



NCRA • TIFR

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

गणेशखिंड डाकघर, सावित्रीबाई फुले पुणे विश्वविद्यालय परिसर, पुणे- 411007, महाराष्ट्र, दूरभाष : 020-2571-9000/9111
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ई-मेल / E.mail : purchase@ncra.tifr.res.in वेबसाइट/Website: www.ncra.tifr.res.in

ई-निविदा सूचना / E-TENDER NOTICE

एनसीआरए-टीआईएफआर, पुणे, महाराष्ट्र में मैकेनिकल समूह के अधीन विभिन्न प्रणालियों / संरचनाओं के दिन-प्रतिदिन के संचालन और रखरखाव के लिए तकनीकी सहायता प्रदान करने के लिए निविदा दस्तावेज ।

Tender Document for Providing technical assistance for day-to-day Operation & Maintenance of the various systems/structures under the Mechanical group at NCRA-TIFR Pune, Maharashtra

E-TENDER No: NCRA:WF108:CPPP:2025



टाटा मूलभूत अनुसंधान संस्थान का राष्ट्रीय रेडियो खगोलभौतिकी केंद्र, भारत सरकार के परमाणु ऊर्जा विभाग के प्रशासनिक नियंत्रण में एक संस्थान है। यह सावित्रीबाई फुले पुणे विश्वविद्यालय परिसर, पुणे में स्थित है एवं रेडियो खगोलभौतिकी के क्षेत्र में अनुसंधान में संलग्न है। एनसीआरए ने नारायणगांव, तालुका-जुन्नार, जिला-पुणे के पास खोडद में विशाल मीटरवेव रेडियो टेलीस्कोप (जीएमआरटी) का निर्माण किया है जो जीएमआरटी एवं ऊटी रेडियो टेलीस्कोप (ओआरटी), उदगमंडलम दोनों का संचालन करता है।

The National Centre for Radio Astrophysics (NCRA) of the Tata Institute of Fundamental Research (TIFR) is an Institute under the administrative control of the Department of Atomic Energy, Govt. of India, located in the Savitribai Phule Pune University 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, District-Pune operates both GMRT and Ooty Radio Telescope (ORT), Udhagamandalam.

अनुक्रमणिका / INDEX

भाग सं. Part No.	विवरण Particulars	पृष्ठ सं. Page No.
A	निविदा आमंत्रण सूचना NOTICE INVITING TENDER	3-4
B Section-I	बोलीदाताओं के लिए निर्देश INSTRUCTIONS TO BIDDERS	5-9
B Section-II	ऑनलाइन बोली प्रस्तुत करने के निर्देश INSTRUCTIONS FOR ONLINE BID SUBMISSION	10-12
C	पूर्व-योग्यता मानदंड PRE-QUALIFICATION CRITERIA	13-14
D	सामान्य जानकारी GENERAL INFORMATION	15-19
E	अनुबंध के खंड CLAUSES OF CONTRACT	20-25
F	कार्य का दायरा SCOPE OF WORK	26-35
G	प्रपत्र एवं प्रारूप FORM AND FORMAT	36-51

Online bids under the Two-bid System are invited on behalf of the Centre Director, NCRA-TIFR, Pune, for providing technical assistance for the day-to-day Operation & Maintenance of the various systems/structures under the Mechanical group at NCRA-TIFR, Pune, Maharashtra. The details of the tender, including the scope of work etc are given in this tender document. All the prospective bidders are requested to go through the tender document before submitting their bids.

