



National Institute of Open Schooling
(An Autonomous Institution under Deptt. of School Education and Literacy,
Ministry of Education, Govt. of India)
A-24/25, Institutional Area, Sector-62, NOIDA-201309 (U.P.)

Notice Inviting Tender

Sub: Tender for awarding the work of Aluminum Partition, Civil & Wooden work for setup of Dining Hall at 1st Floor, Chairperson Block, NIOS, A-24/25, Sector-62, NOIDA.

Sl. No.	BID-DATA SHEET	
1.	Tender Number	No. F-42-1(7.3)/NIOS/2022/ADMN./MTCE
2.	Estimated Cost of Tender	Rs. 7.00 Lakhs
3.	Bid validity	90 days
4.	Tender Document	Download from www.nios.ac.in & https://eprocure.gov.in
5.	Bid Security/ Earnest Money Deposit (EMD)	Rs. 14,000/- (Rs. Fourteen Thousand only)
6.	Date of Issue	28/07/2022
7.	Bid Submission Date	10/08/2022 at 14.30 Hrs.
8.	Bid Opening Date	10/08/2022 at 15.00 Hrs.
9.	Contact Person	For Queries: Section Officer (Maintenance) Email: maintenance@nios.ac.in ad Tel: 012-4089822 (During office hours 9.30 am to 5.30 pm (Mon-Fri))
10.	Contact Address	National Institute of Open Schooling A-24 & 25, Sector-62, NOIDA-201309

The National Institute of Open Schooling (NIOS) invites sealed open tenders for award the work of Aluminum Partition, False ceiling, Civil & Wooden work for the setup of Dining Hall at 1st Floor, Chairperson Block, NIOS from the experienced Contractors who have either completed similar types of work in any Government Organizations / CPSUs in the past or are CPWD / PWD empanelled for similar nature of work. Terms and conditions & bid format are given below.

1. Bidders are required to submit their tenders in prescribed format along with a Demand Draft of Rs. 14,000/- (Rupees Fourteen Thousand only) favouring "**Secretary, NIOS payable at NOIDA**" as EMD by demand draft from any scheduled bank in separate sealed envelope super-scribing on it "Tender for award the work of Aluminum Partition, False ceiling, Civil & Wooden work for the setup of Dining Hall" so as to submit in the tender box kept for the purpose in the NIOS, Maintenance Section, Room No:204, 2nd Floor, A-24 & 25, Sector-62, Noida on or before 10/08/2022 by 14.30 Hours. Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid.

2. The annual turnover of the agency applying to undertake the work shall not be less than Rs. 15.00 lakhs each during the last three financial years for similar activities.
3. **Scope and Specifications of Work:** The scope and specifications of work to be completed by the Contractor engaged for this purpose is given in **Annexure I**. Renovation works shall strictly conform to the specifications given in **Annexure I**.
4. **Technical Criteria:** The NIOS has defined Technical Criteria mentioned in **Annexure T-1** for the bidders. Bidders, their products and services should meet these Technical criteria. The bidders fulfilling these Technical criteria **must enclose photocopies of supporting document(s) along with their bids**, failing which their bids will be summarily rejected without any scope of consideration.
5. The format for providing Financial Bid, to be furnished on the official letter-head of the agency under signatures with the seal in the format given at **Annexure- F-1**.
6. **Submission of Bid:** The Notice Inviting Tender (NIT) is being issued under two bids system, i.e. Technical Bid (Annexure- T-I) & Financial Bid (Annexure-F-I). The interested bidders are required to submit two separate sealed envelopes super scribing as mentioned below:

Envelope No.1- "Technical Bid" (Annexure- T-1): "Technical Bid" shall contain all the information and documents in the same serial order as mentioned in the **Annexure-T-1**. The complete document should be numbered chronologically. Super-scribed "Technical Bid" on the top of envelope. This envelope shall also contain the bid EMD of Rs. 14,000/-only (Rs. Fourteen Thousand only).

Envelope No. 2- "Financial Bid" (Annexure F-1): **Financial Bid** shall contain Financial Bid of the Contractor in the prescribed format (Annexure F-1) and signed and stamped. Super-scribed "**Financial Bid of Tender for award the work of Aluminum Partition, False ceiling, Civil & Wooden work for the setup of Dining Hall**" on the top of envelope.

Bid Submission: All envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required. If any envelope is not sealed and marked as required, the NIOS will assume no responsibility for the bid's displacement or premature opening. Both envelopes shall be sealed in third envelope of bigger size with superscription "Tender for award the work of Aluminum Partition, False ceiling, Civil & Wooden work for the setup of Dining Hall" with date and time of submission and addressed to **Secretary**, National Institute of Open Schooling, A-24 & 25, Sector-62, NOIDA-201309 **on or before 10/08/2022 before 14:30 Hrs**. The Technical Bids will be opened at 15.00 hours on **10/08/2022**.

7. No change in the amount of bid shall be permitted after submission of the bids. All the documents shall be duly signed and stamped by authorized person of the Contractor. Sealed Bids should be either dropped in the Tender Box placed at the NIOS, Maintenance Section, Room No:204, 2nd Floor, A-24 & 25, Sector-62, Noida. Late tenders will not be considered No responsibility will be taken for postal delay or non-receipt of Bid documents. Unsealed bids sent by FAX or e-mail, will not be considered.
8. **Financial Bids:** The Financial Bid of only those bidders will be opened whose bids have been found eligible as per the terms mentioned in the Technical Bid (**Annexure T-1**). All eligibility conditions have to be satisfied on the respective dates in such condition and not on a later date. The bidder shall bear all costs associated with the preparation and submission of the bid and the NIOS shall in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

9. The Financial Bids of selected Contractors would be opened in the presence of bidders or their representatives. The rates and important commercial / technical clauses quoted by selected bidders will be read out in the presence of the representatives of all the bidders. The date of opening of the Technical Bids/ Financial Bids will not be postponed due to the non-presence of any bidder or his authorized representative.
10. **Rejection of Bids:** Canvassing by the bidder in any form, unsolicited letter and post tender correction, unsigned bids shall be summarily rejected and may lead to forfeiture of EMD. Conditional tenders will also be rejected.
11. **Validity of Bids:** The prices quoted in the Bids should remain valid for 90 days from the last date of submission of the Bids.
12. **Earnest Money of the Bids:** Bidders are required to submit Earnest Money Deposit for amount of Rs. 14,000/- only along with their bids. However, firms registered with MSME/NSIC are exempted from depositing the EMD as per the provision of GFR 170 (i). The EMD may be submitted in the form of demand draft payable at NOIDA from any scheduled bank. EMD of the unsuccessful bidders will be returned to them latest on or before the 30th day after the award of the contract. The bid security of the successful bidders would be returned, without any interest whatsoever, after successful completion of works. Alternatively, the successful bidder will have an option to convert EMD to performance security deposit as mentioned at 14 below. Quotation without earnest money will be rejected as non – participative.
13. **GST and Duties:** Price shall be inclusive of cost of product, GST, duties, labour charges, levies and all cartage charges. No escalation whatsoever shall be payable. The bidders / supplier will be entirely responsible for all charges and levies payable by him to the respective authorities.
14. **Performance Security Deposit:** The successful bidder will have to deposit a Performance Security Deposit of the 5% of the total amount of work order within a week of the receipt of the LOI/Order. The Performance Security Deposit may be furnished in the form of Demand draft /Banker's Cheque / Bank Guarantee / Fixed Deposit from any Scheduled Bank valid for six months drawn in favour of "**Secretary, NIOS**" payable at NOIDA. The Performance Security would be returned three months after successful completion of the work. Bid Security shall be refunded to the successful bidder on receipt of performance security. The Performance Security is to be renewed, if the contract is extended.
15. **Warranty / Guarantee:** The period of Warranty /Guarantee of the renovation works shall be for one year and need to be clearly specified. Charges if any, for the same shall also be specified in **Annexure F-1**. The Warranty /Guarantee will commence from the date of final handing over of the Dining Hall after successful completion of work to the satisfaction of the NIOS.
16. **Terms of Work Order:** The successful bidder will have to complete the refurbishment / renovation works within 30 days from the date of conclusion of the contract or signing of work order unless the period is extended by mutual agreement. The material used for the renovation works must be in brand new condition. Old / damaged material will not be acceptable. It will be returned to the Contractor for replacement on his / her own expenses.
17. **Liquidated Damages:** The renovation works mentioned at **Annexure - I** shall be completed within the time schedule as mentioned above to be calculated from the date of supply order/ award letter failing which the Contractor shall be liable to pay

liquidated damages as compensation for an amount equal to 0.25% or such smaller amount as authorities at the NIOS may decide on the said bid price of the whole work for every day delay but not exceeding 10% on the total value of the order.

18. **Terms of Payments:** Terms of payment would be as follows:

- a) Advance payment will be not be made in any case;
- b) The invoice shall be raised in favour of **Secretary, National Institute of Open Schooling, NOIDA.**
- c) Payment will be released through bank transfer (RTGS / NEFT) after successful completion of the works.
- d) Payment shall not be more than the contractual value as given in the award letter.

19. **Termination of Contract:** The NIOS shall have the right to terminate this contract in part or in full in any of the following cases if:

- a) The work is delayed for causes not attributable to natural calamity for more than 15 days after the schedule date of work order;
- b) The bidder is declared bankrupt or becomes insolvent; and
- c) For any other reason, which in the opinion of the NIOS warrants cancellation of contract award.

20. **Indemnity Bond:** The Contractor shall indemnify the NIOS from:

- a) Any third-party claim, civil or criminal complaints/ liabilities, site mishaps, fire hazards & other accidents including death of any person or dispute and or damages occurring, or arising out of any mishaps at site due to his employee / representative's fault or negligence.
- b) All claims, demand, action, proceedings, losses, damages, liabilities, cost, charges, expenses or obligation that are occasioned to or may occasion to you as a result of non-payment of any statutory dues levied / Taxes e.g. leviable on the Contractor or the Contractor committing breach of any rules, regulations, orders, directives, instructions that may be issued by any authority under the Central Government /State Govt. or any statute or law for the time being in force.

21. The NIOS reserves the right to cancel/reject any/all the tenders without assigning any reasons(s).

SECRETARY, NIOS



Annexure - I

National Institute of Open Schooling
(An Autonomous Institution under Deptt. of School Education and Literacy,
Ministry of Education, Govt. of India)
A-24/25, Institutional Area, Sector-62, NOIDA-201309 (U.P.)

Sub: Tender for awarding the work of Aluminum Partition, Civil & Wooden work for setup of Dining Hall at 1st Floor, Chairperson Block, NIOS, A-24/25, Sector-62, NOIDA.

S.no:	Description of the work	Area/Quantity (Approx.)
1.	Aluminum Partition Work (Design should be approved from NIOS)	663sq.ft.
2.	Preparation of Kitchen Slab: 2.5 ft. height x 2.5 ft. width with Brick & RCC slab with installation of 37 inch x18inch x 18inch size Stainless Steel sink and brass Sink cock tap (movable) and water connection	58sq.ft.
3.	Fixing of Granite top on the kitchen slab 2.5ft. width	58sq.ft.
4.	Preparation of Counter for Food serving Brick & RCC slab: 2.5 ft. height x 2.5 ft. width work including necessary plastering, tiling with the provision of installation of 03 or 04 Induction plate for keep the food warm	94sq.ft.
5.	Fixing of Granite top on food counter 2.5ft width with the above requirement	94sq.ft.
6.	Installation of a wash basin with pedestal Cover 23 x19x 27and suitable water tap & water connection	1no.
7.	Installation of PVC Cabinet under kitchen slab for the store the crockery	58sq.ft.
8.	Painting of entire dining hall area with Asian Synthetic Distemper	Lump sum
9.	Dismantling of existing Gypsum False ceiling and disposal of the waste	2000sq.ft (Approx.)
10.	Supply and installation of new 2' x 2' grid tiles false ceiling	2000sq.ft (Approx.)

Technical Bid**Tender for awarding the work of Aluminum Partition, Civil & Wooden work for setup of Dining Hall at 1st Floor, Chairperson Block, NIOS, A-24/25, Sector-62, NOIDA.**

All bidders should ensure that they meet the following minimum eligibility criteria before applying for the bid. The bidding parties meeting these criteria must enclose copies of their supporting documents along with the bid as mentioned in Annexure T-1, failing which their bids will be summarily rejected and will not be considered any further. All the documents as attached with application must be signed, along with seal by the Owner or the Authorized signatory of the agency.

Technical Criteria

Mention Page Numbers

Sl. No.	Technical Criteria	Documents to be Provided	Attached (Y/N)	Page No.
01.	The bidder must be registered as Company. Documentary (Certificate of incorporation) evidence to be submitted to do the business for this service.	I. Certificate of Commencement of business II. Certificate consequent to change of name, if applicable III. Bidder's Details including contact address, email, phones, etc.		
02.	The contractor should be registered with Income Tax and Goods and Service Tax.	PAN Number GST Number		
03.	The bidder should have minimum annual turnover of Rs. 15.00 lakhs each during the last 3 years each (Enclosed copies of audited annual accounts)	2019-20 (Rs. in Lakhs) 2020- 21 (Rs. in Lakhs) 2021-22 (Rs. in Lakhs)		
04.	Earnest Money Deposit (EMD) of Rs.14,000/-	Attached with technical bid.		
05.	The Contractor has never been blacklisted by any of its clients.	Self-declaration		
06.	Firm's Experience of taking Similar work from Government Bodies /PSUs	Enclose copies of purchase orders		

Authorized Signatory (Signature in full) :
Name and title of Signatory :
Stamp of the Company :

Financial Bid

Tender for awarding the work of Aluminum Partition, Civil & Wooden work for setup of Dining Hall at 1st Floor, Chairperson Block, NIOS, A-24/25, Sector-62, NOIDA.

Sl. No.	Description	Quantity	Unit Price	Total Amount*
1.	Aluminum Partition Work (Design should be approved from NIOS)	663sq.ft.		
2.	Preparation of Kitchen Slab: 2.5 ft. height x 2.5 ft. width with Brick & RCC slab with installation of 37 inch x18inch x 18inch size Stainless Steel sink and brass Sink cock tap (movable) and water connection	58sq.ft.		
3.	Fixing of Granite top on the kitchen slab 2.5ft. width	58sq.ft.		
4.	Preparation of Counter for Food serving Brick & RCC slab: 2.5 ft. height x 2.5 ft. width work including necessary plastering, tiling with the provision of installation of 03 or 04 Induction plate for keep the food warm	94sq.ft.		
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8.	Painting of entire dining hall area with Asian Synthetic Distemper	Lump sum		
9.	Dismantling of existing Gypsum False ceiling and disposal of the waste	2000sq.ft (Approx.)		
10.	Supply and installation of new 2' x 2' grid tiles false ceiling	2000sq.ft (Approx.)		
	Total			

***The total quote should be inclusive of all taxes. Authorized Signatory (Signature in Full): Name and title of Signatory :**

Stamp of the Company :