

(on website)

F.No.11-23/2017-NCW(A) – Tender – Civil Maint.
National Commission For Women
Plot No.21 Jasola Institutional Area
New Delhi-110025.

Sub: Tender for Civil Work Maintenance Services

The National Commission for Women was constituted as per the National Commission for Women Act, 1990 and has been functioning as per the mandates bestowed on it by the NCW Act, 1990 under the aegis of Ministry of Women and Child Development.

The Commission (NCW) intends to hire an agency for providing Civil Maintenance Service in its office. The civil maintenance service include deployment of one skilled plumber/civil work on monthly charge basis and provision/supply of items for maintenance/repair/replacement on requirement basis.

Sealed composite Bid are invited in the format given superscribed with “**Tender for Civil Work Maintenance Services – 2017**” at the following address:

The Deputy Secretary
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.

IMPORTANT DATES

- | | |
|-----------------------------------|-----------------------|
| 1. Date of Pre-Bid meeting | :24.04.2017 (3.00 pm) |
| 2. Last date of Tender Submission | :28.04.2017 (3.00 pm) |
| 3. Date of Tender Opening | :28.04.2017 (4.30 pm) |


(V.V.B. Raju) 17/4/2017
Deputy Secretary

ELIGIBILITY CONDITIONS:

1. The firm should be registered in Delhi and should have an office in Delhi/NCR.
2. The Plumber should possess Competency certificate issued by respective authorities.
3. The agency firm should have experience of at least 3 years in the relevant field and enclose proof of having worked with reputed organizations/Department of Govt. of India/PSU/Statutory Bodies/or other commercial organization. A proof of date of incorporation of the firm shall be enclosed with the bid.
4. The Agency/Firm should be registered under Service Tax Registration/TIN/VAT Registration (Copy to be attached).
5. The details of inputs/information required to be submitted by the agency/firm are listed in the format.
6. Details of current and previous clients are to be submitted by the Agency/Firm.
7. **Earnest Money Deposit (EMD):** The bidder shall furnish an amount of Rs.10,000/- (Rupees ten thousand only) by way of Demand Draft drawn in favor of "PAO, National Commission for Women payable at Delhi/New Delhi" or FDR or Bank Guarantee from a Commercial Bank with validity of 45 days beyond from date of final bid.
8. **Performance Security:** The selected Agency will have to deposit a Performance Security 10% (Ten percent) of the contract value within 15 days of the receipt of the formal order/signing of agreement. The performance security will be furnished in the form of the Account Payee Demand Draft drawn in favour of "PAO, National Commission for Women" or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider Company but hypothecated to the National Commission for Women or Bank Guarantee from a Commercial Bank. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the agency.
9. The contract will be awarded for a period of one year initially. However, on the basis of performance of the agency it can be renewed for further period of one or more years solely at the discretion of NCW on mutually agreeable terms. The contractor either in full or in part shall not be subletted or assigned under any circumstances.
10. The contract may be terminated at one month's notice by the NCW if any of the stipulated conditions agreed upon by the selected agency is not met to the satisfaction of NCW or even without assigning any reason thereof by the NCW. In case of termination/withdrawal of service within the contract period by the agency, three months prior notice must be given by the agency.
11. The personnel deployed will report to duty on all working days to the office of the Commission at 8.30 AM in NCW Office and to the officer assigned for the purpose and will remain in the office till 6.00 P.M or as instructed by Officer assigned. The personnel may also be required to attend office on holidays, in case such need arises.
12. In case of deployed personnel is unable to attend duty, equally qualified/substitute is to be provided by the agency. In case of non-deployment of personnel, a penalty of Rs.500/- per electrician per day will be

- imposed for each day of absence in addition to proportionate deduction from the monthly charges (to be calculated @ monthly charges /26 or 27 days).
13. The personnel deployed in NCW Office will be required to visit all the floors of their respective offices for inspection regularly, for ensuring effective maintenance. **Necessary tools and equipments required for repair/maintenance work will be provided to the personnel by the agency.**
 14. The agency/firm shall take necessary safety measures and it will be solely responsible for the safety of personnel engaged by it. NCW will not be responsible for any loss of life/injury to the personnel or any third person caused during performance of the duty by the personnel. Compensation/expenditure on treatment on such loss of life/injury will be the sole responsibility of the agency.
 15. The items provided/supplied should be of ISI/BSI certified products and meeting prescribed energy efficiency. The rates shall not be subject to any variation in price during the period of contract, except in case of taxes.
 16. Payment Schedule: Payment to the agency will be made on monthly basis. The agency/firm has to submit two separate monthly bills, one for hiring charges for personnel and other for materials used. A list containing details of material used/work done, duly verified by the respective officers users should be attached with the bills.

Penalty Clause

17. Any deviation in the material quality & quantity quoted will invoke penalty as decided by the competent authority. For proper maintenance, suitable material which are environment friendly, not harmful to human and government property should be used.

Settlement of dispute

18. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the competent authority in NCW.
19. Jurisdiction for legal disputes, if any, arising during the period of the contract will be in Delhi Court only.
20. NCW reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of the competent authority in this regard will be final and binding.

Responsibility of the Agency/Firm:

- i. Tenders should be filled with neat, legible and correct entries both in figure as well as in words. Alteration, erasers and indistinct figures should be avoided. Any correction in the quoted words by the Tenderer shall be made in ink only and shall be signed by the tendered/authorized person.

- ii. The submission of tender by a tenderer implies that he had read this notice and the Terms and Conditions of the contract and has made himself/herself aware of the scope and specifications of the work to be done and of the local conditions of the work place.
- iii. Tender must be submitted on the Tender documents downloaded from the website of NCW. Intimation of tender by FAX Mail is not acceptable

Submission of Tender:

- I. The technical bid as per the format prescribed and Financial Bid in the format as prescribed must be submitted in separate covers. The cover containing financial bid must be sealed.
- II. Both the covers of financial bid and technical bid alongwith EMD are to be put in a single big envelop super scribed with “Tender for Civil Work Maintenance Service’ and must be deposited in the office of the Commission by **28th April 2017 by 3.00 pm.**
- III. A pre-bid meeting will be held on **24th April 2017 at 3.00pm** by Deputy Secretary. The interested bidders may attend the pre-bid meeting in the office of the Commission.
- IV. Financial bids of only those bidders whose technical bids are acceptable/qualified will be opened.
- V. Late/delayed submitted tenders due to any reason whatsoever will not be accepted/considered at all under any circumstances.
- VI. The tender shall remain open for acceptance for a period of 90 (Ninety) days from the last date of submission of tenders.
- VII. NCW does not bind itself to accept the lower-bid or to give any reasons for its decisions. The NCW reserves the right to reject any or all of the tenders received without assigning any reason thereof.
- VIII. In case of any dispute, NCW shall have the right to appoint an Arbitrator whose decision shall be final & binding on both the parties.
- IX. NCW reserves the right to cancel/withdraw the present tender at any stage without assigning any reason thereof.

Read and understood the terms &
conditions above:

(Signature of the authorized person)
With complete address and seal

DETAILS OF THE FIRMS SUBMITTING TENDER

Last date & time of submission:

Name of work: Tenders for Civil Work Maintenance Service

| Sl. No. | Particulars | Information/document submitted by the bidder |
|---------|---|--|
| 1. | Name of the Agency with Registration No. (with documentary proof to be attached) | |
| 2. | Office/Company Address and Tel. No. | |
| 3. | Name(s) of the Proprietor/Partners | |
| 4. | Details of Certificates of Competency issued by respective authorities (Copies to be attached) | |
| 5. | Service Tax/TIN/VAT/PAN No. (with documentary proof to be attached) | |
| 6. | Past Experience of Civil Work Maintenance Service in Govt. Departments/ PSUs/Autonomous Bodies/ Reputed Private Firms. | |
| 7. | Certificate regarding non- blacklisting of the firm by any Gov. Department/PSUs/Autonomous Organization etc. (To be furnished on the letter head of the bidding organization) | |
| 8. | Particulars of Demand Drafts annexed as Earnest Money | Amount:..... DD No.: issuing Bank with date of issue: |

(Signature of the Tenderer)

With complete address and seal

Tel. No.....

Mobile No:.....

Place

Date

Electrical Maintenance Work in CCI
Performa for Financial Bid

Last date & time of submission:

Name of the

Firm.....

1. Plumber (01) -

Rs,_____ Per Month

2. Civil work Items: **(To be provided/supplied on requirement basis):**

| Sl. No | Name of the item | Rate per unit in figure | in words |
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| | | Net Total | |

(Signature of the Tenderer)
With complete address and seal

Tel. No.....

Mobile No:.....

Place

Date