निविदा सं. / Tender No.	:	NCRA: WF108:CPPP:2025
कार्य / सेवा / आपूर्ति का नाम Name of Work / Service / Supply	:	Providing technical assistance for the day-to-day Operation & Maintenance of the various systems/structures under the Mechanical group at NCRA-TIFR Pune, Maharashtra
कार्य / सेवा / आपूर्ति की अनुमानित लागत Estimated Cost of Work / Service / Supply	:	Rs. 34,00,000/- (Rs. Thirty Four Lacs Only) (including GST)
आपूर्ति/कार्य/ सेवा का स्थान Location of supply/ work/ service	:	NCRA-TIFR, Pune
निविदा दस्तावेजों का ऑनलाइन डाउनलोड Online download of Tender documents	:	From 06.01.2026 to 27.01.2026 upto 1500 hrs Tender documents can be downloaded from the NCRA website: www.ncra.tifr.res.in under public Tenders or CPP portal https://eprocure.gov.in .
जमानत राशि Earnest Money Deposit	:	EMD of Rs. 68,000/- .
सुरक्षा जमा राशि / Security Deposit	:	2.5 % of tendered value
प्रदर्शन गारंटी / Performance Guarantee	:	5 % of tendered value
बोली के पहले बैठक / Pre-bid meeting	:	On 13.01.2026 at 11.30 am Place: NCRA-TIFR, Savatribai Phule Pune University Campus, Ganeshkhind, Pune 411007, Maharashtra.
निविदा दस्तावेज में संशोधनों की अधिसूचना Notification of amendments to the tender document	:	If any modification is required, a suitable amendment to this tender document will be issued and will form part of the tender document. Prospective bidders are advised to regularly visit the NCRA-TIFR website or the CPP portal. Corrigendum/amendments etc. if any, will be notified only on the NCRA-TIFR website/CPP portal and no separate advertisement will be made for this.
बोलियां प्रस्तुत करना Submission of Bids	:	The bids are required to be submitted online on the CPP portal i.e http://eprocure.gov.in under the Two bid system. The Technical bid and Price bid are required to be uploaded separately on the portal.
ऑनलाइन बोली प्रस्तुत करने के लिए वेबसाइट Website for Online Bid Submission	:	https://eprocure.gov.in
बोलियां ऑनलाइन जमा करने की अंतिम तिथि और समय Last date and time for online submission of bids	:	27.01.2026 upto 15.00 hrs (BID DUE DATE)
निविदा खोलने की तिथि एवं समय Date and time of opening of tender	:	28.01.2026 at 15.00 hrs (Technical Bid Only)

कार्य पूरा करने की अवधि Period for completion of work	:	The entire work is to be completed within one year from the date of issue of work order.
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कृपया ध्यान दें कि इस निविदा के लिए केवल ऑनलाइन बोली ही स्वीकार की जाएंगी। इसके साथ ही स्थगन के लिए कोई अनुरोध स्वीकार नहीं किया जाएगा। डाक/फैक्स/ईमेल के माध्यम से भेजी गई बोलियां तुरंत अस्वीकृत कर दी जाएंगी। एनसीआरए-टीआईएफआर, पुणे के केंद्र निदेशक को किसी भी या सभी निविदाओं को आंशिक रूप से या पूर्ण रूप से स्वीकार या अस्वीकार करने का अधिकार है, इसके लिए कोई कारण बताना आवश्यक नहीं होगा।

Kindly note that only online bids will be considered against this tender. Further, requests for postponement will not be entertained. Bids sent by post/Fax/email shall be rejected straightaway. The Centre Director, NCRA-TIFR, Pune reserves the right to accept/ reject any or all tenders either in part or in full without assigning any reasons thereof.

प्रशासनिक अधिकारी- सी (क्रय)
एनसीआरए-टीआईएफआर, पुणे
Administrative Officer-C (Purchase)
NCRA-TIFR, Pune

Note:

- 1) In case of any clarification with regard to the submission of bids, please contact:
Purchase Department
NCRA-TIFR, Pune
Tel: 020 - 2571 9276 / 9266 / 9206

For any technical clarifications, you may also contact:

Shri Manish Patil, Engineer-E
Tel: 020 - 2571 9256 ; +91 2132 258334
Email: manish@ncra.tifr.res.in

- 2) The bidders are advised to read the “Guidelines to bidders on CPPP’s e-procurement module” available at the end of this tender document before submitting their bids.

A) General Instructions:

- 1.** The Prospective bidder shall carefully examine and understand the specifications/conditions of the tender document and seek clarifications in writing, if required, to ensure that they have understood all specifications/conditions of the tender. These clarifications should be sought before submission of bids. If no such clarifications are sought in writing, it will be taken that the Bidder has read, understood and accepted all the terms, conditions and specifications in the tender document.
- 2.** The Bidder is required to upload a copy of this tender document, with all pages signed by the authorised person, to confirm that the Bidder has read and understood the conditions of this tender document and that the proposal is submitted in full understanding and agreement of the requirements of NCRA-TIFR.
- 3.** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and NCRA-TIFR will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- 4.** NCRA-TIFR reserves its rights to amend any of the terms and conditions of the tender document. All such changes can be made up to one week before the last date of submission of the bid. The notice of such amendment will be published on the NCRA/CPPP website only. No separate advertisement will be issued in the newspapers for such changes/corrigenda. All the prospective bidders are therefore requested to regularly visit the NCRA/CPPP website for any such updates.
- 5.** The complete bid shall be online as per the specified formats only. The bids should be without alteration or erasures, except those to accord with instructions issued by the NCRA-TIFR or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 6.** The bidder shall submit only one option, which is best suitable to meet NCRA-TIFR requirements. The bids submitted with more options shall be liable to be rejected.
- 7.** The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and NCRA-TIFR, shall be in English only.
- 8.** Wherever a specific form is prescribed in the Bid document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases, the Bidder shall design a form to hold the required information.
- 9.** The Bidder shall explicitly indicate the non-compliance or deviation of the Solution offered in the Proposal to all the terms, clauses, conditions and specifications stipulated in this tender document. If non-compliance or deviation for any term, clause, condition or specification is not explicitly indicated, it will be construed as compliance and if successful in the bid, the bidder is obligated to comply with all the requirements (excluding those non-compliances explicitly accepted by NCRA-TIFR in writing) in toto.
- 10.** Successful bidder shall perform all the obligations specified in accordance with the terms and conditions laid down in the tender document. All details provided by the Bidder should be specific to the requirements specified in this tender document. Detailed clarification may be provided by the Bidder if so desired by NCRA-TIFR. The Bidder shall specify the responsibilities of NCRA-TIFR, if any, separately for the successful implementation of the project.

Bidder shall ensure that all documents are uploaded with the Technical bid. The “**TECHNICAL BID**” **should** contain the following documents:

- i. Scanned Copies of Demand Draft/ Pay Order for EMD.
- ii. Copy of PAN (Permanent Account Number) card.
- iii. Certificate of Registration for GST
- iv. List of maintenance and allied works carried out by you for the last 7 years, indicating
 - a. Agency for whom executed
 - b. Value of work
 - c. Completion time as stipulated and actual, or present position of the work
- v. Experience testimonials along with work orders and completion certificates.
- vi. Bank solvency certificate
- vii. List of infrastructure facilities possessed by the bidder
- viii. List of Technical staff possessed by the bidding agency.

B) Earnest Money Deposit (EMD)

The Earnest Money Deposit (EMD) will be accepted only in the form of Insurance Safety Bonds, Account Payee Demand Draft (in Favour of TIFR payable at Pune), Fixed Deposit Receipt (any one) from any Nationalised Bank / Scheduled Bank or payment online in an acceptable form, safeguarding the purchaser's interest in all respects for the following purpose (Drawn in favour of Centre Director, NCRA-TIFR, Pune).

	Earnest Money Deposit (EMD) (To be enclosed with Technical Bid-Part I)
In Figure	Rs. 68,000/-
In Words	Rupees Sixty-Eight Thousand Only.

Tenders submitted without the requisite amount of Earnest Money Deposit (EMD) shall be rejected and their commercial bids shall not be opened. No interest is payable on EMD.

The EMD will be returned to the bidder (s) whose offer is not accepted by NCRA-TIFR within one month from the date of the placing of the final order(s) to the selected bidder(s).

The Earnest Money Deposit will be forfeited: If a bidder withdraws the bid during the period of bid validity specified by the tender OR fails to furnish a Performance Guarantee within the stipulated time period mentioned in the tender documents.

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 towards EMD along with the bid and has to ensure delivery of a hard copy directly to the NCRA-TIFR Pune within 5 days of the Bid End date, failing which the bid may be treated as incomplete & may lead to rejection of the bid by NCRA-TIFR Pune 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 online transfer. The bidder has to upload a scanned copy/proof of the Online Payment Transfer along with the technical bid (Part-I).

C) 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/services.

a. Quantum of Performance Guarantee

Performance Guarantee of 5% of total order value, including all taxes, duties etc.

The successful bidder shall deposit an amount equal to **5%** of the value of the work including taxes as a Performance Guarantee within **21 days** of the award of work, valid till completion of work, plus two months for proper fulfilment of the Contract.

In case the 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 and their EMD will be forfeited**.

b. Forms in which Performance Guarantee can be submitted

Performance Guarantee should be in the form of a Demand Draft in favour of TIFR, Pune OR a Fixed Deposit Receipt (FDR) pledged in favour of TIFR, Pune OR a Bank Guarantee (BG) in favour of the Centre Director, NCRA-TIFR, Pune as per the prescribed format. The Bank Guarantee should be from any one of the nationalised banks or a 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.

c. Refund of Performance Guarantee

Performance Guarantee shall be released/returned to the contractor after the completion of the work/contract period + 2 months without any interest.

d. Forfeiture of Performance Guarantee

Performance Guarantee is taken for the 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.

D) Security Deposit

- a. The bidder, whose tender is accepted, will also be required to furnish, by way of Security Deposit for fulfillment of his contract.
- b. Security Deposit is obtained as a back-up surety for the fulfilment of work obligation by the Contractor till satisfactory completion of the work.
- c. A sum of **2.5%** of the gross amount of the work order (including GST) value shall be deposited in the form of a Fixed Deposit Receipt or Bank Guarantee or Demand Draft.

- d. The Security Deposit shall be released after work order completion + 2 months, reckoned from the date of receipt of completion as certified by the Group Coordinator.

E) Defect Liability Period: 2 months after completion of the entire work. The contractor shall maintain the work in such a manner that on expiry of the period of maintenance, the work shall be as good and perfect in order and condition as that in which it was at the commencement of the period of maintenance. The contractor shall at his own expenses repair, rectify and make good to the satisfaction of the Engineer, all defects, imperfections or other faults arising from or out of use of material or workmanship not in accordance with the provisions of the contract.

F) Acceptance of Tender: The competent authority, on behalf of Centre Director, National Centre for Radio Astrophysics (NCRA)-Tata Institute of Fundamental Research (TIFR), Pune, does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all the tenders received, without assignment of any reason. All tenders, in which any of the prescribed conditions is not fulfilled or any condition, including that of conditional rebates, is put forth by the tenderer, shall be summarily rejected.

The Competent Authority, on behalf of the National Centre for Radio Astrophysics (NCRA), Tata Institute of Fundamental Research (TIFR), Pune, reserves to itself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rates quoted. The officer inviting tenders shall have the right to reject all or any of the tenders and will not be bound to accept the lowest tender or any other tender.

G) Validity of Tender: The tender for the services shall remain open for acceptance for a period of **150 days** from the last date of submission of tenders. If any bidder withdraws his tender before the said period, or before issue of Letter of Acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the Centre, then National Centre for Radio Astrophysics (NCRA)- Tata Institute of Fundamental Research (TIFR), Pune shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money absolutely. Further, the bidder shall not be allowed to participate in the retendering process of the work.

H) Levy / Taxes payable by contractor: GST @ 18% on materials and services in respect of this contract shall be payable by the contractor.

I) Deduction of Income Tax: As per Section 194-C of Income tax Act 1961, as amended by letter No. 275/9/72/9- TJ (Circular No. 86) dated 19.5.72 and No. 275/14/91-IT (B) (Circular No. 593) dated 5.2.91, received from Ministry of Finance, Department of Revenue, Central Board of Direct Taxes, New Delhi, the Income tax @ 2% and Surcharge thereon @ 12% (or any other amended rate by Ministry of Finance from time to time), of the gross value of the work done will be recovered from the bills. A certificate for the amount so recovered will be issued by the Department.

GST TDS will be deducted, as per the Government Notification, if applicable.

