

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	Earnest Money	Period for completion	Date of Sale of Tender	Last date of receipt of tender	Date & time of opening of tender
1	F.No.NIHFW/W S/15-1/2016	AMC of Repair and Maintenance work of Office Furniture at NIHFW	Rs.10,000/-	AMC	30/05/2016 to 03/06/2016	09/06/2016/2016 upto 2.30 PM	09/06/2016 at 3.00. PM.
	Eligibility	From eligible agencies working in the field Repair and Maintenance work of Office Furniture and having experience of similar work.					

- Experience certificate of similar works.
- Copy of PAN No. of the agency.

Director



F.No.NIHFW/WS/15-1/2016
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka ,New Delhi -110067

TENDER DOCUMENT

SUB:- Quotation for Repair & Maintenance of Office Furniture, Locks etc., at NIHFW, Munirka, New Delhi.

Earnest Money Deposit: - Rs. 10,000/- (Rupees six 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/-** 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 bid.

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

NAME OF THE AGENCY / CONTRACTOR :- _____

ADDRESS OF THE AGENCY & PHONE :- _____

DATE & TIME FOR SALE OF TENDER: 30/05/2016 to 03/06//2016 up to 4.00 PM

DATE & TIME FOR SUBMISSION OF TENDER: 09/06/2016 up to 2:30 P.M.

DATE & TIME FOR OPENING OF TENDER: 09/06/2016 at 3.00 P.M.

(S.P. SINGH)
WORKSHOP & MAINTENANCE OFFICER



F. No. NIHFW/WS/15-1/2016
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka, New Delhi-110 067

NOTICE INVITING TENDER

Item rate tenders are invited for Repair & Maintenance of Office Furniture, Locks etc., at NIHFW, Munirka, New Delhi on behalf of the Director, NIHFW from concerned eligible agencies/contractors.

SCOPE OF WORK:

Maintenance/Repairing of furniture items/articles, polishing of various furniture items, renovation/change of upholstery of sofa sets and chairs, providing of door Door and handles Key of lock etc.

ELIGIBILITY

1. From the eligible Contractor having experience of similar work etc.
2. Copies of Registration of Service Tax/Sales Tax & TIN etc. with the latest Tax return.
3. Copies of PAN card of the agency and Income Tax Returns of last 3 years

TERMS & CONDITIONS

1. 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 subject to the conditions if the services provided found to be satisfactory.
2. The firm/company will have to attend the complaints received on telephone from the concerned officials of the Institute and execute the day-to-day works on urgent basis.
 - a. Urgent work to be attended 24 hour of complaint itself.
 - b. Routine repair to be completed within a week of the date of complaint.
3. List of references where the similar work is with the firm/company shall be forwarded along with the photocopies of the work orders of the client Deptts.
4. The firm/company shall have to deposit an earnest money of **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.
5. The earnest money of the firm/company whose quotations are not accepted will be refunded, after a period of one month from the date of opening of the quotations.
6. The Tender document may be downloaded from the Institute's website.

7. The quotations will be opened at 3.00 PM **on 09/06/2016** in the IInd floor, Academic block, NIHFV in the presence of representative of the firm, if any.
8. It will be the responsibility of the contractor to depute at least one good skilled carpenter, one good skilled painter and one good skilled balder/ Key maker to this Department on call basis for the day to day polishing, repairing painting and balding/ Key making jobs. If the contractor fails to do the required work, the work will be got done by the Department through alternate sources and at the risk/cost of the contractor and the contractor shall be obliged to pay additional expenditure made in this regard.
9. The unrealistic rates viz. free of cost/complementary/Rs. 1/-, 2/- etc. shall not be entertained and reasonability of rates shall be ascertained according to the item of works.
10. The contractor will have to keep at least one dozen pieces of security locks, handle locks, Lock of Aluminum Door, Steel Almirah, Steel Table and book selves in stock every time to meet any emergency or otherwise so that the urgent complaints may not live unattended in want of such necessary items.
11. The sealed quotations, in the prescribed proforma only, addressed to the Director, NIHFV are to be dropped in the tender box placed at the Reception, in Administrative Block of National Institute of Health and Family Welfare, Munirka, New Delhi – 67 marked “Quotation for Repair & Maintenance Work of Office Furniture & Locks etc”. The due date and time for submission of the quotations is **2.30 PM on 09/06/2016**.
12. In case of any deficiency in service, a penalty of 5% of the bill for each occasion will be imposed on the firm. The decision of the Department in this regard shall be final and binding.
13. The Department reserves the right to award the contractor to more than one contractor or split the same. The contract shall normally be awarded to the bidder who emerges L1 in majority of the items.
14. The payment of the contract will be made quarterly for which the firm/company shall have produce a bill in duplicate duly pre-receipted and satisfactory job work report signed by the users of the Institute, for arranging the payment.
15. The contract shall be for maintenance/repairing, polishing of various furniture items, upholstery of sofa set, visitor chairs etc. in the Department. The tentative details have been indicated in the quotation letter and the requirement may vary as may be decided by the Department from time to time. This shall be kept in view by the prospective bidders while submitting their quotations.
16. The payment shall be made on quarterly basis and only if the work is performed to the satisfaction of the Department. The Department shall not pay for any other incidentals like transportation etc. and the contracted price shall be firm/fixed during the currency of the contract. There shall also be no advance payment for any jobs assigned in terms of the contract. The contractor shall have to get user certificates from the offices of concerned officers.

