बिड संख्या/Bid Number: GEM/2026/B/8317629
दिनांक /Dated: 26-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	17-12-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-12-2026 12:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Science And Technology
विभाग का नाम/Department Name	Department Of Biotechnology (dbt)
संगठन का नाम/Organisation Name	Translational Health Science And Technology Institute (thsti)
कार्यालय का नाम/Office Name	Faridabad / North
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :santo@dbt.nic.in Buyer Email id: gragarwal.thsti@bric.nic.in
वस्तु श्रेणी /Item Category	Operation And Maintenance Of Electro-Mechanical Installations - Complete System
अनुबंध अवधि /Contract Period	1 Year(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes | Partial | Turn over value - 10 (in lakhs)
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	10 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	1963520
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	ICICI
ईएमडी राशि/EMD Amount	39270

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

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

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

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

IEE
Faridabad / North, Department of Biotechnology (DBT), Translational Health Science and Technology Institute (THSTI), Ministry of Science and Technology
(Gopal Raman Agarwal)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

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

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in

bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Additional Compliance Documents required by buyer: All required information has been attached in tender, please fill the documents as per tender.

List of consumable/Material or spare parts as applicable: 1795673722.pdf

Please upload scope of work: 1795673726.pdf

List, quantity, type, specifications and other details of Machines/Product: 1795673770.pdf

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
04-12-2026 11:00:00	Engineering Division, THSTI Faridabad

Operation And Maintenance Of Electro-Mechanical Installations - Complete System (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Operation And Maintenance Service Is Required For	Complete System
Type of Annual Maintenance Service Provider required	1
Status/condition of equipment/machine/system (At the time of bid)	Under Warranty and functional
Cost of consumable/Material	1
Cost of spare parts	1
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Quantity(Please select 1 in case operation and maintenance service is required for complete system, otherwise mention actual quantity for each line item)	अतिरिक्त आवश्यकता /Additional Requirement
1	Gopal Raman Agarwal	121001,NCR BIOTECH SCIENCE CLUSTER, 3RD MILESTONE, FARIDABAD GURGAON EXPRESSWAY, PO BOX NO. 04,	1	• Number of months for which Operations & Maintenance service is required during contract period : 12

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

1. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws,

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

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

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

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

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

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

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

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

ट्रांसलेशनल स्वास्थ्य विज्ञान
एवं प्रौद्योगिकी संस्थान
TRANSLATIONAL HEALTH SCIENCE
AND TECHNOLOGY INSTITUTE

(An autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)
Bioscience cluster 3rd mile stone Faridabad Gurgaon Expressway Faridabad
PHONE No.: 0129-2876421 FAX: 0129-2876 402 Web Site: www.thsti.res.in

TENDER DOCUMENT

Annual Rate Contract for Providing Manpower for Operation & Maintenance of Electromechanical Services at the Translational Research Facility (TRF) on 24x7x365 day`s, NCR Biotech Science Cluster, 3rd miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana)



NOTICE INVITING TENDER

1. **Tender No.- THSTI-14/1/2026-TECH-THSTI** **Date: 13/11/2026**

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 **Annual Rate Contract for Providing Manpower for Operation & Maintenance of Electromechanical Services at the Translational Research Facility (TRF) on 24x7x365 day`s, NCR Biotech Science Cluster, 3rd 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 :	https://THSTI.res.in
Address:	Translational Health Science Technology Institute, NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
Contact Details	Engineer (IEE), THSTI, Phone: 0129-2876421
Name Of Work	Annual Rate Contract for Providing Manpower for Operation & Maintenance of Electromechanical Services at the Translational Research Facility (TRF) on 24x7x365 day`s, NCR Biotech Science Cluster, 3rd miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana)
Estimated Cost	Rs.19,63,520/-
EMD	Rs.39,270/-
Tender Processing fees	Rs.590/- (i/c GST @18%)
Tender Uploading Date	26/11/2026
Pre Bid Meeting	04/12/2026
Tender Closing Date & Time	17/12/2026
Date of Opening of Technical bid	18/12/2026
Date of Opening of Financial bid	Will be notified on GeM Portal

Tender document available on www.thsti.res.in, & Gem Portal

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 5 years of Experience in the field of Electro Mechanical Services for research lab and other clean facility 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.7.85 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 Annual Rate Contract for Providing Manpower for Operation & Maintenance of Electromechanical Services at the Translational Research Facility (TRF) on 24x7x365 day`s, NCR Biotech Science Cluster, 3rd miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana)

4.4 Technical Bid evaluation will be made by committee on Quality Cost Based System (QCBS). Technical marks obtained will be converted to QCBS grading and subsequent conversion to technical score

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.

7.0 **Successful bidder** on award of the work will submit notorized 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)	**THSTI**	Translational Health Science and Technology Institute (THSTI)
(b)	**Name of Services required**	Annual Rate Contract for Providing Manpower for Operation & Maintenance of Electromechanical Services at the Translational Research Facility (TRF) on 24x7x365 day`s, NCR Biotech Science Cluster, 3rd miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana)

(c)	**Date for start of full service**	Within Fifteen (15) days of the Award of Contract, complete service as per scope of work.
(d)	**Tender Cost**	
(e)	**Bid Security (EMD)**	

II. Pre-Qualification Criteria.

1. The Tenderers must have an experience of handling the Annual Rate Contract for Providing Manpower for Operation & Maintenance of Electromechanical Services at the Translational Research Facility (TRF) on 24x7x365 day`s, 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.15.7 Lac,

   OR

   b) Two similar completed work costing not less than an amount of Rs.11.7 Lac,

   OR

   c) Three similar completed work costing not less than an amount of Rs.7.85Lac,

3. **"Similar work" means**, mean any work including providing Manpower for Operation & Maintenance of Electromechanical Services involving Research lab work executed during the last five years, ending on the day preceding the last day of submission of the tender, for Government Departments, autonomous bodies, PSUs, or Private Sector clients, where civil work will be considered incidental for evaluation purposes. A completion certificate must be submitted, supported by a BOQ showing civil and electrical works to substantiate the experience of similar work or works. For Private Sector projects, a TDS certificate must accompany the completion certificate as evidence of the work value; completion certificates from private clients without the TDS certificate will not be considered.
4. Annual average turnover of the agency should not be less than Rs.9.8 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.7.85. 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 form 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.

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 quarterly/half yearly/annually basis within fifteen (15) days from the date of receipt of bill duly certified & recommended by designated officer in charge. SD will be deducted @5% from each bill and will be refunded after satisfactory completion of completioncontact and handing over the facility to the nominated agency / department.
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.
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 if 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 Manpower 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.

VI. PENALTY CLAUSES

(i) 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. @10% 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. PBG will be refunded after satisfactory completion of contact and handing over the facility to the nominated agency / department.

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 +02 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 there of 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 amaterial/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.

Annexure - I

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. **THSTI-14/1/2026-TECH-THSTI** 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

Annexure-III

INCOME TAX RETURN & PAN

Tender Enquiry No.:- **THSTI-14/1/2026-TECH-THSTI** 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. -

Turn over for Financial year 2023- 2024 Rs….

2024 - 2025 Rs….

2025 - 2026 Rs …

PAN (Attach a photocopy of PAN Card):

GST Registration No.

Signature of the Bidder

Name & Address with stamp

Annexure-IV

UNDERTAKING – YEARS OF EXPERIENCE

Tender No. THSTI-14/1/2026-TECH-THSTI 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

Annexure-V

UNDERTAKING

Tender Enquiry No :- THSTI-14/1/2026-TECH-THSTI .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 clean or research 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, 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

Annexure-VI

CERTIFICATE FOR SITE INSPECTION

Certified that we…… (Name of agency) have visited the site on dated…… and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to supply the material/executing the Annual Rate Contract Providing Manpower for Operation & Maintenance of Electromechanical Services at the Translational Research Facility (TRF) on 24x7x365 day`s, as per specification to suit the site conditions.

Address of site: - **NCR-Biotech Science Cluster at THSTI**
3rd mile stone Faridabad Gurgaon Expressway
Faridabad Haryana-121001

ENGINEER IN- CHARGE,
THSTI

Signature of tenderer with Seal & Date

Annexure VII

Undertaking for non-blacklisting

Sub: Declaration for non-blacklisting

Reference No: _____

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-VIII

LIST OF COMPLETION OF WORK

List of completion of work for Annual Rate Contract for Providing Manpower for Operation & Maintenance of Electromechanical Services at the Translational Research Facility (TRF) on 24x7x365 day`s, NCR Biotech Science Cluster, 3rd miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana) in the last five years.

S. No	Name of the client	Date of Start	Date of Completion	Scope of work	Number of manpower employed	Actual annual contract value providing similar for services	Reference of authorized official on clients side with contact number and email address	Copy of the Completion certificates issued from the list of the clients.
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

Operation and Maintenance of the TRL Building on a 24×7×365-Day Basis at the NCR Biotech Science Cluster, Faridabad

The scope of work for the operation and general maintenance of the TRL Building shall include, but not be limited to, the following activities:

1. Deployment of Operational Manpower

The agency shall deploy qualified, experienced, and adequately trained operational personnel technician (ITI with 2-3 year experience) on a 24×7×365-day basis, along with one Mechanical/Electrical/HVAC/BMS Supervisor (B.tech with 01 year experience/Diploma with 05 year experience) , to ensure the smooth, safe, and uninterrupted operation of all electromechanical services installed in the TRL Building. The agency shall ensure adequate shift-wise manpower deployment and proper handover between shifts.

2. Operation and Maintenance of DG Sets

The agency shall carry out routine operation, monitoring, inspection, preventive maintenance, and general maintenance of DG sets, including associated control panels, batteries, and auxiliary systems, to ensure their reliable and efficient functioning.

3. Operation and Maintenance of Electrical Systems

The agency shall undertake routine inspection, operation, monitoring, preventive maintenance, and general maintenance of the CSS, HT/LT cables, UPS systems, electrical panels, distribution boards, and other electrical installations and equipment within the TRL Building.

4. Operation and Maintenance of HVAC and BMS Systems

The agency shall be responsible for the operation, monitoring, inspection, preventive maintenance, and general maintenance of chiller plants, air handling units (AHUs), and the Building Management System (BMS), to ensure efficient and uninterrupted functioning of the HVAC systems.

5. Operation and Maintenance of Fire Safety and Security Systems

The agency shall undertake routine inspection, testing, monitoring, and general maintenance of fire detection and alarm systems, firefighting systems, CCTV surveillance systems, and door access control systems. Any malfunction, defect, or abnormal condition observed shall be promptly reported to the Institute for necessary corrective action.

6. Miscellaneous Electrical and Mechanical Works

The agency shall carry out routine inspection and general maintenance of other electrical and electromechanical services including DG set, HVAC, AHU, Chillers, BMS, Fire/Lifts, Scientific equipments, electrical installations, complete security system CCTV system, Access Control, EPABX system, door interlock arrangement within the TRL Building, including solar panels, electrical wiring, electrical sockets, switches, lighting fixtures, and associated accessories, to ensure their safe and proper functioning.

1. Coordination with the agency for look after the all electromechanical equipment under CAMC/AMC /warrantee

NOTES AND GENERAL CONDITIONS

1. Tools, Tackles, and Instruments

All tools, tackles, testing instruments, and other equipment required for carrying out the above-mentioned operation and maintenance activities shall be arranged and provided by the agency at its own cost. No additional payment shall be admissible from the Institute on this account.

2. Spare Parts and Consumables

The cost of spare parts and replacement components, wherever required during the contract period, shall be considered separately, subject to submission of proper justification by the agency and obtaining prior approval from the competent authority. The agency shall not undertake any replacement involving additional expenditure without prior written approval from the Institute.

3. Reporting of Faults and Breakdowns

The agency shall promptly report any breakdown, malfunction, abnormal operating condition, or safety-related issue observed in the building's electromechanical systems to the designated Institute representative and shall maintain appropriate records of complaints, maintenance activities, and breakdowns.

4. Compliance with Safety Requirements

All operation and maintenance activities shall be carried out in accordance with applicable safety standards, statutory requirements, and the Institute's safety procedures. The agency shall ensure that its deployed personnel use appropriate personal protective equipment (PPE) and follow safe working practices.

5. Maintenance Records

The agency shall maintain records of daily operations in log books, shift handovers, preventive maintenance, breakdowns, inspections, and other relevant activities. These records shall be made available to the Institute whenever required.

Annexure IX

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.	

Annexure X

Schedule of work

PRICE BID -Part-A

Sub: Annual Rate Contract for Providing Manpower for Operation & Maintenance of Electromechanical Services at the Translational Research Facility (TRF) on 24x7x365 day`s, NCR Biotech Science Cluster, 3rd miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana)

S. No.	Description of items	Job per year	Rate (Rs.) Per Job	Amount(Rs.)
1.	Annual Rate Contract for Providing Manpower for Operation & Maintenance of Electromechanical Services at the Translational Research Facility (TRF) on 24x7x365 day`s, NCR Biotech Science Cluster, 3rd miles stone, Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana)	12 Jobs		
			Total	
			GST/Tax as Applicable	
			G Total (A)	

(Rupees ……)

NOTE: 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 at the same rate and terms & conditions.

Name and Complete Address of the Bidder with official seal

Contact Number with e-mail ID

Date:

Place: