



NATIONAL INSTITUTE OF BANK MANAGEMENT PUNE

*** Tender for ***

**Annual Maintenance Contract (Comprehensive Type) for 200 KLD
Sewage Treatment Plant (STP) at NIBM, Pune**

(Ref No. NIBM/Tender- 8/2026-27 dated August 20, 2026)

2026 – 2027

National Institute of Bank Management (NIBM)
NIBM Post Office, Kondhwe Khurd,
Pune – 411 048

Website: <https://www.nibmindia.org>
Telephone: 0091 20 69046000 (EPABX)
Email: purchase@nibmindia.org

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NOTICE INVITING TENDER

National Institute of Bank Management (NIBM) was set up in 1969 by the Reserve Bank of India (RBI), in consultation with the Government of India as an apex level Institute for Training, Consultancy and Research in Banking Industry. The Institute has a self-contained campus with complete residential and educational facilities in Pune and is in the process to empanel service providers for its various requirements.

The Institute is inviting e-Tenders for "**Annual Maintenance Contract (Comprehensive Type) for 200 KLD Sewage Treatment Plant (STP) at NIBM, Pune**" from reputed firms. Two-bid System (Separate Technical Bid and Financial / Price Bid) shall be adopted for this tender.

The terms and conditions for tender are as mentioned below:

1. The details of tender document can be downloaded from the home page - on <http://www.nibmindia.org> under the heading "*Tender of NIBM*".
2. **It is works contract. There is no EMD & Tender cost exemption on account of MSME.**
3. The offers are invited from reputed and experienced individuals/firms/agencies/ companies, preferably having similar type work experience in Govt. Institute/Banks/PSU/Educational Institute etc. with sound financial background having valid licenses/sanctions and experience in this field for a minimum period of five years along with institutional/organizational performance report.
4. For any clarification on the tender terms & conditions, scope of work etc. (Annexure I to III) in respect of the subject tender, please contact Junior Engineers / Estate-cum-Security Officer, NIBM - 020 69046100 / 69046107.
5. It is mandatory for all prospective bidders to undertake a site visit before submitting their bids. The purpose of the site visit is to provide the bidders with a comprehensive understanding of the site requirements and the conditions that may affect the execution of the work. (Submit Form-III)
6. Failure to undertake a site visit and submit form-III will result in the automatic rejection of the submitted bid.
7. All bidders are requested to check our tender website regularly for any update/corrigendum, etc. with respect to this tender. No separate / individual notification will be made in such cases.
8. This notice inviting tender shall form a part of the contract document.
9. **Tenders should be submitted in Two separate Envelopes before within date & time on following address - Purchase Department, Admin Building, NIBM campus, NIBM Post Office, Kondhwe Khurd, Pune - 411048**
10. The important dates for the tender process are as follows:

Sr.	Activity		Date
(i)	Date of Tender Notice	:	August 20, 2026
(ii)	Pre-Bid Meeting & Site Visit	:	August 25, 2026 at 11:00
(iii)	Last date for Tender Submission	:	August 27, 2026 at 3:00 p.m.
(iv)	Date and time for opening of Technical Bid	:	August 27, 2026 at 5:00 p.m.
(v)	Date and time for opening of Financial Bid		The date will be intimated

11. The Director, NIBM, Pune reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason, and is not bound to accept the lowest tender or any tender, it may receive. Incomplete or conditional offers will not be accepted. The decision of the Director, NIBM, Pune, in this regard shall be final and binding on all.

12. In the event of any dispute arising in the matter, the decision of the Director, NIBM shall be final and binding on both parties.

Thanking you

Yours faithfully

Chief Administrative Officer

Enclosures:

- Tender Annexures I to III
- Bid forwarding letter Annexure I with formats
 - o Technical Bid - Part- I to III
 - o Financial Bid - Part- IV

SECTION 1
ELIGIBILITY CRITERIA FOR TENDERERS

1. The Tenderer should have the minimum experience of 5 years as on **March 31, 2026** in the similar type of Work/services, out of which Five years' experience should be for any Public Sector Undertaking (PSU), Govt. Organization, educational institution like college, university, or any other commercial training centers, etc. The tenders of those Tenderers who lack this experience are liable for rejection.

1.1 Financial Criteria: -

- a. The bidder should have had average annual financial turnover of **Rs. 30 Lakh** on works during the immediate last three years ending 31st March 2026 (For the financial year 2023-24 provisional certificate issued by the CA).
- b. Profit/ Loss: - The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last three consecutive balance sheets.
- c. Similar type of Service- One similar completed Service costing of value not less than **12 lakhs**

OR

Two similar completed works costing each of value not less than **7 lakhs.**

2. The tenderers will have to pay the Earnest Money Deposit (**EMD**) of **Rs. 20,000/- (Twenty Thousand only)**. This payment is to be made through online payment mode on following account: This payment is to be made through online payment mode (NEFT/RTGS) on NIBM's account only.

