



**NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED**

(Department of Disability Affairs, Ministry of Social Justice &  
Empowerment, Government of India)

**B.T. Road, Bon-Hooghly, Kolkata-700090**

Phone: 2531-0279, 2531-0789/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in), web: [www.niohkol.nic.in](http://www.niohkol.nic.in)

**N.I.T. No-REP-FAN/351/CE/2001/NIOH/PART -I/7290 (7)**

**Date: 15.01.2015**

## **TENDER DOCUMENTS**

### **FOR**

**Special Repairing and Overhauling of Total 540 nos. Ceiling Fans, Pedestal Fans, Exhaust Fans & Air Circulator Fans at NIOH, B.T.Road, Bon-Hooghly, Kolkata 700090**

**ENGINEERING DEPARTMENT  
NIOH, KOLKATA**

**PRICE: Rs. 500.00**



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**LIST OF TENDER DOCUMENTS**

**Name of Work:** Special Repairing and Overhauling of Total 540 nos. Ceiling Fans, Pedestal Fans, Exhaust Fans & Air Circulator Fans at NIOH, B.T.Road, Bon-Hooghly, Kolkata 700090.

1. Copy of the Detailed Notice Inviting Tender.
2. Terms & Conditions.
3. Additional Terms & Conditions.
4. Schedule of Quantities.
5. Checklist of submitting Tender Documents (To be filled by the tenderer).

Tender Documents issued to:

Mr./Mrs./M/s.....  
.....  
.....  
.....  
.....

**Signature of the Issuing Authority**

**Signature of Tenderer with Seal**



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**Date: 15.01.2015**

**NOTICE INVITING TENDER**

Sealed tenders are invited from the reputed, bonafied and resourceful agencies, Manufacturers, Authorised dealers or suppliers who are carrying out the similar type of works in PWD/CPWD or any other Government organization to undertake the work **“Special Repairing and Overhauling of Total 540 nos. Ceiling Fans, Pedestal Fans, Exhaust Fans & Air Circulator Fans at NIOH, B.T.Road, Bon-Hooghly, Kolkata 700090”**, as detailed below:

1	Name of work	<b>Special Repairing and Overhauling of Total 540 nos. Ceiling Fans, Pedestal Fans, Exhaust Fans &amp; Air Circulator Fans at NIOH, B.T.Road, Bon-Hooghly, Kolkata 700090</b>
2	Estimated amount	Rs. 2,33,060.00/- only.
2	Time of Completion	45 working days from the date of issue of the work order.
3	Earnest Money	Rs. 5830.00/- only shall be in the form of Bank Draft/Pay order in favour of “NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED” payable at Kolkata.
4	Cost of Tender Paper	Rs. 500.00 payable in cash for each set of tender paper.
5	Last Date of issue of Tender Paper	28.01.2015 up to 1.00 PM
6	Last Date of Receiving filled in Tender Paper	06.02.2015 up to 2.00 PM
7	Date of opening of Tender	06.02.2015 up to 3.30 PM
8	Tender documents can also be downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> ). In that case the DD/Pay order of Rs. 500.00 in favour of <b>“NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED” payable at Kolkata</b> towards the cost of tender document is to be submitted along with completed tender document in the envelop.	

**I/C CIVIL ENGINEERING DEPARTMENT**  
**NIOH, KOLAKATA**

**TERMS AND CONDITIONS:****1. Issuing of Tender Paper:**

Tender paper will be issued from The Engineering Department up to 28.01.2015 till 01:00 p.m. on payment of Rs. 500.00/- only in favour of **“NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED” payable at Kolkata** for the cost of tender paper. Tender paper can also be downloaded from the web site ([www.niohkol.nic.in](http://www.niohkol.nic.in)). In that case the DD/Pay order of Rs. 500.00/- only towards the cost of tender paper is to be submitted along with completed Tender document in the envelop.

**2. Eligibility Criteria:**

- a. The tenderer must be a reputed, bonafied and resourceful agency, Manufacturer, Authorised dealer or supplier who are carrying out the similar type of works in PWD/CPWD or any other Government organization to undertake the work.
- b. Attested copy of satisfactory completion certificate from an officer not below the rank of Executive Engineer of similar nature of work as given below must be submitted with tender documents:
  - (i) One similar work of value not less than 1.86 lakh in any government/semi government or autonomous body during last three years ending December' 2014.  
Or,
  - (ii) Two similar works, each of value not less than 1.4 lakh in any government/ semi government or autonomous body during last three years ending December' 2014.  
Or,
  - (iii) Three similar works, each of value not less than 0.93 lakh in any government/ semi government or autonomous body during last three years ending December' 2014.
- c. Copy of Registration certificate of VAT, PAN Card, and Partnership deed in case of Partnership firm must be submitted with the tender documents.

**3. Earnest Money & Security Deposit:**

The tenderer should have to submit with Earnest Money Deposit amounting Rs. 5,830.00 in the form of Bank Draft/Pay order in favour of **“NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED” payable at Kolkata**. All Tenders must be accompanied with earnest money deposit as indicated above. Tenders without EMD will be rejected. The EMD will be returned to the unsuccessful Tenders & shall be adjusted with Security deposit in case of successful Tenders.

10% of the quoted amount will be deducted from the final bill submitted by the firm, entrusted for the work as a Security Deposit.

No interest will be paid on EMD or Security deposit. The security deposit will remain in the custody of the institute till defect liability period of 12 (Twelve) months, which will be counted from the actual date of completion.

**4. Submission of Tender Paper:**

- a. The tenderer shall have to clearly mention in bold letters the name of the work, NIT No, Date of NIT on the top of the sealed envelope containing tender document.
- b. Telegraphic/cabled/faxed/e-mail or any type of exposed tenders will be summarily rejected.
- c. Sealed envelope containing tender document including Price schedule with rate offered should be dropped in the specific Tender Box of the Engineering department of NIOH, Kolkata in the presence of the controlling officer.
- d. Last date of submission sealed envelope containing tender document including Price schedule with rate offered is 06.02.2015 up to 2.00 PM.

**5. Opening of Tender:**

Sealed envelope containing tender document will be opened by the Tender Committee of NIOH, Kolkata in presence of tenderers / their authorised representative, if any, on 06.02.2015 at 3:30 p.m.

**6. Rejection of Tender:**

If any document furnished during submission of the tender paper is found false, incorrect or misleading even after opening of tender, the tender may be declared cancelled.

The Calcutta High Court at Kolkata will only be the jurisdiction to deal with and decide on any dispute whatsoever arising out of this tender.

The Authority of the Institute reserves the rights to reject any of or all the tenders without assigning any reason thereof.

**ADDITIONAL TERMS AND CONDITIONS:**

1. Rate should be quoted inclusive of all taxes, duties, works contact tax delivery charges to NIOH, B.T. Road, Bon-Hooghly, Kolkata 90.
2. The work shall be carried out as per current Indian Electricity Rules & CPWD/ PWD General Specifications for Electrical work.
3. **Guarantee & Defects Liability Period:** The guarantee shall be valid for a period of 12 months after provisional take over. The contractor shall guarantee that all equipments shall be free from any defect due to the defective materials and bad workmanship and that the equipment shall work satisfactorily and that the performance and efficiencies of the equipments shall be not less than the guaranteed values. Any parts found defective during the guarantee period shall be replaced by the contractor without any charge whatsoever. The services of the contractor's personnel, if requisition during this period for such work, shall be made available free of any cost to the dept. The contractor shall depute his representative to the site within 24 hours of notification of defects by the department.
4. It will be the contractor's responsibility to make suitable arrangements for testing of all equipments /systems as per Departmental standards in the presence of representative of Engineer-in-charge. No extra claim shall be entertained on this account. The contractor shall provide all test equipments, the operating personnel, oil etc. required for testing.
5. All the material will be under the charge of contractor till it is completed and handed over. No materials will be removed from site without written permission of Engineer in charge.
6. **Compensation for Delay:** The work is to be completed within the stipulated period. In case of delay a penalty @ ½ percent per week subject to the maximum of 10% of tender amount will be recovered from final bill.
7. **TERMS OF PAYMENT:** No advance payment will be made. The payment will be made on submission of the final bill after completion of the whole job. Stipulations like levy of interest if payment is not made in specified time is not acceptable to the department.
8. Any damage occurs during shifting of Government article should be make good by the contractor.

**I/C CIVIL ENGINEERING DEPARTMENT**  
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**SCHEDULE OF QUANTITIES**

**Name of Work:** Special Repairing and Overhauling of Total 540 nos. Ceiling Fans, Pedestal Fans, Exhaust Fans & Air Circulator Fans at NIOH, B.T.Road, Bon-Hooghly, Kolkata 700090.

Sl.No:	Description of Work	Quantity	Denom. Of Qty.	Unit	Rate Rs.	Amount Rs.
1	Opening the fans, testing, Greasing, Overhauling, Baking, Varnishing & Refitting as per G.S. For :					
	A. Ceiling Fan & Pedestal Fans	510	nos.	each	50.00	25500.00
	B. Exhaust Fan/ Air circulator Fan	30	nos.	each	70.00	2100.00
2	Rewinding the stator coil by supplying super enamelled copper wire of appropriate gauge, minalex paper, mica sheet, changing the loops and commissioning including measuring rpm as per G.S. for:					
	A. Ceiling Fan up to 60" sweep.	150	nos.	each	300.00	45000.00
	B. Exhaust Fan Motor up to 1 H.P.	20	nos.	each	500	10000.00
	C. Pedestal Fan 450 mm sweep	1	nos.	each	270	270.00
3	Supplying & Fixing of bearings for all type of fans incl. Ball & Bush of approved brand as per G.S.	540	nos.	each	100	54000.00
4	Spray painting the fans complete with regulator and blades after scraping the old paints with two coats of approved paint (ICI Dulax) & repainting the engraved number with black/red paint as per G.S. for:					
	A. Ceiling Fan up to 60" sweep.	500	nos.	each	100	50000.00
	B. Exhaust Fan Motor up to 1 H.P.	30	nos.	each	100	3000.00
	C. Pedestal Fan 450 mm sweep	10	nos.	each	100	1000.00



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Sl.No:	Description of Work	Quantity	Denom. Of Qty.	Unit	Rate Rs.	Amount Rs.
5	Cost for engraving the departmental nos. With 3/4" lettering on the body of the fan up to 12 letters incl. Hifen, Stroke etc. as per G.S.	250	nos.	each	32	8000.00
6	Lowering and refixing only ceiling fan complete with blades, canopy, fork, rubber bush etc. incl. making necessary disconnection and connection as required as per G.S.	440	nos.	each	36	15840.00
7	Fixing only ceiling fan complete with blades, canopy, fork, rubber bush etc. incl. S&F of 15 mm dia. X 70 cm long down rod along with connecting wire for down rod up to 70 cm incl. painting the rod with approved paint and making necessary connection as required by 2x1.5 sqmm flexible copper wire as per G.S.	150	nos.	each	85	12750.00
8	Carrying charges of Fans/ Exhaust Fan etc. from NIOH to C.O's workshop and back to NIOH.	160	nos.	each	10	1600.00
9	Supplying and fixing of Condensers of 2.5 mfd,( USHA/ Universal Make, metal body) as per G.S.	200	nos.	each	20	4000.00

**TOTAL= Rs.2,33,060.00**  
(Rupees Two Lakh Thirty Three Thousand Sixty only)

I/ We agree to carry out the work .....% [In Words:  
.....percent]  
ABOVE /BELOW/ AT PER the Schedule of Works.

[Signature of the Tenderer with Seal]





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**CHECKLIST OF SUBMITTING DOCUMENTS - (TO BE FILLED BY THE TENDERER)**

SL. NO:	DOCUMENTS SUBMITTED IN SEALED ENVELOPED	PLEASE MARK "✓" IF DOCUMENT SUBMITTED*
1	Complete tender document issued from the Engineering Department of NIOH, Kolkata	
2	Complete tender document downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> )	
3	DD/Pay order of Rs. 500.00 in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata towards the cost of tender document [In case of tender document is downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> )]	
4	Earnest Money Deposit amounting Rs. 5,830.00 in the form of Bank Draft/Pay order in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata.	
5	Attested copy of satisfactory completion certificate from an officer not below the rank of Executive Engineer of One similar work mentioned in this NIT of value not less than 1.86 lakh in any government/semi government or autonomous body during last three years ending December' 2014.	
6	Attested copy of satisfactory completion certificate from an officer not below the rank of Executive Engineer of Two similar works mentioned in this NIT, each of value not less than 1.4 lakh in any government/ semi government or autonomous body during last three years ending December' 2014	
7	Attested copy of satisfactory completion certificate from an officer not below the rank of Executive Engineer of Three similar works mentioned in this NIT, each of value not less than 0.93 lakh in any government/ semi government or autonomous body during last three years ending December' 2014	
8	Photocopy of Registration Certificate of VAT	
10	Photocopy of PAN Card	
12	Photocopy of Partnership Deed (in case of Partnership firm must be submitted with the tender documents)	
13	Price schedule with rate offered.	
14	<b>Any other documents submitting by the tenderer, to be mentioned here:</b>	