

National Commission for Women
4, Deen Dayal Upadhyaya Marg
New Delhi-110002
TENDER NOTICE NO. : 4/22/2008-NCW(A) Pt.

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Sealed tenders in duplicate are invited on behalf of National Commission for Women, separately for each item of work, in respect of the following works from the contractors of appropriate class.

1. **Modification & renovation of Conference Room, National Commission for Women.**
2. **Modification & Renovation of Library, National Commission for Women.**
3. **Installation of Mike System in Conference Hall of National Commission for Women.**

PLEASE NOTE THAT THE THREE WORKS ARE BEING TENDERED SEPERATELY.

THE BIDDER RESERVES THE RIGHT TO QUOTE FOR ANY ONE OR MORE OF THE THREE ITEMS OF WORK.

Interested bidders may undertake site inspection at National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi-110 002 from 1400 hours to 1700 hours on any working day from 23rd December to 30th December, 2011.

The Tender documents containing eligibility criteria, scope of work, terms and conditions, last date etc. can be downloaded from the website of National Commission for Women at ncw.nic.in .

Tender must reach Under Secretary, National Commission for Women on or before 6th January, 2012 within 3.00 P.M. and will be opened on 6th January, 2012 at 4.00 P.M. in presence of the intending Tenderers.

The interested agencies are required to submit the technical and financial bid separately. The bids in sealed cover – I containing “Technical Bid” and sealed cover – II containing “Financial Bid” should be placed in a third sealed cover superscribed separately for each tender: **“Tender for Modification & renovation of Conference Room, National Commission for Women”, “Tender for Modification & Renovation of Library, National Commission for Women” and “Tender for Installation of Mike System in Conference Hall of National Commission for Women”**. Only those who qualify in the technical bid as per parameters set by NCW will have their financial bids opened. Else their financial bid will be returned unopened. Earnest money is to be deposited only by **DEMAND DRAFT OR PAY ORDER** in separate sealed cover in favour of **‘NATIONAL COMMISSION FOR WOMEN’ payable at New Delhi**. Tenders received without earnest money by the above method will be rejected. National Commission for Women reserves the right to reject any or all the tenders or to accept them in part or to reject lowest tender without assigning any reason whatsoever.

Sd/-
Under Secretary
National Commission for Women

NCW/WEBSITE/2011-2012

**TENDER DOCUMENT
FOR
INSTALLATION OF MIKE SYSTEM
IN CONFERENCE HALL OF
NATIONAL COMMISSION FOR WOMEN**

**NATIONAL COMMISSION FOR WOMEN
4, DEEN DAYAL UPADHYAYA MARG
NEW DELHI-110 002**

Tel. : 011-23213485, FAX : 23216154/23216988

E-mail : us-ncw@nic.in, Web. : www.ncw.nic.in

**TENDER DOCUMENT
 QUOTATION FOR
 INSTALLATION OF MIKE SYSTEM
 IN CONFERENCE HALL OF
 NATIONAL COMMISSION FOR WOMEN**

TECHNICAL BID

(In separate sealed Cover-I super scribed as Technical Bid)

S.No.	Description	Information
1.	Name of the Applicant	
2.	Nationality	
3	Address (attach separate paper for addresses of other offices)	Regd. Office : Head Office :
4	Telephone Numbers	Landline No. : Mobile No. : FAX No. : E-mail address :
5	Other details	PAN Details (please attach copy) VAT Registration Number (please attach copy) : EPF No. : ESI Code : Gratuity Act Regn. No. : Sales Tax Regn. No. : Trade Licence No. (please attach copy):
6.	Are you governed by minimum wages rules of the Govt. (If yes, please give details.)	

7.	Please attach copy of last three years return of Income Tax.	
8.	Please attach balance sheet of company duly certified by chartered accountant for last three years.	
9.	Please attach annual turn over of the firm for the last three years (the minimum turn over should not be less than Rs. 1 crore per annum)	
10	Constitution	Individual Sole Proprietorship Concern Partnership Firm Public Ltd. Company Private Ltd. Company/Public Sector Enterprises
11	If partnership firm/if company, Name of all Partners/Directors or Board	
12	Is the Individual/sole proprietor/ any partner of the firm/Director of Company	Dismissed Government Servant : Removed from approved list of contractors : Demoted to a lower class of contractors in CPWD/PWDs. : Convicted by a court of law : Retired official of Govt. of India within last one year: Director or partner of any other company/firm with CPWD/PWDs or any other Govt. Department. Member of Parliament or any State Legislative Assembly : If answer to any of the above is "Yes", furnish details on a s separate sheet :

13.	a) Name of the person holding power of attorney.	
	b) Nationality.	
14	Name of the Bankers with full details/orders.	
15.	Please attach bank solvency certificate	
16	Place of business	
17	(For Electrical) a) Does the applicant possess valid Electrical License.	
	b) Do the permanent electricians employed by contractor possess valid license.	
18	Please provide copies of work order along with completion certificate for satisfactory execution of one/two/three similar job of 80%/50%/40% value of estimated cost during last five years.	
18(a)	Please quote work done for Govt. and Semi-Govt. organisations in the past three years - provide all details	
19	Any work done particularly in Govt. offices?	
20	Is any person working with the applicant a near relative of the official of National Commission for Women? If yes, give details.	

21	<p>Certificates :</p> <p>a) I/We (including all partners) certify that I/we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them. Please sign. each page of terms and conditions.</p>	
	<p>b) I/We certify that the information given is true to the best of my/our knowledge. I/we also understand that if any of the information is found wrong/false at any stage. I/we are liable to be deregistered from panel of approved contractors/banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties be deemed fit any appropriate by National Commission for Women/Government.</p>	
	<p>c) I/We certify that no case is pending with the police against the proprietor/firm/partner or the company(Agency). Convictions of any in the past against the firm may be stated.</p>	

(Signature of the Tenderer with seal)

Name :

Seal :

Address :

Phone No. (O) :

Date :

TERMS & CONDITIONS

1.	Purchaser	National Commission for Women
2.	Bid system	This tender will be processed in double bid system. The bids in sealed cover – I containing “Technical Bid” and sealed cover – II containing “Financial Bid” should be placed in a third sealed cover superscribed separately for the tender. Only those who qualify in the technical bid as per parameters set by NCW will have their final bids opened. Else their final bid will be returned unopened.
3.	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
4.	Non-transferability	This tender is non-transferable.
5.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Department. Only those who qualify in technical bid their financial bids will be opened and those who fail to qualify in technical bid will have the financial bid returned.
6.	Earnest Money Deposit	The requisite amount has to be submitted by way of Demand Draft, Pay Order/Banker’s Cheque along with the original copy of the tender submitted by the firm in the name of P&AO, NCW, New Delhi. Payment by any other mode shall not be acceptable. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed

		quotation but withdraw the same before expiry of the tender validity date shall be forfeited.
7.	Performance Security	Successful bidders who are awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security for a period of six months (Warranty period) of an amount equal to 5% of the awarded cost of the contract (excluding statutory duties and taxes) in the form of DD/Pay order, banker's Cheque, Fixed Deposit Receipt (FDR) or bank Guarantee from any Nationalized Indian bank within 15 days of the award of the Contract for a period of three months. The format for such Performance Bank Guarantee (PBG) will be provided by NCW alongwith the work order. In the event of failure on the part of the successful bidder awarded the Contract to furnish performance Security, EMD furnished with the Tender by such firm shall stand forfeited.
8.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/E-mail/Letterhead/Quotations will not be accepted and ignored straightaway.
9.	Late/delayed tenders	Tenders received late/delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in NCW will stand automatically extended up to 1500 hours of the next working day in the Central Government Offices.
10.	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

11.	Duties & Taxes	<p>Tenderers are requested to enclose a copy of their valid sales tax certificate/VAT registration number.</p> <p>i) Excise Duty : The tenderers must clearly indicate in their bid the rate/quantum of Excise Duty applicable and payable by them irrespective of the fact whether the quoted prices are inclusive or exclusive of Excise Duty. If it is intended to ask for excise duty or any other charges extra, the same must be specifically stated. In absence of such stipulation it will be presumed that prices are inclusive of all such charges and no claim for the same will be entertained. They should also indicate their Excise Duty Registration. In the case of small scale industrial units, they should indicate the rates of Excise Duty in various turnover slabs.</p> <p>If a tenderer states in his bid that the Excise Duty is nil, he must intimate the basis for the same and also confirm that no Excise duty will be charged by him under any circumstances.</p> <p>ii) Sales Tax/VAT : Tenderers should indicate in their Bid whether the price quoted are exclusive or inclusive of sales tax/VAT . They should indicate the rate(s) of VAT/Local Sales Tax (as may be applicable) and Central Sales Tax with & without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.</p>
12.	Purchaser's Address	<p>The quotation should be addressed to 'Under Secretary, Admn , National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi-2 and should be dropped in the Tender Box of NCW kept near Reception at NCW, Deen Dayal Upadhyaya Marg, New Delhi-2 on or before at 1500 hours on 6th January, 2012. In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, NCW or S.O. NCW.</p>

