



F.No. NIHFW/WS/8-1/2011
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka ,New Delhi -110067

TENDER DOCUMENT

SUBJECT Designing, Supply and Installation of Automation Work for Water Supply System in Type I, II, III Residential Flats

Earnest Money Deposit : - Rs. 25,000/- (Rupees twenty five thousand only)

{The EMD must be enclosed with the Tender in the 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/- By cash/DD, if tender is purchased from the Institute. In case the tender document is 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 bid.

Details of the Earnest Money Deposit (EMD): Rs. 25,000/-

Amount (Rs.)	DD No.	Date	Name of the Bank

NAME OF THE AGENCY / CONTRACTOR :- _____

ADDRESS OF THE AGENCY & PHONE :- _____

PAN _____

DATE & TIME FOR SALE OF TENDER : 14-19/03/2012 up to 4.00 PM

DATE & TIME FOR SUBMISSION OF TENDER : 21/03/2012 up to 3:00 P.M.

DATE & TIME FOR OPENING OF TENDER (TECHNICAL BID): 21/03/2012 at 3.30 P.M.

DATE & TIME FOR OPENING OF TENDER (FINANCIAL BID): 23/03/2012 at 3.30 P.M.

(DINESH KUMAR SAINI)
WORKSHOP & MAINTENANCE OFFICER

F.No. NIHFW/WS/8-1/2011
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
 Baba Gang Nath Marg, Munirka, New Delhi-110 067

A. TENDER DESCRIPTION AND ELIGIBILITY

Two bid tenders (Technical Bid + Price Bid) are invited for the **Designing, Supply and Installation of Automation Work for Water Supply System in Type I, II, III Residential Flats** on behalf of the Director N.I.H.F.W. from the eligible Contractor having experience of similar work etc.

ELIGIBILITY/ TECHNICAL BID:- FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH TECHNICAL BID FOR ELIGIBILITY:-

1. From the eligible Contractor having experience of similar work etc.
2. Copies of Registration of Service Tax/Sales Tax & TIN etc. with the latest Tax return.
3. Copies of PAN card of the agency and Income Tax Returns of last 3 years.
4. Having experience of similar work at least one work costing 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.
5. Photocopies of all necessary supporting documents must be submitted by the agency duly signed.
6. **EMD of Rs. 25,000/- (Rupees twenty five thousand only)** in form of Demand Draft of Scheduled Bank in favour of Director, NIHFW payable at New Delhi must be enclosed with the tender.
7. Technical bid must be submitted in the proforma for Technical Bid as given at Annexure 'A'
8. Also Price Bid must be submitted in the proforma for Price Bid, as given at Annexure 'B'

B. PROCEDURE OF TENDER SUBMISSION

9. The Complete tender addressed to the Director, shall be submitted latest by **3.00 PM. on 21/03/2012**. Tender 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.
10. The Tender must be filled in the given formats. The self attested copies of all necessary certificates also have to be enclosed with the technical bid.
11. The Tenderer has to quote the Items rates in the enclosed Proforma for the price bid.
12. **The Tenderer has to submit EMD of Rs. 25,000/- (Rupees twenty five thousand only) in favour of Director, NIHFW in the form of Demand draft in one**

envelope superscribed with “EMD” on the top, Technical bid (Annexure – A) in second envelope superscribed with “Technical Bid” on the top and Financial bid (Annexure – B) in the third envelope superscribed with “Financial Bid” on the top. All these three envelopes should be placed in one big envelope superscribed with “Bid for Designing, Supply and Installation of Automation Work for Water Supply System in Type I, II, III Residential Flats” on its top. All envelopes should be properly sealed, failing which tender will be treated as rejected.

13. The Technical Bid of tender will be opened by the Tender Opening Committee in the presence of Tenderers/representatives if available **at 3.30 PM on 21/03/2012**. The committee will open the envelope of EMD and Technical bid on the same day. The price bid will be opened by the committee at **3.30 PM on 23/03/2012** in the presence of available Tenderers/Representatives. The price bid of only those agencies which fulfill the technical requirement will be opened.
14. In case there is any change in above programme, the same will be intimated on the Institute’s web site before due time.

