

**Tender No.:- NIHFW/WS/20-08/2022**  
**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
Baba Gang Nath Marg, Munirka ,New Delhi -110067

**NOTICE INVITING TENDER**

Sealed two bid Item rate tenders (Technical Bid + Price Bid) are invited on behalf of the Director, The National Institute of Health & Family Welfare from concerned agencies having experience of similar works.

Sl. No	Tender Number	Name of work	Estimated cost	Earnest Money	Period for completion	Tender form cost	Date of pre-bid meeting	Last date of receipt of tender	Date & time of opening of tender
1	<b>NIHFW/WS/20-08/2022</b>	Tender for CAMC of CCTV Surveillance System and Cameras, DVR, NVR & all related accessories etc. at NIHFW	Rs. 5,00,000.00	Rs.10,000/-	01 year	Rs. 500/-	17.11.2022	23.11.2022 up to 3:00 PM	23.11.2022 at 3:30 PM
2.	<b>Eligibility</b>	<ul style="list-style-type: none"><li>➤ <b>From eligible agencies working in the field of CCTV surveillance system and cameras and having experience of similar work. Similar work means CAMC of CCTV surveillance system and cameras.</b></li><li>➤ <b>The agency must have executed similar single work of 80% OR 2 similar work of 60% each OR 3 similar work of 40% each of the estimated cost.</b></li><li>➤ <b>The tender will be cancelled if found technically not suitable.</b></li></ul>							

Note:

1. The complete details of the tender can be seen and downloaded from NIHFW's website: [www.nihfw.org](http://www.nihfw.org) and Central Public Procurement Portal (CPPP). Any revision, clarification, addendum, corrigendum, time-extension etc. to the above mentioned Tender will be hosted on the Institute's website only and no separate notification shall be issued in the press. Bidders are, therefore, requested to visit the Institute's website regularly to keep them updated.
2. The cost of Tender document is Rs. 500/- payable in Demand Draft in favour of Director, NIHFW.
3. Interested agencies may visit the site any working days during 17.11.2022 to 23.11.2022.

**Director, NIHFW**



**F. No. NIHFW/WS/20-08/2022**  
**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
Baba Gang Nath Marg, Munirka, New Delhi -110067

**TENDER DOCUMENT**

**Subject: Tender for CAMC of CCTV Surveillance system and Cameras, DVR, NVR and all related accessories etc. at NIHFW.**

**Earnest Money Deposit** : - Rs. 10,000/- (Rupees Ten 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/- payable in Demand Draft in favour of Director, NIHFW. In case the tender document is downloaded from the Institute website or CPPP portal, a DD of Rs. 500/- in favour of Director, NIHFW should also be submitted along with the EMD and the bid.

**Detail of the Earnest Money Deposit (if applicable) and the cost of the Tender Form.**

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

The bidder should complete the technical bid in Annexure A and attach the prescribed documents. All these documents may be kept in a sealed envelope super scribed "**Technical Bid**". The price bid may be kept inside another sealed envelope super scribed '**Price Bid**'. Both the envelopes should be kept inside a bigger sealed envelope and should be dropped in the Tender box kept at reception of Administrative Block of NIHFW, Munirka, New Delhi-110067 latest by 3.00 PM on 23.11.2022 no tender will be accepted after the above date and time.

**DATE & TIME FOR SUBMISSION OF TENDER: 23.11.2022 up to 3:00 P.M.**

**DATE & TIME FOR OPENING OF TENDER: 23.11.2022 at 3.30 P.M.**

**(Amar Nath Gupta)**  
**In-charge Workshop & Maintenance Section**

**F. No. NIHFW/WS/20-08/2022**  
**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**Baba Gang Nath Marg, Munirka, New Delhi-110 067**

**NOTICE INVITING TENDER**

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 -110067. The Institute has 84 Nos. of CCTV Surveillance System and cameras (PTZ-03, IP-53 & Analog-28) with 03 No. DVR & 05 No. NVR. The Institute intends to give its maintenance under Annual Maintenance Contract. The interested firms may submit their proposal in the enclosed Performa.

**A. Tender Description and Eligibility**

**Two Bid Tenders** (Technical Bid + Price Bid) are invited for the **Comprehensive Annual Maintenance Contract of 84 Nos. of CCTV Surveillance System and cameras with 03 No. DVR & 05 No. NVR at NIHFW** from the eligible Contractor having experience of similar work etc.

