



NCRA • TIFR

गणेशखिंड डाकघर, अणु TIFR फुले पुणे विश्वविद्यालय परिसर, पुणे- 411007, महाराष्ट्र, दूरभाष : 020-2571-9000/9111/9242

Ganeshkhind PO, Savitribai Phule Pune University Campus, Pune -411007, Maharashtra, Phone: 020-2571-9000/9111/9242

राष्ट्रीय रेडियो खगोलभौतिकी केंद्र
National Centre for Radio Astrophysics
टाटा मूलभूत अनुसंधान संस्थान
Tata Institute of Fundamental Research

GEM-TENDER NOTICE

NCRA Tender No.: NCRA:WF057:GeM:2025

जीएमआरटी वेधशाला, खोदद, तालुका जुन्नर, जिला पुणे, महाराष्ट्र, भारत में कैंटीन संचालन तथा अनुरक्षण संबंधी सहयोगी सेवाएँ प्रदान करना के लिए निविदा।

**Providing Assistance in Canteen Operations and Upkeep at
GMRT Observatory, Khodad, Tal. Junnar, Dist. Pune, Maharashtra, India.**

The National Centre for Radio Astrophysics (NCRA) of the Tata Institute of Fundamental Research (TIFR), an Institution under the administrative control of Department of Atomic Energy, Govt. of India, is located in the University of Pune campus, Pune and is engaged in research in the field of radio astrophysics. NCRA has built the Giant Metrewave Radio Telescope (GMRT) at Khodad near Narayangaon, Taluka Junnar, Dist. Pune. GMRT has an Office Building, Canteen, Workshop, Hostel, Guest House, Garden Lawns / Central Square etc. including 30 Antenna Shells, which are located in and around village Khodad and the housing colony premises in Narayangaon.

1. **NCRA-TIFR**, Pune, India, invites Online bids through GeM in two parts, Part– I: Techno-commercial Bid & Part – II: Financial / Price Bid for the following:

2.

Description of Work	EMD / Bid Security Declaration.
Providing Assistance in Canteen Operations and Upkeep Services at GMRT Observatory, Khodad, Tal. Junnar, Dist. Pune, Maharashtra, India. Period of contract : One Year Estimated Cost: ~ Rs. 42 Lakhs. (including GST) for one year. Type of Tender: TWO BID Gem Tender	EMD of Rs. 84000/- to be submitted along with the Technical bid (Part – I) Pre- Bid meeting will be held on 09 October 2025 at 1430 hrs at GMRT Khodad.

3. Earnest Money Deposit (EMD)

The Earnest Money Deposit (EMD) / Bid Security will be accepted only in the form of Insurance Safety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt (any one) from any National Bank / Scheduled Bank or payment online in an acceptable form, safeguarding the purchaser's interest in all respects and should be drawn in favour of Centre Director, NCRA-TIFR, Pune

	Earnest Money Deposit (EMD) (to be submitted with Technical Bid-Part I)
In Figure	Rs. 84000/-
In Words	Eighty-Four Thousand Rupees.

No exemption in Earnest Money Deposit (EMD) shall be given except Micro and Small Enterprises (MSE) as defined in MSME Procurement Policy issued by the Ministry of Micro, Small & Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department or Start-ups recognized by DPIIT.

Tender submitted without the requisite amount of Earnest Money Deposit (EMD) shall be rejected and their techno-commercial bids shall not be opened.

Bid securities of the unsuccessful bidders shall be returned to them within 30 days of the declaration of the result of first stage i.e. technical evaluation etc.

No interest will be paid on the EMD amount.

The Earnest Money Deposit will be forfeited if a bidder withdraws their bid during the period of bid validity specified in the tender, or fails to furnish the Performance Guarantee within the stipulated time period mentioned in the tender documents.

Note: If, in the view of bidder, any exemption / relaxation is applicable to them from any of the eligibility requirement, under any Rules / Guidelines / Directives of Government of India, bidder may submit their claim for any applicable exemption / relaxation. **Quoting the valid Rule / Guidelines / Directives with a copy of such notification. In this case the bidder must submit necessary and sufficient documents along with the technical bid, in support of their claim. The relevant and valid certificates in support of claim their of exemption must be submitted along with the Technical Bid.**

Bank Details for online payment: -

Bank A/c Name : TIFR
Name of Bank : Bank of India
Branch : Pashan Road, Pune
Bank A/c No : 051620110000508
IFSC code : BKID0000516

Bidder has to upload a scanned copy/proof of the DD/FDR/BC/BG along with the bid and has to ensure delivery of a hard copy to the Buyer within 5 days of the Bid End date / Bid Opening date. Hard copy of the EMD will have to be submitted directly to the Buyer within 5 working days of bid opening, failing which the bid may be treated as incomplete & may lead to rejection of the bid by buyer without making any reference to the seller.

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with technical bid – Part-I).

4. **Pre-Bid Meeting :** A **Pre-Bid Meeting** will be held on on 09 October 2025 at 1430 at **GMRT, Khodad**, to address queries from the prospective bidders and to provide clarifications regarding the scope of work, specifications, and tender terms and conditions.

Bidders are encouraged to attend the meeting to ensure proper understanding of the requirements before submitting their offers.

5. **DURATION OF THE CONTRACT:**

One Year from the date of issue of work order.

6. **Eligibility Criteria:** Bidder must meet the eligibility criteria specified in **Form-B** and must submit documents in support of the same, failing which bid will be rejected summarily.

7. **Benefits under: Preference to Make in India /Micro and Small Enterprises /Startups:**

- a. **MII:** - The NCRA-TIFR intends to give product preference to local suppliers in line with the current procurement policies of the Government of India.
- b. **MSEs:** - As per Public Procurement Policy (PPP) for Micro and Small Enterprises (MSEs) Order 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India, MSEs must have valid UDYAM registration as on due date for submission of bid. The MSEs who have applied for registration or renewal of registration with any of the agencies / bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.
- c. **STARTUPS:** - Startups are eligible for relaxation regarding prior turnover and prior experience subject to the following conditions:
 - i. Startups must have been recognized by Department for Promotion of Industry and Internal Trade (DPIIT). Startups may be MSE's or otherwise.
 - ii. They must have meet quality and specifications.

**Administrative Officer (C), Purchase
NCRA-TIFR, Pune**

CHECK LIST

To be enclosed with Bid

Page 1 of 1

Sr. No.	Particulars	Provide Details	Enclosed
1	Demand Draft towards Tender Fee enclosed	D.D.No. ... Dtd.....	Yes / No
2	Bidder must have full-fledged office in Pune (and/or Junnar, Ambegaon Taluka), documents evidencing the same must be submitted.		Yes / No
3	Copies of partnership registration.		Yes / No
4	Copies of Shop & establishment registration & or Certificate of incorporation enclosed.		Yes / No
5	Company Profile enclosed – as per Form A		Yes / No
6	Eligibility Criteria Statement duly filled in by bidder enclosed as per Form B		Yes / No
7	Form C showing details of works completed in the past 5 years together with copies of orders submitted.		Yes / No
8	Bid Form enclosed – Form D		Yes / No
9	Details of GST enclosed Form E		Yes / No
10	Whether Bid Security declaration as per format submitted Form F		Yes / No
11	Amalgamation/Acquisition – Form G		Yes / No
12	CA Certificate indicating Turnover and Net Profit enclosed as per Form H		Yes / No
13	Certificate of Site Visit – Form I		Yes / No
14	Undertaking for Acceptance of Terms and Conditions as per Form J enclosed:		Yes / No
15	Bank Guarantee for Performance Guarantee Format – Form K		Yes / No
16	Indemnity Bond Format– Form L		Yes / No
17	Solvency Certificate Format– Form M		Yes / No

18	Financial / Price bid – Chapter 4	Yes / No
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Date : Signature of Bidder :
Name & Designation :

Place : Company Name & Address :

Company Seal & Phone No. :

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INSTRUCTIONS TO BIDDER (ITB)

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A - Opening and Evaluation of Bids

1.1 Opening of Bids

1.1.1 Bids received on the due date shall be considered further for evaluation.

1.2 Confidentiality

1.2.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.

1.2.2 Any effort by a Bidder to influence Centre in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of their Bid.

1.3 Clarification of Bid

1.3.1 To assist in the examination, evaluation, comparison and post qualification of the bids, Centre may, at its discretion, ask the Bidder for a clarification on their bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation in respect of prices shall be held except with the lowest bidder, (is) the discretion of Centre. Any clarification submitted by a bidder in respect to their bid which is not in response to a request by Centre shall not be considered.

1.4 Preliminary Examination

1.4.1 Centre shall examine the bids to confirm that all documents and technical documentation requested have been provided to determine the completeness of each document submitted.

1.4.2 All the bids received will first be scrutinized to see whether the bids meet the basic requirements as incorporated in the bid document. The bids, which do not meet basic requirements, will be treated as unresponsive and ignored. **The following are some of the important points, for which a bid will be declared as unresponsive and will not be considered for further evaluation:**

- (i) The Bid is unsigned.
- (ii) The Bidder is not eligible.
- (iii) The Bid validity is shorter than the required period.
- (iv) Tender Fee and/or Bid Declaration not submitted with technical bid.
- (v) Bidder has not agreed to give the required Performance Guarantee.
- (vi) Against the schedule of Requirement (incorporated in the bid), the bidder has not quoted for the entire requirement as specified in the price.
- (vii) The bidder has not agreed to some essential condition(s) incorporated in the bid.
- (viii) **If a bidder quotes the service charges below 3.85% will not be accepted.**
- (ix) The bidder had not completed previous contract of NCRA satisfactorily.

1.5 Examination of Terms & Conditions, Technical Evaluation

1.5.1 Centre shall examine the Bid to confirm that all terms and conditions specified in the bid document have been accepted by the Bidder without any material deviation or reservation.

1.5.2 Centre shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.

1.6 Evaluation and comparison of bids

1.6.1 Centre shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

1.6.2 To evaluate a Bid, Centre shall only use all the factors, methodologies and criteria defined in the bid documents.

B- Award of Contract

- 1.7 Centre's right to vary the Quantities at the time of Award
- 1.8 Centre's right to accept Any Bid and to reject any or all Bids without assigning any reasons and for any purposes, deemed fit by the centre.
- 1.8.1 The Centre Director, NCRA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- 1.9 Notification of Award
- 1.9.1 Prior to the expiration of the period of bid validity, Centre may notify the successful bidder in writing by registered letter or fax or e mail that the bid has been accepted and a detailed work order shall follow.
- 1.9.2 Until a formal order is prepared and sent, the notification of award constitutes a binding contract.
- 1.10 Order Acceptance
- 1.10.1 The successful bidder should submit Order acceptance within **21 days** from the date of issue of order and complete all formalities within the same period.
- 1.10.2 Centre has the powers to extend the time frame for submission of order confirmation and submission of Performance Guarantee. Even after extension of time, if the order confirmation and Performance Guarantee are not received, **interest @ 12 percent per annum** will be levied till date of receipt of Performance Guarantee.
- 1.10.3 If the successful bidder fails to submit order acceptance and Performance Guarantee even after repeated reminder Centre reserves the right to cancel the order and in which case bidder will be debarred from participating in any tender for a period of one year.
- 1.11 PLACING OF ORDER: Institute reserves the right to place the order for part/full/reduced quantity/increased quantity / reduced period than what is specified in the tender.

CHAPTER 2

GENERAL CONDITIONS OF CONTRACT (GCC)

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2.1 Amalgamation/Acquisition

2.1.1 In the event the bidder proposes for amalgamation, acquisition or sale of its business to any firm during the contract period, the Buyer/Successor of the Principal Company are liable for execution of the contract and also fulfillment of contractual obligations.

2.2 Application

2.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

2.3 Change Orders and Contract Amendments.

2.3.1 Centre may at any time, by written order given to the contractor pursuant to Clause on Notices of the GCC make changes within the general scope of the Contract in any one or more of the following:

- (a) Date for commencement and completion of work.
- (b) Requirement of services.

2.3.2 No change in service charges will be admissible on account of the above.

2.3.3 No variation or modification in the terms of the contract shall be made except by written amendment and subject to acceptance.

2.4 Assignment

2.4.1 The contractor shall not assign, in whole or in part, its obligations to perform under the Contract to a third party.

2.5 Termination for Default

2.5.1 Centre may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor, terminate the Contract in whole or part

- (a) If the contractor fails to provide Services within the period(s) specified in the contract, or within any extension thereof granted by Centre; or
- (b) If the contractor fails to perform any other obligation(s) under the Contract.
- (c) If the contractor, in the judgment of Centre has engaged in corrupt or fraudulent or collusive or coercive practices as defined in instruction to bidder on Fraud or Corruption in competing for or in executing the Contract.

2.5.2 In the event Centre terminates the contract in whole or in part, it may take recourse to any one or more of the following actions:

- a) Forfeiting Performance Guarantee.
- b) Centre may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the contractor shall be liable for all available actions against it in terms of the contract.
- c) However, the contractor shall continue to perform the contract to the extent not terminated.

2.6 Force Majeure

2.6.1 Notwithstanding the provisions of GCC Clauses relating to extension of time, penalty and Termination for Default the Supplier shall not be liable for forfeiture of their Performance Guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

2.6.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the contractor that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the contractor. Such events may include, but not be limited to, acts of Centre in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, earthquakes, storms and freight embargoes.

2.6.3 If a Force Majeure situation arises, the contractor shall promptly notify Centre in writing of such conditions and the cause thereof within 21 days of its occurrence. Unless otherwise directed by Centre in writing, the contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

2.6.4 If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of force majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussions on either side.

2.7 Termination for Insolvency

2.7.1 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 Centre.

2.8 Termination for Convenience

2.8.1 Centre, 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 Centre's convenience, the extent to which performance of the contractor under the Contract is terminated, and the date upon which such termination becomes effective.

2.8.2 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 Centre at the Contract terms and prices. For the remaining Goods/services, Centre 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.

- 2.9 Discrepancies & Order of Preferences:
In case of ambiguities or discrepancies following order of preferences shall hold good:
- a. Work Order.
 - b. Schedule of Quantities
 - c. Technical Specifications
 - d. Special Conditions of contract.
 - e. General Conditions of Contract.
- 2.10 Governing Language
- 2.10.1 The contract shall be written in English language which shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the English language only.
- 2.11 Applicable Law/Jurisdiction
- 2.11.1 The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction as specified in SCC i.e. Pune Jurisdiction only.
- 2.12 Notices
- 2.12.1 Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by e-mail or confirmed in writing to the other party's address specified in the SCC i.e. Pune Jurisdiction only.
- 2.12.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 2.13 Cancellation of Contract.
The Centre reserves the right to cancel the contract any time by giving **one month's** written notice. Similarly, if the Contractor wishes to withdraw his services he may do so by giving **one month's** notice in writing. Extension of the contract may be considered with mutual agreement depending on the need of the Centre and based on the past performance of the contractor.
- 2.14 Lien in respect of claims in other contract
- 2.14.1 Any sum of money due and payable to the Contractor (including the Security deposit / Performance Guarantee returnable to him) under contract may be withheld or retained by way of lien by the Centre against any claim of the Centre or such other person or persons in respect of payment of a sum of money arising out of or under any other contract made by the contractor with the Centre.
- 2.14.2 It is an agreed term of the contract that the sum of money so withheld or retained under this clause by the Centre will be kept withheld or retained as such by Centre till this claim arising out of in the same contract or any other contract is either mutually settled or determined by the arbitrator, and that the contractor shall have no claim for interest or damages whatsoever on this account or on any other ground in respect of any sum of money with-held or retained under this clause and duly notified as such to the contractor.

2.15 With-holding and lien in respect of sums claimed

- 2.15.1 Whenever any claim or claims for payment of a sum of money arises out of or under the contract against the contractor, Centre shall be entitled to withhold and have a lien to retain to the extent of the such claimed amount, from any sum or sums found payable or which at any time thereafter may become payable to the contractor under the same contract or any other contract with the Centre.
- 2.15.2 It is an agreed term of the contract that the sum of money or money so withheld or retained under the lien referred to above by the Centre will be kept withheld or retained as such by the Centre till the claim arising out of or under the contract is determined by the Arbitrator and that the contractor will have no claim for interest or damage whatsoever on any contract in respect of such with-holding or retention under the lien referred to and duly notified as such to the contractor.

2.16 Settlement of Disputes

- 2.16.1 Centre 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.
- 2.16.2 If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either Centre 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.
- 2.16.3 The dispute settlement mechanism/arbitration proceedings shall be concluded as under:
(a) In case of Dispute or difference arising between Centre 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 as amended till March 2021 and rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to a 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 Centre.
- 2.16.4 The venue of the arbitration shall be the place at Pune.
- 2.17 **ASSIGNING & SUBLETTING:** Assignment or subletting of this contract is strictly prohibited and will result in termination of the contract.

CHAPTER - 3

SPECIAL CONDITIONS OF CONTRACT (SCC)

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CHAPTER – 3

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

3.1 **Bids will be evaluated by a Tender Committee.**

3.2 **Terms of the Tender Evaluation Committee (TEC)**

3.2.1 On the due date the bids will be opened and bids meeting the eligibility criteria only be referred to a tender evaluation Committee.

3.2.2 All bids will be evaluated with reference to the tendered specifications, performance of similar works carried out elsewhere by the bidder.

3.2.3 A committee will go through all the aspects of the tender, may visit bidder **premises in Pune Dist.** and short list such firms whose bids are found technically acceptable.

3.2.4 Centre representatives will proceed through a detailed evaluation of the bids in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, Centre will examine the information supplied by the Bidders, and shall evaluate the same as per the specifications mentioned in this tender.

3.2.5 During the evaluation, the Centre can ask for relevant documents from the bidder necessary for evaluation.

3.2.6 After the evaluation is completed and approved, Centre shall inform the bidders whose bids have been rejected with the reasons for rejection.

The Committee will examine all the technical aspects of the bids received. Further, the Committee may seek additional information/feedback from other organizations where the bidder has carried out similar works.

3.2.7 The recommendation/decisions of the Technical Evaluation by Centre is final and binding on all the bidders.

3.3 **Bid Security Declaration:**

If the bidder withdraws or amends or impairs or derogates their bid during the period of bid validity, Centre reserves the right to suspend the vendor from participating in any tender for a period of **One year**.

Bid Security Declaration as per Annexure enclosed should be submitted on the company letter head duly signed by officer authorized to submit the bid.

3.4 Performance Guarantee

Performance Guarantee to be furnished by the successful bidder for satisfactory performance of the contract. “Satisfactory performance of the contract here means satisfactory completion of work in respect of works, assigned to them.

3.4.1 Quantum of Performance Guarantee

Performance Guarantee of 5% of order value (including Taxes) or as applicable as per Govt. Notification from time to time.

Successful bidder, shall deposit an amount equal to **5%** 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.

In case Performance Guarantee is not submitted within **21 days interest @ 12% per annum** will be levied till the date you submit the Performance Guarantee.

If the successful bidder fails to submit the Performance Guarantee / Performance Guarantee with interest or refuses to submit the Performance Guarantee even after reminders, Centre reserves the right to cancel the order without notice and such bidder will be debarred from participating in any tender for a period of **one year**.

3.4.2 Forms in which Performance Guarantee can be submitted

Performance Guarantee should be in the form of Demand Draft in favour of TIFR, Pune OR Fixed Deposit Receipt (FDR) pledged in favour of TIFR, Pune OR Bank Guarantee (BG) in favour of Centre Director, NCRA-TIFR, Pune as per the prescribed format. The Bank Guarantee should be from any one of the nationalized banks or Scheduled Bank and to be executed on non-judicial stamp paper of appropriate value. The Bank Guarantee should be valid up to at least 2 months beyond the contractual date for completion of the order.

3.4.3 Refund of Performance Guarantee

Performance Guarantee shall be released / returned to the contractor after the completion of the work/contract period without any interest.

3.4.4 Forfeiture of Performance Guarantee

Performance Guarantee is taken for due performance of the Contract and can be forfeited in the event of a breach of contract.

Bank Guarantee / Fixed Deposit Receipt obtained towards Performance Guarantee will be invoked when there is a specific breach on the part of the Contractor.

3.5 **Income Tax**

3.5.1 As applicable will be deducted from the contractor's bill and TDS certificate will be issued.

3.6 **GST:** As applicable, will be paid Extra.
GST TDS will be deducted, as per Government Notification, if applicable.

3.7 **Duration of Contract:** **One Year** from the date of issue of work order.

3.8 **Payment: -**

3.8.1 The payment will be made as under: -

(a) *Payment will be made on monthly basis for services provided in the previous months, as a reimbursement.*

(b) will be made after **deducting GST TDS, Income Tax TDS etc.**

(c) *Contractor shall submit the bills with all necessary documents to*

Administrative Officer - D,
Giant Metrewave Radio Telescope (GMRT)
National Centre for Radio Astrophysics (NCRA),
Tata Institute of Fundamental Research (TIFR),
At. Post. Khodad, Tal. Junnar, Dist. Pune 410504.

(d) Payment will be made by the Centre by NEFT/RTGS after deduction of

(i) GST TDS if applicable.

(ii) Income tax as applicable and

(iii) any other dues.

3.9 **Indemnity Bond**

As per **Form -L** to be submitted by the contractor before commencement of the work.

3.10 (a) The Centre is:

National Centre for Radio Astrophysics
Tata Institute of Fundamental Research
Savitribai Phule Pune University Campus, Ganeshkhind,
Pune - 411007, Maharashtra, India
Phone : +91 20 2571 9000/9111
Fax : +91 20 25692149
E-mail : purchase@ncra.tifr.res.in

(b) The place where services should be provided:

**(A) Giant Metrewave Radio Telescope (GMRT) Observatory, Office,
National Centre for Radio Astrophysics (NCRA),
Tata Institute of Fundamental Research (TIFR),
At. Post. Khodad, Tal. Junnar, Dist. Pune 410504.**

Contact Person:

For co-ordination of work kindly contact Shri A.B. Jondhale, Administrative Officer - D/
Shri D.S.Kanade Giant Metrewave Radio Telescope (GMRT) / National Centre for Radio
Astrophysics (NCRA) / Tata Institute of Fundamental Research (TIFR), At. Post. Khodad, Tal.
Junnar, Dist. Pune 410504.

Phone : +91 02132-258400-300

Eail – jondhale@gmrt.ncra.tifr.res.in, dsk@gmrt.ncra.tifr.res.in

3.11 Applicable Law and Jurisdiction of Court

3.11.1 Only the competent Courts of Law in Pune will have the jurisdiction in respect of any dispute, concerning this contract, over the arbitration proceedings etc.

CHAPTER - 4

Scope of Work – Other standard Definitions

Table of Contents	
Sl. No.	Contents
1	Definition of Terms
2	Scope of work
3	Payment Terms and Procedure
4	Schedule of Service Charges – Price Bid

Chapter 4

Scope of Work – Other standard Definitions

DEFINITION OF TERMS

Page 1 of 1

1. 'Centre' means Giant Metrewave Radio Telescope (GMRT) site office situated at Khodad, near Narayangaon (80 kms. Away from Pune), Taluka Junnar, Dist. Pune.
 2. 'Contractor' means the company or firm or party or a person, on whom the contract/order is placed to **Providing Assistance in Canteen Operations and Upkeep Services at GMRT Khodad, Tal. Junnar, Dist. Pune, Maharashtra, India** along with allied duties and shall be deemed to include his successors, heirs, executors, administrators and authorised assignees as the case may be.
 3. 'Centre Director' means the Centre Director, NCRA/GMRT who will be the overall in-charge of all activities of the Centre and whose decisions in all administrative and other matters related to maintenance will be final and binding on all concerned parties under this contract.
 4. 'Work order' means a written order, conveying acceptance of tender/offer of the party containing general and special conditions of the order. Also includes a letter, fax email conveying acceptance of tender of the party with specified (or necessarily implied) conditions to be followed by a written order / an agreement, and includes further any amendment to the order on the basis of mutual agreement of the parties.
 5. Month shall mean the calendar month.
 6. 'Person' shall include a firm/s companies, association of persons on other bodies, whether incorporated or not.
 7. 'Parties' to the order' means the contractor and the Centre.
 8. 'Other authorised officer / officials or designated officials of GMRT/NCRA/TIFR' means duly authorised official or officials, who will give instructions (in the absence of Administrative Officer) to the contractor's authorised representative, for performing his duties as Contractor as per 2 above.
- (a) The GMRT reserve all the rights to verify the reasonability of the quoted rates of service charges in response to this tender, against similar services provided at various / remote / outskirts locations.
-

Chapter 4

SCOPE OF WORK

Page 1 of 3

The scope of work for providing canteen support/assistance services comprises a series of activities, including supply of manpower (supervisor, cook, cookmate/bearers, helpers/cleaners etc.), selling and collection of coupon against cash, stock maintenance, accounting and generation of various reports of all transactions in the canteen as per the office requirement, preparation of food and serving in the bain-marie, housekeeping and cleaning of the complete canteen and kitchen area, washing of all utensils used for preparation of food, cleaning of all kitchen appliances, supply of material required for washing of utensils, upkeep and maintenance of complete canteen, monthly pest control and deep cleaning etc. and all other activities mentioned in this bid document.

Description of work:

On daily basis there are 140 nos. permanent staff and 100 nos. contract staff (total approx. 240 nos.) are the users of GMRT canteen, whereas on Saturday and Sundays the users are approx. 100nos.

Duties of Supervisor:

- 1) Canteen Supervisor will perform his duties in General Shift i.e. 8.30 am to 5.30 pm on daily basis and taking weekly off on Sundays.

The supervisors should be experienced and at least 10th pass. In case of change in the supervisor, the new incumbent should possess the required qualifications, for which necessary certificates are to be produced.

It is the Supervisor's duty to prepare duty chart of the contract staff under this contract and assigning duties of Canteen Staff as per the duties of Permanent Canteen staff and overall users load on different days.

- 2) During each shift, the contractor/supervisor will ensure sufficient manpower availability of his staff and they are performing their duties in desired manner. The Supervisor will supervise and instruct the engaged manpower during their whole day work.
- 3) Canteen Supervisor will sell canteen coupons through Canteen cash counter during his complete duty, along with other tasks. He also collects money against selling of biscuits, wafer, farsan, cold drink, ice-cream and other packed items regularly sold at GMRT canteen etc.
- 4) Canteen Supervisor will make bills for Visitors using canteen food facility (consuming food items) and collect money from them.
- 5) Accounting of the cash collected through coupon sales, biscuit, wafer, cold drink sales and visitor bills is done by the Supervisor and the collected cash is being deposited at GMRT Accounts regularly/daily basis.
- 6) Purchasing Grain, Cereal, pulses, vegetables, dairy, bakery items and other related items required/directed by Canteen In-charge, GMRT Administration for food preparation is being done by the Canteen Supervisor on every Wednesday and/or Saturday. He will ensure the availability of all required raw material and keep the accounting of this purchase. Further he settles all these bills through Canteen In-charge, GMRT Administration and Accounts. However, the cost towards purchase of above items will be borne by the GMRT.

- 7) Supervisor will ensure that food is ready as per decided/instructed canteen timings and all the other allied items e.g. cups, glasses, plates, spoons etc. are stacked properly at the desired location for the users.
- 8) Supervisor will ensure the availability of LPG cylinders, water bottles and related items for canteen operations. However, the cost towards purchase of above items will be borne by the GMRT.
- 9) The Supervisor will ensure the cleaning (daily) and monthly pest control and deep cleaning activities carried out at GMRT Canteen.
- 10) Repairs and maintenance of all canteen appliances and availability of canteen utensils, cups, saucers, glasses, plates, spoons etc. is taken care by the Canteen Supervisor.
- 11) The canteen Supervisor shall maintain the stock of all the cutlery items e.g. spoons, forks etc. and cups, saucers, glasses, plates, cooking utensils e.g. big bowls, dishes etc. However, the cost towards purchase of above items will be borne by the GMRT.
- 12) The Supervisor shall perform all above work as well as any other work assigned by Canteen In-charge, GMRT.

Duties of Cook:

- 1) The cook will ensure enough raw material availability/required for making tea, breakfast, Lunch, Snacks and Dinner etc. for the next few day's food preparations well in advance.
- 2) The cook will be responsible for preparation of breakfast, tea, lunch, snacks and dinners as per Menu and entry register/ daily requirement. During food preparations he will ensure that it has good taste and its nutrition values are retained.
- 3) The Cook will also check and verify the quality/brand/quantity of raw material purchased by canteen supervisor as per indent.
- 4) He will ensure proper hygiene is maintained throughout the canteen and complete food preparation.
- 5) The cook will perform duty in two shifts, i.e. 7 am to 3 pm and 2 pm to 10 pm.
- 6) As the staff under this contract has to perform duties along with the GMRT's permanent staff, in case of GMRT cook is present, he will assist the permanent cook, otherwise prepare food as per requirement.
- 7) The Cook will perform all above work as well as any other work assigned by Canteen In-charge, GMRT.

Duties of Helper/Bearer/cookmates and Cleaners:

- 1) They shall perform works like vegetable/ salad cutting, dough making for chapattis, making batter for idlis, uttapas, dosas and medu vadas etc. and all other related/required work.
- 2) However, the cleaners are not allowed to involve into food preparation. The cleaners shall be completely engaged into cleaning/washing of utensils, housekeeping of kitchen and canteen area etc.
- 3) Bearers/cookmates make Chapattis, puris etc. and help out on-duty cook for preparation of food as per Menu and requirement on daily basis.
- 4) Bearers/cookmates also perform duties of Cooks if there is some requirement/ emergency.
- 5) The cleaners and helpers shall perform deep cleaning activities i.e. washing the dining area, tables, chairs, cash counter, kitchen area, racks, canteen passages etc. once in a month during cleaning and pest control activity.
- 6) The Helper/Bearer/cookmates shall perform duty of food serving during lunch/dinner hours.
- 7) Work assistant at food serving counter (bain-marie) collect the decided coupons from the users, punch the coupons and serve the user as per demand/ coupon paid.

- 8) After the food serving hours, these staff members help in cooking and allied works along with other Work assistants.
- 9) Cleaning of Refrigerators and staples container/ racks, staking the staples and other raw material in canteen storage room and vegetable in refrigerator is done by the Helper/Bearer/cookmate.
- 10) Helper/Bearer/cookmate shall serve the food to officials at canteen annex/ conference rooms, decided officer's room etc. as and when required.
- 11) Helper/Bearer/cookmate will accompany Supervisor for staples and vegetable purchasing and help him in the whole process.
- 12) The cleaners shall perform duties of washing cups, saucers, glasses, plates, spoons and other canteen utensils when food is being served at Canteen.
- 13) The cleaners shall do cleaning/ mopping floor of dining area, kitchen area, storage area and canteen passages etc.
- 14) The cleaners shall also clean tables, chairs, bain-marie, cash counter etc. in the Canteen after usage/ as and when required basis.

Details of daily cleaning canteen, kitchen, store room area

Sl. No	Description	Total Area (in sq. mt.)	Remarks
1	Dining Area	112	4 times/as per usage/requirement per day
2	VIP Dining Area (Canteen Annex)	56	Once/twice/as per usage/requirement per day
3	Canteen Serving Counter	18	4 times/as per usage/requirement per day
4	Washing Area	10	4 times/as per usage/requirement per day
5	Kitchen	40	
6	Store Room	10	Once/twice/as per usage/requirement per day
7	New Store Room (Shed)	32	
TOTAL AREA (Sq.mt.)		278	

Note: The same area is to be deep cleaned during monthly pest control

Monthly Deep Cleaning and Pest control:

1. It would be responsibility of the contractor to carry out monthly deep cleaning and pest control for the area tabulated above.
2. The contractor should bear the commercial pest control license issued by Govt. of Maharashtra under the Central Insecticides Board & Registration Committee (CIBRC) or they can hire the services from such licensed service providers.
3. The pest control and deep cleaning is to be done regularly on monthly basis in consultation/approval from the GMRT Administration.
4. During the deep cleaning and pest control, the canteen services should not affect. A temporary space will be provided by the GMRT.
5. Usually these cleanings and pest control shall do on weekends.

Details of the quantity of food items being prepared and served on daily basis at GMRT Canteen:

Sl. No	Description	Qty Served on daily basis	Remarks
1	Tea	200 cups	4-6 times a day, as per lots and requirement
2	Breakfast / Snacks	140 plates	Morning (100-120no.) and Evening (20-30no.) in a day, against booking
3	Lunch / Dinner (one plate includes, Dal, Rice, 2 veg, one dry and one gravy, 2 chapati, curd, pickle, salad etc.)	75 plates	Twice a day, against booking
4	Non-Veg items – Chicken/ Egg Curry	30 (Monthly) plates	As per the schedule, against booking
5	Egg Omelette	25 plates	As per the users request in a day
6	Special Lunch/Dinner for VIP's and serving in the VIP dining	As per requirement	As per requirement
7	Special Lunch/Dinner for visitors with complete arrangement of Chaffing dish, special tables, melamine plates, bowls, all special arrangement (complete set will be provided by GMRT)	300 plates	As per requirement

Minimum quantities of cleaning and upkeep material/consumables and brand being used per month and year required for GMRT Canteen

Sr.	Description of Item	Requirement per month	Unit Of Measurement
1	Kitchen / Check Duste, size 1.10 ft. x 1.4 ft.	24	No's
2	Nirma Washing Powder - Packet of 1 Kg.	15	No's
3	Floor Mopping Duster 1.8 ft. x 1.8 ft. Heavy quality	8	No's
4	Rubber Hand Gloves - 12 No. Size	6	Pairs
5	Soft Broom (Jumbo) - 450 gms. (Make : 555 Monkey Brand)	3	No's
6	Phenyl / Floor Cleaner - 5 ltr. Can (Ozone - Lavender, Lemon, Rose - Fragrance)	5	No's
7	Black Phenyl - 5 ltr. Can (Swan / Ozone)	5	No's
8	Room Freshener Godrej make - 125 gms/ml Fragrance - Sandal / Rose	2	No's
9	Vim Dishwash Bar 300 gms.	15	No's
10	Steel Scrubber Gala Big Size	15	No's
11	Hard Broom - 450 gms. Good Quality	2	No's
12	Pawan make plastic dust collector (Supli)	2	No's
13	HIT Spray - Cockroach - 320 ml.	2	No's
14	Taski R-12 - 5 ltr. Can	1	No's

Chapter 4

PAYMENT TERMS & PROCEDURE

Page 1 of 2

1. Lumpsum prices per month shall be paid to the contractor for providing Assistance in Canteen Operations and Upkeep Services which covers the entire scope of work mentioned in the bid documents.
2. **At present the GMRT have engaged 13 nos. manpower for the entire scope of work, including 1 supervisor.** However, it shall be sole discretion of the contractor to estimate the no. of workers required for the complete scope of work, the contractor shall fulfil/satisfy the demand of work as described in this scope of work e.g., daily, weekly, fortnightly, monthly etc. In case of failure, the appropriate penalty as mentioned in Chapter 4 – Penalties (Page 28 of tender) will be imposed/recovered from the monthly bill of the contractor.
3. The Contractor shall raise bill(s) on monthly basis after the satisfactory completion of the services duly certified by GMRT Competent Authority. The bills/invoices shall be submitted properly by duly segregating the GST components under proper sign & seal of authorized representatives of agency.
4. The payment shall be released preferably within 15 days of receipt of invoice along with complete documents after deduction of all dues including penalties & recoveries, if any, and towards statutory requirements as per terms & conditions of the Contract document.
5. The Service provider/Bidder shall submit their bills with necessary supporting documents.
6. The successful bidder shall follow payment of minimum wages as and when revised.
7. All payments shall be made in Indian Currency by means of Electronic Clearance Service (ECS).
8. The GMRT shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the contractor, and the amount so deducted shall be deemed to be a payment made to the contractor.
9. The successful service provider/contractor shall comply prevailing tax regulations in the country.
10. The contractor will timely pay all ESIC, EPF and all other statutory payments to the related agency without fail. The contractor needs to submit appropriate challans at the time of raising monthly bills to the office.
11. In case of absence of a staff on a day/day, who is/are usually engaged on daily basis and contribute in a daily count of total no. of staff per day the wages per day for the period of

absence of such staff shall be deducted from the monthly bill amount, as absence of minimum no. of manpower on a day directly affects the work.

Penalties

1. The following penalties may be imposed on the Service Provider / Contractor on observance of any deficiency in the services as detailed below. The cumulative penalties shall be compiled and the amount shall be deducted from the payment of monthly bills submitted by the Service Provider/contractor:

Sr. No.	Types of Service Deficiency/ Default Severity	Penalty in Rs.
01	Poor canteen services, improper upkeep or cleaning (per occasion)	500
02	Staff/supervisor not in proper uniform (per person per day)	500
04	Misbehaviour by Staff/supervisor per occasion in addition to removal	1000
06	Staff/supervisor found in corrupt practices/ (per person per occasion) in addition to removal/FIR	5000
07	Theft by Staff/supervisor (Per person Per occasion) in addition to removal/FIR	10,000/actual cost of the item
08	In case of absence of the staff on a particular day/no. of staff deployed below the min. nos.	The staff salary of the day* no. of staff per day
09	Any other non-compliance observed by GMRT	1000

2. The amount of the penalty as stated in the table above shall not be more than 25% of the amount of the bill raised by the contractor.
3. Even after the repeated penalties, if services are not up to the mark, GMRT may forfeit the PBG and initiate the process of blacklisting.

Chapter 4

SCHEDULE OF SERVICES CHARGES / PRICE BID

Page 1 of 2

Financial / Price Bid

“Providing Assistance in Canteen Operations and upkeep services at GMRT Observatory Khodad”

Sl. No.	Description	Lumpsum price Per month (in Rs.)	Total for 12 Months in (Rs.)
1	Providing Assistance in Canteen Operations and Upkeep services at GMRT Khodad at GMRT Khodad as per the scope of work mentioned in this bid document.		
GST _____% and amount			
Grand Total Including GST for 12 Months. Rs.			

**** Note:**

1. Prices should be quoted up to 2 decimal places only. In case price is not quoted up to 2 decimal places, the same would be either rounded off/bid may be considered as invalid.
2. Comparison of the prices shall be made manually.
3. It's mandatory to fill all the three columns i.e. Rate, GST amount, total amount per month.
4. The lumpsum amount once quoted will not be altered under any circumstances.
5. The rates may be quoted considering the fact that it includes the wages (as per min. wages as and when revised) and other statutory liabilities as per existing rules for the labours deployed and also includes the cost of other maintenance as mentioned in the scope of work to be used for carrying out the job.

Date:

Signatures & Seal of bidder or
Officer authorized to sign the bid.

Place:

Chapter - 5

Specimen of Various Forms
(To be enclosed by bidders with Part – I, Techno-commercial bid)

Table of Contents	
Sl. No.	Contents
1	Company Profile – Form A
2	Eligibility Criteria – Form B
3	Schedule of Experience - Form C
4	Bid Form - Form D
5	Details of GST - Form E
6	Bid Security Declaration Form F
7	Format of Amalgamation/Acquisition - Form G
8	Format of CA certificate / Financial Strength – Form H
9	Certificate of Site visit – Form I
10	Undertaking for Acceptance of terms and conditions – Form J
11	Format of Performance Bank Guarantee * – Form K
12	Format of Indemnity Bond* – Form L

**** To be submitted by vendor on whom order will be placed after placement of order.***

FORM –A**Page 1 of 1****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	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.6	Number of Employees	
1.7	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.	
1.8	Name of Designation of the Officer of the Contractor/ Bidder to whom all the reference shall be made for expeditious technical co-ordination	
1.9	Whether Contractor is familiar with and has experience in the type of work specified	
1.10	Indicate the number of similar jobs in hand, giving a brief description of scope of work and personnel employed	
1.11	GST Registration and Date	
1.12	Permanent Account No. (PAN)	

Signature of the Bidder :

Name & Designation :

Company Seal :

Date :

FORM –B

ELIGIBILITY CRITERIA

Sr. No.	Description	Details to be furnished by the contractor, enclosing relevant documents in the technical bid.			
1	Bidder must have fully functional registered office in Junnar Taluka for the last three years i.e., not later than 31.08.2022. Document to this effect to be submitted in techno-commercial bid.				
2	Bidder must visit the GMRT Canteen and Premises to understand the infrastructure available where the work is to be carried out under the contract. They must submit certificate of Site Visit as per Form attached , failing which the bids will not be considered for evaluation. For site visit bidders may contact Administrative Officer (D), NCRA, Pune.				
3	Bid must be valid for a minimum period of 150 (One Hundred Fifty Days) from the due date for submission of bid.				
4	Bidder will have to quote rates for all One years in the prescribed format.				
5	Bidder must have average turnover of Rs. 42 Lacs or more, for immediate last three financial years ending March 2025 OR Cumulative turnover of Rs. 42 Lacs or more for immediate last three financial years ending March 2025.				
6	Bidder must have been providing canteen services for at least 50 people (cooking on site as well as serving on site) for Larger Organizations / Govt. Institutions in and around Pune of value stated below during last seven years i.e. prior to 31.08.2025.				
	- One similar works completed value not less than Rs. 33.60 Lacs OR				
	- Two similar works completed value not less than Rs. 25.20 Lacs OR				
	- Three similar works completed each of value not less than Rs. 16.80 Lacs				
	a. The value of executed works shall be brought to current costing level by enhancing the actual value of work at the simple rate of 7% per annum ; calculated from the date of completion to due date for submission of bid.				
	b. Copies of work orders and completion certificates to be submitted evidencing the above without fail.				
7	The bidder is required to submit license of their firm for running Canteen / Mess obtained under FSSAI Act 2006 along with technical bid.				
8	The Bidders should not have been indicated for any criminal, fraudulent or corruption activity, Contract Terminated / blacklisted/debarred by any Central/State Govt./Semi Govt./ PSU/ Autonomous body. Bidder has to upload undertaking along with the technical bid.				
9	The Bidder should not be under liquidation, court receivership or similar proceedings and should not be bankrupt (upload a notarized undertaking on stamp paper of Rs. 500/- or higher value)				
10	Bidder must submit Solvency Certificate from nationalized / scheduled bank (not prior to 31.03.2025) for a minimum amount of Rs. 16.80 Lacs from their bank – To be submitted as per our Form M enclosed.				
11	Bidder must submit Chartered Accountant’s Certificate showing their turnover and Profit / Net worth for the past Three Financial Years prior to 31.03.2025 i.e. for 2022-23, 2023-24, 2024-25 and Not having incurred any loss in more than two years during last three years. Do not enclose copies of Profit and Loss and Balance Sheets statement and IT returns.	Period	Turnover	Net Profit	
		2022-23			
		2023-24			
		2024-25			

ELIGIBILITY CRITERIA

12	Bidders must have:	
	Valid Registration / License under Shop and Establishment Act, registered at Junnar, Ambegaon Talukas.	
	Valid Firm / Company / Partnership / Proprietorship firm registered with appropriate authority.	
	Bidders must have valid PAN number and GST registration Number	
	The bidder should be registered with appropriate authorities under EPFMP Act / ESI Act. i. Valid Employees Provident Fund (EPF) registration. ii. Valid ESI Registration No.	
	Contract Labour License (if applicable) and other registration which are mandatory for any Labour Contract as on date of bidding.	
13	Successful bidder must be able to submit: - Performance Guarantee, Indemnity Bond, and other documents mentioned at Forms / Chapters wherever applicable.	
15	Bidder should fill-up and upload the price bid / details as per Chapter attached.	
16	Earnest Money Deposit (EMD) / Bid Security enclosed with details.	

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

Name and Signature of the Bidder

FORM –C

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	Has the work been completed Satisfactory? (Attach a copy of order and completion certificates from the Centre)	Contact person Along with Telephone No., FAX No. and email address

Signature of the Bidder

Name & Designation

Company Seal

Date:

FORM –D

BID FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

[insert date (as day, month and year) of Bid Submission]

Tender No.:

[insert number from Tender Notice]

To:

[insert complete name of Owner]

We, the undersigned, declare that:

(a) We have read & understand the bidding document and have no reservations,

(b) We offer to execute the order in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;

(c) Our bid shall be valid for a period of **150 days**, from the date of opening techno commercial bid (Part– I), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) If our bid is accepted, we agree to submit **Performance Guarantee** as per mentioned the tender document;

(e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(f) We have seen the site and have understood the site conditions.

(g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

h) Name: *[insert complete name of person signing the Bid Submission Form]* duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

i) Dated on _____ day of _____, _____ *[insert date of signing]*

FORM –E

(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) Bid Valid Till :

(c) Your PAN No. : _____

Company Seal

Signature of the Bidder:

Name :

Designation :

Date :

FORM –F

**Bid Security Declaration
(to be submitted on Company's letter head)**

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the tender document or fail to execute the contract, we will be suspended for a period of one year from being eligible to submit bids for any tenders invited by NCRA-TIFR, Pune and its related entities.

Name and Signature

Of Authorized Signatory

And Company Seal

FORM –G

FORMAT OF DECLARATION REGARDING AMALGAMATION / ACQUISITION

No. ----- Date:-----

1) Amalgamation/Acquisition

In the event of M/s. -----proposes for amalgamation, acquisition or sale of its business to any other firm during this contract period, M/s.----- and proposed Buyer/Successor of the Principal Company are liable to execute, fulfill contractual obligations without any deviations. For this purpose M/s. -----/M/s.----- and proposed Buyer/Successor of the Principal Company shall indemnify itself to the Centre Director, National Centre for Radio Astrophysics, TIFR, Pune to fulfill the contractual obligations as per the terms of NCRA Tender and bids of M/s. -----No. ----- Dated-----and National Centre for Radio Astrophysics P.O. -----dated -----. The contractual obligations are for **Providing workers for Helping, Upkeep and Maintenance Services in GMRT Canteen at GMRT Khodad, Tal. Junnar, Dist. Pune, Maharashtra, India**, as per the above-mentioned Order.

Company Seal & Phone No.:

Name & Signature of Bidder :

Designation :

Date :

FORM –H

CA Certificate

(ON CA’s Letter Head)

1. 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 Worth/ Profit
2022-23		
2023-24		
2024-25		

For _____

Chartered Accountants

Name & Signature :

Company Seal & Phone No. :

Date :

FORM –I

CERTIFICATE OF VISIT TO THE SITE

Tender No.: **NCRA:WF057:GeM:2025** Providing Assistance in Canteen Operations and Upkeep Services at GMRT.

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

Dear Sir,

With reference to your tender mentioned above, we have visited the site and have understood the conditions at

**Giant Metrewave Radio Telescope (GMRT) Observatory, Office,
National Centre for Radio Astrophysics (NCRA),
Tata Institute of Fundamental Research (TIFR),
At. Post. Khodad, Tal. Junnar, Dist. Pune 410504.**

where the tendered work will have to be carried out.

Name & Signature of Bidder :

Designation :

Company Seal & Phone No .:

Date :

Name & Signature of AO-D, GMRT or his Representative:

Date :

FORM –J

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 **date of bidding**.
3. Works carried out by us shown in **Form C** have been carried out by us directly and not on back to back by third parties.

Date : **Signature of the Bidder** :

Place : **Name of the Bidder** :

Company Seal: **Designation** :

FORM –K

FORMAT OF BANK GUARANTEE FOR PERFORMANCE GUARANTEE
(to be executed on appropriate value of stamp paper)
(To be used by Successful bidder after placement of order)

To,
Centre Director
National Centre for Radio Astrophysics
Tata Institute of Fundamental Research
Post Bag No. 3, University of Pune campus,
Ganeshkhind, Pune 411 007.

In consideration of National Centre for Radio Astrophysics, Tata Institute of Fundamental Research , Post Bag No. 3, Savitribai Phule Pune Campus, Ganeshkhind, Pune 411 007 (hereinafter called "Centre") having agreed under the terms and conditions of Contract No. Dated made between them and (hereinafter called : The said Contractor(s)”) for (hereinafter called “the said Contract”) having agreed to provide an irrevocable bank Guarantee for Rs. (Rupees only), as a Security / Guarantee from the Contractor(s) for compliance of obligations in accordance with the terms and conditions in the said contract, we (indicate the name of the Bank) (hereinafter referred to as “the Bank”) hereby undertake to pay to the Centre an amount not exceeding Rs..... (Rupees..... only) on demand by the Centre.

2. We (indicate the name of Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the centre stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupees only).

3. We, the said bank, further undertake to pay to the centre any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the contractor(s) shall have no claim against us for making such payment.

4. We (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and that it shall continue to be enforceable till all the dues of the Centre under or by virtue of the said contract have been fully paid and its claim satisfied or discharged or till Engineer on behalf of the Centre certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

FORM –K

5. We (indicate the name of Bank) further agree that the Centre shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Centre or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Centre against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Centre or any indulgence by the Centre to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or of the Contractor.

7. We (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Centre in writing.

8. This guarantee shall be valid up to unless extended on demand by Centre. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupeesonly) and unless a claim in writing is lodged with us on or before the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Signed and Sealed

Dated the day of for
(indicate the name of Bank).

Signature :

Name of the Officer :
with No.

Seal :

Email ID :

Phone No. :

FORM –L

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 Savitribai Phule 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 _____
person 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

FORM –M

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.