



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

NCRA • TIFR गणेशखिंद डाकघर, ऋषि त्रिभुवा 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

GEM-TENDER NOTICE

NCRA Tender No. : NCRA:WF058:GeM:2025

निविदा हेतु

“जीएमआरटी खोडद कार्यालय भवनों, वाई एरे एंटेना स्थलों तथा जीएमआरटी आवासीय कॉलोनी भवनों (नारायणगांव) में गृह-व्यवस्था (हाउसकीपिंग) एवं स्वच्छता सेवाएँ, आवश्यक सामग्री की आपूर्ति सहित तथा जीएमआरटी खोडद एवं आवासीय कॉलोनी (नारायणगांव) स्थित अतिथि गृहों हेतु लॉन्ड्री सेवाएँ प्रदान करने लिए निविदा।

Tender for “Providing Housekeeping and Sanitization services at GMRT Khodad office buildings, Y Array antenna sites and GMRT Housing Colony Buildings at Narayangaon with Material required and Laundry services for Guest Houses at GMRT Khodad and Housing Colony Narayangaon”, Tal. Junnar, Dist.Pune – 410504, Maharashtra.

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 in two parts, Part– I: Techno-commercial Bid & Part – II: Financial / Price Bid for the following:

Description of Work	EMD / Bid Security Declaration.
Tender for “Providing Housekeeping and Sanitization services at GMRT Khodad office buildings, Y Array antenna sites and GMRT Housing Colony Buildings at Narayangaon with Material required and Laundry services for Guest Houses at GMRT Khodad and Housing Colony Narayangaon, Tal. Junnar, Dist.Pune”	EMD of Rs.100,000/- (Rupees One Lac only) to be submitted along with the Technical bid (Part-I)
Period of Contract : One year. Estimated Cost: ~ Rs. 50 Lakhs. (including GST) for one year. Type of Tender: TWO BID Gem Tender	Pre- Bid meeting will be held on 10 th October 2025 at 1430 hrs at GMRT Khodad.

1. **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. -100,000/-
In Words	Rupees One lakh only

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).

2. **Pre-Bid Meeting :** A **Pre-Bid Meeting** will be held on 10th 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.

3. **DURATION OF THE CONTRACT:**

One Year from the date of issue of work order.

4. **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.

5. **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

17	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 that are received as per GeM due date will be considered 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) 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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14	Lien in respect of claims in other contract
15	With-holding and lien in respect of sums claimed
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17	Assigning and Subletting

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) Quantity of manpower.

- 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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3	Performance Guarantee
4	Income Tax
5	GST
6	Duration of Contract
7	Payment terms
8	Place where services will have to be provided.
9	Applicable Law
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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** 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 upto 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
3.8.1

Payment: -

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 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.
- (B) **GMRT Housing Colony,**
Narayangaon, Tal. Junnar, Dist. Pune 410504.
- (C) **GMRT Antenna Shells in and around GMRT.**
- (D) **GMRT OFC lines laid for Y array antenna**

Contact Person:

For co-ordination of work kindly contact Shri A.B. Jondhale, Administrative Officer - D / Shri D.S.Kanade at 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	Deployment of Resources
4	Payment Terms and Procedure
5	Schedule of Wages / 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 Housekeeping and Sanitization services at GMRT Khodad office buildings and GMRT Residential Buildings at Narayangaon Tal. Junnar, Dist. Pune, Maharashtra, India
are 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 1

Tender for “Providing Housekeeping and Sanitization services at GMRT Khodad office buildings, Y Array antenna sites and GMRT Housing Colony Buildings at Narayangaon with Material required and Laundry services for Guest Houses at GMRT Khodad and Housing Colony Narayangaon, Tal. Junnar, Dist.Pune”

1. **Scope of services:** Scope of this bid includes supply of manpower (staff and supervisors), materials, consumables, tools/implements, machines, safety equipment, uniforms etc. required for delivering Housekeeping & Sanitation Services inside the buildings and open areas of GMRT Campuses, which include dusting, moping, brooming, cleaning (including vacuum cleaning), shampooing, wooden surface, glass panels, steel structures cleaning/mopping, including all confined spaces & lavatories etc. It also includes maintenance of Guest Houses at GMRT Khodad and Narayangaon Housing colony on need/usage basis. The maintenance of GH includes all above mentioned housekeeping and sanitization services, in addition to that maintenance and washing of linen/bedsheets, pillow covers, bed covers, material required for washing and ironing the cloths etc. A separate arrangement will be provided for such maintenance.

