

Name of work : Maintenance Contract for Computers and Printers installed in various locations in CMWSS Board for 2 years

Contract No : CNT/WSS/MWB/1978A/2009-10

CHECK LIST FOR THE GUIDANCE OF THE CONTRACTOR

I	The Tender schedule for the above work consists of 27 pages as detailed below:		
	(i)	Checklist for the guidance of the Contractors	Page - 1 to 3
	(ii)	Notice Inviting Tender	Page - 4 & 5
	(iii)	Letter of Tender 2 pages	Page - 6 & 7
	(iv)	Work schedule containing details of Work	Page - 8 to 10
	(v)	Special conditions	Page - 11 & 12
	(vi)	Locations	Page - 13 to 27
II	1	The total number of items in the work schedule – 18 Nos.	
	2.	Tenderers are requested to sign all pages in the tender schedule and must sign the letter of tender. Tenders which do not have the Signature of the Tenderer in letter of tender will be rejected.	
	3.	Technical specification of the equipment offered by the Bidders if any, and any other information related to the bid may be enclosed along with Tender Schedule after duly Signing in all the pages.	
	4.	Bidders are requested to verify the number of pages in the Price schedule and number of items in the Price schedule. Any clarification and further information required may be obtained from the Office of the Contracts and Monitoring wing on any working day.	
	5.	The present tender document contains Price schedule only. The tenderers are requested to quote the rate for each item of work both in words and figures and fill up the amount column. If there is any discrepancy between words and figures, the lower among the words and figures will be taken into account. If there is a discrepancy between the amount quoted for an item and the line item total, resulting from multiplying the unit rate by quantity, the unit rate as quoted will govern.	
	6.	<p><u>Eligibility :</u> To qualify for award of the contract each bidder should have performed/ executed the following during the period from 01.04.2004 to 31.12.2009 as detailed below:</p> <ul style="list-style-type: none"> a) Should have achieved a minimum annual turnover of not less than Rs.20.00 lakh in any of the last 5 years. b) Satisfactorily completed any single work of value not less than Rs.8.00 Lakh. c) Should have experience in Annual Maintenance Contract of maintaining the following minimum units in a single contract either separately or combined. 	
		Sl. No.	Minimum Quantity required
		Description of items	
		1. Unix server	2 Nos.
		2. Pentium IV Computer, thin client and Laptops	23 Nos.
		3. Line Printers	2 Nos.
		4. Dot Matrix / Laser printers	3 Nos.

Signature of Tenderer

Name of work : Maintenance Contract for Computers and Printers installed in various locations in CMWSS Board for 2 years

Contract No : CNT/WSS/MWB/1978A/2009-10

		d) Should have a service set up with 15 Service Engineers in Chennai among which minimum 3 must be Engineering Graduates.
7.		EMD shall be in the form of Demand Draft or Banker's Cheque or Pay Order drawn from Nationalised / Scheduled Bank / TNSC Bank in favour of CMWSS Board.
8.		<u>SECURITY DEPOSIT</u> Security deposit will be collected from the successful Tenderer in the following form and manner within 14 days from the date of receipt of work order: Form in which S.D. collected. a). In the shape of NSC/NSS/KVP/Post office Time Deposits valid for the required contract period and pledged in favour of Managing Director, CMWSS Board and shall have the necessary transfer endorsement of the Post Office. (OR) Fixed Deposit for the required period from nationalized/schedule Bank/TNSC Bank in favour of Managing Director, CMWSS Board. (OR) Certified cheque/Bank Draft in favour of Managing Director, CMWSS Board payable at Chennai.
	b)	The value of S.D will be as follows:
	i)	for tenders with any plus percentage and upto (-)5% over departmental value – 2% of the contract value.
	ii)	for tenders between (-)5% to (-)15% over departmental value --- 4% of the contract value.
	iii)	for tenders, above (-)15% over departmental value --- 5% of the contract value.
9.		Service condition details for completion of works and details of liquidated damages for the non completion of work are furnished in Page No.11. Tenderers are requested to take note of the details. The above details will be incorporated in the contract documents while executing agreement.
10		All duties, taxes such as VAT, Sales Tax & Service Tax etc., and other levies payable by the contractor under the contract or for any other cause shall be included in the rates, prices and total quoted rates submitted by the bidder. Any statutory variations in duties/taxes, which takes effect from a date subsequent to the due date for receipt of tender, shall be to CMWSS Board's Account.
11.		<u>Tender Validity</u> Tenders shall remain valid for a period of not less than ninety days (90 days) after the deadline date for bid submission. A tender valid for a shorter period shall be rejected by the Employer as non-responsive.
12.		No cheque will be accepted towards Earnest Money Deposit.
13.		Tenders with conditions are liable for rejection.

Signature of Tenderer

Name of work : Maintenance Contract for Computers and Printers installed in various locations in CMWSS Board for 2 years

Contract No : CNT/WSS/MWB/1978A/2009-10

	14.	All entries should be made legibly in ink. Writing the percentage in figures and words first in pencil and later over writing in ink should be avoided and also over writing the corrections should also be avoided.
	15.	Correction if any should be made by neatly score out the unwanted matter and rewriting legibly. Every such correction should be attested by the full signature of the tenderer.

Signature of Tenderer

Name of work : Maintenance Contract for Computers and Printers installed in various locations in CMWSS Board for 2 years

Contract No : CNT/WSS/MWB/1978A/2009-10

CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD
NOTICE INVITING TENDER

For and on behalf of Chennai Metropolitan Water Supply and Sewerage Board, separate open tenders in sealed covers in the prescribed form are invited by the Superintending Engineer(C&M) for the following work from the eligible contractors. The tenders will be received by the Superintending Engineer (Contracts and Monitoring) at his office at No.1, Pumping Station Road, Chintadripet, Chennai-600 002 upto 03.00 P.M. as per office clock and e-bid submission portal www.tntenders.gov.in. If the said date happens to be a holiday, the tenders will be received upto 03.00 P.M. on the next working day. The tenders will be opened immediately after 3.00 P.M. on the same day.

Sl. No	Name of Work & Contract No.	Due Date	E.M.D. in Rs.	Tender schedule Available From-To	Eligibility	Contract period
1	Maintenance Contract for Computers and Printers installed in various locations in CMWSS Board for 2 years CNT/WSS/MWB/1978A/2009-10	13.08.2010	18,850/-	28.07.2010 to 12.08.2010	**	2 Years

**** Eligibility Criteria:**

To qualify for award of the contract each bidder should have performed/ executed the following during the period from 01.04.2004 to 31.12.2009 as detailed below:

- a) Should have achieved a minimum annual turnover of not less than Rs.20.00 lakh in any of the last 5 years.
- b) Satisfactorily completed any single work of value not less than Rs.8.00 Lakh.
- c) Should have experience in Annual Maintenance Contract of maintaining the following minimum units in a single contract either separately or combined.

Sl. No.	Description of items	Minimum Quantity required
1.	Unix server	2 Nos.
2.	Pentium IV Computer, thin client and Laptops	23 Nos.
3.	Line Printers	2 Nos.
4.	Dot Matrix / Laser printers	3 Nos.

- d) Should have a service set up with 15 Service Engineers in Chennai among which minimum 3 must be Engineering Graduates.

Tender schedules for the above work will be issued free of cost in the office of the Information Facilitation Officer at CMWSS Board Head Office from 10.00 A.M. to 5.45 P.M. on all the working days.

Signature of Tenderer

Name of work : Maintenance Contract for Computers and Printers installed in various locations in CMWSS Board for 2 years

Contract No : CNT/WSS/MWB/1978A/2009-10

If the tender schedule is required to be sent by post, an amount of Rs.100/- (Rupees One Hundred only) shall be sent to the Information Facilitation Officer. However, the CMWSS Board does not take any responsibility for the loss or delay if any in the transmission of the tender schedule sent by post. The tender schedule can also be freely downloaded from the website www.tntenders.gov.in and use it for tender submission at free of cost.

However, the bidders who have downloaded the tender schedules shall be solely responsible for checking the website for any addendum / amendment issued subsequently to the tender schedules and takes into consideration the same while preparing and submitting the tenders. The eligibility criteria and other terms and conditions as per the bid documents will be followed strictly.

Address: - (for information, Delivery & Opening of Bids)

SUPERINTENDING ENGINEER
(CONTRACTS & MONITORING),
CMWSS BOARD,
NO. 1 PUMPING STATION ROAD
CHINTADRIPET,
CHENNAI-600 002

TELEPHONE: 044-2845 1300 - Extn.253,
FAX 044-2845 4336
E-MAIL: cmwssb@md2.vsnl.net.in
website: www.chennaietrowater.tn.nic.in
- www.tntenders.gov.in

Address :- (For availability of Tender Documents)

INFORMATION FACILITATION OFFICER,
CMWSS BOARD,
NO.1, PUMPING STATION ROAD,
CHINTADRIPET,
CHENNAI-600 002

TELEPHONE: 044-2845 1300,
Extn: 227

SUPERINTENDING ENGINEER
(CONTRACTS & MONITORING)

Signature of Tenderer

Name of work : Maintenance Contract for Computers and Printers installed in various locations in CMWSS Board for 2 years

Contract No : CNT/WSS/MWB/1978A/2009-10

LETTER OF TENDER

To be delivered to the Superintending Engineer, C&M Chennai Metropolitan Water Supply and Sewerage Board at or before 3.00 P.M. on **13.08.2010**.

To
The Managing Director
Chennai Metropolitan Water Supply & Sewerage Board
Chennai- 600 002

Sir,

I/We the undersigned do hereby tender and undertake to perform, provide and execute all the works, materials matters and things described or mentioned in the Schedule (Bill of quantities) hereto annexed and the specifications thereto and drawings therein referred to (which have been produced to and carefully examined by me/us) in strict accordance with and under and subject to the terms, provisions and conditions set forth or mentioned in the said Schedule (Bills of Quantities) specifications and the drawings therein referred to, at the rates given and as stated in the Bills of quantities.

I/We herewith enclose D.D/B.C./P.O No..... datedfor having remitted Rs..... into the Board's Cash Section as a guarantee for the due fulfillment of my/our tender, and if successful, undertake and agree to forward to the Board within fourteen days after the notification of the acceptance by the Board of this tender has been received by me/us, the sum as demanded in the Form and manner required as security for the due fulfillment of my/our contract.

I/we undertake and agree that I/We will not withdraw this tender during the period that will be required for intimation, acceptance or non/acceptance as stipulated in clause 15 on the Notice Inviting Tender or during such extended period as agreed to by me/us, such period to date from the last date by which tenders are due to be submitted to the Board and if I/We do so withdraw, I/We shall forfeit the Earnest Money Deposit to the Board.

I/We further undertake to produce the Income-tax Clearance Certificate and the certificate and the Sales Tax Verification Certificate from the Commercial Tax Department of this State and agree to execute at my/our cost the agreement attached and to sign the plans therein referred to within 14 days after the notification of the acceptance of my/our tender has been received by me/us. In the event of my/our failing to make the Security Deposit or to execute the agreement in the said manner and sign the plans within the time specified for the purpose, the sum of **Rs.18,700/-** accompanying this tender shall be forfeited to the Board and this concluded contract shall in such case be considered, as having been cancelled or terminated and you may thereupon at such time or times, in such manner and on such terms as you may think fit, arrange either departmentally or by any other person or persons to carry out the works and provide, execute and do all works, materials, matters and things described or mentioned herein and I/We agree to be liable irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

Signature of Tenderer

Name of work : Maintenance Contract for Computers and Printers installed in various locations in CMWSS Board for 2 years

Contract No : CNT/WSS/MWB/1978A/2009-10

I/We undertake to assume full responsibility for the stability and soundness of the Works/structures that will be executed by me/us as per this contract.

I/We also undertake to do all extra or varied works which may be ordered as part of this contract upon the terms provided for in the conditions and specifications. The tenders shall be valid for a period of 90 days from the last date fixed for receipt of tenders. In case my/our tender for the work of **“Maintenance Contract for Computers and Printers installed in various locations in CMWSS Board for 2 years”** is accepted, I/We agree and guarantee to commence the said works within a period of seven days from the date and complete the entire work within the stipulated period of **2 Years** from the date on which the work order received by me/us. I/We also agree that time is the essence of contract. I/We have actually inspected the site of works and have tendered for the works after such inspection.

UNDERTAKING

I/We have gone through the copy of standard tender document received from the Office of the Contracts and Monitoring wing and abide by the same for this contract also.

As witness my/our hand this.....day of.....2010.

Signature.....

Name and address:

Signature of Tenderer