

National Health Systems Resource Centre

NIHFW Campus, Baba Gangnath Marg

Munirka, New Delhi-110067

Tel,+91-11-26108983,8984,8992,8993, Fax: +91-11-26108994,

Website: WWW.nhsrindia.org

File No. NHSRC/19-20/Tenders/07

Date : 27/11/2019

Tender Document- Work for Removing of Work Station for carpeting work & fixing of Work Station after carpeting work and in Cubical and also repair of Electrical and telephone wiring of these work station during removal or fixing of work station at Ground Floor of NHSRC, NIHFW Campus, Munirka New Delhi-110067.

Tender Fee –Rs. 500/-

On behalf of the Executive Director, NHSRC, the Indenter, Sealed Tenders are invited for hiring in a SINGLE BID SYSTEM from reputed and experienced Interior Designers/Companies having experience in the services for the last three years to any Central/State Govt. organization or a large Public Sector Undertaking or reputed private organization in Delhi/NCR strictly subject to the Terms and Conditions of the Contract as notified in the tender document available on the official NHSRC website www.nhsrindia.com for use in the NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067. Eligible and interested companies may send their Tenders by 05/12/2019 to **The PAO, NHSRC, NIHFW Campus, Baba Gangh Nath Marg, Munirka, New Delhi – 110067.**

Contact Person for any queries:

Mr. Bhupendra Kumar Singh, Phone:01126108983, Email:- bhupendra.singh@nhsrindia.org

Schedule to the Invitation of Tender

1.	Name of the Work	:	Removing & fixing of Carpet.
2.	Notice Inviting Tender	:	27/11/2019
3.	Pre Bid Meeting	:	1200 Hrs on 02./12/2019
4.	Tender document download date/time	:	1000 Hrs on 09./12/2019
5.	Last date and time for receipt of bids	:	1400 Hrs. on 09/12/2019
6.	Date and time for opening of bid	:	1500 Hrs. on 09/12/2019
7.	Validity of tender offers	:	60 days from date of opening of bid.
8.	Estimated Value of the work	:	INR 80,000/-
9.	Bid Security (EMD) total estimated value	:	INR.7,000/- (Exemption for MSME/ NSIC Certificate holder)
10.	Period of completion	:	15 days from award letter.
11.	Performance Security total cost of Bid (for Finalized Bidder only)	:	7% of the total contract value
12.	Single Sealed Envelope	:	Complete Documents and Financial Bid

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1. Scope of Work:

Potential bidder may visit the site on any working day between 1100 Hrs to 1600 Hrs upto the date of submission of tender to understand the scope of work/details.

2. Eligibility Criteria;

Bidder/Contractor are to submit full bids i.e. complete or itemized as at annexure-I
Documentary proof for items (a) to (e) listed below to be submitted.

- a. Bidder/Contractor must have a minimum annual turnover of Rs. 08.00 Lakh respectively in each of the three financial years (2016-17, 2017-18 and 2018-19).

Thus the cumulative turnover of the agency in last three financial years should be at least Rs.24.00 Lakh. A certificate from the Chartered Accountant must be submitted in this regard.

- b. Profile and Track Record of the agency including previous work handled, major clients, empanelment with other Ministries, if any and list of technical persons available to be submitted on the letter head of the company duly signed and stamped.
- c. The Bidder/Contractor should have a valid GST Number for registration under GST and a PAN number for Income Tax.
- d. The Bidder/Contractor must have an office in Delhi or NCR.
- e. The Bidder/Contractor must have an experience team of workers to provide good quality of work within the time limit.

3. Completion period:

The Bidders/Contractors should complete all the work within 15 days of issue of the award letter.

4. Other important information:

- a. The applications should be complete in all respects. Conditional/Incomplete/ Overwrite applications are liable to be rejected.
- b. NHSRC reserves its right not to accept bids from any tenderer resorting to unethical practices or on whom investigation /enquiry proceedings has been initiated by Government Investigating Agencies /Vigilance Cell.
- c. Consortium of Tenderer /Sub-Contract of work is not allowed without prior permission of NHSRC.

