



NCRA • TIFR

National Centre for Radio Astrophysics TATA INSTITUTE OF FUNDAMENTAL RESEARCH

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WEB TENDER NO. : **NCRA:WF183:LTD:2017/ WT-17 dtd. February 12, 2018**

TENDER FEE : **Rs. 500/-**

ESTIMATED COST : **Rs. 10.15 Lakhs**

EARNEST MONEY DEPOSIT : **Rs. 20,000/-**

TYPE OF TENDER : **SINGLE PART**

TIME FOR COMPLETION : **75 Working days (excluding monsoon period).**

DUE DATE AND TIME FOR SUBMISSION OF BID : **18.00 Hours on 05.03.2018**

DATE AND TIME OF OPENING OF THE BID : **15.00 Hours on 07.03.2018**

1. **Sealed tenders in Single Part are invited for the following:**

Refurbishing work of first floor of western side of East Campus building at NCRA-TIFR, Pune University Campus, Ganeshkhind, Pune 411007.

2. **Eligibility Criteria:**

Bidder must submit following documents in the with their bid, meeting the eligibility criteria stated below:-

- a. Bidder must visit the site to know exact scope of work, site conditions etc. and must be fully confident of carrying out the work tendered. Bidder to must submit certificate of visit as per **Annexure -L** with technical bid.
- b. Bidder must have executed similar work in the past **seven years** prior to 31.12.2017 i.e. between 01.01.2010 to 31.12.2017.
 - i. - One single job costing not less than 80% of Estimated cost OR
- Two jobs each costing not less than 60% of Estimated cost OR
- Three jobs each costing not less than 40% of Estimated cost
Copies of orders and performance certificates for each of the works certified by a competent person must be submitted.
 - **Similar work means refurbishing, renovation / construction of any building.**

- The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of **7% per annum**; calculated from the date of completion to due date for submission of bid.
 - Experienced Staff, Supervisor to be available with the bidder.
- c. List of works completed showing date of commencement and completion during the past **seven years**, details of work in hand with % work completed as on date of bidding must be submitted.
 - d. Bidders must have **GST registration No.**
 - e. Bidder must have average turnover of atleast **Rs. 3 Lacs** for the past Five Years.
 - f. Bidder must submit Solvency Certificate for a minimum amount of **Rs. Four Lacs** obtained from their bank not prior to **January 2017**.
 - g. Bidder must submit CA Certificate showing their turnover and Profit & Loss for the past 5 years i.e. for 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 and must have made profit atleast for three years out of these five years.
Do not enclose IT returns and Profit and Loss statements and Balance Sheets.
 - h. Bids from bidders who have not accepted our order awarded to them or who have withdrawn from the tender process OR whose EMD/Security deposit has been forfeited by us in the past one year, are not eligible to bid.
 - i. Successful bidder must be able to :-
 - i. Submit Performance Bank Guarantee for **5%** of order value including GST.
 - ii. Submit Workmen Compensation Insurance Policy valid till completion of work for all the persons deployed.

Bidding document can be downloaded from our website

<http://www.ncra.tifr.res.in/tenders> and also on

<http://eprocure.gov.in/epublish/app> by any interested bidder meeting the above eligibility criteria.

Bidders after downloading the tender document are requested to please send an email to purchase@ncra.tifr.res.in giving their Full address, to enable us to intimate you regarding the corrigendum / addendum to the tender document, if any.

The bid with all documents sought in eligibility criteria in a sealed envelope duly superscribed with tender no. & due date must reach Purchase Officer, NCRA-TIFR, Pune University Campus, Ganeshkhind, Pune-411007, India. The bid will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time alongwith authority letter from their company. In the event of the date specified for bid receipt and opening being declared as a closed holiday for NCRA's office, the due date for submission of bids and opening of bids will be the following working day at the same time.

The Bid must be accompanied by **Demand Draft towards Earnest Money Deposit and Demand Draft towards the Tender Fee** specified above without fail.

NCRA is not responsible for delay or loss of bids in transit.

Bidders are also requested to visit our website

<http://www.ncra.tifr.res.in/tenders> regularly for addendum /updates if any pertaining to this tender.

The Bid to be submitted duly signed and stamped on each page within the due date and time in separate envelopes and marked with the Tender No., due Date in Bold Letters.

Bids must be submitted strictly as per instruction given in this tender document. Failing to comply with the same will result in rejection of the bid.

Please see attached sheet for conditions of tender.

PURCHASE OFFICER

CHECK LIST

To be enclosed with Techno-Commercial Bid

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Sr. No.	Particulars	Provide Details	Remarks
1	Demand Draft towards Tender Fee enclosed		Yes / No
2	Whether EMD enclosed.	D.D.No. Dtd..... Rs.	Yes / No
3	Shops and Establishment / Partnership registration / Company incorporation Copy enclosed		Yes / No
4	Whether all the pages of techno commercial bid have been submitted duly signed and Stamped submitted.		Yes / No
5	Authorisation to sign the bid enclosed from the competent person submitted		Yes / No
6	Company profile Submitted Annexure -C		Yes / No
7	Eligibility Criteria Statement duly filled in by bidder Annexure-D		Yes / No
8	Annexure E-1 showing details of works completed together with copies of orders / performance certificate submitted		Yes / No
9	Annexure E-2 showing details of works on hand submitted		Yes / No
10	Schedule of Deviation from General Conditions submitted Annexure -F.		Yes / No
11	Details of GST Registration etc. Annexure G submitted.		Yes / No
12	Format for furnishing Bank Details for refund of EMD/ making payment – Annexure- H		Yes / No
13	CA Certificate indicating Turnover and Profit or Loss for 5 years prior to 01.03.2017 enclosed as per Annexure J		Yes / No
14	Format of Solvency Certificate – Annexure-K		
15	Site Visit Certificate enclosed Annexure L		Yes / No
16	Undertaking as per Annexure M submitted		Yes / No
17	Schedule of work, quantity and rate as per Annexure N enclosed.		Yes / No

Date :

Signature of Bidder :

Name & Designation :

Place :

Company Name & Address :

Company Seal & Phone No. :

ANNEXURE A

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General Conditions of Contract

1. **PRICE:** Rates / charges specified in the bid must be firm till the completion of the contract period.
2. **TENDER FEE :** All bids must be accompanied by DD towards tender fee as shown on Tender Notice (**non-refundable**) in the form of Demand Draft in favour of “TIFR” payable at Pune and must be enclosed alongwith your Bid.
3. **BID VALIDITY :** Bids must be valid for a minimum period of **120 days** from the due date Bids with shorter validity are liable for rejection.

4. **CLARIFICATION OF BIDDING DOCUMENTS**

A prospective Bidder requiring any clarification of the Bidding Documents shall contact purchaser in writing at purchaser’s address specified in the Tender Notice. Purchaser shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including the query but without identifying its source. Purchaser if deemed necessary will amend the Bidding Documents as a result of a clarification, purchaser shall do so following the procedure under clause relating to Deadline for Submission of Bids will be revised if purchaser feels it necessary.

NCRA-TIFR reserve the right to ask for or to provide any clarification, changes after the release of this tender. **Any changes or clarifications provided by NCRA-TIFR may be checked at NCRA-TIFR website www.ncra.tifr.res.in**

5. **SUBMISSION OF BIDS :**

The bid shall be submitted in a sealed envelope duly superscribed with the tender enquiry number, and the due date and time in bold letters, addressed to the Purchase Officer, National Centre for Radio Astrophysics / Tata Institute of Fundamental Research, Pune University Campus, Ganeshkhind, Pune 411007 and to be delivered by hand/courier/Post at the security Officer of NCRA-TIFR, Pune before due date specified.

The bid will be opened in the presence of attending tenderers on the due date and time. Tenders submitted / received after due date and time will not be considered.

Bid should be submitted as per prescribed format of NCRA/TIFR. Bidders should quote in figures as well as in words the rates and amounts quoted by them. The amount for each item should be worked out and the total given. All corrections shall be attested by the dated initials of the bidder.

ANNEXURE A

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6 ACCEPTANCE OF BID : NCRA shall be under no obligation to accept the lowest or any other quotation received in response to this enquiry and shall be entitled to reject any or all quotations without assigning any reason whatsoever.

7. Bid must be signed only by competent authority specifying their name and designation.

Bids containing correction, overwriting will not be considered. Late or Delayed / Unsolicited quotations/offers shall not be considered at all. These will be returned to the firms as it is. Post tender revisions/corrections shall also not be considered.

Bidder should sign on all the pages of the technical bid and the price bid.

Bids not fulfilling above requirements are liable for rejection.

ANNEXURE B

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Special Conditions of Contract

1. **SCOPE OF WORK** : Refer **Annexure N**.
2. **TIME FOR COMPLETION OF WORK** :
Entire work to be completed within **75 days** from the date of issue of work order and handing over the site and excluding monsoon period.
3. **QUANTITY VARIATION** : +/- 20%.

Estimated Quantity specified here are tentative. Actual quantity may be varies at the time of execution of the job.
4. **DEFECT LIABILITY PERIOD** : One Year after completion of the entire work.
5. **PAYMENT** : 90% Payment will be made through Two Running Bills (RA) and one Final Bill and will be based on actual measurement of work done and your bill duly certified by our Engineer. The RA bill must be minimum of **Rs. 3 Lacs**.
10% payment will be released after completion of Defect Liability Period.
6. **EMD:**
Earnest Money Deposit (EMD) **in the form of D.D. in favour of "TIFR" payable at Pune** to be enclosed along with the Bid.
- 6.1 **REFUND OF EMD** :

EMD of bidders who do not qualify during Technical Evaluation will be released on completion of Technical Evaluation. EMD of all technically qualified bidders (Except for L1) will be released after release of order on L1. EMD of successful bidder will be released on receipt of Performance Guarantee.
- 6.2. **FORFEITURE OF EARNEST MONEY:**
 - (a) If any bidder withdraws his tender before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to N CRA, then NCRA shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the Earnest Money absolutely. This provision would naturally apply only to the lowest bidder once the earnest money of all the bidder except lowest is refunded.
 - (b) If contractor fails to furnish the prescribed performance guarantee within the prescribed period, the earnest money in full will be forfeited.
 - (c) In case the contractor fails to commence the work specified in the tender documents on the **Fifteenth day** or such time period as mentioned in letter of award, after the date on which the Engineer issues written orders to commence the work, or from the date of handing over of the site, whichever is later. NCRA shall, without prejudice to any other right or remedy, be at liberty to forfeit whole of the earnest money absolutely.

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(d) If only a part of the work as shown in the tender is awarded, and the contractor does not commence the work, the amount of the earnest money to be forfeited will be worked out with reference to the estimated cost of the work so awarded.

(e) In case of forfeiture of earnest money as prescribed in (a) to (d) above of any bidder, such bidder shall not be allowed to participate in the retendering process of the work.

7. PERFORMANCE GUARANTEE :

- a. The bidder on whom order will be placed, shall deposit an amount equal to **5% (five percent)** of the value of the work including taxes as Performance Guarantee within 21 days of award of work, valid till completion of work plus Two months for proper fulfillment of the Contract, **failing which penalty @ 6.25% will be levied for the delayed period.** It shall be in the form of bank guarantee (from any Scheduled Bank) as per our prescribed format or Demand Draft in favour of "TIFR", payable at Pune.
- b. This shall not bear any interest. All compensation or other sums of money payable by the Contractor under the terms of this contract will be deducted from his Performance Guarantee or from any sums which may be due or may become due by the Bidder on any account whatsoever, and in the event of his Performance Guarantee being reduced by reason of any such deduction as aforesaid, the Contractor shall within ten days thereafter, make good as aforesaid any sum or sums which may have been deducted from the Performance Guarantee or any part thereof.
- c. If the amount of the Performance Guarantee to be paid in lumpsum within the period specified above is not paid, the contract can be cancelled without any further notice.
- d. This shall be forfeited / invoked if you fail to comply with any of the conditions of contract.
- e. This will be released after the satisfactory completion of work without any interest.

- 8 Indemnity Bond:** *Successful bidder after receipt of order* should also indemnify us on a non-judicial Stamp Paper of **Rs. 500/-** that in the event of happenings of anything of such nature, it would neither affect the work nor us in any way in respect of all Actions, Acts, Suits, Claims and Demands brought or made against NCRA by your workmen or any other person or persons whomsoever in connection with the works or in respect of any matter or thing done or committed to be done by you in the execution of or in connection with the works notwithstanding that all reasonable and proper precautions may have been taken by you against any loss or damage to the Owner in consequence of any action or suit being brought against NCRA for anything done or committed to be done in connection with the execution of the work. The indemnity given by you as aforesaid shall extend to making good all claims and demands arising out of losses/damages to property of every description and kind, the infringement of any legal right as well as injury or accident to any person resulting in death or otherwise.

The indemnity given by you shall extend to making good all claims and demands arising out of losses/damages to property of every description and kind, the infringement of any legal right as well as injury or accident to any person resulting in death or otherwise.

ANNEXURE B

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- 9 **GST:** Extra at actuals. Please provide your GST registration number on your invoice. Also, please note that NCRA-TIFR, Pune does not have any GST registration number being a non-commercial Govt. research and educational institutes.
10. **INCOME TAX :** For works contracts, as per the instruction of the Ministry of Finance, the Institute shall have right to recover the Income Tax at applicable rates and the amount so deducted will be credited to Income Tax authority. Please provide your Permanent Account Number (PAN) on your invoices.
11. **WORKMEN COMPENSATION INSURANCE POLICY (WCI Policy) : *If order is placed***, you shall obtain Workmen Compensation Insurance Policy valid till completion of the work including defect liability period for all the persons you deploy for this work. **Charges towards the same will have to be borne by you. However, it may please be noted that, you will be solely responsible for Safety and Security of your personnel at site deployed by you for this work.**

Workmen Compensation policy must be taken keeping in consideration following:

- i. Labourers and Supervisor deployed for the work.
- ii. Place of Work: East Campus, NCRA-TIFR, Pune University Campus, Ganeshkhind, Pune 411007.

If any work to be executed under defect liability period, you shall obtain workmen insurance policy for all the persons you deploy at our site before starting such work at your own cost.

Copies of Insurance Policy be submitted directly to our Accounts Section, NCRA, Shri Abhishek Prasad / Shri R.V. Swami and Purchase Section, NCRA. You should also promptly report in writing to us all cases of accidents and damages. However, irrespective of the cause and place of occurring, during the execution of the work, you should make adequate arrangements to render all possible aid to the victims of such accidents and damages during the execution of the work.

12. **WATER:** If required then it will be allowed to use at free of cost. It is your own responsibility to make necessary arrangement to carry the same to work spot. Also note that providing water is not binding on us.
- 13 **ELECTRICITY:** Electricity shall be providing by the department at free of cost from existing nearby available source. Bidder should make necessary proper arrangement to carry the same at work spot with taking all safety precautions. Also note that providing electricity is not binding to us.

ANNEXURE B

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14. **LIQUIDATED DAMAGES** : If the contractor fails to maintain the required progress to complete the work and clear the site on or before the due date for completion of contract as stated in special conditions of contract or any extended date of completion, he shall, without prejudice to any other right or remedy available under the Law to the Govt. on account of such breach, pay as agreed compensation the amount calculated at the rate stipulated below as the authority (whose decision in writing shall be final and binding) may decide on the amount of tendered value of the work for every completed day/ month (as applicable) that the progress remains or that the work remains incomplete.

This will also apply to items or group of items for which a separate period of completing has been specified: ***Compensation for delay of work - @ 1% per month of delay to be computed on per day basis.***

Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the tendered value of work or of the tendered value of the item or group of items of work for which a separate period of completion is originally given. The amount of compensation may be adjusted or set-off against any sum payable to the contractor under this or any other contract with the NCRA.

15. **TERMINATION FOR INSOLVENCY**

Centre may at any time terminate the Contract by giving written notice to the contractor, if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to purchaser.

16. **TERMINATION FOR CONVENIENCE**

Purchaser, by written notice sent to the contractor, may terminate the Contract, in whole or in part, at any time. The notice of termination shall specify that termination is for the purchaser's convenience, the extent to which performance of the contractor under the Contract is terminated, and the date upon which such termination becomes effective.

The Job that are complete and ready for completion within 30 days after the contractor's receipt of notice of termination shall be accepted by purchaser at the Contract terms and prices. For the remaining Goods/services, purchaser may elect:

- (a) To have any portion completed and delivered at the Contract terms and prices; and/or
- (b) To cancel the remainder and pay to the contractor an agreed amount for partially completed Jobs and for materials and parts previously procured by the contractor.

ANNEXURE B

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17. **TERMINATION OF CONTRACT:** If the contractor who has been awarded the work has abandoned the works without any serious reason or deliberately delayed the work or is not carrying out the works under the terms and conditions of this contract, the Engineer reserves the right to terminate the contract at any time by giving written notice to you and you shall not be eligible for any compensation for the same.

In such a case, the Institute shall take over the charge of the works and other materials lying on the works site. The work shall be carried out by employing other persons at your risk and cost. Any difference in the cost which may become payable in all such cases will be deducted by the Institute from your security deposit or other dues.

18. **DEPLOYMENT OF LABOUR & MACHINERY:** You shall not employ any person who is below the age of 18 years. You shall furnish sufficient equipment's and labour as may be necessary to complete the work within the time limit shown in the contract.
19. **STORAGE OF YOUR TOOLS AND MATERIALS:** You shall make your own arrangements for storing materials during execution of the contract.
20. **PROTECTION OF PROPERTY:** You shall be responsible for making good the damages to the existing property if occurred during the execution of work. All such cases should be brought to the notice of the Engineer by you and also to the concerned department and all damages whatsoever done to be made good by you at your own cost.
21. **SAFETY & SECURITY:** The Contractor shall be fully responsible for the safety and security of his workmen and staff and will ensure to maintain necessary records for payment and other details as per the prevailing Procedures and Acts. You will be fully responsible for any personal injury, accident, death of your personnel and shall take proper precautions against any such loss or damages. You will provide adequate and necessary safety equipment's for all your workmen.
22. **OBSERVANCE OF LOCAL LAWS:** Wherever applicable (particularly for Local vendors), the vendor / contractor shall comply with all law, statutory rules & regulations etc. The vendor/ contractor shall obtain all necessary permits / approval from the local Governing Body, Police, and other concerned Authorities as may be required under law. The vendor /contractor shall pay all types of taxes, fees, license charges, deposits, duties, tolls, royalty or other charges that may be leviable on account of any the operations connected with the execution of this work/ contract

ANNEXURE B

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23. ARBITRATION :

- 23.1 Purchaser and the contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 23.2 If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either purchaser or the contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.
- 23.3 The dispute settlement mechanism/arbitration proceedings shall be concluded as under:
- (a) In case of Dispute or difference arising between purchaser and contractor relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the sole arbitrator mutually acceptable to contractor and owner. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. Charges of the arbitrator will have to be shared equally by the Contractor and the Purchaser.
- 23.4 The venue of the arbitration shall be the place from where the purchase / work order or contract is issued.
24. In case of any interpretational issues arises in this tender, the interpretation / decision of NCRA-TIFR shall be final and binding on the bidder.
- 25 The competent authority on behalf of T.I.F.R. does not bind himself to accept the lowest or any other tender and reserves to himself the authority to reject any or all the tenders received without assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
- 26 Canvassing in connection with this work order is strictly prohibited and the bids submitted by the vendors who resort to canvassing will be liable to rejection.
- 27 On acceptance of the tender, the name of the authorised representative(s) of the vendor, who would be responsible for taking instructions from the Engineer concerned, shall be communicated.

ANNEXURE B

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28. The contractor shall give complete cooperation for the execution of the works by the other agencies/contractors or the representatives deputed by the Institute, if required to be carried out simultaneously by other agencies while his own work is in progress. The coordination will be effected in consultation with the Engineer of the work.
29. Instructions given by our Site Engineer should be strictly followed.
30. Contact person for understanding Scope of Work and for seeing the Site.

Shri Abhishek Prasad / Shri R.V. Swami
NCRA-TIFR, Pune University Campus,
Ganeshkhind, Pune 411007

Email – prasad@ncra.tifr.res.in, swami@ncra.tifr.res.in
Tel. 020-25719000 / 9111

ANNEXURE C

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COMPANY PROFILE

(To be filled in by the Bidder)

Sl.No.	Question	Response
1.1	Company Name	
1.2	Type of firm Proprietary / Partnership / Pvt. Ltd. / Ltd. / Single Person Company / LLP	
1.3	Date of Incorporation	
1.4	Company Head Office address	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.5	Address of Pune office if any	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.6	State pending or past litigation if any within the last 3 years with details and explain reasons. Please also mention any claims/complaints received in the last three years.	
1.7	Name of Designation of the Officer of the Contractor/ Bidder to whom all the reference shall be made for expeditious technical co-ordination	
1.8	Painting Contractor's Licence Number if any	
1.9	Experience record of personnel permanently employed by Contractor	
1.10	Personnel category-wise who are likely to be assigned for this work and their experience	
1.11	Source of skilled labour	
1.12	Detailed list of tools and tackles which Contractor shall use for execution of work	

Signature of the Bidder

Name & Designation

Company Seal

Date:

ANNEXURE D

ELIGIBILITY CRITERIA

Sr.No.	Description	Details to be furnished by the contractor, enclosing relevant documents in the technical bid.				
1	Bidder must visit the site to know exact scope of work, site conditions etc. and must be fully confident of carrying out the work tendered. Bidder to must submit certificate of visit as per Annexure -L with technical bid.					
2	Bidder must have executed similar work in the past seven years prior to 31.12.2017 i.e. between 01.01.2010 to 31.12.2017.					
	-One single job costing not less than 80% of Estimated cost OR					
	-Two jobs each costing not less than 60% of Estimated cost OR					
	- Three jobs each costing not less than 40% of Estimated cost					
	Copies of orders and performance certificates for each of the works certified by a competent person must be submitted.					
3	Bidder must submit CA Certificate showing their turnover and Profit & Loss for the past 5 years i.e. for 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 and must have made profit atleast for three years out of these five years. Do not enclose IT returns and Profit and Loss statements and Balance Sheets.	Period	Turnover	Profit	Loss	
		2012-13				
		2013-14				
		2014-15				
		2015-16				
		2016-17				
4	Bidder must submit Solvency Certificate for a minimum amount of Rs. Four Lacs obtained from their bank not prior to January 2017 .					

NOTE : KINDLY FILL UP THE ABOVE DETAILS AND ENCLOSE ALONGWITH YOUR BID, OTHERWISE YOUR BID WILL BE REJECTED.

Signature of the Bidder

:

Name & Designation

:

Company Seal

:

Date

:

ANNEXURE E-1

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SCHEDULE OF EXPERIENCE SHOWING WORKS COMPLETED

Customers (full Address)	Order No. and date	Work and location	Value of order (Rs.)	Date for completion of work as per contract	Date of actual completion of work	Remarks indicating reasons for late completion of work , if any	Has the work been completed Satisfactory? (Attach a copy of order and completion certificates from the purchaser)	Contact person Along with Telephone No., FAX No. and email address

Signature of the Bidder

Name & Designation

Company Seal

Date:

ANNEXURE E-2

SCHEDULE OF EXPERIENCE SHOWING WORKS ON HAND

Customers (full Address)	Order No. and date	Work and location	Value of order (Rs.)	Date for completion of work as per contract	Date of actual completion of work	Remarks indicating reasons for late completion of work, if any	Has the work been completed Satisfactory? (Attach a copy of order and completion certificates from the purchaser)	Contact person Along with Telephone No., FAX No. and email address	% of work completed as on 31.05.2014

Signature of the Bidder

Name & Designation

Company Seal

Date:

ANNEXURE F

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SCHEDULE OF DEVIATION FROM GENERAL CONDITIONS

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

Place:

Date:

Signature and seal of the
Manufacturer/Bidder

NOTE:

- 1) Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”.

ANNEXURE G

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DETAILS OF GST

(PLEASE PROVIDE FULL INFORMATION WITHOUT WHICH YOUR BID MAY BE LIABLE FOR REJECTION. THIS MUST BE SUBMITTED WITH TECHNICAL BID)

(a) GST payable : _____ % extra

Your GST Tax Registration No. :

(b) Payment terms : Yes / No
specified in our enquiry acceptable

(c) Defect Liability Period : Yes / No
specified in our Tender acceptable

(d) Time for completion of work : Yes / No
Specified in our Tender acceptable.

(e) Your PAN No. : _____

Company Seal

Signature of the Bidder :

Name :

Designation :

Date :

Annexure – H

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BANK DETAILS FOR REFUND OF EMD / MAKING PAYMENT

(Information to be submitted on Vendors Company Letter head)

To,

The Accounts Officer,

NCRA-TIFR ,Pune University Campus,

Post Bag No-3, Ganeshkhind,

Pune-411007

Sub:- Bank Details for payment through Electronic Mode i.e. NEFT/RTGS

Sir,

It is requested that settlement of all our bill/s from now onwards may please be made through Electronic Mode (NEFT/RTGS). The details of My/our bank account are as under :-

1. Beneficiary Name
2. Full Address
3. IFSC Code

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4. Bank Account No.

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(Full Account Number to be furnished for making payment to be made through Electronic Mode)
5. Type of Account viz Saving A/C / Current A/C / Cash Credit A/C / Overdraft
6. MICR No.

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Note: 1st three digit & last of 3 digit of MICR No. Should not be zero.

7. Name of the Bank:

8. Full Address of the Bank:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for any reasons, We will not hold NCRA TIFR Pune responsible and agree to discharge the responsibility expected of us as a participant under the scheme.

Yours Faithfully
()

Signature of authorized Officer of the company

Name
Designation
Company's seal
Date

ANNEXURE – I

Page 1 of 1

Format of Indemnity Bond

(to be executed on Rs. 500 Non-Judicial Stamp Paper by the successful bidder before commencement of work at site)

Work Order No. _____ Dt. _____

In consideration of National Centre for Radio Astrophysics, Tata Institute of Fundamental Research (NCRA/TIFR) having office at Pune University Campus, Ganeshkhind, Pune 411 007, hereinafter referred to as “The Institute”, which expression shall unless it be repugnant to the context or meaning thereof, include its successors and assignors having awarded to M/s. _____ having registered office at _____, a firm carrying in such name and style the business of _____ (hereinafter referred to as “The Contractor “ which expression shall unless it be repugnant to the context or meaning; thereof, include its partner(s) / proprietor(s) for the time being or its surviving partner(s) or its heirs and executors, administrators and assignees, its successors and assignors) the contract for _____ and in compliance with the terms and conditions of the said contract.

We M/s. _____ being the contractor shall save harmless and indemnify the Institute in respect of:

- a. Any expenses arising from any injury or accident or death of workers hired for this work or damage to property of any third party.
- b. Any claim made under any Act of Government or otherwise in respect of injury or damage as aforesaid.
- c. Any award of compensation or damages upon any claim as above.
- d. Any claim against the Institute by any member of the public or other third party in respect of anything, which may arise in respect of the works or in consequence thereof.
- e. Any claim which may be made upon the Institute whether under the Workman's Compensation Act or any other statute in force during the currency of this contract or of common law in respect of any worker of the contractor/or their family member(s) or of his sub-contractor(s).
- f. Any costs, charges or expenses arising out of any claim or proceeding and in respect of any award of compensation of damages arising therefrom.

We also hereby confirm that we have taken Workman's Compensation Policy No. _____ dtd. _____ valid till _____ for _____ persons deployed for work awarded to us against the above-cited order form M/s. _____.

For and on behalf of M/s. _____

Date:

S E A L

Accepted By

for and behalf of NCRA (TIFR) Pune

ANNEXURE - J

Page 1 of 1

CA Certificate

(ON CA's Letter Head)

- I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Financial Year	Turnover	Net Profit	Net Loss
2012-13			
2013-14			
2014-15			
2015-16			
2016-17			

- (i) Gross Annual turnover on construction works.
(ii) Profit/Loss.

- II. Financial arrangements for carrying out the proposed work.
III. Solvency Certificate from Bankers of the bidder in the prescribed Form "B".

For _____

Chartered Accountants

Name & Signature :

Company Seal & Phone No .:

Date :

Annexure: K

Page 1 of 1

SOLVENCY CERTIFICATE

**FORM OF BANKERS' CERTIFICATE FROM A
SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that
M/s..... Sh.....having marginally
noted address, a customer of our bank are/is respectable and can be treated as good for any
engagement upto a limit of Rs.....
(Rupees.....)

(Signature) For the Bank

NOTE : (1) Bankers certificates should be on letter head of the Bank, sealed in cover
addressed to tendering authority.

(2) In case of partnership firm, certificate should include names of all partners as
recorded with the Bank.

ANNEXURE L

Page 1 of 1

CERTIFICATE OF VISIT TO THE SITE

To,
Centre Director,
NCRA-TIFR,
Pune 411007, India.

Dear Sir,

Sub : Ref. Web Tender No. NCRA:WF183:LTD:2017/ WT-17 dtd. February 12, 2018
for Refurbishing work of first floor of western side of East Campus building at NCRA-
TIFR, Pune University Campus, Ganeshkhind, Pune 411007.

With reference to your tender mentioned above, we have studied the tender document and drawings in detail and visited the site of :-

**NCRA-TIFR East Campus building
National Centre for Radio Astrophysics (NCRA)
Tata Institute of Fundamental Research (TIFR)
Pune University Campus, Ganeshkhind
Pune 411007.**

and have understood the Scope of work and conditions of the site where the work to be carried out.

Name & Signature of Bidder :

Name & Signature of Centre's Representative:

Designation :

Date :

Company Seal & Phone No .:

Date :

ANNEXURE-M

Page 1 of 1

UNDERTAKING

1. We have studied the complete tender document and accept all the terms and conditions.
2. It is certified that my firm/agency/company has never been black listed by any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or Government of Maharashtra or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm / agency as on _____.

Name & Signature of Bidder :

Name & Signature of Centre's Representative:

Designation :

Date :

Company Seal & Phone No .:

Date :

ANNEXURE - N**Page 1 of 3****SCHEDULE OF WORK, QUANTITY AND RATE**

Sr No	Item Description	Qty.	Unit	Unit Rate Rs.
1	Carefully Removing the existing aluminium Partition and stacking at desired location within the NCRA Campus and as directed by Engineer.	60	Sqm	
2	Carefully Removing the existing aluminium doors and windows stacking at desired location within the NCRA Campus and as directed by Engineer.	35	Sqm	
3	Carefully Removing the existing wooden false ceiling and stacking at desired location within NCRA Campus	100	Sqm	
4	Removing all unwanted cables/ GI Pipes etc and stacking at desired location within the NCRA Campus.	1 Job	LS	
5	Carefully Dismantling the existing Brick wall and taking away the debris out of the premises	20	Cum	
6	Refixing the removed aluminium partition with door in desired location. It shall include the cost of all accessories required for fixing etc. all completed and as directed by Engineer.	12	Sqm	
7	Providing and fixing of new aluminum partition of approved shade powder coated section (minimum 15 microns thick.) using section of 65x40 mm (section weight for SP and DP 4.16 kg/12 ft) 900 c/c, bottom panel and top panel of 900 mm high should be of 12 mm thick exterior grade double sided laminated Novapan sheet of approved shade and color, and intermediate panel with 5 mm thick Modiguard make float frosted glass 1200 mm high with clip on type tapered aluminum glazing clips with necessary Gasket etc . all complete as per Engineer.	120	Sqm	

Date :**Signature of the Bidder :****Place :****Name of the Bidder :****Company Seal :****Designation :****Phone/Fax No. :****E-mail address :**

ANNEXURE - N**Page 2 of 3**

Sr No	Item Description	Qty.	Unit	Unit Rate Rs.
8	Providing and fixing of aluminum door of size 3' X 7', of approved shed powder coating (minimum 15 microns thick.) using aluminium section of 65x50 mm (section weight for SP and DP 4.16 kg/12 ft) a, bottom panel (900 height) should be of 12 mm thick exterior grade double sided laminated Novapan sheet of approved shade and color, and rest height with 5 mm thick Modiguard make float forsted glass with clip on type tapered aluminum glazing clips with necessary Gasket etc. all complete as per Engineer. Rate shall also include the cost of 7 lever Mortice lock with handle of M/S Godrej, , floor spring of M/S Dorma or approved equivalent all complete.	7	Nos	
9	Providing and fixing two track Aluminium Sliding windows with suitable Aluminium Section of 16 SWG of approved make and approved shed powder coated . Rate shall include the cost of 5 mm thick plain glass of approved make , transparent gasket, handle all complete.	5	Sqm	
10	Dismantling the existing ceramic skirting and taking away the same out of NCRA premises	20	RM	
11	Providing & Laying cement concrete of mix 1:4:8 at desired location and as directed by Engineer.	1.5	Cum	
12	Providing and laying 300 x 300 ceramic floor tiles of M/S Kajaria of approved equivalent make and design with cement mortar in line and level as directed by Engineer.	20	Sqm	

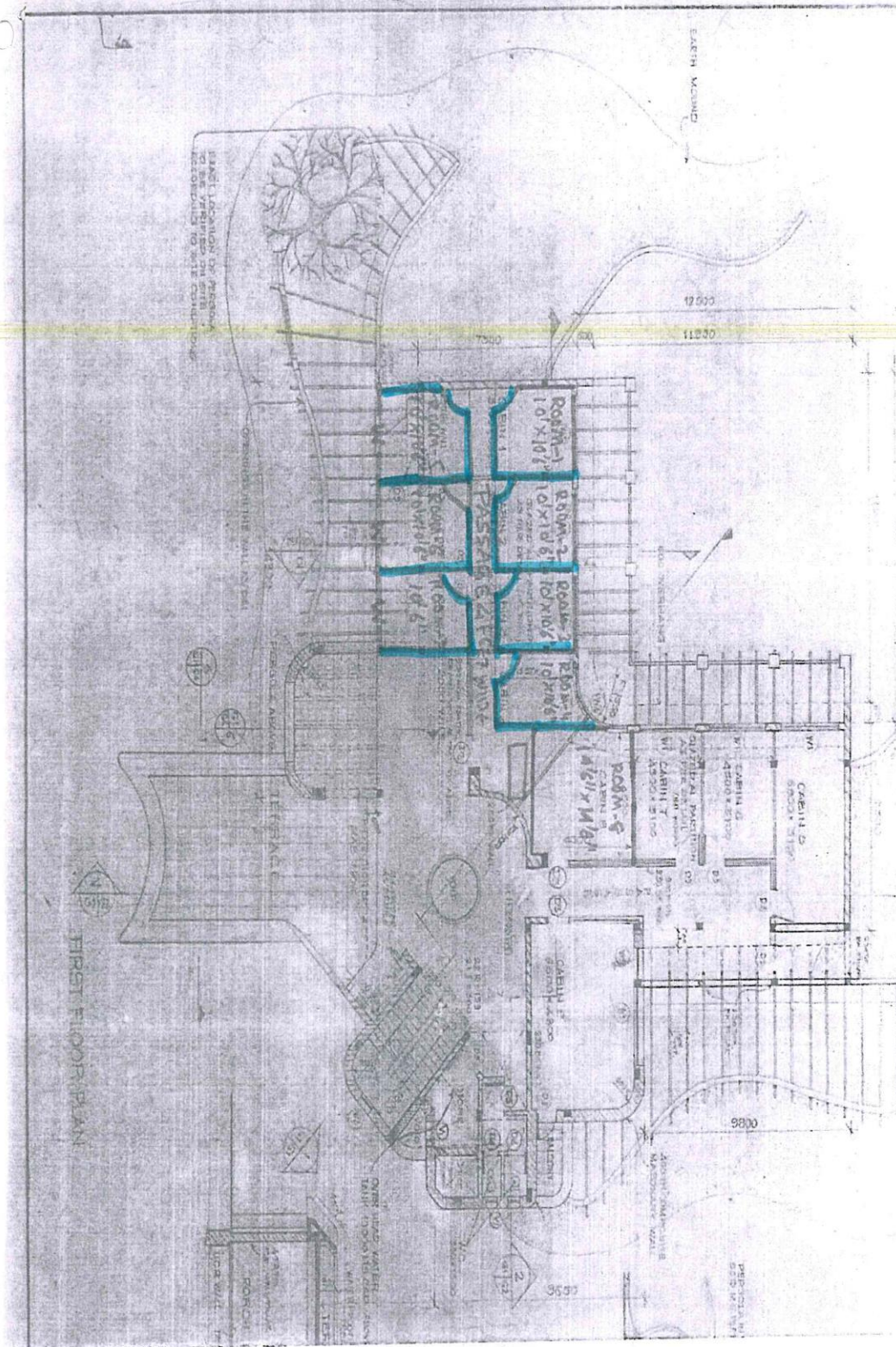
Date :**Signature of the Bidder :****Place :****Name of the Bidder :****Company Seal :****Designation :****Phone/Fax No. :****E-mail address :**

ANNEXURE - N**Page 3 of 3**

Sr No	Item Description	Qty.	Unit	Unit Rate Rs.
13	Providing & fixing in position false ceiling in Armstrong 600 x 600 mm x 15/16 mm Dune Supreme RH 99 Prima tile with Tegular edge framework as specified by Armstrong Co. with suspenders wherever required. Making necessary framework for A. C. ducting, if any, and necessary cutouts for diffusers and light fittings, taping and finishing to proper line & level, including making grooves and trap doors for A. C. unit in 18 mm thick M. R. Grade Plywood with Stainless Steel hinges & locks with moulding 1" x 1" for edges including finishing with White Plastic Emulsion Paint etc. complete in all respects.(Note :- Only the plan area will be measured for payment. No extra payment will be made for cutouts, grooves, mouldings etc.)	100	Sqm	
14	Providing and applying two or more coats of Plastic emulsion paint of M/S Asian over one coat of primer as directed by Engineer.	100	Sqm	
15	Removing the existing FRP Sheet and Providing and laying 2 mm thick FRP Sheet of approved quality and make at desired location. It shall include the cost of sacaffolding , all hardware materials all complete.	40	Sqm	
16	Providing & Fixing 2 mm thick PVC plank flooring of Timberland series of M/S Wonderfloor or any other approved equivalent make . Rate shall include making the surface smooth and even by laying 2 mm thick POP (if required), wastage , labour, transportation etc all complete as directed by Engineer.	120	Sqm	
17	Covering the AC Pipe by providing & fixing openable wall paneling made up with frame of 50 mm X 50 mm sal wood and 12 mm BWP ply of M/S Green or equivalent duly laminated with 1.00 mm thick approved quality and shade and hinges of approved quality as directed by Engineer.	15	Sqm	
18	Providing & Fixing Notice Board of size 900X 1200 with soft Board and fabric of approved quality alongwith alround wooden moulding of approved quality duly polished as directed by Engineer.	7	Nos	

Quantity Variation = +/- 20% on each item.**Date :****Signature of the Bidder :****Place :****Name of the Bidder :****Company Seal :****Designation :****Phone/Fax No. :****E-mail address :**

Ref: NCRA:WF178: Ltd: 2017/WT-17 dtd. 12.2-2018



East Campus Building