**SPECIAL CONDITIONS**

1. **Technical bid** will be submitted in the Performa given at **Annexure 'A'** and the **Price Bid** will be submitted in the Performa given at **Annexure 'B'**.
2. The Tenderer has to quote the Items rates in the enclosed Performa for the price bid. The self attested copies of all necessary certificates also have to be enclosed with the bid.
3. The estimated cost of CAMC is Rs. 5,00,000/- per annum.
4. The price bid will be open for only those bidders who will qualify the technical criteria.
5. The quotation/tender in enclosed proforma addressed to the Director, shall be submitted latest by **3.00 PM. on 23.11.2022** in a sealed cover marked **"Comprehensive Annual Maintenance Contract of CCTV Cameras, NVR & DVR and all related accessories etc. at NIHFW"**. Bid has to be dropped in the Tender box kept at the reception of Administrative Block of NIHFW, Munirka, New Delhi-110067. No tender will be accepted after the above date and time.

**Eligibility Criteria**

1. Copies of PAN No. of the agency.
2. Copy of GST No. of the agency.
3. Copy of signed Authorization Certificate from matrix.
4. Income Tax Return of last 3 years.

5. The minimum annual turnover of agency should be more than Rs. 06 Lakh of the estimated cost on an average of last three financial years. Copy of Balance Sheet with profit and loss of the firm for last 3 financial years (**attested CA certified copy for the same must be enclosed**).
6. The mechanic should have ITI certificate related discipline with minimum 3 years experience and shall be present in the Institute in all working day from 9:00 AM to 5:30 PM. Institute will have right not to accept the mechanic not qualified as per our specification.
7. The agencies have minimum experience of similar field at least five years in Repair and Maintenance work of CCTV Camera and Digital Display Board. Supported documents i.e. completion certificate along with work order should be enclosed for references.
8. The agency must have executed similar single work of 80% or 2 similar works of 60% each 3 similar works of 40% each of the estimated cost work certification certificate must be enclosed.
9. Tenderer shall have experience of **similar work** and list of references where the similar works are done or being executed by the firm/company, shall be forwarded along with the photocopies experience certificate along with the work orders of the client Deptts. At least two references where the similar work is done.
10. The Tenderer has to submit EMD of Rs. 10,000/- (Rupees Ten Thousand only) in favour of Director NIHFWS in the form of Demand draft.
11. The bidder has to provide, the contact detail of contact detail of concern govt. official along with the address of that organization on its own letter head, where the agency is currently executing the work.
12. The contract will be inclusive of all spares required for the maintenance of CCTV Cameras, NVR & DVR and all related accessories etc.
13. 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 03 years subject to the conditions if the services provided found to be satisfactory.
14. Tenderer must have local Office in Delhi/Delhi NCR. Address proof must be enclosed in the bid.

### **GENERAL CONDITIONS**

1. The tender document may be downloaded from the Institutes web site and Central Public Procurement Portal (CPPP) and submit Rs. 500/- (Rupees Five Hundred only) as tender fee in the form of Demand Draft in favour of Director, NIHFWS. The tender fee is non-refundable.
2. The contract will be inclusive of all spares required for the maintenance of all CCTV Cameras, NVR & DVR and all related accessories etc.
3. The system awarded under the maintenance will be visited by senior technical/ engineer at least once in a week for preventive maintenance.

4. 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 the CCTV Cameras, NVR & DVR and all related accessories etc. remains in working order.
5. The firm/company shall have proper set up of workshop having all the facilities for repairs of CCTV Surveillance system and cameras etc.
6. The firm/company shall have to deposit an earnest money of **Rs.10,000/- (Rupees Ten Thousand only) along with the Performa, through a Bank Draft in favour of Director, NIHFW**, failing which the tender will not be considered for acceptance and will be out rightly rejected.
7. The earnest money of the firm/company whose tenders are not accepted will be refunded, after a period of one month from the date of opening of the tenders.
8. The earnest money of the successful firm will be refunded after submission of performance security @ 3% of total cost of the contract or shall be adjusted Performance Guarantee. All necessary equipment along with mobile phone need to be provided by the agency to the mechanic.
9. Daily attendance of expert Telephone Mechanic on all working days **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.** However, Institute may call the mechanic on non working days and beyond office hours if necessary.
10. The bidder should complete the technical bid in Annexure A and attach the prescribed documents. All these documents may be kept in a sealed envelope super scribed Technical Bid. The price bid may be kept inside another sealed envelope super scribed 'Price Bid'. Both the envelopes should be kept inside a bigger sealed envelope and should be dropped in the Tender box kept at reception of Administrative Block of NIHFW, Munirka, New Delhi-67 latest by 3.00 PM on 23.11.2022. No tender will be accepted after the above date and time.

**Note: Price bid submitted in the other than the Performa of the tender will be summarily rejected. No representation will be entertained in this regard.**

11. The Tender Performa shall be dropped in the Tender box kept at the reception super scribed with to Director, NIHFW, Baba Gang Nath Marg, Munirka, New Delhi -110 067 by 3.00 PM on 23.11.2022 in a sealed cover marked "Tender for Comprehensive Annual Maintenance Contract of CCTV Cameras, NVR & DVR and all related accessories etc. at NIHFW".
12. The tenders will be opened at 3.30 PM on 23.11.2022 in the office of Chairman, Tender Opening Committee, NIHFW in the presence of representative of the firm, if any.
13. The total payment of the annual contract shall be payable in four equal installments. This payment will be released quarterly after satisfactory services are rendered by the firm. In this regard, the firm shall forward their bill in duplicate duly pre-receipted to the Institute for arranging the payment.
14. The Institute will recover TDS and other applicable taxes etc. as per rule from the payment made to the firm/company.
15. The rates should be quoted inclusive of all necessary taxes, over heads & contractor profit etc.

16. The competent authority does not bind itself to accept the lowest or any other tender.
17. The jurisdiction to any dispute arising in the contract will be executed under the Indian law at the courts located at New Delhi.
18. The agency will be responsible for compliance with the law related to Minimum Wages, Bonus, ESI, EPF etc. It should be ensure that the payment are made to the workers in accordance with the law.
19. The Institute shall not be responsible for any compensation which may be required to be paid to the worker. The agency has to provide medical treatment to the workers in case of any injury which is attributable to the job assigned by the contractor.
20. The contractor will not claim any compensation etc. on account whether the same is/are enforced by state/central Govt. not be entitled for any compensation due to enactment of any law regulation, during the tenure of contract.
21. **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.**

#### **DISPUTE RESOLUTION**

1. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of both the parties. However, if the dispute is not resolved by joint discussion, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director, NIHFV.
2. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act, 1996, as amended from time to time.
3. The cost of Arbitration shall be borne by the respective parties in equal proportion. During the pendency of the arbitration proceedings and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in term of the contract. Arbitration proceedings will be held at NIHFV, New Delhi only.
4. **Director, NIHFV reserves rights to accept or reject any or all tenders without assigning any reasons and will not be found to accept lowest tenders.**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**PAN No.** \_\_\_\_\_

## SCHEDULES

1. Schedule of quantities and general conditions of the contract are given.
2. Name of work:- **CAMC of CCTV Surveillance System and, Cameras, DVR, NVR & all related accessories etc. at NIHFW.**
3. Estimated cost of work :- **Rs. 5,00,000/-**
4. Earnest money:- **Rs. 10,000/- (Rupees Ten Thousand only)**
5. Security Deposit: - 3% of estimated value, the same will have to submit after award of the tender and the same will be deducted from the bill of the agency or may be submitted in the form of FDR.
6. Officer inviting tender: - Director, NIHFW
7. Specification to be allowed for Execution of work:- As per schedule.
8. Deduction of taxes: - As per Govt. of India norms

## Tenderer

1. I / we have read and examined the notice inviting tender, schedule, specifications applicable, conditions of contract. Clauses 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. 10,000/- (Rupees Ten 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.
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 by 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 the 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.

Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**PAN No: -** \_\_\_\_\_

**Company Name with Seal:** \_\_\_\_\_



**F. No. NIHFWS/20-08/2022**

**PROFORMA FOR TECHNICAL BID**

**Name of work: CAMC of CCTV Surveillance System and Cameras, DVR, NVR & all related accessories etc. at NIHFWS, New Delhi – 110067.**

<b>Sl. No.</b>	<b>Description</b>	<b>Furnish Information Here</b>		<b>Copy enclose at Page No.</b>
<b>1.</b>	Name of the Company			
<b>2.</b>	1. Full Address of the Registered office 2. Telephone/Mobile/Fax No 3. Contact Person.			
<b>3.</b>	Pan No. of the Agency			
<b>4.</b>	GST No. of the Agency			
<b>5.</b>	Income tax return of last 3 years			
<b>6.</b>	Registration of Service Tax/Sales, Tax & Tin etc. with the copy of latest Tax submission.	Yes/No	<b>Regd. No.</b>	
<b>7.</b>	Having experience of similar work (at least one work costing more than 80% OR two works costing more than 60% each three works costing more than 40% of the estimated cost) during the period of last five years.  <b>Estimated Cost = Rs. 5,00,000/-</b> 1. One work costing equal to 80% of the Estimated cost = Rs. 4,00,000/- 2. Two work costing equal to 60% of the Estimated Cost = Rs. 3,00,000/- 3. Three work costing equal to 40% of the Estimated cost = Rs. 2,00,000/-  (The firm should have minimum three years experience for providing similar services to any Govt. organization (Autonomous body, State Govt., Central Govt. etc...))	Yes/No	<b>Details of works like year, cost &amp; Deptt.</b>  <b>1. Work Amount=</b>  <b>2. Work Amount=</b>  <b>3. Work Amount=</b>	

<b>8.</b>	The minimum annual turnover of agency should be more than Rs. 06 Lakh on an average of last three financial years. Copy of Balance Sheet OR CA certified copy of the firm for last 3 financial years must be enclosed.	Yes/No	<b>2019-20 =</b> <b>2020-21 =</b> <b>2021-22 = _____</b> <b>Total =</b>	
<b>9.</b>	List of references where the similar works are done or being executed by the firm/company shall be provided in a matrix form along with contact detail of concern firm, officials along.	Yes/No		
<b>10.</b>	Photocopy of all necessary supporting documents submitted by the agency <b>duly signed.</b>	Yes/No		
<b>11.</b>	Signed copy of Authorization Certificate from Matrix (against this Tender)			
<b>12.</b>	EMD of <b>Rs. 10,000/-</b> in form of Demand Draft of Scheduled Bank in favour of Director, NIHFV payable at New Delhi	Yes/No	<b>DD No.</b> <b>Amount:</b> <b>Name of Bank:</b>	
<b>13.</b>	The agency is fulfilling the specifications as mentioned in Tender	Yes/No		
<b>14.</b>	Address proof of Local Office in Delhi/Delhi NCR.	Yes/No		

**Undertaking:** I have carefully gone through & have understood the General Terms & Conditions, Work scope and Specifications governing in the tender. I undertake to abide by them. I hereby confirm that I am authorized to sign the tender documents.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address & Tel. No.** \_\_\_\_\_

**PAN No: -** \_\_\_\_\_

**Company Name with Seal:** \_\_\_\_\_

**F. No. NIHFWS/20-08/2022**  
**SCHEDULE OF QUANTITIES**

**PROFORMA FOR PRICE BID**

**Cost for the work of CAMC of CCTV Surveillance System and Cameras**

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>Qty.</b>	<b>Rate (Rs.)</b>	<b>Taxes</b>	<b>Total Amount with Tax</b>
1.	Comprehensive Annual Maintenance Contract Charges of 84 No. of CCTV Cameras (PTZ-03, IP-53 & Analog-28) with 03 No. DVR and 05 No. NVR.	84 Nos.			
2.	Rate of New Hard Disc 02 TB	Per pc			
3.	Rate of New Hard Disc 04 TB	Per pc			
4.	Rate of new NVR 8 Channel	Per pc			
5.	Providing and fixing of 3 + 1 Coaxial Cable	Per Mtr.			
6.	Rate of Cat Six cable	Per Mtr.			
	<b>Total Amount (Inclusive of tax)</b>				
	Total Amount (In words):-				

**Note:-** Cost of providing & fixing of material as per the requirement. However the cost should be paid as per the actual /measurement work execution.

I/We offer the rates of Annual Maintenance Contract and hereby accept all terms and conditions stipulated in the Tender letter.

**SIGNATURE:** \_\_\_\_\_

**NAME OF THE AGENCY:** \_\_\_\_\_

**ADDRESS & PHONE No.** \_\_\_\_\_

**PAN No.** \_\_\_\_\_

x----- **END OF THE TENDER DOCUMENT**-----x