

**F.No D.21013/196/2017-DC**  
**DIRECTORATE GENERAL OF HEALTH SERVICES**  
**CENTRAL DRUGS STANDARD CONTROL ORGANISATION**  
**(DRUGS CONTROL SECTION)**

**FDA Bhawan, Kotla Road,**  
**New Delhi-110001**  
**Dated: 13<sup>th</sup> December, 2017**

**Subject:-Complete renovation of toilets of CDSCO(HQ) at FDA Bhawan, New Delhi, by replacing all sanitary and non-sanitary parts/items etc. together with necessary civil works - Invitation of bids regarding.**

This office is interested to award the contract for complete renovation of existing toilets by replacing of damaged sanitary and non-sanitary parts/items and also by executing necessary Civil works relating thereto etc. at FDA Bhawan. The specification of sanitation/civil works are as under:

<b>S. No.</b>	<b>Name of Items</b>
<b>A</b>	<b>Hardware items</b>
1.	Ceramic Partition
2.	Orisa PAN Sheet
3.	PVC Connection -2 fit
4.	Band 2.5 ft.
5.	Extension Pipe
6.	Teflon Tape
7.	Pipe 1.5 inch
8.	LBO
9.	Solution
10.	Nani Tap
11.	Pipe 2 inch
12.	Urinal (Hindware)
13.	Waste Jali of Wash Basin
14.	Waste Jali for Urinals
15.	Waste Pipe
16.	Bottle Tap
17.	Wall Tiles
18.	Fitting charges of wall tiles
19.	Floor Tiles
20.	Granite Stones
21.	Raw Material for fixing of tiles (Badarpur, cement, reta, etc.)
22.	Wooden door with Chokhat and fitting
23.	Door Closer
<b>B</b>	<b>Other than Hardware items</b>
1.	Soap dispenser
2.	Tissue paper stand

3.	Looking Mirror (Big size)
4	Towel Stand
5.	Seat Sanitizer
6.	Big Sanitizer
7.	Pillar Cock
8.	Angle Wall 2 in one
9.	Toilet Air Fresher Machine
10	Angle wall Brass
11.	Cut Jali 4 inch
12.	Jali Plain - 4 inch
13.	Jet Spray
14.	Cap Steel
15.	Western Seat
16.	Tissue Paper Stand
17.	Systeen Complete
18.	Counter Wash Basin
19.	LED Panel Light


### **TERMS AND CONDITION:**

1. The tender in two bids with filled up technical information in the Annexure-I and financial information in Annexure-II shall consist of rates inclusive all charges/GST etc.
2. The quotation should be given on firm`s letter head giving address, telephone number, Pan Number etc.
3. The approved rates of the firm will be valid for one year from the date awarding of order. The validity of approved can be extended for further one year with the consent of Contractor/Firm.
4. The contractor may visit this office for inspecting the toilets before quoting of rates between office hours except any gazette holiday between 1:00 AM to 5:00 PM. If any information related to the above proposed work, is desired the bidding firms may contract to Admn. Division of CDSCO.
5. Unsealed/unsigned quotations shall not be considered for evaluation. Quotations without EMD shall be summarily rejected. There should be not erasing and/or overwriting. The quotations with erasing and/or overwriting shall be summarily rejected.
6. The rate should be mentioned in figures as well as in words exclusive of taxes and levies in the financial bid document attached as **Annexure-II**. Financial bids submitted in any other format will not be accepted. The taxes and other levies, if any, should be indicated separately. **In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted.**

7. The firm should also furnish earnest money deposit amounting of Rs. 10,000/- (Rupees Ten thousand Only) in form of DD/Pay order in favour of P&AO, DGHS, New Delhi along with quotation. The amount of the earnest money deposit will be released to unsuccessful firms after the finalization of the contract.
8. No advance payment will be made. All payments will be made after the execution of the works only. The approved contractor shall submit their bill (in triplicate) on completion of awarded job and payment will be made within three or four week after compilation of work/submission of bill.
9. The contract can be terminated by this office at any time without assigning any reason, if the work of the contractor is not found satisfactorily. In this connection, the decision of DCG(I) shall be final and binding on the contractor.
10. The successful binder will be required to furnish security deposit amount 10% of total contract value within 10 days from the date of acceptance of job order. The security deposit shall be in the form of DD/Pay Order/Fix deposit receipt/ Bank Guarantee in favour of P &AO, DGHS, Nirman Bhawan, New Delhi. The Security Deposit will be refundable only after the satisfactory completions of work. No interest will be paid on the security deposit.
11. This department has the right to forfeit the security deposit in full or in part in the event of failure on the part of contractor to fulfill the terms and conditions of the contractor.
12. After expiry of last date, No quotation will be entertained.
13. The awarded work should be complete within the period indicates in the job order, if it is not completed within the time as specify in the order then penalty will be charged as decided by the CDSCO.
14. The contractor or his authorized representative could be present at the times of opening of quotation, if they so desire.
15. Before replacing of any sanitation item as per the order, should be shown to the officer/official to the Director, NMNH will be nominated.
16. Any sanitation item found damaged should be replaced by the contractor/agency immediately.
17. In case any incident occurs with the deployed labour of the contractor/agency while working will the responsibility of the contractor/agency. This office will not liable for any claiming.

Quotations should be in proper sealed cover superscripted as **“Bid regarding awarding of the contract for complete renovation of toilets and maintenance of existing toilets by replacing sanitary parts etc. of CDSCO in FDA Bhawan, New Delhi”** This cover should contain two separate sealed envelopes one containing Technical Bid along with relevant documents and superscripted as **“Technical Bid” regarding awarding of the contractor for complete renovation of toilets and maintenance of existing toilets by replacing sanitary parts etc. of CDSCO in FDA Bhawan, New Delhi** while the other sealed envelope should contain Financial Bid superscribed as **“Financial Bid” regarding awarding of the contract for complete renovation of toilets and maintenance of exposing toilets by replacing sanitary parts etc. of CDSCO in FDA Bhawan, New Delhi.** The quotation should be addressed to Dy. Director Admn.(Drugs), CDSCO(HQ), FDA Bhawan, Kotla Road, New Delhi so as to reach her latest by 3:00 PM. on 2<sup>nd</sup> January, 2018 by post/ by hand. The tender will be opened on the same day at 4:00 PM.

Yours faithfully,



(Vum Mang)

Dy. Director Admn.(D)

Tel. Fax No. 011-23236971

E-mail: [drugsection@cdsco.nic.in](mailto:drugsection@cdsco.nic.in)

**TECHNICAL BID**

<b>S.No.</b>	<b>Particular</b>	<b>Self attested copy</b>
1.	Proof of Income Tax Return for the last 03 years and turnover of the firm more than 10 Lakh	Yes/No
2.	Self Attested copy of PAN Number	Yes/No
3.	Self Attested copy of GST Number	Yes/No
4.	Orders/Satisfactory completion certificate for undertaking of work in Govt. Office/Govt. Undertaking office/Private Office etc.	Yes/No

Signature of Authorized Signatory

**Name of the Agency with Seal**

**FINANCIAL BID**

<b>S.No.</b>	<b>NAME OF ITEMS</b>	<b>RATE FOR EACH SANITATION ITEM/WORK</b> (in figure)	<b>RATE FOR EACH SANITATION ITEM/WORK</b> (in word)	<b>SERVICE CHARGES/GST CHARGES ETC.</b> (if any)
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5.	Extension Pipe			
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<b>B</b>	<b>Other than Hardware items</b>			
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14.	Cap Steel			
15.	Western Seat			
16.	Tissue Paper Stand			
17.	Systeen Complete			
18.	Counter Wash Basin			
19.	LED Panel Light			

**Note:** All sanitary/non-sanitary/hardware parts and the Civil works should be followed by a warranty of 01 year.

**Certificate:**

I have physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the letter inviting quotations.

Signature of Authorized Signatory

**Name of the Agency with Seal**