



**TENDER DOCUMENT No. NIHFW/TS/12-02/2017**  
**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
Baba Gang Nath Marg, Munirka, New Delhi -110067

**SUBJECT: Tender for Disposal of Two Vehicles in NIHFW Campus**

**Earnest Money Deposit:** Rs. 10,000/- (Rupees ten thousand only) for each vehicle {The EMD must be enclosed with the Tender in form of Demand Draft or Banker's cheque of any Scheduled Bank in favour of Director, NIHFW payable at New Delhi}

**Cost of Tender Document:** Rs.500/- in the form of Cash. (In case a bidder is using the tender document downloaded from the Institute's website, a demand draft for Rs.500/- drawn in favour of Director, NIHFW, payable at New Delhi will be required to be submitted in addition to the demand draft for EMD.)

Details of the Earnest Money Deposit (EMD) and if applicable, the cost of the Tender Form.

| <b>Sr. No.</b> | <b>DD No.</b> | <b>Date</b> | <b>Amount (Rs.)</b> | <b>Drawn on Bank</b> |
|----------------|---------------|-------------|---------------------|----------------------|
|                |               |             |                     |                      |
|                |               |             |                     |                      |

|   |  |
|---|--|
| Name of the Contractor/Individual/Agency with complete address, E-mail Address, and phone/Mobile no.<br><br>PAN No. |  |
|---|--|

Date of commencement of sale of Tender Form : **From 13.02.2018 at 10.30 A.M to 4.30 PM**  
Last date for sale of Tender Form : **23.02.2018 at 4.30 PM**  
Last date for submission of Tender Form : **27.02.2018 by 3.00 PM**  
Date & Time for opening of Tender : **27.02.2018 at 3.30 PM**

(S.P.SINGH)  
WORKSHOP & MAINTENANCE OFFICER

## **TERMS AND CONDITIONS FOR DISPOSAL OF VEHICLES**

Interested Parties may submit their highest prices for each vehicle individually in a sealed cover latest by 3.00 P.M. on or before 27/02/2018. The inner cover containing quotations and other relevant documents along with DD/Pay Order/Banker's Cheque towards EMD should be sealed properly. The cover should be put in another Outer Cover and may be dropped in the Tender Box of Admn. Block kept at Reception of the National Institute of Health and Family Welfare, Munirka New Delhi. Both the inner and the outer covers should be super scribed in Bold Capital letters "**QUOTATIONS FOR DISPOSAL OF VEHICLES**".

2. The disposal of vehicle shall be strictly on "**AS IS WHERE IS BASIS**" and no guarantee or certificate of its worthiness or quality will be given by this Department. The condition of the vehicles can be inspected physically between 11.00 A.M. to 4.00 P.M. on any working day between 15/02/2018 to 26/02/2018 (Except Saturday, Sunday and holiday) at NIHFW, by contacting Shri S.P. Singh, WMO (Workshop & Maintenance Section), Munirka, New Delhi (Tel: 26165959, 26108906).

3. The quotation should be accompanied by earnest money for Rs.10,000/- (Rupees ten thousand only) for each vehicle. The earnest money can be deposited by Bank Draft in favour of Director, NIHFW. The bank draft should be attached with the quotation letter failing which the quotation shall not be considered at all. If the highest tenderer/successful tenderer accepted by the competent authority in this department fails to deposit the sale price within the prescribed time limit, their earnest money will be forfeited. In case the offer is withdrawn by any tenderer, the earnest money deposited by him shall be forfeited.

4. EMD amount is payable by means of DD/Pay Order/Banker's Cheque in favour of Director, The National Institute of Health and Family Welfare, Munirka, New Delhi-110067. (Payment by Cheque/Cash shall not be accepted). Offers received without EMD amount shall not be considered at all by this Department.

5. The successful bidder will be required to deposit the total bid amount by means of Demand Draft/Pay Order/Banker's Cheque in favour of Director, NIHFW, Munirka, New Delhi within three working days of award of the contract.

6. EMD of the successful bidder(s) will be released only after realization of Sale proceed amount. Earnest money Deposit of the bidders who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by this Department. EMD amount will not be adjusted in the Sale Amount accepted by NIHFW. EMD of successful bidder(s) shall be released only after successful completion of the sale process.

7. The delivery of the sold vehicle will be arranged only after the successful bidder submits documentary evidence in original in support of residential status (Ration Card/Voters Identity Card/Aadhar Card in case of individual and Registration Certificate in case of firms etc.)

8. The sold vehicle will be removed by the successful bidder(s) within five working days of depositing the money at their own expenses. No assistance/transportation will be provided by NIHFW. Permission to take out the disposed vehicles from NIHFW premises will not be given on holidays, Saturdays and Sundays etc.

