

REQUEST FOR PROPOSAL (RFP)

(ARMY INSTITUTE OF TECHNOLOGY (AIT), PUNE)

**Invitation of Bids for Provision of Conservancy Services in AIT – Academic Block,
Library, Workshop**

Request for Proposal (RFP) No 171/2024-25 dated 18 Dec 2024

1. Bids in sealed cover are invited for supply of services listed in Part III of this RFP. Please superscribe the above mentioned Title, RFP number of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

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| (a) Bids/queries to be addressed to | : Project Office, Army Institute of Technology, Dighi, Alandi Road Pune – 411015. |
| (b) Postal address for sending the Bids | : Project Office, Army Institute of Technology, Dighi, Alandi Road Pune – 411015. |
| (c) Name/designation of the contact personnel | : Prof Rushikesh H Patil (Project Officer) |
| (d) Telephone numbers of the contact personnel | : 7249250184/ 7249250185 Extn 2106 |
| (e) e-mail id of contact personnel | : project@aitpune.edu.in |

3. This RFP is divided into five Parts as follows:

(a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) **Part II** – Contains essential details of the services/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the AIT reserves the right to change or vary any part thereof at any stage. AIT also reserves the right to withdraw the RFP, should it become necessary at any stage.

PART I - GENERAL INSTRUCTION

5. Last date and time for depositing the Bids: Last date and time for depositing the Bids is 07 Feb 2025. The sealed Bids (both technical and Commercial, in case two bids are called for) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
6. Manner of depositing the Bids: Sealed Bids should be either dropped in the Tender Box marked as TENDER BOX or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).
7. Time and date for opening of Bids: Intimated by AIT on **mail and call**. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by AIT.
8. Location of the Tender Box: Tender Box is placed at Reception Counter of AIT. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
9. Place of opening of the Bids: **Conference Hall, AIT**. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.
10. Two-Bid system: Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the AIT.
11. Forwarding of Bids – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like PAN number, GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
12. Pre-Bid Meeting –Pre-Bid Meeting will be scheduled on dt **29 Jan 2025 at 3.00pm**.
13. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the AIT prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

14. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the AIT may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

15. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

16. Unwillingness to quote: Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of services as mentioned in this RFP.

17. Validity of Bids: The Bids should remain valid till three months from the last date of submission of the Bids.

18. Tender Fee:- Bidders are required to submit Tender Fee DD for amount of Cost of Tender 1000/- along with their bids. The Tender Fee may be submitted in the form of an Account Payee Demand Draft in favour of Army Institute of Technology.

19. Earnest Money Deposit:- Bidders are required to submit Rs – 40,000/- (Forty Thousands only) as Earnest Money Deposit (EMD) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft in favor of Army Institute of Technology. EMD is to remain valid for a period of Sixty days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. EMD is expected for firms producing MSME, Udyam Adhar or equivalent Govt certificates.

Part II – Essential Details of Services/Services required

20. Schedule of Requirements – List of services / services required is as follows: -

'Provision of Conservancy Services in AIT - Academic Block, Library, Workshop'

21. Technical Details:

Sr No	Description	Compliance (Yes/No)
a)	ESI No with last three year returns	
b)	EPF No with last three year returns	
c)	GST No with last three year returns	
d)	PAN No	
e)	Registration Certificate, Labour Commissioner Registration, Shop Act, Adhar Card, TIN No, MSME Certificate (if any), Partnership Deed (if	

	any), Professional Tax No etc.	
f)	Average Annual Turnover – Min 50 Lakhs per year	
g)	Past Experience (Minimum 10 years) - Attach Experience Documents for the validation - Technical Evaluation will be carried out considering past experience, client's feedback, site visits, professional skills and experience. Reputed vendors will be given preference based on above Technical Evaluation.	
h)	Agreed to provide Conservancy Services at following locations for the period of one year – The vendor is supposed to do site visit to analyse the work. (i) Academic Block (ii) Library Building (iii) Workshop (Marked Dwg attached with RFP) Total – 18 No of Service Person* Incl – 17 Labours (Gents + Ladies), 01 Supervisor * Number of Service Person can be increased and decreased according to the demand with prior approval.	
i)	Services Terms & conditions as follows – (i) Toilet & bathroom block to be cleaned twice a day (ii) Floor cleaning once a day (iii) Cleaning of Rooms & common area (once a day) (iv) Cleaning of peripheral area inside (once a day) (v) Cleaning material to be provided by Service provider as per requirement. (vi) Conservancy related extra work to be completed as per direction from AIT.	
j)	Provide following details as appendix– (a) List of Equipment to be used – (Qty to be decided by vendor) (i) Auto Scrubber Dryer (ii) Single Disk Machine (iii) High Pressure Jet Machine (iv) Vacuum Machine (b) List of Grade wise employees to be appointed (c) Details of Uniform for Employees (Regular and Ceremonial)	
k)	Agreed Period of Contract – (One Year)	
l)	Registered Office of firm is in Pune	
m)	Ready to pay wages as per revised Government Rules & regulations	
n)	Firm to give Police Verification of Service Persons within 15 days of Supply Order.	
o)	AIT will check feedback and past service records from your clients. Acceptance may be endorsed.	
p)	AIT will take interview for selection of Service Persons. Acceptance may be endorsed.	

