



NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi -110067

NOTICE INVITING TENDER

Sealed Item rate tenders are invited on behalf of the Director, National Institute of Health & Family Welfare for the following works:

S.N.	Tender number	Name of work	Estimated Cost	Earnest Money	Date of Receipt of Tender	Date & Time of Opening of Tender	Security deposit
1.	NIHFW/WS/1-1/2017	Comprehensive service and maintenance contract (CSMC)/ Rental of Air Conditioners, Water Coolers and Desert coolers at NIHFW	Rs. 14,96,900/-	Rs.30,000/-	09/06/2017 Upto 3.00 PM	09/06/2017 at 3.30 PM	10% of the total value of the Tender.

- Tender Documents may be downloaded from Institute website ' www.nihfw.org
- The Tender Document cost is Rs 500/-
- The following documents will be furnish with the tender
- Experience certificate of providing similar works to any Govt. Organization in last 3 years.
- Copy of PAN No and Tin No. of the agency.
- Copy of Registration of Service Tax/Sales Tax and ESI & EPF
- Income Tax return of Last three Years.



F.No. NIHFW/WS/1-1/2017
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi -110067

TENDER DOCUMENT

SUBJECT: Two bid Tender for Comprehensive Service & Maintenance Contract (CSMC) of Air Conditioners, Water Cooling Machines and Desert Coolers and Rental of Desert Coolers for summer season of the Institute:-

Earnest Money Deposit : - Rs. 30,000/- (Rupees Thirty thousand only)

{The EMD must be enclosed with the Tender in the form of Demand Draft or Banker's cheque of any Scheduled Bank payable at New Delhi in favour of Director, NIHFW}

Cost of Tender Document: Rs. 500/- By cash/DD, if tender is purchased from the Institute. In case the tender document is downloaded from the Institute's website, a DD of Rs. 500/- in favour of Director, NIHFW should also be submitted along with the EMD and the bid.

Amount (Rs.)	DD No.	Date	Name of the Bank

DATE & TIME FOR SALE OF TENDER : **01/06/2017 to 07/06/2017 up to 4.30 PM**

DATE & TIME FOR SUBMISSION OF TENDER : **09/06/2017 up to 3:00 P.M.**

DATE & TIME FOR OPENING OF TENDER : **09/06/2017 at 3.30 P.M.**

(S.P. SINGH)
WORKSHOP & MAINTENANCE OFFICER



F.No.NIHFWS/1-1/2017
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi-110 067

NOTICE INVITING TENDER

The National Institute of Health & Family Welfare is an Apex Body in the field of Health and Family Welfare which is located on the Baba Gang Nath Marg, Munirka, New Delhi.

Sealed quotations are invited from interested and eligible service agencies for the following jobs subjected to the terms & conditions mentioned in Para 2 below:-

(I) Rental of Coolers for summer season :

S. No.	Description of machine	Capacity	Qty.
2.	Desert Cooler	18"	25 Nos.
3.	Desert Cooler	15"	25 Nos.

(II) Comprehensive Service & Maintenance Contract (CSMC) of Air Conditioners, Water Cooling Machines and Desert Coolers of the Institute:-

S.No	Description of machine	Capacity	Qty.
1.	Air Conditioner (without heating element) with Stabilizer	1.5ton window	240 Nos.
2.	Air Conditioner (without heating element) with Stabilizer	1.5 ton Split	210 Nos.
3.	Water cooler	20 Ltr. & 40 Ltr	2 1 Nos.
4.	Desert Cooler	18"	05 Nos.

2. Terms and conditions:

2.1 Eligibility of firms:-

- a. The firm or the service-providing agency should have valid service tax registration Number.
- b. The firm should have minimum three years experience of providing similar service to any Govt. Organization (autonomous body, State Govt. etc) or organization of repute.
- c. A copy of Service Tax registration No., TIN No, PAN No and certificate of experience are required to be attached.
- d. The firm should be registered in ESI and EPF department.

