



(An autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

Bioscience cluster 3<sup>rd</sup> mile stone Faridabad Gurgaon Expressway Faridabad

PHONE No.: 0129-2876421 FAX: 0129-2876 402 Web Site: [www.thsti.res.in](http://www.thsti.res.in)

## **TENDER DOCUMENT**

**Comprehensive annual maintenance contract for operation & general Services on 24hrsx7x365 days for Pre-Clinical Research Facility (Biosafety Safety Level 3) installed at 3<sup>rd</sup> floor EAF building, NCR Biotech Science Cluster, 3<sup>rd</sup> miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana)**



## **NOTICE INVITING TENDER**

**TenderNo.- THS.E.101.24-25. 03**

**Date: 12/09/2025**

1. Online Tenders are invited on behalf of the **Executive Director, Translational Health Science and Technology Institute (THSTI)**, under two bid system (Technical bid and Financial bid) from established, reputed and experienced agencies for **Comprehensive annual maintenance contract for operation & general Services on 24hrsx7x365 days for Pre-Clinical Research Facility (Biosafety Safety Level 3) installed at 3<sup>rd</sup> floor EAF building, NCR Biotech Science Cluster, 3<sup>rd</sup> miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana)** as per schedule, specifications and as per the terms and conditions mentioned in his tender document.

### **Schedule for invitation of tender:**

Website Url :	<a href="https://eprocure.gov.in/">https://eprocure.gov.in/</a> <a href="https://THSTI.res.in">https://THSTI.res.in</a>
Address:	Translational Health Science Technology Institute, NCR Biotech Science Cluster, 3 <sup>rd</sup> Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
Contact Details	Engineer (IEE), THSTI, Phone: 0129-2876421
Name Of Work	Comprehensive annual maintenance contract for operation & general Services on 24hrsx7x365 days for Pre-Clinical Research Facility (Biosafety Safety Level 3) installed at 3 <sup>rd</sup> floor EAF building, NCR Biotech Science Cluster, 3 <sup>rd</sup> miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana).
Estimated Cost	Rs.16,85,400/-
EMD	
Tender Processing fees	
Tender Uploading Date	_____
Pre Bid Meeting	_____
Tender Closing Date & Time	_____
Date of Opening of Technical bid	_____
Date of Opening of Financial bid	Will be notified/uploaded on CPP Portal

Tender document available on [www.thsti.res.in](http://www.thsti.res.in), & [www.eprocure.gov.in](http://www.eprocure.gov.in)

The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked. Incomplete information may lead the bid to be summarily

rejected. Bidder must unconditionally accept all terms and conditions stipulated in the original/ downloaded tender document and submitted entire signed and stamped document.

## 2. **Pre-Bid Meeting**

A pre-bid meeting with all the prospective bidders will be held at THSTI as per schedule of invitation of tender. Interested applicants/ firms are invited to attend the same with a written statement of their query.

## 3. **Notification of Amendments**

All amendments, time extension, clarifications etc. will be uploaded in the above websites only and will not be published in newspapers. Bidders should regularly visit the above websites to keep themselves updated. No extension in the bid due date/time shall be considered, on account of delay in the receipt of any document by mail.

## 4.0 **Submission of bids**

4.1 Under the two bid system, the bidders are required to submit their 'Technical bid' and 'Financial bid' separately. All the documents related to technical bid (i.e. Eligibility criteria & Technical details) and financial bid should be put in two separate envelopes duly marked as '**Technical bid**' and '**Financial bid**' respectively.

4.2 The 'Technical bid' should consist of the following documents:

- i. Covering letter indicating the index / list of enclosures.
- ii. Tender Document Fee.
- iii. Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa and format given in **Annexure-I**
- iv. **Bid Security (EMD)**
- v. Original/downloaded tender document duly filled in, signed and stamped by the Bidder or his authorized representative on each page and duly witnessed with name address & contact number of witness.
- vi. Declaration as per **Annexure-III** along with attested Copies of Income Tax Return for the last three financial years, PAN, GST Registration Certificate of the bidder/ Agency.
- vii. Undertaking that agency/bidder has, at least for the last 7 years of Experience in the field of Electro Mechanical Services for BSL 3 lab shall be given in – **Annexure-IV**
- viii. Undertaking to accept all Terms and Conditions of the Tender document and to comply with them as per **Annexure- V on a letter head duly signed and stamped by authorized signatories.**
- ix. **List of present clients** (at least three nos.) as per **annexure VI.**
- x. Proof of successful execution of work (for at least one year) along-with certified copies of the completion / operation of Services/Agreement executed for providing of similar Services in last five years. (as given in **Annexure IV & VI**)
- xi. Solvency certificate from any scheduled Bank for the value not less than Rs.5.0 Lacs.

- xii. Agency must note that no price should be indicated in the technical bid otherwise bid will be rendered invalid.
- xiii. Document of holding valid registration / license with the Labour Department, electrical, fire and other departments required for carrying out such works, valid in Haryana
- xiv. Document of relevant ISO.

4.3 The bidder will be required to make a short presentation on the scheduled date to the expert committee on the plan it has, for Comprehensive annual maintenance contract for operation & general Services on 24hrsx7x365 days for Pre-Clinical Research Facility (Biosafety Safety Level 3) installed in 3<sup>rd</sup> floor EAF building, NCR Biotech Science Cluster, 3<sup>rd</sup> miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana).

**5.0 The 'Financial bid' should contain the following documents:**

Duly filled in Price bid **Part A and Part B** as per format, Signed and stamped by authorized signatory of bidder.

**6.0 Opening of Technical bid.**

Technical bid of all tenderers shall be opened at THSTI, as per schedule given at Para 1 through CPP Portal. Screening process will be adopted for evaluation of technical bid as discussed under clause of this tender.

6.1 All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.

to technical bid and 30% to financial bid will be granted for awarding the work to highest scorer.

7.0 **Successful bidder** on award of the work will submit notarized Non-Judicial stamp paper of Rs. 100/- duly and signed by the Bidder/ Agency or authorized representative of the Bidder/ Agency for entering in to agreement.

**IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE BIDDER/ AGENCY(S):**

(a)	<b>THSTI</b>	Translational Health Science and Technology Institute (THSTI)
(b)	<b>Name of Services required</b>	Comprehensive annual maintenance contract for operation & general Services on 24hrsx7x365 days for Pre-Clinical Research Facility (Biosafety Safety Level 3) installed in 3 <sup>rd</sup> floor EAF building, NCR Biotech Science Cluster, 3 <sup>rd</sup> miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana)
(c)	<b>Date for start of full</b>	Within Fifteen (15) days of the Award of Contract, complete service

	<b>service</b>	as per scope of work.
(d)	<b>Tender Cost</b>	
(e)	<b>Bid Security (EMD)</b>	

## **II. Pre-Qualification Criteria.**

1. The Tenderers must have an experience of handling the Comprehensive annual maintenance contract for operation & general Services for Pre-Clinical Research Facility (Biosafety Safety Level 3) in Govt./PSUs/ Autonomous bodies engaged in R&D in Life Sciences at least since last five years, supported by documentary evidence and must have among list of clients. (copy attached)
2. The tenderer should have at least;
  - a) One similar completed work, costing not less than an amount of Rs.13.48 Lac,

**OR**

  - b) Two similar completed work costing not less than an amount of Rs.10.11 Lac,

**OR**

  - c) Three similar completed work costing not less than an amount of Rs.6.74 Lac,
3. **“Similar work” means**, providing Comprehensive annual maintenance contract for operation of Electro-mechanical services in BSL 3 to any of the organizations as stated above.
4. Annual average turnover of the agency should not be less than Rs.9.0 Lacs/annum during preceding last three years.
5. Agency must have service office/facility in Delhi/NCR.
6. The tenderer is required to produce and attach solvency certificate for minimum value of Rs.5.0 lacs from the scheduled bank duly attested by the Chartered Accountant or Senior Branch Manager of the scheduled bank. The certificate should not be more than six months old from the date of publication of tender.
7. Even though the applicants meet the above criteria, they are subject to be disqualified if they have:
  - i) Made misleading or false representation in the form, statement and attachments submitted in and or
  - ii) Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
  - iii) Found to have been black listed in any other works.

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## **IV. TERMS AND CONDITIONS**

Period of Contract: This contract shall be valid for an initial period of one year. Based on the satisfactory performance, the period may be extended on yearly basis for

	a further maximum period of 02 years i.e. (01 Year +02 years) at the sole discretion of the Competent Authority.
Payment:	Payment shall be made on monthly basis within fifteen (15) days from the date of receipt of bill duly certified & recommended by designated officer in charge.
Workmen Employed:	The Bidder/agency shall be responsible for following all labour laws and statutory requirements, insurances pertaining to its employees. The agency shall indemnify THSTI against any claim on this account. It must retain sufficient reserve of manpower to cater for situations like leave, weekly offs, medical problems, holidays or any other exigencies etc.
Performance:	The performance of the services will be continuously evaluated by the designated committee/user groups nominated by the Executive Director, THSTI.
Delay in Payment:	In case of delay in monthly payment, the agency should make payment to its manpower & for consumables without affecting the work.
Arbitration:	Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, as amended up to date, within thirty (30) days (or such longer period as may be mutually agreed upon from the date that either party notifies in writing that such dispute or disagreement exists.
Replacement of Staff:	Any staff/employee may be required to be replaced immediately from the site without assigning any reason whatsoever.
Restrictions:	Smoking cigarette, bidi, chewing tobacco, pan, Gutkha or any other banned item is strictly prohibited inside the Institute's premises. Non-Compliance may lead to suitable penalty /termination of contract, to be decided by the Institute.
Attendance register:	Agency shall be responsible to maintain biometric & manual records of daily attendance of the staff deployed by it. However the THSTI reserves the right to inspect the records & verify attendance as and when required or deemed fit.
Certification of bills:	Every bill forwarded for payment shall need to be certified by the nominated officer of the THSTI.

## **V. GENERAL TERMS & CONDITIONS**

1. In the event of non-commencement or unsatisfactory performance of the work contract, THSTI reserves the right to cancel the contract agreement or to withhold the payment. In such an eventuality, THSTI further reserves the right to get the work done from some other agencies at the

cost of bidding agency. The Agency will also be black listed by the THSTI for a period of 5 years from participating in such type of tender and his earnest money/security deposit will also be forfeited.

2. It shall be presumed that the terms & conditions mentioned in the tender document including amendments/ corrigendum if any have been read, understood and duly accepted by the bidder. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document.
3. Tender forms are not transferable. Only the original/downloaded complete tender form duly signed stamped, should submitted.
4. Furnishing of wrong information and false documents will make the bidder ineligible for bidding and liable to be debarred/blacklisted from participation in Tender enquiries/Open Tenders/Annual Rate Contracts by the THSTI. The EMD amount will also be forfeited.
5. The bidder will have to furnish documents in support of the information given in the tender. Original documents shall be checked for verification as and when required.
6. In case of any attempt for cartelization by bidder with a view to hike up the prices, all bids will be rejected and such bidders will be blacklisted and bid security will be forfeited.
7. If any required information /documents are not submitted, then the bid of the concerned bidder will be rejected and shall not be considered. No representation in this regard will be entertained.
8. The bidders are expected to be present at the time of opening of bid; however, the bids will be processed even when no bidder /representative is present as per declared schedule.
9. The decision of the THSTI regarding approval of bids shall be final and binding on all bidders.
10. A prospective bidder requiring any clarification of the Bidding Document shall contact the THSTI through e-mail [engineering@thsti.res.in](mailto:engineering@thsti.res.in).
11. Any person who is in Govt. Service anywhere or an employee of the THSTI/Institute should not be made a partner to the contract by the bidder directly or indirectly in any manner whatsoever.
12. The individual signing the tender document/ bids or any document forming part of the bid on behalf of bidder, shall be responsible to produce a proper **power of attorney** duly executed in his favour stating that he/she has authority to bind on behalf of such other person of the bidding agency as the case may be in all matters pertaining to the contract including the arbitration clauses.  
In case the bidder, so signing, fails to provide the said power of attorney, the THSTI may, without prejudice to other civil and criminal remedies cancel the bid and hold the signatory liable to all costs and damages. In case of registered or unregistered partnership firm, all the partners should sign the bids. In case of change of any person signing the agreement on behalf of limited company or firm, he/she will produce a letter of authority /resolution passed by the company empowering him/her to sign the agreement on behalf of the Bidder/ company or firm.
13. The personnel, whose services are provided by the bidder, shall at all times and for all purposes be the employees of the Agency (Bidding agency) and on no account personnel so appointed and recruited by the agency (Bidder) will have any claim for appointment, continuous recruitment or regularization etc. against the THSTI.



14. In every case in which by virtue of the Workman's Compensation Act, the THSTI is obliged to pay compensation to such person employed by the Agency (bidder) in execution of the work, THSTI will be entitled to recover from the Agency (bidder) the amount of compensation so paid.
15. The bidding agency, shall be responsible for verifying the antecedents of its staff/employees working at premises of NCR Biotech Science Cluster, by police verification and will keep attendance and other relevant records at its cost and will produce these on demand of any authority. The list containing the names/addresses of the personnel appointed by the bidder/agency shall be made available to the THSTI with their bio-data within 15 days from the date of deputation. The agency shall also provide the same in soft copy giving out photographs and detail of the staff within one month of commencement of work.
16. The Bidder/ Agency shall obtain a license under Contract Labour (R&A) Act, 1970 and also submit an attested copy of such license to the THSTI. The agency shall abide by all the necessary provisions of various other Labour Laws/Acts viz. ESI/Bonus, Workmen's Compensation and any other laws and rules applicable in this regard.
17. Only those who hold valid registration with the Labour Department shall be eligible to bid in response to NIT and if found successful the agency (workmen) shall need to get registered with the Labour Department.
18. The agency shall have necessary licenses/ authorizations for providing CMC of Electro-mechanical Services and/or obtain the same at its costs and expenses as and when required.
19. The Bidder/ Agency, himself, shall be responsible for any type of statutory/mandatory claims or penalties in light of the default with reference to the above provisions.
20. In case any person engaged by the Bidder/ Agency is found to be inefficient, quarrelsome, cantankerous, infirm, and invalid or found indulging in unlawful or union activities, the bidder/agency will have to replace such person with a suitable substitute at the direction of the Engineer, THSTI or officer designated by Competent Authority, at short notice.
21. The THSTI shall not provide any sort of accommodation to the staff or person deployed by the bidding agency and no cooking/lodging will be allowed in the premises.
22. The deployed staff shall wear the prescribed neat and clean uniform according to season affixing thereon the badge mentioning his name, provided by the Bidder/ Agency at his own cost. He should also be provided an I-Card duly signed by the authorized signatory of the Bidder/ Agency.
23. All safety accessories and measures as required for the execution of the work shall be provided to the workers by the service providing agency at its own cost.
24. The agency shall not engage any staff below the age of 18 years. All the staff deployed by the agency shall be medically fit and their antecedent be verified prior to the deployment in the THSTI/Institute.
25. If any complaint of misbehavior and misconduct comes into the knowledge of the THSTI then all such responsibility shall be of the agency and any loss owing to negligence or mishandling by the staff, the Bidder/ Agency shall himself be responsible to make good for the losses so suffered by the Cluster.

26. The Agency shall not, at any stage, cause or permit any sort of nuisance in the premises of the Institute or do anything which may cause unnecessary disturbance or inconvenience to others working there as well as to the general public in the Cluster premises and near to it.
27. The agency shall **not** engage any **sub-contractor or sublet/transfer** the contract to any other agency/person in any manner.
28. The agency providing Electro-Mechanical Services should ensure the following: -
  - That a daily report of its staff on duty and about their performance is furnished & maintained.
  - That its staff does not smoke/drink/abuse drugs at the place of work.
  - That any specific work related to Maintenance assigned to it by the Principal Employer or any officer authorized by him is carried out by him diligently and well in time.
  - The Principal Employer may also ensure that the salary wages shall be distributed in full as per Minimum Wages Act by the Bidder/ Agency to the deployed staff.
29. Tax deduction at source shall be governed by the prevailing Rules.
30. In case the agency fails to execute the job after signing the agreement /deed or leave the job before completion of the period of contract at their own accord, the Executive Director, THSTI, shall have the right to forfeit the last payments due, irrespective of the duration of the contract.
31. The Executive Director, Translational Health Science and Technology Institute reserves the right to:
  - A. Amend the scope and value of any contract under this NIT.
  - B. Reject or accept any application without assigning any reasons thereof and
  - C. Reject all applications and cancel the Tender.
  - D. The THSTI/Employer/Consultant shall neither be liable for any such actions nor be under any obligation to inform the Applicants.
32. The CMC contract initially will be awarded for 01 year and extended on yearly basis up to 03 years on the rate quoted by agency in price bid after their satisfactory performance and approval from competent authority.

## VI. PENALTY CLAUSES

- 1) In case the agency fails to commence the work as stipulated in the agreement, after 02 weeks' delay, THSTI reserves the right to cancel the contract and withhold the agreement and forfeit the EMD as applicable and get this job to be carried out at the cost of the Agency. The defaulting Bidder/ Agency will be blacklisted from participating in any tender of THSTI for next five years.
- 2) For any other breach of contract, Designated committee or Authority or any person nominated by or on behalf of the THSTI, shall be entitled to impose a penalty up to as given in table below.  
Some of the instances in which penalty would be imposed are enumerated below. (But these are not exhaustive and penalty may be imposed on any violation/breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities).
  - I. If the personnel working are not found in proper uniform and displaying their photo identity card.
  - II. If the personnel found indulging in smoking/drinking/sleeping during duty hours.

- III. Penalty will also be imposed if the behavior of personnel(s) found is discourteous to anyone in the Cluster.
- IV. If any personal, found performing duty by submitting a fake name and address, the services of such person shall be terminated and the agency will be held responsible for such lapse.
- V. If any personnel found on duty other than those mentioned in the approved list is supplied by the agencies to the THSTI/Institute's authorities.
- VI. In the case of any loss/theft of NCR Biotech Science Cluster property, the committee of NCR Biotech Science Cluster will consider the circumstances, leading to the loss and if the responsibility is fixed on the agency, the THSTI will make good, the losses by deducting the cost of loss from the next month's bill in one or more installments.
- VII. In view, Penalty will be impose by THSTI and shall charges as below:

If the repair / rectification is not carried out by the contractor within the maximum permitted downtime, the employer shall charge penalty, as below :-

Above 06 hours & Below 12 hours - Penalty of 1% of the Contract Value.

Above 12hours & Below 24 hours - Penalty of 1.5% of the Contract Value.

Above 24 Hours - Penalty of 2% of the Contract Value and get the work repair/rectification done from third party at the Contractor' s Risk and Cost.

There should not be any disruption of services due to the Agency's failure to perform and the facilities operation should not shut down. Such disruption may result in cancellation of the contract. In exceptional circumstances where this unavoidable and is due to the neglect of the agency and if the Operation of the facilities gets completely shut down and is not restored by the agency within 24 hours, a penalty @Rs.25000.00 (Rupees twenty-five Thousand) per day or proportionately there of shall be levied on the agency (as decided by the institute), for such period the operation of the facilities remains closed. The maximum limit of the penalty shall be equivalent to 10% of the contract value. Penalty can also be enforced if other conditions of the agreement are not met.

**Performance security deposit:** - The successful tenderer will have to deposit the performance security deposit of **Rs. @3% of tender amount** in the form of Demand Draft/ Banker's cheque/ BG issued by scheduled bank drawn in favour of "Executive Director, Translational Health Science and Technology Institute" payable at Faridabad, valid till three months beyond the currency of the contract.

## **VII. SUPERVISION & QUALITY CONTROL**

- 1. THSTI management shall have the right to terminate the contract/reduce the scope of the services rendered by the agency, with one-month notice, if services provided are not of the requisite standard.
- 2. THSTI will have unfettered right to inspect the premise, process of Electro-Mechanical Services at any time and the agency will cooperate with the THSTI. THSTI will have overriding supervising power to give instructions and it must be complied with.

## **VIII. LIABILITIES OF SERVICE PROVIDER**

1. Man power engaged by Agency will be qualified, trained, young, smart and well-mannered with proper uniform.
2. The Agency shall make available CV of the employees in hard copy and/or soft copy giving out the details of all the employees with photo, deployed in NCR Biotech Science Cluster.
3. The shift of the staff would be rotated periodically and a roaster would be maintained.
4. The staff would be changed with proper handing & taking over every month / week as per roster to avoid possible contacts/collusion for better operational point of view.
5. All liabilities and onus of depositing wages, ESI, PF, Bonus and other statutory requirements of the deployed staff at Cluster lies solely on the agency. Agency will submit a declaration in this connection. Cluster Authority will not be responsible for any breach under this clause.
6. The agency shall be responsible to provide trained man power in Electromechanical Services.
7. THSTI names a worker as unfit/inefficient he should be removed immediately from the work spot. Provide reliever immediately.
8. Providing emergency services as needed on a twenty-four (24) hour, seven (7) days a week basis. The response time for attending to any break down/ maintenance call shall be immediate and in no case it should exceed one hour.
9. Developing and implementing Non comprehensive facility operation and preventative maintenance plans.
10. Nobody will be appointed without interacting with Executive Engineer or officer designated by Competent Authority, THSTI, Faridabad.
11. Weekly, fortnightly and monthly training of all the personnel deployed must be organized as per training program and intimated to THSTI.
12. During winters staff will be equipped with woolen pullover (Sweaters), coats & boots as per need.

#### **IX. CONTRACT TENURE (EXTENSION)**

- a) The contract will be valid initially for **ONE YEAR** from the date of engagement of the agency.
- b) After the completion of the assigned responsibilities during the initial tenure of the contract, THSTI, at its sole discretion may extend the contract on year to year basis maximum for 03 years (01 Year initial +03 Years) based on satisfactory performance of the agency during the previous year(s) and successful meeting and exceeding of the SLAs.
- c) In exceptionally deserving case, THSTI, at its sole discretion and mutual consent, may consider further extension of the period of contact for which independent assessment of performance could be sought.
- d) THSTI will decide the date of commencement of the service, which will be duly notified at the time of Award of Tender.

#### **X. PAYMENT TERMS**

1. Given the fact that the contractor is under legal obligation to pay due wages as the requirements of law, the successful bidder shall be expected to make payment which may be verified by THSTI. The contractor shall pay for all legal charges/contributions to statutory authorities. Besides that, the contractor shall be obliged to satisfy empowered officer about continued labour law compliance as and when required by empowered officer.
2. The payment to the service provider shall be made as per invoice, which shall not exceed quoted price.
3. The Agency shall raise bill by the first week of every month. The payment shall be made within Fifteen (15) days of submission of bill. Disputed amount or amount on which clarification is required may be withheld till the time matter is sorted out. However, rest amount shall be released by due date.
4. Bill should be submitted to the office of Engineer THSTI, before 5.00 p.m. otherwise bill will be deemed to be submitted on the next working day.
5. Payment by THSTI shall be made by electronic fund transfer to the contractors account by NEFT or RTGS for which purpose agency is expected to submit their complete bank details.
6. The payment to the contractor shall be released on verification of the contracted service through a checking mechanism enforced by Designate Inspection Committee or Authority or any person nominated by or on behalf of the THSTI to assess the performance of the agency, both in terms of quantity and quality.

#### **XI. FORCE MAJEURE**

- i. "Force Majeure" shall mean any event beyond the reasonable control of the THSTI or the Bidder/ Agency, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.
- ii. If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within fourteen (14) days after the occurrence of such event.
- iii. No delay or non-performance by either party hereto caused by the occurrence of any event of Force Majeure shall
  - a. constitute a default or breach of the Contract
  - b. give rise to any claim for damages or additional cost or expense occasioned thereby
  - c. If and to the extent that such delay or non-performance is caused by the occurrence of an event of Force Majeure.
- iv. Notwithstanding clause (iii) above, Force Majeure shall not apply to any obligation of the Institute to make payments to the Agency herein.

#### **XII. Risk: -**

In the event of the Bidder/ Supplier's/service provider fails to provide the ordered services as per the contract the THSTI reserves the right to procure the services from any other source at the Bidder's risk

and cost and the difference in cost shall be borne by the Bidder. Such cost shall be recovered from the bill of the agency. Further, the THSTI retain the right to take any other action(s) as deemed fit.

**XIII. JURISDICTION: -**

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract(including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf at New Delhi and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

**XIV. Fall Clause: -**

If at any time during the contract period, it is noticed or brought to the knowledge of the THSTI that the contractor/bidder has reduced/proposed to reduce the rates for such outsourcing of Electro-mechanical Services as are covered under this tender enquiry, to any organization (including any department of Govt. of NCT Delhi) at rate lower than the rates quoted under this contract, he shall forthwith reduce the rates payable under this tender for such services after the coming into force of such reduction, the rate of services shall stand correspondingly reduced. The THSTI shall make payments based on such reduced rates only.

**XV. Arbitration**

1. Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996 and as amended till date within thirty (30) days (or such longer periods may be mutually agreed upon from the date that either party notifies in writing that such dispute or disagreement exists.
2. All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Executive Director, Translational Health Science and Technology Institute , Faridabad. The venue of Arbitration shall be New Delhi, India. The award of the arbitrator so appointed shall be final and binding on both the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.
3. Indian laws shall govern this contract.
4. The existence of any dispute(s) or difference(s) or the initiation or continuance of the arbitration proceedings shall not permit the Parties to postpone or delay the performance by the parties of their respective obligations pursuant to this Contract.

The venue of the arbitration shall be Delhi, India.

**XVI. NOTICES**

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by speed post, email, or facsimile to such Party i.e. the THSTI or Bidder.

#### **XVII. TERMINATION**

The Institute may terminate the Contract, by not less than thirty (30) days' written notice of termination to the Bidder/Agency, to be given after the occurrence of any of the events specified in paragraphs (i) to (iii) of this Clause and sixty (60) days' in the case of the event referred to in (iv) below:

- i. if the Bidder/Agency fails to meet the performance obligations under the Contract.
- ii. If the Bidder/Agency becomes insolvent or bankrupt;
- iii. If the Bidder/Agency, in the judgment of the THSTI has engaged in corrupt or fraudulent practices in competing or in executing the Contract.
- iv. If as a result of Force Majeure, the Bidder/Agency is unable to perform a material/major portion of the Services for a period of not less than sixty (60) days.

**For the purpose of this clause:**

- i. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Purchaser.

#### **XVIII. Exclusive Right of the Executive Director, Translational Health Science and Technology Institute,**

The Executive Director, Translational Health Science and Technology Institute, Faridabad, has full and exclusive right to accept or reject any bid or tender and / or withdraw the work order without assigning any reasons, whatsoever.

**Signature of the Bidder/ Agency with stamp**

Witnesses:-

1.

2.

**Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa**

1. Tender Enquiry No. **THSE.101.24-25.03** Due for opening on:

2. Name & Address of Bidder: -

**Please indicate**

3. Details of Bank Account of the bidder/Agency.

- i) Name of the Bank
- ii) Address of the Branch
- iii) Phone number
- iv) IFS Code No.
- v) Bank Account No.
- vi) Type of Account

4. Business Name and constitution of the firm. Is the firm registered under?

- i) The Indian Companies Act, 1956
- ii) The Indian Partnership Act, 1932
- iii) Any act, if not, who are the owners. (Please give full Names and Address)

5. For partnership firms state whether they are registered or not registered under Indian Partnership Act, 1932. Should the answer to this question by a partnership firm be in the affirmative please state further:

- i) Whether by the partnership agreement authority to refer disputes.
- ii) Concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender
- iii) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed he tender to refer dispute concerning business of the partnership to arbitration\

**Signature of witness**

Full Name and Address of Witness

**Signature of Bidder**

Full name & address of the  
Person signing (In BLOCK  
LETTER)

Whether signing as Proprietor/ Partner

/ Constituted Attorney / duly authorized by the company



**INCOME TAX RETURN & PAN**

Tender Enquiry No.:- **THS.E.101.24-25.03.** Due for opening on: -

As required by this tender the copies of Documents as per details given below are being submitted: -

Details of IT Return: Copy of IT returns of F.Y. - 2022-23, 2023-24, and 2024-2025

Turn over for Financial year	2022- 2023	Rs....
	2023- 2024	Rs....
	2024-2025	Rs ...

PAN (Attach a photocopy of PAN Card):

GST Registration No.

**Signature of the Bidder**

Name & Address with stamp

**UNDERTAKING – YEARS OF EXPERIENCE****Tender No. THS.E.101.23-24.03****Due for opening on: \_\_\_\_\_****Name of the Service\_\_\_\_\_**

I/ We M/s \_\_\_\_\_ hereby declare that:

1. Our agency has been in business for a period of at least .....years in Operation & Maintenance (Electro-mechanical) Services for which the quotation/ tender are submitted.
2. We have served in similar works i.e. provided electromechanical services in Govt./institutes/PSU or private corporate sector with over 200 users (employees, students, etc.) in the last ..... years as stated in relevant annexure.
3. We will be able to arrange for the required man power, material, machine and other resources for the establishment of service as per the tender term within **15** days of award of tender **(A/T)/Letter of intent (LOI)**.
4. We declare that we have necessary infrastructure/tie up for the Operation & Maintenance of the Electro-mechanical equipment being used and enough manpower to cater to any additional need of Client on short notice (any increase in required manpower, duly paid), if any such need arises in the tenure of the contract.

**Signature of the Bidder****Name & Address with stamp**

## UNDERTAKING

**Tender Enquiry No :- THS.E.101.24-25.03 .Due for opening on:**

I/ We M/s \_\_\_\_\_ hereby declare that:

1. I/ we am/are agency engaged in business of providing Operation & Maintenance Services (Electro-mechanical equipment) have examined the above mentioned tender document including amendment/ corrigendum (if any) the receipt of which is hereby confirmed.
2. I/ we do hereby offer to provide Operation & Maintenance Services for electromechanical equipment at the prices and rates mentioned in the price bid.
3. I/we do hereby agree to provide to abide by the minimum wages act of NCR.
4. I/we have quoted rates inclusive of all statutory taxes, charges & compliances i.e. EPF, ESI etc. as applicable.
5. I/ we agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
6. I/ we have carefully read and understood all the Terms and Conditions of the Tender and shall abide by them.
7. I/we agree for the all clauses and payment terms and conditions of this tender enquiry. In case any condition put forth by us is against the terms and conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
8. I/ we have necessary licenses/ authorizations for providing the Operation & Maintenance Services in BSL3 facility and/or obtain the same at my/our costs and expenses as and when required.
9. I/ we also declare that in case of change constitution of our firm or for any other change, merger, dissolution, insolvency etc. the same shall be immediately brought to the notice of client, in such case continuing partner, successor or administrator or permitted assign shall be responsible for discharging all the liabilities under this contract/ tender.
10. The tender document has been downloaded from the official website i.e. [www.thsti.res.in](http://www.thsti.res.in), for bidding purpose and is a true copy of the original.
11. Our firm or any other firm with similar type of operation with same or some/one of the partners/proprietors being same as of the tendering firm has not been black listed in the past by any Government/ private institution except as per the following details:-  
(If there is any case please attach the details of the same)
12. I/we also certify that that there is no vigilance/ CBI case pending against the firm/supplier/ or any other firm with similar type of operation with same or some/one of the proprietors being same as of the tendering firm except as per the following details: -  
(If there is any case please attach the details of the same)

13. I/we also certify that there is no pending case for payment/ civil liability pending against us in any of the courts except as per the following details: -  
(If there is any case please attach the details of the same)
14. I/we also certify that I have at least 03 clients with whom annual billing for similar services is not less than 15 Lacs in each case.

**Signature of the Bidder**

**Name & Address with stamp**

**LIST OF PRESENT CLIENTS**

**List of clients for executing similar services in the last five years.**

S. No	Name of the client	Date of Start	Date of Completion	Area (in sq m) being serviced, and number of users	Scope of work	Number of manpower employed	Approx. annual contract value providing similar for services	Reference of authorized official on clients side with contact number
1								
2								
3								
4								
5								

**Note: Keep adding in the similar manner if the list is longer**

**NOTE:**

1. Clients mean the clients presently (on the last day of bid submission) being served by service provider or were serviced in the last seven years.
2. Supporting documents in the form of award of work/completion should be submitted.
3. Please highlight the clients for which the total tenure of services is more than 3 years continuously. Certificate of continuity of services with all the clients where Operation & Maintenance been provided for three or more years continuously should also be attached/proof of award of work in continuity to be attached.
4. If no proof of award of work, completion of work is submitted, the evaluation committee may make its own judgment and the Bidder/ Agency may be rated poorly on this count in technical evaluation.

**Signature of the Bidder**

**Name & Address with stamp**

**SCOPE OF WORK**

The scope of work is as below.

- Running, Operation & Maintenance of utilities, services, and equipment as per the BSL3 guidelines.
- Liaison with local govt./private authorities for statutory permissions for Comprehensive annual maintenance contract for operation & general Services for Pre-Clinical Research Facility (Biosafety Safety Level 3) at NCR Biotech Science Cluster, 3<sup>rd</sup> milestone, Faridabad-Gurgaon Expressway, Faridabad - 121001 (Haryana)
- The scope of work can be increased or decreased during the currency of the contract at the discretion of the Competent Authority at mutually agreed terms.

**A. Comprehensive annual Operation & Maintenance Services:**

This scope of work essentially indicates Running Operations & Maintenances services pertaining to upkeep & smooth working of the equipment. Required Preventive Maintenance will be carried out for the equipment installed in Pre-Clinical Research Facility lab as per benchmarked maintenance practices /OEM manuals by providing sufficient number of trained, experienced and competent technical personnel. All payments to the personnel deployed by the agency and their associated statutory requirements would be the sole responsibility of the agency. The quoted rates per month shall include such payments and any other components including the services charges.

- Agency will have to carry out all preventive and routine Comprehensive maintenance of all Civil works (plumbing, epoxy flooring, door repairing, etc.), Electrical, Air conditioning system including all accessories along with BMS, UPS System, Servo voltage stabilizer, Fire system, Biometric System, CCTV Cameras and their control system installed in Pre-Clinical Research Facility lab.
- Carry out day-to-day activities required in Operations that includes Operations, monitoring through BMS system data/related.
- Carry out maintenance services at specified intervals as per the OEM service / operations manuals of the equipment which are not covered under any AMC.
- Co-coordinating with agencies if equipment is under AMC/CMC/Warranty for any Break down maintenance & follow up as required. Continuous efforts will be made to minimize the down time of equipment.
- Maintain daily log sheet of laboratory operating parameters.
- A set of spares and consumables required for comprehensive maintenance of equipment, systems and services like BMS, Access Control Systems, Gasket (for doors and Pass box), Filters, Valves, light fittings, spare switches, refrigerant gases of chiller and sockets etc. under scope of work at site during the contract period.
- Civil maintenance/ services required for Pre-Clinical Research Facility.

- Annual validation of laboratory facility.
- Chemicals/reagents for use in laboratory for fumigation/Decontamination
- All equipment will be maintained at optimum operating levels by carrying out preventive maintenance.
- **Tools & tackles required for the services, will be supplied by the service provider under this contract.**

### **WORK Responsibility**

#### **a. Providing 24/7 Operations & Technical Support**

- 24/7 manning for the Engineering services at Pre-Clinical Research Facility and continuous monitoring of all equipment's/systems installed in Pre-Clinical Research Facility. Work allocation to shift technicians and follow up on work progress.
- Generation of reports for Maintenance, maintaining & analyzing equipment operation logs for equipment.
- Implementing Preventive maintenance as per schedules & Manuals.
- Coordination & Monitoring of AMC.
- Distribution Boards – Routine checking and tightening of all panel internals, cable connections, checking & replacement of switches, sockets contactors, relays, cleaning of contacts for proper & trouble free function. Switching ON/OFF of power panels, lighting panels, capacitor banks, Emergency systems as required. Minor repairs of equipment.
- Lighting panels & fixtures – Trouble shooting & Replacement faulty tubes/bulbs, fans, switches, sockets MCBs, Fuses etc. and other electrical accessories wherever possible.
- Checking of UPS panels, battery condition, checking of Electrolyte Levels and topping up will be in the scope of bidder.
- Regular cleaning of smoke detectors to avoid false alarms; check & clean mimic panels & related systems for proper operations. Coordination with OEM in case of major Breakdowns/problems.
- Agency will organize biannual mock test drill and maintain records.
- Tracking and submitting inventory reports of all consumables on monthly basis / as and when required.
- Tracking and submitting all utilities consumptions and costs on monthly basis.
  - Supervisors should monitor activities of their staff to insure that work quality is acceptable.
  - Supervisors should develop an inspection check list that is tailored to the individual work area.
  - All deficiencies noted during the inspection should be documented in sufficient detail to allow the use of the checklist as a cleanup guide.
  - During inspections, any safety related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to respective Engineer THSTI.
- Service Provider will co-ordinate with THSTI Vendors for carrying out maintenance of equipment under AMC or warranty.
- Service Provider will maintain a record of all the equipment, keep record of the Vendors details, keep track of the dates of AMC / Warranty validity and inform THSTI before two months from date of expiry AMC.

- Service Provider will also perform Escalations within Vendors in case problems are not responded or resolved as per the Contracts.
- Service Provider will prepare the records of routine service visits to be provided by AMC providers and tracking to be done for actual visits, on weekly basis.
- Service Provider will keep the Inventory status of all spares required for the maintenance of the facility and update on daily basis / as and when required.

### **Excluding of work**

The following works and consumable shall not be included and covered in the scope of contractor in the Comprehensive Operation and Maintenance Services:

- Supply of power, water and fuel
- Internal and External Painting of the building
- Water and power including change of batteries for UPS.
- General Housekeeping works including associated consumable
- Maintenance of any external works or roads
- Damage or loss of items/equipment caused due to fire and theft excluding anyone occurred due to their operational fault in lab .

The Contractor shall maintain sufficient inventory of required spares and consumables at site to minimize the downtime and to ensure smooth operation and functioning of the laboratory.

### **Liability**

- The Service Provider shall indemnify and hold THSTI Faridabad, harmless from and against all claims, demands, suits, proceedings, damages, costs, expenses and liabilities, including without limitation, reasonable legal fees brought against or incurred by either of them for
  - Injury to persons, including death; and/or
  - Loss or damage to any property; and/or
  - Any other liability resulting from any acts or omissions of the indemnifying Party in the performance of this Contract.
  - Service Provider shall maintain in force and upon request give evidence of adequate insurance covering its potential liability.

### **Value Engineering for better services and Cost Reduction**

- Service Provider will use the expertise it has to suggest ways and means of improving the services and reducing cost.

### **Reporting**

- Service Provider will submit the Daily, Weekly, Monthly, Quarterly, Half-Yearly and Annual Reports as per the formats discussed and decided by THSTI and Service Provider. These Formats will be submitted



by Service Provider within 1 week of commencement of Services to THSTI and will be finalized within one week from submission.

## **GENERAL REQUIREMENTS**

### **Helpdesk Management**

The Helpdesk Services pertain to the Facilities Management, problems on Help-Desk and resolving the problems to closure, which occur on day-to-day basis. Service Provider will be required to manage Help-Desk at ESS wherein the problems will be logged either on telephone, in person or through email. Helpdesk will classify all such calls and would forward / allocate to the concerned departments, its Engineers / Technicians, Supervisor or any concerned operational staff for resolution. For each type of problem, the response time would be defined and service provider will adhere to it.

This helpdesk will receive, log and track all calls related to the end users in the facility. For calls/ services it is not directly responsible, these would be informed and escalated to the concerned THSTI personnel as decided and communicated to the helpdesk from time to time.

- While a standard Help-Desk needs to be manned and managed during office hours Monday through Saturday, emergency helpdesk will be provided on a 24/7 basis by qualified computer literate **Help-Desk cum BMS Operators**.
- Helpdesk will be allotted a dedicated Telephone Extension No. by THSTI
- An email ID will be provided for Help-Desk by THSTI
- Any problem logged in Help Desk either telephonically or through mail will be registered by Help-Desk operator in a Complaint Register and allotted a Unique No. on that date.
- Work job will be allotted by Help-Desk operator and handed over to respective attendant to attend to the problem and maintain the record of completion/status.
- Any Complaint Lodged in Helpdesk will be responded depending on nature of the problem but not later than as referred in SLA and resolved within 2 hours (routine Complaint) of logging the complaint.
- Once the call is closed the respective attendant will get the signatures of the complainant on the work order. Helpdesk to counter check before closure of any problems assigned.
- Resolution of the problem will be reconfirmed by the Help-Desk operator with the complainant and then closed in the Register.
- At the end of each day, the unattended and pending problems will be carried forward to the **next day** and a report of such problems will be prepared and forwarded to the respective authorities in THSTI.

### **Escalations**

All Routine Problems, help-Desk related problems, Operations related problems, will be handled by the service provider without any intervention of THSTI.

If any call is not resolved within the agreed timelines, it will be escalated to the concerned as per the escalation matrix.

### **Back ground Check**

Background check for all employees deployed at Cluster is mandatory. None should be deployed at THSTI without police verification report seen and cleared by THSTI authorities. **Dos'for deployed staff**

- Be always polite and courteous to staff, students and guest of Cluster.
- Answer telephone calls politely.
- All safety and security rules regulations of THSTI to be strictly adhered by the staff.

#### **Don'ts' for deployed staff**

- Misbehavior with any staff, student, Guest, other Contract personnel of any magnitude.
- Impoliteness, loud talking, inappropriate language, inappropriate gestures, any indiscipline
- Group gatherings, disturbance
- Involvement in any kind of activity at Cluster with malafide intentions (including theft), either directly or as a support to any third party

#### **Screening**

- Service Provider will depute any personnel at Pre-Clinical Research Facility only after screening and approval by THSTI authorities. Any change in any personnel will be at an intimation of at least 1 week to THSTI. The new personnel will also be screened and approved by THSTI.
- If any personnel needs to be changed by Service Provider due to some emergency which is beyond the Service Provider control, even then the new personnel will be screened and approved by THSTI first.
- In case of rejection of any personnel by THSTI, Service Provider will provide an option till the personnel is approved by THSTI.
- If Service Provider continues to provide sub-standard personnel, who have not been approved by THSTI and if work suffers, THSTI will impose penalties as defined ahead.

#### **Management, Co-ordination Reporting and Meetings.**

- Service Provider will be responsible for managing the services as described in the scope of work, Liaison with THSTI and AMC Providers, reporting to THSTI, providing Value-Adds to THSTI and escalations.
- Service Provider has to do daily meetings, weekly meetings, and monthly review on 10<sup>th</sup> working day of every month. Quarterly review meeting to appraise THSTI about the Electro-mechanical activities and value-adds.

#### **Managing the Services**

- Service Provider will take ownership of all the Services as described in this Scope of Work and will work as an independent Unit under the knowledge / direction THSTI.
- Service Provider will ensure that the Check lists are adhered to with utmost care and regularity.
- Service Provider will ensure that the problems are responded and resolved as per the Time frames decided for each type of problem.
- Service Provider will prepare and follow Standard Operating procedures for smooth functioning of the maintenance services, within 30 days of commencement of agreement.

- Service Provider Site in charge will brief THSTI representatives on operational proceedings on day- to-day basis.
- The agency shall develop Continuity training for all the premises in coordination with THSTI within three (3) months of signing of the agreement.
- Provide multi-skilled and trained staff.
- The staff should be trained on all the services mentioned in the RFP.
- There should be adequate off-site backup, trained, to ensure 100% service delivery.
- The Service Provider will liaise with external parties (government bodies) if required on behalf of THSTI.
- The Service Provider shall co-ordinate with respective engineer in charge for the procurement of all consumables / material/ execution of work.

#### **Statutory Compliance**

The Service Provider shall comply with all the statutory acts as well as registration/ authorization/ license from any govt. body for running of such facility and will deposit statutory fee for no objection certificates required if any for such contract work under scope. Amount will be reimbursed by THSTI on production of original receipt and shall be on regular basis submit proof of compliance to THSTI.

### List of Equipment's

#### Non Scientific

S. No.	Description of Items	Unit	Qty.	Year of Installation
1.	Chiller 45.5 TR of Air Conditioning System  (Inter Connecting piping with chiller water system, Humidifier )	Set	03	2016
2.	Air Handling Units (Modular Outdoor type double skin Air Handling Units of 43+/-2 mm thick PUF injected panels, Pre, fine & Hepa Filters)			
2.1	AHU-1: Once Thru AHU with supply air quantity 7500 CFM at 140 mm WG static pressure –BSL-3 (Twin Motor)	No.	01	2016
2.2	AHU-2: Once Thru AHU with supply air quantity 2500 CFM at 140 mm WG static pressure –Virus lab-3 (Twin Motor)	No.	01	2016
2.3	AHU-3: Once Thru AHU with supply air quantity 5500 CFM at 140 mm WG static pressure –Animal Holding (Twin Motor)	No.	01	2016
3.	Exhaust Air Filtration System  {SISW centrifugal fan having static pressure of 140 mm/Wg. Unit shall have required MS arrangement and Inlet Damper for modulation (1W+1S), Filters etc.}			2016
	9600 CFM	Nos.	02	2016
	4800 CFM	Nos.	02	2016
	6000 CFM	Nos.	02	2016
	1000 CFM	Nos.	02	2016
4.	Air Distribution System (GI Ducting with all accessories )	Set	01	2016
5.	Electrical System ( LT distribution i/c ACB & MCCB Panel, Distribution boxes i/c MCB, lighting systems with timer, Switch boards, Motors, VFD Systems, cables , Cable trays, earthing system and other accessories)	Set	01	2016
6.	Online UPS System Capacity 80 KVA with all accessories including UPS battery	Set	02	2016
7.	Horizontal Autoclave	Set	02	2016
8.	Automation & Access Control System	Set	01	2016
9.	BMS system installed in Pre-Clinical Research Facility	Set	01	2016
10.	Biosafety Cabinets (Class II, Type B2) 6 feet Hood 4 feet Hood	Set Set	05 03	2016 2016

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## Annexure X

### TECHNICAL BID DOCUMENT

Sl.	Documents asked for	Page number at Which document is placed
1	Bid Security undertaking on the letter head of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-II).	
2	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3	Undertaking on the letter head of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-IV).	
4	Self-attested copy of the PAN card issued by the Income Tax Dept. with copy of Income-Tax Return of the last financial year.	
5.	Self-attested copy of valid electrical license to work on electrical system.	
6	Self-attested copy of GST Registration	
7	Self-attested copy of valid Registration number of the firm/agency	
8	Self-attested copy of valid Provident Fund Registration number.	
9	Self-attested copy of valid ESI Registration No.	
10	Self-attested copy of valid License No. under Contract Labour (R&A) Act, 1970.	
11	Proof of similar work experiences, since last five financial years.	
13	Annual returns of previous three years supported by audited balance sheet.	
14	Any other documents, as required.	

**FINANCIAL BID –**

Please provide rates in given price bid table which must include the cost of categories wise **staff to be deployed for the subject work**, you plan to deploy at Pre-Clinical Research Facility, as per scope of work in NCR-Biotech Science Cluster, Faridabad. The staff must be grouped in three categories as – manager/supervisor, Skilled and Semiskilled. You can, within these categories, further subcategorize if you want (e.g. shift engineer, operator, electrician, carpenter, mason etc.) to use at NCR-Biotech Science Cluster, Faridabad, and for each category their general qualifications, the number you plan to use. The total cost including manpower should clearly be stated in the last line.

Minimum Qualification of deployed staff.

Manager - **Degree** in Electrical/Mechanical from recognized University with **minimum 02 years** or **Diploma** (3 Years course) in Electrical/Mechanical/Electronics Engineering with **minimum 05 Years** of experience in operation & maintenance work in animal facility, preferably in healthcare sector/Bioscience Research Institute/Pharma sector.

ii. Should have good knowledge BMS of HVAC System Computer and Auto CAD, Controlling system besides management of shift duties.

Skilled Manpower: Should have Diploma in Electrical/Mechanical Engineering/Air conditioning and refrigeration with two years' experience in relevant field or ITI tradesman with 05 Years' Experience relevant field.

Semi-Skilled: Minimum qualification 10th pass with experience of five years in relevant field.

## **Schedule of work**

### **PRICE BID -Part-A**

**Comprehensive annual maintenance contract for operation & general Services on 24x7x365 days for Pre-Clinical Research Facility (Biosafety Safety Level 3) at NCR-Biotech Science Cluster, Village-Bhankri, Gurgaon-Faridabad Expressway, Faridabad -121004(Haryana).**

<b>S. No.</b>	<b>Description of items</b>	<b>Qty.</b>	<b>Rate (Rs.) Per Month</b>	<b>Amount(Rs.)</b>
<b>1.</b>	Comprehensive annual maintenance contract for operation & general Services for Pre- Clinical Research Facility (Biosafety Safety Level 3) on 24 hrs x 7 X 365 day's basis on all the working days/holidays and as per the site requirement and as approved by Engineer-in- charge.	<b>12 Months</b>		
			<b>Total</b>	
			<b>GST/Tax as Applicable</b>	
			<b>G Total (A)</b>	

(Rupees ..... )

**NOTE: The CMC contract initially will be awarded for 01 year and extended on yearly basis up to 03 years on the rate quoted by agency in price bid after their satisfactory performance and approval from competent authority.**

Name and Complete Address of the  
Bidder with official seal

Contact Number with e-mail ID

Date:

Place: