

F.No.NIHFWS/7-1/2016
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka ,New Delhi -110067

NOTICE INVITING TENDER

Sealed Item rate tenders are invited on behalf of the Director, National Institute of Health & Family Welfare from concerned agencies having experience of similar works.

Sl. No	Tender Number	Name of work	Estimated cost	Earnest Money	Period for completion	Tender form cost	Date of sale of tender	Last date of receipt of tender	Date & time of opening of Technical bid
1	F.No.NIHFWS/7-1/2016	Annual Maintenance Contract of Sewage Water Treatment Plant at NIHFWS	Rs. 4,84,000/-	Rs.10,000/-	1 year	Rs.500/-	16/06/2016 to 20/06/2016 upto 4:00PM	22/06/2016 upto 3.00 PM	22/06/2016 at 3.30. PM.
	Eligibility	<ol style="list-style-type: none">1. The agency should have experience of similar work at least one work more than the costing of 80% OR two work more than the costing of 60% each and three work more than the costing of 40% of the estimated cost mentioned above during the period of last three years.2. Copy of PAN No. of the agency.3. Experience certificate of similar works.							

Note:- Interested agencies may visit the site at any working day during the period of 2:00 PM – 5:00 PM.

Director



F.No. NIHFW/WS/7-1/2016
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka ,New Delhi -110067

TENDER DOCUMENT

SUBJECT: Annual Maintenance Contract of Sewage Water Treatment Plant at NIHFW, Munirka, New Delhi.

Earnest Money Deposit : - Rs. 10,000/- (Rupees Ten Thousand only)

{The EMD must be enclosed with the Tender in 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/- in the form of Cash. (Incase a bidder uses the tender document 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 Tender Document)

Details of the Earnest Money Deposit (EMD) and Tender Fee

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

NAME OF THE AGENCY / CONTRACTOR: - _____

ADDRESS OF THE AGENCY & PHONE: - _____

LAST DATE & TIME FOR SALE OF TENDER: **16/06 to 20/06/2016 up to 4.00 PM**

LAST DATE & TIME FOR SUBMISSION OF TENDER **22/06/2016 up to 3:00 P.M.**

DATE & TIME FOR OPENING OF TECHNICAL BID **22/06/2016 at 3.30 P.M.**

(S.P. SINGH)
WORKSHOP & MAINTENANCE OFFICER

F.No. NIHFW/WS/7-1/2016
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi-110 067

INTRODUCTION

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. The Institute has Installed Sewage Water Treatment Plant in the Institute Campus. The Institute intends to award Annual Maintenance Contract. The interested firms/company may quote their rates in the enclosed Performa. The AMC will be awarded on the following Terms and Conditions:

TERMS AND CONDITIONS

Two bid tenders (Technical Bid + Price Bid) are invited for **AMC of Sewage Water Treatment Plant in NIHFW Campus at Munirka, New Delhi** on behalf of the Director N.I.H.F.W. from the Govt. agencies/approved and eligible agencies and having experience of similar work.

1. The estimated cost of AMC is Rs. 4,84,000/- per annum.
2. The quotation/tender in enclosed performa addressed to the Director, shall be submitted latest by **3.00 PM. on 22/06/2016** in a sealed cover marked **“Quotation for Annual Maintenance Contract of Sewage Water Treatment Plant”**. Bid has to be dropped in the Tender box kept at the reception of Administrative Block of NIHFW, Munirka, New Delhi-67. No tender will be accepted after the above date and time.
3. Copy of Service Tax registration, VAT registration.
4. Copy of PAN No. of the agency. **In case of Company. Firm or Agency the PAN card has to be in the name of the company, firm or agency. However in case of a sole proprietorship firm, the PAN card can either be in the name of the firm or its sole proprietor.**
5. I.T.R. of last 3 financial year.
6. The agency have to enclosed experience/completion certificate alongwith work order having 80% of 1 work 60% of 2 work and 40% of 3 work during the last 3 financial year.
7. The Tenderer has to submit EMD of Rs. 10,000/- (Rupees ten thousand only) in favor of Director NIHFW in the form of Demand draft.

GENERAL CONDITIONS

8. The contract will be awarded initially for a period of one year. The contract may be renewed on year to year basis for maximum period of 3 years on same term

and condition and quoted rates, subject to the conditions if the services provided found to be satisfactory.

9. Before quoting the rates agency may visit the site on any working day during the period of 2:00 PM to 5:00 PM.
10. The contract will be inclusive of all major and minor spares parts required for the maintenance of Sewage Water Treatment Plant. The contract is also inclusive of cleaning of all tanks (above ground and underground) twice in a year.
11. The rates should be quoted inclusive of all necessary taxes etc.
12. If Sewage Water Treatment Plant remains unserviceable after complaints (more than 2 days), a penalty of Rs. 2000/- per day will be imposed and the same will be deducted from the amount of AMC. The Company has to maintain record of preventive maintenance. The non working of plant will also attract the above mentioned penalty.
13. Daily attendance of expert operator on all working days **during 9.00 AM to 5.30 PM is essential, failing which a penalty @ Rs. 200/- per day may be deducted from the bill payment.** However, Institute may call the mechanic on non working days and beyond office hours if required.
14. Qualified, experienced mechanic should call by the agency if plant is unable to operate/run due to some any fault etc. occurred. The charges of the same will be bear by the agency.
15. In case of any defect/fault, the firm shall have to undertake the job immediately on receipt of complaint and shall have to ensure that Sewage Water Treatment Plant remains in working order.
16. Contractor will be responsible to bring to immediate notice of the Engineer-in-charge any abnormal functioning or faulty operation of any equipment and take timely steps to avoid breakdown/disruption.
17. Contractor shall be responsible for any damage to the equipment, machinery or system on account of negligence/ fault of the contractor's staff and the same will have to be made good at his risk and cost.
18. The earnest money of the firm/company whose quotations are not accepted will be refunded, within a period of one month from the date of opening of the quotations.
19. The payment of the contract will be made quarterly after completion the quarter for which the firm/company shall have produce a bill in duplicate duly pre-receipted for arranging the payment firm/company also have to produce bills of materials consume during the said period.

20. The successful bidder has to submit security deposit @ 10% of total AMC value security in the form of Bank Drafts in favour of Director NIHFW within a week of award of work.
21. The Institute will recover TDS and other applicable taxes etc. as per rule from the payment made to the firm/company.
22. **The Earnest money of the Tenderer may be forfeited**
 - a. If the Tenderer withdraws his tender during the period of tender validity specified in the tender document or does not respond/comply with the instructions to clarify/supplement the information etc. as asked for.
 - b. In case of successful Tenderer, if the Tenderer fails to sign the Contract/Agreement and to commence the work as stipulated in accordance with the terms of the Contract.
 - c. The firm/company shall have to deposit an **earnest money of Rs. 10,000/-** along with the Performa, through a Bank Draft in favour of Director, NIHFW, failing which the quotation will not be considered for acceptance and will be out rightly rejected.
23. If the work done is not of required standard or to the satisfaction of Engineer In-Charge / Authorized representative of NIHFW or if the contractor commits a breach of any of the terms and conditions, NIHFW shall have the right to terminate the contract at any time by giving immediate written notice for termination of the contract and the Security Deposit, with EMD, available with NIHFW shall be forfeited and the Agency will be black listed.
24. The Contractor will not be entitled for any compensation due to enactment of any law regulation, etc. on account whether the same is/are enforced by state/central Govt. during the tenure of the contract. Any other Tax like Sales Tax, Tax on works contract, Tax of levy, octroi, excise duty etc. on materials or any elements in respect of this contract shall be paid by the contractor and NIHFW will not entertain any claims whatsoever in this regard
25. The Institute shall not be responsible for any compensation which may be required to be paid to the worker(s) of the Tenderer/contractor consequent upon any injury/mishap attributable to the job assigned by the contractor. The agency has to provide medical treatment to workers in case of any injury which is attributable to the job assigned by the contractor.
26. The agency will be responsible for compliance with the law related to the minimum wages, Bonus, ESI, EPF etc. It should be ensured that the payments are made to the workers in accordance with the law.
27. NIHFW reserves the right to ask the justification of quoted rates before finalization of tender.

28. No escalation in rate and no claim on account of fluctuation of rates of material and labour wages will be entertained during the course of work.
29. Tender must be deposit the material mentioned in the Annexure I in the Institute within 15 days of award of work.
30. At any time, prior to the deadline for submission of the bids the Institute, for any reason may modify the tender documents by suitable amendments and the same will be intimated on the Institute's web site before due time. Tenderers will be required to acknowledge the receipt of any such amendment to the tender document, and shall submit the same with their tender duly signed.
31. On receipt of the 'letter of acceptance' the successful Tenderer will sign agreement on **Rs. 100/- stamp paper** while entering into a Contract with Institute and on the date and time to be intimated by the Institute for the purpose. The contractor(s) will sign each page of agreement as a token of acceptance
32. Dispute, if any, arising out of the contract in question shall be resolved through an arbitrator to be nominated by Director, NIHFV.
33. The jurisdiction to any dispute arising in the contract will be executed under the Indian law at the courts located at New Delhi.
34. DIRECTOR, NIHFV RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL TENDER(S) WITHOUT ASSIGNING ANY REASON.

Signature: _____

Name: _____

Designation: _____

Address: _____



ANNEXURE-'A'

**F.No. NIHFW/WS/7-10/2012
PROFORMA FOR TECHNICAL BID**

**Sub:- Annual Maintenance Contract SEWAGE WATER TREATMENT PLANT in
NIHFW , Munirka, New Delhi – 67**

Sl. No.	Description	Details		Enclosed At Page No.
1.	Name of the Bidder			
2.	1. Full Address of the Registered office 2. Telephone/Mobile/Fax No 3. Contact Person			
3.	Registration for Service Tax	Yes/No	Regn. No.-	
4.	Registration for VAT	Yes/No	Regn. No.-	
5.	PAN No. of the Bidder	Yes/No		
6.	Copies of Income Tax return of last 3 years	Yes/No		
7.	Copies of experience Certificate as per tender clause No. 7.	Yes/No		
8.	Undertaking that the contractor has not been blacklisted from any govt. organization in the past.	Yes/No		
9.	Copy of average turnover (CA Certified Copies			
10.	EMD of Rs. 10,000/- in form of Demand Draft of a Scheduled Bank in favour of Director NIHFW payable at New Delhi	Yes/No	DD No. Amount: Name of Bank:	

Undertaking: I have carefully gone through & have understood all the Terms & Conditions governing the tender. I hereby confirm that I am authorized to sign the tender documents

Signature: _____

Name: & Designation _____

Address:- _____

PAN No: - _____

Bidder's Name with Seal: _____



Annexure – B

F.No. NIHFWS/7-10/2012
PROFORMA FOR FINANCIAL BID

Sub:- Annual Maintenance Contract SEWAGE WATER TREATMENT PLANT in
NIHFWS , Munirka, New Delhi – 67

Sl. No.	Description of work	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
A	Providing of Skilled Operator/mechanic having experience in operating Sewage treatment plant.	1	Nos.		
B	Material required for day to day maintenance such as Oil and Greasing, Lubricating Oil, Filter Media, Activated Carbon, 900id Valve, FMR Media, Nao (Chlorination) (As per Annexure - I)	1	LS		
	TOTAL (A+B)				

Total Rs. _____

(Rupees _____)

Signature: _____

Name: _____

Designation: _____

Address: _____

F.No. NIHFWS/7-10/2012
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Workshop & Maintenance Section)

Annexure – I

Annually Material Requirement

Sl. No.	Description of work	Unit	Qty.
1.	Oil and Greasing	Ltr.	12
2.	Lubricating Oil	Ltr	36
3.	Filter Media	Kg	1350
4.	Activated Carbon 900id Valve	Kg.	430
5.	FMR Media	each	2
6.	NaO (Chlorination)	Ltr.	3600