Account details:

Bank Name: Bank of Maharashtra
Acc. Holder: National Institute of Bank Management
Acc. no.: 20002400021
IFSC: MAHB0001124

3. The bidder should not have been barred/blacklisted by the Public Sector Undertaking (PSU), Govt. Organization, or any other institute, etc., from participating in any tender, and the bar subsists as on the Bid Due Date, such bidder would not be eligible to submit the BID.
4. Only Tenderers who are fulfilling above criteria shall participate in the tendering process. The Tender Document consists of Techno-Commercial Bid. The Tenderer shall go through the tender documents before submitting the BID.
5. Tenderer/s shall keep his / their offer valid for a period of at least 7 days from the date of opening of the tender. If any Tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
6. **The successful tenderer/Bidder will have to deposit a Performance Security Deposit of Rs. 1,00,000/- (One Lakhs only)** by online payment to NIBM which shall bear no interest. This deposit shall be paid by Online Mode. The Institute shall have the right to deduct, out of the above deposit any amount which the agency may become liable hereunder and shall refund the balance amount, if any, to the agency after 60 days of the termination /completion of the term of the contract.
7. The National Institute of Bank Management (NIBM) reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.

SECTION 2
TENDER DOCUMENTS AND ATACHMENTS

1. Content of Tender documents: The following documents shall constitute the Contract Document:
 - 1.1 Notice Inviting Tender.
 - 1.2 General Conditions of Contract.
 - 1.3 Special Conditions of Contract.
 - 1.4 Form of Tender, submitted by the Contractor.
 - 1.7 Letter accompanying the tender, (if any).
 - 1.8 Letter of Acceptance of the tender or Work Order issued to the Contractor by the NIBM.
 - 1.9 Correspondences (if any) between the parties here to after submission of the tender till completion of work.
 - 1.10 The instructions issued by the Junior Engineer/Estate Officer of NIBM from time to time relating to the Works.
2. The tender procedure and contract terms are prescribed in tender document (From Section-1 to Section 5).
3. The tenderer is expected to examine all instructions, terms and conditions, specifications, forms and annexures etc. as mentioned/enclosed in tender document. Failure to furnish all information required in tender document or submission of tender not substantially responsive to tender document in every respect will be at tenderer's risk and is likely to result in out-right rejection of the tender.

4. Information required with the proposal:

- i) The Technical Bid along with supporting documents is to be submitted are as below:

(i)	Composition of the firm	Full particulars (whether contractor is an individual, or a partnership firm, or a company etc.,) of the composition of the firm of contractors in details should be submitted along with name(s) and address (es), of the partner's copy of the Articles of Association/ Power of Attorney/ another relevant document.
(ii)	Work experience & Completion of similar works of specified value during the specified period	Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work experience. The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any Centre, should also be given.
(iii)	Credit-worthiness of the contractor and their turnover during the specified period	Copies of the Income Tax Clearance Certificates/Income Tax Assessment Orders along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of their credit-worthiness and turnover for last three years.

- ii) No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
- iii) While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of requisite value as per the Proforma of Articles of Agreement.
- iv) The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or a person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favor by such other person(s) or by all the partners in

accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause.

- v) Every Contractor shall furnish along with the tender the latest Income Tax Clearance Certificate without which this tender is likely to be rejected.
- vi) Tenders containing errors are liable to be considered non-bonafide at the discretion of the Director, NIBM.

5. Clarification of Tender document:

Any prospective tenderer requiring any clarification on the tender terms & conditions, scope of work etc. (Annexure/ Section 1 to 7) in respect of the subject tender, please contact Junior Engineer / Estate-cum-Security Officer, NIBM - 020 69046100 / 69046107.

6. Amendment in Tender document:

At any time prior to the due date for submission of the tender or even prior to the opening of the financial bid, NIBM may for any reason, whether at its own initiative or as result of a request for clarification/ suggestion by a prospective tenderer, amend the tender document by using a notice.

- 7. **Pre-Bid meeting** shall be held in the Admin Block, NIBM, Pune, Maharashtra at 11:00 AM on **25/08/2026** to clear the doubts of intending bidders, if any bidder should send by email all their queries, before pre-bid meeting, **latest by 5:00 p.m. on 24/08/2026** to the modifications may be uploaded on the website, if felt necessary by the NIBM.
- 8. **The amendments** will be notified on the website at least 3 days before the proposed date of submission of the tender. NIBM will bear no responsibility or liability arising out of non-receipt of the information in time or otherwise. If any amendment is required to be notified within 3 days of the proposed date of submission of the tender, the last date of submission shall be extended for a suitable period of time.

All the notices related to this tender which are required to be published shall be uploaded on <http://www.nibmindia.org>

SECTION 3
PREPARATION AND SUBMISSION OF TENDER

1. Language of Tender:

The Tender prepared by the tenderer along with all the related documents shall be in English. Any printed literature/attachment furnished by the tenderer may be in another language. All the correspondence between tenderer and NIBM shall also be in English. The Bid forwarding letter.

2. Type of Tender:

- 2.1. Annexure - III along with separate Technical Bid (PART-I) and Financial Bid (PART-II) along with all supporting documents submitted with the tender should be signed by the person authorized to do so and should be stamped with the seal of the firm.

3. Earnest Money and Security Deposits:

- 3.1 Earnest Money Deposit of **Rs. 20,000/- (Rupees Twenty Thousand only)** deposited with NIBM through online payment gateway provided on the NIBM's Tendering web site.
- 3.2 There is no any exemption to anyone in the EMD.
- 3.3 The earnest money may be forfeited:
- a. If a tenderer withdraws his tender during the specified period of validity of offer.
 - b. If the successful tenderer fails to sign the contract agreement within stipulated time period.
 - c. The earnest money of the successful lowest tenderer shall be released at the time of signing of agreement with NIBM.

4. FORMATS SIGNING, UPLOADING OF TENDER DOCUMENTS:

- 4.1. The Tender Document consists of Techno-Commercial Bid. The Tenderer shall go through the Technical Bid before submitting the Tender.
- 4.2. Any terms and conditions proposed by the tenderer in his technical bid which is not in accordance with the terms and conditions of the tender documents or any financial conditions, payment terms, rebates etc. mentioned in financial bid shall be as considered as conditional tender and will make the tender invalid.
- 4.3. Tender must be received by till the date and time of submission as specified in tender document.

5. Technical Bid: Technical Bid should be accompanied by payment of **Rs. 20,000/- (Rupees Twenty Thousand only)** towards Earnest Money Deposit (EMD) to be deposited with NIBM through online payment RTGS/NEFT. No exemption from EMD payment shall be granted.

6. Interested contractor/vendors who satisfy the qualifying criteria should apply with the complete details.

- 6.1.1 All the Annexures, attachment/Forms in the prescribed formats should be filled/attached along with the all supporting documents like copies of latest ITR filed, list of work completed/in hand with their details during last 5 years, work completion certificate, list of tools and personnel available, details of registration/empanelment with different institutions, financial turnover, Bank Solvency certificate etc.
- 6.1.2 Mandatory Documents to Submitted:
- a) Copy of receipt of deposition of original EMD.
 - b) GST registration Certificate
 - c) Certificates of Financial Turnover from Chartered Accountant as per Form A.
 - d) Banker's certificate/Net Worth Certificate.
 - e) List of eligible similar nature of works completed as per Form/Annexure
 - f) Projects under execution as per Form/annexure
- 6.1.3 Copy of Enlistment Order, Certificate of Work Experience, and all other documents as specified in the eligibility criteria shall be submitted in physical form along with the bid within the prescribed bid submission period. All documents shall be self-attested or certified, as

applicable, and shall be submitted to the office of the Tender Opening Authority on or before the last date and time of bid submission.

- 6.1.4 The contractors are required to submit the requisite satisfactory (proof) documents towards pre-qualification. Failure to submit the same may result into rejecting the application. NIBM reserve right to cross check the information furnished and may obtain confidential report from their previous clients. NIBM reserve the right to reject any or all applications at any stage without any reason, thereof.
- 6.1.5 After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.

7. Financial Bid

- 7.1. The rate shall be quoted as per commercial bid format considering basic rate, taxes and total rate inclusive of all taxes in prescribed column.

SECTION 4
TENDER OPENING AND EVALUATION

The bid submitted shall be opened on scheduled date and time as mentioned in Tender Notice.

Procedure of opening of shall be as under:

1. **Technical Bid:** Same shall be opened by NIBMs Evaluation Committee at the date and time mentioned in "Invitation of Tender". The suitability of offers and content examined by committee in detail.

- 1.1 Tenderers or their authorized representative who may wish to be present, may attend the opening of the technical bids whereas financial bids by only those who are found eligible in technical bids.

- 1.2 If any tenderer declares or files misleading statement, misrepresentation then he will be disqualified from the process of selection.

- 1.3 In the event of any of the documents found fabricated/ tempered/ forged / altered / manipulated / false during the evaluation of bid at any stage, it will lead to rejection of the bid and forfeiture of EMD of the tenderer. NIBM reserve its rights to disqualify the tenderer and to blacklist/ debar for future participation for the next five years.

2. **NIBM will prepare merit list of eligible tenderers according to their marks of technical evaluation of Bid.**

- 2.1 Minimum 35 marks out of 50 marks allotted for technical criteria evaluation.

3. **Financial Bid opening and award of work:**

Bidders who qualify technical evaluation will only be considered for evaluation of Financial Bid.

- 3.1 In case the lowest tendered amount of two or more contractors is same, such lowest contractors will be asked to submit sealed revised offer in the form of letter mentioning revised cost. but the revised cost should not be higher than the percentage quoted at the time of submission of tender. The lowest tender shall be decided on the basis of revised offers.
 - 3.2 In case any of such contractor refuses to submit revised offer, then it shall be treated as withdrawal of his tender before acceptance and 50% of earnest money shall be forfeited.
 - 3.3 If the revised tendered amount of two more contractors received in revised offer is again found to be equal, the lowest tender, among such contractors, shall be decided by draw of lots in the presence of Tender Evaluation Committee and the lowest contractors those have quoted equal amount of their tenders.
 - 3.4 In case all the lowest contractors those have quoted same tendered amount, refuse to submit revised offers, then tenders are to be recalled after forfeiting 50% of EMD of each contractor.
 - 3.5 Contractor(s), whose earnest money is forfeited because of non-submission of revised offer, shall not be allowed to participate in the re-tendering process of the work.
 - 3.6 The officials of NIBM may conduct site visit at the work place of tenderers on suitable dates for verifying the present infrastructure, quality of work, quality of services and spot feedback from the concerned employer.
 - 3.7 NIBM reserves right to select a tenderer on the basis of above-mentioned criteria from out of the successful bidders as per merit list of the above.
4. **Award of Work:** Prior to expire of validity period of offer, NIBM will notify the successful tenderer by registered letter/email that his tender has been accepted.

Complete work shall ordinarily be awarded to the lowest tenderer only.

- 4.1. The successful bidders/contractor, on acceptance of his bid by the Accepting Authority shall within 7 days from the stipulated date of start of the work, sign the contract consisting of:

- 4.2. In the event of any of the documents found fabricated/ tempered / forged / altered / manipulated / false in the bid even after the award of the contract, it will lead to termination of the contract, forfeiture of EMD whichever is available at the time of termination. NIBM reserve its rights to disqualify the tenderer and to blacklist/ debar for future participation for the next five years.
- 4.3. Agreement Contract: Before placement of work orders, an agreement shall be signed between NIBM and the lowest successful tenderer/bidder. The respective tenderer shall pay all the expenses of stamp duties and other requirements for signing the agreement/formats/annexure etc. Entire work under the scope of composite bid including major and all minor components shall be executed under one agreement.
- 4.4. The denial of the lowest tenderer/bidder to undertake the whole work shall be treated as breach of contract and NIBM may forfeit the EMD amount deposited by him.

SECTION 5
TERMS AND CONDITIONS OF CONTRACT

A) GENERAL CONDITIONS OF CONTRACT:

1. DEFINITIONS:

- 1.1 The contract document shall consist of the various documents listed under Section 2 under Tender Documents above.
 - 1.2 The "Employer" means National Institute of Bank Management, its authorized agencies and assignees.
 - 1.3 The "Bid (s)" shall mean the technical and financial bid (proposal) submitted by the Bidder in response to this tender inviting notice.
 - 1.4 The "Bidder (s)" shall mean all eligible parties participating in the bidding process pursuant to and in accordance with the terms of the tender.
 - 1.5 The "NIBM" shall mean Director or his representative of Indian Institute of Bank management, having its Office at Kondhwa Khurd, Pune, and shall include their legal representatives, assigns or successors. They are treated throughout the Contract document as if each were of the singular number and masculine gender.
 - 1.6 The "Engineer/Officer" means any person or party appointed from time to time by NIBM
 - 1.7 The "Contract" shall mean the contract agreement, General Conditions of Contract, Special Conditions of contract, the Employer's requirements, the Bid, Instructions to Bidders and the further documents (if any), which are listed in Contract Documents and agreements.
 - 1.8 The term "Successful Bidder" shall means the Bidder declared technically and financially successful by NIBM for the project and with whom the Contract agreement shall be signed.
 - 1.9 The "Contract agreement" shall mean the agreement to be signed between successful Bidder and Employer for the execution of project.
 - 1.10 The "Contractor" shall mean the Firm/Person (whose tender has been accepted by NIBM) and shall include his legal representatives, successor in interest and assignees.
 - 1.11 The term "Sub-Contractor", as employed herein, includes those having a direct contact with the Contractor and it includes one who furnishes materials worked to a special design according to the plans or specifications of the work but does not include one who merely furnishes materials, not so worked. Anyone doing work on a piece rate basis shall be deemed a Sub-Contractor.
 - 1.12 The "Site" shall mean the site of the Contract Works including any building and erections thereon and any other land allotted by the NIBM for Contractors' use.
 - 1.13 The term "Work" of the Contractor or Sub-Contractor includes labour or material or both.
 - 1.14 "Written Notice" shall be deemed to have been duly served if delivered in person to the individual or to a member of the firm or to an office of the Corporation for whom it is intended, or if delivered at or sent by registered mail to the last business address known to him who gives the notice.
 - 1.15 All the time limits stated in the Contract Document are the essence of the Contract.
 - 1.16 The law of the place of work shall govern the construction under this contract.
2. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company / Corporation, Society, they shall be, for the purpose of this contract, be known as "the Agency" and the National Institute of Bank Management shall be known as "Institute".
 3. The Agency must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must inspect the site of work and acquaint himself with all local conditions means of access to the work, nature of work and all matters appertaining thereto.

4. Immediately upon receipt of the Letter of Acceptance/Work Order from NIBM, the successful Agency shall commence the CAMC services as per the instructions of the Estate Department. The acceptance of the tender shall constitute a binding Contract between NIBM and the Agency. **The Agency shall inspect all STP units and associated equipment before commencement of the Contract and shall thereafter be responsible for providing comprehensive maintenance services in accordance with the terms and conditions of the Contract.**
5. The Agency and the Institute shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled through Arbitration or through Court of Law within the jurisdiction of Pune. The resultant contract will be interpreted under Indian Laws.

B) SITE FACILITIES AND CO-OPERATION

1. The Agency shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance. It will be responsibility of the Agency to promote an electrically safe workplace free from unauthorized exposure to electrical hazards for all its employees and outsourced personnel so as to prevent accidents to themselves, the public (community) and the Institute's property.
2. The Agency shall be responsible for taking good care of all specialized equipment, tools and tackles used for its maintenance activities. It should bring to the notice of the Institute the repair and maintenance works that are required to be undertaken from time to time. In case any damage is caused to the equipment due to the gross negligence of any of the employees of the Agency, Agency undertakes to indemnify the Institute for such damages. The amount of damages quantified at the discretion of the Institute shall be final & binding on the Agency. The Institute shall be at liberty to deduct such amount of damages from any dues payable to the Agency.
3. The Agency shall ensure that the employees engaged in maintenance, servicing and repair work activities in the premises shall, while working, take all reasonable care in handling the internal as well as external items and the Agency shall be solely responsible for the safety and security of all such fixtures and equipment and installations. If it is found that any such items of fixtures, equipment and installations are damaged and or missing due to the negligent of the employees of the Agency, the Agency shall take the responsibility of making good the same failing which, the Institute reserves its' right to impose penalty to the extent of damage assessed and the amount of such penalty shall be recovered from the monthly payments of the Agency.
4. It shall be the responsibility of the Agency to ensure that switches of all electrical appliances such as lights, fans, etc. are put on and off properly at the areas while doing maintenance activities. If at any time, it is found that the staff of the Agency entrusted for doing the job is negligent leaving the electrical switches of fans, lights etc. on and the doors were closed resulting into wastage of energy, the Agency shall be imposed with a penalty as may be assessed in this regard.
5. Site protection and Cleaning: The Contractor shall protect and preserve the work from all damage or accident providing any temporary cover or protection as required by the NIBM/Junior Engineer/Estate Officer. This protection shall be provided for all property adjacent to the site as well as on the site.