However, dustbins/bins, mugs, buckets, Soap dispensers etc. will be provided by GMRT.

2. **Description of area:** for the purpose of this bid for providing housekeeping and sanitization services at GMRT Khodad and Residential buildings at Narayangaon are listed below (important buildings only):

3.

At GMRT, Khodad		
Sr.No.	Name	Remarks
01	Main Building: which includes Officer Rooms, various labs, Workshop, Stores, Supercomputing Devices rooms etc.	2 story building
02	Multi-Purpose Building (MPB): which includes 200+ seat Auditorium, Labs, showcase/exhibition area, lift etc.	2 story building
03	Guest House: which includes 2,3 and 4 bedded rooms, TR,4D GH etc.	Single storey building
04	Hostel: which includes single, 2 bedded rooms	Single storey building
05	Various sheds: e.g. SSL, Bearing, Recreation Hall, Servo Shed, two, four-wheeler and Bus and HLPT parking sheds etc.	Single storey tin sheds
06	Main Gate Security Hutment	Single storey building
At Narayangaon Housing Colony.		
01	Main Gate Security Hutment	Single storey building
02	Utility/Club Hall	Single storey building
03	Gym	Single storey building
04	Type V and Guest House Building: which includes GH rooms 2,3 and 4 bedded at 2 nd floor.	2 story building
05	Efficiency Building: which includes GH rooms 2,3 and 4 bedded at 2 nd and 3 rd floor.	3 story building
06	Staff quarters common area, Type I, II, III, IV-D, IV-D Spl., VE etc.	Single, 2 and 3 storey buildings
07	Two, four-wheeler and Bus parking sheds etc.	Single storey tin sheds

The approximate area of the above-mentioned buildings is indicated under: (below mentioned area is effective area where actual housekeeping and sanitization services are required):

Sl. No.	Type of Area	Unit of Measurement	Average floor area for Housekeeping (Square Metre) all buildings
1	Average Floor area (Other than Bathrooms/ Toilets) for Housekeeping (approx.) includes GMRT Khodad and Narayangaon Housing colony **	Square Metre	7470 sq.mt.
2	Average Floor area (Bathrooms/Toilets including dado) for Housekeeping (approx.) includes GMRT Khodad and Narayangaon Housing colony **		980 sq.mt.
3	Terrace of all the buildings at GMRT Khodad and Narayangaon Housing colony, holding approx. 15900 sq.mt. area to be cleaned as per the requirement and/or Monthly basis, which is also under the scope of bid.		
4	GMRT all 30 antenna shells, inside and surrounding + Security Hutment + DG set hutment holding approx. 1500 sq.mt. area to be cleaned as per the requirement and/or Monthly basis, which is also under the scope of bid. The vehicle will be provided to reach the antenna, Free of Charge.		
5	Waste Disposal Management: Daily Collection of waste/garbage from the entire area under scope, screening/segregation of dry and wet garbage in the earmarked area, Segregation of bio degradable & non-bio degradable garbage and daily disposal of waste/garbage to dumping area on daily basis, which is also under the scope of bid. Access and surrounding the buildings up to 15mtr, which is also is under the scope of bid.		
6	The upkeep and maintenance of the Guest Houses at GMRT Khodad and Housing colony Narayangaon which includes washing of linen/bedsheets, pillow covers, bed covers, material required for washing (washing soap, powder etc.) and ironing the cloths etc. This also includes in the scope of work of the bid. The approximate no. of sets would be 200nos. per month = 2400 sets per annum. (one set includes, 2 bedsheets, 1 pillow cover and 1 Towel)		

