



**“EXPRESSION OF INTEREST (EOI) FROM THE ELIGIBLE  
AGENCIES FOR THE FUNCTIONALIZATION, OPERATION &  
MAINTENANCE OF NEWLY CONSTRUCTED INTERNATIONAL  
HOSTEL AND OPERATION & MAINTENANCE OF EXISTING OLD  
HOSTEL AT THE NIHFW”**

**TENDER NOTICE NO. NIHFW / WS / 37-7 / 2022**

**DATED: 27-05-2022**

**The National Institute of Health and Family Welfare,  
Baba Gangnath Marg, Munirka, New Delhi-110067.  
Phones: 91-11-26165959, 91-11-26166441, 91-11-26188485, 91-11-  
26107773  
Fax: 91-11-26101623  
Web Site: [www.nihfw.org](http://www.nihfw.org)**

## DISCLAIMER

The information contained in this EOI Document or subsequently provided to Bidder(s) or Applicants whether verbally or in documentary form by or on behalf of NIHFW or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this EOI Document and all other terms and conditions subject to which such information is provided.

This EOI Document is not an agreement and is not an offer or invitation by the NIHFW to any party other than the Applicants who are qualified to submit the Bids (“Bidders”). The principle (purpose) of this EOI Document is to provide the Bidder(s) with information to support the formulation of their Proposals. This Document does not purport (claim) to contain all the information each Bidder may entail (require). This Document may not be apposite (appropriate) for all persons, and it is not possible for the NIHFW, their employees, or advisors to consider the investment objectives, financial situation, and particular needs of each Bidder who reads or uses this Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. NIHFW, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the precision (accuracy), reliability or completeness of the Document. NIHFW may in their absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this Document.

NIHFW reserves the right to accept or reject EOI, and to annul the bidding process and reject all bids at any time before the project is awarded, without thereby incurring any liability to the affected Bidder or Bidders, with or without assigning any reason.

Director, NIHFW

## KEY DATES & EVENTS

1.	Name of the Project	Selection of the eligible agencies for the "Expression Of Interest (EOI) From The Eligible Agencies For The Functionalization, Operation & Maintenance Of Newly Constructed International Hostel And Operation & Maintenance Of Existing Old Hostel At The NIHFW"
2.	About the Project	Functionalization, Operation & Maintenance Of Newly Constructed International Hostel And Operation & Maintenance Of Existing Old Hostel over a period of <b>2 Years (24 Months)</b> from the effective date of commencement of the project.
3.	Tender Inviting Authority	Director, The National Institute of Health and Family Welfare
4.	Date of Publication	<b>ON 27-05-2022</b> <ul style="list-style-type: none"> <li>• The document can also be obtained from Accounts Section, 1st Floor, Administrative Block, The National Institute of Health and Family Welfare Baba Gang Nath Marg, Munirka, New Delhi-110067 by paying <b>INR 5000/- (Non-refundable)</b> in cash or demand draft as specified above.</li> <li>• The bid document will be available on all working days during office hours till 16:00 Hrs on or before <b>21-06-2022</b>.</li> <li>• Also Bid document can be downloaded from Web Site: <a href="http://www.nihfw.org">www.nihfw.org</a> under the "Tender" link.</li> </ul>
5.	Cost of Document	<b>INR 5000/- (Rs Five Thousand Only) (non-refundable)</b> At the time of submission of the bid document the bidder has to submit the bid amount against a non-refundable tender fee in the form of demand draft in favor of "Director, NIHFW" payable at Delhi.
6.	Contact person for clarification	Dr. Monika Saini, Member Secretary, Hostel <b>OR</b> In-Charge, Workshop Maintenance Officer (WMO)
7.	Correspondence Address	Workshop & Maintenance Office, The National Institute of Health and Family Welfare Baba Gang Nath Marg, Munirka, New Delhi-110067. (E-Mail ID: <a href="mailto:wms@nihfw.org">wms@nihfw.org</a> )
8.	Date to for site visit along with the nominated members (2 members) details	Monday to Friday from 11:00 AM to 04:00 PM on OR before <b>13-06-2022</b>
9.	Date & Venue of EoI Discussion (Pre Bid Meeting)	<b>ON 14-06-2022 @ 11:00 AM</b> Board Room, 1st Floor Administration Block, The National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067.
10.	Last date for submission of EoI	Up to <b>14:30 Hrs (2:30 PM) on 23-06-2022</b> . EoI should be dropped in designated tender box kept near the reception in the Ground Floor of Administrative Block, The National Institute of Health and Family Welfare (NIHFW), Baba Gang Nath Marg, Munirka, New Delhi-110067.

11.	Security Deposit Amount	INR <b>25,00,000/- (Rs. Twenty Five Lakhs Only)</b> The Bidder (Prime bidder in case of consortium) shall furnish, as part of its bid, a bid security in the form of <b><u>Demand Draft</u></b> in favor of “Director, NIHFV” for an amount of <b>Rs. 25,00,000/- (Rs Twenty Five Lakhs Only)</b> payable at Delhi.
12.	Opening of Pre-qualification cum Technical bid	<b>15:00 Hrs on 23-06-2022</b> at The National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067.
13.	Date, Time & Venue for the opening of Financial Bid for qualified bidders	The same shall be communicated later

**Expression of Interest (EOI) from the eligible Agencies for the "Functionalization, Operation & Maintenance of Newly Constructed International Hostel and Operation & Maintenance of Existing Old Hostel At The NIHFW"**

## INTRODUCTION

### About The National Institute of Health and Family Welfare

The National Institute of Health and Family Welfare (NIHFW), was established on 9th March, 1977 by the merger of two national level institutions, viz. the National Institute of Health Administration and Education (NIHAE) and the National Institute of Family Planning (NIFP). The NIHFW, an autonomous organization, under the Ministry of Health and Family Welfare, Government of India, acts as an "apex technical institute" as well as a "think tank" for the promotion of health and family welfare programmes in the country. The Institute addresses a wide range of issues on health and family welfare from a variety of perspectives through the departments of Communication, Community Health Administration, Education and Training, Epidemiology, Management Sciences, Medical Care and Hospital Administration, Population Genetics and Human Development, Planning and Evaluation, Reproductive Bio-Medicine, Statistics and Demography and Social Sciences.

**The National Institute of Health & Family Welfare (NIHFW)** is situated in South Delhi, near Jawaharlal Nehru University and DDA Flats Munirka on Baba Gang Nath Marg and It is easily Accessible from Airport as well as New Delhi Railway Station. The Munirka Metro Station is nearest Metro Station is on walk-able distance.

### About the International Hostel

International Hostel is situated inside the campus of the Institute, with exclusive and fully secured premises of its own. It comprises of a three storied International Hostel building. The building is also having the facility of Dining services, kitchen, Gymnasium, Conference hall and porch area. The porch area may also be used for conducting small activity.

The International Hostel building comprises the following Accommodation / Conferencing facilities as listed below: -

<b><u>Particular</u></b>	<b><u>Rooms &amp; Other Details</u></b>	<b><u>Room Detail Floor wise</u></b>	<b><u>Remark</u></b>
Ground Floor	Total 09 Rooms + Dining Hall + Kitchen area	7 Rooms + 2 Suites	Reception, Waiting Area, service rooms, CCTV Control room, Electric Panel room, Store etc.
First Floor	Total 10 Rooms	8 Small Room + 2 Suites	Conference Hall + Gym
Second Floor	Total 16 Rooms (Double Seated)	12 Small Room + 4 Suites	
Third Floor	Total 16 Rooms (Double Seated)	12 Small Room + 4 Suites	
	Total = 51 Rooms	39 Small Room + 12 Suites	

The Building is newly constructed. All the rooms are well furnished with Beds, Bed Side Table, Mattress, pillows, wardrobes, study table & chair, waste-bins, curtains etc. All the rooms including Suite Rooms are equipped with provision of internal telephone line, provision of television, hot and cold water supply etc. Each Guest room has attached toilet and independent balcony sit-out. All the rooms/halls are having the facility of central Air Conditioning.

## About Existing NIHFV Hostel

NIHFV has a hostel in the NIHFV campus having 82 single rooms with reception, lounge with T.V and modular kitchen facilities. All the rooms are having Air conditioners and attached bath rooms. The services of the hostel are offered to the NIHFV MD Students, trainees of different training programme conducted at NIHFV comprising of mainly medical officers, Asst. Professors, Associate Professor, Professor and different categories of medical and Para-medical staff.

The Institute has boarding and lodging facilities and can accommodate more than 100 persons at a time. The rooms are fully furnished and facilities of common room (for visitors, reading and watching TV. etc.). There is a well equipped Mess with dining room and kitchen having all modern facilities. An administrative function of the hostel is fully computerized. Hostel is also connected with the campus wide computer network. The details of rooms are as under:-

<u>Particular</u>	<u>Rooms</u>		<u>Total Rooms</u>	<u>Other services</u>	<u>Remark</u>
	<u>Left Wing (G+1 Floor)</u>	<u>Right Wing (G+2 Floor)</u>			
Ground Floor	09	14	23	Dining Hall + Kitchen area, Reception, Waiting Area,	Store, Warden Room etc.
First Floor	09	25	34		
Second Floor	-	25	25		
<b>Total Rooms</b>			<b>82</b>		

**NOTE:-** The old hostel is under renovation, the projected renovation period is for 06-08 Months, afterwards the Hostel will be handed over in phased wise manner for operation & maintenance purposes.

### Eligibility of the Agencies/ bidder for the EOI:-

The agency which can fulfill the following parameters are eligible to apply: -

1. The agency should have minimum 03 (Three) years of experience in Providing of Facility Management Services, housekeeping services, reception and room allotment, general maintenance services, catering services, etc., for a minimum of 50 room Hostel / Guest house or management of 100 guests. Bidders should have national presence and ISO 9001-2000 certification.
2. The agency should include / mention the list of firms OR Experience Certificate where they have provided similar services at least in the last 3 years, along with name, phone, mail-id and fax number of the contact person there, so that references for their services can be obtained, if required
3. The agency shall have an **average** annual turnover of **Rs. 75 Lakhs**. CA certificate for the same is required.
4. The bidder / Company / Firm / Agency should have at least 2 successfully executed contracts (Minimum Value **75 lakhs** each) in the last 3 years in providing similar services to Public Sector Companies / Government Departments / Research Organizations / reputed private organizations of these, at least one should be for a Public Sector / Government Department.
5. The bidder/ Company / Firm / Agency should be registered with the appropriate registration authority (ies), ESI, labour commissioner etc.
6. The bidder / Company / Firm / Agency should have a valid PAN Number, GST Number and ITRs of the last three years
7. Either the Registered Office or one of the Branch Offices of the bidder should be located in Delhi.

