

F.No.NIHFW/WS/36-34/2022
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka, New Delhi -110067

NOTICE INVITING TENDER

Sealed Item rate tenders on two bid system are invited on behalf of the Director, National Institute of Health & Family Welfare from concerned agencies having experience of similar work experience.

IMPORTANT DATES

| S. No. | Tender Number | Name of work | Estimated cost | Earnest Money | Period of Contract | Tender form cost | Date of sale / downloading of tender document | Last date of receipt of tender | Date & time of opening of Technical bid |
|--------|--------------------------|--|----------------|---------------|--------------------|------------------|---|--------------------------------|---|
| 1. | F.No.NIHFW/WS/36-34/2022 | Comprehensive Annual Maintenance Contract of Sewage Water Treatment Plant at NIHFW | Rs. 5,52,469/- | Rs.10,000/ | 1 year | Rs.500/ | 18/05/2022 to 01/06/2022 up to 5:00PM | 02/06/2022 up to 3:00 PM | 02/06/2022 up to 3:30 PM |

Note:- Interested agencies may visit the site at any working day during the period of 2:00 PM – 5:00 PM.

Director



F.No.NIHFWS/36-34/2022
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka ,New Delhi -110067

TENDER DOCUMENT

SUBJECT: Comprehensive Annual Maintenance Contract of Sewage Water Treatment Plant at NIHFWS, Munirka, New Delhi.

Earnest Money Deposit :- Rs. 10,000/- (Rupees Ten Thousand only)

{The EMD must be enclosed with the Tender in form of Demand Draft or Banker's cheque of any Nationalized/Scheduled Bank payable at New Delhi in favor of Director, NIHFWS}

Cost of Tender Document: Rs. 500/- (Tender document can be downloaded from the Institute's website, a DD of Rs. 500/- in favour of Director, NIHFWS should also be submitted along with the EMD and the Tender Document).

Details of the Earnest Money Deposit (EMD) and Tender Fee

| Particular Detail | Amount (Rs.) | DD No. | Date | Name of the Bank |
|-------------------|--------------|--------|------|------------------|
| Tender Fee | Rs. 500/- | | | |
| EMD | Rs. 10,000/- | | | |

Name of the agency / contractor: - _____

Address of the agency & phone: - _____

Note:- All the interested bidders for the said contract are requested to attend in the pre bid meeting of the tender on 02/06/2022 at 3.30 PM in the Institute. 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.

Date & time for sale of tender :- **18/05/2022 to 01/06/2022 up to 5:00PM**
Last date & time for submission of tender :- **02/06/2022 up to 3:00 PM**
Date & time for opening of technical bid :- **02/06/2022 up to 3:30 PM**
Date & Time for opening of Financial Bid :- **will be intimated to all eligible bidders separately by e-mail.**

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi-110067

INTRODUCTION

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. The AMC will be awarded on the following Terms and Conditions:-

TERMS AND CONDITIONS

Two bid tenders (Technical Bid + Price Bid) are invited for **CAMC of Sewage Water Treatment Plant in NIHFWS 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.

1. The estimated cost of AMC is Rs. 5,52,469/- Per annum.
2. The Complete tender addressed to the Director, shall be submitted at Reception of Administration Block latest by **3:00 PM on 02/06/2022**. Tender has to be dropped in the Tender box kept at reception of Administrative Block of The NIHFWS, Munirka, New Delhi-67. Tender has to be submitted in a sealed envelope super scribed as "**Tender for Comprehensive Annual Maintenance Contract of Sewage Water Treatment Plant**" No tender will be allowed after the above date and time. The tender document duly signed on each page should be submitted along with the EMD & tender Fee in one envelope marked as **Technical bid** and another envelop marked as **Price bid**. **The price bid and technical bid shall be submitted in third envelope (large size) marked on envelope as "Tender for Comprehensive Annual Maintenance Contract of Sewage Water Treatment Plant.**
3. Certified Copy of GST registration.
4. Copy of PAN No. of the agency.
5. Income TAX Return for last 3 financial year's.
6. The agency have to enclosed **similar work** experience/completion certificate along with work order having 80% of one (01) work, 60% of two (02) work and 40% of three (03) work during the last 3 financial year.
7. The Tenderer has to submit EMD of Rs. 10,000/- (Rupees Ten thousand only) in favor of "Director NIHFWS" in the form of Demand draft.
8. Average Turnover should not be less than Rs. 10.00 lakh on an average of last 03 years (CA Certified copies for the same should be enclosed).

Scope of Work

9. The contract will be inclusive of all major and minor spares parts required for the maintenance of Sewage Water Treatment Plant.
10. The agency has to cover the open tanks of STP with a quality tarpaulin, and change the same half-yearly.
11. The contract is also inclusion of repair & Maintenances of water supply pipe lines, Hydrants etc. of the entire campus. In case of any leakage / breakage of treated water supply lines, hydrants (Water outlet) etc., the agency has to rectify with-in 24 hrs of time. Nothing will be paid extra for the same.
12. The generated Cakes from the treated water shall be handed over to the Horticulture Supervisor, in presence of Engineer In-Charge, & same will be recorded also.

PAYMENT TERMS TO THE CONTRACTOR

13. 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 firm/company.
14. Deployed workers attendance Sheet
15. Plant running record sheet. (The Company has to maintain record of preventive maintenance)
16. Agency has to submit water testing report with quarterly bills before and after treatment of water.
17. Repair & Maintenances Record sheet.
18. If required, the agency have to produce the bills of materials consume during the period.

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 to 5:00 PM.

21. The rates should be quoted inclusive of all T&P and necessary taxes etc.
22. 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.
23. If Sewage Water Treatment Plant remains unserviceable after complaints (more than 2 days), a penalty of Rs. 1000/- per day will be imposed and the same will be deducted from the amount of AMC. The Company has to maintain record of preventive maintenance. The non working of plant will also attract the above mentioned penalty. Further, in case of non-compliance of the scope of work, then penalty of 0.5% (Zero Point Five Percent) per day of the total contract amount will be deducted till the compliance of the job. Subject to the maximum penalty of 10% of the contract value.
24. Daily attendance of operator and Helper (Monday to Saturday) during **9.00 AM to 5.30 PM is essential, failing which a penalty @ Rs. 200/- per day may be deducted from the bill payment.** In case of required trained mechanic on non working days and beyond office hours.
25. Qualified, experienced mechanic should call by the agency if plant is unable to operate/run due to some any fault etc. occurred.
26. In case of any defect/fault, the firm shall have to undertake the job immediately on receipt of complaint and shall have to ensure that Sewage Water Treatment Plant remains in working order.
27. 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.
28. 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.
29. 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.
30. The Institute will recover TDS and other applicable taxes etc. as per rule from the payment made to the firm/company.
31. **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.
 - d. The firm/company shall have to deposit an **earnest money of Rs. 10,000/-** along with 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.
- 32.** 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.
- 33.** 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
- 34.** 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.
- 35.** 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. In case of Increase in the wages, the Institute will pay only the difference of current wages & increased wages.
- 36.** NIHFW reserves the right to ask the justification of quoted rates before finalization of tender.
- 37.** 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.
- 38.** 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.

39. 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
40. Dispute, if any, arising out of the contract in question shall be resolved through an arbitrator to be nominated by Director, NIHFW.
41. The jurisdiction to any dispute arising in the contract will be executed under the Indian law at the courts located at New Delhi.
42. DIRECTOR, NIHFW reserves the right to accept or reject any/all tender(s) without assigning any reason.
43. After quotation of the rate in the financial bid (Annexure- B) the total amount mentioned both in numeric and words need to be covered with transparent cello tape properly.

Signature: _____

Name: _____

Designation: _____

Contact No.: _____

Address: _____



ANNEXURE-'A'

**F.No.NIHFWS/36-34/2022
PROFORMA FOR TECHNICAL BID**

Sub:- Comprehensive Annual Maintenance Contract of Sewage Water Treatment Plant in NIHFWS, Munirka, New Delhi – 67

| Sl. No. | Description | Details | | | Enclosed At Page No. |
|---------|--|---------|---|---------|----------------------|
| 1. | Name of the Bidder/Agency | | | | |
| 2. | Registration for GST | Yes/No | Regn. No.- | | |
| 3. | PAN No. of the Bidder | Yes/No | | | |
| 4. | Copies of Income Tax return of last 3 years | Yes/No | | | |
| 5. | Copies of experience Certificate as per tender clause No. 6 i.e. Having experience of similar work at least one work costing of more than 80% (Rs. 4,41,975.00) OR two works costing more than 60% (Rs. 3,31,481.00) each and three works costing more than 40% (Rs. 2,20,988.00) of the total estimated cost mentioned, during the period of last five years | Yes/No | | | |
| 6. | Undertaking that the contractor has not been blacklisted from any govt. organization in the past. | Yes/No | | | |
| 7. | Average Turnover should not be less than Rs. 10.00 lakh on an average of last 03 years (CA Certified copies for the same should be enclosed). | Yes/No | 1 | 2019-20 | |
| | | | 2 | 2020-21 | |
| | | | 3 | 2021-22 | |
| | | | Total | | |
| | | | Average | | |
| 8. | EMD of Rs. 10,000/- in form of Demand Draft of a Scheduled Bank in favor of Director, NIHFWS 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 _____

Contact No:- _____

Address:- _____

PAN No: - _____

Bidder's Name with Seal: _____



Annexure – B

**F.No.NIHFWS/36-34/2022
PROFORMA FOR FINANCIAL BID**

Sub:- Comprehensive Annual Maintenance Contract of Sewage Water Treatment Plant in NIHFWS, Munirka, New Delhi – 67

| Sl. No. | Description of work | Monthly CAMC Cost (Inclusive Taxes) | Annually CAMC Cost (Inclusive Taxes) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|-------------------------------------|--------------------------------------|------------------------------|------------|------|------|----|------------------|----|------|----|-----------------|----|------|----|--------------|-----|----|----|------------------------------|-----|----|----|-----------|----|------|----|--------------------|------|------|
| 1. | CAMC of Sewage Water Treatment Plant in NIHFWS, Munirka, New Delhi-67 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Part A: Providing of Skilled Operator/ mechanic having experience in operating Sewage Water Treatment Plant. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Part B: Annually Material requirement detail:- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"><thead><tr><th>S. No</th><th>Particular</th><th>Qty</th><th>Unit</th></tr></thead><tbody><tr><td>1.</td><td>Oil and Greasing</td><td>12</td><td>Ltr.</td></tr><tr><td>2.</td><td>Lubricating Oil</td><td>18</td><td>Ltr.</td></tr><tr><td>3.</td><td>Filter Media</td><td>600</td><td>Kg</td></tr><tr><td>4.</td><td>Activated Carbon 900id Valve</td><td>200</td><td>Kg</td></tr><tr><td>5.</td><td>FMR Media</td><td>15</td><td>Bags</td></tr><tr><td>6.</td><td>NaO (Chlorination)</td><td>2000</td><td>Ltr.</td></tr></tbody></table> | | | S. No | Particular | Qty | Unit | 1. | Oil and Greasing | 12 | Ltr. | 2. | Lubricating Oil | 18 | Ltr. | 3. | Filter Media | 600 | Kg | 4. | Activated Carbon 900id Valve | 200 | Kg | 5. | FMR Media | 15 | Bags | 6. | NaO (Chlorination) | 2000 | Ltr. |
| | S. No | | | Particular | Qty | Unit | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. | | | Oil and Greasing | 12 | Ltr. | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. | | | Lubricating Oil | 18 | Ltr. | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. | | | Filter Media | 600 | Kg | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. | | | Activated Carbon 900id Valve | 200 | Kg | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | FMR Media | 15 | Bags | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | NaO (Chlorination) | 2000 | Ltr. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total (Annually) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rupees (In word): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Note: All entries in the financial bid 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.

Undertaking: I have carefully gone through & have understood all the Terms & Conditions governing the tender. I will comply the same and also I hereby confirm that I am authorized to sign the tender documents

Signature: _____

Name: _____

Contact No.: _____

Designation: _____

Address: _____