2.2 Submission of tenders: The eligible firms may submit their quotation in the format prescribed at Annexure A (Technical bid) and Annexure B (Price bid) in sealed cover to the Director, National Institute of Health and Family Welfare, New Delhi within the last date of receipt of tender. The Tender documents can be obtained from the Accounts Section, National Institute of Health & Family Welfare up to 01 Jun 2017 to 07 Jun 2017 on all working days between 9.00 am to 4.30 pm on cash payment of Rs 500/- (non refundable), In case the tender documents are downloaded from the Institute's website, a DD of Rs 500/- in favour of Director, NIHFV should be submitted along with the EMD and the bid. Earnest Money Deposit will be Rs 30,000/- in form of Demand Draft on any Nationalized Bank payable at New Delhi in favour of Director, NIHFV, New Delhi should be submitted along with the technical bid of the tender. Necessary certificate regarding eligibility criteria along with the tender documents duly signed on each pages should be submitted in one envelope marked as **Technical bid** and another envelop the bid of **Price bid. The price bid and technical bid shall be submitted in third envelop (large size) marked as "Tenders for Comprehensive service & Maintenance contract (CSMC) of Air conditioners, Water cooling machines , Desert Coolers and rental of Desert Coolers".**

2.3 **Place of work:** The machines to be obtained on rental basis and the machines for which CSMC will be awarded are installed/to be installed in various rooms of this Institute located at Baba Gang Nath Marg, Munirka, New Delhi – 110067.

2.4 **EMD:** An earnest money deposit of Rs.30,000/-(Rupees Thirty thousand only) in the form Bank Draft/Bankers cheque drawn in favour of Director, National Institute of Health and Family Welfare, is required to be furnished with the tender. The EMD of the firm whose quotations are not accepted will be refunded after completion of the tendering process within a month. No interest shall accrue on EMD.

2.5 The rate quoted for Room Coolers on rental basis for summer season (1st July 2017- 31st Oct. 2017 and 1st Apr 2018 - 30th Jun 2018) should include the charges for

installation, maintenance and arrangement of filling water in Room Coolers etc complete in all respect. No advance payment will be made to the firm by the Department. The payment shall be made in four quarters of the CSMC period in respect of the actual number of machines repaired/maintained by the firm, on submission of bills. This Department will not bear any cartage charges.

2.6 The rate for the Comprehensive Service & Maintenance Contract (CSMC) for ACs, Desert Coolers and water cooling machines should include the cost of replacement of spare parts wherever necessary including motor rewinding, repairs of compressors, pads, knobs, fan, chassis, grill, wire plugs, gas filling, repair of stabilizers, repair of remote of Air conditioners, water filling in the Desert Coolers etc. The payment would be released on quarterly basis at the end of each quarter if the service of the firm were found satisfactory.

2.7 The equipments provided on rental basis like room-coolers should be of reputed brand and in good working condition.

2.8 The term Comprehensive Maintenance shall include oiling, chemical washing, gas filling, replacement of compressor, filter, thermostat, all kind of motors, capacitor wiring, all kind of plug, pads, repair of stabilizers, repair of remote of Air conditioners and replacement/repair of all other parts which are required to make the machines in working condition during the currency of the contract at the exclusive risk, responsibility and cost of the contactor. This shall be after proper inspection of old parts and new parts by a representative of the Department and under overall supervision of works and maintenance officer.

2.9 Complaints of servicing/maintenance, if any, must be attended to within two hours of receiving call from the Institute. If delayed, the **penalty @ Rs 500 per day** will be imposed on the contractor.

2.10 In case any machine or part thereof is required to be taken out to workshop for repair/overhauling, it shall be the responsibility of the service provider to arrange to carry the machine to the workshop. No charges on account of cartage/labour shall be borne by this Department. In case, the repair of any machine is expected to take more than a day's time, the service provider shall provide an alternative machine from their own stock till the faulty machine is repaired and installed back duly repaired. No charges will be paid for such alternate arrangement.

2.11 **Period of contract:** The period of CSMC of Acs and Water coolers shall ordinarily be one year from the date of award of contract (tentatively commencing from 1st July 2017). The period of CSMC/Rental of Desert Coolers shall be from 1st July, 2017 to 31st October, 2017 and 01 Apr 2018 to 30th Jun 2018. The contract may be renewed on year to year basis for maximum period of three years subject to the conditions, if the services provided found to be satisfactory.

2.12 **Last date:** Sealed tenders shall be received/dropped in the Tender box up to **3 P.M. of 09/06/2017**. The tender will be open on the last date of receipt of tenders as mentioned above at 3:30 PM. One representative from each of the tendering firms may remain present while opening of the tenders. All pages of the Tender shall be signed at the lower right hand cover, wherever required and stamped by the Tenderer or his representative holding the power of attorney.

2.13 **Security Deposit:** The firm/service provider in favour of whom the contract shall be awarded will be required to furnish a security deposit of 10% of the total value of the Tender in the form of a Bank Draft/Bankers cheque drawn in favour of Director, NIHFV. The said security deposit will be refunded on completion of the period of contract provided the services of the firm had been satisfactory. The security deposit shall be forfeited in case the firm fails to abide by any of the terms & conditions of the contract.

2.14 The tender shall be liable to be rejected in case the tender is not in the prescribed pro-forma as contained in the Annexure to this notice.

2.15 The agency will be responsible for compliance with the law related to the minimum wages, Bonus, ESI, EPF etc. It should be ensure that the payments are made to the workers in accordance with the law in force in NCT of Delhi. All matters/ disputes pertaining to the tender and the rest of the contract shall be settled by the Head of the Department or Officer nominated by him for the purpose. The contract terms are interpretable under applicable Indian laws.

2.16 No extra payment/compensation whatsoever on account of natural calamity/accident will be made to the firm by the NIHFV, Munirka, New Delhi.

2.17 The tenderer/firm shall have to store all essential parts required for the day to day maintenance of above mentioned units.

2.18 A label mentioning machine number and date of service shall be pasted on the unit immediately after carrying out the service.

2.19 For regular and proper maintenance of the machines, the contractor will depute qualified mechanics/technicians to this department on all working days. If required, the services of the technicians shall also be made available on holidays without making any extra payment.

2.20 Mechanics and helpers are required to strictly report at 09.00 AM in the morning and 05.30PM in the evening at Workshop & Maintenance Section.

2.21 It will be the responsibility of the contractor for any compensation which may be required to be paid to the staff of the contractor/firm/company consequent upon any injury/misshaping. The damage caused, if any, either to machine or to any other property of the Government through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor.

2.22 Tender received after the prescribed time and date shall not be entertained. The NIHFWS will not be responsible for the postal loss/delay.

2.23 The tender shall also be liable to be rejected in case there is any overwriting or alteration in the rates quoted.

2.24 The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the Tender letter. The Department reserves the option to select more than one firm for award of contract for different machines to ensure uninterrupted servicing/repairing during the currency of the contract.

2.25 The Director NIHFWS reserves the right to reject any or all of the quotations without assigning any reason whatsoever. The Director also reserves the right to renew the contract for such period(s) as it may deem necessary taking into account, of course, the satisfactory services rendered by the contractor during the currency of this contract. In case of any dispute, the decision of the Director, NIHFWS shall be final.

2.26 The prospective bidders are free to seek any clarifications/see the kind of requirements of NIHFWS is looking for. For the purpose, the Works and Maintenance

Officer, Munirka, New Delhi-110067 may be contacted with the prior appointment on any working day before tender opening.

2.27 The quoted rates should be inclusive of all the taxes (service tax, vat etc), no extra charges will be paid to the agency.

(S.P. Singh)
Workshop & Maintenance Officer



ANNEXURE-‘A’

F.No.NIHFWS/1-1/2017

PROFORMA FOR TECHNICAL BID FOR COMPREHENSIVE SERVICE & MAINTENANCE CONTRACT (CSMC) OF AIR CONDITIONERS, WATER COOLING MACHINES AND DESERT COOLERS AND RENTAL OF DESERT COOLERS OF THE INSTITUTE

Sl. No.	Description	Furnish Here	Information	Enclosed at Page No.
1.	Name of the Company			
2.	1. Full Address of the Registered office 2. Telephone/Mobile/Fax No 3. Contact Person			
3.	Registration of Service Tax/Sales, Tax & Tin etc. with the copy of latest Tax submission	Yes/No	Regd. No.	
4.	PAN No. of the agency	Yes/No		
5.	Income Tax Return of last 3 years	Yes/No		
6.	Registration certificate of ESI & EPF	Yes/No		
7.	Documentary evidence that the contractor possess the required experience.	Yes/No		
8.	The minimum annual turnover of the agency should be more than Ten (10) lakh in the last three financial years on an average.	Yes/No	2013-2014 = 2014-2015= 2015-2016=	
9.	Photocopy of all necessary supporting documents submitted by the agency duly signed.	Yes/No		
10.	EMD of Rs. 30,000/- in form of Demand Draft of Scheduled Bank in favour of Director NIHFWS payable at New Delhi.	Yes/No	DD No. Amount: Name of Bank:	

EMD : The Tenderer shall furnish along with the a sum of **Rs. 30,000/-** as EMD by way of Demand Draft/ Pay Order drawn in favour of Director NIHFWS, Munirka, payable at New Delhi. No other mode of payment is acceptable.

The Tenderer must also give an undertaking that the services will be provided as per NIHFWS requirements and as per scope of work of the tender & schedule.

Undertaking

(1) I have carefully gone through & have understood the General Terms & Conditions, Work scope etc; Specifications governing the tender.

(2) I/We agree that should I/We fail to commence the work specified above, an amount equal to the amount of the earnest money mentioned in the form of inviting of tender shall be absolutely forfeited to the National Institute of Health & Family Welfare & the same may at the option of the competent authority be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said agreement & in the event of deficiency out of any other money due to me/us under the contract or otherwise.

I hereby confirm that I am authorized to sign the tender documents

Signature : _____

Name : _____

Designation : _____

Address : _____

PAN No : _____

Company Name
with Seal : _____



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Tenders for Comprehensive Service & Maintenance Contract (CSMC) of Air Conditioners , Water Cooling Machines & Desert Coolers and Rental of Desert Coolers.

1. We quote our lowest rates as given below:

(I) **Rental of Desert Coolers for summer season (period as in para no. 2.5) :**

S. No.	Description of machine	Capacity	Qty	Rate for entire season as mentioned above per unit (Rs.)	Taxes	Total Amount with taxes(Rs.)
2.	Desert Cooler	18”	25			
3.	Desert Cooler	15”	25			

Comprehensive Service & Maintenance Contract (CSMC) of Air Conditioners and Water Cooling Machines and Desert Coolers of the Institute:-

S. No.	Description of machine	Capacity	Qty	Rate per Unit per month (Rs.)	Taxes	Total Amount for 1 year with taxes(Rs.)
1.	Air Conditioner (without heating element) with Stabilizer and remote	1.5 ton Window	240			
2.	Air Conditioner (without heating element) with Stabilizer and remote	1.5 ton Split	210			
3.	Water cooler	20 Ltr.& 40 Ltr	21			

4.	Desert Cooler	18"	05			
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PART – B

Sl. No	PARTICULARS (Items)	UNIT	Rate (Rs.)	Amount (Rs.)
	Please quote the rate of the following item to be executed for day to day maintenance during the year. The rate should be inclusive of all taxes and charges etc. However the payment will be made to the agency as per the actual work execution at site.			
5.	Re-fixing & Shifting of Window AC	Each		
6.	Re-fixing & Shifting of Split AC	Each		
7.	Installation of New Split AC with Stand, channel and other necessary fixture etc complete	Each		
8.	Installation of New Window AC with necessary fixture like board 12 mm, screws etc complete	Each		
10.	Providing and Fixing of Copper Pipe Kit (5/8 and 3/8 mm dia) with insulation and drain pipe etc.	Mtr		
			Total Amount (B Part)	
	Grand Total Amount (A + B Part)			

NOTE:- Agency has to Quote the rate inclusive of all Taxes etc.

2. Details of EMD (Bank Draft / Bankers cheque No.)

3. I/We agree to abide by the terms & conditions contained given in the tender document Dated the -----/2017

**(Signature of authorized signatory
With rubber stamp of the firm)**

Name: _____

Designation: _____

Address: _____

PAN: _____

Date: _____