C) SPECIAL CONDITIONS OF CONTRACT

1. The contractor shall comply with all safety standards, statutory regulations, and campus operational requirements during execution of CAMC work.
2. All tools, testing instruments, ladders, consumables, and manpower required for maintenance activities shall be arranged by the contractor at their own cost.
3. The prices quoted by the Bidder shall be firm and inclusive of all taxes, duties, transportation, delivery, installation, testing, commissioning, and all other incidental charges. No additional payment on any account shall be entertained.
4. The Bidder must have a service and maintenance setup in Pune. Details of the service and maintenance facility shall be furnished along with the bid.

5. During the AMC period, the Bidder's technical representative shall attend to the complaint at the National Institute of Bank Management (NIBM) on the same day for inspection, servicing, repair, or rectification of the system.
6. During the AMC period, if any STP unit or any component thereof is found to be defective, the Bidder shall replace the defective unit/component at the National Institute of Bank Management (NIBM) at no additional cost.

D) SCOPE OF WORK

1. The AMC shall cover comprehensive maintenance, servicing, repair, replacement of defective parts, troubleshooting, maintenance, and breakdown support.

1. Operation of STP

The contractor shall

- Operate the STP continuously on 24×7 basis.
- Start and stop equipment as per sewage inflow.
- Ensure uninterrupted operation of the plant.
- Maintain treated water quality as per CPCB/MPCB norms.
- Maintain proper sludge age and MLSS.
- Monitor biological treatment process.
- Operate pumps, blowers, dosing systems and filtration units.
- Maintain optimum dissolved oxygen level.
- Ensure recycling of treated water for horticulture/flushing.
- Prevent overflow of untreated sewage.
- Prevent odour nuisance.
- Maintain proper hydraulic loading

2. Preventive Maintenance

The contractor shall carry out preventive maintenance of all equipment including

- Raw Sewage Pumps (3 HP) – 2 Nos.
- Transfer Pumps (3 HP) – 2 Nos.
- Sludge Pumps 1 (HP) – 2 Nos.
- Filter Feed Pump (HP) – 2 Nos.
- Backwash Pump (3 HP) – 1 No
- Ozone Recirculation Pump (3 HP) – 1 Nos.
- Air Blower with Motor (10 HP) – 1 No.
- Dosing Pump 0-10 LPH – 2 Nos.
- Pressure Sand Filter – 1 No.
- Activated Carbon Filter – 1 No.
- Ozone System – 1 No
- Bag Filter – 1 No
- Control Panel – 2 Nos.
- UPVC plumbing maintenance (Within Battery Limit) – 1 Lot
- Electrical Maintenance (Within Battery Limit) – 1 Lot

3. Breakdown Maintenance

The contractor shall

- Attend every breakdown immediately.
- Arrange unlimited breakdown visits.
- Restore operation in minimum possible time.
- Keep essential tools and tackles available.
- Replace minor parts without additional cost.
- Submit Root Cause Analysis report for major failures.

4. Daily Activities

The operator shall

- Record inlet and outlet flow.
- Check pump operation.
- Check blower pressure.
- Check treated water quality.
- Monitor chlorine dosing.
- Monitor sludge generation.
- Record electrical parameters.
- Check abnormal vibration.
- Check leakage.
- Check odour.
- Clean strainers.
- Maintain housekeeping.
- Record observations in logbook

5. Periodic Maintenance Schedule

A. Bar Screen

- Remove obstruction.
- Clean screen.
- Remove collected waste.

Frequency:

- Monthly inspection
- Thorough cleaning every three months

B. Oil & Grease Chamber

- Pump out floating oil.
- Dispose through authorized agency.

Frequency: Every six months.

C. Collection Tank

- Check aeration.
- Prevent foul smell.
- Remove floating material

D. Raw Sewage Pumps

- Check clogging.
- Clean impellers.
- Check discharge.
- Verify flow rate

E. Air Blowers

- Check lubrication.
- Check bearings.
- Check vibration.
- Replace oil monthly.
- Grease bearings weekly.
- Check abnormal sound daily

F. Tube Settler

- Check sludge blanket.
- Remove accumulated sludge.
- Clean channels.

G. Intermediate Tank

- Check flow.
- Clean pumps.
- Verify discharge

H. Treated Water Tank

- Ensure daily utilization.
- Avoid stagnation.
- Dispose excess treated water safely if required.

I. Pressure Sand Filter (PSF)

- Check operating pressure.
- Backwash daily.
- Check pressure differential.
- Replace media whenever required.

J. Activated Carbon Filter (ACF)

- Monitor pressure.
- Carry out daily backwashing.
- Replace carbon media whenever required.

K. Chlorine Dosing System

- Ensure proper dosing.
- Maintain residual chlorine.
- Clean dosing pumps.
- Calibrate dosing system.

L. Electrical Panel

- Check incoming supply.
- Tighten terminals.
- Check relays.
- Check contactors.
- Check indication lamps.
- Replace damaged components.

6. Laboratory Testing

The contractor shall arrange testing of treated water through an approved laboratory.

Minimum six tests per year shall be conducted including

- pH
- BOD
- COD
- TSS
- Oil & Grease

- Chlorides
- Residual Chlorine
- Faecal Coliform
- Any other parameters required by MPCB/CPCB.

7. Log Books

The contractor shall maintain

- Daily Log Book
- Equipment History Card
- Preventive Maintenance Register
- Breakdown Register
- Chemical Consumption Register
- Sludge Disposal Register
- Water Quality Register
- Attendance Register

8. Housekeeping

The contractor shall maintain

- Clean STP premises
- Equipment cleaning
- Panel cleaning
- Floor cleaning
- Drain cleaning
- Removal of sludge
- Removal of weeds

9. Consumables Included in Contract

The following consumables shall be supplied by the contractor without any additional cost during the contract period:

Sr. No.	Consumable	Annual Quantity
1	Sodium Hypochlorite	2400 Litres
2	Jaggery	75 Kg
3	Sand Filter Media (Multi Grade)	1200 Kg
4	Activated Carbon Filter Media (IV-900)	300 Kg
5	Bio Culture	60 Litres
6	Salt	200 Kg
7	Alum (White Fitkari)	100 Kg

The quantities mentioned above are indicative and shall be supplied as required for satisfactory operation of the STP.

E) PAYMENT TERMS:

No advance payment will be paid.

1. The Agency has to enclose certified copy of Income Tax, PAN Card No. Income tax as applicable from time to time will be deducted while making every payment. GST or any other tax will be the responsibility of the Agency. Bill should be tax invoice. Agency has to comply with KYC (Know your Customer Document Interim bill payment will be made against completed item of work.
2. All the payments of bills for the work shall be made online through RTGS / NTFS transfers only.

3. The Bill of Quantities is only probable quantities and is liable to alterations by omission, deductions or additions to any extent. Payments will be made on the actual quantities of work done at accepted unit rate.
4. All compensations or other sums of money payable by the Contractor to the NIBM under the terms of this contract will be deducted from the bill amounts or from the Retention Money, if the amount so permits and the Contractor shall unless such retention money has become otherwise payable, within ten days after such deductions, make good in cash the amount so deducted.
5. Deduction for uncorrected work - If the Junior Engineer/Estate Officer deems it inexpedient to correct work damaged or not done in accordance with the contract, an equitable deduction from the Contract Sum as may be decided by the Junior Engineer/Estate Officer shall be made
6. Either before or within a reasonable time after Virtual Completion of the work, the Contractor shall send to the Junior Engineer/Estate Officer all documents necessary for the purposes of the computations required by these conditions including all documents relating to the accounts of nominated Sub-Contractors and Nominated Suppliers.
7. **Addition or Removal of Equipment:** NIBM reserves the right to add or remove equipment during the AMC period. Charges for additional equipment shall be calculated on a pro-rata basis.
8. **Penalty and Termination Clause:** NIBM reserves the right to impose penalties and/or terminate the contract by giving 30 days' notice in case the terms and conditions of the AMC are not complied with satisfactorily. For normal termination, either party may terminate the contract by providing 30 days' prior written notice.
9. **GST retention clause:** The Institute shall be entitled to retain GST component of each payment payable to the service provider / vendor until the GST amount is reflected in GSTR 2B. In cases, where the service provider / vendor has collected applicable GST and not deposited the same with the GST/Tax Department due to which the Institute loses the GST credits, the Institute shall reserve the right to recover such losses from the service provider / vendor along with applicable interest and penalty.
10. **Blacklisting:** The Institute has all the right to cancel / terminate the contract on an immediate basis and withheld the balance payment payable if the service provider / vendor is blacklisted or its rating (as per the rating system announced by the government for GST compliance) is downgraded below accepted level due to noncompliance or its actual or alleged act, failure to act, error, or omission in the performance.
11. **Indemnity Clause:** The service provider / vendor agrees to defend, indemnify and hold harmless the institute with respect to any claim arising from the service provider / vendor's actual or alleged act, failure to act, error, or omission in the performance of its obligation under this agreement / work order or any governing law or regulation including relating to the GST law.

F) MISCELLANEOUS

1. Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to /sought from the Director, NIBM, whose decision in the matters shall be final and binding on the Agency. Any other matter relevant to but not covered in the contract shall also be decided by referring to the Director, NIBM whose decision will be final and binding on the Agency.
2. If the Dispute is not resolved through the reference made to the Director, NIBM, a reference of the same shall be made to an Arbitrator to be appointed by the Director NIBM Pune for adjudication of the same in accordance with the provisions of Arbitration & Conciliation Act-1996 and any statutory modification there under from time to time. There shall be no objection if the Arbitrator to be appointed is a Competent Officer of Institute in the discretion of the Director NIBM Pune.

.....
Seal & Signature of the Agency

ANNEXURE- I

Date:

The Director
National Institute of Bank Management
NIBM Post Office
Kondhwe Khurd
Pune 411048

Dear Sir,

Sub: Tender for Annual Maintenance Contract (Comprehensive Type) for 200 KLD Sewage Treatment Plant (STP) at NIBM, Pune

Ref: Tender Notice No. NIBM/Tender-8/2026-27 dated August 20, 2026

With respect to the Tender Notice published on NIBM Website, we hereby submit our tender in the required forms after carefully understanding all the terms and conditions of the tender/ contract as mentioned herein.

We have understood the terms and conditions and accept the same without any alterations/modifications. We agree to adhere to the requirements of work as prescribed by NIBM, Pune. We understand that NIBM is not bound to accept the lowest or any tender received by the Institute.

We declare that presently our firm is not blacklisted/ineligible for corrupt/fraudulent practices by any Central/State Government departments. All information given/declarations made in our tender are correct. We will ensure that all necessary rules & regulations of the Institute are complied with under all circumstances.

Thanking you

Yours faithfully

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Enclosures:

1. Technical Bid - PART – I to III with Form I and II
2. Financial Bid - PART – IV with Annexure - IV

ANNEXURE-II

(To be executed by the Contracting Agency on a Non-Judicial Stamp Paper of ₹.500/-,
as per the draft)

AGREEMENT

Agreement made at Pune on ----- between National Institute of Bank Management,
Kondhwe Khurd, NIBM P.O., Pune – 411 048 hereinafter called 'Institute' represented by the Chief
Administrative Officer, Authorized Representative, on the one part and M/s. -----
-----address -----

-----,
hereinafter called the 'Agency' (Which expression shall be deemed to include his / their
representative heirs, assigns, executors. etc.) represented by its Director Shri. -----
----- address -----

----- on the other part.

Whereas the Agency has agreed to perform all the jobs/services set forth in the tender document
and its' annexures, which shall be treated as an integral part of this agreement, upon the terms and
conditions governing the contract annexed.

In consideration of the payment to be made by the Institute, the Agency shall duly perform the work
set forth in the tender documents and its annexure and shall execute the same with great
promptness, care and diligence in a prudent manner to the satisfaction of the Institute and will carry
out the performance in accordance with the terms and conditions of contract with effect from -----
----- to ----- and will observe, fulfill and honour all the
conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the
same had been fully set forth herein) and the Institute hereby agrees that if the Agency observes
and honours the said terms and conditions of the contract, the Institute will pay or cause to be paid
to the Agency for the performance, on the completion thereof, the amount due in respect thereof at
the rates accepted.

IN WITNESS WHEREOF BOTH THE PARTIES HAVE SET THEIR HAND TO THIS AGREEMENT
AT PUNE ON THE DAY, MONTH AND YEAR WRITTEN FIRST ABOVE.

WE HAVE CAREFULLY READ EACH AND EVERY WORD OF THIS AGREEMENT AND HEREBY
AGREE TO EXECUTE THE CONTRACT ACCORDINGLY.

Chief Administrative Officer
National Institute of Bank Management
WITNESS:

1) _____

2) _____

M/s. _____.

WITNESS:

1)

2)

Form I
(Technical Bid)

PROFILE OF AGENCY/FIRM/COMPANY		
Sr.	Particulars	Details
1.0	Name of the Agency/ Firm/Company	
1.1	Legal Status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.)	
1.2	Registration Number of the Agency/ Firm/ Company	
1.3	Year of Commencement of Business	
1.4	Registered Address	
1.5	Communication Address (in Pune)	
2.0	GST Number (Submit copy of GST certificate)	
2.1	Name in which GST registration has been obtained	
3.0	PAN (Submit copy of PAN card)	
3.1	TIN Number (Enclose the copy of certificate issued by the Authorities)	
4.0	Bank Details	
4.1	- Account No	
4.2	- Name of the Account	
4.3	- Name and address of the Bank	
4.4	- IFSC of the Bank	
5.0	Name of the Authorised Contact Person	
5.1	Designation of Authorised Contact Person	
5.2	Mobile No. of the Contact Person	
5.3	Alternate Contact Number/s	
5.4	Email id of the Contact person	

Sr. No	Particulars	Details		
6.0	Statutory Registrations (Photocopies to be attached)			
6.1	Registration number of the firm (As per Shop and Establishment Act)			
6.2	Registration number under the Contract Labour Act.			
7.0	Financial Capabilities (Photocopies to be attached)			
7.1	Income Tax Acknowledgement for the last 3 years commencing from F.Y. 2023 - 2026 along with gross taxable income declared in income tax returns.	<u>Gross Income</u>		
	• 2023-2024			
	• 2024-2025			
	• 2025-2026			
7.2	Last Three years audited statement of Accounts by C.A. from FY 2023-24 giving following details:			
	Particulars	23-24	24-25	25-26
7.2.1	Annual Turnover			
7.2.2	Net Profit			
7.2.3	Fixed Assets/ Investments/Cash and Bank balance including (FDRs) as at 31-03-2026. Confirmation certificate from Bank is required to be produced.			
7.2.4	Capital Accounts (closing balance as on 31- 03-2026)			
8.0	List of present and past clients, as per the Form - II. Existing manpower deployed in such services (along with letters from these firms)			
9.0	Any Special award or recognition/certificate from PSU/Govt. Bodies/Training Institutions.			
10.0	Any other relevant information			

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

Check List of Statutory Registrations to be submitted/uploaded along with the Tender

Registration number under the Shop and Establishment Act.
GST – Registration Number
PAN Number
IT Returns for last 3 years along with CA-certified Annual Turnover Certificate for last 3 years

FORM – II (A)

<u>LIST OF WORK COMPLETED DURING LAST FIVE YEARS FROM THE DATE OF PUBLICATION OF TENDER NOTICE (2021-2026)</u>					
Sr.	Name of the Organisation/ Company	Type of Work	Work Done Cost	Period of Contract (mm/yy to mm/yy)*	Name of Person/ Reference (Contact number/ Email)
1					
2					
3					
4					
5					

**Please attach copies of Purchase/ Work Orders*

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

FORM – II (B)
WORK IN HAND / ONGOING WORKS/CONTRACTS

Sr	Name of the Organisation/ Company	Type of Work	Work Value	Period of Contract (mm/yy to mm/yy)*	Name of Person/ Reference (Contact number/ Email)
1					
2					
3					
4					
5					

**Please attach copies of Purchase/ Work Orders*

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

FORM – III
Pre-Bid Site Visit

Annual Maintenance Contract (Comprehensive Type) for 200 KLD Sewage Treatment Plant
(STP) at NIBM, Pune

With respect to the tender published by NIBM, I / We hereby submit my / our tender in a required format.

I / We declare that I/We have visited site under consideration on / /2026, in presence of Mr.
..... Jr. Engineer / Estate Officer / NIBM Officials.

Checklist:

1. Scope of work as mentioned in tender documents aligned with the site requirement/condition
2. Availability of site
3. Site accessibility/feasibility
4. Water and Electricity – arrangement
5. Labour/Material provisions -

I / We certify that I/We have undertaken a site visit before submitting bids and verified particulars as above.

Seal & Signature of Tenderer :

Sign of NIBM Representative
Designation:

Name of the Representative :

Name of the Firm :

Date :

ANNEXURE – III

DECLARATION

With respect to the tender published by NIBM, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by NIBM Pune. I / We have carefully gone through the guidelines / terms and conditions and I / We accept the same without any alternations / modifications.

I/We agree to notify the NIBM of any changes in the foregoing particulars as and when they occur and to verify and confirm. I/We understand and agree that the Director, National Institute of Bank Management has the right as he may decide, not to open Financial Bid tender in any particular case and also to suspend, remove or blacklist my/our name from NIBM's list of contractors in the event of my/our furnishing false particulars in the Technical Bid form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of Director, NIBM shall be final and conclusive.

I/We certify that the particulars furnished in the Technical bid forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the National Institute of Bank Management may disqualify my/our name from the opening Financial bid.

PLACE:
DATE:

Seal & Signature of Tenderer

Financial/Price Bid**Section - I****Quotation Format: Annual Maintenance Contract (Comprehensive Type) for 200 KLD Sewage Treatment Plant (STP) at NIBM, Pune**

Sr. No.	Description	Qty.	Frequency	Amount in Rs. Excl. GST
1.	Comprehensive Operation & Maintenance Charges (including 24×7 operation, preventive maintenance, routine servicing, manpower and minor spares)			
a.	Operators (8 Hrs.	3	Daily in 3 Shifts	
b.	Supervisor Visit (4 In Month)	1	Monthly 4 visits	
c.	Technician visit for preventive maintenance for oil & Greasing of equipment	1	As per schedule and requirement	
2..	Preventive Maintenance			
a.	Outlet water test report	1 Lot	Monthly	
b.	Filter feed tank cleaning	1 Lot	Monthly	
c.	Sodium Hypochlorite	200 Liter	Monthly	
d.	Bio Culture	5 Kg	Monthly	
e.	Jaggery – Per Month	5 Kg	Monthly	
f.	Filter Bag 50 Micron – Per Month	1 Nos	Monthly	
g.	Sand and carbon filter replacement	200 Kg	Monthly	
h.	Carbon filter replacement	25 Kg	Monthly	
3.	Comprehensive maintenance for equipment's (Ref. Scope of work)			
	Total Monthly Bill			

Additions (if applicable)

Sr. No.	Particulars	Amount (Rs)
1.	GST @ Applicable Rate	Extra
2.	Statutory variation in minimum wages (if payable under contract conditions)	Actual

Sr. No.	Particulars	Amount (₹)
1	Penalty for non-deployment of manpower	As applicable/ decided by NIBM
2	Penalty for breakdown/downtime beyond permissible limits	As applicable/decided by NIBM
3	Recovery towards absence of operator	Actual working hours
4	Any other recoveries ordered by Engineer-in-Charge	As decided by NIBM

❖ **Monthly Bill Checklist**

The contractor shall submit the following documents along with every monthly bill:

1. Invoice.
2. Attendance registers of operators.
3. Salary payment proof.
4. PF and ESI challans (where applicable).
5. Daily log book.
6. Preventive maintenance checklist.
7. Breakdown maintenance report.
8. Water quality test reports (whenever due).
9. Chemical consumption statement.
10. Consumables issue statement.
11. Sludge disposal record.
12. Certificate from the Supervisor/Engineer-in-Charge confirming satisfactory operation of the STP.

SECTION – II

Consumables & Miscellaneous:

Sr. No.	Consumable	Annual Quantity	Unit
1	Sodium Hypochlorite	2400	Liters
2	Jaggery	75	Kg
3	Sand Filter Media (Multi Grade)	1200	Kg*
4	Activated Carbon Filter Media (IV-900)	300	Kg*
5	Bio Culture	60	Liters
6	Salt	200	Kg
7	Alum (White Fitkari)	100	Kg

**Authorised Person's
Signature with Company Seal**