**Note:-

1. Lumpsum prices per square meter per month to be quoted by the bidder for quantities mentioned against Average floor area for housekeeping at Sl. No. 1 & 2 above. The Lumpsum prices should cover the entire scope of work mentioned in the bid documents including the items mentioned at Sl. No. 1 to 5 above. Further, the bathrooms/Toilets are having tiles/wall dado up to 7 feet height. The tiles/wall dado are also to be cleaned.
2. Payments shall be made only for the Average floor area for Housekeeping. However, the bidder is required to maintain/clean the total floor area and other scope as per scope of work in the bid document on weekly/ fortnightly/ monthly/quarterly basis or as per the instructions of GMRT Administration.
3. In case of any variation in Total housekeeping area, as mentioned in table above, the payment shall be increased/ decreased proportionately.

4. Details of Housekeeping Services:

- i. The Scope of Services outlined above in para 2 above, should be referred to as indicative and not comprehensive; this implies that the scope can be well enhanced as deemed to be with the help of mix of man, machine, consumables and standard operating procedures. Service Provider/Bidder will ensure efficient, a high level of clean, hygienic, eco-friendly, presentable look to the entire area and quality and efficient housekeeping services.
 - ii. Extra Works: Work other than the defined Scope of Services, shall be performed by the service provider/Bidder without any cost to the GMRT i.e. special drives, Swachchhata Hi Sewa Drives, Institute's events e.g. Engineers Day, Science Day, occasional cleaning of residential flats, all building terrace, rain water gutters, all antenna shells, surrounding and security hutments etc. which may need to execute as per the requirement.
 - iii. Timings of Service: Housekeeping & Sanitation Services are to be provided on all working/operational days or as per requirement of GMRT. The work of Housekeeping in all common areas under the contract is to be completed by 09:00 hours every morning and to maintained in neat and clean condition.
 - iv. Storage: GMRT will provide a small on-site running storage facility. Scheduling shall be so as to optimize utility conservation.
5. Scope of the contracted work will consist of the following jobs, as per frequency required/mentioned.
- i. **Daily**
 1. Sweeping, Cleaning, Wet/Dry mopping with disinfectant/cleaner of the **floors** of rooms, halls, cabins, cubicles, Auditorium, security office, lobbies, reception, Labs, courts, all staircases, landings and other areas, GMRT Housing colony common areas etc.
 2. Cleaning (including vacuum cleaning), dusting etc. of the **furniture**, and other items available therein rooms, halls, cabins, cubicles, Auditorium, security office, lobbies, reception, Labs and other areas under the contract.
 3. Scour, wash and clean toilets/bath rooms, all basins, bowls, urinals and containers including tile walls/dado, mirrors, glasses and partitions near urinals at least thrice a day. Special attention must be taken to inspect and clean areas of difficult access, such as the underside of toilet bowl rings and urinals, to prevent building up of calcium and iron oxide deposits. Wash both sides of all toilet seats and wipe dry. Toilet seats to be left in an upright position.
 4. Replenishing liquid hand soap in dispensers, sanitary cubes, naphthalene balls in toilets at least twice a day/as per need.
 5. Cleaning of the Lift floor and walls of the lift in the MPB Building at least once a day.
 6. Cleaning of baskets/bins, wastepaper baskets, doormats etc.
 7. Cleaning of Glass panes of all the "floor entrance gates" with the approved material/chemical.
 8. Cleaning and sweeping of adjacent open areas within **15 Mtrs.** of the outer perimeter of all the buildings including parking area, main entrance gate area, guard huts etc.
 9. Collection of waste/garbage from the entire area under scope, screening/segregation of dry and wet garbage in the earmarked area, Segregation of bio degradable & non-bio degradable garbage and disposal of waste/garbage to the dedicated place OR Municipal dumping ground.
 10. Cleaning of used Guest House rooms, toilets, furniture etc., removing used bed lining, towel, pillow covers etc. and replacing with a fresh, washed and ironed bed sets.

ii. Weekly basis

1. Dusting of entire area including windows/window panes/doors/ledges, walls, wall tiles, etc.
2. Cleaning of cobwebs.
3. Cleaning of all windows glasses and grills with detergent/ cleaning agents.
4. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
5. Cleaning of electrical switchboards (with safety precautions), light fixtures, fire- fighting equipment, nameplates etc.

iii. Fortnightly:

1. Vacuum cleaning of carpets, curtains, sofa seats and wire mesh doors at MPB and other various buildings.
2. Clean the various signages of the areas.

iv. Monthly:

1. Cleaning of Glass panes of cabins and partitions with the approved material/chemical.
 2. High dusting of corners, ledges, ceiling fans, overhead light fixtures, and other overhead fixtures etc. will be performed monthly or on need basis as directed by GMRT Administration.
 3. Cleaning of the all the antenna shells, surrounding, security hutments, DG set huts etc. located inside the GMRT campus and spread over E-W-S sites. The vehicle will be provided by the GMRT for the purpose. Collection of the dust and garbage surrounding the antenna sites and appropriate disposal of the same as per the GMRT directives.
6. The work will be executed in conformity with the specifications and conditions as laid down under this contract. The work will be inspected by GMRT authorities regularly/periodically and their decision with regard to the acceptability of the work done shall be final and binding.
7. Any water supply issue including water logging, leakage, choking of drains etc. is to be reported promptly to the concerned by the Housekeeping supervisors.
8. The contractor has to keep the corridors & verandas neat and tidy at all times. Extra rush is expected during specific occasions to be indicated by GMRT authority. These areas should, therefore, be kept cleaned accordingly.
9. At least twice/trice per day, the housekeeping supervisor will supervise area mentioned at para 2 above, he will ensure the picking up, papers, leaves and any other debris, sweeping up the standing water and leaving the area in a neat (especially during monsoon season), orderly condition.
10. In case of need, the contractor should also have to perform loading and unloading of the material.
11. Cleaning Materials/consumables:
- a) All material, required for performance of this contract shall be arranged by the contractor. However, the water and electricity shall be provided by the GMRT, free of cost.
 - b) The materials used for washing the floors and other areas, shall be of standard make, like Nirma, Vim, Phenyle, Colin, Finit, Odonil, Harpic etc. the specifications of materials should be specifically mentioned. A penalty clause shall be invoked if material used is found inferior in quality or quantity to the agreed on.
 - c) The quantity of cleaning material/consumables will be as per Annexure-I (Page 32 & 33 of tender) These items are subject to verification at any time without notice by the officer in charge or by his superiors or by an authorized committee of GMRT, whose recommendations are final and are to be acceptable by the contractor for any action that it may so deem fit.
 - d) Liquid hand soap in dispensers, sanitary cubes and naphthalene balls in toilets should be kept, replenished at all times.

12. Deployment and Replacement of Staff: -

- a) The bidder has to see and examine in totality the requirement of staffs/ supervisors to be employed for the works as per terms and conditions of this contract and specifically indicate the number of staffs/supervisors that will be employed by him to comply with the above requirements.
- b) At present the GMRT have engaged **16 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.
- c) Supervision: There should be a Supervisor for overall control, supervision and co- ordination with GMRT Administration. The contractor to deploy at least one dedicated supervisor who have to be available at site during 07:30 Hrs. to 5:00 Hrs in a day (excluding weekly off, usually Sunday) to manage the services as per specifications and to take instructions from officer in-charge for execution of housekeeping work.
- d) Qualification for Supervisors: The supervisors should be at least 10th pass. In case of change in the supervisor, the new incumbent should also possess the required qualifications, for which necessary certificates are to be produced.
- e) The supervisors will follow schedules strictly and will report regarding noting corrections, special problems, and other information as required to GMRT representative. The supervisor shall be responsible for overall Housekeeping & Sanitation Services.
- f) Female staff, will neither be engaged between 2300 and 0700 hrs, nor remain on the campus during these hours, if anyways deployed.
- g) The contractor shall have to deploy sufficient number of staffs of various categories and supervisor to ensure complaint free service.
- h) If any member of the staff deployed by the contractor is found unacceptable by GMRT Administration, the contractor shall have to withdraw him/her within 24 hrs. from the time of intimation.
- i) The contractor shall not change his engaged staff at random. Any change/reshuffling of the engaged staff will be brought to the notice of GMRT authorities.
- j) The staff employed by the contractor shall not be suffering from infectious/contagious disease. The workers shall be medically examined as and when suspected to be suffering from any serious illness at the cost and risk of the contractor. Sick person shall not be taken on duty.

13. Uniforms: The staff of the contractor will put on proper and distinctive uniform with the logo of the contractor. All the staff, supervisor should support the nameplate/badge prominently on their uniform. The uniform will be supplied by the contractor at his own cost and contractor should ensure that the staff on duty at all times in neat and clean uniform.

14. Identity Cards: All staff of the contractor will have photo identity cards issued by the contractor so that entry is restricted to only legitimate persons to the premises. The police verification for such staff will have to be done before deployment in the campus. GMRT will have the right to ask for the police verification from the contractor at any point of time.
15. Cleanliness of the Staff: Cleanliness and hygiene of the staff deployed should be of extra ordinary level. The contractor should immediately withdraw staff with any contagious disease from service.
16. Conduct of Staff of Contractor:
- The staff deployed including supervisor by the contractor should be courteous, civil and polite in behaviour towards all the staff, including Students, Trainee, Project, Temporary etc.
 - The contractor and / or his staff shall neither use his electronic equipment or material for playing radio/music/games/cards etc. nor any of the electronic items like TV, A/C in rooms provided by GMRT.
 - The contractor will ensure that his staff employed is not loitering in the corridors, chewing pan, tobacco/smoking beedis, cigarettes etc.
 - The staff of the contractor should leave the campus immediately after completion of their job on the campus. They should not be found on the campus loitering or otherwise.
 - The staff of the contractor is bound to observe all instruction issued by GMRT authority concerning general discipline and behaviour.
 - While on duty, the staff deployed by the contractor shall not use any room for their personal conveniences. In addition to imposition of penalty, breach of this clause may lead to the termination of the contract.
17. Suitable place will be earmarked for the contractor for keeping his materials such as brooms, dusters, cleaners etc. GMRT will not be responsible for any theft of the items stored by the contractor.
18. Theft: The contractor shall be responsible for any theft of the items from the rooms or any other area given to the contractor for cleaning, if found guilty, after outcome of the enquiry. The details of the stolen materials/stores, will be given to the contractor in writing by GMRT Administration and the full cost of the material reported stolen will be recovered from the contractor within 4 weeks from the date of theft. The decision of GMRT authorities on this will be final and binding on the contractor.
19. Complaint Register: A complaint register will be necessarily be kept at the Reception for registering complaints with regard to any aspect of the service provided by the Contractor. The complaint register needs to be signed by the supervisor employed by the contractor on a daily basis. Once any complaint is registered in the said register, the supervisor/contractor immediately attends to the same at the earliest.
20. Meetings: The contractor/supervisor shall attend the meetings, arranged by the GMRT authorities.

Chapter -4 SCOPE OF WORK

Annexure I

Page 1 of 2

Minimum quantities of Housekeeping material/consumables and brand being used per month/year.

Sr.	Description of Item/s	Make	Unit	Yearly Req.	Monthly Req.
1	Acid-5 lit can	Black Cat / Swan	Nos.	60	5
2	All out mosquito repellent liquid+ Machine (Refill-60 days)	Good Knight/Godrej/ Allout	Nos.	120	10
3	Black Phenyl- 5 lit can	Swan	Nos.	24	2
4	Bleaching Powder		Kg.	60	5
5	Checks duster	Size 18X24 cm	Nos.	288	24
6	Choke up pump	Branded Good Quality	Nos.	36	3
7	Floor Brush (size 4"X8" approx)	Gala /Scotch Bright	Nos.	48	4
8	Floor Cleaner White Phenyl (5 Ltr can)	Ozone /Swan/ equivalent brand	Nos.	60	5
9	Spin Mop with Steel Wringer	Cello Kleeno / Gala	Nos.	4	
10	Gala make Wiper 18" size	Gala	Nos.	48	4
11	Hand wash 750 ml pouch	Dettol / Godrej Protekt / Lifebuoy	Nos.	360	30
12	Hard Broom 450 Gm	Gala / Monkey 555	Nos.	144	12
13	Toilet Cleaner (500 ml)	Harpic / Sanifresh	Nos.	120	10
14	Hit Spray Black 200ml	Godrej	Nos.	24	2
15	Hit Spray Red 200ml	Godrej	Nos.	48	4
16	Double Hockey Toilet Brush	Gala	Nos.	48	4
17	Bath Soap-12 gms	Medimix/Lux/Lifebuoy	Nos.	1800	150
18	Mortine rat kill 100 gms	Reckitt Benckiser	Nos.	72	6
19	Napthalane Balls (1Kg. Pkt)	Wonder fresh/ equivalent brand	Nos.	24	2
20	Nirma Powder (1 Kg. Pkt)	Nirma	Nos.	180	15

Chapter -4 SCOPE OF WORK

Annexure I

Page 2 of 2

Sr.	Description of Item/s	Make	Unit	Yearly Req.	Monthly Req.
21	Plastic Scrubber (Jubmo size)	Branded Good Quality	Nos.	144	12
22	Rin Detergent Cake-250gms	Unilever/ equivalent brand	Nos.	120	10
23	Rin Detergent powder(1 Kg. Pkt)	Unilever/ equivalent brand	Kg.	60	5
24	Room Freshener (125gm/ml)	Godrej / Odonil / Ambipure	Nos.	36	3
25	Rough (Pocha) Duster	Size 18X24 cm	Nos.	288	24
26	Rubber Hand gloves Free size	Latex / Nitrile	Pair	120	10
27	Soft Broom (Jumbo) 450-500gms	Monkey 555/ equivalent brand	Nos.	144	12
28	Steel Scrubber Jumbo	Gala	Nos.	120	10
29	Taski R-2 Hard Surface Cleaner	Taski/Diversey/ equivalent brand	Ltr.	12	1
30	Toilet Paper Roll 150Gm	Pudemjee / Super /clean /Max/ equivalent brand	Nos.	1200	100
31	Web Cub Brush with 6 ft handle extendable	Good quality & heavy duty	Nos.	24	2
32	Yellow Duster 18X24cm	Good Quality	Nos.	144	12
33	Urinal Screen Pad	Crew/Diversey/ equivalent brand	Nos.	144	12

Chapter 4

PAYMENT TERMS & PROCEDURE

Page 1 of 2

1. Lumpsum prices per square metre per month for the Average floor area for Housekeeping cover the entire scope of work mentioned in the bid documents.
2. Payments shall be made only for the Average floor area for Housekeeping. However, the bidder is required to maintain/clean the total floor area and other area as per scope of work in the bid document on weekly/ fortnightly/ monthly/quarterly basis or as per the instructions of GMRT.
3. In case of any variation in Total housekeeping area, which is not covered under the above scope of work, a separate payment shall be made as per the rates quoted by the bidder on per sq.mtr.
4. 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.
5. 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.
6. The successful bidder shall follow payment of minimum wages as and when revised.
7. The Service provider/Bidder shall submit his/her bills with necessary supporting documents.
8. All payments shall be made in Indian Currency by means of Electronic Clearance Service (ECS).
9. 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.
10. The successful service provider/contractor shall comply prevailing tax regulations in the country.
11. 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.
12. 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 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 housekeeping and sanitation services, improper upkeep or cleaning, (per occasion per floor)	500
02	Staff/supervisor not in proper uniform (per person per day)	500
03	Material used is found inferior in quality or quantity (Per occasion)	1000
04	Misbehaviour by Staff/supervisor per occasion in addition to removal	1000
05	Misuse of accommodation (per occasion)	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 SERVICE CHARGES/ PRICE BID

Page 1 of 2

Financial / Price Bid

“Providing Housekeeping and Sanitization services at GMRT Khodad office buildings and GMRT Residential Buildings (common area) at Narayangaon”

Sl. No.	Type of Area	Unit of Measurement	Average floor area for Housekeeping* (Square Metre)	Lumpsum price Per Unit of Measurement (in Rs.)*	Total Annual Value (in Rs.)
			A	B	C=A*B*12
1	Average Floor area (Other than Bathrooms/ Toilets) for Housekeeping (approx.) includes GMRT Khodad and Narayangaon Housing colony **	Per Square Metre Per Month	7470 sq.mt.		
2	Average Floor area (Bathrooms/Toilets including dado) for Housekeeping (approx.) includes GMRT Khodad and Narayangaon Housing colony **	Per Square Metre Per Month	980 sq.mt.		
3	GST _____% per month				
Total Amount (Rs.) 1+2+3					

****Note:**

- 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.
- In case of mismatch in parameter B and C above, the parameter B would prevail over parameter C and value of parameter C would be re-calculated based on parameter B.
- the Lumpsum prices per square metre per month to be quoted by the bidder against Average floor area quantities mentioned above should cover entire scope of work mentioned in the bid documents.
- Payments shall be made on the basis of Average floor area for Housekeeping. However, the bidder is required to maintain/clean the total floor area and other scope as per scope of work in the bid document on weekly/ fortnightly/ monthly or as per the instructions of GMRT.

5. In case of any variation in Total housekeeping area the payment will be made as mentioned in Payment Terms.
6. 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 existent rule for the labours deployed and also includes the cost of material required as per scope of work, equipment 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 ie., not later than 31.08.2022. Document to this effect to be submitted in techno-commercial bid.				
2	Bidder must visit the site to know exact scope of work and to see site conditions etc. and 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. 50 Lacs or more, for immediate last three financial years ending March 2025 OR Cumulative turnover of Rs. 50 Lacs or more for immediate last three financial years ending March 2025.				
6	Bidder must have been providing housekeeping services or similar services 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. 40 Lacs OR				
	- Two similar works completed value not less than Rs. 30 Lacs OR				
	- Three similar works completed each of value not less than Rs. 20 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 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.				
8	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)				
9	Bidder must submit Solvency Certificate from nationalized / scheduled bank (not prior to 31.03.2025) for a minimum amount of Rs. 20 Lacs from their bank – To be submitted as per our Form M enclosed.				
10	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			

FORM –B
ELIGIBILITY CRITERIA

Page 1 of 2

11	Bidders must have:	
	Valid Registration / License under Shop and Establishment Act.	
	Valid Firm / Company / Partnership / Proprietorship firm registered with appropriate authority.	
	Valid 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.	
12	Successful bidder must be able to submit: - Performance Guarantee, Indemnity Bond, and other documents mentioned at Forms / Chapters wherever applicable.	
13	Bidder should fill-up and upload the price bid / details as per Chapter attached.	
14	Earnest Money Deposit (EMD) / Bid Security form is submitted along with technical bid.	

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

SCHEDULE OF EXPERIENCE SHOWING WORKS COMPLETED

Customers (full Address)	Order No. and date	Work and location	Value of order (Rs.)	Date for completi on of work as per contract	Date of actual complet ion of work	Remarks indicating reasons for late completi on 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:

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]*

(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 :

**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

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 services of cleaning and maintaining the building, roads, adjoining water drains, Antenna Shells and surrounding areas at GMRT Khodad, GMRT Housing Colony, Narayangaon, Antenna Sites, Tal. Junnar, Dist. Pune, Maharashtra, India**, as per the above-mentioned Order.

Company Seal & Phone No.:

Name & Signature of Bidder :

Designation :

Date :

FORM –H

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

For _____

Chartered Accountants

Name & Signature :

Company Seal & Phone No. :

Date :

CERTIFICATE OF VISIT TO THE SITE

Tender No.: **NCRA:WF058:GeM:2025**

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 :

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	:

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

Page 2 of 2

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. :

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.