

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	28-04-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-04-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Pmo
विभाग का नाम/Department Name	Department Of Atomic Energy
संगठन का नाम/Organisation Name	Tata Institute Of Fundamental Research Hyderabad
कार्यालय का नाम/Office Name	Hyderabad
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; As per Scope of Work/Tender Document; Non-IT Technical , Manpower Outsourcing Services - Minimum wage - Skilled; As per Scope of Work/Tender Document; Non-IT Technical , Manpower Outsourcing Services - Minimum wage - Semi-skilled; As per Scope of Work/Tender Document; Non-IT Technical
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	78 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य / Estimated Bid Value	15604712.4
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	Yes ( <a href="#">Arbitration clause document</a> ) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
सुनह खंड/Mediation Clause	Yes ( <a href="#">Mediation clause document</a> ) 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

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
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ईएमडी राशि/EMD Amount	312094
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**ईपीबीजी विवरण /ePBG Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। 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।/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.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Administrative Officer  
Hyderabad, Department of Atomic Energy, TATA INSTITUTE OF FUNDAMENTAL RESEARCH HYDERABAD, PMO  
(Desharaju Hariprasad)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**एमएसई खरीद वरीयता/MSE Purchase Preference**

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

#### **अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**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 Eligibility Criteria of Scope of Work/Tender Document**

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1775818660.pdf](#)**

**Scope of work & Job description:[1776076687.pdf](#)**

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
20-04-2026 11:00:00	Join Zoom Meeting <a href="https://tifr-h-res-in.zoom.us/j/91884466027?pwd=nC5zXUFGJZDWj7esOyeKLg5urY1gZ.1">https://tifr-h-res-in.zoom.us/j/91884466027?pwd=nC5zXUFGJZDWj7esOyeKLg5urY1gZ.1</a> Meeting ID: 918 8446 6027 Passcode: 708199

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; As Per Scope Of Work/Tender Document; Non-IT Technical ( 6 )****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Highly-Skilled
Educational Qualification	As per Scope of Work/Tender Document
Type of Function	Non-IT Technical
List of Profiles	As per Scope of Work/Tender Document
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Scope of Work/Tender Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	Leave wages @ 4.81% on minimum wages
Title for Optional Allowances 2	Other Allowance
Designation	Supervisor

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajasekhar Rajapurmath	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	6	<ul style="list-style-type: none"><li>• Minimum daily wage (INR) exclusive of GST : 1065</li><li>• Bonus (INR per day) : 88.715</li><li>• EDLI (INR per day) : 2.885</li><li>• EPF Admin Charge (INR per day) : 2.885</li><li>• Optional Allowances 1 (INR per day) : 51.226</li><li>• Optional Allowances 2 (INR per day) : 96.154</li><li>• Optional Allowances 3 (INR per day) : 0</li><li>• Estimated Number of Overtime Hours per Resource per Month : 0</li><li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li><li>• ESI (INR per day) : 0</li><li>• Provident Fund (INR per day) : 69.23</li><li>• Number of working days in a month : 26</li><li>• Tenure/ Duration of Employment (in months) : 24</li></ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; As Per Scope Of Work/Tender Document; Non-IT Technical ( 9 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	As per Scope of Work/Tender Document
Type of Function	Non-IT Technical
List of Profiles	As per Scope of Work/Tender Document
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Scope of Work/Tender Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	Leave wages @ 4.81% on minimum wages
Title for Optional Allowances 2	
Designation	Technician

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents****परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajasekhar Rajapurmath	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	9	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 981</li> <li>• Bonus (INR per day) : 81.717</li> <li>• EDLI (INR per day) : 2.885</li> <li>• EPF Admin Charge (INR per day) : 2.885</li> <li>• Optional Allowances 1 (INR per day) : 47.186</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; As Per Scope Of Work/Tender Document; Non-IT Technical ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Semi-skilled

विवरण/ Specification	मूल्य/ Values
Educational Qualification	As per Scope of Work/Tender Document
Type of Function	Non-IT Technical
List of Profiles	As per Scope of Work/Tender Document
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per Scope of Work/Tender Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	Leave wages @ 4.81% on minimum wages
Title for Optional Allowances 2	
Designation	Helper

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajasekhar Rajapurmath	500019,Sy No 36/P Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, 500046	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 893</li> <li>• Bonus (INR per day) : 74.39</li> <li>• EDLI (INR per day) : 2.88</li> <li>• EPF Admin Charge (INR per day) : 2.88</li> <li>• Optional Allowances 1 (INR per day) : 42.95</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

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

### 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. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 3. **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.

### 4. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

The Bidders are requested to refer the Tender Document attached with this bid and requested to submit your bid as per the Eligibility Criteria.

## अस्वीकरण/**Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues

or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---



टाटा मूलभूत अनुसंधान संस्थान हैदराबाद /  
**TATA INSTITUTE OF FUNDAMENTAL RESEARCH HYDERABAD**

परमाणु ऊर्जा विभाग की स्वायत्त संस्था, भारत सरकार  
*Autonomous Institution of the Department of Atomic Energy, Government of India*

सर्वेक्षण सं. 36/पी, गोपानपल्ली गांव, सेरिलिंगमपल्ली मंडल, रंगारेड्डी जिला, हैदराबाद - ५०० ०४६, तेलंगाना ।  
Survey No.36/P, Gopanpally village, Serilingampally Mdl., Rangareddy Dist., Hyderabad - 500 046, Telangana.

टेलीफोन / Telephone: +91-40-2020-3010  
वेबसाइट / Website : [www.tifrh.res.in](http://www.tifrh.res.in)

ई-मेल / Email: [krishnaae@tifrh.res.in](mailto:krishnaae@tifrh.res.in)  
तिथि / Date: 13-04-2026

## NOTICE INVITING TENDER

Tata Institute of Fundamental Research, Hyderabad (TIFRH), is a National Centre of the Government of India under the umbrella of the Department of Atomic Energy, operates at the cutting edge of global science.

TIFRH Invites online bids (**GeM Tender in Single Packet Bid System**) for the following bid description for Tata Institute of fundamental Research, Hyderabad

<b>Annual Maintenance Contractor for Deploying Manpower for “Operation &amp; Maintenance of HVAC Installations” on 24x7 basis on all days at Tata Institute of Fundamental Research Hyderabad</b>	
<b>Type of Tender</b>	Single Packet Bid System (Part-I: Technical cum eligibility and Part-II: Financial Bid)
<b>Estimated Bid Value</b>	<b>Rs.1,56,04,711/-</b>
<b>Earnest Money Deposit</b>	<b>Rs.3,12,094/-</b> (Demand Draft to be drawn in favor of “Tata Institute of Fundamental Research Hyderabad”, Payable at Hyderabad.
<b>Online Pre-Bid Meeting Date &amp; Time:</b>	<p>TIFR Hyderabad will be conducting a Pre-bid conference through the following on 20.04.2026 at 11:30 hrs.</p> <p>Join Zoom Meeting <a href="https://tifrh-res-in.zoom.us/j/91884466027?pwd=nC5zXUFGJZDWjJ7esOyeKLg5urY1gZ.1">https://tifrh-res-in.zoom.us/j/91884466027?pwd=nC5zXUFGJZDWjJ7esOyeKLg5urY1gZ.1</a></p> <p>Meeting ID: 918 8446 6027 Passcode: 708199</p> <p>All prospective bidders are requested to attend the Pre-Bid Meeting for any clarifications. Based upon the discussion held in the Pre-Bid Conference if required, a Corrigendum/Addendum shall be issued in GeM Portal and it shall be treated as a part of the Tender document. No queries will be entertained after the Pre-bid meeting.</p>
<b>Security Deposit:</b>	The successful tenderer should submit the Security Deposit @ 5% of the work order value as interest free security deposit in the form Demand Draft in favour of “Tata Institute of Fundamental Research Hyderabad” payable at Hyderabad from any of the Commercial Banks (or) Bank Guarantee from any of the Commercial Banks (or) Fixed

	Deposit Receipt (FDR) (or) Insurance Surety Bonds. The Security Deposit should remain valid for a period of Twenty Six months from the date of commencement of Contract and would be released only after 60 days from the date of satisfactory completion of the contract.
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The Tender Document can be downloaded from GeM Portal <https://gem.gov.in/> or Institute website <https://www.tifrh.res.in/tender/> and the bid is to be submitted online only through the GeM portal up to the last date and time of submission of tender. No manual bids will be accepted.

**Amendment to Bidding Documents:**

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have downloaded the Tender Document should visit the Institute website at <https://www.tifrh.res.in/tender/> regularly for the changes/modifications in the Tender Document. The changes/modifications would also be hosted on the website of the Institute.

The TIFR Hyderabad reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the TIFR Hyderabad in this regard shall be final and binding on all.

Contacts: Mr. SSS Manikanta Reddy V (9885925951) or Ms. P. Hemalatha (Tel: 040 20203003 / Email: [phemalatha@tifrh.res.in](mailto:phemalatha@tifrh.res.in)) for details regarding Site Visit or any other clarifications

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**SECTION-I****INFORMATION AND INSTRUCTIONS TO BIDDERS**

1. The contractor/ bidder meeting all the requirements should submit a tender online **through GeM Portal only** within the prescribed time. Tenders in the prescribed format duly completed in all respects and supported by relevant documents/proofs should be submitted in GeM Portal.
2. **Earnest Money Deposit:**
  - i) A demand draft (or) Bank Guarantee from any of the Commercial Banks (or) Fixed Deposit Receipt (FDR) (or) Banker's Cheque from any of the Commercial Banks (or) Insurance Surety Bonds (or) Bank Guarantee (including e-Bank Guarantee) for **Rs.3,12,094** (Rupees Three Lakhs and Twelve Thousand and Ninety Four Only) as Earnest Money Deposit (EMD).
  - ii) The Bid security should remain valid for a period of 90 days after the bid completion date.
  - iii) Bidders, who are eligible to be exempted from depositing EMD accordingly, should submit documentary proof thereof along with technical bid online through GeM Portal. (valid UDYAM Registration certificate for MSEs and DPIIT recognition for Startups must be submitted) as per General Terms & Conditions on GeM.
  - iv) This amount is interest free and will be returned to the unsuccessful bidder after finalization of the Contract within 30 days.
  - v) EMD of successful Tenderer will be returned after submission of Performance Guarantee.
3. The Price bids of only those agencies who qualify in the technical bid will be opened.
4. If any information furnished by the agency is found to be incorrect/false at a later stage, the tender will be rejected and the firm will be liable to be debarred from tendering.
5. TIFRH reserves the right to accept or reject any or all the prospective applications in full or part thereof without assigning any reason whatsoever.
6. Bids submitted without EMD or applicable exemption certificates shall be rejected summarily.
7. The bidder may inspect the areas where the services are to be provided for assessing the work involved during office working hours with prior appointment.
8. **The Service Charges quoted to be inclusive of the cost of 2 pairs of Uniforms and 2 pairs of Shoe.**
9. **The Service Charges quoted to be inclusive of TOOLS AND PLANTS to be provided at the site mentioned in the SCOPE OF WORK.**
10. The TIFR Hyderabad in public interest reserves the right to accept or reject any or all tenders without assigning any reason and also to impose/relax any terms and conditions of the tender.

**SECTION-II**

**SCOPE OF WORK / CONTRACT**

**Details of Manpower to be deployed**

Sr. No.	Details	Unit	Quantity
1	Supervisor (Highly Skilled)	Nos	6
2	Technician ( Skilled)	Nos	9
3	Helpers ( Semi Skilled)	Nos	1

**The bidder should deploy experienced manpower to carry out maintaining and operation of HVAC installation services as under:**

- a. Supervisor shall be a “Minimum Diploma having minimum 1 years of experience in maintaining and operation of HVAC installations” OR “ITI having minimum 3 to 5 years of experience in maintaining and operation of HVAC installations”.
- b. Technician shall be an ITI having minimum 0 to 1 years of experience in maintaining and operation of HVAC installations.
- c. Helpers shall have a minimum of 0 to 1 year experience.

**DETAILS OF WORK**

Daily operation / monitoring, scheduled annual preventive / routine & predictive maintenance, breakdown maintenance including repair of the entire existing HVAC Central Plant system in the campus working on chilled water and VRV/VRF system. The Central plant system has air cooled screw chillers, Centralized programmable logic control system, Primary chilled water pumps, secondary chilled water pumps, Double skin air handling units, Ductable fan coil units, chilled water supply & return lines, AHU / FCU, air supply & return ducts, grills, diffusers, dampers, control & protection system. Work shall be carried out by continuous deployment of competent, experienced & trained staff members at site. This is a continuous mode operation & maintenance. All emergencies at all times to be attended without fail.

All fabrication works, minor repairs, servicing of machines / equipment / parts therein (or arrangement for the same) within the purview (entire AC system) of this contract, shall have to be carried out by the contractor within specified time.

If the contractor fails to carry out the assigned or entrusted work, the department shall get the work done by engaging any other agency and twice the cost incurred shall be recovered from the AMC contractor.

The entire existing AC system (working on chilled water) is covered under the scope of this AMC. Any additions and alterations made in the system (whether by the contractor or by any other agency or by TIFR-Hyderabad), up to an extent of 10% of existing installed AHU & FCU capacities are covered under the scope of this contract for operation & maintenance.

All the equipment/installations shall always be kept in good and trouble free operating conditions. All the required records for break-downs/repairs and maintenance etc. shall be maintained in the form of history books and log books etc. as per directions. All the maintenance works shall be carried out in accordance with the manufacturer’s specifications and instructions of the engineer in charge.

**DAILY:**

- Daily operation of chillers, Primary & Secondary Pumps, AHUs, VRV systems, Split ACs, etc.

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- Parameters of chillers, Pumps, etc shall be checked and recorded AHUs as recommended by respective manufacturers in the LOG BOOK (provided by the firm/agency /contractor) on shift basis. Necessary action is to be taken if the reading is not normal.
- To check all electrical motors and their bearing for abnormal noise/heating and to take necessary action if found abnormal
- To check water level in the makeup water tank on the terrace and check the functioning of the float valve.
- To drain out water and clean the AC plant room/ /AHU's etc as and when required/scheduled
- The temperature of each room shall be measured for any corrective action and these are to be recorded in LOG BOOK
- To keep machine rooms equipment such as a chilling plant area. AHU's exhaust is neat and clean including their room floor, wall, ceiling etc in an orderly manner.
- Check for any complaints that are reported and troubleshoot them immediately.
- AC system of the important & critical facilities are to be continuously monitored and corrective actions are to be taken immediately so as not to affect the facility concerned
- If any important activities like seminars / lectures / meetings / interviews are planned in the campus, the concerned AC system has to be inspected and normal functioning of the AC system is to be ensured.
- Adjustments in the system to achieve required temperature & RH level as required by the user. Release of air locks / blocks in the system.
- Reporting of day's work and progress to the concerned Engineer-in-charge.
- Inspection of HVAC electrical panels.
- Monitoring of BMS system
- Monitoring of Freezers & Refrigerators on hourly basis.
- Any other work required for the equipment for proper functioning
- Coordinating with OEM for attending and rectifying the problems

**WEEKLY:**

- To check the alignment/looseness of all the belt driven equipment and rectify if required
- To check water inside the makeup tank for hardness/dirty and fill with soften water if required
- Clean of grills and diffusers.
- Entire AHU room to be thoroughly cleaned with vacuum cleaner & to be made clean & dust free.
- Check alignment of pumps, motors and rectify if required
- Check the heater bank condition and rectify if any problem exists.
- Check the fan belts for proper tension, and replace if necessary, and examine the fans for correct alignment, lubricate the bearing as required.

**MONTHLY:**

- To check the gland /seal, coupling of pumps.
- To check the solenoid valve, safety controls mechanical, Electrical/ Electronics and inter-locking of the various equipment.
- To check all AHU ducts/insulation/proper positioning/damage and rectifying the same wherever required.
- Checking the performance of AHUs.
- 

**QUARTERLY:**

- To check and lubricant (if required) the bearing of the pumps/motors and keep the proper record.
- To check the foundation bolts of the pumps / motors and take the necessary action if required.

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- Check the quantity of Air flow from various outlets in each room/ Area as per drawings and do adjustment of dampers etc as and when required
- Check the performance of each equipment of the HVAC plant for proper functioning Inspect connection for any water leaks in the coil and connection. Check the tightness of hose, fittings & tighten if necessary. There should not be any flooding of water from the AHU.
- Check and clean drain pan, condensate drain pipe and floor drains to ensure no choking and flooding.
- Cleaning of strainers, cooling coils, fins and filters, etc.
- Inspect the conditions of the thermometers and pressure gauges for proper function.
- Check and re-tighten any loose bolts and nuts in the proper sequence.
- Inspect the condition of insulation materials and rectify if necessary.
- Coordinating with OEM for preventive maintenance activities.

**YEARLY:**

- Perform quarterly services
- Overall servicing of the unit, cleaning, reduction of noise level, checking of mechanical assemblies, foam insulators over the pipes.
- Descaling of copper tubes of the cooling coil (the water circuit) by suitable means as per manufacturer’s recommendation and general standards. Procedural details for this work are enclosed.
- Parameter checking before & after servicing
- Air flow checking & adjustment / balancing, if required
- Checking of IR value for motor and heater banks.
- Checking and calibration of temperature and pressure gauges on supply & return chilled water lines and replacement of the same if required.
- Checking of unit efficiency, total capacity delivery of the unit & bringing it to optimum performance level, air flow and water temperature measurements on supply & return ends, maintaining the lab temperature and temperature & RH adjustments.
- Cleaning of the ducting system having diffusers, grills, dampers etc.
- Necessary documentation of parameters (before & after servicing work) and submission of checklist.

**Note: Bidders are advised to visit the site for verification of the complete system.**

The major HVAC Central Plant & VRV/VRF system items / equipment to be maintained by the contractor are as under:

Sr. No.	Description	Quantity
1	Following Air cooled Packaged Chillers	
1.1	290TR at FReT-B	3 Nos
1.2	90TR at Plot-B	2 Nos
2	Following Air cooled Process Chillers	
2.1	30TR at FReT-B and Plot-B	2 Nos
2.2	5TR at FReT-B	5 Nos

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2.3	2TR at Plot-B	1 Nos
3	Centralized Programmable Logic control system(BMS) at FReT-B and Plot-B	2 Sets
4	Following Primary chilled water pumps	
4.1	750 GPM pumps at FReT-B	3 Nos
4.2	192 GPM pumps at Plot-B	2 Nos
5	Following Secondary chilled water pumps	
5.1	800 GPM pumps at FReT-B	4 Nos
5.2	192 GPM pumps at Plot-B	2 Nos
5.3	150 GPM pumps at FReT-B	4 Nos
6	Following Double skin chilled water air handling units	
6.1	45TR 15000 CFM at 75mm static AHU's at FReT-B	8 Nos
6.2	40TR 14000 CFM at 75mm static AHU's at FReT-B	4 Nos
6.3	26.5TR 21600 CFM at 85mm static AHU's at Plot-B	3 Nos
6.4	25TR 13800 CFM at 50mm static AHU's at Plot-B	2 Nos
6.5	19.5TR 27800 CFM at 85mm static AHU's at Plot-B	2 Nos
6.6	16TR 6500 CFM at 50mm static AHU's at FReT-B	1 Nos
6.7	15TR 6150 CFM at 50mm static AHU's at Plot-B	1 Nos
6.8	10TR 4000 CFM at 35mm static AHU's at FReT-B	1 Nos
6.9	7.5TR 3000 CFM at 35mm static AHU's at FReT-B	1 Nos
7	DX Type Packaged Air Conditioner AHU units	
7.1	15TR 5700 CFM at 50mm static AHU's at FReT-B ground floor Right wing Laser lab	1 Nos
7.2	8TR 2000 CFM at 35mm static AHU's at plot-b BSL	1 Nos
7.3	6TR 2000 CFM at 35mm static AHU's at FReT-B ground floor Right wing Laser lab	1 Nos
7.4	28TR 2500 CFM at 35mm static AHU's at plot-B Animal facility	1 Nos
7.5	10TR 2000 CFM at 35mm static AHU's at plot-B Animal facility	1 Nos

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7.6	13TR 1750 CFM at 35mm static AHU's at plot-B Animal facility	1 Nos
7.7	19TR 1750 CFM at 35mm static AHU's at plot-B Animal facility	1 Nos
7.8	16TR 1500 CFM at 35mm static AHU's at plot-B Animal facility	1Nos
7.9	8TR 2500 CFM at 35mm static AHU's at FReT-B Animal facility	1Nos
7.10	11TR 1500 CFM at 35mm static AHU's at FReT-B Animal facility	1Nos
7.11	11TR 1500 CFM at 35mm static AHU's at FReT-B Animal facility	1Nos
7.12	11TR 1750 CFM at 35mm static AHU's at plot-B Animal facility	1Nos
8	Ductable Ceiling suspended units (10 TR 5000 CFM at 75mm static) at FReT-B ground floor Right wing Laser lab and SB-01.	2 Nos
9	Ductable Fan Coil Units (4TR 1200 CFM at 20mm static) at FReT-B LTF and Ground floor lan rooms	8 Nos
10	Chilled water cassette type Fan coil unit at FReT-B gorund floor right wing and canteen.	12 Nos
11	Fan coil unit 5000 CFM at FReT-B pumproom and Plot-B Hanger-01.	2 Nos
12	Decorative type single skin chilled water fan coil units 3TR	8 Nos
13	Chilled water piping	As at FReTB
14	GI sheet metal ducting	As at FReTB,PlotB
15	54Hp VRV/VRF system (R410A)Following VRV/VRF false ceiling mounted DX ductable AC units	4 Nos
15.1	6.5TR (2000 CFM) at FRet-B auditorium	4 Nos
15.2	4.1TR (1050 CFM) at FRet-B Atrium	4 Nos
15.3	3.3 TR (910 CFM) at FRet-B classrooms	10 Nos
15.4	3.3 TR (2000 CFM) at FRet-B auditorium	2 Nos
16	Following VRV/VRF Hi wall decorative type indoor AC units	
16.1	2.1 TR at FRet-B discussion area	10 Nos
16.2	1.65 TR at FRet-B PI cabins	40 Nos

17	Refrigerant Piping, Thermal insulation, valves, fittings, blowers, expansion tank, grills, diffusers, dampers, gauges, strip heaters, filters etc	As at FReTB,PlotB
18	Other miscellaneous HVAC systems equipment & HVAC works	As at FReTB,PlotB
19	Deep Freezers at FReT-B and Plot-B	45 Nos
20	Fumehoods at FReT-B and Plot-B	8Nos
21	Air showers at FReT-B and Plot-B	5 Nos
22	Diffusers cleaning at FReT-B and Plot-B	As at FReTB
23	Grills cleaning at FReT-B and Plot-B	As at FReTB
24	DDC Panels at FReT-B and Plot-B	12 Nos
25	PLC panels at FReT-B and Plot-B	3 Nos
26	Hot water End Suction Pumps (30 GPM) at Plot-B	2 Nos
27	Hot water Generators (75Kw) at Plot-B	2Nos
28	Heater banks (54 Kw,12Kw,6Kw,3Kw) at FReT-B and Plot-B AHU's	14 Nos
29	Pan humidifiers (5.5Kw,3Kw) at FReT-B and Plot-B AHU's	13 Nos
30	De humidifiers (20Ltr) at FReT-B and Plot-B labs	6 Nos
31	Make up tanks at FReT-B and Plot-B	6 Nos

The deployed manpower shall attend to all the works on 24X7 basis.

**TOOLS & PLANTS**

**All the general & special tools for daily operation, tackles, chain pulley blocks etc., required for proper maintenance and repairs/break down etc, shall be arranged by the contractor at his own cost and issued to the staff deployed by him for this work.**

Following calibrated, well maintained instruments ( reputed Make / brand ) should always be available at site;

1. Clamp multimeter - 2 No
2. Anemometer - 2 No
3. Digital thermo & RH meter (Hand Held) - 3 No.s
4. Thermal gun – 2 No.s
5. Manifold Gauge set-2Nos

Following tools should always be available at site;

- Complete Set Tools for Testing /Repair of Split ACs
- Two sets of all sizes double end open spanner
- Two nos. adjustable wrenches each.
- Three set of allen keys (2 set metric & 1 set inch)
- Magnet Screw driver set (normal & star) - 3 set
- Hack saw cutting sets with spare blades - 2 set
- Suitable bearing puller - 2 No (Medium&Heavy duty)
- Vacuum & blow air cleaner - 2 No
- Submersible water pump, 1 ph. 1HP
- High Pressure Jet Washer -1No
- Cutting Pliers- 2 Nos
- Magnet Thumb Screw driver -02 Nos
- Noise Player -2Nos
- Tool Bags (Small&Large) -1set

Following maintenance materials should always be available at site:

Grease, Gum, Waste cotton, Chemicals to clean fins & Filters, Insulation Tape, etc to be provided at no extra cost.

The contractor should provide Uniforms, Shoes, safety & protection gear, Identity Cards,Health insurance, working tools etc. to the staff deployed, at no extra cost.

Log book and complaint books, Equipment registers, all stationery like registers, A4 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.

**General:**

- I. 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 HVAC consumables supplied by the TIFR- Hyderabad. No materials should be left anywhere on the campus.
- II. All tools and machinery required for routine works, preventive maintenance etc., shall be provided by the contractor.

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- III. The contractor will ensure consistency of work and work force, correct troubleshooting, good workmanship, follow all safety procedures and will make all necessary efforts to maintain a healthy environment and reliable services.
- IV. 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.
- V. 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.
- VI. 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., labour law, 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.
- VII. In no case, the contractor or his/her employees shall peclaim job / employment with TIFR-Hyderabad. No transport facility shall be provided for the contractors employees by TIFR-Hyderabad.
- VIII. In case of delay, repetition of work, noncompliance, and inadequate staff etc. fine will be imposed as per the fine clause mentioned.
- IX. 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.
- X. The contractor is responsible for the behavior & conduct of his workmen and hence they should be properly educated and controlled.
- XI. 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.
- XII. Contractor must visit the site, understand the site condition, type of work involved, quantum of work etc., for carrying out works, before quoting.
- XIII. All tools and machinery required for routine works, preventive maintenance etc., such as pliers, cutter, screw drivers, spanner set, blower, drill machine, crimping tool, clamp meter, Insulation Tester, Earth electrode resistance tester, pipe wrench, tripod, safety equipment etc. shall be provided by the contractor.
- XIV. 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.
- XV. 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.

- XVI. All manpower deployed at site shall undergo power medicine & first aid course once in a year.
- XVII. Any HVAC work / exigency of TIFR-Hyderabad, even if it is not specifically mentioned in this document shall be carried out by the deployed staff at no extra cost.
- XVIII. 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
- XIX. Documents to be maintained by the contractor :-
  1. log book of daily events
  2. Complaints registers
  3. Planning and scheduling of preventive maintenance
  4. Reports of preventive maintenance done
  5. Daily breakdown maintenance/status reports
  6. Work permit issue/released
  7. Reports of testing/checking done
  8. Reports of modification done
  9. Attendance sheet.
  10. Details of plant record book

**‘FINE’ CLAUSE :**

The Availability & functioning of HVAC 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.
4	Penalty will be imposed as per TIFR’s discretion, in the case of claiming exorbitant	

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<b>amount for the materials/any other works by the contractor, failing/non-operation of HVAC system and any other discrepancies found in the contract services other than the above.</b>
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**Engagement terms of Manpower:**

- 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 manpower.
- ii. In respect of the engagement, employment, wages, transport, paying, feeding, housing and working conditions of manpower 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
  - a. Workmen's Compensation Act
  - a. Contractor Labour (Regulation & Abolition) Act 1970 and Central Rules 1971
  - a. Apprentices Act 1961
  - a. Any other Act or enactment relating thereto and rules framed there under 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 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.

**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.

**Workmen Compensation / Insurance:**

1. The contractor shall provide Workmen Compensation Insurance policy for all manpower, who are not covered in ESIC, and submit valid copies to TIFR Hyderabad. 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. Failure to comply will result in termination of the contract without liability on TIFR.

2. The Contractor shall, at its own cost, obtain and maintain during the contract period a valid Workmen Compensation Insurance Policy / Employees' Compensation Policy covering all workers employed under this contract against injury, disability or death arising out of and in the course of employment.

**NOTE:**

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- a. The contractor shall provide minimum one-day duty off once in a week for the employees working in shifts and shall provide relievers for the employees on off duty / sick / leave. 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 Chief Labour Commissioner (Central) and any revision in the wages during the period of contract.
- d. 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.

**INDEMNITY BOND:** The Contractor shall, by way of executing a bond on non-judicial stamp paper of appropriate value, indemnify the Institute against any loss, damage or liability arising out of any action, suit, dispute, claims, demands, or statutory Act, brought on or made against the Institute by Contractor's workers or any other person or any other agency, in connection with the work or in respect of any matters, thing done or committed to be done by the contractor in the execution of, or in connection with works, notwithstanding that the contractor took all reasonable, proper and necessary precautions against any loss or damage, ensure that such event will not affect the work and the Institute in any way. The indemnity given by the Contractor as aforesaid shall extend to making good all claims and demands arising out of losses/damages to property of every description and kind, the infringement of any legal right as well as injury or accident to any person, resulting in death or otherwise. The format of indemnity Bond enclosed in the bid document. Original Bond is to be submitted directly to our Accounts Section with copy of the same to be given to the canteen committee.

**SECTION-III****ELIGIBILITY CRITERIA OF THE CONTRACT  
EVALUATION PROCEDURE****I. GENERAL::**

1. ***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.***
2. The bidders for this contract will be considered only from those firms (proprietorship firms, partnership firms, companies, corporations), who meet requisite eligibility criteria prescribed as under.
3. The bidders found to have a conflict of interest in this tender process shall be disqualified. Bidders shall be considered to have a conflict of interest, if:
  1. Submit more than one bid for the work.
  2. If bidders in two different tenders have controlling shareholders in common.
  3. If bidders have common partner/s
  4. If bidders have any family relation with any employee of TIFR.
  5. Conditional tenders shall be summarily rejected.
4. Bid from Joint Ventures/Consortiums of firms is not allowed.
5. The Bidder must not have been blacklisted or deregistered by any central/state government department or public sector undertaking of Govt. of India & State Government during last 5 years and such black listing is not in force on the date of submission of bid. Self-declaration in this regard may be submitted along with the tender.

**II. ELIGIBILITY CRITERIA:**

1. **EMD:** The bidder/contractor shall submit a valid UDYAM Registration Certificate / DPIIT certificate, etc. as per General Terms and Conditions on GeM may be applicable for exemption of tender fees/EMD. **Also bids submitted with EMD in the form other than mode mentioned in clause No.2 of Section-I will be liable for rejection.**
2. The contractor/bidder should have the Registered / Branch Office in Consignee city/adjoining areas/State for the last three years. Suitable documentary of the last three years to be provided to support the above claim. Site inspection may be carried out at any stage of the process by TIFR if required.
3. The contractor/bidder should have an annual average turnover during the last three (3) audited financial years ending March 31, 2025 (F.Y. 2022-23, 2023-24, 2024-25) is not less than Rs.78.02 Lakhs (Only Annual Average Turnover Certificate by CA, to be enclosed)
4. The contractor/bidder should submit the Income Tax Returns for the last three consecutive financial years ending March 31, 2025 (F.Y. 2022-23, 2023-24, 2024-25).
5. The contractor/bidder should have valid registration with all Statutory Authorities such as Registration of firms, Central/State Labour Department (with valid license), ESIC, PF, GST, PAN, Professional Tax etc.
6. The bidder should possess valid ISO 9001:2015 / or equivalent certification. Copy of certificate has to be attached with the Technical Bid.
7. The contractor/bidder shall submit a Certificate of Local Content specifying the applicable class, on the bidder's letterhead, duly signed and stamped.

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8. The contractor should have satisfactorily completed a similar contract for a minimum period of 2 years continuously to any of the Department of State / Central / PSU / University / R&D Institute / Public Limited Companies during the last 7 years. Similar contracts means "Maintenance of HVAC equipments and Installations". Proof to be enclosed with the bid. The eligibility of values of such contracts are given as under:
2. One similar contract for a minimum period of 2 years continuously with each contract of Rs.124.83 Lakhs or
  3. Two similar contract for a minimum period of 2 years continuously with each contract of Rs.78.02 Lakhs or
  4. Three similar contract for a minimum period of 2 years continuously with each contract of Rs.62.41 Lakhs

**Note:**

- d. Experience of Operation & Maintenance of HVAC Installations shall be considered as similar works.**(The bidders submitting the credential of installation works shall not be eligible).**
  - e. Certificate of satisfactory performance from the end user/GeM Consignee Receipt and Acceptance Certificates shall be submitted. **Work order/contracts orders alone will not be considered and shall be rejected.**
- a) All the above valid documents must be submitted for technical qualification. failure of any of the above documents shall result in summarily rejected without assigning any reason.
- b) Relaxation of Norms for Startups and MSEs are applicable subject to meeting of above eligibility criteria/scope of work as per DPIIT/MSE guidelines. The applications will be summarily rejected without giving any further notice if the copy of registration with the competent authority (DPIIT/MSE) is not submitted.

**SECTION-IV****GENERAL TERMS AND CONDITIONS OF THE CONTRACT (GT&C)**

1. The contract will be awarded for a period of two years from the date of the agreement. The agreement shall come into effect immediately upon execution **unless terminated earlier under Clause 28 of GT&C**. The Service charges/ administrative charges quoted by the contract should be for all the two years.

**Enhancement in Administrative/Service charges, on any ground will not be entertained during the tenure of the contract.**

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, which 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.

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10. The contractor shall be responsible for 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, dogs and electrocution 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 to ensure while carrying out the work so that no laboratory equipment, fittings, fixtures, 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. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of the Contract Labour Regulation & Abolition Act, 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect they shall without prejudice to any other liability pay to the TIFR, Hyderabad, a sum as may be claimed by TIFR.
29. The contract can be termination on any of the following contingencies:
  - a) On expiry of the contract period.
  - b) By giving one month's notice by TIFR on account of-
  - c) Un Satisfactory performance of the contract (as per tender terms and conditions).
  - d) Losses suffered by TIFR due to lapse on the part of the contractor/his supervisor/workers.
  - e) In case of non-compliance of the terms and conditions of the contract or for committing breach by the contractor of any of the terms and conditions of contract;
  - f) On assigning the contractor or any part thereof or any benefit or interest therein or there under by the contractor to any third person for sub- contracting whole or part of the contract.
  - g) On violation of any Labour laws as per Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time.
  - h) On contractors being declared insolvent by the competent Court of Law.
30. 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.
31. GST, if any, shall be reimbursed by the TIFR- Hyderabad on submission of proof of payment along with monthly bill.
32. The contractor shall execute the agreement as per the format given in Section-V related to this contract on Rs. 100/- non-judicial stamp paper as per the proforma prescribed by the TIFR- Hyderabad.

**SECTION-V****AGREEMENT FORMAT****FORMAT OF AGREEMENT FOR PROVIDING MANPOWER AT TIFR 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.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES MENTIONED ABOVE, THE PARTIES HAVE AGREED TO AS UNDER:

**I. GENERAL CONDITIONS**

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the TIFR shall accrue/arise implicitly or explicitly.

2. The Head-Technical Services of the Institute or any other persons authorized by him shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.

3. That in case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Institute in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Head – Technical Services of the Institute in case of any of the aforesaid acts on the part of the said person.

**II. CONTRACTOR'S OBLIGATIONS**

4. That the Contractor shall provide the manpower at TIFR Hyderabad Campus as detailed in Scope of Work of Tender Document.

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5. That for performing duties, the contractor shall deploy persons as per the shifts scheduled by the Head – Technical Services of the Institute. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. It is further agreed that the Contractor shall engage medically and physically fit persons.
6. That the Contractor shall submit details of the names, parentage, residential address, age, etc of the persons deployed by him in the premises of the Institute for the purpose of proper identification of the employees of the contractor deployed at various points, he shall issue identity cards bearing their photographs/Identification, etc. and such employees shall display their identity cards at the time of duty.
7. That the Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to TIFR and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act.1923, payment of Wages Act, 1936. The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965. The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the TIFR indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the TIFR shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
8. That the Contractor shall submit the proof of having deposited that amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at the Institute in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of required documents.
9. That the contractor shall particularly abide by the provisions of Central Minimum Wages Act, 1948 with Rules framed there-under, as amended from time to time.
10. That the Contractor shall be required to maintain permanent attendance register/roll within the Institute premises which shall be open for inspection and checking by the authorized officers of Institute.
11. The Contractor will ensure that payment of wages to the contractual employees is made by the 07th of every month and wage slips are issued to every employee. The contractor shall make payment to the workers by depositing the payment towards the wages in their bank accounts and submit the bank details to the office duly certified by the bank with the bill for verification. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments towards his employees so deployed under various Labour laws, having regard to the duties of TIFR in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions un-authorized made, maintenance of wages book, wage slip, publications of scale of wages and terms of employments, inspection and submission of periodical returns.
12. The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of TIFR.
13. That the Contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provision of Contract Labour (Regulation Abolitions) Act, 1970 as amended from time to time or furnishing any information or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the TIFR a sum as may be claimed by the TIFR.

### III. TIFR Hyderabad OBLIGATIONS

- i. That in consideration of the service rendered by the contract, the bills raised by the contractor and duly certified by the officer designated by TIFR Hyderabad in this regard will be reimbursed on monthly basis.
- ii. That payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by TIFR to the contractor.

### IV. INDEMNIFICATION

- i. That the Contractor shall keep the TIFR Indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case TIFR is made party and is supposed to contest the case, the TIFR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the contractor to TIFR on demand. Further, the contractor will ensure that no financial or any other liability comes on TIFR Hyderabad in this respect of any nature whatsoever and shall keep TIFR Hyderabad indemnified in this respect.
- ii. The Contractor shall further keep the TIFR Hyderabad indemnified against any loss to the TIFR Hyderabad property and assets. The TIFR Hyderabad shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

### V. PENALTIES/LIABILITIES

- i. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
- ii. That if the contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of officer authorized by the TIFR in this behalf, a penalty on recommendation of the Institute leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.
- iii. The security money deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

### VI. COMMENCEMENT AND TERMINATION

- i. That this contract shall come into force w.e.f. against awarding contract to successful contractor and shall remain in force for a period of two years.
- ii. That this agreement may be terminated on any of the following contingencies:
  1. On the expiry of the contract period as stated above.
  2. By giving one month's notice by TIFR on account of-
    1. Un Satisfactory performance of the contract (as per tender terms and conditions).
    2. Losses suffered by TIFR due to lapse on the part of the contractor/his supervisor/workers.
    3. In case of non-compliance of the terms and conditions of the contract or for committing breach by the contractor of any of the terms and conditions of contract;
    4. On assigning the contractor or any part thereof or any benefit or interest therein or there under by the contractor to any third person for sub- contracting whole or part of the contract.
    5. On violation of any Labour laws as per Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time.
    6. On contractors being declared insolvent by the competent Court of Law.
- iii. During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of the notice period.

Bidder's Signature with Stamp

iv. It shall be the duty of the contractor to remove all the persons, deployed by him on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature for TIFR Hyderabad.

#### VII. ARBITRATION

i. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by competent authority of TIFR Hyderabad. The provisions of Arbitration and Conciliation Act 1996 shall be applicable. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

ii. The award of the arbitrator shall be final and binding on their parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the TIFR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

iii. The Arbitrator may give interim award(s) and/or directions, as may be required.

iv. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modifications are there of from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

#### VIII. MEDIATION CLAUSE

The parties agree that any dispute or controversy, arising out of or in connection with this Agreement or any alleged breach thereof, shall be subject to mediation if all parties agree thereto.

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.

Bidder's Signature with Stamp

**SECTION-VI**
**TECHNICAL BID (PART-I)**
**TECHNICAL BID**

<b>Documents to be submitted by the Bidder for Pre-Qualification</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Documents to be attached Details (Yes/No)</b>
1.	Name of the Organization/Firm, location of Registered Office with complete address with Telephone/Fax Nos. and e-mail address. For outstation Agencies Address of Registered local branch office and contact Nos. (Details of the firm)	
2.	Address of Registered local branch office in Hyderabad and contact Nos. <b>(Proof of Document is mandatory for pre-qualification)</b>	
3.	The contractor should have successfully completed similar works (i.e. Operation and Maintenance of HVAC installations) during last 7 years (i.e. till the last date of month previous to the date of application issued) in Central Government / Autonomous bodies / Departments of the Government of India/ Any State Government/ Statutory Bodies/ Autonomous Govt. Institutions /Govt. Universities / Public Sector Banks or Local Govt. Bodies / Municipalities/ PSUs/ Research organizations/ reputed private sector companies with 1. One similar contract value of Rs.124.83 Lakhs 2. Two similar contract value of Rs.78.02 Lakhs 3. Three similar contract value of Rs.62.41 Lakhs	
4.	<b>Average annual turnover</b> during last 3 years ending 31st March of previous financial year should be at least Rs.78.02 lakhs and should be certified by CA on their letterhead duly signed & stamped.	
5.	Income Tax Returns for the last three consecutive financial years ended on March 31, 2025	
6.	Copies of registration with Statutory Authorities:	

Bidder's Signature with Stamp

a.	<b>Goods &amp; Services Tax</b> and Professional Tax Registration.	
b.	Registration with the <b>Labour Dept.</b> of the Central Govt. or	
c.	Registration with <b>EPF</b> authorities	
d.	Registration with <b>ESIC</b> authorities	
e.	Registration with Income Tax authorities ( <b>PAN</b> )	
8	Details of <b>EMD</b> of Rs.3,12,094/- in the form of demand draft (or) Bank Guarantee from any of the Commercial Banks (or) Fixed Deposit Receipt (FDR) (or) Banker's Cheque from any of the Commercial Banks (or) Insurance Surety Bonds (or) Bank Guarantee.	
9	Valid ISO 9001:2015 / or equivalent certification. Copy of certificate has to be attached with the Technical Bid	
10	Certificate of Local Content specifying the class of the bidder	
11	Acceptance of all the tender terms and conditions of the bid	
12	Signed Bid Document	
13	All Annexures must be submitted duly signed and stamped on the bidder's letterhead (If any)	

**Competent Authority Name, Sign & Date  
with Stamp & Seal of Organization**

Bidder's Signature with Stamp

**SECTION-VII****FORMS TO BE SUBMITTED**

(Annexure – I)

**DETAILS OF LOCAL OFFICE (HYDERABAD)  
(on Letterhead of the Bidder)**

Location /Address of Firm:

Name of In charge Person:

Phone/Fax/Email:

Office Hours:

**Competent Authority Name, Sign & Date  
with Stamp & Seal of Organization**

Bidder's Signature with Stamp

(Annexure II)

**UNDERTAKING TO SUBMIT PERFORMANCE BANK GUARANTEE**

To  
Head – Admin & Finance ,  
Tata Institute of Fundamental Research (TIFR HYDERABAD),  
Survey No.36/P, Gopanpally Village, Serilingampally Mandal,  
Ranga Reddy District, Hyderabad - 500 046

**Sub: Assurance for PBG**

Sir,

We the Firm are participating against your Bid No. \_\_\_\_\_,  
Date: \_\_\_\_\_. If our bid is accepted against this subject tender notice, we commit to  
provide a performance security for due performance of the contract as per TIFR  
HYDERABAD policy/format/form and warranty-guarantee as per tender specification or  
agrees as per contract valid for 60 days more than the contract period.

Thank you,

**Competent Authority Name, Sign & Date  
with Stamp & Seal of Organization**

(Annexure-III)

**PERFORMANCE STATEMENT / CLIENTS LIST**

Attach separate sheet in the same format if space is not sufficient

Sr. No.	Name of the Dept. / Organization & Name of contract person with Phone No. Contact Person along with Tel No. & e-mail address	Period		No. of manpower deployed	Contract order No. & Date with value of the contract
		From	To		
1.					
2.					
3.					
4.					
5.					

**Competent Authority to sign  
Name, Designation, Date with  
stamp & seal of organization**

**FINANCIAL INFORMATION**

## CERTIFICATE FROM CHARTERED ACCOUNTANT

This is to certify that Annual Turnover of M/s. ...., hold PAN No. .... GST No. .... having its officer at ..... is in "outsourcing of Manpower Service' business & for the last 03 financial years in similar nature of work turnover are as follows:

<b>Financial Years</b>	<b>Turnover (in Rs.)</b>	<b>Profit</b>	<b>Loss (if any)</b>
2022-23			
2023-24			
2024-25			

AVERAGE TURNOVER OF ABOVE LIST THREE YEARS: .....

Date :

Place:

Name, Signature and seal of Chartered Accountant

(Annexure-V)

**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-VI)**

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

To,  
The Head – Technical Services  
TIFR Hyderabad.

**Sub: Acceptance of all Terms and Conditions of Bid documents**

**Ref :- GEM BID :-**

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- I/we have downloaded the tender documents for the above-mentioned contract from the website(s) of GeM Portal/ TIFR Hyderabad website.
- I/we hereby certify that I/we have read all terms and conditions of the tender documents including all annexures, which are the part of the contract or agreement and I/we shall abide by all terms/ conditions/clauses contained therein.
- The corrigendum(s) issued from time to time by your department/organization have also been taken into consideration, while submitting this acceptance letter.
- I/we hereby unconditionally accept the tender terms & conditions of above-mentioned tender.
- 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.
- 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,

Competent Authority Name, Sign & Date  
with Stamp & Seal of Organization

(Annexure–VII)

**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–VIII)

**INDEMNITY BOND**

We,....., having a registered office at....., have entered into a contract with TIFR Hyderabad, vide contract dated ....., to provide manpower on outsourcing basis at TIFR Hyderabad situated at Hyderabad.

We do hereby indemnify and keep harmless, TIFR Hyderabad, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Institute by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, TIFR Hyderabad against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or non fulfilment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

**In case of contract received from TIFR HYDERABAD against this NIT, we accept to submit the above Indemnity Bond.**

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

Bidder's Signature with Stamp

(To be submitted on letter head of Bidder by specifying the Class)

**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 Gol 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.

**SECTION-VIII**

**PRICE BID (PART-II)**

**PRICE BID**

**DETAILS OF MONTHLY PAYMENT COMPONENTS FOR PROVIDING MANPOWER FOR “OPERATION & MAINTENANCE OF HVAC INSTALLATIONS” ON 24X7 BASIS ON ALL DAYS AT TIFR HYDERABAD**

(As per Minimum Wages Act Office of the Regional Labour Commissioner (Central), New Delhi as applicable from time to time)

<b>Wage Calculations for Manpower deployed under the Contract</b>				
<b>Sr. No.</b>	<b>Payment Components</b>	<b>Supervisor</b>	<b>Technician</b>	<b>Helper</b>
		Per Head (In Rs.)	Per Head (In Rs.)	Per Head (In Rs.)
1	Basic Wages	18018.00	16562.00	15054.00
2	Variable Dearness Allowance	9672.00	8944.00	8164.00
<b>3</b>	<b>Total Minimum Wages</b>	<b>27690.00</b>	<b>25506.00</b>	<b>23218.00</b>
4	Leave Wages @ 4.81% on S. No 3	1331.89	1226.84	1116.79
5	PF @ 13.00% on Rs. 15,000.00	1950.00	1950.00	1950.00
6	ESI @ 3.25% on Rs. 21,000.00	0	0	0
7	Bonus @ 8.33% on S. No 3	2306.58	2124.65	1934.06
8	Other Allowance (Fixed)	2500.00	0.00	0.00
<b>9</b>	<b>Total amount (S. No. 3 to 8) including statutory payments</b>	<b>35778.47</b>	<b>30807.49</b>	<b>28218.85</b>
10	No. of Employees	6	9	1
<b>11</b>	<b>Total Amount (Sr. 9*10)</b>	<b>214670.82</b>	<b>277267.41</b>	<b>28218.85</b>
12	Service Charges on each person			
<b>13</b>	<b>Grand Total (11+12)</b>			
14	Add: GST 18% (on S. No.13)			
<b>15</b>	<b>Grand Total (S. No. 13+14)</b>			
16	Total wages per month			
<b>17</b>	<b>GRAND TOTAL</b>			
<b>18</b>	<b>Grand Total in words:</b> _____			

Bidder's Signature with Stamp

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**Note:**

- b. 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.
- c. The Service Charges on each person in percentage (%) will remain the same till the end of the contract (2 years).
- d. Deduction of Indian Income Tax Deduction at Source: The Deduction of Indian Income Tax Deduction at source (TDS) will be deducted as per IT Act. Also deduction of GST TDS as per the GST regime. The applicable taxes at the time of actual utilization of service etc. will be deducted if any.
- e. Bonus amount will be reimbursable /payable by TIFR at the end of the contract period, subject to eligibility/fulfilment of conditions laid down under Labour Laws/ Bonus Act, for such payment.
- c. However, the contractor's administrative/service charges (quoted at S. No.12) would remain unchanged throughout the contract.
- d. The TIFR Hyderabad reserves the right to decrease the number of manpower at the time of issue of the contract. However, the maximum number of manpower required is stated in the price bid.

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

**-End of the Document-**