



**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka, New Delhi -110067**

NOTICE INVITING TENDER

Two bid item rate tenders are invited on behalf of the Director, The National Institute of Health & Family Welfare from the agencies, having similar work experience.

Sl. No	File Number	Name of work	Earnest Money	Period for completion	Last date of Submission of tender	Date & time of opening of technical Bid
1	F. No. No. NIHFW/WS /15-3/2022	Annual Contract for repairing and maintenance of the furniture and fixer etc. at NIHFW Premises.	Rs.10,000/-	AMC	15/06/2022 up to 3:00 P.M.	15/06/2022 up to 3:30 P.M
	Eligibility	The agencies should be working in the field Repair and Maintenance work of Office Furniture, Roller blinds etc. and having experience of similar work. The agency should submit the documentary evidence in accordance to the terms & conditions.				

Director



TENDER DOCUMENT No. NIHFWS/15-3/2022
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka, New Delhi -110067

Name of Work:- Annual Contract for repairing and maintenance of the furniture and fixer etc. at NIHFWS Premises reg.

IMPORTANT DATES

Date of commencement of sale of Form : 20/05/2022

Last date for sale of Tender Form : 14/06/2022

Last date for submission of Tender Form : 15/06/2022 up to 3.00 P.M.

Date & Time for opening of Technical bid : 15/06/2022 at 3.30 P.M.

Date & Time for opening of financial bid : **Shall be communicated separately to the technically qualified bidders.**

(AMAR NATH GUPTA)
INCHARGE, WORKSHOP & MAINTENANCE SECTION



TENDER DOCUMENT No. NIHFW/WS/15-01/2020
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka ,New Delhi -110067

Dated: 17.05.2022

Subject: Annual Contract for repairing and maintenance of the furniture and fixer etc. at NIHFW Premises reg.

The NIHFW intends to award the work of Annual Maintenance Contract for repairing of the furniture's and fixer of the Institute. The rates may be quoted in the enclosed Performa as Annexure.

2. The bidders fulfilling the following minimum criteria may submit their bids along with documentary proof:

- (a) The agency should have at least 3 years working experience in the similar nature of work in at least two Central Government/State Govt's Departments/ Govt's PSU/Autonomous Bodies etc.. (Agency have to submit the work order copy OR the completion certificate for the same work, otherwise the experience will not be counted for the qualifying criteria)
 - ❖ Three similar works each of value not less than 40% of the estimated cost annually 5 Lacs. OR
 - ❖ Two similar works each of value not less than 60% of the estimated cost annually 5 Lacs. OR
 - ❖ One similar work of value not less than 80% of the estimated cost annually 5 Lacs.
- (c) The agency should have registration of Service Tax/GST registration with the appropriate authority and proof in this regard may be attached with the bid.
- (d) EMD of **Rs. 10,000/- (Rupees Ten thousand only)** in form of Demand Draft in favor of Director, NIHFW has to be submitted.
- (e) The successful bidder has to submit the DD of Rs. 50,000/- (Fifty Thousand only) as Performance/ Security Deposit in favor of Director, NIHFW.
- (f) Copy of PAN Card and GST Registration Certificate
- (g) Copy of Income Tax Return Assessment>Returns for last three years.
- (h) The firm should not have been blacklisted by any government organization (Undertaking on letter head should be furnished)

Scope of work:

3. Work involve maintenance/repairing of all the furniture items, initially for a period of one year from the date of award of Contract., which can be extended by another one year based on service found satisfactory, on the same terms and conditions. The approximately cost of the work annually may be up to **Rs. 5,00,000/- (Rupees Five Lakhs).**

4. The Quantity taken in the tender of the items is approximately. The work will be executed at site as per day to day actual requirement of the Institute as and when required item wise.
5. **Other Terms and Conditions:-**
- (i) Bidder, who found to have quoted fake/unreasonable rates in any terms, shall summarily be rejected and the decision of the Institute in this regard shall be final and binding on the firm.
 - (ii) The work is to be carried out in the premises of the National Institute of Health and Family Welfare, New Delhi.
 - (iii) Number of complaint will be attended to within 24 hours from the receipt of the complaint. **The Technician (Key maker/carpenter/cleaner etc.) should visit the department everyday and mark the attendance in the register of complaint to be maintained for the purpose.**
 - (iv) No advance payment will be paid. The payment will be made in only after completion of satisfactory service on monthly basis.
 - (v) 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 maximum 3 years on same term and condition and quoted rates, subject to the conditions if the services provided found to be satisfactory.
 - (vi) Before quoting the rates agency may visit the site on any working day during the period of 2.00 PM to 5.00 P.M.
 - (vii) The rates should be quoted inclusive of all T&P and necessary taxes etc
 - (viii) If any assigned complaint remains unattended (within 2 days), a penalty of **Rs. 500/-** (Rupees Five Hundred Only) per day will be imposed and the same will be deducted from the amount of AMC. The Company has to maintain record of successfully attending of complaint. Further, in case of non-compliance of the scope of work, then penalty of Rs.500/- per day will be deducted from the bill and maximum of Rs. 10000/-.
 - (ix) If required trained worker on non working days and beyond office hours shall be provided and agency will bear the same at his own cost.
 - (x) Contractor shall be responsible for any damage to the equipment, machinery or system on account of negligence/ fault of the contractor's staff and the same will have to be made good at his risk and cost.
 - (xi) The successful bidder has to submit security deposit Rs. 50,000/-(Rupees Fifty Thousand only) in the form of demand Drafts from nationalized bank in favour of Director NIHFV within a week of award of work.
 - (xii) The Institute will recover TDS and other applicable taxes etc. as per rule from the payment made to the firm/company.

6. **Receipt and opening of bids:-**

The rates should be inclusive of all taxes /GST etc. No. **extra** Amount against the taxes will be paid /reimbursed.

7. **Procedure of tender submission**

- a) The bidder should complete the technical bid in Annexure-A and attach the prescribed documents. All these documents may be kept in a sealed envelope super scribed Technical Bid. The price bid in an Annexure-B may be kept inside another sealed envelope super scribed 'Price Bid'. Both the envelopes should be kept inside a bigger sealed envelope and should be dropped in the Tender box by 3.00 PM on **15/06/2022** No tender will be accepted after the above date and time.
- b) **Note:** Technical and Price bid submitted in the other than the Performa of the tender will be summarily rejected. No representation will be entertained in this regard.
- c) Technical bid of the tender will be opened by the committee at 3.30 PM on **15/06/2022** in the presence of available bidder or their Representatives. The entry will be allowed only on display of valid I-card of the agency.
- d) Validity of the bid will be **three month** from the closing date of the tender.
- e) All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed and stamped with company's seal by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. **The rate mentioned in Price bid Performa if written by hand to be covered by cello tape or should be typed.**

Note Bidders are also requested to visit institute website: www.nihfw.org regularly, any future clarification and/or corrigendum(s) shall be communicated through website only.

1. **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. 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 Tender.
- c. 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.

2. 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, available with NIHFW shall be forfeited and the Agency will be black listed.

3. 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/GST on works contract, Tax of levy, excise duty etc. on materials or any elements in respect of this contract shall be paid by the contractor and NIHFV will not entertain any claims whatsoever in this regard
4. 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.
5. 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.
6. NIHFV reserves the right to ask the justification of quoted rates before finalization of tender.
7. 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.
8. 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.
9. Dispute, if any, arising out of the contract in question shall be resolved through an arbitrator to be nominated by Director, NIHFV.
10. The jurisdiction to any dispute arising in the contract will be executed under the Indian law at the courts located at New Delhi.
11. **DIRECTOR, NIHFV RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL TENDER(S) WITHOUT ASSIGNING ANY REASON.**

Signature: _____

Name: _____

Designation: _____

Address: _____



**The National Institute of Health and Family Welfare,
Baba Gangnath Marg, Munirka, New Delhi-110067.**

Annexure-A

FORMAT FOR TECHNICAL BID (Pre-Qualification for opening of Price Bid)

Sr. No.	Pre-Qualification Criteria/Technical Bid	Yes/No	Enclosed at Page No.
1.	Name & Address of the Agency		
2.	Self attested copy of Registration Certificate/allotment letter of GST (Goods & Service Tax).		
3.	Self attested copy of Pan Card in the name of firm. In case of proprietary firm PAN card of proprietor will be allowed.		
4.	List of the organization/Name of work where such contracts were/are presently undertaken in Delhi-NCR by the bidder. (attach supportive documents at Annexure)		
5.	Demand Draft of Rs 10,000/- (Rs. Ten Thousand only) as EMD in favour of Director, NIHFV. The amount of Demand Draft:	Enclosed:- Yes / No Detail:- Dateand No. of Demand Draft Name of Bank:	
6.	Performa of Price bid sealed in separate envelope.		

7.	Acceptance of terms and conditions of the tender attached. Each page of tender document to be duly signed as token of acceptance and submitted as part of tender document.		
8.	<p><u>Experience in the Govt. Organization:</u> - Experience of having successfully completed/working works during last Five years applications are invited.</p> <ul style="list-style-type: none"> ❖ Three similar works each of value not less than 40% of the estimated cost annually 5 Lacs (i.e. 3 works of 2 Lakhs or more). <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ❖ Two similar works each of value not less than 60% of the estimated cost annually 5 Lacs. (i.e. 2 work of 3 Lakhs or more). <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ❖ One similar work of value not less than 80% of the estimated cost annually 5 Lacs (i.e. 1 works of 4 Lakhs or more). <p><u>(Agency have to submit the work order copy OR the completion certificate for the same work, otherwise the experience will not be counted for the qualifying criteria)</u></p>		
9.	Undertaking by the bidders to the effect that the Office address is in Delhi (Supporting documents should be enclosed).		

- Enclosed: 1. DD/Pay Order No.**
2. All the pages of the Tender documents shall be signed and stamped
3. Financial bid.

(Signature of the Tenderer with seal)

Name of the Agency :-
Office Address:-.....
Phone No.:
Pan No.:.....
E-Mail Id:.....

DECLARATION

Should be on the letter head of the company/agency

I,..... Son/Daughter/Wife of
Shri Proprietor/Director/authorized signatory of the
Agency mentioned above, am competent to sign this declaration and submit this tender.

1. I/We offer the rates for Repair & Maintenance Work of Office Furniture & Locks etc. and hereby accept all terms and conditions stipulated in the Tender Document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above tender application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I shall never been blacklisted/debarred from any govt. organizations.
5. I shall abide by all the terms and conditions mention in the bid.

Signature.....

Name :

Seal

Office Address:.....

Phone No.:

E-Mail Id:.....



**The National Institute of Health and Family Welfare,
Baba Gangnath Marg, Munirka, New Delhi-110067.**

Annexure-B

(FINANCIAL BID)

Scheduled of Quantity for repairing and maintenance of the furniture and fixer etc

S. No. of Items	Name and detail of Items	Units of item	Qty of Items	Quoted Rate (Including All taxes and GST) (In Rs.)	Quoted Amount (In Rs.)
A.	STEEL ALMIRAH / GLASS BOOK SELF				
1.	Replacement of Steel Almirah Handle complete	Nos.	10		
2.	Providing and Fixing of 5 MM glass pans of Book Case	Sq. ft.	15		
3.	Spray Painting & Scarping of almirah applying primer etc. complete as per direction of engineer-in-charge	Sq. ft.	50		
4.	Providing & Fixing of almirah Lock complete	Nos.	20		
5.	Repairing and make workable of the almirah including fixing of inside separators etc. complete	Nos.	20		
6.	Providing and fixing of new legs to steel Almirah	Nos.	30		
B.	STEEL TABLE				
7.	Providing of key including adjustment of Drawer, adjustment of locking system	Nos.	15		

8.	Repair and opening of Table Drawer including locks etc.	Nos.	20		
9.	Providing & Fixing of Sun Mica Top on Officer Table 1mm thick in required colour	Sq. ft.	10		
10.	Replacement of plywood 12 mm (as required size) including polishing/painting etc. complete	Per Sq. ft.	50		
11.	Repairing as well as Replacement of plywood of required size for STUDY TABLE including polishing/painting etc. complete	Per Sq. ft.	50		
12.	Providing and fixing of sunmica to wooden tables	Per Sq. ft.	20		
13.	Providing and fixing of teakwood beading	Per Sq. ft.	30		
14.	Providing & Fixing of Drawer channel	Nos.	20		
C.	REVOLVING CHAIR & AUDITORIUM CHAIRS				
15.	Replacement of Spring	Nos.	10		
16.	Replacement of Wheel of chair of good quality	Nos.	200		
17.	Repairing / Replacement of Handels of Chairs	Nos.	25		
18.	Providing and fixing of Steel Base of revolving wheel chairs	Nos.	10		
19.	Providing and Fixing of Hydraulic System of Revolving Chairs	Nos.	15		
20.	Replacement of seat/back of revolving chair	Nos.	25		
21.	Replacement of PVC Bush/Hand Rest	Nos.	20		
22.	Welding Per Point	per point	20		
23.	Replacement of Fabric of chair seat and back with foam/cusion complete	Nos.	50		
24.	Replacement of Fabric of chair seat and back only	Nos.			
25.	Providing of cloth Cover of Chairs	Nos.	50		
26.	Providing of Cover for Auditorium Chairs	Nos.	200		
27.	Repair of chairs in Auditorium	Nos.	400		
28.	Complete Renovation of Cushioned Officer Chair	per chair	10		
29.	Complete Renovation of Executive Revolving Chair including the cushion and cloths etc...	per chair	15		
30.	Complete Renovation of Computer Chair	per chair	25		

D	UPHOLSTERY WORKS				
31.	Complete Renovation Of Sofa Set/Chairs, Including P/F. Of Tat, Cotton, Jute, Markin Dori, Spring, Niwar, Etc. Including Change of Cloth, Rubber Cushion (ISI)/Foam Wherever Required. All the material should be good quality like cloths & Rubber Cushion/Foam etc. with polishing.	per seat	60		
32.	Providing & Fixing of Sofa Cover(fabric sample on approved by the officer in- charge	per cover	60		
33.	P/F. of Sofa Cushions (ISI) make of size 21"x22"x4"	Nos.	25		
34.	P/F. of Sofa Cushions (ISI) make of size 18"x18"x2"	Nos.	20		
35.	Providing Making Cushions cover of good quality cloths	Nos.	20		
36.	Providing and Fixing of Dunlop Seat in Sofa Set, ISI Mark size 21'x22'x4	Per Sofa Set	20		
37.	Providing and Fixing of Dunlop Seat with visitor Chairs ISI Mark size 18'x18'x3	Per Sofa set	20		
38.	Repairing of wooden frame of structure of sofa	Per seat	10		
E	Lock and Key				
39..	Replacement of Lock of Aluminum Door, Steel Almirah, Steel Table, Book Selves etc.	Nos.	10		
40.	Replacement of Lock.	Nos.	15		
41.	Replacement of Handel etc. complete	Nos.	25		
42.	Repair of Lock of Aluminum Door, Steel Almirah, Steel Table, Book Selves etc.	Nos.	20		
43.	Providing of Key of Lock for Aluminum Door, Steel Almirah, Steel Table, Book Selves etc.	Nos.	20		
44.	Providing the key of godrej Padlock of outsider door	Nos.	10		
45.	Replacement of handle of steel/wooden Almirah/Table/filing cabinet/Book case/Compactors/Workstation/Doors etc.	Nos.	10		
46.	Repair of locking system of steel /wooden Almirah/Table	Nos.	5		

	/filing Cabinet/Book case/Compactors/Workstation/doors etc.				
F	ROLLER BLIND				
47.	Repair of Roller Blind, along with the replacement of necessary parts like roller, fabric, support rail, clamps, rope etc. complete to make it working up to the satisfactory of user.	Sq. ft.	50		
48.	Providing & Fixing of <u>New Roller Blind</u> of approved make (Vista/Mac) of required shape, size, pattern etc. as per the direction of Engineer-in-charge.	Sq. ft.	50		
49.	Providing of Fixing of Bush/Chain/Ball Bearing including repairing of doors of compactors/Steel Filing Cabinet/Steel Almira/Book Case etc.	Nos.	10		
G	SIGNAGE RELATED WORKS				
50.	Making of the S.S. Sign Board of Grade SS-304 of Required size and approved matter engraved in black paint by the Institute.	Sq. ft.	15		
51.	Signage's- Making & fixing of Brass made letter's of required size & shape on the top of Granite Stone base with the durable adhesive.	Sq. ft.	10		
52.	engraving of letters in the granite stone and painting with golden or approved color including cost of stone	Sq. ft.	10		
H	POLISHING & PAINTING WORK				
53.	Polishing of Wooden Partitions	Sq. ft.	50		
54.	Polishing of wooden handle of Sofa Set	Nos.	10		
55.	Polishing of Wooden handle of Chairs	Nos.	25		
56.	Polishing of Stage Dias with podium.	Sq. ft.	20		
57.	Painting with enamel paint after making base like scrapping, applying primer etc	Sq. ft.	10		

58.	Letter Writing work with enamel paint of required size & shape & approved colour in the institute premises	Sq. ft.	15		
59.	Lacquer Polishing of wooden furniture articles like cupboard/Almirah /Tables /Side/Unit	Sq. ft.	80		
I	OTHER ESSENTIAL ITEMS (MISCELLANEOUS WORK)				
60.	P/F. of 4mm Teak wood veneer to Furniture Articles.	Per Sq. ft.	15		
61.	Providing and Fixing of 19 mm commercial ply Board	Per Sq. ft.	50		
62.	Providing and Fixing of 1.00 mm thick Sunmica to wooden furniture Articles commercial ply Board	Per Sq. ft.	10		
63.	Repairing of workstation	Nos.	5		
64.	Providing & replacement of side drawer lock & key of approved make/brand	Nos.	50		
65.	Making of computerized key for all type of locks like side drawer unit / Mortise door lock etc, Pad lock/almirah/Pedestal Unit.	Nos.	50		
J	Dry Cleaning/Chemical wash				
66.	Dry cleaning of Sofa set (all type)	Per seat	10		
67.	Dry cleaning of Cushioned visitor Chairs (all type)	Per chair	15		
68.	Dry- cleaning of Executive Revolving chair (High back)	Nos.	5		
69.	Dry- cleaning of Executive Revolving chair (low back)	Nos.	5		

70.	Dry cleaning of Auditorium chairs	Per chair	25		
71.	Chemical wash/dry cleaning of existing Roller blinds including minor repair and re-fixing etc.	Per Sq. ft.	200		
72.	Chemical wash/dry cleaning of existing vertical blinds repair and re-fixing	Per Sq. ft.	200		
73.	Dry cleaning of Curtains (all type) of windows/doors /ventilators etc.	Per penal	10		
	<u>TOTAL (In Fig.)</u>				
	<u>TOTAL (In Words)</u>				

Note:-

- **The work will be awarded based on the overall lowest total quoted cost in Price Bid.**
- **The Quoted rates should be inclusive all taxes (GST) etc. complete.**
- **The quantity is mentioned in the bid is approximate and may vary at the time of actual execution.**
- **The rate mentioned in Price bid Performa if written by hand to be covered by cello tape or should be typed.**

Signature & Seal of Agency.....

Name :

Office Address:.....

Phone No.:

E-Mail Id:.....