



**NATIONAL INSTITUTE OF HEALTH
AND FAMILY WELFARE**
Baba Gangnath Marg, Munirka
New Delhi-110067

NOTICE INVITING TENDER

Sealed Tenders are invited for Project management and consultancy (PMC) services from the Central Govt./State Govt./Public Sector Enterprises/Undertakings etc. for Civil and Electrical maintenance of the campus of National Institute of Health and Family Welfare and Addition, Alteration & Renovation Works on Job to Job basis. Estimated cost of the works is approximately **Rs. 8,50,00,000/- (Rupees eight crore fifty lakh only)**, per annum. Tender documents shall be available for sale from 10.04.2017 to 13.04.2017. The last date for receipt of tenders is 21.04.2017. For further details please visit the Institute's website www.nihfw.org

davp 17153/11/0024/1617

Director

31/03/2017 Danik Jagran



राष्ट्रीय स्वास्थ्य एवं परिवार कल्याण संस्थान
बाबा गंगनाथ मार्ग, मुनिरका, नई दिल्ली-110067

निविदा आमंत्रण सूचना

राष्ट्रीय स्वास्थ्य एवं परिवार कल्याण संस्थान के परिसर का सिविल एवं वैद्युत अनुरक्षण के लिए जॉब टु जॉब आधार पर जोड़, परिवर्तन एवं रिनोवेशन कार्यों के लिए केंद्रीय सरकार/राज्य सरकार/ सार्वजनिक क्षेत्रीय उद्यमों/उपक्रमों आदि से प्रयोजना प्रबंधन एवं परामर्शन (पीएमसी) सेवाओं के लिए सीलबन्ध निविदाएं आमंत्रित हैं। कार्य की अनुमानित लागत लगभग रु. 8,50,00,000/- (आठ करोड़ पचास लाख रु. मात्र) प्रतिवर्ष है। निविदा दस्तावेज 10.04.2017 से 13.04.2017 तक बिक्री के लिए उपलब्ध रहेगा। आवेदन लेने की अंतिम तिथि 21.04.2017 है। विशेष विवरण के लिए कृपया संस्थान की वेबसाइट: www.nihfw.org देखें।

डीएवीपी 17153/11/0024/1617

निदेशक



NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi-110 067

Sealed two bid tender are invited from Only Central/State Govt. Departments or Undertaking etc. for the following Works of the Institute.

S.N	Tender number	Name of work	Estimated Cost	Earnest Money	Tender Form Cost	Date of Sale of Tender	Date of Receipt of Tender	Date & Time of Opening of Technical Bid
1	NIHFW/WS/4-1/2015	a) PMC Services on Annual Electrical & AC Maintenance of NIHFW Campus b) PMC Services on Annual Civil Maintenance of NIHFW Campus c) PMC Services on Deposit Work like Modification, Repair, Addition & Alteration works of Civil and Electrical as per Institute requirement on Job-to-Job basis.	Rs.2.2 Crore Per Annum (Approx.) Rs. 78 Lakhs Per Annum (Approx.) Rs. 5.5 Crore Per Annum (Approx.)	Rs.6,00,000/-	Rs.1000/-	10/04/2017 to 13/04/2017	21/04/2017 Up to 3.00 PM	21/04/2017 at 3.30 PM
	Eligibility	From Only Central Government /State Govt./Public Sector Enterprises/Undertaking etc.. (1) Minimum annual turnover on operation and maintenance work of various buildings and facilities should not be less than Rs.800.00 lacs during the last three financial years on an average. (2) The agency should be carrying at least two works during the last three financial years, costing not less than Rs.300.00 lacs Either completed or running.						

- The Tender document may be purchased from Accounts Section, NIHFW on Cash payment of Rs. 1,000/- on above mentioned date (From 9:00 AM to 4:00 PM) OR in case the tender document is downloaded from the Institute's website, a DD of Rs. 1000/- in favor of **Director, NIHFW as a tender cost should also be submitted along with the EMD and the technical bid.**

Director



F.No. NIHFW/ WS/4-1/2015
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi-110 067

TENDER DOCUMENT

SUBJECT :- a) PMC Services on Annual Electrical Maintenance of NIHFW Campus
 b) PMC Services on Annual Civil Maintenance of NIHFW Campus
 c) PMC Services on deposit works like Modification, Repair, Addition & Alteration works of Civil and Electrical may be as per Institute requirement.

Earnest Money Deposit :- Rs. 6,00,000/- (Rupees Six Lakhs 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.1000/- in the form of 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. 1000/- in favor of Director, NIHFW should also be submitted along with the EMD and the bid.

Details of the Earnest Money Deposit (EMD) – Rs.6,00,000/-

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: **10/04/2017 to 13/04/2017 up to 3.30 PM**

DATE & TIME FOR SUBMISSION OF TENDER: **21/04/2017 up to 3.00 P.M.**

DATE & TIME FOR OPENING OF TECHNICAL BID: - **21/04/2017 at 3.30 PM**

(S.P. Singh)
 Workshop & Maintenance Officer

**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi-110 067**

NOTICE INVITING TENDER (NIT)

The National Institute of Health & Family Welfare is an autonomous body under the Ministry of Health & Family Welfare. It is an apex body in the field of health & family welfare programmes and is engaged in Education, Training, and Research & Consultancy services. The Institute Campus is located, between DDA flats, Munirka and old JNU Campus, New Delhi. The Campus consists of the following:-

OFFICE COMPLEX

1. Administrative Block.
2. Academic Block.
3. Clinic Block.
4. Laboratories Block.
5. Animal House.
6. Incinerator House.
7. A/C Plant Room.
8. National Documentation Centre Block.
9. Teaching Block.
10. Workshop.
11. Sub-Station.
12. Pump House(Three).
13. Scooter/Car garages, Cycle Stand.
14. Hostel & Guest House.

RESIDENTIAL COMPLEX

- | | | |
|--|---|-------------------|
| (i) Residential flats of type I, II, III, IV & V | : | Approx. 200 Flats |
| (ii) 1 Director's Bungalow & 1 Guest House | : | 02 Nos. |

Sealed tenders in two bid system are invited for the following Annual Maintenance Work at Baba Gang Nath Marg, Munirka, New Delhi-110 067 from Central/State Govt. Departments and Public Enterprises etc. only for:-

- a) Annual Routine Maintenance & Operation of Electrical System at NIHFV Campus, Munirka, New Delhi, approximate costing approx Rs. 2.2 Crore per annum.
- b) Annual Civil Maintenance of Residential and Office Campus at NIHFV, Munirka, New Delhi, approximate costing approx Rs. 78 lakh. per annum.

- c) Modification, Repair, Addition & Alteration works of Civil and Electrical may be as per Institute requirement on Job-to-Job basis approximate costing approx Rs. 5.5 Crore. per annum.

Eligibility Criteria of tenderer

- Central Public Works Department, State Public Works Divisions, other Central Government Organisations authorized to carry out Civil or Electrical Works such as Military Engineering Service, Border Roads Organisation etc. Public Sector Undertaking set up by the Central or State Government to carry out civil or electrical works or any other Central/State Government Organisation/PSU which is notified by the Ministry of Urban Development after evaluating its financial strength and technical competence shall be the organizations eligible to participate in the bidding process.
1. Minimum annual turnover of the agency should not be less than 800.00 lakhs during the last 3 financial years on an average for the execution of various Civil and Electrical, Modification, operation and maintenance works of similar nature of official buildings.
 2. The agency should be carrying at least two works during last 3 financial years, costing not less than Rs.300.00 lakhs as a sum either completed or running.

Tender Document can be obtained from the Accounts Section, National Institute of Health & Family Welfare at above address up to **10/04/2017 to 13/04/2017** on all working days between 9.00 am to 3.30 pm on cash payment of Rs. **1000.00 (Non-refundable)**, on written request. In case the tender document is downloaded from the Institute's website, a DD of Rs. 1000/- in favour of Director, NIHFW should also be submitted along with the EMD and the bid. Earnest Money Deposit will be **Rs. 6,00,000/-** in form of Demand Draft on any Nationalized Bank payable at New Delhi in favour of **Director, NIHFW, New Delhi** should be submitted along with the technical bid of the tender. Necessary certificate regarding eligibility criteria along with tender document duly signed on each page should be submitted in one envelope marked as **Technical bid** and another envelope the bid of **percentage service charges (PMC)** calculated by the agency on actual work, marked on envelope as **Price bid**. **The price bid and technical bid shall be submitted in third envelope (large size) marked on envelope as Tender for AMC of Electrical and Civil work of the Institute.**

The complete Tender shall be submitted and drop in the Tender box available at the Reception of Administrative of National Institute of Health & Family Welfare at New Delhi on or before **21/04/2017 up to 3.00 P.M.** sharp. After the due time no tender will be accepted.

The work shall be deemed to be similar to deposit work as per CPWD norms. Agency may quote their percentage as service charges on the actual cost of the work.

Director

TENDER NO.NIHFW/WS/4-1/2015

Ref No.....

Date:.....

M/s.....
.....

Dear Sir,

Sub: Tender Documents for Annual Electrical, Lifts and Annual Civil Maintenance at National Institute of Health and Family Welfare, Munirka, New Delhi.

Please find herewith the set of Tender Documents in the subject matter consisting of the following:

1. Form of Tender
2. General Instructions to Tenderers
3. Tender Conditions
4. Scope of Work including specifications
5. General Conditions governing tender
6. Information about Tenderer
7. Technical and Commercial Bids

The Tenderers are required to submit the tender in the prescribed format as per the details appearing in the tender. They are also required to submit the Infrastructural Bid as well as the Commercial Bid (Price Bid).

While submitting the tender, it may be noted that the entire tender documents i.e., General Instructions to Tenderers, Tender Conditions, General Conditions as aforesaid of this letter are to be signed at each and every page by the Tenderer and they must be enclosed with the Technical Bid as an unconditional acceptance of the terms and conditions laid down by the Institute as a part of this tender. The Bids which are not accompanied with various documents as prescribed in the Technical Bid namely **Earnest money including Income-Tax Assessment, copies of registration with appropriate authorities of EPF etc., are liable for rejection forthwith and no further correspondence in the matter shall be entertained.**

In case any details/ clarifications relating to terms and conditions of the instant tender required, the undersigned could be reached/ contacted at the Institute number(s) on any working day for necessary elucidation in the matter.

For & on behalf of the National Institute of Health and Family Welfare

(S.P. Singh)
Workshop & Maintenance Officer

TENDER FORM

Reference No..... Date.....

From :

.....

The Director,
National Institute of Health and Family Welfare,
 Baba Gang Nath Marg
 Munirka, New Delhi-110067

Sir,

Having examined the Tender Document for **AMC of Annual Electrical Maintenance and AMC of Annual Civil Maintenance at the National Institute of Health and Family Welfare and Addition and Alteration work** and having understood the provisions of the said tender documents, having thoroughly studied the requirements of the Tender **No.NIHFW/WS/4-1/2015**, I/We hereby submit our Tender offer to you at New Delhi for the **AMC of Annual Electrical Maintenance, AMC of Annual Civil Maintenance and deposit work like Addition and Alteration work at NIHFW** in accordance with the terms and conditions and within the time mentioned in the Tender Documents at the price quoted by me/us in the Commercial Bid Form being submitted separately duly signed in a sealed cover as desired along with Technical Bid.

I/We hereby undertake that the statements made herein and the information given in the Tender are true in all respect and that in the event of any such statement or information being found to be incorrect in respect of any of particulars, the same may be construed to be a misrepresentation entitling NIHFW to avoid any resultant contract/to terminate the contract and I/we will compensate the NIHFW for any loss/damage caused due to such misrepresentation and NIHFW may also, at its discretion apply the blacklisting clause.

The Tenderer shall be required to deposit and keep deposited alongwith the tender documents Earnest Money Deposit of Rs. 6,00,000 in terms of provision of the Tender conditions with NIHFW.

I/We confirm having deposited two demand drafts: -

Earnest Money of Rs.6,00,000/- (Rupees Six Lakh only) by Demand Draft no..... dated drawn on Bank Branch attached in favour of **Director, NIHFW payable at New Delhi.**

- (i) Cost of Tender Form (Non-Refundable) i.e. Rs. 1,000/- (Rupees One Thousand only) to be paid by cash or by Demand Draft in favour of "**Director NIHFW**".
- (ii) We further note, the Institute can amend/alter/ modify their conditions for which we will have no objection.

- (iii) Also, we agree that the Institute reserves the right to cancel the entire process with or without assigning any reasons.

Yours faithfully,

Signature(s) of the Tenderer(s)

Name and Designation of authorized Person
Signing the Tender on behalf of the Tenderer(s)

Full Name and Address of the Tenderer(s): _____

SECTION –I INSTRUCTION TO TENDERS

General

The Annual operation repair & maintenance, Addition and Alteration work pertains to the facilities of the Campus of National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110 067.

Approach to Site:

The work site is located at NIHFW, Office Complex & Residential Campus, Munirka, New Delhi - 67

General Description

The work involved is for the Addition and Alteration, Annual operation, Repair & maintenance Work of Civil, Electrical, Fire Fighting, Air conditioning, etc. of the Institute.

Salient Features of work

The work comprises of Addition and Alteration, Annual operation, Repair & Maintenance work of different blocks/locations including services and external services civil and electrical, drainage, sewerage, cleaning of roads, etc. at the Campus mentioned above and shall generally include:-

- (A) I. Electrical work of Institute Campus & Residential Complex.
- II. Operation and Maintenance of Fire Fighting/Alarm System of the Institute (Office & Residential Complex)
- III. Operation & Maintenance of Water Supply Pumps in the Institute (Office & Residential Complex)
- IV. Operation and Maintenance of Lifts of the Institute (Office & Res. Complex)
- V. Operation & Maintenance of DG sets of the Institute (Office & Residential Complex)
- VI. Any additional work requirement in the nature of Electrical Maintenance in the Institute.
- (B) I. Civil Maintenance of Residential Quarter, Guest House, Director Bungalow and Hostel of the Institute.
- II. Maintenance of Plumbing & Sanitary works etc.
- III. Operation & Maintenance of Water Supply Pipe Line and systems
- IV. Maintenance of Underground Water Sump (Tank)
- V. Any additional work requirement in the nature of Civil Maintenance in the Institute.
- (C) Modification, Repair, Addition & Alteration works of Civil and Electrical may be as per Institute requirement on Job-to-Job basis

The Tender to be accompanied by Earnest Money of **Rs. 6,00,000.00 (Rupees Six Lakhs only)** and latest Income Tax Clearance Certificate, duly self attested. The Earnest Money shall be offered in the form of Pay Order/Demand Draft issued by any Nationalized/Scheduled Bank in favour of **Director, National Institute of Health and Family Welfare**, payable at New Delhi.

Cost of Bidding

The bidder shall bear all the costs associated with the preparations and delivery of its bid. The Institute will not be responsible or liable for these costs.

Campus Visit

The agencies may visit the site of the Institute before submission of the tender and satisfy themselves about the scope of work. If any query and information needed you may contact the concern persons of the Workshop & Maintenance Section

Tender Document

The Tender Documents consists of these sections:

- (i) NIT
- (ii) Instruction to Tenders
- (iii) Conditions

The intending tenderers are advised to examine the tender documents on it's receipt and satisfy themselves for receiving correctly all the documents of the tender before leaving the office, from where the tender has been issued. The tender is to be prepared strictly in compliance with the instructions contained in these documents. Failure to prepare the tender in compliance with the instructions, and submission of bid not substantially responsive to the tender documents in every respect, is liable to result in the summary rejection of the bid.

Amendment of Tender Documents

At any time prior to the deadline for submission of the bids the Institute may, for any reason, modify the tender documents by suitable amendments.

The amendments pursuant shall be notified in writing or by Fax to all the tenderers who have purchased the tender documents and shall be binding on them. Tenderers will be required to acknowledge the receipt of any such amendment to the bidding documents, and shall submit the same with their tender duly signed.

Conditions of Contract

1. The tenderer, whose tender is accepted, will be required to furnish performance bank guarantee of 10% of the tendered amount within the period 15 days from the issue of work award letter.
2. It will be the responsibility of agency to make statutory payment like minimum wages, ESI, EPF, and Bonus etc. In case of non payment by the agency, NIHFV will reserve the right to deduct the claim and deposit to concerned agency. The agency/sub contracts agency has to

provide all the records of each worker like payment of minimum wages, EPF, ESI & Bonus etc. hired for the work of NIHFW before release of monthly payment to the agency.

3. For deficiency of preventive & routine maintenance service 1% of total value of monthly bill of tender may be deducted subject to maximum 5% if no improvement is made after issuing 3 warnings. The same clause is also applicable for all the addition, alteration, renovation works awarded to the firm considering this tender as a base.
4. The deposit work like addition, alteration, renovation works that were awarded to the sub-contractor shall make his/their own arrangements for water & electricity, for the execution of said work; nothing will be paid for the same. If it has been consumed from the Institute's resources, Institute's reserve the right for recovering of 1 % each (Water & electricity charges) of work award value from the bill.
5. In spite of Penalty and 3 warning if performance not improved, the tender may be terminated without any notice and agency shall also be blacklisted.
6. The Sublette work tender related to the deployment of manpower, should have complete break-up of all statutory requirement like minimum wages, ESIC, EPF, Bonus etc instead of lum-sump figure quoting against their payment.
7. The agency has to comply all the government norms related to wages, ESIC, EPF etc.
8. All workers are required to mark their attendance at the security gate OR as per instruction of Engineer – in-charge.
9. The workers employed by such contractor should be of good character and police verification of each must be submitted to Director, NIHFW.
10. No worker will be allowed to stay in NIHFW Campus after his working hour's worker employed by the agency will not be permitted to indulge any group activities and will not have any right on ad hoc/ regular job of Institute.
11. The agency will be fully responsible for any eventually/casualty to its workers. Incase of any accidents, agency need to provide all necessary financial facility and responsibility will with agency.
12. The contractor shall treat all materials obtained during Building Maintenance, dismantling of a structure, excavation of the site for a work etc. as Institute's property and such materials shall be deposited accordingly to the Engineer-In-charge **OR** disposed off to the best advantage of Government according to the instructions in writing issued by the Institute Engineer-in-Charge.
13. The method of outsourcing to sub contractor by the agency shall be with the approval of Director NIHFW. In case sub-contract/ agency are not performing satisfactorily services, NIHFW will have every right to ask the contracted agency to change. As partner agency without any delay failing which no payment will be made for work done by the agency.
14. In the case of any tender where unit rate of any item (s) appear unrealistic, such Maintenance / Renovation / Addition & Alteration tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.

15. AMC of Lifts will be in consultation & approval of Director NIHFW.
16. The fee payable to the maintenance contracting agency will be the percentage rate to be quoted by the agency over the total cost incurred on operation, repair & maintenance of various services as mentioned above at (A) (B) & (C) of "salient feature of works" inclusive of applicable taxes & duties." The amount will be treated as fixed for the duration of tender.
17. Any other services may be added or deleted by NIHFW by giving one month's notice.
18. All consumable & spares as required for proper operation, repair & maintenance will be part of the total cost.
19. All Labour, Supervision for operation, Repair & maintenance of various services will be part of the cost. The contracting agency may employ contractors of related specialized work to render proper services of these works through complete bidding with intimation to NIHFW.
20. The contractor will be under obligation to submit a certificate along with the bills and documentary evidence that he has cleared/paid all the monthly dues of its/his employees of every month to their Bank A/c through ECS or A/c Payee cheques.
21. The contracting agency will make the Bi-monthly bills for the services rendered in those month based on the cost of services disbursed. Part of the month will be treated on pro rata basis.
22. Director, NIHFW shall depute officers from time to time for physical verification of employees deployed by contractor at Institute Premises and during verification if it is found out that less numbers of persons are deployed at the campus then salary of such persons shall be deducted from date of last physical verification
23. The contracting agency while placing tenders, agreements, and work orders on contractors shall follow all necessary related procedure for award of work of their organization and simultaneously copy of the same will be submitted to the institute as intimation.
24. The agency must clarify the criteria to award the work to its subcontractors failing which same PMC as approved in the tender will be applicable.
25. The Tender process for sub contractor should be with approval of the Director NIHFW and principle of competitive bidding must be followed.
26. During the tendering process for procurement of services, one or two representative of NIHFW as authorized by the Director may be part of the committee so as to be familiar with the procedures. The hiring of sub agency should be with approval of NIHFW. No blacklisted agency by the central/state govt./Autonomous body will be premised to work at NIHFW.
27. All the supervisors deployed by the agencies at site should be trained in concerned discipline with minimum 5 years experience.
28. The contracting agency will ensure the sufficient spares in stocks to meet the urgent repair work.

29. All routine/preventive maintenance, attendance, purchase, payments, work performance records to be maintained properly as per the Engineer in-charge of Institute & to be put up for inspection every month.
30. NIHFW will have every right to ask records related to preventive and corrective maintenance, material procurement, worker attendance and payment made to the workers as well as ESI & EPF etc. The responsibility for all payment to works will be main agency awarded the tender.
31. The attendance of staff deployed would be maintained at the main security office. The proportionate wages will be deducted for absence of workers.
32. In respect of all labour directly or indirectly employed in the work for the performance of the contractor's part of this agreement, the contractor shall at his own expense arrange for the safety provisions as per DAE safety code framed from time to time and shall at his own expense provide for all facilities in connection therewith. In case the contractor fails to make arrangements and provide necessary facilities like dresses, I-Card, police verification etc. as aforesaid, he shall be liable to pay a penalty of Rs. 200/- for each default and in addition, the Engineer-in-Charge shall be at liberty to make arrangement and provide facilities as aforesaid and recover the costs incurred in that behalf from the contractor.
33. Proposed plan of preventive maintenance costing Rs. 15,000/- to be submitted well in advance to engineer in-charge every month for advance approval. The routine & preventive maintenance less than Rs. 15,000/- need not prior approval and should be carried out without delay.
34. The agency will indemnify NIHFW from any adverse effort during its presence.
35. The successful agency will float tender for hiring sub-agency as per CPWD norms. The works up to 5 lakhs may adopt its own organization norms (If exist) after the prior approval of Institute.
36. The successful agency will make a loop for all the correspondences, which made by him with the work executing agency.
37. The agency will take prior written approval before execution or work for execution. If any work is executed without prior permission of the Institute then the agency is fully responsible for the same.
38. The agencies will capable to give salary to the Maintenance Staff up to 3 Months in case of sub-contractor is not giving the salary in time.
39. The successful agency has to furnish a declaration/undertaking with the monthly bills of Maintenance/other works that all the taxes and other govt. statutory requirement like ESI, EPF, Service Tax, Labour Cess, WCT etc. has been deducted from the sub-contractor bills and same has been deposited to the concerned govt. departments. The Institute may ask to submit the challan for the above if required.
40. The successful agency has to ensure that the ESI, EPF of the workers has been deposited in time. The deposited receipt for the same of each individual worker may also be enclosed with the monthly maintenance bill.

41. The agency has to post one responsive Nodal officer (Project manager level), along with concern expertise like one Civil / Electrical engineer with complete facilitation staff and equipment like computers, printer, fax, & internet connection etc. to look after the work at NIHFW and be available in the campus for proper coordination.
42. The successful tenderer for the work should have responsible and responsive officer with adequate powers to take speedy decisions during the entire period of execution at the Work place. On acceptance of the tender, the name of the accredited representative(s) of the successful bidder, who would be responsible for taking instructions from the Engineer-in-Charge, shall be communicated in writing to the Engr-in-Charge
43. No residential accommodation shall be provided to any of the staff of contractual agency in the NIHFW Campus.
44. Worker without uniform and ID will not be permitted to enter in the campus and also attracts a penalty of Rs. 200/- Per day per staff.
45. The agency will require opening complaint cell for Electrical and Civil Maintenance in the residence and office campus for which space will be provided by the Institute.
46. All necessary legal and statutory clearance need to be obtained by the successful bidding agency for which fees etc will be paid by the NIHFW as per rule.
47. In case of work related with Addition & Alteration the sub-contracted agency has to follow CPWD/GFR norms for security deposit, penalty for delay in work etc. which will be deducted by the Institute as per GFR. However main responsibility will be of agency awarded the contract by NIHFW.
48. The Institute reserves the right to get the measured and quality check through third party.
49. The estimated cost indicated in price bid of tender is tentative and taken for calculation purpose only which may vary during the actual work execution, however the percentage of PMC will be remain same. The payment will be made to the agency as per actual work execution at site.
50. The salary of the workers will be distributed in the presence of suitable officials of successful bidder along with NIHFW official too or may be distributed through Bank Accounts.

It is expected that services to be rendered by the contracting agency would be a very satisfactory nature and any deficiency noticed by NIHFW shall be attended immediately, NIHFW may withdraw the contract by giving 30 days notice to the contracting agency with out assigning any reason at the sole decision of NIHFW. The agency will keep similar conditions with the services providers/sub-contractors so that no encumbrances are faced for withdrawal or work.

- a) The Services will be rendered as per the sound engineering codes & practices.
- b) The agency will take approval for each and every activity of hiring sub-contractors in case of maintenance & execution of deposit works for the Institute.
- c) The awarded agency shall co-ordinate with local agency for provision of satisfactory services such as availability of electricity, water etc. They shall manage the visits, if any to and other

local statutory authorities and abide by statues such as getting the electrical and other installation inspected by electrical inspectors and other such statutes. In case any clearance is required, the same will be obtained by the agency and cost may be reimbursed by NIHFW.

Signing of Documents

All pages of the tender shall be initiated at the lower right hand corner, wherever required and stamped by the tenderer or his representative holding the Power of Attorney.

Any amendment, addenda or corrigenda to these tender documents, if issued, must also be signed & stamped and submitted along with the tender documents.

Submission of Tender

The tender(s) duly filled along with all relevant papers and undertaking (Annex-III) must be deposited in the Tender box kept by the Institute near Reception, Administration Block not later than **21/04/2017 up to 3.00 P.M.**

The Institute, may, at its discretion, extend the date of submission of tenders, duly informing the tenderer.

Clarification of Tenders

To assist the examination, the evaluation and comparison of tenders, NIHFW may at it's discretion ask the tenderer for clarification of any tender including clarification for methodology of execution of items, the rate analysis for the items and all other details as considered essential by Institute. All correspondence to the request for clarification etc. shall be sought, offered or permitted. The above clarification or submission of all the details shall form part of the tender and shall be binding on the tenderer.

Preliminary Examination

Institute will undertake preliminary examination of bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.

Canvassing

The canvassing in any form in respect to this tender is strictly prohibited and will result in summary rejection of tender of such tenderer.

Right to accept any tender or reject all tenders.

Institute reserves the right to accept, cancel or reject any tender and to annual and reject part or all tenders at any time prior to award of contract without assigning any reason, incurring any liability/obligation to the affected tenderer as regards to the communication of the grounds for such action or otherwise.

Award of Contract

Institute will notify the successful tenderer in writing by a registered letter or by fax that is tender has been accepted.

The letter of acceptance will constitute part of the contract.

Performance Security:

- The Selected bidder shall furnish to the Institute, within 15 days from the date of notification of award, a security in the sum of 10% of the accepted value of the tender or the actual value of work to be done whichever is applicable due to any additional work or any other reasons, in the form of a Bank draft/Banker's cheque or Bank Guarantee or irrevocable Letter of credit as Contract Performance Security with the NIHFV which will be refunded after the expiry of DEFECTS LIABILITY PERIOD.
- The Successful bidder can furnish the Contract Performance Security in the form of Demand Draft or through a Bank Guarantee or through an irrevocable Letter of Credit from any Indian scheduled bank.
- If the CONTRACTOR/SUB-CONTRACTOR or their employees or the CONTRACTOR's deployed workers and representatives shall damage, break, deface or destroy any property belonging to the NIHFV or others during the execution of the CONTRACT, the same shall be made good by the CONTRACTOR at his own expenses and in default thereof, the ENGINEER-IN-CHARGE may cause the same to be made good by other agencies and recover expenses from the CONTRACTOR (for which the certificate of the ENGINEER- IN-CHARGE shall be final)
- No interest shall be payable by the EMPLOYER for sum deposited as Contract Performance Security
- Failure of the successful bidder to comply with the requirements of this Clause shall constitute sufficient grounds for the annulment of the award and the forfeiture of bid security.

Duration of Contract

The contract shall be valid initially for one year and the Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for year to year as may be agreed to, but not beyond further two years.

Signing of Agreement

On receipt of the 'letter of acceptance' the successful tenderer will enter into a Contract with Institute and on the date and time to be implemented by the Institute for the purpose.

Earnest Money along with 3 years ITR

The tenderers must furnish the Earnest Money of **Rs. 6,00,000/- (Rs. Six Lakhs only)** in the form of pay order/Demand draft issued by any Nationalized Bank in favour of Director payable at New Delhi, failing which the tender shall be summarily rejected.

The Earnest Money of the unsuccessful tenderers will be returned without any interest within 30 days of decision of tender. No Interest shall be payable on the Earnest Money.

The Tender for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of Tender.

The Earnest money of the tenderer may be forfeited,

- a) If the tenderer withdraws his tender during the period of tender validity specified on the tender form or does not respond/comply with the instructions to clarify supplement the information or provide samples of materials, analysis of rates as asked for.
- b) In case of successful tenderer, if the tenderer fails
 - I. To sign the Contract/Agreement in accordance with the terms of the Contract.
 - II. To commence the work as stipulated in accordance with the terms of the Contract.

Signing of Agreement – With the successful bidder an agreement as per enclosed proforma shall be signed. Bidders are requested to sign each page of agreement as token of acceptance.

BID OPENING AND EVALUATION

1. The authorized representatives of the Department will open the Prequalification/ Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.
2. The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.
3. Conditional bids will also be summarily rejected.
4. Subsequently, the technical bids will be evaluated as per the methodology given in the Annexure-IV of the Tender document.
5. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.
6. The Bid will remain valid for 4 months from the last day for receipt of bids.
7. The Director, NIHFV shall reserve the right to accept or reject any one or all the tenderers without assigning any reason therefore.

RIGHT TO ACCEPT ANY BID AND TO REJECT ANY BIDS

1. The Director, National Institute of Health and Family Welfare (NIHFV), Munirka, New Delhi, is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
2. The Director, NIHFV may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Departments/ Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

AWARD OF CONTRACT

1. The Director, National Institute of Health and Family Welfare (NIHFV), Munirka, New Delhi, will award the contract to the successful 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 bidding document.

2. The Director, National Institute of Health and Family Welfare (NIHFW), Munirka, New Delhi, will communicate the successful bidder by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which department will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
3. The successful bidder whom going to execute the contract, will required to furnish performance bank guarantee of 10% of the tendered amount within the period 30 days from the issue of work award letter as well as also initiate the procedure to sign the contract agreement in the form specified in Annexure-II also to be executed simultaneously with in the mentioned time period. However, on mutual consent agency may take-over the work if required.
4. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

DISPUTE RESOLUTION

- a. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director, National Institute of Health and Family Welfare (NIHFW), Munirka, New Delhi
- b. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

JURISDICTION OF COURT

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE, MUNIRKA, NEW DELHI**FORM OF AGREEMENT**

THIS AGREEMENT is made on the ____ day _____ (Month) _____ (Year) Between the President of India through the _____ (Name and address of the Institute) hereinafter called "the Institute", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called "the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide AMC Services to the _____ (Name of the Institute) for providing safety, monitoring and surveillance of the Institute.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any;
 - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Institute to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Security Services w.e.f _____ as per the provisions of this Agreement and the tender documents.
4. The Institute hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. _____ (_____ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor
Signature of the authorized official

For and on behalf of the Director, NIHF
Signature of the authorized Officer

Name of the official
Stamp/Seal of the Contractor

Name of the Officer
Stamp/Seal of the Employer

IN THE PRESENCE OF

By the said

By the said

Name _____

Name _____

on behalf of the Contractor in
the presence of:

on behalf of the Employer in
the presence of:

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

Telephone No: _____

Telephone _____

(ON A STAMP PAPER OF Rs.100/-)

UNDERTAKING

To

Director
National Institute of Health and Family Welfare,
Baba Gang nath Marg
Munirka, New Delhi-110067

Name of the firm/Agency _____

Name of the tender _____

Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide trained workers.
5. **I had never being blacklisted by any Central/State Government etc.**

Place
Date
Telephone No.

(Signature of the Bidder)
Name and Address of the Bidder

ANNEXURE-'A'

**F.NO.NIHFWS/4-1/2015
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi-110 067**

PROFORMA FOR TECHNICAL BID

Sub:- Tender Documents for PMC Services on Annual Electrical, AC Plant, Lifts and Annual Civil Maintenance at National Institute of Health and Family Welfare, Munirka, New Delhi

Sl. No.	Description	Furnish Information Here		Page No. of copy enclosed
1.	Name of the Company			
2.	1. Full Address of the Registered office 2. Telephone/Mobile/Fax No 3. Name of Contact Person			
3.	Registration of following with the copy of registration No. A) Registration No. of Sale Tax B) Registration No. of Service Tax C) Registration No. of EPF	Yes/No	Regd. No. A. B. C.	
4.	PAN No. of the agency	Yes/No		
5.	Income Tax Return of last 3 years	Yes/No		
6.	Minimum annual turnover of the agency should not be less than 500.00 lakhs during the last 3 financial year on an average for the execution of various Civil and Electrical, Modification, operation and maintenance works of similar nature of official buildings.	Yes/No	2013-2014 = 2014-2015= 2015-2016=	
7.	EMD of Rs. 6,00,000/- in form of Demand Draft of Scheduled Bank in favour of Director NIHFWS payable at New Delhi to be submitted with the Technical bid.	Yes/No	DD No. Amount: Name of Bank:	

8.	The agency should be carrying at least two works during last 3 financial years, costing not less than Rs.100.00 lakhs as a sum either completed or running.	Yes/No	Details of work like year, cost & Deptt. 1. 2.	
9.	Photocopy of all necessary supporting documents submitted by the agency should be duly signed .	Yes/No		

Undertaking: I have carefully gone through & have understood the General Terms & Conditions, Work scope and Specifications governing the tender.

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

Signature with Seal of the Company: _____

Name & Designation of the Officer: _____

Address:

F.NO.NIHFWS/4-1/2015
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi-110 067

PROFORMA FOR PRICE BID

Sub:- PMC Services on Annual Electrical, AC Plant, Lifts, Annual Civil Maintenance and Modification, Repair work Institute.

Sl. No.	Name of the Work	Estimated Cost (Rs.)	Rate of PMC charges Quoted by the Agency (in Percentage)	Taxes (If any like Service Tax etc.) on PMC	Total PMC quoted cost by the agency
1.	PMC Services on Annual Electrical & AC Maintenance of NIHFWS Campus, Munirka, New Delhi	Rs. 2.2 Crore Per Annum. (Approx.)			
2.	PMC Services on Annual Civil Maintenance of Residential and office Campus	Rs. 78 Lakhs Per Annum. (Approx.)			
3.	PMC Services on deposit work like Modification, Repair work, Addition & Alteration of Civil and Electrical works may be as per Institute requirement.	Rs. 5.5 Crore Per Annum. (Approx.)			

Total (in Figures) = Rs.

Rupees (in words) _____

Note:- The estimated cost indicated above in price bid is tentative and taken for calculation purpose only which may vary during the actual work execution, however the percentage of PMC will be remain same.

SIGNATURE _____

NAME OF THE AGENCY _____

ADDRESS & PHONE NO. _____