9. The successful bidder will also be responsible for getting the Registration Certificate of the vehicle transferred in his/her name at his/her own cost expeditiously. This office will not be responsible for any lapse on his part in this regard.
10. EMD of the firms/Individual rescinding their offer, withdrawing or abrogating after submitting the bid shall stand forfeited. Decision of the Director, NIHFW shall be final in this regard.
11. The Director, (NIHFW) reserves the right to reject all or any tender in whole or part without assigning any reasons thereof.
12. EMD of unsuccessful tenderers shall be returned within three weeks of the award of contract to successful party.
13. The bidders are required to reveal their full name/name of the authorized signatory of the firm/name of father, full postal address/e-mail address, telephone/mobile number. Bidders are required to visit the Institute's web site regularly as future correspondence in regard of the said tender will be posted on Institute's web site only.
14. Disputes, if any, shall be subject to jurisdiction in the Court of Delhi only.
15. If the highest quoting firm/bidder fails to honor the bid; the contract will be cancelled & its EMD forfeited. In such an event, an opportunity shall be given to the next highest quoting eligible tenderer (H-2 quoting party) to complete the bid provided it is prepared to accept the prices offered by the H-1 party. In case of any dispute, decision of NIHFW shall be final.
16. Tendering form should be signed in ink by the authorized signatory only. Photocopy or unsigned quotations or quotations not signed by authorized signatory shall be rejected.
17. Tendering firm shall alone be responsible for furnishing any false or wrong information and the consequences or loss thereof.
18. Quotation should be offered in proforma prescribed as given at Annexure- I.
19. Any future clarification and/or corrigendum(s) shall be communicated through Institute website only - [www.nihfw.org](http://www.nihfw.org).

Tender document can be obtained personally from the office of Accounts Section or downloaded from the Institute's website: [www.nihfw.org](http://www.nihfw.org).

(S.P.SINGH)  
WORKSHOP & MAINTENANCE OFFICER

**Annexure-I**

**ANNEXURE PROFORMA FOR OFFERING RATES FOR DISPOSAL OF CONDEMNED VEHICLE (Due at 3.00 PM on 27.2.2018)**

|                                   |                   |
|-----------------------------------|-------------------|
| AMOUNT OF EARNEST MONEY           | Rs. (in numbers)  |
|                                   | Rupees (in words) |
| PARTICULARS OF DEMAND DRAFT       | No.               |
|                                   | Date              |
|                                   | Bank              |
|                                   | Branch            |
| NAME OF THE BIDDER                |                   |
| Complete Address including E-mail |                   |
| TELEPHONE/MOBILE NUMBERS          |                   |

\*(Address should be complete and supported with proof (attested copies of ration card, registration certificate, voters I. Card). The bidders should always be available for receiving communications at the given address and bidders should also check their e-mail regularly for future communication).

I/We submit my/our highest quotations for the staff car offered for sale by the NIHF, New Delhi.

| S.No | Registration | Model | Make          | Amount Offered         |
|------|--------------|-------|---------------|------------------------|
| 1.   | DL 9CC 4992  | 2001  | Toyota/Qualis | Rs. (in numbers)_____  |
|      |              |       |               | Rupees (in words)_____ |
| 2.   | DL 9CC 6558  | 2001  | Toyota/Qualis | Rs. (in numbers)_____  |
|      |              |       |               | Rupees (in words)_____ |

2. I/we have very carefully read the terms and conditions of the offer, particularly, regarding earnest money and agree to abide by these in letter and spirit. The decision of the Director, The National Institute of Health and Family Welfare, Munirka, New Delhi - 110067 on any dispute arising out of the offer shall be binding on me/us.

3. I/we agree to the forfeiture of the earnest money if I/we fail to comply with all or any of the terms and conditions in whole or in part as laid down in the tender document which would constitute and have force of a contract between me/us and the NIHFW, if I/we am/are declared a successful bidder.

4. I/we hereby undertake that the vehicle(s) will be used for bonafide/lawful purposes only.

Place\_\_

Signature\_\_\_\_\_

Date

Name\_\_\_\_\_

Address\_\_\_\_\_

Contact No.\_\_\_\_\_

ID Proof details\_\_\_\_\_

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**Baba Gang Nath Marg, Munirka, New Delhi-10067**

**AUCTION NOTICE**

Sealed item rate Tenders are invited on behalf of the Director, National Institute of Health & Family Welfare for the following work:

| Sl. No | Tender Number           | Name of work   | Earnest Money                 | Cost of Tender Form | Date of issue of Tender  | Last date of submission of Tender | Date of opening of Tender |
|--------|-------------------------|--|-------------------------------|---------------------|--------------------------|-----------------------------------|---------------------------|
| 1      | F.No.NIHFW/TS/12-2/2018 | Disposal of Vehicles No. DL 9CC 4992 Toyota/Qualis and DL 9CC 6558 Toyota/Qualis | Rs. 10,000/- for each vehicle | Rs. 500/-           | 13.02.2018 to 23.08.2014 | 27.02.2018 upto 3.00 P.M.         | 27.02.2018 at 3.30 P.M.   |

- The Tender document may be purchased from Accounts Section, NIHFW on cash payment on the above mentioned Date during 10:30 AM to 4:30 PM. after submitting request letter.
- In case 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 above mentioned EMD and the bid.
- Any future clarification and/or corrigendum(s) shall be communicated through Institute web site only :[www.nihfw.org](http://www.nihfw.org).

**Director, NIHFW**