

F.No.NIHFW/WS/2-1/2015
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 contract	Cost of Tender form	Date of sale of tender	Last date of receipt of tender	Date & time of opening of Technical bid
1	F.No.NIHFW/WS/2-1/2015	Comprehensive Annual Maintenance Contract of 02 Nos. of 100 liters per hours capacity R O System at NIHFW	Rs. 1,75,000/-	Rs.5,000/-	1 year	Rs.500/-	30/03/2016 to 04/04/2016 up to 4: 00 PM	07/04/2016 up to 3.00 PM	07/04/2016 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/2-1/2015
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka ,New Delhi -110067

TENDER DOCUMENT

SUBJECT: Comprehensive Annual Maintenance Contract of RO System 100 Liter per Hours Capacity in the Office Area at NIHFW, Munirka, New Delhi.

Earnest Money Deposit : - Rs. 5,000/- (Rupees Five 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

<i>Amount (Rs.)</i>	<i>DD No.</i>	<i>Date</i>	<i>Name of the Bank</i>

NAME OF THE AGENCY / CONTRACTOR: - _____

ADDRESS OF THE AGENCY & PHONE: - _____

DATE & TIME FOR SALE OF TENDER: **30/03/2016 to 04/04/2016 up to 4.00 PM**

LAST DATE & TIME FOR SUBMISSION OF TENDER **07/04/2016 up to 3:00 P.M.**

DATE & TIME FOR OPENING OF TECHNICAL BID **07/04/2016 at 3.30 P.M.**

(S.P. SINGH)
WORKSHOP & MAINTENANCE OFFICER



F.No. NIHFW/WS/2-1/2015
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi-110 067

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.

Two bid tenders (Technical Bid + Price Bid) **are invited for Comprehensive AMC of Providing RO System 100 Liter per Hours Capacity in the Office Area 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.

TERMS AND CONDITIONS

1. The Tenderer has to quote the items rates in the enclosed Proforma for the price bid. The self attested copies of all necessary certificates also have to be enclosed with the bid.
2. The estimated cost of AMC is Rs. 1,75,000/- per annum.

The quotation/tender in enclosed performa addressed to the Director, shall be submitted latest by **3.00 PM. on 07/04/2016** in a sealed cover marked "**Quotation for Comprehensive Annual Maintenance Contract of RO System 100 Liter per Hours Capacity**". 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.

2. To be eligible a contractor has to fulfil the following conditions in the technical bid:-

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1. The bidder is required to submit the Technical bid in a prescribed performa (Annexure – A) and price bid in a prescribed performa (Annexure – B) in the separate envelope marked on Technical bid and another envelope marked on price bid.
2. The firm should have past experience of successfully executed similar work in any govt. organization.
3. Copies of Registration of Service Tax/Sales Tax & TIN etc.
4. PAN No. of the agency and Income Tax Returns of last 3 years

5. The minimum annual turnover of agency should be more than Rs. 5.25 lakhs on an average of last three financial years. Attested CA certified copy for the same must be enclosed.
6. Having experience of similar work at least one work costing of more than 80% OR two works costing more than 60% each and three works costing more than 40% of the total estimated cost mentioned, during the period of last five years
7. The Tenderer has to submit EMD of Rs. 5,000/- (Rupees five thousand only) in favor of Director NIHFV in the form of Demand draft.
8. The bidder should have to enclose two work orders and its completion certificate from Govt. organization in last three years.
9. The undertaking that the contractor has not been blacklisted anywhere in the past.
10. The price bid will be open only those bidders who will fulfill the technical bid criteria and date and time for opening of price bid will be inform separately.

SCOPE OF WORK- COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF R.O. SYSTEM INSTALLED AT NIHFV PREMISES, MUNIRKA, NEW DELHI"

11. It is mandatory to visit the Institute by an engineer/mechanic/operator two times in a week.
12. Replacement of Pre-filters is necessary in every 15 days.
13. Replacement of granule activated carbon, media for filters membrane for RO is once in a year OR as per the instruction made by the Engineer-in-charge after the Inspection of the same. (If replaced then, maximum replacement is 1 time in a year)
14. Repairing of worn parts/exhausted parts and accordingly changing of spares parts within the periodical (One month) servicing during the contract
15. All chemical for servicing, backwash, cleaning of RO membrane, for dosing pump will be provided by the company.
16. Maintaining of ultra violet system installed for supporting RO system
17. Cleaning and Maintaining of display system installed with RO system.
18. Within 15 days of award of work, the successful bidder should have to deposit 1 number of Raw water pump, 1 number of high pressure pump, 1 number of PH dosing Pump and required chemicals used up to of 3 months with the Institute store, so that in case of breakdown of any same may be used for restore the services.

GENERAL CONDITIONS

19. 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.
20. Before quoting the rates agency may visit the site on any working day during the period of 2:00 PM – 5:00 PM.
21. The contract will be inclusive of all spares parts required for the maintenance of 100 Liter per Hours Capacity RO System.
22. The replacement / repairing of all worn out / exhausted parts / spares including pump, membrane, filter etc. will be done as per the requirement for which NIHFV will not pay any extra cost and replaced parts should be deposited with the Institute.
23. TDS of all the water Purifiers should be always below 125.
24. If 100 Liter per Hours Capacity RO System remains unserviceable after complaints (more than 2 days), a penalty of Rs. 500/- per day will be imposed and the same will be deducted from the amount of AMC.
25. The complaint logged telephonically must be attended and accordingly rectified within 2 days, failing which a penalty @ Rs. 200/- per day may be deducted from the bill payment. However, as per Institute requirement the mechanic on non working days and beyond office hours may be called if required.
26. The Company has to maintain record of every activity made with the RO plant as well as works executed for preventive maintenance and same will be produce at the time of billing.
27. The engineer/mechanic/operator along with all spare parts of the agency must give their attendance/presence to the Institute twice in week. The deployed engineer/mechanic/operator shall have to ensure that system remains in working order.
28. Qualified, experienced engineer/mechanic/operator should be provided by the agency. In case, if any plant is break-down or out of order due to any fault and the agency will not make it working order within 2 days then the Institute will rectify the same from its own ways and the same will be bear/deducted from the bill produce by the agency.
29. 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.
30. Contractor shall be responsible for any damage to the equipment, machinery or system and Institute's property on account of negligence/ fault of the contractor's staff and the same will have to be made good at his risk and cost.

31. 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.
32. 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. The firm/company also has to produce the list of consumable items, record job sheet along with the bill during the period.
- 33. The successful bidder has to submit security deposit @ 10% of total AMC value security in the form of Bank Drafts in favour of Director NIHFV within a week of award of work.**
34. The Institute will recover TDS and other applicable taxes etc. as per govt. rule from the payment made to the firm/company.
35. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.
36. All pages of the tender shall be signed at the lower right hand corner, wherever required and stamped by the Tenderer or his representative holding the Power of Attorney.
37. The Tenderer/contractor and his employees shall follow the Security instruction/orders issued by the Institute from time to time. The contractor will not employ any person booked by the police.
38. All the working staff deployed by the contractor should behave in a decent manner and should not consume alcohol during the working hours.
39. All the working staff deployed by the contractor should behave in a decent manner and should not consume alcohol during the working hours.
40. The rates should be quoted inclusive of all necessary taxes etc.
41. At present only 02 Nos. of 100 LPH Capacity R.O. Plant covered under the AMC, other 03 Nos. of 100 LPH Capacity R.O. Plant and 02 Nos. of 25 liter per hour capacity R.O. system will be covered in due course on same rates, terms and conditions quoted by the L-1 bidder.
- 42. 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. 5,000/-** alongwith 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.
43. 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.
44. 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.
45. 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.
46. 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.
47. NIHFW reserves the right to ask the justification of quoted rates before finalization of tender.
48. 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.
49. 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.
50. 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
51. Dispute, if any, arising out of the contract in question shall be resolved through an arbitrator to be nominated by Director, NIHFW.

52. The jurisdiction to any dispute arising in the contract will be executed under the Indian law at the courts located at New Delhi.
53. Tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tendered, shall be summarily rejected.
54. Director, NIHFV reserves rights to accept or reject any or all quotations without assigning any reasons.

Signature: _____

Name: _____

Designation: _____

Address: _____



ANNEXURE-'A'

PROFORMA FOR TECHNICAL BID

Sub:- Comprehensive Annual Maintenance Contract of RO System 100 Liter per Hours Capacity in the Office Area 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 6 & 8).	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. 5,000/- 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: _____



F.No. NIHFW/WS/2-1/2015

ANNEXURE-'B'

PROFORMA FOR PRICE BID

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF RO SYSTEM 100 LITER PER HOURS CAPACITY IN THE OFFICE AREA.

Sl. No.	Description of work	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
A	Comprehensive Annual Maintenance contract of R.O.System of capacity 100 LPH in context of scope of work mentioned in the tender clauses.	5	Nos.		
B	Comprehensive Annual Maintenance contract of R.O.System of capacity 25 LPH in context of scope of work mentioned in the tender clauses.	2	Nos.		
	TOTAL (A+B)				

Total Rs. _____

Rupees (in words) _____

I/We offer the rates of Comprehensive Annual Maintenance Contract and hereby accept all terms and conditions stipulated in the Quotation letter.

Note: - the quoted rates should be inclusive of all spare parts, chemicals, required for running, deposition of stated items at the Institute store etc. complete in all respect and as applicable all govt. taxes.

SIGNATURE _____

PAN NO _____

NAME OF THE AGENCY _____

ADDRESS & CONTACT NO. _____

F.No.NIHFWS/2-1/2015
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Workshop & Maintenance Section)

Tender Performa for Comprehensive AMC of RO System 100 Liter per Hours Capacity

S. No.	PARTICULARS	Qty.	UNIT	Rate (Rs.)	Amount (Rs.)
1.	Comprehensive AMC of RO System 100 Liter per Hours Capacity in the Institute including the cost of following:	05 Nos. of R.O System	each		
2.	Replacement of sediment/carbon filters after every six month.	100 ltr. per hours & 02 Nos. of R.O System			
3.	Replacement of Multilevel thread filter every three month.	25 ltr. per hours			
4.	Replacement of Membrane after every six month or at the time of any defect observed during the AMC period.				
5.	Routine inspections of the R.O. systems twice in a week				