

A.11014/11/2013-NACO (Admn)
Government of India
Ministry of Health & Family Welfare
Department of AIDS Control
(National AIDS Control Organisation)

Dated: 10th December, 2013

NOTICE INVITING TENDER

1. Sealed bids are invited from reputed Firms/Companies for repair/renovation work in the Meeting hall of DAC office at 9th Floor, Chandralok Building 36-Janpath, New Delhi.

Closing time: 03:00 Hrs. of 23.12.2013

Schedule to the invitation of Tender

(i) Designation and address of the authority Inviting tender – Under Secretary(Admn), Govt of India, Ministry of Health & Family welfare, Department of AIDS Control, National AIDS Control Organisation, 9th floor, Chandralok Building, 36 Janpath, New Dehli-110001

(ii) Time and Date of Depositing tender/**bid 03.00 Hrs. of 23.12.2013.**

(iii) Time and date of **Opening of Tender 03:30 Hrs. of 23.12.2013.**

(iv) Minimum Validity of Tender offer 120 days from the date of opening.

(v) EMD (Bid security) = Rs.10,000/- (Rupees Ten thousand only).

The bid must be accompanied by DD for Bid security amount in the favour of “**Account Officer, Ministry of Health & Family Welfare, New Delhi**”, failing which tender shall be rejected. The EMD shall be forfeited if the successful bidders will not complete the work within the time period or any other default on the part of bidders.

2. Works: The details of work is enclosed (**Annexure C**).

3. The Technical and financial terms and conditions of Services shall be as follows:

A) TECHNICAL

(i) A brief profile of the firm.

(ii) The company should furnish the self attested photocopies of documents related to certificate of registration of firm in any Govt Department or as appropriate, Income Tax registration (copy of PAN/TIN Card)/Service Tax No.

(iii) The proof of experience of executing works of similar nature awarded by any Govt Department/PSU/Govt Society/Institution during last 3 (three) Financial year (including current F.Y.) The firm should submit copy of work contract along with certificate of satisfactory completion of works. The contracts, which are awarded but still ongoing, shall also be considered.

(iv) The company should furnish its satisfactory services work in a Govt. Office duly signed by an officer not below the level of Section Officer. If the previous services of the firm will not satisfactory, the tender will be rejected.

(v) Name(s) & Address(es) of the clients and their present contact details, written information about the names and addresses, e-mail IDs, telephone (landline and mobile) nos, fax nos, etc. of the contact executives (i.e. the persons who can be contacted at the office of their clients by NACO in case it is so needed, should be furnished).

(vii) Income tax certificates for the last three financial years ending on 31.03.2013 must be attached.

(viii) If the firm meets the above technical requirements, it may apply in the prescribed proforma at **Annexure-A** in sealed cover.

(ix) The firm has to submit a declaration regarding any conflicting activities in the format given at **Annexure-B**.

(x) The firm should make the index and indicate the page number of all documents.

(xi) The work should be completed within 5 days from the award of the contract.

(B) FINANCIAL

(i) The rate may be quoted for all the works as mentioned in Performa at **Annexure-C**. Rates quoted in any other format will not be accepted. The firm must quote that unit/per sqft rate and total amount with details & specification of material to be used by the contractor.

(ii) The Contractor shall be solely responsible for any act of commission/omission or on the part of staff deployed by him.

(iii) The tenders/contractor shall be liable for any lose/damage to the scheduled equipments caused due to negligence of the service provider during contract period.

(iv) The firm will provide the warranty for all repair/renovation works for a period of one year within the cost of repair/renovation.

(v) The tenderer may inspect the site to have a clear understanding of the work requirement during any working days (Monday to Friday) from 12.00 AM to 3.00 PM

4. Payment

(i) No advance payment in any case would be made. The payment will be made on actual measurement of work. Payments shall be made within 30 days from the date of receipt of bills by ECS/RTGS only after deduction of taxes and other dues, if any, on satisfactory rendering of works.

5. General Conditions

(i) Late submission of tenders will not be accepted. Tenders submitted by "Telex/Telegram/Fax/e-mail" will not be accepted. Tenders may be submitted by Registered Post, by Hand in Person or by Courier. However, any delay on this account shall not be accepted as a reason for exception.

(ii) Quotations received after due date, those received without separate sealed cover and rates not quoted in specified proforma will not be accepted.

(iii) The contract as a whole or part thereof is non-transferable.

(iv) Any act on the part of the Firm to influence anybody in NACO would make him liable for rejection of the tender. In case of dispute arising out of this contract, provisions of Arbitration and Conciliation of India Act, 1996, will apply.

6. If your firm is interested, you may submit your documents in two separate i.e. (I) sealed covers satisfying the technical bid requirements in a sealed cover superscribed '**Quotation for Repair/renovation work- Technical Bids**'. The bank draft covering the EMD and certificates/documents in support of technical eligibility should be placed in the envelop. (II) Sealed envelop containing the quoted rates and documents relating to acceptance of all the terms and conditions, etc. may be submitted superscribed with "**Quotation for Repair/Renovation work- Financial Proposal**" addressed to Under Secretary (Admn), Department of AIDS Control, National AIDS Control Organisation, may be dropped in quotation box kept at the Reception, 9th floor, Chandralok Building, 36 Janpath, New Delhi-110001 Delhi by 03:00 A.M. on the closing date i.e. 23rd December, 2013. The proposals shall be opened on same day at 3.30 PM in Committee Room, NACO, 9th floor, Chandralok Building where the authorised representatives of the firms may also participate. The award of contract shall, however, be decided later and shall be subject to detailed examination of the proposals received. Department reserves the right to accept or reject any or all tenders without assigning any reasons.

(M G Nimje)
Under Secretary to the Govt of India

ANNEXURE-ATender No: **A.11014/11/2013-NACO (Admn)****Technical Offer**

1. Name of the Company-

2. Address (with Tele No. fax No. & email)	
--	--

3 Contact person	
------------------	--

4. (a) The number of years of experience in Maintenance business	
b) Total value per year of maintenance Business during last 3 years.	
(c) List of Customers including Govt. offices/Ministries in Delhi.	

Attach self attested documents in support of technical eligibility of the firm/company in terms of para 4 above.

5.Details of similar services rendered by the firm during last 3 financial years				
Name of Organisation	Contact Persons	Period of contract	Nature of services	Total Contract Amount

Attach self attested documentary evidence in support of above.

6. Address of Workshop with area of premises.

7. Whether owned/rented.

8. Name of Banker

Signature & full address of the tenderer

**DECLARATION REGARDING ANY CONFLICTING ACTIVITIES
(on the letter head of the firm)**

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORMAT OF FINANCIAL BID

To,
The Under Secretary (Admn)
Department of AIDS Control
9th floor, Chandralok Building
36 Janpath, New Delhi-110001

Dear Sir,

1. I/WE, submit the sealed price bid for appointment as _____ Contractor at DAC (NACO).
2. I/We thoroughly examined and under stood instruction to tenders, terms & conditions of contract given in the invitation to tender and those contained in the general conditions of contract and its appendix and agree to abide by them.
3. I/We hereby offer to provide the renovation/repair services. I/WE undertake that I/WE are not entitled to claim any enhancement of rates on any account during the tenure of the contract.

S No	Details of work	Area	Unit Rate (Rs)	Total Amount (Rs)
1	Repair of conference table by providing all necessary materials	67.50 SQFT approx		
2	Polish of conference table and wall with walnut finish with all materials (as per existing color,design)	322 SQFT approx		
3	Supply/fixing of ceiling 2x2 tiles with complete fitting (dismantle/fixing) (Armstrong tiles)	600 sqft approx		
4	Light fitting (2x2, 3 tubes in one set) with complete fitting like wiring, switches, board etc. (Modular)	9 nos		
	Halogen Focus Bulb (12x50) with complete fitting wiring, switches, board etc. (Modular)	12 nos		
5	Wall Distemper/painting as per existing colour and texture	270 sqft		
6	Dismantle of fan and fixing the same with complete fitting wiring, board, switch, regulator etc. (Modular)	6 nos		
		Total		

*Warranty for all works will be one year.

Any rates quoted in any other manner than the above will summarily rejected. The rates quoted are including of all labour charges, material charges, transport charges and all the garbage will be cleaned & take out from Chandralok Building by the contractor making his own arrangements. The work will be complete within 5 days from the award of the contract, if the work will not completed within the time period, the penalty of Rs.500/- per day will be deducted from the payment.

We agree to provide services in accordance with the Description of Services for a 'Total Bid Price' of Rs.(amount in figures) (Rs. amount in words) for the period specified in the Invitation for Quotations

Yours faithfully,

(_____)

Signature of Tenderer

(Capacity in which signing)

Signature & full address of the tenderer