13.	Earnest Money	Firms shall be required to deposit Earnest Money of specified amount. Officers received without earnest Money or with Earnest Money lower than the amount specified will be liable to be summarily ignored. Tenders received not in conformity to the EMD guidelines instructions/conditions in the Tender Enquiry would be liable to be ignored summarily.
14.	Inspecting Officer	Authorized representative of NCW, New Delhi.
15.	Inspection Authority	National Commission for Women, New Dlehi or any party, Govt. agency, so authorized by NCW.
16.	Work site	National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi-110 002.
17.	Job Execution period	Within 30 days of the receipt of confirmed work order by the firm.
18.	Dispatch instructions	Stores are required to be delivered at the NCW premises on free delivery to the consignee's premises/freight paid basis.
19.	Payments Terms	100% payment shall be released on successful execution of the work complete with installation & commissioning of the equipments, accessories at site. Advance payment will not be made under any circumstances.
20.	Paying authority	Pay & Accounts Office, NCW, New Delhi-110 002.
21.	Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½% per week of the price of any stores which the contractor has failed to execute/deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price.

22.	Acceptance of offer	Item-wise prices should be quoted. For award of contract, the bundled price of all items will be considered. If any contractor has offered the lowest bundled price of all the items then the total contract will be awarded to the contractor.
23.	Warranty	Six months comprehensive from the date of completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or detritions in the quality or deviation to tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to your premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component.

Signature of the Tenderer

SUMMARY OF WORKS

S.No.	Item of Work	Description
1	Conference Mike system	Bosch delegate unit LBD 8792
		Bosch Chairman unit LBD 8791
		Bosch Conference Controller LBD 8794
		Bosch PLENA series 120W (rms) mixer amplifier LBD 1912
		Bosch ceiling speaker LBD 0606
		Proton cordless collar microphone system PVD 58L
		Proton cordless handheld microphone system PVD 58H 40/0.193mm 2-core twisted special quality
		Loudspeaker cable
		Multicore shielded communication cable
		Abrasion proof low contact resistance type mike socket boxes with suitable connectors
		Brass grommets
		Custom build sound transmission rack with louvers for ventilation, front and back locking door having provision for housing : 1. No. amplifier 2. No. conference Controller : 2 Nos. cordless receivers. Mains panel Monitor Panel All above duly pre-wired
		Installation charges

FINANCIAL BID

(In sealed Cover-II super scribed "Financial Bid")
**QUOTATION FOR INSTALLATION OF MIKE SYSTEM
 IN CONFERENCE HALL OF
 NATIONAL COMMISSION FOR WOMEN**

Name of Tenderer :

S.No.	Item of Work	Description	Rates (in Rs.)	
1	Conference Mike system	Bosch delegate unit LBD 8792		
		Bosch Chairman unit LBD 8791		
		Bosch Conference Controller LBD 8794		
		Bosch PLENA series 120W (rms) mixer amplifier LBD 1912		
		Bosch ceiling speaker LBD 0606		
		Proton cordless collar microphone system PVD 58L		
			Proton cordless handheld microphone system PVD 58H 40/0.193mm 2-core twisted special quality	
			Loudspeaker cable	
			Multicore shielded communication cable	
			Abrasion proof low contact resistance type mike socket boxes with suitable connectors	
			Brass grommets	
			Custom build sound transmission rack with louvers for ventilation, front and back locking door having provision for housing : 1. No. amplifier 2. No. conference	

		Controller : 2 Nos. cordless receivers. Mains panel Monitor Panel All above duly pre-wired	
		Installation charges	

