

# **TENDER DOCUMENT**

**Tender Ref No. SCHSL/WTP/**

**Date: 12.01.2026**

**FOR**

**Servicing of Existing Water Treatment Plants with  
Spares(Capacity: 60 m<sup>3</sup>/hr and 22 m<sup>3</sup>/hr) at Shelter Co-operative  
Housing Society Ltd. (SCHSL), at Anupama Housing Complex,  
Phase II, Kolkata-700052**

**Sub: Notice inviting Tenders under two bid system for Servicing of Existing Water Treatment Plants with Spares(Capacity: 60 m<sup>3</sup>/hr and 22 m<sup>3</sup>/hr) at Shelter Co-operative Housing Society Ltd. (SCHSL), at Anupama Housing Complex, Phase II, Kolkata-700052.**

Shelter Co-Operative Housing Society Ltd invites sealed bids under a two-bid system (Technical and Financial bids in separate sealed envelopes) from eligible, experienced, and financially sound bidders for the servicing, maintenance, and supply of spares for the existing Water Treatment Plants (WTPs) of 60 m<sup>3</sup>/hr and 22 m<sup>3</sup>/hr capacity at Anupama Housing Society.

## **1. Scope of Work**

### **A. For 60 m<sup>3</sup>/hr Water Treatment Plant**

- **Oxidation Chamber (Size approx. 1200 mm Dia x 900 mm height)**
  - Dismantling of unit and internals, cleaning
  - Checking internal surfaces
  - Replacement/loading of new under bed material and MnO<sub>2</sub> oxidizing media
  - Internal painting with epoxy , external painting of vessel with paints of reputed cos. (two coats)
  - Reassembly and commissioning
- **Multigrade Filter (Size approx. 1600 mm Dia x 2500 mm height)**
  - Dismantling, removal of filter media and internals, cleaning
  - Inspection and painting of internal surfaces with epoxy
  - Replacement/loading of various grades of sand, gravel, and anthracite media
  - Thorough Servicing and repair of all valves as required.
  - Replacement of vessel gaskets
  - Reassembly and commissioning
  - Internal painting with epoxy , external painting of vessel with paints of reputed cos. (two coats)

- **Softener (Size approx. 1200 mm Dia x 2500 mm height)**
  - Dismantling, resin unloading, internals dismantling, cleaning
  - Internal painting with epoxy
  - Loading/refilling of under bed material and softening resin
  - Acid cleaning of existing resin and refilling of required resin (225Na/ T42 Na)
  - Thorough Servicing and repair of all valves
  - Replacement of gaskets
  - Reassembly and commissioning
  - External painting of vessel with paints of reputed cos. (two coats)
- **Chlorine Dosage System**
  - Supply of sodium hypochlorite solution (8-10%), approx. 10 liters
- **Water Conditioning**
  - The treated water from the softener output must consistently maintain a total hardness below 180 mg/l. The bidder shall ensure compliance with this requirement at all times.
  - All waste materials to be removed by the party
  - Submission of water test reports by the party at their cost after installation.

## **B. For 22 m<sup>3</sup>/hr Water Treatment Plant**

- **Oxidation Chamber (Size approx. 600 mm Dia x 550 mm height)**
  - Dismantling, internals removal, surface inspection, cleaning
  - Replacement of under bed material and MnO<sub>2</sub> media
  - Internal painting with epoxy , external painting of vessel with paints of reputed cos. (two coats)
  - Reassembly and commissioning
- **Multigrade Filter (Size approx. 1000 mm Dia x 2500 mm height)**
  - Dismantling and removal of media and internals and cleaning
  - Internal painting with epoxy
  - Loading of under bed materials and sand
  - Thorough servicing and repair of all valves
  - Replacement of gaskets
  - Reassembly and commissioning
  - External painting with paints of reputed cos. (two coats)
- **Softener (Size approx. 800 mm Dia x 2500 mm height)**
  - Dismantling, unloading resin and internals and cleaning
  - Internal painting with epoxy
  - Loading of under bed gravel, topping up softening resin, acid cleaning of resin, refilling only good resin
  - Thorough servicing and repair of all valves
  - Gasket replacement

- Reassembly and commissioning
- External painting with paints of reputed cos. (two coats)
- **Chlorine Dosage System**
  - Supply of sodium hypochlorite solution (8-10%), approx. 5 liters
- **Water Conditioning**
  - The treated water from the softener output must consistently maintain a total hardness below 180 mg/l. The bidder shall ensure compliance with this requirement at all times.
  - Submission of water test reports by the party at their cost after installation.
  - All waste materials to be removed by the party

## 2. Raw and Treated Water Quality Parameters (Design Basis)

Parameter	Unit	Raw Water	Treated Water
pH		6.5 - 7.5	6.5 - 7.5
Turbidity	NTU	10	< 1
Iron (as Fe)	mg/l	1 Max	< 0.3
Total Hardness (as CaCO <sub>3</sub> )	mg/l	350	< 180 (blended softened water)
Total Dissolved Solids	mg/l	650	Same as raw water
Other Parameters			Same as raw water

## 3. Supply and Servicing Requirements

- Supply of all required media such as MnO<sub>2</sub>, filter sand, gravel, anthracite, softening resin, chemicals, gaskets, valves, bolts, nuts, epoxy/ paints for internal and external surfaces, and other spares to be included.
- Thorough Servicing /greasing/repair of valves . Supply defective water/pressure gauges for both the units
- Cleaning chemicals such as HCL, sodium hypochlorite solution to be supplied.
- Complete dismantling, servicing, inspection, and reassembly of units with commissioning.
- Painting scope includes internal painting using black epoxy paint and external painting with paint/red oxide for vessels (two coats).
- Provision of hardness test kits for water quality monitoring.
- Submission of water test reports by the party at their cost after successful installation .

## 4. Exclusions

- Raw water supply at required flow and pressure is not included.

- Electrical power supply (single phase) for dosing pumps is excluded.
- Civil and electrical works other than stated are excluded.
- Repairing and maintenance of MS/uPVC pipelines, valves not specified in the offer are excluded.
- Supply of consumables other than listed materials is excluded.

## **5. Commercial Terms and Conditions**

- Price basis: FOR site (Anupama Housing Society).
- GST Extra @5%/18% (as applicable)
- Price validity : one month
- Payment terms:
  - 70% of the contract value (including GST) upon full delivery of materials at site; the remaining 30% plus GST, along with 100% of other charges (e.g., service, freight including GST), after successful work completion, smooth functioning of the system, acceptance of the water quality report, and submission of either a bank guarantee equivalent to 10% of the total work value (excluding GST) or retention of 10% of the total work value (excluding GST) by SCHSL. The BG shall be valid for one year. The Draft BG copy shall be provided by the Society. The successful bidder must operate the plant free for 7 days post-completion, bear any necessary civil, mechanical, or electrical works, including regular site visits and logbook maintenance. The successful bidder shall be responsible for the performance of the plants output for a period of one year from the date of handover .. They will directly guide the Society engaged person with respect to plant operation and plants performances will impart training for 4 days for operation and maint of the Plants.
- Delivery period: Range from 1 to 2 weeks
- Service completion time: 2 weeks after delivery.
- Shutdown requirement: Complete plant shutdown for minimum 5 days for servicing.
- All materials quoted ex-stock Kolkata and delivered at Society site..

## **6. Eligibility Criteria**

- Bidder must demonstrate relevant experience in servicing water treatment plants in a Large Housing Society with capability of supplying required spares and consumables in Housing Society. For this the bidder has to submit the proof of experience in the form of relevant workorder value of not less than Rs 5.0 lakh during the last three years of the job, Job completion certificate from the concerned employer. Without the submission of the above, the offer of the party shall not be accepted.

- Bidders must have a minimum average business volume (Annual turnover) of Rs. 30 lakh/ year or above during the last three financial years (proof of turnover to be submitted).

Bidders not meeting technical requirements will be disqualified, and only technically qualified bidders will have their financial bids opened.

## 7. Bid Submission Instructions

### Two Bid System:

- **Technical Bid:** Should contain vendor credentials, proof of experience, detailed compliance with Scope of Work, delivery schedule, and all technical documentation excluding price. (**Annexure-1**)
- **Financial Bid:** Should contain price quotations for the complete scope including all spares, consumables, labor, delivery, taxes, and any other charges (**Annexure-2**)

Both bids must be sealed in separate envelopes, clearly super-scribed as "Technical Bid – Servicing of WTP" and "Financial Bid – Servicing of WTP," placed inside a single outer envelope addressed to the Tender Inviting Authority. All the pages of the Tender document shall be signed by the bidder before submission as a token of acceptance of terms .

### Earnest Money Deposit (EMD):

- An EMD of Rs. 10,000/- be attached with the Technical bid (Annexure-1) by Demand Draft in favour of “ **Shelter cooperative Housing Society Ltd.**” , payable at Kolkata. Failure to attach the EMD of requisite value would make the bid disqualified.

## 8. Terms and Conditions (Summary)

- Prices should be quoted on a FOR site basis for the servicing of WTPs at SCHSL Anupama Housing Society, Kolkata.
- GST at applicable rates shall be paid extra on actuals
- Payment terms will be specified in the tender documents;
- Complete plant shutdown for servicing is mandatory; bidders should plan work accordingly.
- Scope excludes raw water supply, electrical and civil works beyond scope,
- Vendors must ensure compliance with required water quality standards post servicing.

## **9. Tender Process Schedule**

- Issue of Tender Documents: by hand from the office of the SCHSL at **SHELTER COOPERATIVE HOUSING SOCIETY LTD., 77CC/2, ANUPAMA HOUSING COMPLEX, PHASE-II, VIP ROAD, KOLKATA - 700 052.**
- **The bidders can also download the tender document from the SCHSL website: <https://shelteranupama.org/>**
- Pre-bid Meeting/Clarification (if any): On 17.01.2026 at 1130 hrs.
- Last date for submission of bids: 29.01.2026 at 1600 hrs.
- Opening of Technical Bids: 30.01.2026 at 1400 hrs.
- Opening of Financial Bids (only for technically qualified bidders): will be communicated separately at a later date.

## **10. Contact for Tender Details and Clarifications**

**SHELTER COOPERATIVE HOUSING SOCIETY LTD., 77CC/2, ANUPAMA HOUSING COMPLEX, PHASE-II, VIP ROAD, KOLKATA - 700 052.**

**The Tender document will also be available on the Society's website [<https://shelteranupama.org/>] for download by interested parties.**

**ANNEXURE-1**

# Technical Bid Format

**Tender Reference:** SCHSL/WTP/

**Date:** 12.01.2026

**Project:** Servicing of Existing Water Treatment Plants (60 m<sup>3</sup>/hr and 22 m<sup>3</sup>/hr)

**Location:** Shelter Co-operative Housing Society Ltd, Anupama Housing Complex, Kolkata

## 1. Bidder Information

Detail	Information	Attachment (Yes/No)
Name of the Bidder		
Registered Address		
Contact Person & Details		
Company Profile		Company Registration Certificate

## 2. Earnest Money Deposit (EMD)

Detail	Information	Attachment (Yes/No)
Amount	Rs. 10,000/-	Demand Draft copy
Bank Name & DD No.		

## 3. Experience and Credentials

Detail	Information	Attachment (Yes/No)
Previous Work Experience	Servicing of WTP or similar plants	Work orders, Completion certificates

## 4. Financial Soundness

Detail	Information	Attachment (Yes/No)
Average Annual Turnover	Rs. 30 lakhs or above/yr in last 3 years	Audited Financial Statements

## 5. Compliance with Scope of Work

Detail	Information	Attachment (Yes/No)
Methodology for Servicing	Detailed description	Technical Methodology Document

## 6. Delivery Schedule



Detail	Timeline	Attachment (Yes/No)
Proposed Timeline		

## 7. Quality Assurance

Detail	Description	Attachment (Yes/No)
Proposed QA measures	Water quality testing and standards	QA Plan Document

## 8. Manpower and Equipment Details

Detail	Description	Attachment (Yes/No)
Skilled Personnel List	Names and qualifications	CVs
Equipment List	Equipment to be used	

## 9. Certifications and Licenses

Detail	Description	Attachment (Yes/No)
Licenses & Certifications	Relevant licenses	Photocopies

## 10. Declaration and Undertaking

Detail	Description	Signature Required
Declaration	Commitment to terms and conditions	Yes

## General Tender Conditions (Applicable to Both Bids)

- Bids must be submitted in two separate sealed envelopes: one for Technical Bid and one for Financial Bid, inside a single outer envelope.
- EMD of Rs. 10,000/- must be attached with the Technical Bid.
- Financial bids will be opened only for technically qualified bidders.
- The bid should consider minimum 5 days complete plant shutdown for servicing.
- Exclusions like raw water supply, electrical power, civil works, housekeeping, etc., must be acknowledged.
- Compliance with water quality parameters post-service as per tender.
- Payment terms as per the tender document must be adhered to.
- Interpretation: In the event of any difference in the interpretation of any of the clauses of the Tender document, the clarification given by the management of SCHSL shall be final and binding.

**ANNEXURE-2**

# Financial Bid Format

**Tender Reference:** SCHSL/WTP/

**Date:** 12.01.2026

**Project:** Servicing of Existing Water Treatment Plants (60 m<sup>3</sup>/hr and 22 m<sup>3</sup>/hr)

**Location:** Shelter Co-operative Housing Society Ltd, Anupama Housing Complex, Kolkata

The Bidders must strictly quote only in the specified price bid format as follows, leaving any inapplicable rows empty and unfilled, while noting additional rows exclusively against the row marked as "Any other - Pl specify". **Bidding in any different format may render the bid liable for rejection, with the decision solely at the discretion of SCHSL management.**

## A. Water Treatment Plant of Capacity 60 m<sup>3</sup>/ hr.

DESCRIPTION	Qty.	UoM	Rate ( Rs.)	Amount ( Rs.)
<b>Oxidation Chamber :- (1200 mm dia. X 900 mm HOS)</b>				
Paint for internal painting epoxy	1	lumpsum		
Paint for external painting (2 coats of branded paint)	1	lumpsum		
Oxidizing Media – MnO <sub>2</sub>	1200	kg		
<b>Multigrade Filter :- (1600 mm Dia. X 2500 mm HOS)</b>				
Filter Media- Treated Sand	2275	kg		
Under bed Gravel- 1 ½"- 1"	280			
Under bed Gravel- 1"- ¾"	240			
Under bed Gravel- ¾"- ½"	240			
Under bed Gravel- ½"—1/4"	240			
Rubber gasket for the vessels	1			
Paint for internal painting	1	lumpsum		
Paint for external painting (2 coats of branded paint)	1	lumpsum		
Nut - Bolts	1	Ltrs.		
Chemical for cleaning the vessels	30	lot		
Replacement of 04 water flow/pressure guage meters( If found defective)	4			
<b>Softener :- (1200 mm Dia. X 2500 mm HOS)</b>				
Under bed Gravel- 1 ½"- 1"	160			
Under bed Gravel- 1"- ¾"	160			
Under bed Gravel- ¾"- ½"	160			

DESCRIPTION	Qty.	UoM	Rate ( Rs.)	Amount ( Rs.)
<b>Coarse Silex</b>	<b>160</b>			
<b>Softening Resin ( INDION 225 Na/T42 Na)- The resin shall be supplied along with a batch-wise quality report. Payment will not be processed if the required quality report is not provided. The actual qty. of resin can be concluded only after physically inspecting the resin.</b>	<b>1700</b>			
<b>Rubber gasket for the vessels</b>	<b>1</b>	<b>lot</b>		
<b>Paint for internal painting</b>	<b>1</b>	<b>lumpsum</b>		
<b>Paint for external painting (2 coats of branded paint)</b>	<b>1</b>	<b>lumpsum</b>		
<b>Nut - Bolts</b>	<b>1</b>	<b>lot</b>		
<b>Chemical for cleaning the vessels</b>	<b>30</b>	<b>Ltrs.</b>		
<b>Sodium Hypochlorite Solution (8-10%)</b>				
<b>(a)TOTAL SUPPLY OF MATERIALS</b>				
<b>(b)TOTAL SERVICING CHARGES</b>				
<b>(c ) TOTAL FREIGHT /LOADING AND UNLOADING</b>				
<b>(d)TOTAL GST</b>				
<b>(A) TOTAL[(a)+(b)+(c)+(d)] (RS.)</b>				

**B. Water Treatment Plant of Capacity 22 m<sup>3</sup>/ hr.**

DESCRIPTION	Qty.	UoM	Rate ( Rs.)	Amount ( Rs.)
<b>Oxidation Chamber :- (600 mm dia. X 550 mm HOS)</b>				
<b>Paint for internal painting</b>	<b>1</b>	<b>lumpsum</b>		
<b>Paint for external painting (2 coats)</b>	<b>1</b>	<b>lumpsum</b>		
<b>Oxidizing Media – MnO<sub>2</sub></b>	<b>200</b>	<b>kg</b>		
<b>Multigrade Filter :- (1000 mm Dia. X 2500 mm HOS)</b>				
<b>Filter Media- Treated Sand</b>	<b>875</b>	<b>kg</b>		
<b>Under bed Gravel- 1 ½”- 1”</b>	<b>120</b>	<b>kg</b>		
<b>Under bed Gravel- 1”- ¾”</b>	<b>120</b>	<b>kg</b>		
<b>Under bed Gravel- ¾”- ½”</b>	<b>120</b>	<b>kg</b>		
<b>Under bed Gravel- ½”—1/4”</b>	<b>120</b>	<b>kg</b>		
<b>Rubber gasket for the vessels</b>	<b>1</b>	<b>lot</b>		
<b>Paint for internal painting</b>	<b>1</b>	<b>lumpsum</b>		
<b>Paint for external painting (2 coats)</b>	<b>1</b>	<b>lumpsum</b>		

Nut - Bolts	1	lot		
Chemical for cleaning the vessels	20	Ltrs.		
Replacement of 02 no diafram in valve in both the plants if found defective				
<b>Softener :- (800 mm Dia. X 2500 mm HOS)</b>				
Under bed Gravel- 1 ½”- 1”	80	Kg.		
Under bed Gravel- 1”- ¾”	80	Kg.		
Under bed Gravel- ¾”- ½”	80	Kg.		
Coarse Silex	80	Kg.		
Softening Resin ( INDION 225 Na)	600	Ltrs.		
Softening Resin ( INDION 225 Na/T42 Na)- The resin shall be supplied along with a batch-wise quality report. Payment will not be processed if the required quality report is not provided. The actual qty. of resin can be concluded only after physically inspecting the resin. The actual qty. of resin can be concluded only after physically inspecting the resin)				
Rubber gasket for the vessels	1	lot		
Paint for internal painting	1	lumpsum		
Paint for external painting	1	lumpsum		
Nut - Bolts	1	lot		
Chemical for cleaning the vessels	20	Ltrs.		
Sodium Hypochlorite Solution (8-10%)	05	Ltrs.		
(a)TOTAL SUPPLY OF MATERIAL				
(b)TOTAL SERVICING CHARGES				
(c ) TOTAL FREIGHT,LOADING,UNLOADING				
(d)TOTAL GST				
(B) TOTAL[(a)+(b)+(c)+(d) (RS.)				

**GRAND TOTAL VALUE (A)+( B)= Rs.**  
**( Rs in words )----**

## **General Tender Conditions (Applicable to Both Bids)**

- Bids must be submitted in two separate sealed envelopes: one for Technical Bid and one for Financial Bid, inside a single outer envelope.
- EMD of Rs. 10,000/- must be attached with the Technical Bid.
- Financial bids will be opened only for technically qualified bidders.
- The bid should consider minimum 4 days complete plant shutdown for servicing.

- Exclusions like raw water supply, electrical power, civil works, housekeeping, etc., must be acknowledged.
- Compliance with water quality parameters post-service as per tender.
- Delivery charges extra if applicable must be clearly stated.
- Payment terms as per the tender document must be adhered to.
- Interpretation: In the event of any difference in the interpretation of any of the clauses of the Tender document, the clarification given by the management of SCHSL shall be final and binding.

**Place:**

**Date:**

**(Signature & Stamp of the bidder)**