

**NATIONAL INSTITUTE OF HYDROLOGY**  
(A Govt. of India Society under Ministry of Water Resources  
**River Development & Ganga Rejuvenation**)  
**JALVIGYAN BHAWAN,**  
**ROORKEE – 247 667 (UTTARAKHAND) INDIA**  
Tel: 91-1332-272108, 272106, Fax: 91-1332-272123. 273976  
E-mail: sao.nihr@gov.in.; Website: [www.nihroorkee.gov.in](http://www.nihroorkee.gov.in)

Tender Notice No: 5(XVIII)/2017-Pur-1

Dated: 18.09.2017

**TENDER NOTICE**

Sealed item rate tenders in two Bid System comprising Technical & Financial are invited by the Director, National Institute of Hydrology, Roorkee from Contractor/Firms which are registered with CPWD/State PWD/ MES for the appropriate category & class including working contractors of NIH, Roorkee & having experience of building construction with IITs/ PSUs / Autonomous Organization of the Central/State Government / any big and reputed private organization for the work detailed below:

Institute reserves the right to cancel any or all tenders without assigning any reason.

Sl.No	Name of Works	Estimated Cost including GST	Earnest Money Deposit	Tender Cost
1.	Repairing Work of Furniture of NIH on Annual Rate Contract basis	Rs. 1.30 lacs (Approx.)	Rs. 5,000.00	Rs. 590.00

**TERMS & CONDITIONS**

- Complete Tender document is to be dropped in the Tender Box kept in the Office of Sr. Admn. Officer & Purchase Officer, Admn. Section, N.I.H. Roorkee on or before **13.10.2017 up to 3:00 P.M.** Technical Bid shall be opened at **13.10.2017 at 3:30 P.M.** firms/company/agency/contractor or their authorized representative (in case of authorized representatives proper authorization letter must be brought for verification) who have responded to the tender(s) may be present, if they so wish, at the time of opening of the bid. Financial bids of qualified firms will be opened afterwards and date & time will be intimated to the qualified firms by e-mail/post/telephonically.
- The complete tender is required to be submitted along with the E.M.D. in the shape of Account Payee Demand Draft, Fixed Deposit Receipt or Banker's Cheque in acceptable form, issued from any of the Nationalize Banks duly pledged in the name of **National Institute of Hydrology, Roorkee.** E.M.D. should be enclosed with the Technical Bid. Tender without EMD shall stand rejected.
- The tender form can be purchased from the office of Sr. Admn. Officer & Purchase Officer, Admn. Section, N.I.H. Roorkee to only those Contractors/Agencies who send a request application accompanied with a Bank Draft of Rs. 590/- in favour of National Institute of Hydrology, Roorkee. Application for the above tender be submitted to the Office of the undersigned up to **12.10.2017 at 05:00 PM** and same shall not be entertained after due date and time. The tender form can also be seen and downloaded from our website **www.nihroorkee.gov.in** but the bid shall be accepted only with bank draft of Rs. 590/- in **favour of National Institute of Hydrology, Roorkee, payable at Roorkee** as a part of the technical bid.
- Eligibility Criteria and Experience Certificate of Govt. Offices/ Semi-Govt./ State Govt./ IITs/ PSUs / Autonomous Organization of the Central/State Government / PSUs & Reputed Private Organization :-**
  - Experience of having successfully completed similar works during the **last 7 years ending previous day of last dated of submission of tenders:**

Three similar completed works costing not less than the amount equal to 40% of the estimated cost.  
Or  
Two similar completed works costing not less than the amount equal to 60% of the estimated cost.  
Or  
One similar completed work costing not less than the amount to 80% of the estimated cost.
- Authentic Experience Certificate issued by the Officer of the Rank of not less than Executive Engineer/ Equivalent would be acceptable.
- In case of private works the authenticated statement of TDS deduction by the client be enclosed with experience certificate as part of Technical Bid.

**Sr. Admn. Officer & Purchase Officer**

Tender No. :.....

Name of Firms:-.....

(A)

**NATIONAL INSTITUTE OF HYDROLOGY**  
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Tender Notice No: 5(XVIII)/2017-Pur-1

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**Technical Bid Form**

**For**

**Name of Work: Repairing Work of Furniture of NIH on Annual Rate Contract Basis**

**Last Date & Time For**

- |  |           |                   |                  |
|--|-----------|-------------------|------------------|
| <b>1. Receipt of Tenders)</b><br><b>(Technical bid and financial Bid</b> | <b>:-</b> | <b>13.10.2017</b> | <b>: 3.00 PM</b> |
| <b>2. Opening of Bids</b><br><b>(Technical bid )</b>                     | <b>:-</b> | <b>13.10.2017</b> | <b>: 3.30 PM</b> |

## Technical Bid Format

(A)

### QUALIFYING INFORMATION

Please furnish the following information along with documentary evidence possible only in this format (as eligibility criteria)  
**The information to be filled in by the Bidder in the following pages will be used for purposes of Pre-qualification and submitted the supporting documents**

1.	Name of Bidder	:		
2.	Constitution of legal status of Bidder (In case of firm) Attach copy.	:		
3.	Place of Registration and Registration No.	:		
4.	(a)	Year for Establishment of Firm with complete	:	
	(b)	Complete Address	:	
	(c)	Email I.D.	:	
	(d)	Contact Numbers	:	
5.	Principal place of business	:		
6.	Permanent Account Number	:		
7.	TIN/GST No.	:		
8.	Service Tax Number	:		
9.	EMD Detail	:		
10.	Work performed as contractor (in the same name) on works of similar natures. Scope of work executed should be as follows:	:		
a.	<b>Eligibility Criteria and Experience Certificate of Govt. Offices/ Semi-Govt./ State Govt./ IITs/ PSUs / Autonomous Organization of the Central/State Government / PSUs &amp; Reputed Private Organization.</b>	:		
b.	Experience of having successfully completed similar works during the <b>last 7 years ending previous day of last dated of submission of tenders:</b> Three similar completed works costing not less than the amount equal to 40% of the estimated cost. <p style="text-align: center;">Or</p> Two similar completed works costing not less than the amount equal to 60% of the estimated cost. <p style="text-align: center;">Or</p> One similar completed work costing not less than the amount to 80% of the estimated cost.	:		

\*\* Bidders should submit copy of satisfactory service/ completion certificate as per the scope mentioned in RFP.

S.No.	Description of work	Date of Start	Date of Completion	Address/ Location/Name of the Client	Value of work Completed Done

If required separate sheet may be enclosed.

11. Detail of Works in hand :

S.No.	Description of work	Date of Start	Date of Completion	Address/ Location/Name of the Client	Cost of the work allotted	Cost of the work Executed till date

If required separate sheet may be enclosed.

12. The list of Technical & Non Technical Supervisor Staff required to deputed at site be enclosed separately.

13. Any other information highlighting the qualifying criteria, competency, credential and capability in handling building work.

Signature of Bidder  
with Seal

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**INSTRUCTIONS FOR BIDDING**

**SUBJECT : Repairing Work of Furniture of NIH on Annual Rate Contract Basis.**

Sealed tenders are hereby invited from resourceful, financially sound and competent civil contractor/agencies/ firms for the work as stated above in two bid system as given below:

- (A) Technical Bid Form
- (B) Financial Bid Form

It may be noted that tenders should be submitted in the above (enclosed) forms as two separate bids, i.e. (A) Technical Bid, and (B) Financial Bid. Both the bids should be sealed in separate third envelop super-scribing the name of the work and bidding agency.

**(A) TECHNICAL BID or (B) FINANCIAL BID**

The envelope should be addressed and sent to the Sr. Admn. Officer & Purchase Officer, Admn. Section, National Institute of Hydrology, Jalvigyan Bhawan, IIT Campus, Roorkee - 247 667 so as to reach on due date and time. Tenders received after the due date for whatsoever reason, including postal delays, shall not be considered in any circumstances.

Tender Forms along with terms and conditions, can be obtained from the Office of Sr. Admn. Officer & Purchase Officer, Admn. Section, NIH, Roorkee on any working day from 10.00 a.m. to 5.00 p.m. on producing the receipt of depositing of Rs. 590/- in cash in the Institute's Cashier or with non-refundable bank draft of Rs. 590/- (Rupees five hundred and ninety only) in favour of National Institute of Hydrology, Roorkee, payable at Roorkee or it can be downloaded from our website [www.nihroorkee.gov.in](http://www.nihroorkee.gov.in). The tender documents completed in all respect, should reach the Office of Sr. Admn. Officer & Purchase Officer, NIH, Roorkee within the stipulated date and time. The Institute will not be responsible for any postal or any other delays.

Earnest Money of Rs. 5,000/- (Rupees Five thousand only) should be deposited in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Banker's Cheque in acceptable form issued from the any of the Nationalize Banks which is duly pledged in the name of National Institute of Hydrology, Roorkee. E.M.D. should be kept in the envelope of Technical Bid. Tenders without EMD and Tender Fee shall stand rejected.