**TENDER DOCUMENT
FOR
MODIFICATION & RENOVATION
OF LIBRARY,
NATIONAL COMMISSION FOR WOMEN**

**NATIONAL COMMISSION FOR WOMEN
4, DEEN DAYAL UPADHYAYA MARG
NEW DELHI-110 002**

Tel. : 011-23213485, FAX : 23216154/23216988

E-mail : us-ncw@nic.in, Web. : www.ncw.nic.in

**TENDER DOCUMENT
 QUOTATION FOR
 MODIFICATION & RENOVATION
 OF LIBRARY OF
 NATIONAL COMMISSION FOR WOMEN**

TECHNICAL BID

(In separate sealed Cover-I super scribed as Technical Bid)

S.No.	Description	Information
1.	Name of the Applicant	
2.	Nationality	
3	Address (attach separate paper for addresses of other offices)	Regd. Office : Head Office :
4	Telephone Numbers	Landline No. : Mobile No. : FAX No. : E-mail address :
5	Other details	PAN Details (please attach copy) VAT Registration Number (please attach copy) : EPF No. : ESI Code : Gratuity Act Regn. No. : Sales Tax Regn. No. : Trade Licence No. (please attach copy):
6.	Are you governed by minimum wages rules of the Govt. (If yes, please give details.)	
7.	Please attach copy of last three years return of Income Tax.	

8.	Please attach balance sheet of company duly certified by chartered accountant for last three years.	
9.	Please attach annual turn over of the firm for the last three years (the minimum turn over should not be less than Rs. 1 crore per annum)	
10	Constitution	Individual Sole Proprietorship Concern Partnership Firm Public Ltd. Company Private Ltd. Company/Public Sector Enterprises
11	If partnership firm/if company, Name of all Partners/Directors or Board	
12	Is the Individual/sole proprietor/ any partner of the firm/Director of Company	Dismissed Government Servant : Removed from approved list of contractors : Demoted to a lower class of contractors in CPWD/PWDs. : Convicted by a court of law : Retired official of Govt. of India within last one year: Director or partner of any other company/firm with CPWD/PWDs or any other Govt. Department. Member of Parliament or any State Legislative Assembly : If answer to any of the above is "Yes", furnish details on a s separate sheet :
13.	a) Name of the person holding power of attorney.	

	b) Nationality.	
14	Name of the Bankers with full details/orders.	
15.	Please attach bank solvency certificate	
16	Place of business	
17	(For Electrical) a) Does the applicant possess valid Electrical License.	
	b) Do the permanent electricians employed by contractor possess valid license.	
18	Please provide copies of work order along with completion certificate for satisfactory execution of one/two/three similar job of 80%/50%/40% value of estimated cost during last five years.	
18(a)	Please quote work done for Govt. and Semi-Govt. organisations in the past three years - provide all details	
19	Is any person working with the applicant a near relative of the official of National Commission for Women? If yes, give details.	
20	Certificates : a) I/We (including all partners) certify that I/we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them. Please sign. each page of terms and conditions.	
	b) I/We certify that the information given is true to the best of my/our knowledge. I/we also understand that if any of the information is found	

	<p>wrong/false at any stage. I/we are liable to be deregistered from panel of approved contractors/banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties be deemed fit any appropriate by National Commission for Women/Government.</p>	
	<p>c) I/We certify that no case is pending with the police against the proprietor/firm/partner or the company(Agency). Convictions of any in the past against the firm may be stated.</p>	

(Signature of the Tenderer with seal)

Name :

Seal :

Address :

Phone No. (O) :

Date :

TERMS & CONDITIONS

1.	Purchaser	National Commission for Women
2.	Bid system	This tender will be processed in double bid system. The bids in sealed cover – I containing “Technical Bid” and sealed cover – II containing “Financial Bid” should be placed in a third sealed cover superscribed separately for the tender. Only those who qualify in the technical bid as per parameters set by NCW will have their final bids opened. Else their final bid will be returned unopened.
3.	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
4.	Non-transferability	This tender is non-transferable.
5.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Department.
6.	Earnest Money Deposit	The requisite amount has to be submitted by way of Demand Draft, Pay Order/Banker’s Cheque along with the original copy of the tender submitted by the firm in the name of P&AO, NCW, New Delhi. Payment by any other mode shall not be acceptable. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date shall be forfeited.
7.	Performance Security	Successful bidders who are awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish

		a Performance Security for a period of six months (Warranty period) of an amount equal to 5% of the awarded cost of the contract (excluding statutory duties and taxes) in the form of DD/Pay order, banker's Cheque, Fixed Deposit Receipt (FDR) or bank Guarantee from any Nationalized Indian bank within 15 days of the award of the Contract for a period of three months. The format for such Performance Bank Guarantee (PBG) will be provided by NCW alongwith the work order. In the event of failure on the part of the successful bidder awarded the Contract to furnish performance Security, EMD furnished with the Tender by such firm shall stand forfeited.
8.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/E-mail/Letterhead/Quotations will not be accepted and ignored straightaway.
9.	Late/delayed tenders	Tenders received late/delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in NCW will stand automatically extended up to 1500 hours of the next working day in the Central Government Offices.
10.	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
11.	Duties & Taxes	Tenderers are requested to enclose a copy of their valid sales tax certificate/VAT registration number. i) Excise Duty : The tenderers must clearly indicate in their bid the rate/quantum of Excise

		<p>Duty applicable and payable by them irrespective of the fact whether the quoted prices are inclusive or exclusive of Excise Duty. If it is intended to ask for excise duty or any other charges extra, the same must be specifically stated. In absence of such stipulation it will be presumed that prices are inclusive of all such charges and no claim for the same will be entertained. They should also indicate their Excise Duty Registration. In the case of small scale industrial units, they should indicate the rates of Excise Duty in various turnover slabs.</p> <p>If a tenderer states in his bid that the Excise Duty in nil, he must intimate the basis for the same and also confirm that no Excise duty will be charged by him under any circumstances.</p> <p>ii) Sales Tax/VAT : Tenderers should indicate in their Bid whether the price quoted are exclusive or inclusive of sales tax/VAT . They should indicate the rate(s) of VAT/Local Sales Tax (as may be applicable) and Central Sales Tax with & without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.</p>
12.	Purchaser's Address	<p>The quotation should be addressed to 'Under Secretary, Admn , National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi-2 and should be dropped in the Tender Box of NCW kept near Reception at NCW, Deen Dayal Upadhyaya Marg, New Delhi-2 on or before at 1500 hours on 6th January, 2012. In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, NCW or S.O. NCW.</p>
13.	Earnest Money	<p>Firms shall be required to deposit Earnest Money of specified amount. Officers received without earnest Money or with Earnest Money lower than the amount specified will be liable to be summarily ignored. Tenders received not in conformity to the EMD guidelines instructions/conditions in the Tender Enquiry</p>

		would be liable to be ignored summarily.
14.	Inspecting Officer	Authorized representative of NCW, New Delhi.
15.	Inspection Authority	National Commission for Women, New Dlehi or any party, Govt. agency, so authorized by NCW.
16.	Work site	National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi-110 002.
17.	Job Execution period	Within 30 days of the receipt of confirmed work order by the firm.
18.	Dispatch instructions	Stores are required to be delivered at the NCW premises on free delivery to the consignee's premises/freight paid basis.
19.	Payments Terms	100% payment shall be released on successful execution of the work complete with installation & commissioning of the equipments, accessories at site. Advance payment will not be made under any circumstances.
20.	Paying authority	Pay & Accounts Office, NCW, New Delhi-110 002.
21.	Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½% per week of the price of any stores which the contractor has failed to execute/deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price.
22.	Acceptance of offer	Item-wise prices should be quoted. For award of contract, the bundled price of all items will be considered. If any contractor has offered the lowest bundled price of all the items then the total contract will be awarded to the contractor.
23.	Warranty	Six months comprehensive from the date of completion of job. Any complaint shall be

		<p>attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or detritions in the quality or deviation to tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to your premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component.</p>
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Signature of the Tenderer

SUMMARY WORKS

S.No.	Item of Work	Description	Total Area
1	Flooring	Providing and Fixing of Non-Slippery vitrified tiles with thickness of 10mm fixing with adhesive and all necessary material.	720 sq feet (Appx.)
2	Painting of walls and ceilings	Painting with Plastic Emulsion Paint of approve sample with Berger, Asian, Dulux.	1500 sq feet (Appx.)
3	Furnishing of windows	Providing and Fixing of Vertical Blinds as per the approved sample, 100 mm fabric with per strip, 100% washable, fixing with aluminum head rail.	200 sq feet (Appx.)
4	Painting of steel filing cabinets and almirah	Spray painting work of Almirah in library Big size – 2 Nos. Small Size – 18 Nos	360 sq feet (Appx.)
5	Polishing of furnitures	Polish work of library furniture's with lacquer polish shine finish 9 chairs, 1 big table, 4 wooden almirah	350 sq feet (Appx.)

FINANCIAL BID
(In sealed Cover-II super scribed "Financial Bid")
QUOTATION FOR MODIFICATION & RENOVATION
OF LIBRARY OF
NATIONAL COMMISSION FOR WOMEN

Name of Tenderer :

S.No.	Item of Work	Description	Total Area	Rates (in Rs.)
1	Flooring	Providing and Fixing of Non-Slippery vitrified tiles with thickness of 10mm fixing with adhesive and all necessary material.	720 sq feet (Appx.)	
2	Painting of walls and ceilings	Painting with Plastic Emulsion Paint of approve sample with Berger, Asian, Dulux.	1500 sq feet (Appx.)	
3	Furnishing of windows	Providing and Fixing of Vertical Blinds as per the approved sample, 100 mm fabric with per strip, 100% washable, fixing with aluminum head rail.	200 sq feet (Appx.)	
4	Painting of steel filing cabinets and almirah	Spray painting work of Almirah in library Big size – 2 Nos. Small Size – 18 Nos (.total area360sqft.)	360 sq feet (Appx.)	
5	Polishing of furnitures	Polish work of library furniture's with lacquer polish shine finish 9 chairs, 1 big table, 4 wooden almirah	350 sq feet (Appx.)	

**TENDER DOCUMENT
FOR
MODIFICATION & RENOVATION
OF CONFERENCE ROOM,
NATIONAL COMMISSION FOR WOMEN**

**NATIONAL COMMISSION FOR WOMEN
4, DEEN DAYAL UPADHYAYA MARG
NEW DELHI-110 002**

Tel. : 011-23213485, FAX : 23216154/23216988

E-mail : us-ncw@nic.in, Web. : www.ncw.nic.in

**TENDER DOCUMENT
 QUOTATION FOR
 MODIFICATION & RENOVATION
 OF CONFERENCE ROOM OF
 NATIONAL COMMISSION FOR WOMEN**

TECHNICAL BID

(In separate sealed Cover-I super scribed as Technical Bid)

S.No.	Description	Information
1.	Name of the Applicant	
2.	Nationality	
3	Address (attach separate paper for addresses of other offices)	Regd. Office : Head Office :
4	Telephone Numbers	Landline No. : Mobile No. : FAX No. : E-mail address :
5	Other details	PAN Details (please attach copy) VAT Registration Number (please attach copy) : EPF No. : ESI Code : Gratuity Act Regn. No. : Sales Tax Regn. No. : Trade Licence No. (please attach copy):
6.	Are you governed by minimum wages rules of the Govt. (If yes, please give details.)	
7.	Please attach copy of last three years return of Income Tax.	

8.	Please attach balance sheet of company duly certified by chartered accountant for last three years.	
9.	Please attach annual turn over of the firm for the last three years (the minimum turn over should not be less than Rs. 1 crore per annum)	
10	Constitution	Individual Sole Proprietorship Concern Partnership Firm Public Ltd. Company Private Ltd. Company/Public Sector Enterprises
11	If partnership firm/if company, Name of all Partners/Directors or Board	
12	Is the Individual/sole proprietor/ any partner of the firm/Director of Company	Dismissed Government Servant : Removed from approved list of contractors : Demoted to a lower class of contractors in CPWD/PWDs. : Convicted by a court of law : Retired official of Govt. of India within last one year: Director or partner of any other company/firm with CPWD/PWDs or any other Govt. Department. Member of Parliament or any State Legislative Assembly : If answer to any of the above is "Yes", furnish details on a s separate sheet :
13.	a) Name of the person holding power of attorney.	