C. TENDER CONDITIONS

15. The estimated cost of the work is **Rs. 11,65,000/-(Rupees eleven lakh sixty five thousand only)**. However, this estimate is given merely as a rough guide. The quantity and items mentioned in the schedule may vary. The payment will be made to the agency as per actual measurement at site.
16. Agreement would be drawn with the successful tenderer. Tenderer shall quote his rates as per various terms and conditions given in the tender document. All the required material & labour will be provided by the contractor. All the material should be of ISI make. The sample of material will be approved by the Engineer in charge of the Institute.
17. Electricity and water as applicable will be provided by the Institute to the agency. However, the charges of **water and electricity** will be recovered from the agency **@ 0.5%** each, if used by the agency.
18. The Tenderer is advised in his own interest to visit/examine/assess the site of work and its surroundings including strata existing at the site, methodology to be adopted for execution and availability of all materials and labour including electricity, water, road communication etc. before submission of the tender. He may obtain all the relevant information that would be necessary for preparation of the tender bid by visiting the site at his own expenses.
19. The Institute shall have the right to reject of all or any of the tenders and split the work between two or more parties or reduce the scope of work. The Institute will not be bound to accept the lowest or any tender and Institute’s decision in this regard shall be final and binding on all Tenderers. Tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.

20. 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.
21. The competent authority reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
22. The tender for the works shall remain open for acceptance for a period of **ninety days** from the date of opening of Tender.
23. The Earnest Money of the unsuccessful Tenderers will be returned within 30 days of the decision on tender. No Interest shall be payable on the Earnest Money.
24. The work will be executed as per the terms & conditions given in the tender document and then CPWD's specifications, norms and guideline etc.
25. In case BIS (formally I.S.I.) codes/specifications are not available; the decision of engineer based on acceptable sound engineering practices and local usage shall be final and binding on the contractor.
26. 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.
27. The part payment may be made to the agency by the running bill according to the progress of work executed/completed satisfactorily at the site.
28. The "Tenderer" and /or "party/agency/contractor" as used in the Tender document shall mean the one who has signed (or caused to sign) the Tender form and submitted (or caused to submit) the quotation in response to NIHFW tender notice.
29. Conditional bids would not be accepted.
30. No sub-contracting shall be allowed.
31. Tenderer will deploy his own trained supervisor for supervision of Work and better coordination.
32. If during the tender validity period, the Tenderer withdraws his tender the earnest money deposited shall be forfeited.
33. 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. The amendments shall be notified in writing or by Fax to all the Tenderers who have purchased the tender documents and shall be binding on them. 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.
34. The Agency shall make its own arrangements of accommodation for their staff deployed in the Institute. No residential accommodation will be provided by the Institute.

35. Any amendment, addenda or corrigenda to these tender documents, if issued by the Institute, must also be signed & stamped and submitted along with the tender documents.
36. Agency has to complete the tender (Technical and financial) in full; otherwise the tender may be rejected by the Institute.
37. The contractual staff will not have any right for the any type of job in NIHFW. The NIHFW will not bear any liability for staff employed by the agency.
38. 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.
39. The agency will not employ any child labour.
40. All the working staff deployed by the contractor should behave in a decent manner and should not consume alcohol during the working hours.
41. The agency for civil work will have sufficient machine & equipments at site for proper working as per CPWD norms.
42. CONTRACTOR'S ALL RISK (CAR) POLICY: As per the site conditions, the Engineer-in-Charge will decide whether the CAR Policy is required for the subject work.
43. Rates for all items must cover the cost of all appropriate materials, labour, machinery, machines tools and plants and all appliances what so ever necessary for the complete execution of the work.
44. Various work permits as applicable for the job with reference to safety precautions will have to be obtained from regulatory sections of Institute before starting of the various works.
45. 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 payable by the contractor and NIHFW will not entertain any claims whatsoever in this regard.
46. 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.
47. Dispute, if any, arising out of the contract in question shall be resolved through an arbitrator to be nominated by Director,NIHFW.
48. The contract shall be subject to the Indian Laws and the jurisdiction of the courts located in Delhi.

49. **DIRECTOR, NIHFV RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL TENDER(S) WITHOUT ASSIGNING ANY REASON.**

D. SPECIAL CONDITIONS OF CONTRACT

50. DEDUCTION OF INCOME TAX: NIHFV will deduct income and any other tax at source from all the payments to be made to the contractor under this contract in accordance with the provisions of Indian Income Tax/Laws as applicable, from time to time.
51. No interest shall be payable by the Institute on the Security Deposit.
52. TAXES, DUTIES, LEVIES ETC: The contractor shall be responsible for the payment of all taxes, duties, levies etc. on all material articles that may be used in this work.
53. All the materials to be used in the works under this contract must be standard quality/make as approved by CPWD and/or as approved by the Engineer in-charge. If required testing of materials will be done and the cost of the same shall be borne by the contractor.
54. 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.
55. NIHFV reserves the right to ask the justification of quoted rates before finalization of agency, and if required working site may also be visited by the officials of the Institute.
56. 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.
57. 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.
58. All dismantled iron/wooden materials resulting from replacement shall be returned to the WMO of the Institute or the representative appointed by him, in case no buy back price.
59. The contractor has to follow all electricity rules as amended from time to time and contractor shall be responsible for any mishap due to negligence on his part.
60. It is expected that services to be rendered by the contracted agency would be a highly satisfactory in nature and any deficiency noticed by NIHFV shall be attended immediately.
61. To assist the examination, evaluation and comparison of tenders, NIHFV may at its discretion ask the Tenderer for clarification of any tender including clarification for methodology of execution of items, rate analysis for the items and all other details

as considered essential by Institute. Such clarification or submission of all the details shall form part of the tender and shall be binding on the Tenderers.

62. The work should start within one week of the receipt of the award letter.

E. Conditions For Work Execution and Running Bill Payment

63. Every activity in connection with the subject work shall be carried out necessarily with the prior permission of Engineer In-Charge or his representatives
64. Before commencement of the work, contractors are required to fill up and get the “work permit” for working at height from competent authorities on daily basis. This is a mandatory requirement when workers are working at a height of more than 5 feet from floor level.
65. If any hinderance occurs during the work, it should be noted in Hinderance register, maintained by the contractor side and have the same verified the Engineer-in-charge of NIHFW or his representative and on the same basis Time period for completion of the work shall be extended in that proportion only.
66. However, in case of misc./building works, extra payment for executed items of additional work or substituted work at site which are not a part of schedule of rates, shall be made at the rates for such items as are provided in the Delhi Schedule of Rates with applicable cost Index.
67. The contractor shall at his risk and cost submit the samples of materials to be tested or analyzed and shall not make use of or incorporate in the work any materials represented by the samples until the required tests or analysis have been made and materials finally accepted by the Engineer-in-charge. The contractor shall not be eligible for any claim or compensation either arising out of any delay in the work or due to any corrective measures required to be taken on account of and as a result of testing of materials.
68. If the contractor executes any work, not in ordinary working hours, in the absence of the Engineer-in-charge or his authorized representative and without having previously given him sufficient notice in writing that such work was to be executed, he shall take up and reconstruct any work so executed at his own cost and expenses, if ordered to do so by the Engineer-in-charge in writing under his hand.
69. The contractor shall proceed in the different parts of the work simultaneously as far as possible so that minimum breakage and repairs are involved. The entire work shall be handed over in a satisfactory finished state
70. Contractor will be required to submit the bill (in duplicate along with measurement and user certificate), Payment will be made within two-three weeks after certification of the bill. The contractor should indicate his PAN number, Service Tax registration No., TIN No. etc. as applicable in all bills. The payment shall be made, on the basis of the quantities certified by the institute representatives/Engineer-In-charge.

71. The final bill will be released on satisfactory completion of the entire work certified by the user's/Engineers in-charge on a prescribed format. The part payment may be released against running bill as per work execution at site.
72. No escalation in rate and no claim on account of fluctuation of rates of material and labour will be entertained during the course of work.

F. PENALTY CLAUSE

73. The work should be completed within **180** days of the date of issue of award letter. After the period of **180** days a penalty @ Rs.1000/- per day will be imposed and the same will be deducted from the bill of the agency.
74. In case the contractor does not complete the work/works within the stipulated time then the Institute shall have the authority to get the particular work/works carried out through other agencies at the risk & cost of the contractor for which no separate notice shall be issued and the extra cost incurred by NIHFW in executing such work/works through other agency/agencies along with a penalty up to a maximum of 10% of the cost of the work will be recovered from the bills/security deposit of the contractor. In case it is not possible to effect full recovery of such amount from the contractor's bill/security deposit, the contractor shall have to make necessary payment to the institute, on demand.
75. The Contractors Supervisor(s) should be equipped with Mobile facility at his/contractor's own cost other wise a penalty of Rs.5000/- will be levied on the contractor.
76. The agency should deploy a qualified and experienced supervisor at the site, Otherwise a penalty of Rs.1,000/- per day will be imposed.

77. 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 or provide samples of materials, analysis of rates 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.
78. 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 any time by giving 1 (one) months written notice of termination to the contractor and the Security Deposit, with EMD, available with NIHFW shall be forfeited and the Agency will be black listed .

GENERAL

1. Schedule of quantities and general conditions of the contract are given in the Tender Document
2. Name of work: **Designing, Supply and Installation of Automation Work for Water Supply System in Type I, II, III Residential Flats**
3. Estimated cost of work **Rs.11,65,000/- (Rupees eleven lakh sixty five thousand only)**
4. Earnest money: **Rs.25,000/- (Rupees twenty five thousand only)**
5. Security Deposit: 10% of Bill value. The same will be deducted from the bill of the agency for a period of two years.
6. Officer inviting tender: Director, N.I.H.F.W.
7. Standard schedule of Items & rates: - The Civil work Items are based on DSR - 2012 of CPWD & Market Rates etc.
8. Time allowed for execution of work: - **180 Days only** – after expiry of this period a penalty @ Rs.1000/- per day will be imposed.
9. Specification to be allowed for : - C.P.W.D. Specifications 2009
10. Deduction of taxes: - As given in the Tender and C.P.W.D. manual and the laws in force

CERTIFICATE

1. I/we have read and examined the notice inviting tender, schedule, specifications applicable, conditions of contract. schedule of Rate & other documents and all other contents in the tender document for the work.
2. I / we agree to keep the tender open for (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.
3. A sum of **Rs.25,000/- (Rupees twenty five thousand only)** is hereby forwarded in Demand Draft / Bankers cheque of scheduled Bank as earnest money. If I/we fail to commence the work specified I/we agree that the Institute shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely otherwise the said earnest money shall be retained by it towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained therein.
4. I / we agree that should I / we fail to commence the work specified above, an amount equal to the amount of the earnest money mentioned in the tender document shall be absolutely forfeited to the National Institute of Health & Family Welfare and the same may at the option of the competent authority be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said agreement and in the event of deficiency out of any other money due to me / us under the contract or otherwise.

Signature: _____

Name: _____

Designation: _____

Address: _____

PAN _____

Company Name with Seal: _____

Date: _____

PROFORMA FOR TECHNICAL BID

F.No. NIHFW/WS/8-1/2011

ANNEXURE-‘A’

Sub:- Designing, Supply and Installation of Automation Work for Water Supply System in Type I, II, III Residential Flats

Sl. No.	Description	Whether enclosed	Furnish Information Here	Enclosed at Page No.
1.	Name of the Company/Firm			
2.	1. Full Address of the Registered office 2. Telephone/Mobile/Fax No 3. Contact Person			
3.	Registration of Service Tax/Sales, Tax & Tin etc. with a copy of latest Tax return	Yes/No	Regd. No.	
4.	PAN No. of the agency	Yes/No		
5	Income Tax Returns of last 3 years	Yes/No		
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 estimated cost during the period of last five year)	Yes/No	Details of works like year, cost & Deptt. 1. 2. 3.	
7.	Photocopy of all necessary supporting documents submitted by the agency duly signed .	Yes/No		
8.	EMD of Rs.25,000/- in form of Demand Draft of Scheduled Bank in favour of Director NIHFW payable at New Delhi	Yes/No	DD No. Amount: Name of Bank:	

Tender Fee: The Tenderer shall furnish along with **Technical Bid-Part A (Annexure-A)** Non-refundable Tender Fee of **Rs.500/-** by way of **favour of Director**,

NIHFW, in case he is using the tender Document, downloaded from the website of the Institute.

Earnest Money Deposit: The Tenderer shall furnish along with the **Technical Bid – PART A (Annexure – A)** earnest money of **Rs.25,000/-** by way of Demand Draft/ Pay Order drawn in favour of Director NIHFW payable at New Delhi. No other mode of payment is acceptable.

The Tenderer must also give an undertaking that the services will be provided as per NIHFW requirements and as per the scope of work of the tender & schedule.

Undertaking: I have carefully gone through & have understood the General Terms & Conditions, Work scope and Specifications governing the tender.

I hereby confirm that I am authorized to sign the tender documents

Signature: _____

Name: _____

Designation: _____

Address: _____

PAN _____

Company Name with Seal: _____

PROFORMA FOR FINANCIAL BID

ANNEXURE "B"

SCHEDULE OF QUANTITIES (F.No.NIHFWS/8-1/2011)

Sub: Designing, Supply and Installation of Automation Work for Water Supply System in Type I, II, III Residential Flats.

Sr.No	Particulars	Qty.	Rate Rs.	Amount Rs.
1.	P/f of Integrated Master Controllers on Residential Motor house. It runs motors in sequence and controls concerned Motor Starter Controller's operation. It also senses and bypasses damaged motor. It can handle individual motor with individual signal or can club the signals of motors to operate. Option for Manual/Automatic mode. Jeevan/ The Life/ Aura/ Aquasave make.	02 no.		
2.	P/f of sensor based Automatic Valves with all designing, fabrication, encapsulating as per work requirement. It controls intake and maintains minimum amount of water in tank. Jeevan/ 'The Life'/Aura/Aquasave make.			
2.a)	P/f of Automatic Inlet Valves 0.75" NO type on A, B, C,	30 nos.		
2.b)	P/f of Automatic Inlet Valves 1.5" NO type on D1, D2, E1, E2 & AC plant.	8 nos.		
2.c)	P/f of Automatic Inlet Valves 3"x1 (1.5"x2) in residential pump house.	5 nos.		
3.	P/f of 3 Phase Motor Starting Controllers on tube wells provided with 4 positions display of lower tank. If lower tank has no water, it starts tube well's motor independently. With siren on Free run of motor. Free run and Motor on, Motor Off, Power On and Over/Under Volt CutOff displays. Option for Manual/ Automatic mode, controllers with Single pair cable for connections of signal generators. Jeevan/ The Life/Aura/ Aquasave make.	6 nos.		
4.	P/f of Aluminium Panel Box of 2mm sheet of size 3'x2'x4" for installing WLC and Master Controllers	2 nos.		
5.	Providing and fixing Maintenance free digital signal generators encapsulated with brass sleeve (touch sensitive)	98 nos.		

6.	P/f and laying of ISI marked Armoured Cable 2 core 1.5 mm of Copper for Digital signal generators on Tank to Controller connection make Plaza/Glouster/Usha/Paradize	2000 mtr		
7.	P/f of Single pair insulated copper wire 1.5mm to connect controllers with motor starter.	200mtr.		
8.	P/f of 1/2" union, socket, nipples, 3/4" to 1/2" reducer, pipe etc. to dismantle & merge the direct supply line with over head tanks of each flat from outside of A, B & C blocks of 10 mtr by putting up the scaffoldings where necessary at each building.	106 nos.		
9.	P/f of Gate Valves 2.5" parallel to 3"x1 automatic inlet valves in pump house for conventional pumping.	5 nos.		
		Total Rs.		

(Rupees_____

Signature:_____**Name:** _____**Designation:** _____**Address:** _____

PAN _____**Company Name with Seal:** _____