



**F.No.NIHF/SB/16-52/15**  
**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**Baba Gangnath Marg, Munirka, New Delhi - 110067**

**TENDER DOCUMENT**

**SUBJECT: Tender for Procurement of Tower Air Conditioners.**

**Cost of Tender Document: Rs.1,000/- (Rupees One Thousand only)**

Name of the firm: \_\_\_\_\_

\_\_\_\_\_

Address of the firm & Phone No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date & Time of Issue of Tender: 16/02/2016 up to 4.00 PM.

Last date & time for Sale of Tender Document: 04/03/2016 up to 4.00PM.

Last date & time for submission of Tender: 07/03/2016 at 3.00PM.

Date & time of opening of tender: 07/03/2016 at 3.30 PM

**(Rajiv R.Singh)**  
Deputy Director(Admn.)  
NIHF

## **TENDER NOTICE**

National Institute of Health and Family Welfare is an apex technical Institute under the Ministry of Health and Family Welfare, Government of India.

Director, NIHF, invites Sealed tender for supply and installation of Tower Air Conditioners duly signed and stamped by Manufacturer/Authorized suppliers subject to the terms and conditions as stipulated below in sealed envelopes so as to reach this office by 3:00 p.m. on or before 07.03.2016. Interested firms are required to furnish their most competitive concessional rates as applicable for Government Hospital/Academic Institutions/Organizations etc. For details specifications and terms and conditions of tender document, please visit this Institute's website **[www.nihfw.org](http://www.nihfw.org)**.

The Director, NIHF reserves the right to accept or reject any or all of the Bids in full or in part including the lowest one without assigning any reason thereof.

*Director, NIHF*

Sealed tenders are invited on behalf of Director, NIHF, New Delhi from manufacturers/Authorized dealers for supply and installation of Tower Air Conditioners as per Technical Specification given at Annexure-V for use in Auditorium & Conference Hall NIHF, New Delhi.

## **TENDER EVALUATION**

Tenders evaluation will be done in three stages

1. Pre-qualification bid
2. Technical bid and
3. Price bid.

### **1. PRE QUALIFICATION BID:**

The tenderer should submit the Pre-qualification bid in a sealed cover separately super-scribing "Tower Air Conditioners" along with name and address of the bidder.

Documents to be attached with Pre-qualification bid:-

1. Tender fee in the form of Demand Draft / Pay Order in favour of Director, NIHF, New Delhi, Payable at New Delhi.
2. Earnest Money Deposit in the form of Demand Draft / Pay Order in favour of Director, NIHF, New Delhi, Payable at New Delhi.

### **Tender found deficient in any of above shall be rejected outrightly.**

Technical bid of the bidders who qualify on the basis of Pre-qualification Bid will be opened on the same day. Date of opening of the Price Bid in respect of bidders who qualify on the basis of Technical Bid (after evaluation by Technical Evaluation Committee) will be informed by telephone/email.

### **2. TECHNICAL BID:**

The firm should submit the Technical Bid in a sealed cover separately super-scribing Technical Bid for "Tower Air Conditioners" along with name and address of the bidder.

### **Technical bid should contain:-**

1. Self attested photocopies of latest and valid VAT /TIN registration certificate and Proof of filing income tax return {enclose last three year income tax assessment certificate). Failure to submit the same will render the tender invalid automatically.
2. PAN Card: Submit the self attested copy.
3. Undertaking as per **Annexure- I**
4. Criminal liability undertaking as per **Annexure- II**
5. Technical bid check list in the prescribed form (**Annexure – III**).
6. Attested photocopy of latest Valid License for authorized stockist and distributorship, as applicable, should be provided.

7. Tender document duly signed by Authorized Signatory of the bidder (on each page) with seal of the firm as a token of acceptance by the Bidder of all terms & conditions.
8. Bidders profile giving complete details about the firm including the period for which it is in this business.
9. Copy of partnership deed in case of Partnership firm/Memorandum and Article of Association with undertaking and authorization for signing the Tender Documents.
10. Authorization certificate as per **Annexure- IV**
11. The name of item with specification and makes/brands of the item, whether indigenous or imported with name of manufacturer with address.
12. Literature and catalogues in support of item quoted.
13. Whether the item quoted is as per specification, if not the statement of deviation (Parameter wise ) from the technical specification mentioned in the tender document.
14. The “Tower Air Conditioner” with required specification must be offered with 1 year Warranty/Guaranty for complete system.
15. Name, Address, Phone & Fax No. of OEM Service Centre at New Delhi/ NCR.

**The duly constituted Committee will technically evaluate the item on the basis of specification as per annexure-V. The items accepted technically will only be considered for price evaluation (price bid). Price should not be quoted with technical bid, otherwise the tender will be rejected without any correspondence.**

### **3. PRICE BID:**

The bidders must quote the rates of their offered items in the format given at **Annexure-VI**.

### **GENERAL CONDITIONS OF CONTRACT**

1. Any bidder responding to this enquiry shall be deemed to have agreed to the terms and conditions contained herein. No separate contract will be entered into with successful tenderer and therefore these terms and conditions herein contained shall be binding on the successful bidder. Conditional tenders are liable to be rejected. Director, NIHFW is not bound to accept any tender.
2. Tender document can be obtained from Accounts Section, Administrative Block, NIHFW, Munirka, New Delhi on payment of ₹ 1,000/- (Rupees One Thousand only). In case of down loaded tenders, the cost of tender should be sent along with the tender documents in the form of Bank Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi – 110067. Tender received without cost will be summarily rejected.
3. Tender kept inside a sealed envelope must be dropped in the Tender Box on or before 07.03.2016 latest by 3.00 P.M. Tenders received unsealed/late are liable to be rejected.
4. When a tender runs into several pages, each page must be signed and stamped by authorized person of the Company/Firm. Against the items for which you cannot quote, please mark '**NOT QUOTED**'. Unsigned quotations are liable to be rejected.
5. Each tenderer will be required to deposit Earnest money of **Rs.25,000/- (Rupees Twenty Five Thousand only)** through Demand Draft in favour of Director, NIHFW drawn on any Nationalized Bank, payable at New Delhi. Tender received without EMD, will not be accepted.

6. The EMD deposited is liable to be forfeited if the tenderer withdraws or alters the bid within the bid validity period.
7. The earnest money of all unsuccessful tenderer(s) will be refunded after the tender is finalized.
8. The earnest money will be refunded to the successful bidder only after receiving the Performance Security @ 10% of the order value through Demand Draft or by Bank Guarantee in favour of Director, NIHFW, New Delhi. The Performance Security shall remain in force for a period of 60 days beyond the date of Completion of all contractual obligations of the supplier including warranty obligations.
9. The Tenderer/Supplier has to give an affidavit on non-judicial stamp paper of Rs.100/-, duly certified by the Authorized Signatory(ies) that there is no vigilance/CBI case pending against the firm/supplier and the firm has not been blacklisted by any Govt. Organization.
10. No figures or words should be overwritten. Overwritten figures or words should be scored out and re-written under your full signature. Quotation, which does not fulfill these conditions, will not be considered.
11. The prices quoted must be net per unit and must indicate all charges separately like packing and delivery etc. The stores must be quoted on the basis of "FOR NIHFW", Baba Gangnath Marg, Munirka, New Delhi-110067. Categories of stores offered whether imported or indigenous, make, type and all other particulars should be stated in details. No facility regarding import license etc. can be afforded.
12. Rate should be written legibly in ink against each item mentioned in the Tender document. Full specifications, size etc. of each item quoted by you must be mentioned clearly, in your quotation. Technical, illustrative leaflets duly sealed, stamped & signed by the authorized person of the firm must be enclosed to your tender.
13. VAT, Sales Tax/Excise duty etc. where legally livable and intended to be claimed should be distinctly shown along with the prices in your tender. Where this is not done, no such claims will be admitted at any stage and on any grounds.
14. Rate quoted against this Tender Enquiry will remain valid upto 90 days from the date of opening the tender. During this period it will be obligatory on the part of the bidder to honour supply orders placed on him or for further quantities that may be needed by the Institute from time to time. No request for increase in the rates, if any will be allowed or entertained during this period after the opening of tenders by the Committee.
15. As soon as the acceptance of tender is communicated to the successful bidder the contract shall be complete and it shall be binding on the bidder to honour the terms and conditions herein contained.
16. The quantity shown in this tender inquiry is tentative and likely to vary at the time of placing orders. The successful bidder is bound to supply any quantity, as ordered by NIHFW, within the time schedule, mentioned in supply orders.
17. Please note that the date of delivery, indicated in the supply order, must be adhered to strictly. If for any special reason delivery cannot be effected within the stipulated period, application for extension of delivery date should be made well in advance stating full reasons. Extension may be granted only at the discretion of Director or he may cancel the order at his discretion. Repeated instances of failure to supply stores ordered by the due dates of delivery, may result in non issue of our future enquiries without making reference to you, and making purchase at the Risk and Responsibility of the successful bidder.

18. Any loss sustained by the Institute as a result of non compliance of delivery schedule, questionable quality of stores and short delivery during the pendency of supply, shall be recoverable from the tenderer, besides forfeiting of his Earnest Money/Performance Security which may be lying in this Institute. Failure to comply with the supply orders shall authorize the Director, NIHFWS, to effect purchases at the **RISK AND RESPONSIBILITY** of the successful bidder and the increase in purchase cost shall be realized by way of liquidation of earnest money or performance security lying with NIHFWS and/ or by making deduction from the bills of the successful tenderer.
19. The Director, NIHFWS, reserves the right to accept or reject any or all tenders wholly or partially including the lowest tender and also the right to cancel the supply orders placed on the successful tenderer(s) without assigning any reason thereof or incurring any liability thereby.
20. The successful bidder will also be required to install, the items proposed to be procured at specified place(s) within the NIHFWS Campus.
21. The successful bidder shall furnish a proper warranty card to the Institute and shall ensure that the warranty is duly discharged.
22. Payment against the supplies will be made within a reasonable period through a Crossed Cheque drawn on State Bank of India, NIHFWS, Munirka, New Delhi-110067, only after inspection and acceptance of supplies and presentation of pre-receipted bill. No condition/clause with regard to interest etc. shall be entertained.

**Special Conditions of contract**

1. Disputes, if any, emanating from the resultant contract shall be settled through an arbitrator to be nominated by Director, NIHFWS.
2. The resultant contract shall be interpreted under the Indian Laws.
3. Only the courts located in Delhi, shall have jurisdiction in the matter.

(Rajiv R.Singh)  
Deputy Director (Admn.)  
NIHFWS

FORMAT FOR UNDERTAKING

(TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER OF Rs.100/-)

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of one year from date of acceptance of tender bid. I/We, hereby bind myself/ourselves to the Director, NIHFWS, New Delhi for supply of item for use in NIHFWS, New Delhi during the period of tender.
3. The items supplied by me/us, would be of the best quality and as per specifications.
4. Earnest money deposited by me/us, may be retained till the finalization of the tender.
5. Security deposit will be deposited by me/us and the same may be retained for a period of 60 days the warranty/guarantee period.
6. I/We hereby undertake to supply the items during the validity of the tender as per directions given in the supply order within the stipulated period.
7. If the NIHFWS authorities think it necessary to change any item/items supplied by me/us found to be defective/inferior quality, the same will be replaced by me/us at no extra cost.
8. Guarantee/Warranty as asked for in the tender form is acceptable to us. If any item supplied by me/us is found to be defective and beyond repair during the guarantee period, the same shall be replaced by me/us free of cost.
9. I/we undertake that I/we will provide one year Guarantee/warranty. I/we also undertake to keep the items in functioning state throughout the year and in case of items going out of order, the fault will be attended within 24 hours of lodging the complaint. In case the item is not restored in functional order within seven days after lodging the complaint without acceptable reasons, a penalty of 0.5% of the total cost of the item per day for the period item remains out of order, be levied on me/us. During Guarantee/Warranty period, in the event of item remaining out of order for a period exceeding 24 hrs. after lodging of the complaint without any acceptable reasons, penalty to extent of 0.25% of the purchase value of the equipment be levied on me/us for each day of the item remaining non functional beyond permissible limit.
10. I/We undertake to bear the cost of testing for quality of item supplied whenever decided to do test during contract period.
11. I/We hereby undertake to recoup any loss/damages caused to health/life of patient/ employees or loss caused to the NIHFWS authority through the use of defective materials supplied by me/us.
12. I/We hereby undertake to pay penalty as per terms and condition for delayed supplies/non supply.
13. It is certified that rate quoted by me/us are not higher than the MRP/Prevailing market rate.
14. It is certified that the quoted items have not been and are not being supplied to any other organization at a rate lower than being quoted here.
15. I/We agree to accept the bill to be paid by the purchaser after completion of all formalities and should any amount of bill found to have been overpaid, the amount shall be refunded by me/us.
16. There is no vigilance/CBI or court case pending against the firm.
17. I/we understand that the Director, NIHFWS, New Delhi has the right to accept or reject any or all the tenders without assigning any reasons (s) there of.
18. The decision of the Director, NIHFWS, New Delhi will be final and binding upon me/us.

Signature of Bidder  
(Name of Bidder)

Place..... With seal of firm

**Affirmation**

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if any thing adverse comes to the notice of purchaser during the validity of tender period, Director, NIHFWS, New Delhi will have full authority to take appropriate action as he/she may deem fit.

Place ..... Signature of Bidder

Date..... (Name of Bidder)

With seal of firm



**CRIMINAL LIABILITY UNDERTAKING ON Rs. 10/- AFFIDAVIT**

I.....S/o.....  
Resident of.....  
.....do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of  
M/s. ....
  
2. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI,  
Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against me/my firm.

Name  
*Signature*  
*Rubber stamp*  
Affirmation/Verification

## TECHNICAL BID CHECK LIST

(CERTIFICATES/DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID)

Before submitting the tender, the tenderer should check the following enclosures (to be submitted with Technical bid).

S.N	Particulars	Yes	No
1.	Self attested photocopy of latest VAT/STCC/TIN registration certificate and Proof of filing income tax return( enclose last three year income tax assessment certificate).		
2.	PAN Card: Submit the self attested copy.		
3.	Undertaking as per prescribed Performa on an affidavit of Rs. 100/- marked as <b>Annexure – I</b> in the tender document.		
4.	Criminal liability undertaking on an affidavit of Rs. 100/- as per prescribed form regarding CBI Case/Criminal Case/ Income Tax Case VAT/Sales Tax Case/Black listing not pending against the bidder or manufacturer, marked as <b>Annexure II</b> in Tender Document.		
5.	Attested photocopy of latest Valid License for authorized stockist and distributorship, as applicable, should be provided.		
6.	Tender Document duly signed by Authorized signatory of Bidder(on each page) with seal of the firms as a token of acceptance by the Bidder of all terms & conditions.		
7.	Bidders profile giving complete details about the firm including the period for which it is in this business.		
8.	Copy of partnership Deed in case of Partnership firm/Memorandum and article of association with under taking and authorization for signing the Tender Documents.		
9.	Authorization certificate as per <b>Annexure- IV</b>		
10.	The name of item with specification and makes/brands of the item, wheather indigenous or imported and name of manufacturer with address.		
11.	Literature and catalogues in support of item quoted.		
12.	Whether the item quoted is as per specification, if not, the statement of deviation (Parameter wise) from the technical specification mentioned in the tender document.		
13.	The “Tower Air Conditioners” with required specification must be offered with 1 year Warranty/Guaranty for complete system.		
14.	Name, Address, Phone & Fax No. of OEM Service Centre at New Delhi/ NCR.		

**AUTHORIZATION CERTIFICATE**

To,

The Director  
National Institute of Health and Family Welfare  
Munirka, New Delhi

Respected Sir, /Madam,

Authority letter against Tender No. -----due on -----  
item quoted-----

-----We,-----  
who are established and reputed manufacturers of-----having factory at-----

----- and hereby authorize M/s-----  
----- (Name and address of dealer) to bid, negotiate and conclude the contract with your institution against  
above tender for the above goods manufactured by us. We hereby extend our full guarantee/warranty as  
per clause at Sl.No.8 of the Terms & Conditions of tender for the goods offered for supply against this  
invitation of bid from the above firm. We also confirm that the spares and any other miscellaneous items  
(As applicable) of the items quoted will be freely available for at least five years after expiry of one year  
of warranty/guarantee period.

Our other responsibilities include:

- 1. Information regarding the name of new dealer, in case of change of dealer.
- 2. ----- (Here specify in detail manufacturer's responsibilities)

The services to be rendered by M/s-----are as under

- 1. -----
- 2. -----

(Here specify the services to be rendered by the dealer)

Yours faithfully,

**(Signature & Name of manufacturer)**

**With address and seal**

NOTE: This letter of authorization should be on the letter head of the manufacturing concern and should be signed by a person competent and having the Authorization to issue said certificate on behalf of the manufacturing firm. The said certificate should also bear the signature of participating bidder as a witness.

**Technical Specification.**

1. Name of make/Brand – Voltas/Lloyd/LG/Carrier  
Nominal cooling Capacity- 40500 To 48000 Btu/h  
Power Supply-380 to 415 V, 50Hz  
Phase- Three  
Compressor- Scroll Type  
Type - Tower  
Qty.-05 Nos.

**Service Description:**

Installation, Testing & Commissioning of Tower Air conditioners.  
Qty- 05 Nos.

Indoor Fan - Direct Drive

**PRICE BID**

S.N	Description of item	Qty.	Rate(In Rs.) Per unit	VAT	Total Cost
1.	<b>Tower Air Conditioner</b> <b>Name of the Brand:</b> <b>Brand Voltas/Lloyd/LG/Carrier</b> <b>Phase: Three Phase</b> <b>Compressor: Scroll Type</b>	05 Nos.			
2.	Wall/floor mounted stand for outdoor unit (Powder coated MS ODU Stand),	05 Nos.			
3.	Copper Pipe insulated with Nitride rubbe steeve	As per actual use			
4.	PVC Hard Drain Piping alongwith fitting	As per actual use			
5.	Communication copper cable (CU) cable for indoor to Outdoor	As per actual use			
6.	Installation , testing and commissioning	05 Nos.			
7.	Installation Charges if any	05 Nos.			