	b) Nationality.	
14	Name of the Bankers with full details/orders.	
15.	Please attach bank solvency certificate	
16	Place of business	
17	(For Electrical) a) Does the applicant possess valid Electrical License.	
	b) Do the permanent electricians employed by contractor possess valid license.	
18	Please provide copies of work order along with completion certificate for satisfactory execution of one/two/three similar jobs of 80%/50%/40% value of estimated cost during last five years.	
18(a)	Please quote work done for Govt. and Semi-Govt. organisations in the past three years - provide all details	
19	Is any person working with the applicant a near relative of the official of National Commission for Women? If yes, give details.	
20	Certificates : a) I/We (including all partners) certify that I/we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them. Please sign each page of terms and conditions.	
	b) I/We certify that the information given is true to the best of my/our knowledge. I/we also understand that if any of the information is found	

	<p>wrong/false at any stage. I/we are liable to be deregistered from panel of approved contractors/banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties be deemed fit any appropriate by National Commission for Women/Government.</p>	
	<p>c) I/We certify that no case is pending with the police against the proprietor/firm/partner or the company (Agency). Convictions of any in the past against the firm may be stated.</p>	

(Signature of the Tenderer with seal)

Name :

Seal :

Address :

Phone No. (O) :

Date :

TERMS & CONDITIONS

1.	Purchaser	National Commission for Women
2.	Bid system	This tender will be processed in double bid system. The bids in sealed cover – I containing “Technical Bid” and sealed cover – II containing “Financial Bid” should be placed in a third sealed cover superscribed separately for the tender. Only those who qualify in the technical bid as per parameters set by NCW will have their final bids opened. Else their final bid will be returned unopened.
3.	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
4.	Non-transferability	This tender is non-transferable.
5.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Department.
6.	Earnest Money Deposit	The requisite amount has to be submitted by way of Demand Draft, Pay Order/Banker’s Cheque along with the original copy of the tender submitted by the firm in the name of P&AO, NCW, New Delhi. Payment by any other mode shall not be acceptable. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date shall be forfeited.
7.	Performance Security	Successful bidders who are awarded the work order for carrying out the jobs on the basis of

		<p>this Tender Enquiry shall be required to furnish a Performance Security for a period of six months (Warranty period) of an amount equal to 5% of the awarded cost of the contract (excluding statutory duties and taxes) in the form of DD/Pay order, banker's Cheque, Fixed Deposit Receipt (FDR) or bank Guarantee from any Nationalized Indian bank within 15 days of the award of the Contract for a period of three months. The format for such Performance Bank Guarantee (PBG) will be provided by NCW alongwith the work order. In the event of failure on the part of the successful bidder awarded the Contract to furnish performance Security, EMD furnished with the Tender by such firm shall stand forfeited.</p>
8.	Prescribed Forms	<p>Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/E-mail/Letterhead/Quotations will not be accepted and ignored straightaway.</p>
9.	Late/delayed tenders	<p>Tenders received late/delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in NCW will stand automatically extended up to 1500 hours of the next working day in the Central Government Offices.</p>
10.	Purchaser's right	<p>Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.</p>
11.	Duties & Taxes	<p>Tenderers are requested to enclose a copy of their valid sales tax certificate/VAT registration number.</p> <p>i) Excise Duty : The tenderers must clearly</p>

		<p>indicate in their bid the rate/quantum of Excise Duty applicable and payable by them irrespective of the fact whether the quoted prices are inclusive or exclusive of Excise Duty. If it is intended to ask for excise duty or any other charges extra, the same must be specifically stated. In absence of such stipulation it will be presumed that prices are inclusive of all such charges and no claim for the same will be entertained. They should also indicate their Excise Duty Registration. In the case of small scale industrial units, they should indicate the rates of Excise Duty in various turnover slabs.</p> <p>If a tenderer states in his bid that the Excise Duty is nil, he must intimate the basis for the same and also confirm that no Excise duty will be charged by him under any circumstances.</p> <p>ii) Sales Tax/VAT : Tenderers should indicate in their Bid whether the price quoted are exclusive or inclusive of sales tax/VAT . They should indicate the rate(s) of VAT/Local Sales Tax (as may be applicable) and Central Sales Tax with & without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.</p>
12.	Purchaser's Address	<p>The quotation should be addressed to 'Under Secretary, Admn , National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi-2 and should be dropped in the Tender Box of NCW kept near Reception at NCW, Deen Dayal Upadhyaya Marg, New Delhi-2 on or before at 1500 hours on 6th January, 2012. In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, NCW or S.O. NCW.</p>
13.	Earnest Money	<p>Firms shall be required to deposit Earnest Money of specified amount. Officers received without earnest Money or with Earnest Money lower than the amount specified will be liable to be summarily ignored. Tenders received not in conformity to the EMD guidelines</p>

		instructions/conditions in the Tender Enquiry would be liable to be ignored summarily.
14.	Inspecting Officer	Authorized representative of NCW, New Delhi.
15.	Inspection Authority	National Commission for Women, New Dlehi or any party, Govt. agency, so authorized by NCW.
16.	Work site	National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi-110 002.
17.	Job Execution period	Within 30 days of the receipt of confirmed work order by the firm.
18.	Dispatch instructions	Stores are required to be delivered at the NCW premises on free delivery to the consignee's premises/freight paid basis.
19.	Payments Terms	100% payment shall be released on successful execution of the work complete with installation & commissioning of the equipments, accessories at site. Advance payment will not be made under any circumstances.
20.	Paying authority	Pay & Accounts Office, NCW, New Delhi-110 002.
21.	Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½% per week of the price of any stores which the contractor has failed to execute/deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price.
22.	Acceptance of offer	Item-wise prices should be quoted. For award of contract, the bundled price of all items will be considered. If any contractor has offered the lowest bundled price of all the items then the total contract will be awarded to the contractor.
23.	Warranty	Six months comprehensive from the date of

		<p>completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or detritions in the quality or deviation to tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to your premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component.</p>
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Signature of the Tenderer

SUMMARY OF WORK

S.No.	Item of Work	Description	Total Area
1	False Ceiling	Providing and Fixing of Gypsum Board 2'X2' False Ceiling 12mm thickness with GI Channel 2 running ft. and hanging scew, fastner butterfly clip, T channel with all necessary material.	700 sq feet (Appx.)
2	Flooring	Providing and Fixing of Wooden Flooring with 8mm AC4 quality plank size 8"X4', laminated wooden flooring with reducer skirting and bidding.	700 sq feet (Appx.)
3	Wall Panel	Providing and Fixing of Imported Designer Wall Paper 100% washable with thickness .05mm fixing with SR adhesive.	870 sq feet (Appx.)
4	Furnishing of windows	Providing and Fixing of Vertical Blinds as per the approved sample, 100 mm fabric per strip, 100% washable, fixing with aluminum head rail.	96 sq feet (Appx.)
5	Wall mounted fans	Providing and Fixing of Usha Lexes Wall Fans.	4 Nos.
6	Door	Providing and Fixing of flush Door 25mm ISI mark wooden door with 4mm vinerar ply, polishing as per the sample approved, SS and Brass pull handle 18" and 22" with hydrolic door closer ISI mark with silver finish having adjustable closing speed with all necessary material. (Wooden out door)	Two Nos.
7	Light fixture	Providing and fixing of 2'X2' Philips ceiling light with reflector	12 Nos.
8	Dismantling of existing fixture	Dismantling of old false ceiling/flooring/ wall panel in conference room	1500 sq feet (Appx.)
9	Floor channeling for audio system	Providing and fixing of conduced channel for mike system wiring	25 running feet (Appx.)

FINANCIAL BID
(In sealed Cover-II super scribed "Financial Bid")
QUOTATION FOR MODIFICATION & RENOVATION
OF CONFERENCE ROOM OF
NATIONAL COMMISSION FOR WOMEN

Name of Tenderer :

S.No.	Item of Work	Description	Total Area	Rates (in Rs.)
1	False Ceiling	Providing and Fixing of Gypsum Board 2'X2' False Ceiling 12mm thickness with GI Channel 2 running ft. and hanging scrow, fastner butterfly clip, T channel with all necessary material.	700 sq feet (Appx.)	
2	Flooring	Providing and Fixing of Wooden Flooring with 8mm AC4 quality plank size 8"X4', laminated wooden flooring with reducer skirting and bidding.	700 sq feet (Appx.)	
3	Wall Panel	Providing and Fixing of Imported Designer Wall Paper 100% washable with thickness .05mm fixing with SR adhesive.	870 sq feet (Appx.)	
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		all necessary material. <i>(Wooden out door)</i>		
7	Light fixture	Providing and fixing of 2'X2' Philips ceiling light with reflector	12 Nos.	
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