5. Tax Deduction at Source:

Tax deduction at source shall be governed as per prevailing rules.

6. Penalty Clause:

Penalty in case of undue delay in completion of work allotted, submission erroneous tenders, under performance, poor quality material, could be in the form of deduction from

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the total amount payable to the agency for the work awarded, de-empanelment of the agency or any other action deemed appropriate.

7. Termination by Default :

NHSRC reserves its right to terminate the contract at any time of any agency/agencies in case of change in the Government procedures or any kind of unsatisfactory services or irregularities.

8. Force Majeure:

Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

9. The Original copy of the tender along with documents required under separate Technical Bid and Financial Bid is to be kept in single sealed envelope super scribed – Technical Bid and Financial Bid as appropriate. **“Removing & fixing of Work Station in Cubical at NHSRC”**.

Interested Bidder/Contractor may submit proposals as stated under guidelines for submission of proposals to the Principal Administrative Officer (PAO), National Health Systems Resource Centre, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi-110067 latest by 14.00 hours on 09/12/2019.

10. General Terms & Conditions (GCC)

- i. Bidder may visit site (NHSRC Office) before applying of quote.
- ii. Downloaded tender document shall be duly filled in, signed and stamped by the bidder or his authorized representative.
- iii. Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
- iv. The Bidder/Contractor shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document. Any failure on the part of the Bidders/Contractors to observe the prescribed procedure and any attempt to canvas for the work will prejudice the tenderer's quotation.
- v. Offer will be accepted in single Sealed envelope containing EMD and other documents respectively. The sealed envelope super scribed suitably **“Removing & fixing of Work Station in Cubical at NHSRC”**. ADDRESSED to PAO, NHSRC with the address of the company on the bottom left hand side of the cover.
- vi. In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened at the same time on the next working day.
- vii. All documents submitted should be self-attested with seal of the bidder.
- viii. All pages of the bid including all enclosures should be numbered (except printed

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- leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
- ix. Bidder/Contractor are requested to see the tender site www.nhsrindia.org regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.
- x. The Tender document can also be downloaded from the website www.nhsrindia.org and when submitted should be accompanied by a DD in favour of "National Health Systems Resource Centre" payable at Delhi of an amount of Rs. 500/- (**Exempted for MSME/NSIC Certificate holder**). Tenders may be sent by registered post/or may be dropped in Tender Box in this office, held at the Reception so as to reach before 14.00 hrs. on 09/12/2019. NHSRC shall not be responsible for any postal delays.
- xi. Tenders shall be opened in the presence of tenderers or their authorised representatives if they wish to attend (only one representative).

11. FINANCIAL BID:

- a) The Financial Bids must be submitted in the prescribed format in the (Annexure-VI).
- b) A Bidder/Contractor shall quote in figures as well as in words for Financial rate(s) tendered. The amount for each item should be worked out and requisites total given. Special care shall be taken to write rates in figures as well as words and the amounts In figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words. In case of figures, the word "Rs." should be written before the figure of rupees and the word "Paisa" after the decimal figures e.g. Rs.2.15 P and in case of words "Rupees" should be precede and word "Paisa" should be written at the end unless the rate is in whole rupees followed be the word "Only" it should invariably be up to two places of decimal.
- c) Rates shall be quoted on the financial bid form which should be inclusive of material, Labour, transportation, excise duties, supervision, tools, plants, wastage, sundries final cleaning of site etc.as required mobilization, demobilization, transportation, dismantling before work and fixing after work of respective cabin work station, Electrical, Telephone and IT wiring of site etc. No extra amount shall be payable on this account. However, GST will be as applicable and will be paid on actual billing.
- d) As per law of land, statutory deduction like TDS/ Work contract tax etc. will be made from the contractor's bill as applicable.

