

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	06-05-2025 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	06-05-2025 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	75 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Pmo
Department Name/विभाग का नाम	Department Of Atomic Energy
Organisation Name/संगठन का नाम	Tata Institute Of Fundamental Research Hyderabad
Office Name/कार्यालय का नाम	Hyderabad
क्रेता ईमेल/Buyer Email	buycon3.tifrh.ts@gembuyer.in
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Skilled; Not Required; Others
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	4 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1026000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
Mediation Clause	Yes (Mediation clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 mediation clause should not be routinely included in contracts and pre-litigation mediation can be taken up without any such clause also

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	20520

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन

जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Administrative Officer

Hyderabad, Department of Atomic Energy, TATA INSTITUTE OF FUNDAMENTAL RESEARCH HYDERABAD, PMO
(Desharaju Hari Prasad)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
---	-----

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public

Sector Undertakings/ Autonomous Bodies in last N financial years:As per Scope of work Document

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per Scope of work Document

Geographic Presence: Office registration certificate:The Contractor must have a registered office in Hyderabad. If the Contractor does not have such office as per the location mentioned, the bid will be rejected. Please submit the relevant proof

Scope of work & Job description:[1745328036.pdf](#)

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1745328375.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1745328389.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1745328396.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
28-04-2025 12:00:00	28.04.2025 at 12:00 Hrs (Zoom link provided in the GEM bid) TIFR, Hyderabad, is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://tifr-res-in.zoom.us/j/97238354857? pwd=uqFgrLEQnX9DTBgDAaAl49FaVoxxm8.1 Meeting ID: 972 3835 4857 Passcode: 158538 Bidder may also attend the pre-bid meeting offline with a valid authorization letter and proof of ID.

Manpower Outsourcing Services - Minimum Wage - Skilled; Not Required; Others (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Carpenter
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA

Specification	Values
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	Leave wages @ 4.81% on minimum wages
Designation	Carpenter

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
----------------	---	-------------	---------------------------------	--

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Rajasekhar Rajapurmath	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 981 • Bonus (INR per day) : 81.72 • EDLI (INR per day) : 2.88 • EPF Admin Charge (INR per day) : 2.88 • Optional Allowances 1 (INR per day) : 47.19 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 16 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 138.74 • ESI (INR per day) : 26.25 • Provident Fund (INR per day) : 69.231 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1) The bidder requires to visit the site as per schedule given in Scope of Work Document (Page No.1). TIFR Hyderabad will issue a site visit certificate based on the site visit made by the Bidder and its mandatory to upload the same along with other valid documents.

2) The bidders are required to submit the valid documents as per eligibility criteria. If any bidder fails to do so. Such a bidder will be disqualified without assigning any reason.

.

3. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

5. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

6. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

7. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

8. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Tata Institute of Fundamental Research, Hyderabad
payable at
Hyderabad

.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy

to the Buyer within 5 days of Bid End date / Bid Opening date.

9. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Tata Institute of Fundamental Research, Hyderabad

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

10. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

Tata Institute of Fundamental Research, Hyderabad

payable at
Hyderabad

. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

11. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



7टा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
भारत सरकार के परमाणु ऊर्जा विभाग की स्वायत्त संस्था एवं सम विश्व विद्यालय
(An Autonomous Institute of the Department of Atomic Energy,
Government of India, and a Deemed University)

सर्वेक्षण संख्या 36 / पी, गोपनपल्ली गांव, सेरिलिंगमपल्ली मंडल, रंगारेड्डी जिला, हैदराबाद - 500 046
Survey No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad - 500 046

Telephone: +91-40-20203009	Date: 22.04.2025
Website : www.tifrh.res.in	Email: krishnaae@tifrh.res.in

Notice Inviting Tender - TWO PART

Name of the Item/requirement	Annual Maintenance Contract for Maintenance of Carpentry installations on daily basis on all days at TIFR, Survey No. 36/P, Gopanapally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.
Quantity :-	As per the technical specifications mentioned below
Estimate Value (INR)	Rs.10,26,000/-
EMD	Rs.20,520/-
Schedule for Site Visit/Survey	<p>From 23.04.2025 to 05.05.2025 <i>[Please note that Site Visit is Mandatory to get eligible to participate in the bid.]</i> *TIFR will issue a site visit certificate based on the site visit made by the bidder and it is mandatory to upload the same along with other valid documents as per Eligibility Criteria. (Bidder requested to furnish an authorization letter along with proof of ID for the site visit)</p>
Pre-Bid Meeting	<p>28.04.2025 at 12:00 Hrs (Zoom link provided in the GEM bid) TIFR, Hyderabad is inviting you to a scheduled Zoom meeting.</p> <p>Join Zoom Meeting https://tifrh-res-in.zoom.us/j/97238354857?pwd=uqFgrLEQnX9DTBgDAaAI49FaVoxxm8.1</p> <p>Meeting ID: 972 3835 4857 Passcode: 158538</p> <p>Bidder may also attend the pre-bid meeting offline with a valid authorization letter and proof of ID.</p>

Details of Manpower

Sl. No.	Item Description	Unit	Qty
1	Engage of Carpenters (Skilled)	NOS	02

The contractor should deploy experienced manpower to carry out the maintenance and operation of Carpentry services as under:

- Carpenter (skilled) should be a minimum 1 year of experience in carpentry works.

The Contractors who are having their office at Hyderabad and registered/empanelled with Premier Research Institutes, Universities, IITs, Research Laboratories, Central/State Govt./ Govt. Undertakings Institutes, etc. having experience in executing similar nature of works may apply in the prescribed form as given. The Eligibility Criteria, Scope of Work, General Terms & Conditions and special conditions of the contract are given in tender.

Contacts: Mr. P. Kasi Viswanath (9948503834/pkasi@tifrh.res.in) or Ms. P. Hemalatha (040 20203003/phemalatha@tifrh.res.in) for details regarding Site Visit or any other clarifications

**Engineer (E) Electrical
TIFR Hyderabad**

RETAINING OF THE EXISTING RESOURCES

Existing resources to be continued By The Successful Bidder/Service Provider Under The New Contract As Per The T&C Of New Contract Concluded On The Basis Of This Bid.

TIFR Hyderabad will intimate the List of Resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract once contract is concluded.

The decision of competent authority in this regard will be binding for the Successful Bidder/Service Provider under The New Contract.

To

Engineer (E) Electrical-TIFR Hyderabad

I /We, the undersigned give our compliance to the above-mentioned information/Condition of the GEM BID by TIFR Hyderabad.

***BIDDER COMPETENT AUTHORITY NAME, SIGN & DATE
WITH STAMP / SEAL OF ORGANIZATION***

INDEX

SECTION	Contents	Page No
SECTION I	Undertaking	5
SECTION II	Application Form	6-7
SECTION III	Eligibility Criteria for Tender Qualification	8
SECTION IV	Scope of Work	9-12
SECTION V	General Terms & Conditions	13-15
SECTION VI	Special Conditions of Contract	16-17
SECTION VII	Appendix to Form of Tender	18
SECTION VIII	Form to be Submitted (Annexures)	19-27

SECTION-I**UNDERTAKING LETTER**

(To be submitted on firm/contractor's letterhead)

No.....

Date:.....

To
Engineer (E) Electrical,
TIFR-Hyderabad,
Survey No. Survey No. 36/P, Gopanpally Village,
Serilingampally Mandal,
Ranga Reddy District, Hyderabad 500046.

Dear Sir,

Annual Maintenance Contract for maintenance of Carpentry installations on all days at TIFR, Survey No. 36/P, Gopanapally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.

With reference to your Notice for AMC for daily basis for maintenance of Carpentry installations, I am / we are pleased to offer myself / ourselves for undertaking above work in your esteemed organization. In submission of this offer, we confirm that

- i) We have not made any misleading or false representations in the forms, statements and attachments in proof of the qualification requirements.
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has never been banned by the Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per the prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

Yours faithfully,
(Signature of the authorized person of the firm/contractor with office seal)

SECTION-II

APPLICATION FORM

BASIC INFORMATION

Annual Maintenance Contract for Maintenance of Carpentry installations on all days at TIFR, Survey No. 36/P, Gopanapally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.

1	Name of the Contractor / Firm / Organization / Company.	
2	Official Address for Correspondence with Telephone, Mobile Nos & Email Id	
3	Correspondence address at Hyderabad with contact person's name, telephone number, mobile number etc. (The company should have office and service facilities at Hyderabad)	
4	Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.	
5	Year of establishment	
6	Name of the Proprietor / Partners / Directors in Organization	a) b) c) d)
7	a) Details of Registration (Firm, Company etc)	To be filled by the vendors
	i. Registering Authority	
	ii. Date	
	iii. Number	
	b) Details of Labour license	
	i. Registering Authority	
	ii. Reg No.	
	iii. Date of Issue	
	iv. Date of expiry.	

8	a	Details of Income Tax Permanent Account Number (PAN No.) .	To be filled by the vendors
	b)	Details of TIN No.	
	c)	Details of EPF No.	
	d)	Details of ESI No.	
	e)	Details of GST No. (enclose a copy of the certificate competent Authority)	
9	Annual turnover of the firm for the last three years (in Rs. Lakhs) (Furnish copies of Balance Sheet and Profit & Loss Account)		a) For F.Y. 2023-24:
			b) For F.Y. 2022-23:
			c) For F.Y. 2021-22:
10	Whether registered/empaneled with any of the Govt., Semi Govt., MES, IIT, NIT, IISc, Govt. Undertaking, Public Sectors etc. as approved contractors and if so, furnish details		
11	Whether any technical personnel are employed with the Firm / Organization and if so, give details of their experience, qualification		
12	If involved in any litigation earlier with any organization. If so, please submit the details.		
13	Any civil suits pending in any of the works executed? If so, furnish details.		

- **Eligibility criteria:**

1. The contractor should have a Registered Office in Hyderabad; proof of document to be submitted.
2. The annual average turnover of the contractor during the last 3 years ending March 31, 2024 should be at least Rs.4.10 Lakhs.
3. IT returns for the last three consecutive financial years ended on March 31, 2024.
4. The contractor should have Similar Work experience (Providing satisfactory manpower services) during last 07 years preceding from 31st March 2024 in Central Government / Autonomous bodies / Research organizations/ reputed private sector companies as under:
 - i. One (1) similar work with a minimum value of around Rs.8.20 lakh per annum
Or
 - ii. Two (2) similar works, each with a minimum value of around Rs.5.13 lakh per annum
Or
 - iii. Three (3) similar works, each with a minimum value of around Rs.4.10 lakh per annum
5. The contractor should have valid registration with all Statutory Authorities such as Registration of firms, Central/State Labor Department (with a valid license), ESI, PF, GST, PAN etc.
6. The contractor should submit a solvency certificate for not less than Rs.4.10 lakhs issued by any nationalized bank within six months from the date of the bid.
7. The contractor should submit a Certificate of Local Content
(The contractor should submit documentary evidence in support of fulfilling the eligibility criteria mentioned above.)

Note:

- The details furnished shall be for the maintenance jobs & not for the carpentry works. The contractor must have experience in the maintenance of carpentry installations & fixtures..
- The track record of the contractor should be clean and he should not have any involvement in any illegal activities or fraud.
- The contractor has to submit the filled forms/annexure as requested in the tender document.
- The contractor who fails to submit any of the valid documents as per the above eligibility criteria will be summarily rejected without assigning any reason.

The contractor shall attend to all the works as per the scope of the work mentioned under each head of works i.e., maintenance of Carpentry installations works are given below:

I Maintenance of Carpentry installations and fixtures:

Providing the services of a skilled carpenter with 1 year experience on a general shift (i.e. from 09:00 am to 5.30 pm) on a weekly six days during and post one unskilled helper on a general shift.

A) Scope of carpentry works:

- Attending to all the complaints mentioned in complaint Register/received in writing relating to carpentry and allied works and rectifying the defects wherever necessary including cost of minor materials (with necessary tools and minor items like adhesives, screws, nails, nut & bolt, washer, brackets, clips etc. as well as items/works costing individually will borne by TIFR Hyderabad) replaced in the premises
- Repairing of Wooden door, Wooden cabinets, Wooden Table, shelves, cupboards, pelmets and other wooden members, chairs etc. attending to necessary repairs and adjustments for easy operation of shutters using necessary commodities similar to the existing one for filling up the holes, if any, in the frames. Replacement of wood, veneer, laminates, door closer and glass will be paid extra.
- Repairing of aluminum windows, doors, ventilators, partitions cutting and removing the damaged sections, replacing with suitable aluminum sections for frames, stiles and rails, gaskets, attending to necessary repairs and adjustments for easy operation of shutters using necessary commodities similar to the existing one for filling up the holds, if any, in the walls. Replacement of aluminum section, laminated particle boards, door closer and glass will be paid extra.
- Repairing of MS doors, gate rolling shutters, MS grills by cutting and removing the damaged portions, replacing with suitable MS sections for frames, shutters, attending to necessary repairs and adjustments for easy operation of shutters using necessary commodities similar to the existing one for filling up the holes, if any, in the frames. Replacement of MS sections, members and glass will be paid extra as well as for the arrangement of welding machines & welders
- Making holes in stone/brick masonry and RCC walls of any size, roofs, chajjas, etc. to facilitate Civil, plumbing and carpentry works and making goods the same wherever necessary.
- Rectifying and replacing hooks, hinges, aldrops, tower bolts, knobs, handles, door locks, door closers, door stoppers, floor springs, hold fasts, bearing, clamps, picture hooks, nails, screws, nylon rope and brackets for cloth drying arrangement etc., with suitable material like the existing one Leveling of doors and window surfaces to ensure proper functioning of doors, windows ventilators etc.
- Fixing and replacement of glass panes to windows ventilators of different sizes at all places including fixing of putty to existing glass panes of windows.

- Repairing of workstation, installing necessary fixtures wherever needed.
- Any other work not covered above but related to carpentry.
- Providing the services of a skilled carpenter (should be of 3 years experience) on general shift (i.e. from 09:00 am to 5.30 pm) on weekly six days during and post one unskilled helper on general shift.

B) The following carpentry tools and machinery shall be provided by the contractor along with tool box/ tool bag in two sets for Plot-C and Plot-B Campuses

- Hand saw
- Spirit level
- Claw hammer
- Wood carving hand chisel 38mm.
- Nail gun
- Drill machine 10mm battery operated & power operated
- Quick clamp
- Block plane
- Trimming or utility knife
- Circular saw
- Screw drivers
- Clamp
- Carpenter square
- Work bench
- Measurement tape
- Cutting Machine 15" size (for cutting of aluminum profile sections)
- Hammer machine 22mm,
- Wall cutter angle grinder 100mm
- Wood/ Tile cutter 110mm
- Screwdriver 15" & 18" size
- Nail puller
- Carpenter plane (Randa) 6" size.
- Tri square

* * * * *

General

The contractor shall attend to all the works on all days as per scope of the work by posting required staff.

The contractor shall provide a minimum of one day duty off once a week for the employees and shall provide relievers for the employees on off duty / sick / leave. However, in case of exigencies, the contractor shall provide services beyond the above-mentioned hours.

The TIFR- Hyderabad shall not permit a double shift for any staff employed by the contractor.

Contractor should provide uniforms, shoes, safety & protection gear, identity Cards, working tools etc. to the staff deployed, at no extra cost.

Log book and complaint books, all stationery like registers, sheets, markers, pens and pencils etc. will be supplied by the contractor and no extra payment for these shall be made. Log book format must be approved by TIFR Engineer- in- charge.

No work shall be partially or fully stopped for want of personnel or tools or instruments. If such an event occurs, the fine will be levied.

Contractor will ensure consistency of work and workforce, correct troubleshooting, good workmanship, follow all safety procedures and will make all necessary efforts to maintain a healthy environment and reliable services.

If any of the staff members appointed by Contractor is found to be 'not competent', he has to be replaced by a right person within a stipulated time as given by Engineer In charge, TIFR-Hyderabad.

All the relevant documents pertaining to staff deployed, like copies of job appointment order with the contractor, address proof, photocopy of ID card etc. and any other details as sought shall be provided to TIFR-Hyderabad, by the contractor under his responsibility for the correctness.

Wages of the staff deployed should not be less than as that mentioned in Minimum Wage Act applicable to the respective category/experience, as on date. The ESI, PF, gratuity, bonus etc., labor law, and other rules & norms requirements as found required for contracts of this nature should be met. The same details shall be submitted along with a tender bid.

In no case, the contractor or his/her employees shall claim job / employment with TIFR-Hyderabad. No transport facility shall be provided for the contractors employees by TIFR-Hyderabad.

In case of delay, repetition of work, noncompliance, and inadequate staff etc. fine will be imposed as per the fine clause mentioned.

Safety aspects in work places have to be followed as per relevant standards & codes. Any accident or damage to death will be treated as negligence & it is purely the responsibility of the contractor. TIFR-Hyderabad is not responsible for any accidents or damages to death. Safety of all the staff under this contract is the sole responsibility of the contractor.

Contractor is responsible for the behavior & conduct of his workmen and hence they should be properly educated and controlled.

All the removed materials for routine maintenance works should be brought to the office for accountability and a separate register needs to be maintained showing all received/used carpentry material supplied by the TIFR- Hyderabad. No materials should be left anywhere on the campus.

All tools and machinery required for routine works, preventive maintenance etc., shall be provided by the contractor.

All breakdown calls/complaints received during normal working hours should be attended to as early as possible. No complaints should be left unattended and not be postponed to the next day.

Any damage caused to any equipment or items available at the office premises due to negligence of the contractor's work force shall be entirely on the contractor, the amount so involved on this account shall be deducted from the payment due to the contractor.

Documents to be maintained by the contractor:-

1. log book of daily events
2. Complaints registers
3. maintenance/status reports
4. Reports of checking done
5. Reports of modification done
6. Attendance sheet.
7. Details of work record book

FINECLAUSE:

Maintenance of carpentry installations & fixtures on all days is very essential and critical. Non-availability may result in many tangible & intangible losses in research work, equipment, animals, tissues etc.

Hence all the work routine, servicing, breakdown maintenance has to be carried out in accordance with all standards and statutory norms with minimum time and maximum accuracy to ensure maximum availability. Failure in meeting the above requirements will attract the 'fine' clause as below.

Contractor should depute experienced personnel to carry out maintenance work both low & high side in such a way that the repetition of the problem should be avoided.

If the contractor fails to comply with the tender conditions, penalty would be levied on the following basis:

S.No.	Works Not Performed	Penalty
1	Not providing adequate staff as per tender.	Salary for the worker for the day of absence will be deducted from the bill. plus Rs.500/- per day for not providing the labor.
2	Non- payment of minimum wages & any other statutory wages to the workers as per the Central minimum wages act, PF, Insurance act, bonus act etc.	The bill amount will not be paid to the Contractor however the wages will be paid to the workers directly as per their attendance for the month. If not rectified, the contract will be terminated with prior notice.
3	Not performing any activity under "Day to day maintenance"	Rs.5000/- per month for three consecutive times and after that, the contract will be terminated.
	Penalty will be imposed as per TIFR's discretion, in the case of claiming exorbitant amount for the materials/any other works by the contractor, failing/non-operation of pumps by the plumbers and any other discrepancies found in the contract services other than the above.	

TIFR-Hyderabad / concerned engineers will be authorized to deduct the amount from the contractor bill or security deposit or initiate any other action as found suitable.

Contractor must visit the site, understand the site condition, type of work involved, quantum of work etc., for carrying out works, before quoting.

1. The AMC shall be initially for a period of one year and shall be extendable up to two more years on observation of satisfactory performance with the same technical & financial terms and conditions.
2. TIFR Hyderabad deserves the right to increase or decrease the manpower during the contract with the same technical & financial terms and conditions.
3. The contractor shall provide the maintenance services as given in 'Scope of Work' to the satisfaction of the TIFR-Hyderabad. The performance of the contractor shall be reviewed on a monthly basis and in case the services are not found to be satisfactory, the contract shall be terminated even before the expiry of the contract period by giving one month's notice. However, the contract is liable for immediate termination on violation of any of the provisions by the contractor. The TIFR- Hyderabad may also terminate the contract in the instance of insolvency or bankruptcy of the contractor or change of ownership of the business of the contractor. The TIFR-Hyderabad shall not pay any compensation for early termination.
4. If the contractor fails to execute the maintenance works as detailed in 'Scope of Work' within stipulated time, the TIFR- Hyderabad will be at liberty to execute the works through an alternate source and the charges incurred shall be recovered from the contractor.
5. The contractor shall permit the TIFR- Hyderabad to hold or deduct the amount from the bill for non-performance or part performance or failure to discharge obligations under this contract.
6. The contractor, whose tender is accepted, shall deposit an amount equal to 5 % of the contract value towards Security Deposit for the due performance of the contract, which shall be refundable after expiry/termination of the contract plus 60 days (for settlement of bills). The deposit shall be drawn in favour of "TIFR Centre for Interdisciplinary Sciences, Hyderabad" as interest free security deposit in the form of Demand Draft from any of the Commercial Banks (or) Bank Guarantee from any of the Commercial Banks (or) Fixed Deposit Receipt (FDR) (or) Insurance Surety Bonds.
7. The contractor shall obtain at his own cost, any license or permission of any sort whatsoever (viz., labour license from Assistant Labour Commissioner (Central), Hyderabad and register with Employees' State Insurance Corporation and Office of the Regional Provident Fund Commissioner, Hyderabad, GST, Income Tax etc.) that may be required under various Acts from the Central/State Government Authorities for carrying out the said activity in the premises of the TIFR-Hyderabad and such Registrations and License for engagement of contract workers for such purpose within one month from the date of issue of work order.
8. The contractor shall comply with the provisions of all Labour Laws, that are applicable to 'the Contractor' or his employees and shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or non-implementation. The contractor will furnish proof of compliance of all Labour Laws requirements including obtaining licenses, filing of monthly/quarterly/annual returns and any other statutory requirement and furnish calculations and proof of payments made to all Government/Statutory Authorities under EPF, ESIC, Labour Welfare Fund Act, Payment of Bonus Act, etc. within time limit allowed under the respective Acts and all other statutory rules as amended from time to time.
9. The contractor shall indemnify the TIFR-Hyderabad from all liabilities arising out of any payment/ in respect of any claims made by the contractor's employees against the

TIFR-Hyderabad under any statute/notification of the Government (Central/State) or statutory authority in respect of his employees.

10. The contractor shall be responsible for the maintenance of proper records as required under the provisions of various Labour Laws / Statutory Acts applicable to the contractor and contract employees such as attendance register, overtime register, advance register, register of deductions for damage & loss, register of fines, accident register etc. and produce them for inspection as and when demanded by TIFR- Hyderabad or any appropriate Labour authorities. The contractor shall also issue Form-XIV (employment card) to their personnel.
11. The contractor shall make the payment to personnel engaged by him as per minimum wages notified by the Office of the Regional Labour Commissioner (Central), Hyderabad from time to time. The contractor shall satisfy the TIFR- Hyderabad showing adequate recorded proof that the minimum wages, ESI, contribution to provident fund as applicable are being paid to his personnel as required under various Statutory Acts notified by the Government from time to time. **The contractor shall disburse wages payable to his personnel only in the presence of an authorized officer of the TIFR-Hyderabad.**
12. The contractor shall provide weekly off / holidays to his personnel as per applicable laws/ labour laws but it will be his responsibility to ensure uninterrupted services on all days.
13. The contractor shall ensure that the character and antecedents of the personnel engaged by him are duly verified before such engagement.
14. The contractor shall submit the list of his personnel to be deployed at the TIFR-Hyderabad along with their personal details like name, age, date of birth, permanent address etc. for approval. The TIFR- Hyderabad has the right to advise the contractor to replace any of the personnel engaged by him who are found unsuitable; the contractor shall immediately replace such personnel. The contractor shall provide identity cards to his personnel.
15. The contractor shall not employ any person who is prohibited by law from being employed. The personnel deployed by the contractor should not suffer from any infectious disease and should be able-bodied persons.
16. The contractor shall ensure that none of his personnel report for duty in a drunken state or consume drugs, prohibited substances, smoke, etc., while on duty.
17. The contractor shall take necessary safety measures and he/she is solely responsible for the safety of personnel engaged by him. **The contractor shall provide appropriate uniform, shoes, Raincoats, torch lights, Safety accessories & tools that would ensure safety against insects & snakes, dog threats to all personnel and ensure their cleanliness and upkeep.**
18. The TIFR- Hyderabad shall not be responsible for any accident/injury or loss of life of any of the persons engaged by the contractor that may take place while executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the contractor. **At his cost, the contractor shall obtain appropriate/adequate insurance policy to his personnel towards meeting the liability of compensation arising out of death, injury, disablement, etc. at work.**
19. The contractor shall abide by all the rules and regulations laid down by the TIFR-Hyderabad authorities from time to time.

20. The contractor or his personnel shall not any time do, cause or permit any nuisance at the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
21. The contractor shall be responsible for all acts done by the personnel engaged by him and for maintenance of proper discipline by his personnel at the premises of the TIFR-Hyderabad. Any act of indiscipline/misconduct/theft/pilferage on the part of any personnel engaged by the contractor resulting any loss to the TIFR- Hyderabad in kind or cash will be viewed seriously and the TIFR- Hyderabad shall have the right to levy damages or fine from the contractor and even terminate the contract forthwith.
22. Care must be taken while carrying out the work so that no laboratory equipment, fittings, fixtures, or furnishings are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the contractor, failing which the TIFR- Hyderabad will get them repaired/replaced at risk and cost of the contractor.
23. In the event, any damage is caused to the movable or immovable property of the TIFR-Hyderabad or to the property of employees of the TIFR- Hyderabad, the TIFR-Hyderabad reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the amount payable to the contractor by the TIFR- Hyderabad and the remaining amount, if any, by the way of civil damages.
24. The contract is for providing maintenance services and not for supply of Contract Labour. The workers employed by the contractor for providing the services shall be of his/their employees and not of the TIFR- Hyderabad.
25. The personnel engaged by the contractor shall not have any employee-employer or master-servant relationship with the TIFR- Hyderabad and they shall not have any claim whatsoever for employment in the TIFR- Hyderabad now or at a future date.
26. The contractor shall remove his personnel peacefully on expiry of contract or on termination of the contract.
27. The contractor shall not subcontract the works unless permitted specifically by the TIFR- Hyderabad in writing.
28. The contractor shall submit the bills in the first week of every month along with a monthly report for the works carried out in the previous month. The TIFR-Hyderabad shall pay AMC charges on monthly basis upon submission of bills by the contractor and certified by the concerned employee/official to the effect that the maintenance works have been carried out as per the contract. Applicable TDS will be deducted while making the payment.
29. GST, if any, shall be reimbursed by the TIFR- Hyderabad on submission of proof of payment along with monthly bill.
30. The contractor shall execute the agreement related to this contract on Rs.100/- stamp paper as per proforma prescribed by the TIFR- Hyderabad.

1. Engagement terms of labour:

- i. The agreement between TIFR-Hyderabad and the contractor shall be purely on the basis of service agreement. The Contractor shall make his own arrangements for the engagement of the labour.
- ii. In respect of the engagement, employment, wages, transport, paying, feeding, housing and working conditions of labour and of all matters connected therewith, the contractor shall be solely responsible and liable.
- iii. During the continuance of the Contract, the contractor shall at all times be liable to obligations imposed on him by the provisions and requirements of any Central or State Statute ordinance or other law or any Regulation or Bye-law of any local or other duly constituted authority which may be applicable including any such law regulation or order passed or made or coming into force during the period of the Contract.
- iv. The Contractor shall comply with the provision of all labour legislation, including the requirements of:
 - a) The payment of Wages Act
 - b) Owner's Liability Act
 - c) Workmen's Compensation Act
 - d) Contractor Labour (Regulation & Abolition) Act 1970 and Central Rules 1971
 - e) Apprentices Act 1961
 - f) Any other Act or enactment relating thereto and rules framed thereunder from time to time.
- v. The successful tenderer shall keep all mandatory records like PF, ESI, Bonus etc. of his employees deployed at TIFR, Survey No. 36/P, Gopanpally(Village), Serilingampally Mandal, RR Dist, Hyderabad-500046 as per requirement of the labour enforcement inspector from time to time.
- vi. The successful tenderer shall take a necessary license from the Asst. Labour Commissioner and comply with the central Labour Act of 1970.
- vii. The successful tenderer shall have to take necessary insurance coverage for his workmen and keep TIFR- Hyderabad indemnified against risk. Copy of such insurance premium receipt shall be submitted to TIFR-Hyderabad before the release of first payment.

2. Accidents:

The Contractor shall report within 24 hours of the occurrence of any accident or mishap at or about the Site or in connection with the execution of the work shall report such incident to TIFR-Hyderabad. The Contractor shall also report such accidents to the competent authority whenever such report is required by law.

3. Insurance:

The Workman insurance policy in the joint name of TIFR- Hyderabad and the Bidder should be submitted to TIFR- Hyderabad before commencing the work. Contractors shall cover all the men and labourers, deployed by him on this work under an adequate comprehensive contractor's all risk policy, to insure Workmen and third party insurance etc.

4. The work is to be carried out in occupied office and laboratory premises and hence the contract shall be governed by the rules of TIFR- Hyderabad regarding the working hours, supply & removal of materials etc. The contractor and their personnel shall not cause disturbance to the staff and research activities of TIFR- Hyderabad.
5. The contractor should make proper safety arrangements like safety belts and helmets, etc. for the persons working on site. Contractor shall provide an individual identity card to each of his staff /worker as per the approval format. The identity card shall be carried and displayed by the person during his entire presence or working in the premises.

NOTE:

- a. The contractor shall provide minimum one-day duty off once in a week for the employees working in shifts. However, in case of emergencies, the contractor shall provide services beyond the above mentioned hours.
- b. The quoted rates shall be inclusive of **Minimum Wages payable as per Central Labour commission for the classification of skill set of manpower engaged**, all taxes, duties, insurance, works contract tax, sales tax, VAT etc. all inclusive.
- c. The contractor shall make the payment to personnel engaged by him as per minimum wages notified by Office of the Regional Labour Commissioner (Central) and any revision in the wages during the period of contract.
- e. The quoted rates shall be inclusive of all applicable statutory payments viz. Minimum Wages **(including revisions)**, PF, ESI, Bonus and necessary risk policy for covering the comprehensive risk of all employees etc.
- f. Conditional tenders shall be summarily rejected.
- g. The contractors are advised to visit the site and thoroughly understand the nature and scope of work and be familiar with the site conditions before quoting.

SECTION-VII**APPENDIX TO FORM OF TENDER**

a)	Minimum amount to third party insurance	The successful tenderer shall take "all risk policy" for the contract value and workmen compensation policy for the workers engaged in the work. The contractor shall indemnify the TIFR Hyderabad for any loss or damage that occurs to persons or building, or third parties while executing the work. Third party liability in contractors all risk policy shall be minimum Rs. 2 lakh per person for any one accident or occurrence and 5.00 lakh in respect of damage to property for any one accident or occurrence. Note: These policies shall be valid till the completion of the work. If the contractor does not provide these policies, TIFR Hyderabad reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the contractor.
b)	Period of Commencement	01.06.2025 to 31.05.2026
c)	Period of Contract	12 months
d)	EMD to be deposited	Rs.20,520/- (EMD shall be drawn in favor of "Tata Institute of Fundamental Research, Hyderabad")
e)	Security Deposit	Demand Draft @ 5% of the work order value or Bank Guarantee of same value. EMD of successful tenderers will be adjusted against this money. The deposit shall be drawn in favor of "Tata Institute of Fundamental Research, Hyderabad" as interest free security deposit in the form of Demand Draft from any any of the Commercial Banks (or) Bank Guarantee from any of the Commercial Banks (or) Fixed Deposit Receipt (FDR) (or) Insurance Surety Bonds.

(Annexure-I)

PERFORMANCE STATEMENT/CLIENTELE/LIST OF USER

Attached separate sheet in same format if above place is not sufficient

S. No.	Name of the Dept. / Organization & Name of contract person with Phone No. Contact	Period		No. of manpower deployed	Contract Order No
		From	To		
1.					
2.					
3.					
4					
5					

Competent Authority to sign:
Name, Designation, Date with stamp & seal of origination:

(Annexure-II)
FINANCIAL INFORMATION

CERTIFICATE FROM CHARTERED
ACCOUNTANT

This is to certify that annual Turnover of
M/s..... PAN No: GST No:
..... having its office at is in the '**Outsourcing of
Manpower Service**' business & for the last 03 financial years in similar nature of
work turnover are as follows:-

Financial Years	Turnover (in Rs.)	Profit	Loss (if any)
2021-22			
2022-23			
2023-24			

**AVERAGE TURNOVER OF ABOVE LAST THREE
YEARS:**

Date.....

Place.....

**Name, signature and seal of Chartered
Accountant**

(Annexure-III)

Non-Blacklisting Certificate

I/We (name) do hereby certify that the individual/firm/ companies has not been ever under a declaration of ineligibility for corrupt or fraudulent practices and has not been blacklisted by any State Govt./ Central Govt. / Board / Corporations and Government Societies/ PSU or such other authorities for any reason.

It is also confirm that our Firm has not been ever insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons. Firm /Any directors, partners and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to a manpower supplying contract within a period of three years preceding the commencement of the manpower supplying process, or not have been otherwise disqualified pursuant to debarment proceedings.

COMPETENT AUTHORITY NAME, SIGN
& DATE WITH STAMP & SEAL OF
ORGANIZATION

(Annexure-IV)

Acceptance of Tendered Terms & Conditions
(To be submitted on letter head of the Bidder)

**To,
Engineer (E) Electrical
TIFR Hyderabad.**

Sub: Acceptance of all Terms and Conditions of Bid documents

Ref :- GEM BID :-

1. I/we have downloaded the tender documents for the above-mentioned work from the website(s) of GeM Portal/ TIFR Hyderabad website.
2. I/we hereby certify that I/we have read all terms and conditions of the tender documents including all annexures, which form a part of the contract or agreement and I/we shall abide by all terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization have also taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender terms & conditions of above-mentioned tender.
5. I/we do hereby declare that our firm has not been never blacklisted or debarred by any State/ Central Govt. Department/Public Sector Undertakings/Autonomous Body/ Corporations.
6. I/we certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your organization shall take any action without giving any notice or reason thereof or summarily reject the bid or terminate the contract without prejudice including the forfeiture of earnest money deposit (if any).

Yours faithfully,

Signature of the Bidder with Official Seal

(Annexure-V)

Bid Security Declaration

(To be submitted on company's Letter Head)

"I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids."

COMPETENT AUTHORITY NAME, SIGN & DATE WITH
STAMP & SEAL OF ORGANIZATION

(Annexure – VI)
FORMAT OF AGREEMENT FOR MANPOWER PROVIDED ON
ALL DAYS AT HYDERABAD

This AGREEMENT made on this day of _____ between the Tata Institute of Fundamental Research, Hyderabad (an autonomous institution of Department of Atomic Energy, Government of India) of the ONE PART.

And

M/s _____ at _____ (hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS the TIFRH is desirous of giving a job contract for providing the manpower arrangement at the TIFR, Hyderabad Campus located at Gopanpally, Hyderabad (hereinafter referred to as Institute) and whereas the Contractor has offered to provide the manpower arrangement on the terms and conditions hereinafter stated.

WHEREAS the Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act.), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the TIFRH.

The contractor shall be solely liable for any violation of the provision of the said Act or any other Act.

WHEREAS TIFR has agreed to award the contract of work of maintenance of works as mentioned in the tender document.

AND WHEREAS the contractor has agreed to furnish to the Institute a security deposit of 5% of work order value i.e. **Rs. _____/- (Rupees Only)** by way of account payee demand draft/bank guarantee from SBI or any one of the nationalized banks in an acceptable form in favour of TIFR Hyderabad.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of Tata Institute of Fundamental Research, Hyderabad

For and on behalf of the Contractor

WITNESS

- 1.
- 2.

(Annexure – VII)

CERTIFICATE OF LOCAL CONTENT

***We [name of manufacturer] hereby confirm in respect of quoted item(s) that local Content is equal to or more than 50% and come under 'Class-I Local Supplier' Category. As being 'Class-I Local Supplier', we are eligible for Purchase Preference under 'Make in India' Policy vide GoI Order No.P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020)**

OR

***We [name of manufacturer] hereby confirm in respect of quoted items(s) that Local Content is more than 20% but less than 50% and come under 'Class-II Local Supplier' Category.**

The details of the location (s) at which the local value addition made is / are under:

1.

2.

Date:

Seal & Signature of the Bidder

NOTE:

Self-certification that the item offered meets the minimum local content (as above) giving details of the location(s) at which the local value addition is made in case the bidder wishes to avail the benefits under the make in India policy, if applicable.

In cases of procurement for a value in excess of Rs.10 crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content to avail the benefits under the make in India policy, if applicable.

(Annexure – VII)

PRICE BID

FORMAT

The Contractor has to quote only the Service Charges/Profit **in Rupees per Person per Month** in the table below:-

Wage Calculations for Manpower deployed		
S. No.	Payment Components	Gardner
		Per Head (in Rs.)
1	Basic Wages	16562.00
2	Variable Dearness Allowance	8944.00
3	Sub Total	25506.00
4	Leave Wages @ 4.81% on S. No 3	1226.84
5	PF @ 13.00% on S. No 3	1950.00
6	ESI @ 3.25% on S. No 3	682.50
7	Bonus @ 8.33% on S. No 3	2124.65
8	Total amount (S. No. 3 to 7), including statutory payments	31489.99
9	No. of Employees	2
10	Total Amount (Sr. 8*9)	62979.98
11	Service Charges (should be quoted in percentage ____%)	
12	Grand Total (10+11)	
13	Add: GST 18% (on S. No.12)	
14	Grand Total (S. No. 12+13)	
15	Total wages per month	
16	Grand Total per Annum	

17	Grand Total per Annum in words	
----	---	--

Note:

1. The rates quoted above are as per the rates fixed by the Chief Labour Commissioner (Central) Delhi vide Notification No. S.O.191 (E) and is subject to revision from time to time by the Govt. However, the rates will be revised and paid as and when notification to the change of minimum wage is issued by the authority.
2. IT will be deducted at source. GST as applicable shall be reimbursed to the contractor on production of proof of having deposited the same with the GST Department.
3. Bonus amount will be reimbursable /payable by TIFR at the end of the contract period subject to eligibility/fulfillment of conditions laid down under Labour Laws/ Bonus Act, for such payment.
4. However the contractor's administrative/service charges (quoted at S. No. 11) would remain unchanged throughout the contract.
5. The TIFR Hyderabad reserves the right to decrease the number of manpower at the time of issue of contract. However, the maximum number of manpower required is stated in the price bid. (Annexure - VII).

COMPETENT AUTHORITY NAME, SIGN & DATE
WITH STAMP & SEAL OF ORGANIZATION

-End of the Document-