by highpressure water jet with help of equipments which creates a pressure of 100-150 bar 4. Removal of remaining sludge from floor with the help of industrial vacuum cleaner. 5. Spraying of non toxic, bio degradable ecofriendly and bacterial agent certified by a govt. approved LABORATORY to disinfect the tank from all harmful pathogens. The dose should be safe as per the UECD guidelines & 23 adopted on 17 <sup>th</sup> December, 2001. 6. Treatment of inside tank by exposing UV radiation to kill further suspended or floatingbacteria if any (70 Nos. 500 Ltrs. PVC water tanks placed at terrace of various building in the university campus.)	1,40,000.00	Per Litr.	0.40	56,000.00
2.	Mechanised cleaning of water storage tanks comprises of following 6 stage as mentioned below: 1. Mechanical dewatering 2. Desalting, removal of leftover dirty water and sludge with sludge pump 3. Cleaning of wall, ceiling and floor by high pressure water jet with help of equipments which creates a pressure of 100-150 bar 4. Removal of remaining sludge from floor with The help of industrial vacuum cleaner 5. Spraying of non toxic, bio degradable ecofriendly and bacterial agent certified by a govt. approved LABORATORY to disinfect the tank from all harmful pathogens. The dose should be safe as per the UECD guidelines & 23 adopted on 17 <sup>th</sup> December, 2001				

	.6. Treatment of inside tank by exposing UV radiation to kill further suspended or floating bacteria if any (193 Nos. 1000 Ltrs. PVC water tanks placed at terrace of various building in the university campus.)	7,72,000.00	Per litr.	0.35	2,70,200.00
3.	Mechanised cleaning of water storage tanks comprises of following 6 stage as mentioned below : 1. Mechanical dewatering 2. Desilting, removal of leftover dirty water and sludge with sludge pump 3. Cleaning of wall, ceiling and floor by high pressure water jet with help of equipments which creates a pressure of 100-150 bar 4. Removal of remaining sludge from floor with the help of industrial vacuum cleaner. 5. Spraying of non toxic, bio degradable ecofriendly and bacterial agent certified by a govt. approved LABORATORY to disinfect the tank from all harmful pathogens. The dose should be safe as per the UECD guidelines & 23 adopted on 17 <sup>th</sup> December 2001. 6. Treatment of inside tank by exposing UV radiation to kill further suspended or floating bacteria if any (05 Nos. Above 1000 Ltrs. under ground watertanks in the university campus.)	578690.00	PerLitr.	0.30	1,73,607.00
<b>Total Amount</b>					<b>4,99,807.00</b>

**Note---**

1. As per BOQ item No. 1 & 2500 Ltrs. & 1000 Ltrs. PVC tanks are to be cleaned in every three months during the year, i.e. four times in a year, rates provided for these BOQ items is for one time cleaning. As per BOQ item No. 3 underground water tanks are to be cleaned in every Six months during the year, i.e. two times in a year, rates provided for this BOQ item is for one time cleaning. Hence % rates shall be quoted accordingly.
2. Quoted rates shall be in conjunction of enclosed special terms & conditions, agreement and annexure A to E and these will be part of agreement & quoted rates shall be inclusive of GST and other applicable taxes by the Govt. Conditional tenders will not be accepted.

I/We agree of execute the above work at following rates as per enclosed terms & condition & general rules & Directions.

I/We hereby agree to the above work.....% above/below of G-Schedule rate.(in figure)

I/We hereby agree to the above work... .....% above/below of G-Schedule rate.(in words)

**Signature of Contractor**

**With seal, Name, address & Mob. No.**