After first verifying the Technical Bids shall be opened at 13.10.2017 at 3.30 P.M. in the Chamber of Chairman, Standing "Works & Services Committee", National Institute of Hydrology, Jalvigyan Bhawan, Roorkee, in the presence of the representatives of the bidding agencies, who wish to be so present. No separate communication will be made in this regard. The technical bids shall be evaluated on the basis of credentials and eligibility criteria on the basis of which the bidders would be short listed for prequalification for the opening of the Financial Bids.

The bidders should be prepared to visit Roorkee for this purpose at short notice. Any additional information needed by the Institute to evaluate the professional capabilities of the bidding firm(s) shall have to be submitted by the concerned firm(s).

The "Financial Bids" of only the short-listed/prequalified of firms shall be the opened subsequently for which separate information would be given either through email/telephonically/post.

It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.

The Director, NIH, Roorkee reserves the right to reject any tender or all the tenders or accept them in part, or reject the lowest tender, without assigning any reasons thereof.

**Sr. Admn. Officer & Purchase Officer**

SCHEDULE "1"

**Name of work : Repairing Work of Furniture of NIH on Annual Rate Contract Basis.**

DECLARATION

1. (A) I/We hereby declare that I/we (Name) \_\_\_\_\_

have no other business relations with the Institute.

"OR"

(B) Have the following other association with the Institute.

2. (A) Have no relatives or connection by marriage on the staff of the Institute.

"OR"

(B) Have the following relatives or connection by marriage on the staff of the Institute.

Name	Relationship	Designation	Office in which posted
(i)			
(ii)			
(iii)			
(iv)			
(v)			

Signature and full  
address of the contractor /contractors

**Note:** Stick out (a) or (b) of each of the above declaration which is not applicable.

**UNDER TAKING**

**(ON A NON JUDICIAL STAMP PAPER OF Rs.100/-)**

Name and Address of the firm/company/Agency/contractor .....

.....

Name of the tender.....

Due date: .....

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. The information given in the tender is correct and best to my knowledge.

I/we agree to the forfeit of the earnest money deposit and performance deposit by me in connection with this tender, if I fail to comply with any of the terms and conditions mentioned in the tender document.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No.

## Check List

**The following documents (in same order), must be furnished and attached along with the "Technical Bid"**

S.N.	Particulars
1.	E.M.D. as stated above. (in a separate envelop super scribed "EMD")
2.	Tender Form Fee (only in case of downloaded tender form) as stated above.(in a separate envelop super scribed "Tender Form Fee")
3.	Copy of Registration/ Enlistment letter of the firm/company/agency.
4.	Copy of affidavit duly notarized regarding proof of proprietor (in case of Proprietorship firm).
5.	Copy of valid PAN Card.
6.	Copy of valid TIN/GST No.
7.	*Copy of valid Service Tax No.
8.	<b>Eligibility Criteria and Experience Certificate of Govt. Offices/ Semi-Govt./ State Govt./ IITs/ PSUs / Autonomous Organization of the Central/State Government / PSUs &amp; Reputed Private Organization.</b> Experience of having successfully completed similar works during the <b>last 7 years ending previous day of last dated of submission of tenders:</b> Three similar completed works costing not less than the amount equal to 40% of the estimated cost. Or Two similar completed works costing not less than the amount equal to 60% of the estimated cost. Or One similar completed work costing not less than the amount to 80% of the estimated cost.
9.	All the pages of the tender document should be Signed including Tech & Fin Bids, Schedule C&D etc.
10.	Any other document as may be necessary in connection with the job tendered for, including certificate of
11.	Experience and list of clients (with address) where presently services are provided.



Name of Firms:-.....

(B)

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**Financial Bid Form**

**For**

**Name of Work: Repairing Work of Furniture of NIH on Annual Rate Contract Basis.**

**Note : Financial Bids of qualified firms will be opened afterwards and date will be intimated to qualified firm.**

**(Opening date & time shall be informed to only the short listed prequalified bidder)**

**Name of Work: Repairing Work of Furniture of NIH on Annual Rate Contract Basis.**

Name of the Contractor: \_\_\_\_\_

Contract Bond No. \_\_\_\_\_ dated \_\_\_\_\_

I hereby tender for the execution for the Director, NIH, Roorkee for the work specified in the underwritten memorandum within the time specified in such memoranda at the rate specified in the attached Appendix-A and in accordance in all respect with the specification, designs, drawings and instructions in written referred in rules. I, therefore, and in clause 2 of the conditions of contract and with such materials as provided for in all other respects in accordance with such conditions as far as possible.

**MEMORANDUM**

- 1. General Descriptions of Work : As above
- 2. Tendered Cost : Rs. \_\_\_\_\_
- 3. Time allowed for the completion of the work  
the date of written orders to complete of work : \_\_\_\_\_
- 4. Earnest money : **Rs. 5,000.00**
- 5. Date of start : \_\_\_\_\_
- 6. Date of Completion : \_\_\_\_\_

Sl.No.	Item of work	Approx. Quantity	Tendered rate in In Fig.In words
<b>Bill of quantity as per Appendix "B"</b>			

**I tender at as per enclosed BOQ the rates mentioned in the attached schedule of Quantity which have signed by me.** We hereby agree to execute the work at total amount of the Rs. ....( in Words ..... ) as per quoted rates.

I/We hereby further agreed to execute any variation and extra item (which is included in DSR-2014) and which is required to complete the work, shall be done on the DSR 2014 rates. The extra items which is not included in DSR-2014 (specified as Non-schedule item) shall be paid as per the approval of Competent Authority.

If this tender is accepted, I hereby agree to abide by and fulfilled all the terms and conditions and provisions of the contract annexed herewith and duly signed by me. In case of any default, Earnest Money submitted by me along with the tender be forfeited and same may be paid to the account of National Institute of Hydrology, Roorkee.

The sum of **Rs. 5,000.00 (Rs. Five thousand only)** as earnest money with the tender is being offered by me as per **para "4" above**. The full value of which shall be retained by the Institute as a part of the security deposit for this work.

Place: Roorkee  
Date : \_\_\_\_\_

Sign. & Address of  
the contractor.

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**Bill of Quantities**

**Name of Works : Repairing Work of Furniture of NIH on Annual Rate Contract Basis.**

Sl.No.	Particular	Quantity	Rate	Amount
01	Repair of cushion chair including replacing seat with 18"x18"x2.5", 40 density feather foam sleepwell and back 21"x11"x1.5", 32 density foam with cloth (Not less than Rs. 250/- per meter and polishing etc. complete.)	01 No.		
02.	Repair of revolving chair with or without handle using PU Foam 2" thick as per size of seat, back and handle complete in all respect cloth not less than Rs. 250/- per meter.	01No.		
03.	Replacing of Revolving executive chair with handle using PU Foam 2" thick as per size of seat, back and handle complete in all respect cloth not less than Rs. 250/- per meter	01No.		
04.	Repair of revolving chair including material, labour, T&P etc. complete			
	(a) Changing of wheel sets	01No.		
	(b) Hydraulic system	01 No.		
	(c) Push back system	01 No.		
05	S/F best quality seat/back of steel pipe canned chair including wood, canne, fixing etc. Complete	01 No.		
06	Canning of seat/back of steel pipe canned chair including best quality plastic, labour T&P etc.	01 No.		
07	Spray painting of old steel furniture two coat including all material, labour, T&P etc. Complete			
	(i) Steel Almirah			
	(a) Size 90x50x200 cm	01 No.		
	(b) Size 80x50x180 cm	01 No.		
	(c) Size 75x45x125 cm	01 No.		
	(ii) Book shelf, Size 85x30x170 cm	01 No.		
	(iii) File Cabinet, Size 50x62x135 cm	01 No.		
	(iv) Steel rack			
	(a) Big	01 No.		
	(b) Medium	01 No.		
	(c) Small	01 No.		

	(v) Table			
	(a) Big size 6' x'	<b>01 No.</b>		
	(b) Medium 5'x3'	<b>01 No.</b>		
	(c) Small size 4'x2.5'	<b>01 No.</b>		
<b>08</b>	Repair of sofa set/sofa chair including cushion 4" feather foam sleepwell 40 density foam 2" back side & below cushion density 32 cloth not less than Rs. 300/- per meter best quality casement, Fevicol, SR, Nails, Polish etc. Complete			
	(a) Single Seater	<b>01 No.</b>		
	(b) Two Seater	<b>01 Set</b>		
	(c) Three Seater	<b>01 Set</b>		
<b>09</b>	Polishing of old wooden furniture with all material, labour T&P etc. Complete			
	(a) Wooden Chairs	<b>01 No.</b>		
	(b) Centre Table size 4'x2.5'	<b>01 No.</b>		
	(c) Sofa set			
	(i) Single seater	<b>01 No.</b>		
	(ii) Two seater	<b>01 Set</b>		
	(iii) Three seater	<b>01 Set</b>		
	(d) Display board			
	(a) Small size 63"x51"	<b>01 No.</b>		
	(b) Big size 11"x51"	<b>01 No.</b>		
<b>10</b>	Replacement of top with 19 mm sanctuary board & sun mica of various items	<b>Sqm feet</b>		
<b>11</b>	Supply & fixing of cooler play 6 mm thick with beading of size 30 mm x 12 mm	<b>Sqm feet</b>		
<b>12</b>	Supply & fixing of ISI mark heavy duty hydraulic based door closer	<b>01 No.</b>		
	Total			