12. Bid Security (EMD)

- i. Each tender must be accompanied by Bid Security / EMD "in original" for an amount of Rs.7,000/- in the form of a Demand Draft/ Pay Order/FDR in favour of "**National**

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- Health Systems Resource Centre”** Payable at Delhi. EMD should be valid upto 6 months starting from the last date of submission of Tender.
- ii. The Bid Security shall be valid and remain deposited with the Indenter for the period of forty-five days beyond the final bid validity period.
 - iii. In case of non-submission of Bid Security and tender cost, the tender would be rejected without assigning any reason.
 - iv. No interest shall be payable by the Indenter on the Bid Security.
 - v. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
 - vi. If the successful Bidder fails to furnish the Performance Security (as required under Rule 158, General Financial Rules, 2005) then the Bid Security (EMD) shall be liable to be forfeited.
 - vii. **EMD and Tender Cost fee shall be exempted on submission of MSME/NSIC Certificate.**

13. PERFORMANCE SECURITY

- i. The successful bidder shall furnish Performance Security (as per GFR 2017 f applicable) for an amount of 7% of total contract value to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from NHSRC informing “Acceptance of Bid”.
- ii. The Performance Security shall remain valid for a period of one year beyond the date of completion of all contractual obligations of the Work Order/Agreement.
- iii. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- iv. The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligations.
- v. The Performance Security shall be furnished in the form of a Demand Draft / Pay Order / BG favouring “**National Health Systems Resource Centre**” Payable at Delhi.

14. COMMUNICATION OF ACCEPTANCE

Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ cable/ telex/ fax/e-mail or a formal letter of ‘Acceptance of Bid’ or ‘Work Order’ informing amount of Performance Security to be deposited. The award of work order, when issued to successful bidder, constitutes the contract with collateral supports from terms and conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder. Non-performance of any such obligations make the bidder liable for consequential effects.

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15. DISCLAIMER

The near relatives of employees of NHSRC are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) The one is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)
- (c) Their husband and wife.

16. INDEMNIFICATION

The Bidder/Contractor shall, at its own expense, defend and indemnify the owner against all third party claims.

- a) The Bidder/Contractor shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Contractor shall be fully responsible for the same, including all expenses and court and legal fees.
- b) The Indenter will give notice to the Bidder/Contractor of any such claim without delay, shall provide reasonable assistance to the Bidder/Contractor in disposing of the claim, and shall at no time admit any liability for or express any intent to settle the claim. Final payment to the Bidder/Contractor by the Indenter will not be made while any such suit or claim remains unsettled.

17. PAYMENT TERMS AND CONDITIONS:

The term 'payment' mentioned in this part includes all types of payment due to the contractor arising on of this contract excluding Earnest Money and Security Deposit governed by separate clauses of the contract.

- 1) All payments shall be made by bank transfer (NEFT/RTGS) only at each stage preferably in the second week of following month in respect of previous month (in case of month by payments)
- 2) Payment of Bills would take 2 to 3 week's time on an average. However, no interest or penalty would be paid by NHSRC in case of delay in payment due to official reasons.
- 3) No payment shall be made in advance or that shall any loan from any bank or financial institutions be recommended on the basis of the order of Award of work.

18. ARBITRATION:

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Executive Director, NHSRC at Delhi. The award of the arbitrator so appointed shall be final and binding on both the parties.

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19. NOTICES:

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by speed post, email, or facsimile to such Party i.e. the Indenter or Bidder.

Signature of the Bidder
(Authorized Signatory)
Witnesses: -

- 1.
- 2.

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ANNEXURE - I

Checklist for Technical Bid/Financial Bid

Following documents are required to be submitted in the Pre - Qualification cum Technical/ Financial Bid in a Sealed Envelope. Superscripted "TECHNICAL /FINANCIAL BID"

S. No.	Items to be submitted	Remarks
1.	Covering letter indicating the list of all enclosures.	
2.	Original/downloaded tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder. Additional information (Annexure II)	
3.	Bid Security (EMD) Annexure-III	
4.	Additional Information of the Bidder/Contractor duly signed by the bidder or authorized representative of the bidder in the Performa and format as given in Annexure-II .	
5	Attested Copies of following Annexure – IV i) Income Tax Return for the last three years/annual turn over ii) PAN No/TIN No., iii) GST No.	
6	Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last three years) along-with endorsement from the concerned Institution. Annexure V	

SIGNATURE OF BIDDER

(PROP. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm

(FOR OFFICIAL USE ONLY)

Bid (PQB) Accepted for further processing.

***Bid rejected (Reasons for rejection.....)**

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ANNEXURE – II

TECHNICAL CRITERIA

Additional Information

(To be submitted to PAO, NHSRC, NIHFW Campus, Baba Gang Nath Marg, New Delhi, so as to reach before the last date and time of the closing of the bid)

1. Name & Address of Bidders/Contractors:
2. Permanent Income Tax A/c No. of the Bidders/Contractors:
3. GST No. of the Bidders/Contractors:
4. Name & Address of Banker of the Bidders/Contractors:
5. Business Name and constitution of the Bidders/Contractors firm.

Also state if the firm is registered under

- i) The Indian Companies Act, 1956
- ii) The Indian Partnership Act, 1932
- iii) Any act, if not, who are the owners.

(Please give full Names and Address)

6. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further:-
 - (i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.
 - (ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.
7. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

Signature of Bidder

Full name & address of the

Person signing (In BLOCK LETTER)

Whether signing as Proprietor/Partner/Constituted

Attorney / duly authorized by company.

Signature of witness

Full Name and Address of Witness

1) Witness:-

2) Witness:-

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ANNEXURE - III

Bid Security (EMD)

Bid Security (EMD) as required by this Tender Enquiry is being submitted in the form of Demand Draft/ pay order/ favoring the “**National Health Systems Resource Centre**” payable at Delhi and duly discharged in its favour in advance.

Details of Demand Draft/Pay order attached:

No. _____ Dated _____

Drawn on (Bank) _____

Amount _____

SIGNATURE OF BIDDER

(PROP. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm

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ANNEXURE - IV

Income Tax Return & PAN Number

Self Attested Copies of IT Return & PAN Number, as required by this Tender Enquiry is being submitted along with this tender as per details given below: -

	Remarks
Copies of Income Tax Returns for the Assessment Years (for last three years)	
Copy of Permanent Account Number	
Copy of GST Registration Number	

SIGNATURE OF BIDDER/CONTRACTOR

(Prop./Partner/ Authorized Signatory)

Name & Address with Seal of the firm

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ANNEXURE - V

(a) Whether any work of Govt. or Semi Govt. Department or Reputed Private Organization has been done in previous year Y/N_____

(b) If yes, furnish full details _____

SIGNATURE OF BIDDER/CONTRACTOR

(PROP. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm

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ANNEXURE – VI

FINANCIAL BID FORMAT

S.NO.	Description of items	Quantity as per room wise area (total 11 rooms)	Rates Per Work Station	Total Amount
1	“Dismantling of work station, removing of electric/ telephone/IT wiring fixed with existing work station, for carpeting work and after carpeting work fixing of electrical/ telephone/ IT wiring and fixing of work station in all respect.	40 work stations		

NOTE:-

1. Any damage at site will be repaired by vendor without any extra charge.
2. Rates shall be quoted on the financial bid should be inclusive of material, Labour, transportation, excise duties, supervision, tools, plants, wastage, sundries final cleaning of site etc.as required mobilization, demobilization, transportation, dismantling of work station and fixing of work station, Electrical, Telephone and IT wiring of site etc.
1. GST will be charged extra as per government norms and will be calculated on final invoice with GST.
2. The evaluation will be based on completion of all required documents and Per sq ft Rates. The lowest bidder meeting the technical criteria/ eligibility will be selected.

SIGNATURE OF BIDDER/CONTRACTOR

(PROP. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm