

Government of India  
Ministry of Science and Technology  
Department of Science and Technology  
General Administration Section  
Technology Bhavan, New Mehrauli Road  
New Delhi-110 016

Date: 02 Nov., 2020.

T.E No.D-13022/1/1/2020 (GA) Part III

To, All interested & Eligible firms.

**Sub: Tender Inquiry for Comprehensive Annual Maintenance Contract of Electrical Installations and provisioning of manpower (Skilled & Unskilled) in Department of Science & Technology (DST), Technology Bhavan, New Delhi-16 for period of Six Months from the date of commencement of contract**

Dear Sirs,

For and on behalf of the President of India, sealed bids are invited for the subject mentioned job in DST, Technology Bhavan, New Delhi-16 for period of **six Months** from the date of commencement of contract and extendable **three monthly basis** for a maximum period of **Two years** (including initial period of contract) depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon, as per the attached **Annexure I**.

2. In case your firm is interested in the above said work, you are requested to quote your **justified** prices of the items as mentioned in the enclosed Proforma (**Schedule I**) in a sealed cover along with the documents as mentioned in the tender document with an Earnest Money Deposit (EMD) amount of Rs.50,000/- (Rupees Fifty Thousand only) in the prescribed form. The sealed cover containing the bid should be super scribed "**Comprehensive Annual Maintenance Contract of Electrical Installations and provisioning of manpower (Skilled & Unskilled) in Department of Science & Technology (DST), Technology Bhavan, New Delhi-16 for period of Six Months from the date of commencement of contract, not to be opened before 25<sup>th</sup> November, 2020**" and should be dropped in the tender box of General Administration kept near the Reception of the Technology Bhavan **latest by 1500 hours** on or before the **25<sup>th</sup> November, 2020**. Sealed bids received within the closing time limit will be opened on the same day at 1530 hrs in Raman Auditorium, S & T Block II in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. Successful bidder will be required to submit a performance security deposit as mentioned in the tender document in the form of Demand Draft/ Fixed Deposit Receipt in favour of DDO, DST / Performance Bank Guarantee from any Scheduled Commercial Indian Bank valid up to as mentioned.

4. Tendering firms fulfilling the requirements prescribed in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached schedule. Before participation, interested firms are requested to read & understand the "Important information, general instructions and terms & conditions" and fill up the "Contractor's details (Mandatory Information)" in **Annexure II** to this tender document. Bid received without duly filled **Annexure II**, will be rejected straightway and will not be considered. No representation in this regard will be considered by the Department.

Yours faithfully,

(Anil Kumar Pandey)

Under Secretary to the Govt of India  
Tel: 26590264

**Copy to: Web Support, DST: For posting the complete tender document on Department's website**  
**Cont'd...02/-**

**Signature of bidder with seal & date**

# **IMPORTANT INFORMATION, GENERAL INSTRUCTIONS & TERMS & CONDITIONS**

**1. Purchaser**

THE PRESIDENT OF INDIA

**2. Bid System**

This tender will be processed in single bid system

**3. Tender Fee**

Nil

**4. Electrical Installations Back Ground**

Following are the electrical Installations in Technology Bhavan

- a. 2 X 750 KVA DG Sets along with OCB, ACB, AMF Panel, Contactors etc.
- b. 2x120 TR Central Airconditioning plant (Blue star March, 2019) with water tank, cooling towers and 08 AHUs.
- c. Electrical sub-station includes 2 X 1250 KVA transformers, 1 X 500 KVA Transformer, 1 X 2500 KVA Automatic Voltage Regulator, HT Panel, HT Panel, HT Change Over, 3 Numbers of APFCR Panels.
- d. 2 X 10 HP Booster pumps and 2 X 7.5 HP & 1 X 5.0 HP submersible pumps
- e. Fire Alarm systems in S & T Block I.
- f. Lights are as under:-

- i. 18 Watts LED 4 feet Tube - 1600 Nos.
- ii. 36 Watts Ceiling Mounted 2 Feet X 2 Feet LED - 735 Nos.
- iii. Security Lights - 60 Nos. Approx.

**5. Eligibility of Firm**

- i. Vendors/ firms registered for similar nature of works (Composite works: Civil & Electrical Works or Electrical Category) with CPWD, PWD, Public Sector undertaking set up by Central/ State Government such as NBCC, TCIL, IRCON, RITES etc. **on or before 01 January, 2010 (Attach document).**
- ii. **The firm must have executed a Composite work (Original/ Maintenance) (Civil & Electrical) of value Rs.50 Lakhs in which electrical works should be of value Rs.15 Lakhs or only Electrical work (Original/ Maintenance) of value Rs.15 Lakhs in the last 05 years and i.e. after 01 Jun., 2015 to till the date of submission of bid.**
- iii. Submission of EMD as prescribed. No repeat No firm is exempted for submission of EMD irrespective of their registration with any organisation.
- iv. Valid GST Registration certificate.
- v. Self-undertaking on the firm's letter head that the firm will not enter into any sub-contract with any other firm.
- vi. Income tax returns for the past three years i.e. 2017-18, 2018-19 & 2019-20.
- vii. ESI & EPF Registration certificates as per provisions of Contract Labour (Regulation & Abolition) Act 1970 applicable to the workers shall be attached.
- viii. Undertaking from the contractor to the effect that he will not allow or permit any employee to participate in any trade union activities or agitation in Technology Bhawan Premises.
- ix. Original tender document duly signed and stamped at all pages. Tender document other than the published one will not be accepted and evaluated.
- x. Firms/ vendors that do not meet the criteria specified in Point No. (i) above are not eligible to participate in the tendering process. If participated, the bid will be rejected straightway without assigning any reason and no representation in this regard will be entertained by the Department.
- xi. The participating firm is requested to attach the relevant order/ documents in support of their eligibility with the Technical bid and failure to do so will render the bid incomplete and the same will be rejected straightway without assigning any reason thereof. No representation in this regard will be entertained by the Department.
- xii. The firm should submit the original tender document duly filled and signed at all the pages. Bid submitted other than original tender document will be rejected straightway without assigning any further clarification.

**6. Earnest Money Deposit (EMD)**

An amount of Rs.50,000/- (Rupees Fifty Thousand only) has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque, Fixed Deposit Receipt (FDR), Bank Guarantee (BG) in favour of DDO, DST along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be accepted. No firm is exempted from submission of EMD. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of DST. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of Performance Security of the successful bidder. If the successful firm fails to submit the Performance Security within the stipulated date the EMD will be forfeited and the bid of second responsive bidder will be considered and if the second responsive bidder is willing to render the services at par the rate quoted by the first responsive bidder, then the contract will be awarded to the second responsive bidder. If the second responsive bidder is firm unwilling to accept the award of contract, then the whole tendering process will be treated as cancelled and no representation in this regard will be entertained. No interest will be paid by the Department for not releasing the amount within the tender validity period.

**7. Firm and fixed rates**

Prices should be quoted on net destination basis at DST and firm & fixed price basis including statutory taxes (GST, Service Tax, Service Charge etc., duties (ED- if any), freight, packing, labour etc (Except provisioning of labour). The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances during the contractual period (Except Labour charges, which will be paid as per the rate notified by Department of Labour, GNCTD from time to time). Tenders with variable prices or seeking provision for enhancement of prices/ contracted rates during the currency of the contract shall be rejected straightaway without any consideration.

**8. Transferability of Tender**

This tender is non-transferable.

**9. Terms & conditions**

Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected.

**10. Prescribed Forms**

Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letter head Quotations will not be accepted and ignored straightaway.

**11. Time & date of receipt and opening of bids**

In the event of any confusion, the time set in the clock in the room of Under Secretary (General Administration), DST will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.

**12. Purchaser's right**

Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reason.

**13. Purchaser's Address & Work site**

The bid should be addressed to "Under Secretary, General Administration, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and dropped in the Tender Box of General Administration Section kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi **on or before 1500 hours on 25<sup>th</sup> November, 2020.** In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, General Administration or S.O. General Administration, DST before expiry of the closing time & date.

**14. Contract period**

Six Months from the date of commencement of contract and extendable on three monthly basis for a maximum period of two years (including initial period of contract) depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon. Prices during the currency of contract shall remain firm & fixed.

Signature of bidder with seal & date

Cont'd...04/-

**15. Termination of contract**

- i). On expiry of period given in the contract. Further, the contract can be terminated at any time during the currency due to unsatisfactory performance established on the part of the contractor or any such material complaints.
- i) The contract can be terminated at any time by giving a Notice of one month in advance from either party. Any complaints pending on the day of giving notice & also before the expiry of the Notice served shall have to be attended to in accordance with the terms & conditions of the contract.

**16. Dispatch Instruction**

Maintenance work shall be carried out at Technology Bhavan. The selected agency shall provide MAN POWER as per actual requirements. Any replacement of defective parts/ spare parts will be done only with written permission. For taking away such parts out of Technology Bhavan, proper markings & signatures of Estate Supervisor/ SO Admin II (B) should be obtained in indelible ink. Permission for taking the items from DST premises will not be allowed on holidays, Saturdays & Sundays.

**17. Warranty**

Six months comprehensive from the date of completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or deterioration in the quality or deviation from tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to contractor's premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component.

**18. Inspecting Officer**

Authorized representative of DST, New Delhi

**19. Inspection Authority**

Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.

**20. Performance Guarantee (PG)**

1. Successful bidders awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security of the amount equivalent to **@10% of the Tender value** in the form of DD/ Pay order, Fixed Deposit Receipt (FDR), Bank Guarantee (BG) in favour of **DDO, DST** or Bank Guarantee from any Scheduled Commercial Indian Bank to be submitted within 15 days of the receipt of the Contract by them. The format for Performance Bank Guarantee (PBG) will be provided by DST along with the award of contract. In the event of failure on the part of the successful bidder awarded the Contract to furnish Performance Security, the contract awarded shall be cancelled. Non-submission of PBG in prescribed format or submission by other mode shall be viewed adverse performance which may further lead to de-registration/ suspension of business dealing with the Department and the amount of performance security deposited by the firm will also be forfeited.

2. Under the same contract, the Department may carry out some specialists' type of work. In that case, the firm needs to deposit one fresh Performance security of an amount equal to 10% of the awarded cost of the contract (excluding statutory duties and taxes) in the form of DD/ Pay order, Banker's Cheque, Fixed Deposit Receipt (FDR) or Bank Guarantee from any Nationalized Indian Bank within 15 days of the award of such type of specialist work. In that case the period of warranty will be governed as per the works manual & DSR of CPWD.

**21. Validity of Tender**

Tender shall be kept valid for acceptance by DST for a period not less than 90 days after the tender opening date.

Signature of bidder with seal & date



Cont'd...05/-

**22. Rates**

A. Before quoting the rates, bidders are requested/ advised to refer the following points and **Point No. 28** Annexure I to this Tender Document.

- i) Rate of Labour Charges as per the Latest Notification issued.
- ii) ESI & EPF Contribution from the Employee and Employer respective.

B. Rates should be quoted in Schedule I attached with this tender document as per following details:

**Table A to Schedule I:** - Rates mentioned in Table A to Schedule I and rates should be quoted in the enclosed Performa as per **Table A of Schedule I** attached with the tender document.

**Table B to Schedule I:** - Rates are for provisioning of manpower and the rate should be quoted in the enclosed Performa as per **Table B of Schedule I** attached with the tender document.

**Table C to Schedule I:** - It will be summation of Table A and Table B of the Schedule I to this document.

b) Rates should be exclusive of all statutory taxes & duties (GST) and freight (free delivery to the consignee's premises) etc.

c) During the entire period of the contract (Including if extended and variation of Cost Index), no request for any increase in rates will be entertained.

**23. Taxes & Duties**

a) **Tax Deduction at Source (TDS):-** TDS will be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.

b) No claim on account of sales taxes or any other statutory taxes/ charges for execution of work awarded under this contract will be entertained by DST and such taxes and charges should be paid by the contractor himself.

**24. Consignee's address**

Department of Science & Technology and Authorized representative of DST, New Delhi-16.

**25. Inspection Authority & Inspecting Officer**

Department of Science & Technology and Authorized representative of DST, New Delhi-16.

**26. Submission, acceptance and rejection of tender**

a) A complete set of the tender document may be collected personally from **Section Officer General Administration, Department of Science & Technology, New Delhi**. Complete tender document is available on Departmental website: <http://dst.gov.in> and may be downloaded and used for submission of the bid. The envelope containing the quotation should be duly sealed and super-scribed as **"Comprehensive Annual Maintenance Contract of Electrical Installations and provisioning of manpower (Skilled & Unskilled) in Department of Science & Technology (DST), Technology Bhavan, New Delhi-16 for period of Six Months from the date of commencement of contract"**. The sealed envelope should be dropped in the tender box kept [Tender Box General Administration] **near the reception of Technology Bhavan** on or before 3.00 PM on **25<sup>th</sup> November, 2020** which will be opened on the same day at 3.30 PM in the presence of one representative of such tenderers who wish to be present.

Cont'd...06/-

Signature of bidder with seal & date



**27. Submission, acceptance and rejection of tender Cont'd.....**

**b) Tenders which are not complete in all respects are liable to be rejected.**

c) While submitting the tender for this work the tenderers will be **deemed to have read, understood and accepted** all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.

d) Tenderers will indicate the complete address of their firm/ office along with telephone numbers.

e) Contract shall be awarded to the firm offering the lowest / net bundled price and not with reference to the lowest prices quoted for the sub-items.

**28. Evaluation of Bid**

For Evaluation of Bid, following points will be taken into consideration. Hence the Bidders are requested to quote justified rate (s) to avoid cancellation of bid: -

**A. Abnormally Low Bid/ proposal: -**

aa. If any bidder is quoting an abnormally low bid/ proposal. An abnormally low bid bid/ proposal is one in which the bid/ proposal price in combination with other elements of the bid/ proposal, appears so low that it raises material and services concern with the Department as to the capability of the bidder to perform the contract for the offered price.

ab. If the Department i.e. DST identifies a potentially abnormally low bid/ proposal, DST shall seek written clarifications from the bidder, including item wise detailed analysis of rate as per market trend of its bid/ proposal price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and the responsibilities and any other requirements of the request for bids/ proposals for proposal document.

ac. If after evaluation of the price analysis, DST determines that the bidder has quoted the unjustified rate and failed to demonstrate its capability to deliver the contract for the offered price, DST shall reject the bid/ proposal without assigning any further reason.

**B. Seriously unbalanced or Front Loaded bids/ proposal: -**

ba. If DST feels that the bid/ proposal submitted by the bidder, is seriously unbalanced or front loaded (i.e. Overpriced) DST may ask the bidder to provide written clarifications, including item wise detailed price analysis to demonstrate the consistency of the prices with scope of works, proposed methodology and schedule. After evaluating the item wise detailed price analysis, DST may/ may not accept/ reject the bid/ proposal without assigning any further reason.

**C. Most advantageous/ responsive Bid/ Proposal: -**

After going through the process mentioned above, the Department will decide the most advantageous/ responsive bid and contract will be awarded to that firm. Mere becoming **Lowest Bidder** i.e. L 1 does not confer the right to become the most Advantageous/ responsive bidder. For becoming Most Advantageous/ responsive bidder, the bidder needs to qualify the points mentioned above.

Cont'd...07/-

Signature of bidder with seal &amp; date

**29. Award of contract**

- a) The Accepting officer shall award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price (**Net Bundled Price i.e. Table I + Table II of Appendix C**).
- b) The issuance of work/ supply order on DSR items will depend upon the requirement of the Department and on actual basis.
- c) Notwithstanding the above, the Department reserves the right to seek previous work orders, references, justification of quoted rates etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.
- d) The tenderer whose rate is accepted will be notified for the award of contract by the Department prior to expiry of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.
- e) In case two firms are offering the same net bundled price in Schedule I, then the contract will be awarded to the firm, who has deposited higher Total Income tax for the past three Financial Years i.e. 2017-18, 2018 - 19 & 2019-20 in total and as per the direction of the Competent Authority.

**30. Working Hours**

- a) The Skilled Manpower (10 Numbers) should be provided for maintenance and operation of the electrical installations as per followings: -
- Central Air Conditioning Plant:** On all working days (07:30 to 19:30 hours including lunch break from 12:30 hours to 13:30 hours on **02 Shifts**) except Sundays & Govt. holidays (26 days in a month)- **02 Skilled Manpower**
  - Diesel Generator Sets:** On all days round the clock (24 X7) in **03 shifts- 03 Skilled Manpower**
  - Fire Alarm System:-** On all days round the clock (24 X7) in **03 shifts- 03 Skilled Manpower**
  - Electrical Sub-station:-** On all working days (07:30 to 19:30 hours including lunch break from 12:30 hours to 13:30 hours on **02 Shifts- 04 Skilled Manpower**) except Sundays & Govt. holidays (26 days in a month).
  - The skilled manpower for Diesel Generator Set and Fire Alarm System shift should be managed in such a way that no one is performing more than 08 hours per day and not more than 26 days in a month.
  - The night shift personnel for Diesel Generator Set & Fire Alarm system should manage the electrical sub-station after the normal Electrical Sub-Station Shift, night and on holidays.
- b) The unskilled Manpower (02 Numbers) should be provided to assist the above mentioned skilled manpower on all working days from 08:30 to 17:30 hours including lunch break from 13:00 to 14:00 hours.
- c) In case of special requirements of services beyond office hours or on holidays, the contractor has to provide the required manpower for which no additional payment will be made.
- d) All the complaints related to electrical operation and maintenance work should be attended during working hours i.e. from 08:30 hours daily.

Signature of bidder with seal & date

Cont'd...08/-

**31. Scope of Work**

The work includes the works mentioned in **Schedule I** on actual basis.

- a) Operation & Maintenance of Electrical Installations.
- b) Provisioning of manpower. The number of manpower may increase or decrease as per the requirement of this Department as per rule.
- d) The contractor shall ensure the availability of specified number of manpower throughout the period of the contract.
- e) The contractor shall ensure that physically fit personnel above 18 years of age and not more than 60 years are only employed for working in Technology Bhawan. Persons with contagious diseases/medically unfit shall not be deployed.

**32. Submission of bill and Terms of payment**

a) The Contractor shall pay his employees within 07 days of completion of each month, and will submit the bill for payment on periodical basis and after completion of each period, for payment of individual manpower, bio-metric attendance sheet should be attached. Without bio-metric attendance sheet no payment will be made to the contractor. It is the sole responsibility of the contractor for compliance.

B) All the payments shall be based on minimum wages as per GNCTD rates updated with variable DA.

C) Contractor shall ensure that the payment of employees is done directly to the individual's bank account or by cheque and the proof of payment shall be submitted to DST, New Delhi.

d) The Payment for work where work was not attended due to any reason whatsoever is will be deducted on pro rata basis from the bill submitted by contractor.

e) Bills to be submitted (preferred in 3 copies) along with the certificates/ job card duly certified/ signed by the officer concerned on actual basis.

f) The preparation job card Proforma is the sole responsibility of the contractor.

g) No advance payment under any circumstances be made to the contractor.

**33. Paying Authority**

Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016

**34. Applicable Law**

The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes shall be within the jurisdiction in Delhi.

**35. Disputes**

Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

**36. General Terms & Conditions**

a) The contractor shall observe all security provisions as applicable to the offices of the DST which comes under the security cover by the Home Ministry. Any violation shall be his responsibility.

b) The tenderer shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the Department.

c) The person signing the tender document on behalf of the contractor or on behalf of the firm, shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms whatever the case may be in all the matters pertaining to the contract, including the arbitration clause.

d) Acceptance of the tender by the Government shall be communicated to the successful tenderer by a formal letter of acceptance of tender.

**36. General Terms & Conditions**

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- e) In case in the opinion of the Department, any defective item needs to be brought back to proper working order, same shall have to be done by the firm within the rate quoted and within 15 days of start of contract period. In case of failure to bring the item to proper order within stipulated period, damages/ penal charges shall be applicable.
- e) The firm must inspect the Department before submitting the tender.
- f) Tenderer shall treat the tender specifications and contents thereof as confidential.
- g) The contractor shall not divulge any information that is made known to him to anyone he may come across or to any person not authorized to receive such information.
- i) Satisfactory Performance certificate from at least Two Govt./Quasi Govt. organizations/PSUs/State Govt. etc. providing a minimum of 20 manpower per month for at least one year. The Contractor shall submit documentary proof of the same along-with the tender.
- j) The contractor shall submit copies of Income Tax Returns for the last three years.
- k) Contractors registered with CPWD/ MES /Railways PWD etc. in eligible class may also participate in the tendering.
- l) The Contractor shall obtain & submit a contract license under the Contract Labour (Regulation & Abolition) Act 1970 from Labour Commissioner's Office, before commencement of the contract period. Failure to do so will result in cancellation of the contract.
- m) The Contractor's personnel shall clean be building in presence of DST representatives unless otherwise instructed by DST.
- n) Contractor shall ensure that its personnel shall not take any material, equipment, papers, plants, trees, wood etc. out of Technology Bhawan premises. In the events of such cases, suitable action as per law shall be taken.
- o) Contractor shall ensure IN/ OUT records of all personnel in Technology Bhawan Security Gate Office. In no circumstances any one shall be allowed to stay (night) in the premises.
- p) The contractor shall maintain the following Registers as per contract Labour (Regulation & Abolition) Act 1970:-
- i. Register of Workman as per Form XIII of Rule 75.
  - ii. Register of wages as per Form XVI of Rule 78.
  - iii. Employment Card as per Form XIV of Rule 76.
  - iv. Muster Roll Register as Form XVII of Rule 78.
- q) The Contractor shall indemnify and hold Department and/ or any officer, employee thereof harmless from any loss, damage, liability or expense, on account of damage and injuries, including death, to any persons employed by him. The vendor shall, at its expense, defend any suits or proceedings brought against Department, on account thereof, and shall satisfy all judgments and pay all expenses which may be incurred by or rendered against them, or any of them, in connection therewith. It is expressly understood that the Contractor shall keep fully indemnified against third party claims and damages to or caused by work performed under this contract.
- r) The contractor shall be responsible for complying with all the statutory provisions of the applicable Labour laws applicable to the contractors and DST. Breach or ignorance of the applicable laws, by contractor or employees if any, noticed at any point of time shall render the contractor liable and responsible for the consequences under Labour Laws and other applicable laws.

Signature of bidder with seal & dateCont'd...10/-


**37. General Terms & Conditions**

cont'd....

s) The contractor shall not allow or permit employees to participate in any trade union activities or agitation in Technology Bhawan Premises.

t) Frequent changes of contract employees shall not be preferred but any changes shall be done to the satisfaction of DST, New Delhi.

u) In case any employee proceeding on long leave or suspended/ dismissed from services or leave the job, the temporary Identity Pass/ Card of such employee shall be withdrawn and shall be deposited with the issuing authority.

v) DST, New Delhi shall not be responsible for any injuries or loss of life of any employee of the contractor that may take place while on duty or otherwise. Any expenditure towards treatment for such injuries shall be sole responsibility of contractor. DST, New Delhi shall not have any liability whatsoever in this aspect. For all the purposes, the contractor will be the Principal Employer and all liability towards the workers shall rest with the contractor.

) The contractor shall ensure that housekeeping personnel are selected after due verification of antecedents from police authority of the concerned locality. Verification of character and antecedents of the employee shall be completed within a month of appointment. DST, New Delhi shall reserve the right to suggest changes, if any, as and when considered necessary.

x) DST, New Delhi reserves the right to reject any person proposed to be employed by the contractor without assigning any reason.

y) Any theft or damage caused by the Contractor's employee shall be borne by the contractor and shall be made good at the earliest but not later than 20 days.

z) Personal bag & baggage of the contract personnel shall be liable for physical check-up both at the time of entry into the campus and while leaving at the security gate.

**Inspection:** - The contractor or his authorized representative having special power of attorney shall attend the office whenever required and shall be available during inspection.

aa) The contract workers employed by the contractor shall be the employees of the contractor and there shall not be any employer – employee relationship between DST, New Delhi and the said contract workers on any ground whatsoever. DST, New Delhi will not issue any experience certificate to the employees of the contractor.

Ab) The successful contractor should issue ESI & EPF number and cards to all manpower within two months from the date of award of contract and the same should be deposited to the concerned officer of the Department for further verification.

**Certificates:-**

i) I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them.

ii) I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage, I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.

**Signature of bidder with seal & date****Signature of bidder with seal & date****Cont'd...11/-**

**Department of Science & Technology**  
**General Administration Section**

**Contractor's details (Mandatory Information)**

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information										
01	Name of the Applicant/ Firm											
02	Nationality											
03	Address (attach separate paper for addresses of other offices) Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof)	<table border="1"> <tr> <td>Regd. Office</td><td></td></tr> <tr> <td>Head office</td><td></td></tr> </table>	Regd. Office		Head office							
Regd. Office												
Head office												
04	Telephone Numbers	<table border="1"> <tr> <td>Landline/ Mobile No.</td><td></td></tr> <tr> <td>Fax No.</td><td></td></tr> <tr> <td>E-mail address</td><td></td></tr> </table>	Landline/ Mobile No.		Fax No.		E-mail address					
Landline/ Mobile No.												
Fax No.												
E-mail address												
05	Other Details (Enclose copies)	<table border="1"> <tr> <td>PAN Details</td><td></td></tr> <tr> <td>GST Registration Number</td><td></td></tr> </table>	PAN Details		GST Registration Number							
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06	Constitution of firm	<table border="1"> <tr> <td>Individual</td><td></td></tr> <tr> <td>Sole Proprietorship Concern</td><td></td></tr> <tr> <td>Partnership Firm</td><td></td></tr> <tr> <td>Public Ltd. Company</td><td></td></tr> <tr> <td>Private Ltd. Company/ Public Sector Enterprises</td><td></td></tr> </table>	Individual		Sole Proprietorship Concern		Partnership Firm		Public Ltd. Company		Private Ltd. Company/ Public Sector Enterprises	
Individual												
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07	Details of Bank account (Enclose copy of front page of pass book & personalized cancelled cheque)	<table border="1"> <tr> <td>Account No:-</td><td></td></tr> <tr> <td>Type of account:-</td><td></td></tr> <tr> <td>Name of Bank:-</td><td></td></tr> <tr> <td>Name &amp; address of the branch</td><td></td></tr> </table>	Account No:-		Type of account:-		Name of Bank:-		Name & address of the branch			
Account No:-												
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Name & address of the branch												
08	Is any person working with the applicant a near relative of the official of DST? If yes, give details	<table border="1"> <tr> <td></td><td></td></tr> </table>										

**Signature of bidder with seal & date**

**Cont'd...12/-**



Sl No.	Description	Information														
09.	Details of Business Profile	<b>A. Annual Turn Over Details</b> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Amount in Rs.</th> </tr> </thead> <tbody> <tr> <td>2016-17</td> <td></td> </tr> <tr> <td>2017-18</td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> </tr> </tbody> </table> <b>B. Tax Deposited/ Paid with Income Tax Department</b> <table border="1"> <tbody> <tr> <td>2017-18</td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> </tr> <tr> <td>2019-20</td> <td></td> </tr> </tbody> </table>	Financial Year	Amount in Rs.	2016-17		2017-18		2018-19		2017-18		2018-19		2019-20	
Financial Year	Amount in Rs.															
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2018-19																
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10.	Earnest Money Deposit (EMD) details	a. Amount in Rs. 25,000/- (Rupees Twenty-Five thousand only) b. DD/ BC/ PO No. c. Date of Issue: - d. Name of issuing Bank: - e. Address of the issuing Branch: -														
10	Certificates/ Undertakings	a. I/ we (including all partners) certify that I/ we have carefully read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them. b. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government. c. I/ We agree to the forfeiture of the Earnest Money Deposit if I/ We fail to comply with all or any of the terms & conditions in whole or in part as laid down in the <b>Tender Enquiry Notice No. T.E No.D-13022/1/1/2020 (GA) Part III Dated 02 Nov., 2020</b> Which would constitute and have force of a contract between me/ us and the Department of Science & Technology, if I/ we am/ are declared a successful bidder. d. I/ we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/ lawful purposes only as per the guidelines of Department of Environment & Forest, Govt. of NCT Delhi. e. I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.														

Cont'd...13/-

Signature of bidder with seal & date


Schedule I

Name of the Firm:-

Schedule I to TE No. T.E No.D-13022/1/1/2020 (GA) Part III Dated 02 Nov., 2020.

**Sub: " Tender Inquiry for Comprehensive Annual Maintenance Contract of Electrical Installations and provisioning of manpower (Skilled & Unskilled) in Department of Science & Technology (DST), Technology Bhavan, New Delhi-16 for period of Six Months from the date of commencement of contract**

Table I**A. Operation & Maintenance of electrical installations: -**

Sl No.	Description of work	Unit	Unit Rate in Rs.	Qty	Amount in Rs. For six months
1	Comprehensive AMC of 2 X 750 KVA DG Sets including associated equipment like OCB, ACB, AMF panels, contactors etc.	Per months		06 months	
2	Comprehensive AMC of 2 X 120 TR Central Air-conditioning plant including Water tank, cooling tower, AHUs etc.				
3	Comprehensive AMC of Electrical substations includes 2 X 1250 KVA transformers, 1 X 500 KVA Transformer, 1 X 2500 KVA Automatic Voltage Regulator, HT Panel, HT Panel, HT Change Over, 3 Numbers of APFCR Panels				
4	Comprehensive AMC of Booster pumps and submersible pumps  Booster pumps: 2 X 10 HP Submersible Pumps: - 2 X 7.5 HP + 1 X 5.0 HP				
5	Comprehensive AMC for Fire Alarm Systems (S & T Block I)				
7	Total				

Not Included: Batteries for DG Sets.  
Diesels for DG Sets

Note:- The approximate details of the work is prepared and placed at Page Nos. 15-20 to this tender Document.

Signature of bidder with seal & date



Cont'd...14/-

**Table II**

**Provisioning of Manpower Services as per rates notified by Department of Labour  
GNCTD: -**

Sl No.	Man power description	Rates in Rs. Per month	Number of man power	Total amount in Rs. Per month
1	Skilled	17,991/-	12	2,15,892/-
2	Un-skilled	14,842/-	02	29,684/-
3	Total (1 + 2) above		14	<b>2,45,576/-</b>
4	ESI @3.25% on Sl No.3 above			7,981/-
5	EPF @13% on Sl No.3 above			31,925/-
6	Total Sl No's (3 +4+5) above			<b>2,85,482/-</b>
7	Service Charge @ .....on Sl No.6 above (To be quoted by the firm & <b>should be more than @ 2% and up to two decimal places only</b> )			
8	Total Sl Nos. (6 + 7) above			
9	GST as applicable on Sl No.8 above			
10	Grand total Sl Nos. (8+9) above and to be rounded off to next digit, if required			
11	<b>For 06 Months (Sl No.10 X 06)</b>			

**Table III:**

Sl No.	Description	Unit	Rate in Rs.	Qty	Amount in Rs.
1	A. Table I: <b>Operation &amp; Maintenance of electrical installations</b>	Per Month	As arrived at <b>Table: I above</b>	06 months	
2	B. Table II: <b>Provisioning of Manpower Services as per rates notified by Department of Labour GNCTD</b>	Per month	As arrived at <b>Table II above</b>	06 months	
3	TOTAL COST for 06 Months				

Cont'd...15/-

Signature of bidder with seal & date


**Advisories to the bidder before submission of bids: -**

1. Before quoting the rate, all the bidders are requested to follow CPWD's Delhi Analysis of Rate- 2018 and consider the rate of material cost, Labour Charges as per notification issued by Department of Labour-GNCTD, Sundries, Water Charges, Contractor's profit, ESI & EPF component as per notification issued by the Competent Authority, GST and other component.
2. Before quoting the rate, bidders are advised to consider **Point No.28, Annexure I** to this tender document.
3. The rate quoted against S.No.2 of materials required for the work shall also include material cost, transportation cost, operation cost, administrative cost, all taxes. The amount quoted under this description shall be converted to monthly basis for release of running account payment to the contractor during currency of contract, if eligible and claimed by the contractor.
4. The tender shall quote the amount as total cost of items as per Schedule I at Sl.No.2 of above table.
5. The Financial Bid shall be free from any conditions. Conditional bid shall be rejected straightway and no representation in this regard shall be entertained.
6. The CAMC & other works are as follows: -

**A. Comprehensive AMC of Central Air Conditioning Plant Includes: -**

1. Provisioning of Salt, resin, soap, softening plant, Refrigerant Gas, Compressor oil, V- Belt Etc. for maintaining of plant.
2. Repair/ overhauling of compressor, cooling coil, descaling of condenser, cooling coil, repair & rewinding of motors, replacement of valves/ pipes etc.
3. CAMC of Central AC Plant.

**B. Comprehensive AMC of Diesel Generator, Electrical sub-station and electrical installations includes: -**

1. Comprehensive AMC of 2 X 750 KVA DG Sets inclusive routine & preventive maintenance.
2. Comprehensive AMC of 3 Nos. of APF CR Panels.
3. Comprehensive AMC of 2500 KVA AVR
4. Repair/ maintenance/ servicing/ replacements of Spares, Fuses, MCBs, MCCBs, Selector Switch, transformer oil, transformer overhauling and dehydration, operation and routine maintenance.
5. Replacement of tubes/ lights by operational staff.
6. Day to day attending the complaints and their rectification.

Note : For Sl Nos. 5 & 6 above DST will provide all the required Electrical items like switches, sockets, wires, cables, light fittings, lights, wires etc.on demand basis.

**C. Comprehensive AMC of Booster Pumps includes:**

1. Repair/ overhauling of submersible pumps.
2. Repair/ overhauling of Mono Block Pumps
3. Repair of starter, voltmeter, ammeter, MCBs, MCCBs etc.
4. Replacement of pipes, valves etc. from drawing of water from sump to distribution of water from pump house.
5. Repair/ replacement of water level indicator, replacement of float valve of RCC overhead tank.

**D. Comprehensive AMC of Fire detector and alarm system includes:**

1. Comprehensive AMC of the existing Fire detection & Alarm system.
2. Providing of spares for maintaining of the system.

**General Instructions: -**

1. The work shall be carried out as per CPWD General specifications for electrical works Part I (internal) 2013, Part II (External) 1994, Part-IV (Substation) 2013, Part VI (Fire Alarm System), general specification for electrical works, Part VII (DG Sets) 2013, IE Rules, Indian Standard amended up to date and as per direction of the Competent Authority. The additional specifications are to be read with above and in case of any variations, specifications given along with the tender shall apply.
2. In respect of all labour employed directly on the work for the performance of the contractor's part or work, the contractor at his own expense, will arrange for the safety precautions as per statutory provisions, BIS Recommendations, factory act, workman's compensation act, CPWD code and instructions issued for time to time. Failure to provide such safety requirements would make the tenderer liable for penalty for Rs.200/- for each violation. In additions the Competent Authority, shall be at liberty to make arrangements and provide facilities as aforesaid and recover the cost from the contractor.
3. The contractor shall provide necessary barriers, warning signals and other safety measures while executing the work wherever necessary so as to avoid accident. He shall also indemnify CPWD against claims for compensation arising out of negligence in this respect. Contractor shall be liable , in accordance with the Indian Law and regulations for any accident occurring due to any cause. The department shall not be responsible for any accident occurred or damage incurred or claims arising there from during the executions of work. The contractor shall also provide all insurance including third party insurance as may be necessary to covet the risk. No extra payment would be made to the contractor due to the above provisions thereof.
- 4 The firms are advised to inspect the site before quoting the rate and no increase shall be entertained afterwards.
5. Safe custody including watch and ward of the plant/ system, all the fixtures and other machinery will be entire responsibility of the contractor.
6. Cleaning of entire system/ units/ room/ machinery and other equipment will be the responsibility of the contractor. If the room is not found satisfactory at any time by the department recovery of Rs.50/- per day shall be made from the contractor's bill.
7. The contractor will be responsible for conduct of the contractor's staff, should have to obey the instructions of the Engineer-in-charge.
8. Contractor has to take over the complete inventory before starting the work and should return the same in good working condition after close of contract. If any discrepancy is found the contractor has to make good at his own cost otherwise recovery will be made from the contractor's bill. Decision of EE(E) will be final and binding on the contractor.
9. The contractor shall provide first aid/ box facilities for his staff at site.
10. The firm should pay at least minimum wages fixed by the Delhi Government with other allowances etc. to all his employees covered under this contract.
11. For Holiday/ Sunday no extra payment will be made. It is the contractor's duty to arrange weekly off or holiday to the workers by making alternative arrangement for which no extra payment shall be

12. The staff employed by the contractor should wear the uniform and badges otherwise recovery at the rate of Rs.50 per occasion will be made from the contractor's bill. Liveries will be provided by the contractor to his staff for which nothing extra shall be paid.
13. The deptt. will not be a party in event of any dispute between contractor and his staff on legal matters. The contractor is fully responsible for any dispute between him and his labourer.
14. The contractor shall be fully responsible for any loss of life/ accident of all his staff during currency of the contract due to any reason. Any amount of compensation to be paid on account of such happening shall be borne by the firm himself and not by the department.
15. Whenever any major defects occur in the system the firm will inform immediately to department for taking proper action.
16. The contractor will be fully responsible for the conduct of staff so deputed by him.
17. The contractor shall provide and maintain attendance register for the maintenance staff at site which shall be checked by the authorised representative of this Department.
18. The contractor shall have to keep all the Electrical fittings in working order and the complaints kept unattended for more than 24 Hrs. shall be brought to the notice of the authorised representative of this Department for daily effective rectification of the defects. The contractor shall get cleaned all the distribution boards/ main boards/ main switches/ ceiling fans & fitting etc. to keep the system in healthy condition.
19. All the material for replacement shall not be issued by this department. The required items like soap, complaint register, workers diary, tape, detergent, rags etc. for which the agency has to arrange at his own cost.
20. All the dismantled material shall have to be returned to the Authorised Representative of this Department.
21. Contractor has to maintain compliant register at his own cost. A complete record of all the complaints is to be entered in the register, the register is to be get checked from the Authorised Representative of this Department.
22. The Contractor shall make his own arrangement for tools for electrical and mechanical works for the use of their staff. No. T&P shall be issued by the department. Nothing extra shall be paid to the firm in any shape by the department.
23. Water and power supply will be supplied free of cost for bonafide use at the work only.
24. Department reserves the right to terminate the contract before/after the expiry of contract period without assigning any reason. This will normally be as a result of unsatisfactory performance of the contract validity of the contract can however be extended in accordance with of PWD-8.
25. The operation timings can be modified as per need of the client department.
26. Any damage made by the contractor or the staff of the contractor deployed at the site of work during contract period shall be made good by the contractor at his own cost.
27. The contractor shall submit the attested photocopy of wiremen's license & produce the wiremen's license in original to Engineer-in-Charge before start of the work and as and when demanded
28. The Contractor shall provide 1 no mobile phone round the clock at site to enable the the Authorised Representative of this Department to have easy and quick communication. Nothing extra shall be paid to the contractor on this account and his quoted rates for various items under this contract will be inclusive of this obligation.

**Signature of bidder with seal & date**

**Cont'd...18/-**

29. Inventory of the installations to be maintained under the agreement of this work will be taken over by the contractor at the time of start of work and same inventory shall be handed over to the department by the contractor in working condition on completion of work.

**(DG sets and Sub-station)**

1. All the minor items such as cotton waste, grease, detergent, pilot lamp for phase indicator , kerosene oil, sand paper, PVC tapes, stationery items/ printed stationery and control fuses shall be arranged by the contractor for which nothing extra shall be paid.
2. The wireman-cum operator on substation duty shall also operate DG set on mains failure.
3. Contractor will bring in the notice of the Competent Authority concerned for any defect/ nonfunctioning of AMF panel, Batteries, associated electric panel of DG sets, immediately.
4. During the concurrency of contract the DG sets and substation shall be in physical custody of the contractor& after expiry of contractor the DG sets & substation sets shall be handed over to the department in the similar condition in which it was taken over by the contractor.
5. DG set shall be tested daily for 10 minutes in the morning and any defect promptly reported to the the Authorised Representative of this Department.
6. The agency will submit the list of staff to be deployed, to the Authorised Representative of this Department before starting of work, showing name, father's name, address, their qualification/experience certificate & ID proof etc.
7. Any other spare parts required in the DG set, shall be brought to the notice of engineer in charge well in advance for which formalities for procurement of the same can be done in advance.
8. Any other spares part required in the DG set shall be brought to the notice of engineer-in-charge well in advance for which formalities for procurement of the same can be done in advance.
9. Contractor shall supply Log book, Dhoti, cleaning material, petroleum jelly, distilled water for battery within the scope of this work without any extra cost.
10. The agency will maintain record for operation of DG set and will inform to department about any defect/developed just after accruing of the same.
11. The H.S.D. Oil for operation of Diesel pump shall be supplied by the department free of cost.
12. The disposals of the waste materials like clothes, rags, waste oils etc. Is the soul responsibility of the contractor.

**(Fire alarm & Fire fighting system and water supply pumps)**

1. The contractor shall depute staff having knowledge of maintaining automatic / manual fire alarm system, public address system & talk back system ,wet riser i/c sprinkler system along with their control panels. In case of false alarm the staff on duty shall be capable to handle the situation accordingly and in case of fire they should act as per advice of the Delhi Fire Services personnel's.
2. Routine maintenance of automatic/manual fire alarm system, PA & tack back system, and their fixtures and accessories shall be carried out as per CPWD maintenance manual amended up to date.
3. In case of any fire accident the staff on duty will take appropriate action and also inform the department officers and Delhi Fire Service.

**Cont'd...19/-**

4. The firm shall conduct fire drill test once in a month in presence of client department officials and representatives of deptt. where the Authorised Representative of this Department, should be present.


**Commercial Condition**

1. Payment shall be made on monthly basis after deduction of statutory taxes and duties.
2. Running payment shall be made only after receipt of fortnightly labour report and report of payments made to workers as per additional condition regarding labour payments.
3. In the event of operational staff not at all reporting for duty a penalty as following shall be imposed.
  - i) Skilled Manpower - Rs. 1500/- Per shift
  - ii) Un-skilled Manpower- Rs. 1000/- Per shift
4. Amendment in General Condition of Contract (GCC)-2014- Payment of wages to the labour by contractor shall be (1). Wages due to every worker shall be paid to him direct by contractor through Bank or ECS or online transfer to his bank account. (2). All wages shall be paid through Bank or ECS or online transfer. (3). It shall be the duty of the contractor to ensure the disbursement of wages through Bank account of labour.
5. The contractor will ensure the disbursement of wage and documentary evidence paper shall be submitted along with bill.
6. No Running Account Bill shall be paid for the work till the applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board, whatever applicable are submitted by the contractor to the Engineer-in-charge.
7. Rates quoted by the firm will be inclusive of all wages, taxes and duties. Firm should submit the proof/challans of submission of EPF & ESI at time of payment.
8. Contractor shall make a arrangement for installation of Biometric Machine for making of attendance for his staff deployed at site.

**Check List:-**

01. Checking the engine for its smooth running and visual inspection of un-usual noise and colour of the smoke from the exhaust.
02. Cleaning of Air Filters to increase their life as well as proper inflow of Air. Also changing them, if required (Compressed Air to be provided by Customer for cleaning purpose)
03. Carrying out B & C check & valve tappet setting as and when required.
04. Checking of proper functioning of various instruments of dashboard instrument panel.
05. Diagnosis of various faults and then rectification, limited to ones. However, if any parts required that will be supplied by client.
06. Checking and fault finding in the Electrical Systems (AMF Panel) associated with the engine.
07. General cleaning of alternator from inside with hand blower.
08. Checking carbon brushes if applicable for their proper length and spring tension (in case of conventional alternator).

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**Cont'd...20/-**

09. Cleaning battery terminals for sulphation and checking its state.
10. Checking of wiring system for its loose and dry connections.
11. Changing of rectifiers whenever required (in case of conventional alternator)
12. Checking rotating diode assembly in brushless alternator.
13. Checking of mounting bolts.
14. Diagnosis of various faults and their rectification at the site.
15. In case of parallel operation Alternator droop setting for proper load sharing.

**Save Paper**

**Save Trees**

**Save Environment**

**Note:** Please do not enclose any document (s), which is/ are not asked in the tender document.

**Check List:-** (Documents to be attached with the Tender)

- A. Documents listed in SI No.5 (I to ix) to the Annexure I to this Tender Document.
- B. Address Proof, Copy of PAN Card, front page of pass book & personalized cancelled cheque.
- C. **No documents are required to submit along with the bid for showing annual turn over details. Only details are required to be filed up. If required may be asked at the later stage.**

**Signature of bidder with seal & date**

