

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
18/2, Satsang Vihar Marg
Special Institutional Area
(Near Jawaharlal Nehru University)
New Delhi 110 067

**Tender Document for CAMC of Audio and
Video system at NIPFP, New Delhi**

Important Dates

1. Estimated Cost	-	Rs. 72,000/-
2. Date of issue of Tender	-	04.09.2021, 10.00 A.m. onward
3. Last date of Sale of Tender	-	16.09.2021, up to 05.00 p.m.
4. Pre-bid meeting	-	17.09.2021, 03.30 p.m.
5. Last date of submission of Tender	-	20.09.2021, 03.30 p.m.
6. Technical Bid opening	-	21.09.2021, 03.30 p.m.

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
18/2, Satsang Vihar Marg
Special Institutional Area, New Delhi – 110067

Scaled tenders are invited in two parts, (1 – Technical Bid and 11- Financial Bid) on behalf of the Secretary, NIPFP for the work of “**CAMC of Audio and Video system at NIPFP, New Delhi** ” from reputed agencies fulfilling the pre-qualification criteria, scope of work and General Terms & Conditions. Tender document is available in the Institute office and also on the Institute’s website [www:nipfp.org.in](http://www.nipfp.org.in)

The last date for submission of tender documents is September 20, 2021 up to 03:30 p.m.

Check List

1. Duly completed tender form.
2. Earnest money deposit (Demand Draft of Rs.5,000/- (Rupees five thousand Only) in favour of NIPFP, new Delhi.
3. Notice Inviting Tender duly signed and stamped.
4. Terms and conditions of the Tender duly signed on each page.
5. Registration No. of the Firm (under shops & Establishment Act) or registration No. of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate).
6. GST Clearance Certificate.
7. Income Tax Clearance Certificate.
8. PAN Card of firm/Company (attach attested copy of PAN Card).
9. Provident fund account No. of Firm/Company (Attach attested copy of certificate).
10. The details of the turn over for the year 2018-2019, 2019-2020 and 2020-2021 should be shown and verified by submitting the copy of Income Tax returns of respective financial year.
11. Details of work executed by the tenderer in its Letter Head.
12. Technical Bid should be put in a separate cover and sealed and Financial Bid should be put in a separate cover and sealed. Both the bids should be put in a big envelope and sealed and put it in the Tender Box of the Institute.

Signature of the Tender

With

Seal

of

the

Firm/Company

National Institute Of Public Finance and Policy

Notice Inviting Tender

Sealed tenders are hereby invited in two parts, (I- Technical Bid and II- Financial Bid) on behalf of the Secretary, National Institute of Public Finance and Policy, 18/2 Satsang Vihar Marg, Special Institutional Area, New Delhi – 110067 for the work “**CAMC of Audio and Video system at NIPFP, New Delhi** ” from reputed agencies fulfilling the pre- qualification criteria, scope of the work and General Terms & Conditions. Tender document is available in the Institute’s office and also can be downloaded from the Institute’s website www.nipfp.org.in.

Name of Work : House Keeping services at NIPFP, New Delhi

1. Earnest Money Deposit : Rs. 5,000/-
2. Last Date of sale of tender : 17-09-2021 (05:00 PM)
3. Last date of submission of tender : 20-09-2021 (03:30 p.m.)
4. Date of opening of tender (Technical Bid only): 21-09-2021 (03.30 P.M.)
5. Cost of tender of document : Rs. 150/- Non Refundable

Prequalification criteria:

- I. Self-attested copy of Memorandum / Articles of Association of the company/Firm etc.
- II. Self-Attested copy of Income Tax PAN Card.
- III. Self-Attested copy of GST & TIN Registration.
- IV. Self-attested photo copy of the balance sheet / profit and loss account for the relevant years. Average annual turnover for the last three years, ending 31 March of the previous financial year should not be less than Rs. 1,00,000/-. (Per Annum)

- V. Company has to give an undertaking (on E-stamp paper of Rs.100/-) that: They have not been blacklisted during last three years by any user department and they have not had any dispute with any of the Govt. Deptt./Autonomous Body/P.S.U etc.
An affidavit on e-stamp paper of Rs. 100/- duly notarized to the effect that the bidder undertakes that the documents submitted by him are genuine and undisputable and in the event of it coming to notice at a later date that the documents are not genuine the bidder shall be liable for criminal action and such compensation payable to NIPFP as may be decided by its competent authority..

GENERAL TERMS AND CONDITIONS

Name of work: - CAMC of Audio and Video system at NIPFP, New Delhi.

1. The work shall be carried out strictly in accordance with scope of work as given in the tender document and as directed by officer – in – charge.
2. The tenders may visit/examine the site and its surrounding from 04-09-2021 to 17-09-2021 on any working day between 09:30 AM to 05:00 PM by prior appointment with the officer-in-charge to assess the accessibility and assess the scope of works before submitting their offer. No visit/claim later on shall be entertained. The bidders shall arrange & maintain at his own cost all materials, T&P, security (for their man/materials), storage for material and facilities for worker for executing the work. A certificate for the site inspection should be duly signed by Estate Officer as per Annexure-1.
3. The cost of tender document is Rs.150/- (Rupees one hundred fifty only), which is non-refundable. Tender document can also down loaded from the web site www.nipfp.org.in and the above mentioned cost of the tender document will have to be paid through a separate Demand – Draft/ Pay order drawn in favor of “National Institute of Public Finance and Policy” payable at New Delhi along with the Technical Bid, failing which the bid will summarily be rejected.
4. Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five thousand only) has to be enclosed along with the Technical Bid (Part-I). The EMD shall be only in the form of Demand Draft drawn in favor of “National Institute of public Finance and Policy”, payable at New Delhi, along with the Technical Bid, failing which the bid will summarily be rejected. No Cheque / Cash shall be accepted towards EMD.
5. The tender shall attach self-attested copy of PAN card.
6. The tender shall attach self-attested copy of TIN & GST registration.
7. Duly sealed tenders shall be dropped in the tender box placed at the reception counter of the Main Institute building. Technical Bid MUST contain one Xerox copy of the unfilled bid document duly signed and stamped on each page as a token of acceptance of all terms and conditions / clauses of the tender enquiry.
8. The conditional bids shall not be considered under any circumstances and rejected without any notice or assigning any reasons therefor.
9. All bids shall be the property of NIPFP and bidders will lay no claim whatsoever on the same.
10. Director/ Secretary, NIPFP reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Institute in the regard will be final and binding on all the bidders. Tenderers not complying with any of the provisions stated in this tender document are liable to be rejected. Director/ Secretary, NIPFP reserves the right to accept or reject any tender without assigning any reason and does not bind him to accept the lowest tender.

11. Water & electricity required for the job shall be made available free of cost by the Institute.
12. No advance payment shall be allowed.
13. No T & P shall be provided by the Institute.
14. Income tax shall be deducted from Company bill as per Government of India rules.
15. Security shall be deducted @ 10% from every bill & shall be released after one year from the date of completion of contract period.
Earnest money deposited by the successful tender shall be converted in to security deposit & is adjustable against the actual amount to be deducted under clause 15 above.
16. Suitable safety measures may be taken by Company at their own for cleaning the buildings from outside and nothing extra shall be paid in the regard.
17. No escalation in any form of material shall be payable by the Institute.
18. In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited. Similarly if successful bidder fails to commence the work within 10 days after issue of award letter, the amount of earnest money will also be forfeited.
19. Any violation of NIPFP's' conditions and instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period and in such case the amount of earnest money will be forfeited.
20. Director/ Secretary, NIPFP reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by Company, failure to start the work at NIPFP within 10 days from date of issue of Letter of Intent (L.O.I). In such cases, Company is liable to pay Liquidated Damages @ 5% of tendered value besides forfeiture of security deposit/EMD.
21. Decision of Director/ Secretary/Sr. Administrative Officer, NIPFP in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on Company.
22. The tender shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at NIPFP. The NIPFP shall have no liability in this regard.
The personnel provided by the company will not claim to become the employees of NIPFP and there will be no Employee and Employer relationship between the personnel engaged by Company and NIPFP.
23. Company should take extra precaution to ensure that there is absolutely no damage to the facility/ equipment's/surrounding structure/existing system etc. If any damage is made by company, it will be got repaired/replaced/rectified by Company itself at no extra cost.
24. Workers of the company shall be appointed by the company and shall be under the direct and exclusive control and supervision of the company and the company will ensure that all reasonable directions and instructions given by NIPFP in regard to the performance of the services required under the contract are fully complied with by the company and their workers.
25. The company shall have the exclusive right to terminate the services of any of the

staff appointed and deployed by the company at the premises of NIPFP for providing the services required under this agreement and to substitute any other person/workers engaged, by the company for work at the premise of NIPFP subject to provisions of Labour Law, provided, however, that the NIPFP shall also be at liberty to proper reason or persons appointed by the company for work therein and to appoint substitutes in place of person or persons so removed.

26. This contract can be terminated by either party by giving three calendar months' notice in writing to the other party. Upon termination of this contract, Company shall remove all material and personnel of the company from the premises of NIPFP with prior permission of the Institute.
27. This contract will be valid for period of one year from date of award of the contract unless otherwise terminated. However, contract may be renewed on mutual consent after a period of one year of satisfactory performance of the contract.
28. Please note that if a firm quotes "Nil" charges/consideration, the bid shall be treated as unresponsive and will not be considered.
29. Company has to give an undertaking that they are not blacklisted during last three years by under department.

Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitration to be appointed by Director, NIPFP. The award of the Arbitrator shall be final and binding upon the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitration proceedings shall be governed by the Arbitration and Conciliation Ordinance dated 26th March, 1996 and shall be conducted in Delhi.

The agreement drawn shall be subjected to the jurisdiction of the courts at Delhi.

Secretary, NIPFP.

GENERAL CONDITIONS FOR SUBMISSION OF TENDER

1.0 Submission of Tender:

Tenders should be submitted in sealed envelopes in two parts separately. i.e., “Technical Bid” (Part-I) and “Financial Bid” (Part-II). Both the parts should be further sealed in envelope super-scribing name of work, due date for opening, bidders name & address.

The tender duly filled in should be sent to above mentioned address either by post or hand delivered in the tender box kept in the area of reception, NIPFP after ensuring that due entries re made in the register kept at the counter. NIPFP will not be responsible for tenders lost in postal transit or otherwise. Any clarifications / amendments / corrigenda etc., to NIT before last date of submission of bid will be available on our website www.nipfp.org.in. Bidders are therefore advised to keep visiting our website. It should not be handed over to any employee of the NIPFP. No tender shall be accepted later than the time schedule specified above. Tender once submitted by bidder will remain with the NIPFP and will not be returned to the bidder.

2.0 Technical Bid (Part-I):

The bidder should submit his company profile, organizational setup, credentials, list of plant, machinery & tools in his possession. The bidders are required to attach entire NIT (except the price bid part) duly signed & stamped as a token of acceptance of NIT conditions with this bid. NIPFP reserves the right to visit the working site mentioned by bidders to find out the quality of services rendered the following documents are essentially to be submitted by bidder with Technical Bid for qualifying.

- 1) **Earnest Money Deposit (No exemption on EMD) of Rs. 5,000/- (Rupees Five thousand Only)**
- 2) Each page of NIPFP & other tender documents should be duly signed & stamp by the bidder.
- 3) All documents as asked in the prequalification criteria.
- 4) Self-attested Copy of PAN card.
- 5) Cost of tender document Rs. 150/- (**Rupees One hundred fifty Thousand Only**) shall be paid through demand draft pay order.

3.0 Financial Bid (Part-II):

The bidder is required to quote his items rates/prices for **the “CAMC of Audio and Video system at NIPFP, New Delhi”** in the schedule of work attached. The scopes of work are provided for your reference. The quoted prices shall be including all the taxes levied by statutory Govt. bodies. **Scope of work.** Failure to adhere to this condition may lead to rejection of tender. The bidders should quote unconditional rates, neatly written any overwriting and duly signed & stamped in all pages.

4.0 Earnest Money:

An earnest money of Rs.5,000/- (**Rupees five thousand only**) has to be enclosed along with the Technical Bid (Part-I). The EMD shall be only in the form of Bank Draft in favour of “Director, NIPFP”, payable at New Delhi. No Cheque/Cash shall be accepted as EMD. EMD of technically disqualified bidders will be returned within 15 days from the date of

Evaluation of the Technical Bids. The refund of EMD to the lowest 4th bidders onwards shall be made within 15 days from the date of opening of price bid. The refund of EMD of the 2nd & 3rd lowest bidders shall be made after award of work and site mobilization by the successful bidder. The EMD of the successful bidder (L1) shall be held back as security deposit.

5.0 Terms of payment: The payment shall be made on submission of the bills by the contractor after due certification by the supervisor person responsible for supervision of the work in the following manner:

- (i) The contractor should submit the bill for preceding month on 1st of every month for the manpower i.e. Supervisor (Housekeeping), Electrician, Plumber, Office Boys, Mali and Housekeeping Staff (which should be inclusive of all the charges – ESI, PF and service charges etc.) subject to verification of invoice by Centre's authorized personnel who may at their discretion effect deductions for non-performance of delayed/improper work etc.
- (ii) The payments will be made by account payee cheque/ or through NEFT after deduction of applicable Income Tax.
- (iii) Company must calculate EPF (employee provident fund) charges as per prescribed rate on the wages up to Rs.15,000/- (and on the wages as and when revised by the Government) or on the actual wages of employee whichever is less and company must calculate minimum wages fixed by Govt. NCT of Delhi. Company not calculating EPF charges and prescribed minimum wages will be disqualified automatically.

6.0 Validity of Tender:

Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of financial Bid.

Secretary, NIPFP

Declaration by the Tenderer

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD/Pay order No.....
2. Terms & conditions (**each page must be signed and stamp with seal**)
3. Financial Bid.

(Signature of Tender with seal)

Name:

Address:

Phone No:

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected.

SCOPE OF WORK (CAMC of Audio and Video system at NIPFP, New Delhi

1. The above contract includes unlimited number of breakdowns call to be attended by the company.
2. The contract includes to replace/ provide spare parts if necessary for whatever the reasons it does not include replacement of complete old equipment.
3. If your services are found satisfactory , the contract may be further extended for a period of two years on annual basis on same terms and conditions.
4. The Institute reserved the right to cancel the contract on the month's notice, if your services are not found satisfactory. I hope your firm will provide us prompt service during the work.
5. Payment will be made on half yearly basis.
6. If contractor unable to repair/rectify the default within 24 hour. Work will be executed from local market & cost of repair/replacement will be recovered from the bill/payment.
7. In case of complaint is not rectified within 48 hours penalty of an amount Rs 750 per day will be charged from the firms.

Appendix-I
CAMC of Audio and Video system at NIPFP, New Delhi
PREQUALIFICATION/TECHNICAL BID

1. THE COMPANY

(i) Name _____

(ii) Type _____

(Please enclose copy of Memorandum/Articles of Association)

(iii) Regd. Address _____

(iv) Contact Person's

a) Name & Designation _____

b) Tel No. Landline _____ Mobile No _____

c) Email ID _____

2. TIN No. _____

3. PAN/GIR No _____

(Please enclose photocopy)

(Please enclose photocopy)

4. GST Regn. No _____

(Please enclose photocopy)

5. Annual Turnover for the last 3 years:

(Should be more than Rs 55 lakh each F/Y)

(Please enclose copies of audited balance sheet and P & L A/C)

2018-19 _____

2019-20 _____

2020-21 _____

6. Experience of similar work in the field during the last three years

7. No. of Manpower on roll with the Company _____

8. Mode of payment _____

(should be through cheque/bank transfer)

9. ISO 9001:2000 QMS certification etc. _____

(please submit documentary evidence)

10. Earnest Money Details

Amount Rs. 5,000/-

DD No _____ Date _____

Bank _____

11. Tender Fee: Rs. 150/-

DD No. _____ Dated _____

Bank _____

Signature of authorized signatory of the bidder

Name _____

Designation

Seal:

**DOCUMENTARY PROOF TO BE ENCLOSED ALONG WITH THE
TECHNICAL BIDS AND PROFILE OF THE COMPANY**

Sl. No.	Documentary Proof	Attached (Yes/No.)	Page/Appendix No.(If attached)
1	Proof of incorporation/Inception of the Agency		
2	PAN Card		
3	Income Tax Returns for the last three years		
4	GST registration proof		
5	Proof of registration with the Labour Commissioner		
6	Satisfactory Performance certificate from at least three organization where the Agency has provided housekeeping services having a built up area measuring more than two acres		
8	Annual Turnover during the preceding three financial years ending 31 st March, 2021.		
9	Any other relevant information		

**Name and signature of the Tender
Of the Firm/Company**

Annexure-I

CERTIFICATE FOR SITE INSPECTION

Certified that I/we have visited the site on _____ and assessed the nature and amount of work involved before submitting our offer. I/we will be able to carry out the work within terms & conditions.

Signature
Sr A.O/Estate Officer, NIPFP

Signature
Bidder

Annexure-II**UNDERTAKING**

(In a Non-Judicial e-stamp paper worth Rs 50/- duly notarized)

I/we (M/s-----) having head office at-----

Hereby undertakes the following that:

- a) My/our Agency M/s-----has been/has not been blacklisted during last three year by any of the Govt. Department / Autonomous bodies/institute/PSU etc.
 - b) -----My/our Agency M/s-----has not any dispute with any of the Govt. Dept. iGovt.t. Autonomous bodies/institute/PSU etc.
 - c) My/our Agency M/s -----has not submitted any Fake certificates documents and later on if any such certificate documents found to be fake/wrong, any criminal and legal action can be taken against their agency besides forfeiture of EMD & blacklisting etc.
- a) There are no complaints against my/our agency such as non-adherences of tenders conditions, non-submission of performance guarantee (B.G.) and refusal of contract etc. and for which no punishment of any type have been given by any of the Govt. Department/ Govt. Autonomous Bodies/ Bodies/ Institutions/ PSU's etc.

Signature on behalf of Agency & Seal

Place:

Date:

Annexure-III

PERFORMANCE CERTIFICATE

It is certified that M/s. _____
 provided to our firm for the premises located at _____
 _____ **CAMC of Audio and Video system**
 _____ for the period from _____
 to _____. The Annual financial component of the house
 keeping
 work contract for the above said work the firm was satisfactory/good/very good.

Signature
 Name of the Firm
 Address

Dated:

Note: The tender committee may also accepted performance certificate in other similar Performa and its decision shall be final.

All the above documents should have the stamp of the firm or company: every document/paper mentioned above should be signed before certificate issued by tenderer's clients.