



CASAGRAN MRO

OWNERS WELFARE ASSOCIATION

Reg. No - SRG/Chennai South/452/2021

CASAGRAN MRO
OWNERS WELFARE ASSOCIATION
AADHANUR ROAD, VARADHARAJAPURAM
KANCHIPURAM DISTRICT PIN 600 048

Invites

NOTICE INVITING TENDER

SEWAGE TREATMENT PLANT (STP)
AND
WATER TREATMENT PLANT (WTP)
OPERATION AND MAINTENANCE

FOR

CASAGRAN MRO

TENDER REFERENCE: CGMOWA/003/STP-WTP/2025-26

NOTICE INVITING TENDER**Casagrand Miro****Owners Welfare Association****Aadhanur Road, Varadharajapuram, Kanchipuram District,****TamilNadu, PIN : 600048**

CGMOWA invites sealed tenders from reputed and experienced agency for providing “**STP/WTP OPERATION AND MAINTENANCE SERVICE**” at its Residential Premises located at: **Aadhanur Main Road, Varadharajapuram, Chennai – 600048.**

Interested and eligible vendors may contact our Association through email at **mowa.miro@gmail.com**, by phone at **044-45962453 / 9976280011**, or visit our website **www.cgmiro.com** to collect/download the tender document and submit the completed tender on or before **05.12.2025.**

Date 15-11-2025**Tender Committee**

SCHEDULE

Casagrand Miro is a residential community consisting of 10 blocks with 384 dwelling units. CGMOWA invites tenders from eligible agencies for Operating and Maintaining of STP/WTP for the premises of Casagrand Miro, Aadhanur Road, Varadharajapuram, Kanchipuram - 600 048.

- **Sewage Treatment Plant (STP)** – Capacity: 250 KLD
- **Water Treatment Plant (WTP)** – Capacity: 220 KLD
- Both plants are equipped with **Motors, Pumps, Blowers, Valves, Pressure gauges, Air diffusers, Dosing units, Tanks and Electrical panels.**

SECTION A : TENDER CALL NOTICE

➤ Tender No	003/STP-WTP/2025-2026
➤ Name of Work	Operation and Maintenance of STP/WTP
➤ Estimated Bid Value for 2 Years	15,60,000.00 + Taxes (2 Years)
➤ Bid calling date	15-11-2025
➤ Bid document Fee (Non-Refundable)	Rs 500.00 by way of GPAY OR DD from any scheduled Bank in favour of "Casagrand Miro Owners Welfare Association (CGMOWA)"
➤ Starting date and Time for submission of Tender	15-11-2025 - 10:00 AM
➤ Last date and time for submission of Tender	05-12-2025 - 17:00 PM
➤ Bid Opening	07-12-2025
➤ Contact No.	Association Desk: 044 4596 2453 Tender Committee: 99762 80011

1. CONTRACT PERIOD

- ❖ The contract shall be valid initially for a period of two (2) years, with a provision for extension of up to six (6) months based on satisfactory performance as evaluated by CGMOWA.
- ❖ CGMOWA reserves the right to terminate the contract at any time by providing a two (2) months notice, if the services rendered are found unsatisfactory.

2. MODE OF TENDER**❖ Submission**

- Tenders shall be submitted in a **sealed envelope** superscribed as “Tender for Integrated Facility Management Services at Casagrand Miro Premises”.
- The sealed tender must be deposited in the **Tender Box** placed at: **CGMOWA Office, Aadhanur Main Road, Varadharajapuram, Chennai – 600048.**

❖ Two-Part System

- **Part 1 – Technical Bid (Annexure I):** Eligibility documents, company profile, statutory registrations, and past experience.
- **Part 2 – Financial Bid (Annexure II and Annexure III):** Price bid in the prescribed format with seal and signature.
- Both parts must be placed in separate sealed envelopes and then enclosed within one outer sealed cover.

❖ Late Submission

- Any tender received after the prescribed date and time shall be **summarily rejected**.

3. SITE INSPECTION AND PRE-BID CONDITIONS**❖ Reading the Document & Site Survey**

- Bidders are advised to carefully read the entire tender document and conduct a **site survey** before bid submission.
- Clarifications or site visits may be arranged through contact details provided in the tender notice.

❖ Preparation & Submission of Bids

- Technical and Financial bids shall be prepared strictly as per prescribed formats.
- Incomplete, conditional, or multiple bids from the same bidder will not be accepted.
- Conditional bids are liable for rejection.

❖ Right to Cancel/Extend

- CGMOWA may, at its discretion, cancel the bidding process or extend the submission deadline.

❖ Mandatory Documents

- Cancelled cheque leaf and bank details
- PAN Card copy
- GST Registration with HSN/SAC Code
- Other statutory certificates as applicable

❖ Amendments/Clarifications

- CGMOWA may issue amendments or seek additional clarifications any time before the deadline.
- Failure to submit requested information may lead to disqualification.

❖ Restriction on Related Parties

- Related contractors or parties with business relationships shall not submit separate bids.
- Bids from such related entities will be rejected.

❖ Abnormal Rates

- Bidders must quote realistic rates. Unreasonably high or low rates may lead to rejection unless justified with cost analysis.

4. ELIGIBILITY CRITERIA

The bidders intending to participate in this tender must meet the following pre-qualification criteria. Documentary proof must be enclosed for each requirement; failure to submit any mandatory document will lead to **summary rejection** of the bid.

❖ Financial Capacity

- Average annual turnover of at least ₹10 Lakhs during FY 2022–23, 2023–24, and 2024–25.
- Submit CA-certified turnover certificates or audited balance sheets.

❖ Experience in Similar Works

- The bidder must have successfully executed **similar type of contracts of at least ₹7 Lakhs value per order** during the last three (3) years.
- “Similar works” shall mean **Operation & Maintenance Services** in STP and WTP in Residential Societies and/or Office Premises/Buildings owned by **Government, PSUs, PSU Banks, Financial Institutions, MNCs, Corporates of repute**.
- **Supporting Documents:** Work Order copies and Completion Certificates.

❖ Local Presence

- Registered office or branch within Chennai / Kanchipuram / Chengalpattu District.
- Provide proof such as Registration Certificate, Rental/Lease Agreement, or Utility Bill.

❖ Statutory Licenses & Registrations

- The bidder must hold a Valid Trade License for STP/WTP maintenance issued by the competent authority.

SECTION B : SCOPE OF WORK**1. NAME OF WORK**

- Operation and Maintenance of STP and WTP for Casagrand Miro Residential Premises, Aadhanur Main Road, Varadharajapuram, Chennai – 600048.
- The selected agency shall be responsible for providing STP/WTP Maintenance Services, including deployment of adequate and qualified manpower, supervision, and statutory compliance, to ensure smooth functioning of the premises.

2. QUALIFICATIONS

The minimum manpower requirement is specified below for 24/7 Uninterrupted service. However, after conducting the site visit, the bidder may propose additional manpower if deemed necessary to maintain service quality.

❖ STAFFING REQUIREMENTS – 3 Nos.

- **STP/WTP Operator – 3 Nos.** (One operator per shift for 8 - hour rotation ensuring 24x7 coverage).
- Minimum Qualification: **ITI / Diploma in Electrical / Mechanical / Environmental Engineering.**
- Minimum Experience: **3 years** in STP/WTP operation in a residential or industrial setup.
- Operators must be trained in handling sewage, chemicals, and electrical systems safely.

3. FUNCTIONAL SCOPE OF WORK

❖ SEWAGE TREATMENT PLANT (STP)

- Daily operation and monitoring of the STP to ensure efficient treatment and compliance with TNPCB discharge norms.
- Maintain inlet and outlet flow logs, pH, TDS, BOD, and other parameters.
- Regular inspections must be conducted, and a logbook shall be maintained to record tank levels and cleaning requirements for all tanks like UF Tank, Garden Tank, Filter Feed Tank, Sludge Holding Tank, Treated Tank, Soak Pit, and Bar Chamber, equalization tank, aeration tank, MBR/UF membranes, sludge drying beds and bar screens.
- Bar screen cleaning shall be carried out whenever blockage occurs.
- Soak pit cleaning and bar chamber cleaning shall be performed with the assistance and coordination of the Facility Manager.
- Check pumps, valves, diffusers and pressure vessels for leaks or malfunction.
- Proper maintenance of the dosing systems and ensuring adequate stock of required chemicals.
- Backwashing and cleaning of filters as per schedule.
- Maintain record of chemical usage and sludge disposal.
- Immediate rectification of minor issues and reporting of major faults to CGMOWA.
- Ensure treated water quality meets the required standards for reuse in flushing and gardening.

❖ WATER TREATMENT PLANT (WTP)

- Daily operation and monitoring of the WTP including raw water, softener, pressure sand filter, carbon filter, and dosing units.
- Maintain water quality log including hardness, TDS, and chlorine levels.
- Regeneration of softeners and backwashing of filters as per schedule.
- Proper maintenance of dosing systems and ensuring adequate stock of chemicals (alum, chlorine, salt, etc.).
- Check pumps, valves, and pressure vessels for leaks or malfunction.
- Maintain record of raw water inflow and treated water output.

❖ PREVENTIVE AND BREAKDOWN MAINTENANCE

- Periodic preventive maintenance of all electrical and mechanical equipment.
- Attend to breakdowns immediately and report the same to the Facility Manager / CGMOWA representative.
- Maintain and submit monthly maintenance reports covering equipment status and performance logs.

4. GENERAL RESPONSIBILITIES OF THE AGENCY

- Ensure uninterrupted services across all facility functions.
- Provide uniforms, Identity Cards, safety gear, tools, and equipment to all deployed manpower at its own cost.
- The agency shall ensure that all staff use PPE such as gloves, boots, safety helmets, and masks while handling chemicals or operating equipment
- Maintain attendance registers, duty rosters, and logbooks for each service.
- Replace any absent staff with suitable substitutes without affecting service quality.
- Coordinate with CGMOWA for smooth handling emergencies and maintenance shutdowns.
- Maintain discipline, courtesy, and professional standards at all times.
- Maintain plants in clean, operational condition at all times.
- Coordinate with CGMOWA for Tank Cleaning, chemical procurement, and third-party water testing.
- Record daily operation data and submit monthly performance and maintenance reports.
- Ensure safety standards and preventive measures during operation.
- Support audit, inspection, and compliance documentation when required.
- Major replacement parts (pumps, motors, membranes, etc.) shall be executed with CGMOWA approval.
- Daily logbook of plant readings, preventive maintenance schedule, and chemical stock register to be maintained.
- Monthly reports shall be submitted to CGMOWA Facility Manager.

SECTION C : GENERAL TERMS AND CONDITIONS

- The agency must comply with labour, fire, municipal, and safety regulations.
- Staff must be medically examined and have verified backgrounds.
- CGMOWA will not be liable for wages, ESI, or PF liabilities.
- Periodical cleaning of the UF Tank, Garden Tank, Filter Feed Tank, Sludge Holding Tank, Treated Tank shall be carried out with prior approval from CGMOWA and Facility Manager with separate Invoice, and the attached **Annexure III** checklist must be duly filled and submitted.
- The quote for periodic tank cleaning shall be reasonable, reflect prevailing market rates, and must be disclosed in Annexure III. The rates are subject to approval by CGMOWA.

- The invoice for periodic tank cleaning will be paid separately based on the approved invoice value.
- Day-to-day consumables like alum, chlorine, salt, and cleaning chemical and other materials to be arranged by CGMOWA. Only O&M is scope of Agency.
- CGMOWA reserves the right to terminate the contract for non-performance with 2 months notice.
- No subletting or transfer of contract is allowed.
- Any modification to infrastructure must have prior written approval.
- The agency must maintain the premises in good and hygienic condition.
- CGMOWA may inspect the facilities at any time without notice.
- Smoking, alcohol, or use of intoxicants is strictly prohibited.
- Misconduct or nuisance by staff will lead to immediate removal.
- All disputes between CGMOWA and the agency shall be referred to the **President, CGMOWA**, who will act as the sole arbitrator.
- The decision of the arbitrator shall be final and binding.
- All disputes will fall under **Kancheepuram District jurisdiction**.

SECTION D : BIDDING PROCEDURE AND EVALUATION PROCESS

- The sealed tender must be addressed to **The President, CGMOWA**, and superscribed with **“Tender for STP/WTP Operation and Maintenance.”**
- Sealed tenders must be deposited in the **Tender Box kept at the CGMOWA Association Room** before the specified date and time.
- Offers must be submitted strictly in the **prescribed bid format** only. Incomplete, conditional, or unsigned bids will be summarily rejected.
- **Late submissions** will not be accepted under any circumstances.
- Each tender shall consist of **two separate sealed envelopes**:
- **Part – 1 (Annexure – I): Technical Bid**
- **Part – 2 (Annexure – II and Annexure III) : Financial Bid**
- Both envelopes must be placed in one outer sealed cover marked as **“Tender for Integrated Facility Management Services.”**
- Each page of the tender document, including annexures, must be **signed and stamped** by the authorized signatory of the bidder.
- The tender shall remain **valid for a minimum of 90 days** from the date of opening of the technical bid.

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- Only those bids submitted along with valid proof of payment of the tender document fee shall be accepted for evaluation.
 - The **Technical Bid (Part – 1)** will be opened first by the **Tender Committee** in the presence of bidders or their representatives.
 - The **Tender Committee** will evaluate technical bids based on eligibility, statutory compliance, past experience, manpower strength, and overall suitability.
 - Only those bidders meeting all eligibility and technical standards will qualify for the **Financial Bid (Part – 2)** opening.
 - The **Financial Bid** of technically qualified bidders will be opened on a separate date, which will be communicated in advance to the eligible participants.
 - **Financial bids must clearly indicate the monthly service charges** and should not contain any overwriting, alterations, or conditional pricing.
 - The **bidder quoting the lowest overall monthly service cost (L1) in Financial Bid (Part–2)** as per **Annexure II** and meeting all tender terms and conditions will normally be considered for the award of the contract.
 - **L1** will be selected based on the **(Part–2) Financial Bid - Annexure II**.
 - **Annexure III** will not be taken into consideration for determining **L1** bidder.
 - The **L1** bidder shall be required to execute all the Periodic Tank Cleaning work at the lowest quoted price among all bidders.
 - In case of a **tie** in financial offers, the committee may conduct negotiations or evaluate based on service quality, experience, or past performance.
 - The **Tender Committees recommendation** will be placed before the **CGMOWA Managing Committee** for final approval.
 - The successful bidder will be issued a **Letter of Intent (LOI)** and shall Accept the award in writing within the stipulated period. The successful bidder shall execute a formal Service Agreement with CGMOWA.
 - **CGMOWA reserves the right** to accept or reject any or all bids, wholly or partly, without assigning any reason whatsoever. The decision of the Tender Committee shall be final and binding on all bidders.
 - **Non-compliance, withdrawal, or misrepresentation** after bid submission may lead to forfeiture of the tender fee and disqualification from future tenders.

SECTION E : AWARD OF WORK AND CONTRACT CONDITIONS**❖ AWARD OF CONTRACT**

- After final approval by the CGMOWA Managing Committee, a **Letter of Intent (LOI)** will be issued to the successful bidder.
- The bidder shall confirm acceptance of the award in writing within **seven (7) days** of receipt of the LOI.
- Upon acceptance, the bidder shall execute a **Formal Agreement** with CGMOWA within **fifteen (15) days** from the date of issue of the LOI.

❖ COMMENCEMENT OF WORK

- The agency must commence the services within **15 days** from the date of signing the agreement or as specified in the LOI.
- Failure to start the work within the stipulated period may result in **cancellation of the award**.

❖ CONTRACT PERIOD

- The initial contract period shall be **2 years**, extendable for **6 Months** further periods based on satisfactory performance and mutual consent of both parties.
- CGMOWA reserves the right to **terminate the contract** by giving **Two (2) months written notice** without assigning any reason.

❖ PAYMENT TERMS

- Payment will be made on a **monthly basis**, upon submission of Invoice for services rendered, Attendance records and Proof of statutory payments (EPF, ESI, etc.) for the deployed staff.
- Payment will be released within **15 days** after verification and approval by the Facility Management Committee.
- Any penalty or deduction imposed due to non-performance or absenteeism will be adjusted in the monthly bill.

- No advance payment shall be made. The monthly bill shall be processed only after submission of all compliance documents and satisfactory performance report.

❖ STATUTORY COMPLIANCE

- The agency must comply with all applicable laws and regulations, including: **EPF, ESI, Contract Labour (Regulation & Abolition) Act**, and any other relevant legislation.
- Proof of compliance must be submitted monthly along with wage payment statements.
- All personnel shall be covered under insurance for **accidents and third-party liabilities**.

❖ PENALTIES FOR NON-PERFORMANCE

- In case of unsatisfactory service, non-deployment, or repeated complaints, CGMOWA may impose penalties such as:
- ₹500 per day for each absent staff without substitute.
- ₹1,000 per incident for non-compliance or negligence.
- Termination of contract upon repeated violations.

❖ TERMINATION OF CONTRACT

- CGMOWA may terminate the contract by giving **60 days written notice** for unsatisfactory performance or violation of terms.
- The agency may also terminate the contract with Two months notice, subject to satisfactory handover of responsibilities.

❖ RENEWAL AND EXTENSION

- The contract may be extended for an additional period of up to **6 Months** based on satisfactory performance and mutual agreement, on the same or revised terms and conditions.

❖ DISPUTE RESOLUTION

- Any dispute arising out of or relating to this contract shall be referred to the **President, CGMOWA**, whose decision shall be final and binding.
- Jurisdiction for any legal proceedings shall be within the **local courts of Kancheepuram District**.

ANNEXURES

ANNEXURE – I: TECHNICAL BID FORMAT

(To be submitted in Envelope – I)

1	Name of the Agency	
2	Registered Office Address	
3	Contact Person & Designation	
4	Contact No. & Email ID:	
5	Company Registration No. / Year of Establishment	
6	GST No.	
7	EPF & ESI Registration Nos.	
8	Labour License No.	
9	PCB License No.	
10	Total No. of Employees on Roll	

11. Details of Similar Contracts Executed (last 3 years):

S.No	Name of Client	Nature of Work	Contract Value	Duration	Reference No.

12. List of Documents Attached:

- Company registration/Certificate of Incorporation
- Statutory certificates/GST, PAN, Director AADHAR, ESI, EPF
- Experience certificates/ Work Order, Service Order, Client references
- Financial turnover proof - last 3 years ITR, 6 Months Bank Statement)
- Safety training certification.
- The agency shall deploy technically qualified STP/WTP
- **NOTE:** The bidder shall submit a detailed checklist of all tools and tackles to be deployed during the contract period, along with a quotation for the periodic maintenance of various tanks such as the UF Tank, Garden Tank, Filter Feed Tank, Sludge Holding Tank, and Treated Water Tank. This complete checklist and quotation for the prescribed cleaning intervals must be furnished in **Annexure III (Part-2)** as part of the Technical Bid.

Authorized Signatory

Name: _____

Designation: _____

Date: _____

Seal & Signature

ANNEXURE – II: FINANCIAL BID FORMAT

(To be submitted in Envelope – II)

Tender for Operation and Maintenance of STP and WTP

Component	Manpower	Monthly Cost per Person (₹)	Total Monthly Cost (₹)
STP/WTP Skilled Operators	3		
Subtotal (Wages + Benefits)			
Service Charge %			
Tax %			
Total Monthly Cost (Inclusive of All Taxes)			

Note:

- All statutory contributions (EPF, ESI, Bonus, etc.) must be included in the above rates.
- Taxes shall be applied as per prevailing government norms.

Authorized Signatory

Name: _____

Designation: _____

Date: _____

Seal & Signature

ANNEXURE - III : QUOTATION FORMAT

(To be submitted in Envelope – II)

Quote for Various Tank Cleaning Services of STP and WTP

Item Description	Period	Cost per Service(₹)	Total Yearly Cost (₹)
Filter Feed Tank	3 Month Once		
UF Tank	3 Month Once		
Garden Tank	3 Month Once		
Sludge Holding Tank	3 Month Once		
Treated Tank	3 Month Once		
Sub - Total			
Tax %			
Total Cost			

Note:

Note:

- **L1** will be selected based on the **(Part-2) Financial Bid - Annexure II**.
- **Annexure III** Quotation will not be taken into consideration for determining the **L1** bidder.
- The **L1** bidder shall be required to execute all the Periodic Tank Cleaning work at the lowest quoted price among all bidders.

Authorized Signatory

Name: _____

Designation: _____

Date: _____

Seal & Signature

ANNEXURE – IV: PROPOSED STAFF DEPLOYMENT CHART

CATEGORY	NO. OF STAFF	SHIFT DETAILS	DUTY HOURS	REMARKS
STP/WTP Skilled Operators	3	3 Shifts	8 hrs 24/7	Overall Operation, Maintaining, monitoring and reporting of STP/WTP with Weekly Off.

-----End of Tender Document-----

Casagrand Miro Owners Welfare Association (CGMOWA)

WWW.CGMIRO.COM