J) Site visit by the bidder before tendering: Bidders are advised to inspect and examine the site and its surroundings during working hours and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site, whether

he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Site visit report to be submitted along with the tender.

- K) Signing of Tender and receipts for payments:** In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act-1952. Receipts for payments made on account of work, when executed by a firm, must also be signed by all the partners, except where contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having due authority to give effectual receipts for the firm.
- L) Bidder's responsibilities:** The bidder shall be responsible for arranging and maintaining at his own cost to facilitate his workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a bidder implies that he has read this notice & all other contract documents, and has made himself aware of the scope & specifications of the work to be done and local conditions and factors having a bearing on the execution of the work. Electricity and necessary tools, tackle and PPE Kits shall be provided for the work by NCRA-TIFR free of charge.
- M) Canvassing,** either directly or indirectly, in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection and may be barred from future participation in NCRA-TIFR works.

Administrative Officer-C (Purchase)
For and on behalf of the **National Centre for Radio Astrophysics**
Tata Institute of Fundamental Research

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER (RFP) DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active Tenders (RFP) by several parameters. These parameters could include Tender (RFP) ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for Tenders (RFP), wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a Tender (RFP) published on the CPP Portal.
- 2) Once the bidders have selected the Tenders (RFP) they are interested in, they may download the required documents / Tender (RFP) schedules. These Tenders (RFP) can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the Tender (RFP) document.
- 3) The bidder should make a note of the unique Tender (RFP) ID assigned to each Tender (RFP), in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the Tender (RFP) document before submitting their bids.
- 2) Please go through the Tender (RFP) advertisement and the Tender (RFP) document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender (RFP) document / schedule and they can be in PDF / XLS formats, as the case may be. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to sign and upload the required bid documents one by one as indicated in the Tender (RFP) document.
- 3) Bidder has to select the payment option as “offline” to pay the Tender (RFP) fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the Tender (RFP) document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the Tender (RFP) documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the Tender (RFP) document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded Tender (RFP) documents become readable only after the Tender (RFP) opening by the authorized bid openers. The uploaded Tender (RFP) documents become readable only after the Tender (RFP) opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the Tender (RFP) document and the terms and conditions contained therein should be addressed to the Tender (RFP) Inviting Authority for a Tender (RFP) or the relevant contact person indicated in the Tender (RFP).

2) Any queries relating to the process of online bid submission or queries relating to the CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

+91 0120-4711508
+91 0120-4200462
+91 0120-4001002
+91 0120-4001005

NOTE:

The Bidder shall ensure that all scanned / soft copies of documents, duly signed and sealed, are uploaded with the Technical Bid. Please do not mention any prices, costs, financial values etc. in the Technical Bid document; otherwise, the bid will be summarily rejected. Technical Bid shall include, inter alia, the original or scanned copies of duly signed or digitally signed copies of the requisite documents in PDF format. PDF documents should not be password-protected. The bidder should ensure the clarity/ legibility of the scanned documents uploaded by them. No price details should be given or hinted at in the technical bid. All Bids uploaded by the Bidder to the portal shall get automatically encrypted. The encrypted bid can only be decrypted/ opened by the authorised persons on or after the due date and time. The Bidder should ensure the correctness of the bid before uploading and take a printout of the system-generated submission summary to confirm successful bid upload.

All the documents pertaining to the pre-qualification criteria need to be uploaded along with the technical bid on the CPP Portal. The bids which are found not to meet any or all the conditions shall be declared technically disqualified and will not be eligible for the opening of their financial bids.

PRE-QUALIFICATION CRITERIA – to be filled as per the statement attached.

PRE-QUALIFICATION CRITERIA

Sr. No.	Description	Details to be furnished by the contractor, enclosing relevant documents in the technical bid.		
1	Bidder must visit the site, to know the exact scope of work, site conditions etc. and must be fully confident of carrying out the work mentioned in bid/tender and submit a certificate of site visit as per Annexure-13 attached. Without this your bid shall not be considered.			
2	Bidder must have been in the business for a period of 5 years prior to this tender/bid and must have experience in a similar type of work.			
3	Bid must be valid for a minimum period of 150 days from the due date for submission of the bid.			
4	Bidder must have an average turnover of Rs. 34 Lacs or more, for the immediate last three financial years ending March 2025 [Scanned copy of Certificate from CA to be uploaded].			
5	Bidders must have Experience in a similar type of work for providing technical assistance of having successfully completed a value stated below last seven years ending on 31.12.2025:			
	One similar work completed costing not less than Rs. 27.20 Lacs Or			
	Two similar works completed costing not less than Rs. 20.40 Lacs Or			
	Three similar works completed costing not less than Rs. 13.60 Lacs			
	<ul style="list-style-type: none"> a. The value of executed works shall be brought to the current costing level by enhancing the actual value of work at a simple rate of 7% per annum; calculated from the date of completion to the last date for submission of bids. b. Copies of work orders together with completion certificates duly signed by the competent authority to be submitted, evidencing the above without fail. 			
6	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. The bidder has to upload the undertaking along with the bid.			
7	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)			
8	Bidder must submit a Certificate issued by a Chartered Accountant showing the bidder's Turnover and Net worth for the last 5 financial years i.e. prior to 31.03.2025 i.e. for 2020-21, 2021-22, 2022-23, 2023-24, 2024-25.	Period	Turnover	Net worth
		2020-21		
		2021-22		
		2022-23		
		2023-24		
		2024-25		
9	Bidder must submit a Solvency Certificate from nationalized/scheduled bank (not prior to 30.06.2025) for a minimum amount of Rs. 13.60 from their bank – To be submitted as per our Format (Form) enclosed.			
10	Successful bidder must be able to submit: - Performance Guarantee, Security Deposit, Indemnity Bond and other documents mentioned at the Annexures, wherever applicable.			

NOTE: KINDLY FILL UP THE ABOVE DETAILS AND ENCLOSE THE RELEVANT DOCUMENT ALONG WITH YOUR TECHNICAL BID – PART I, OTHERWISE YOUR BID WILL BE REJECTED.

Stamp and Signature of the Bidder

A. DEFINITIONS:

- a) The **‘Contract’** means the documents forming the tender and acceptance thereof and the formal agreement executed between the Competent authority on behalf of the Centre Director, NCRA-TIFR and the Contractor together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Engineer-in-charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
- b) The expression **‘Works’** or **‘Work’** shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed, whether temporary or permanent and whether original, altered, substituted or additional.
- c) The **‘Site’** shall mean the land or other places on, into or through which work is to be executed under the contract or any adjacent land, path or street through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.
- d) The **‘Contractor’** shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personnel representative of such individual or the persons composing such firm or company or the successors of such firm or company and the permitted assignees of such individual, firm or company.
- e) The **‘Group Coordinator’** means the Engineer / Officer, who shall supervise and be in charge of the work on behalf of NCRA-TIFR, Pune.
- f) **‘Temporary Work’** means all temporary works of every kind required in or about the execution, completion and maintenance of the works.
- g) **‘Market Rate’** shall be the rate as decided by the Group Coordinator on the basis of the cost of materials and labour at the site where the work is to be executed plus 15% to cover, all overheads and profits.
- h) **‘NCRA-TIFR’ / ‘Centre’** means National Centre for Radio Astrophysics - Tata Institute of Fundamental Research, Pune, State – Maharashtra.
- i) **‘GMRT’** means Giant Metrewave Radio Telescope (GMRT) situated at Narayangaon, Tal - Junnar Dist - Pune, State – Maharashtra.
- j) **‘Tendered Value’** means the value of the entire work as stipulated in the letter of award / acceptance.
- k) **‘Time Limit’** The time allowed for carrying out the work reckoned from the 10th day of the date of issue of the work order OR from the date of handing over the site.
- l) **‘Similar Works’** Similar works refer to tasks, jobs or activities that have the same type or character. In other words, it describes work that is similar in terms of the skills, responsibilities involved in this tender document.

B. DECLARATION BY BIDDER: The tenderers shall sign a declaration under the Official Secrets Act 1923 for maintaining secrecy of the tender documents, drawings or other records connected with the work given to them. The unsuccessful tenderers shall return all the drawings given to them, if any.