## Important Terms and Conditions:-

1. The self attested copies of all necessary certificates also have to be enclosed with the entire supporting document including Technical bid Performa "Annexure-A" for the Technical bid.
2. Bidders must submit documentary proof in support of meeting each of the above criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose.
3. The EOI in enclosed Performa addressed to the Director, shall be submitted latest by **2.30 PM. on 23/06/2022** in a sealed cover marked "Expression of Interest (EOI) for the "Functionalization, Operation & Maintenance of Newly Constructed International Hostel and Operation & Maintenance of Existing Old Hostel at the NIHFW ". Bid has to be dropped in the Tender box kept at the reception of Administrative Block of NIHFW, Munirka, New Delhi-67. No tender will be accepted after the above date and time.
4. The bidder has to submit Tender fee of **Rs. 5000/- (Rupees Five thousand only)** in favor of Director, NIHFW in the form of Demand draft along with the Bid and supporting documents in one envelope superscripted with "Expression of Interest (EOI) for the Functionalization, Operation & Maintenance of Newly Constructed International Hostel and Operation & Maintenance of Existing Old Hostel at the NIHFW" on its top. All the documents should be properly sealed in the envelope, failing which tender will be treated as rejected.
5. Each agency can come to NIHFW on the scheduled date with **maximum 2 officials** to visit the International hostel and give their presentation in front of senior authorities keeping in mind the goal of providing excellent service to the Institute.
6. Centralized software should have to be established by the agency which will cater all the information of occupancy of the rooms all the time.
7. For the allotment of Rooms/Space, the Institute i.e. NIHFW will share the trainings, meetings, seminar or any other Program in advance. A detailed online calendar should be made available both with the agency and NIHFW in order to see the availability of any room or suite at point of time. When the rooms are not required by NIHFW, the agency can let out these rooms to the only Govt. officers after the prior approval of the Institute at a pre fixed rate.
8. The Institute may also share the detail terms & conditions, Rates room wise and meal rates for the Institute & other Guests etc.
9. A detailed Agreement will be made with the successful agency, which will be signed by the Company owner of the selected agency and the Director, NIHFW. The period of contract will initially be **for 02 (Two) years** and may be extended further for **01 year** based on the performance.
10. The selected agency will record the entire expenditure in software. The Institute's authorized officer has right to cross examine all expenditure.
11. The agency may share the monthly income and expenditure (ledger) occurred through digital mode.
12. The Institute also reserves the right for the transaction audit of International hostel.
13. The Institute will not bear any kind of Capital i.e. additional cost etc. against the Investment made by the successful agency.
14. Structural Changes are not allowed in the building, minor addition/alteration may be allowed after the prior approval of the Institute's Authority.
15. The agency will have to make the International Hostel state-of-the-art and operate it in a professional manner.

16. The agency will be liable for complying the labour laws such as ESIC, EPF, Minimum Wages, Bonus etc.
17. At any time, prior to the deadline for submission of the bids the Institute, for any reason may modify the EOI documents by suitable amendments and the same will be intimated on the Institute's web site before due time. All the interested bidders may go through the Institute website before dropping of the bid in the Tender box.
18. DEDUCTION OF INCOME TAX/GST: NIHFV will deduct income tax and any other tax at source from all the payments to be made to the contractor (if any) under this contract in accordance with the provisions of Indian Income Tax/Laws as applicable, from time to time.
19. No interest shall be payable by the Institute on the Security Deposit.
20. Force Majeure:- In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of god, war, revolt, riot, fire, flood and acts and regulations of the Government of India or any of its authorized agencies. Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 15 (Fifteen) day of the alleged beginning and ending thereof giving full particulars and satisfactory proof. The time for performance or relative obligations suspended by the force majeure shall be extended by the period for which the cause lasts or condoned by the Institute without any penalty. If the work is suspended by force majeure conditions lasting for more than 1(one) month, the Institute shall have the option of cancelling the contract in whole or in part thereof at its own discretion. Any situation of force majeure shall not be payable by the Institute under any circumstances. For the period of force majeure, no amount shall be payable to the service provider.
21. The Institute will setup checks, to ensure the quality of food, services, maintenance as well as hospitality.
22. The Institute will facilitate the agency for maximum occupancy of Hostel & International Hostel.
23. TAXES, DUTIES, LEVIES ETC: The contractor shall be responsible for the payment of all taxes, duties, levies etc. on all material articles that may be used in this work.
24. During the contract, if any lacuna found or identified or come to the Notice of the Institute's officials, then same shall be corrected / revised/ amended in accordance with the directions made by Officer-In-Charge nominated by the Director for the same or through a committee constituted at the Institute level (The Agencies representative may also be part of the committee, if deemed fit by the Director, NIHFV) and the revised terms & conditions for the same will also be the part of contract and the agency had to comply the same.
25. NIHFV reserves the right to ask the justification of quoted rates before finalization of tender.
26. Dispute, if any, arising out of the contract in question shall be resolved through an arbitrator to be nominated by Director, NIHFV.
27. The jurisdiction to any dispute arising in the contract will be executed under the Indian law at the courts located at New Delhi.
28. **DIRECTOR, NIHFV RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL EOI WITHOUT ASSIGNING ANY REASON.**



**Specific indicators of performance and efficiency to have objective / tangible deliverable for the "Functionalization, Operation & Maintenance of Newly Constructed International Hostel and Operation & Maintenance of Existing Old Hostel at The NIHFV"**

The Technical evaluation will be of 100 Marks and based on the following criteria:-

<b>Description</b>	<b>Marking Scheme</b>	<b>Max. Marks</b>	<b>Min. Marks required for Qualification</b>	<b>Marks Obtained (By Committee)</b>
Number of years of experience providing Operation & Maintenance of Hostelservices with 100 guest rooms or 200 guests	04 marks for 05 years of experience, and 01 mark for each additional year subject to a maximum of 10 marks	10	4	
ISO Certification	01 marks for each certification SA 8000:2008, ISO 18001:2007, ISO 9001:2015, ISO 14001:2015, ISO 45001:2018	5	3	
No. of contracts with 100 guest rooms or 200 guests	3 marks for 2 such contracts and 1 mark for each additional contract, subject to a maximum of 5 marks	5	3	
Minimum average turn-over of 75 Lakhs annually for the last 3 years in Operation & Maintenance Of Hostelservices	3 marks for minimum turn-over (75 Lakhs each year for the last 3 years) and 1 mark for each additional 50 lakhs, subject to a maximum of 10 marks	10	5	
Experience in providing Operation & Maintenance Of Hostel Services, to the Govt. organizations / Public Sector Units / large, reputed private companies.	4 marks for a minimum two contracts of value 75 Lakhs each in the last 3 years and 2 mark for each additional contract of value 50 Lakhs and more 1 mark for each additional contract value of minimum 25 lakhs subject to a maximum of 10 marks	10	4	
Feedback from Clients (from 3 clients including present)	Excellent 2.5 Marks, Very Good 1.5 Marks, Good 1 Mark, Fair 0 Marks, subject to maximum of 5 Marks.	5	3	
The proposed software & its mechanism. (Marks will be given after presentation)	Excellent 2.5 Marks, Very Good 1.5 Marks, Good 1 Mark, Fair 0 Marks, subject to maximum of 5 Marks	5	3	

Presentation to the technical committee & Evaluation of the Response by the technical committee and / or site-visit to the current clients of the bidder	Evaluation by Technical Evaluation Committee	50	20	
<b>Total</b>		<b>100</b>	<b>45</b>	

1. A bidder has to score at-least the minimum marks under each category mentioned above and also an overall minimum score of **45** in the technical evaluation in order to be technically qualified.
2. The financial evaluation will be considered / called only for the technically qualified bidders.

**Expectation from the agency:-**

A. The scope of work of Existing International Hostel is as under:- The agency will make an arrangement for Functionalization, asset management and operation etc. of the International Hostel. The agency had to made operational of International after some basic arrangements at the International hostel such as :-

- a. Establishment of International hostel Infrastructure by procurement & installation of required Items.
- b. Make all services workable like CCTV, Wi-Fi, telephone etc.
- c. Taking of Broadband/Internet connection
- d. P/F of T.V. along with TV network service & connection
- e. P/F of Mini Fridge (As per requirement)
- f. Fixing of door bells etc.
- g. Telephone connection
- h. Shall obtain the applicable licenses (if any) from the local authorities before the Hostel operation.
- i. Maintenance (AMC) of existing International Hostel services like HVAC, Electrical system & Panels, Lifts maintenance & operation, Firefighting equipment, Civil related Maintenance etc. complete in all respect.
- j. Earmarking and mobilization facilitation/support manpower such as Manager(s), Receptionist, Attended, Chef, cook, Waiters, housekeeping staff, store keeper etc.
- k. Development of the Open terrace area which includes some recreational activities
- l. Functioning of the Gym Area by procurement & Installation of Required Items.
- m. Development of single window Software solution for entire International Hostel operation mechanism. i.e. Room booking, inventory management, compliant redressal etc. through central software.
- n. Operation of the International Hostel i.e. room booking etc. through central software.
- o. Housekeeping & Security services.
- p. In addition to above the agency may also project the requirements.

B. The scope of work of Existing old Hostel are as under:- As the hostel is in running stage and it is operated by the Institute itself. The renovation work of the old Hostel is initiated by the Institute and in up-coming 06 - 08 Months, the renovation work will be completed. Further, the hostel have a complete list of the Items/inventories for every room with proper Reception, Waiting Hall, kitchen, Store, adequate parking area etc.

After the renovation will be completed, the Institute will hand-over the Hostel to the selected agency along with the available consumable & non-consumable inventory, thereafter the selected bidder may add the facilities in accordance with the justified requirement(s) and run the Hostel. The mechanism of running is similar to the operation of International hostel, such as:-

- a. Shall obtain the applicable licenses (if any) from the local authorities before the Hostel operation.

- b. Maintenance (AMC) of existing Hostel services for AC's, Electrical System & Panels, Lift maintenance & operation, Firefighting equipment, Civil related Maintenance etc.
- c. Earmarking and mobilization facilitation/support manpower such as Manager(s), Receptionist, Attended, Chef, cook, Waiters, housekeeping staff, store keeper etc.
- d. Development of single window Software solution for entire International Hostel operation mechanism. i.e. room booking, inventory management, compliant redressal etc. through central software.
- e. Housekeeping & Security services.
- f. In addition to above the agency may project the same.

**NOTE:** -

1. The Institute will hand over the available inventory of the existing old hostel and International Hostel.
2. The Time allocation for the completion of the above and make the International hostel Functional is 06 Months.
3. The agency will have to furnish the details i.e. lists of items to be provided in a separate sheet (s) to make International Hostel state-of-the-Art.
4. After the Old Hostel renovation work is completed, the hostel will be handed over to the selected agency for operation purposes. 30 days will be granted for setting up the facilities and make operational.
5. The entire inventory/room booking/stock management/expenditure incurred etc. shall be software based.

**DATE OF PUBLICATION: 27-05-2022**

- The document can also be obtained from Accounts Section, 1st Floor, Administrative Block, National Institute of Health and Family Welfare Baba Gang Nath Marg, Munirka, New Delhi-110067 by paying INR **5000/- (non-refundable)** in cash or demand draft as specified above. The bid document will be available on all working days during office hours till 16:00 Hrs on or before **21-06-2022**. Also Bid document can be downloaded from Web Site: [www.nihfw.org](http://www.nihfw.org) under the "Tender" link.

**DATE OF VISIT TO THE NIHFV INTERANTIONAL HOSTEL:**

The Agency may visit the International Hostel and Old Hostel on all working days i.e. Monday to Friday from 11:00 AM to 04:00 PM on or before **13-06-2022**. The visiting agencies representatives shall have the authorization letter for the Inspection of International Hostel and prior intimation of the visit through mail & telephone is appreciated.

**PRE BID MEETING: 14-06-2022**

Board Room, 1st Floor Administrative Block building, National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067. The interested bidders are requested to carry their companies' letter head so that they must submit their queries in writing. The queries shall be entertained in writing only. The Institute will consider the queries in writing only and two representative will be allowed to attend the pre-bid meeting, along with authorization letter (if attended on behalf of the company/agency/firm etc.).

**FINANCIALS:**

Format of the financial bid will be shared with bidders who qualify the technical criteria.

**PERFORMANCE SECURITY:**

The successful agency will have to submit the performance security of Rs. 25 Lakhs in a form of Demand Draft in the favor of "Director, NIHFV" within 15 days from the issuance of the award letter.

**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**

Baba Gang Nath Marg, Munirka, New Delhi- 67

**Application for EOI**

To,

The Director  
National Institute of Health & Family Welfare (NIHFW),  
Munirka, New Delhi-110067

Sub: Functionalization, Operation & Maintenance of Newly Constructed International Hostel and Operation & Maintenance of Existing old Hostel at the NIHFW.

Dear Sir,

With reference to your EOI document dated **27-05-2022**, I/We, have examined the document and understood its contents, hereby submit my/our application for qualification for the aforesaid project. The Application is unconditional and with veracity.

- a. All information provided by the bidder is true and correct and all documents accompanying the application are true copies of their respective originals.
- b. This statement is made for the express purpose of qualifying as a Bidder for providing the services for the aforesaid project.
- c. I/ We shall make available to the authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
- d. I/ We acknowledge the right of the authority to reject our application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- e. We certify that in the last three years, we/any of the Consortium Members have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- f. I/ We declare that:-
  - i. I/ We have examined and have no reservations to the EOI document, including any addendum issued by the authority.
  - ii. I/ We do not have any conflict of interest in that affects the qualification process of the EOI document; and
  - iii. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or

restrictive practice, in respect of any tender or any agreement entered into with the authority or any other public sector enterprise or any government, Central or State; and

- iv. I/ We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- g. I/ We understand that the Institute may cancel the bidding process at any time without assigning any reasons thereof.
- h. I/ We declare that we/ any Member of the Consortium are/ is not a Member of a/any other Consortium applying for pre-qualification.
- i. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- j. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- k. I/ We undertake that in case due to any change in facts or circumstances during the bidding process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the authority of the same immediately.
- l. I/We, hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of applicants, selection of the bidder, or in connection with the selection/ bidding Process itself, in respect of the above mentioned project and the terms and implementation thereof.
- m. I/we agree and undertake to abide by all the terms and conditions of the EOI document.
- n. In witness thereof, I/We submit this application under and in accordance with the terms of the EOI document.

Yours faithfully,

(Authorized Signatory with Seal/Stamp)

Date:

Place:



**The National Institute of Health and Family Welfare,  
Baba Gangnath Marg, Munirka, New Delhi-110067.**

**PROFORMA FOR TECHNICAL BID**

**Sub:- Request for proposal from the eligible agencies in the field of Functionalization, Operation & Maintenance of newly constructed International Hostel and Operation & Maintenance of existing Old Hostel at the NIHFV.**

<b>Sl. No.</b>	<b>Description</b>	<b>Furnish Information Here</b>		<b>Page No. of copy enclosed</b>
<b>1.</b>	Name of the Company			
<b>2.</b>	Full Address of the Registered office			
<b>3.</b>	Telephone/Mobile/Fax No			
<b>4.</b>	Name of Contact Person			
<b>5.</b>	Registration of following with the copy of registration No.		<b>Regd. No.</b>	
	<b>A) Registration No. of GST</b>	Yes/No	<b>A.</b>	
	<b>B) Registration No. of EPF</b>	Yes/No	<b>B.</b>	
	<b>C) Registration No. of ESIC</b>	Yes/No	<b>C.</b>	
	<b>D) Labor License Registration No.</b>	Yes/No	<b>D.</b>	
	<b>E) PAN No. of the agency</b>	Yes/No	<b>E.</b>	
<b>6.</b>	Income Tax Return of last 3 years	Yes/No		

7.	The bidder shall have an average annual turnover of <b>Rs. 75 Lakhs</b> (Operation & Maintenance of Hostel services) in the last 3 financial years. The agency had to furnish the CA certificate for the same.	Yes/No	2019-2020 = 2020-2021= 2021-2022=	
8.	The bidder should have minimum 03 (Three) years of experience in Operation & Maintenance of Hostel services for a minimum of 50 room Hostel / Guest house or 100 numbers of guests in Govt. organizations as well as a well known reputed Pvt. Organization(s).	Yes/No	<b>Details of work like year, cost &amp; Deptt.</b> 1. 2.	
9.	Detail of <b>Ongoing</b> 1 (One) similar contract for at least 50 or more rooms capacity.	Yes/No		
10.	The bidder should include the list of firms where they have provided similar services at least in the last 5 years, along with name, phone, mail-id and fax number of the contact person there, so that references for their services can be obtained, if required.	Yes/No		
11.	The bidder / Company / Firm / Agency should have at least 2 successfully executed contracts in the last 3 years in providing similar services to Public Sector Companies / Government Departments / Research Organizations / reputed private organizations of these, at least one should be for a Public Sector Company / Government Department. (Work order along with Completion certificate for the same is required- Contact number for cross verification is also required)	Yes/No		
12.	Either the Registered Office or one of the Branch Offices of the bidder should be located in Delhi & Delhi NCR.	Yes/No		
13.	Certificate on letter head that the agency shall not be blacklisted (form-2) by any Public Sector Companies / Government Departments / Research Organizations / reputed private organizations	Yes/No		
14.		Yes/No		

	Photocopy of all necessary supporting documents submitted by the agency should be <b>duly signed</b> .			
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**Undertaking:** I have carefully gone through & have understood the General Terms & Conditions, Work scope and Specifications governing the tender.

**Note:-** Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted with this technical bid i.e. "Annexure-A" as well as also submission enclosed Performa(s) as Form-I, Form-II & Form-III.

I hereby confirm that I am authorized to sign the tender documents

(Signature of the authorized Signatory with stamp)

Name of signatory: .....

Name of the Service Provider:- .....

Contact Detail:- .....

Address:-.....

.....

Date:.....

Place: .....



**Undertaking**

**Bidder should provide an undertaking in the format given below on the letterhead of the bidder's organization.**

[On the letterhead of the organization]

It is certified that the information furnished here in and as per the proposal/documents/clarifications submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of EOI and are liable to any punitive action for furnishing false information / documents.

We have read the provisions of the EOI, Annexure thereto and addendums. We understand that any additional conditions, variations, deviations, suggestions, assumptions if any, found in our proposal shall not be given effect to and shall not be binding on NIHFWS in case our proposal is accepted.

We understand that project is to be executed on Functionalization, Operation & Maintenance basis and any component or service required for completion of the project, will be made available by us without any additional financial implication to the NIHFWS.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Signature  
(Bidder Seal) \_\_\_\_\_  
In the capacity of

\_\_\_\_\_  
Duly authorized to sign bids for and on behalf of:

Note: in case of consortium all parties have to give this declaration.

As on date of submission of the proposal, the bidder should not be blacklisted by any Government entity in India [On the letterhead of the organization]

**No-Conviction Certificate**

This is to certify that ----- (Name of the organization), having registered office at -----  
(Address of the registered office), as on date of submission of the proposal, the bidder has not been blacklisted by any Government entity in India.

Signature:

Name of the Authorized Signatory:

Designation:

**Letter of Competence**

(To be executed on a non-judicial stamp paper)

This is to certify that we [Insert name of Bidder.....], address.....are fully competent and financially sound to undertake and successfully deliver the "Functionalization, Operation & Maintenance of newly constructed International Hostel and Operation & Maintenance of existing Old Hostel at the NIHFWServices" in accordance with the Institute requirement. This bid is being submitted after fully understanding the objectives of the project, physically visiting the site and requirements of the Institute for providing the services to Institute.

We certify that the quality and number of resources to be deployed by us for the Functionalization, Operation & Maintenance will be adequate to deliver the services professionally and competently within the prescribed time frame.

We also certify that all the information given by us in response to this EOI is true and correct.

Thanking you,

Yours sincerely,

Signature of Authorized Signatory .....  
Name of the Authorized Signatory .....  
Designation .....  
Name of the Organization .....  
Seal .....

Date:-

Place:-

**END OF DOCUMENT**