17. The Institute will recover TDS and other applicable taxes etc. as per rule from the payment made to the firm/company.
18. The agencies have minimum experience of similar field at least three years in Repair and Maintenance work of Furniture.
19. Bids incomplete in any respect shall be liable to be rejected.
20. The office reserves the right to cancel the contract at any time without assigning any reason whatsoever.
21. The tender document should be signed by the tenderers on each page. "The above terms & Conditions laid down in the tender document are acceptable to us and will be binding on us" and countersigned the same.
- 22. Rate should be quoted by the agency inclusive of all taxes. No other taxes will be borne by the Institute.**

Director, NIHFW reserves the rights to accept or reject any or all quotations without assigning any reasons and will not be found to accept lowest quotations.

Signature: _____

Name: _____

PAN NO. _____

F.No.NIHFWS/15-1/2016
SCHEDULED OF QUANTITY
MAJOR MATERIAL PART ON ITEM RATE BASIS

S.No.	Item Detail	Unit	Quantity	Rate	Amount.
A.	STEEL ALMIRAH				
1	Replacement of Handle	each	2		
2	Providing and Fixing of 4 MM glass pans of Book Case	sqft.	5		
3	Spray Painting & Scarping applying primer etc. complete as per direction of engineer-in-charge	sqft.	20		
B.	STEEL TABLE				
4	Providing of key including adjustment of Drawer, adjustment of locking system	each	100		
5	Opening of Drawer	each	10		
6	Providing & Fixing of Sun Mica Top on Officer Table	sqft.	10		
7	Providing & Fixing of Nova pan Top on Officer Table	sqft.	10		
C.	STEEL REVOLVING CHAIR				
8	Replacement of Spring	each	10		
9	Replacement of Wheel of chair of good quality	each	100		
10	Providing and fixing of Steel Base of revolving wheel chairs	each	10		
11	Providing and Fixing of Hydraulic System of Revolving Chairs	each	20		
12	Welding Per Point	per point	10		
D.	UPHOLSTERY WORKS				
13	Complete Renovation Of Sofa Set/Chairs, Including P/F. Of Tat, Cotton, Jute, Markin Dori, Spring, Niwar, Etc. Including Change of Cloth, Rubber Cushion (ISI)/Foam Wherever Required. All the material should	per seat	20		

	be good quality like cloths & Rubber Cushion/Foam etc. with polishing.				
14	Providing & Fixing of Sofa Cover	per cover	20		
15	P/F. of Sofa Cushions (ISI) make of size 21"x22"x4"	each	10		
16	P/F. of Sofa Cushions (ISI) make of size 18"x18"x2"	each	10		
17	Providing Making Cushions cover of good quality cloths	each	10		
18	Complete Renovation of Cushioned Officer Chair	per chair	10		
19	Complete Renovation of Executive Revolving Chair	per chair	10		
20	Complete Renovation of Computer Chair	per chair	10		
21	Providing and Fixing of Dunlop Seat in Sofa Set, ISI Mark size 21'x22'x4	Per Sofa Set	5		
22	Providing and Fixing of Dunlop Seat with visitor Chairs ISI Mark size 18"x18"x3	Per Sofa Set	5		
E.	RECANNING OF CHAIRS WITHOUT FRAME				
23	Office Chair/ Revolving Chair (Seat)	each	10		
24	Office Chair (Back)	each	10		
F.	PROVIDING & FIXING OF NEW CHAIR FRAMES WITH CANNING OF GOOD QUALITY				
25	Replacement of Seat with Canning (including Painting and polishing of frame of Chair)	each	10		
26	Replacement of Back with Canning (including Painting and polishing of frame of Chair)	each	10		
27	Replacement of Handle	each	10		
G.	OTHER ESSENTIAL ITEMS				
28	Painting/Polishing of Wooden Partitions	sqft.	10		
29	Polishing of Sofa Set of each seat	Each seat	10		
30	P/F. of Sliding Bolt/Tower Bolt/Locking Bolt/Door Stopper/Hinges	Nos.	10		

31	P/F. of 4 mm wooden Ply	sqft.	10		
32	P/F. of 6 mm wooden Ply	sqft.	10		
33	P/F. of 10 mm wooden Ply	sqft.	10		
34	P/F. of 4 mm Teak wooden Ply	sqft.	10		
35	P/F. of 6 mm Teak wooden Ply	sqft.	10		
36	P/F. of 10 mm Teak wooden Ply	sqft.	10		
37	Providing and Fixing of 19 MM Board	sqft.	10		
38	Providing and Fixing of 2 mm Sun Mika	sqft.	10		
H.	REPAIRING OF ALUMINIUM DOOR/WINDOW				
39	Repair of Floor Spring of Aluminum Door	each	10		
40	Replacement of Floor Spring of good quality	each	10		
41	Replacement of floor spring Pivots of upper part of Door	each	10		
42	Repair of Lock of Aluminum Door	each	10		
43	Replacement of Lock of Aluminum Door	each	10		
I.	Lock and Key				
44	Replacement of Lock of Aluminum Door, Steel Almirah, Steel Table, Book Selves etc.	each	50		
45	Repair of Lock of Aluminum Door, Steel Almirah, Steel Table, Book Selves etc.	each	50		

46	Providing of Key of Lock for Aluminum Door, Steel Almirah, Steel Table, Book Selves etc.	each	80		
47	Providing and fixing of PVC pack/shoe in the Office Chair and Table	each	70		
48	Providing the key of godrej Padlock of outsider door	each	10		
49	Providing and fixing of Channel Set for Key Board	each	5		
50	Providing and Making of key cupboard	each	5		
				TOTAL	

Note:- Rate should be included all taxes.

I/We offer the rates for Repair & Maintenance Work of Office Furniture & Locks etc. and hereby accept all terms and conditions stipulated in the Tender Document.

Signature: _____

Name: _____

Address of the Contractor _____

PAN NO. _____