C. FILLING UP OF RATES: All rates shall be quoted on the tender form by the tenderers in figures and words. All rates shall be quoted on the prescribed tender form. The amount for each item should be worked out and the requisite totals given.

- i. The rate(s) must be quoted in decimal coinage. Amounts must be quoted in full rupees by ignoring fifty paise and considering more than fifty paise as rupee one.
- ii. If a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall, unless otherwise proved, be taken as correct.
- iii. If the amount of an item is not worked out by the tenderer, or it does not correspond with the rate written either in figures or in words, then the rates quoted by the bidder in words shall be taken as correct.
- iv. Where the rate quoted by the bidder in figures and in words tally but the amount is not worked out correctly, the rate quoted by the bidder will, unless otherwise proved, be taken as correct and not the amount.
- v. The Bidder shall bid for works in Indian Rupees. Each Bidder shall submit unit prices and total prices as per the schedule of quantities and rates. The price quoted shall include the total price of labour, EPF, supervision, and insurance for workers and taxes including GST, overhead and profits, together with all general risks, liabilities and obligations set forth or implied in the documents, on which the Tender is to be based.

The unit rates quoted shall remain firm throughout the period of the Contract and Escalation will not be applicable.

D. QUOTED RATES INCLUDE ALL TAXES: The rate quoted by the bidders in the price schedule shall be firm for the entire duration of the contract. The rate shall also include all elements of labour, supervision, Insurance, Transport upto the GMRT/NCRA campus, Safety, Labour cess, GST, and profits together with all general risks, liabilities and obligations set forth or implied in the documents on which the tender is to be based. The quoted rate shall be inclusive of GST and shall be payable by the contractor and NCRA will not entertain any claim whatsoever in this respect. Payment will be made on the basis of quantities actually measured, for the completed items of work, in accordance with the BOQ. For maintenance-related works, transport will be provided by GMRT/NCRA.

E. ACTION IN CASE OF UNREALISTIC RATES: In the case of any tender where the unit rate of any item (s) appears unrealistic, such tender will be considered as unbalanced and in case the bidder is unable to provide a satisfactory explanation, such a tender is liable to be disqualified and rejected.

F. CONTRACTOR TO DEPUTE HIS REPRESENTATIVE AT THE SITE: The successful bidder for the work should have a responsible and responsive representative with adequate powers to take speedy decisions during the entire period of execution at the workplace. On acceptance of the work order, the name of the accredited representative(s) of the contractor, who would be responsible for taking instructions from the Group Coordinator, shall be communicated in writing to the Engr-in-Charge.

G. SAFETY RULES

Safety practices as followed at the NCRA-TIFR site shall be binding on the contractor and the same can be obtained from the NCRA-TIFR administration. It is the contractor's responsibility to check that his workers are following safety procedures.

H. REPORTING OF ACCIDENTS TO CONTRACTORS' WORKMEN

Contractor shall be solely responsible for any accident to his workers and should adhere to all rules/regulations as per the labour laws of the government and other statutory laws as applicable.

If any accident/incident / dangerous occurrences take place, the concerned contractor or his

personnel should immediately inform to Administrative Officer, GMRT/NCRA / Group Coordinator/his representative. The accident reporting procedure shall be followed promptly in all cases of accidents to workmen. As per section 10 of the Workmen's Compensation Act 1923, the contractor shall, within 7 days of the death or serious injury of a workman and a report should be sent to the labour commissioner giving the circumstances attending the death or serious bodily injury. (Serious bodily injury means permanent loss of any part of the body or fractures or those which enforces the worker to be absent for a period exceeding 20 days). The contractor shall send a report periodically about the status of the injured.

I. PAYMENT OF COMPENSATION FOR INJURED EMPLOYEES

The contractor shall comply with all statutory requirements, such as insurance coverage, workmen's compensation, so as to absolve the GMRT/NCRA of any and all liabilities in case of accidents. The contractor shall take all steps for the treatment of his injured employee to the satisfaction of the principal employer. After the injuries are cured, the Group Coordinator will take a written statement of cure and receipt of compensation, if any, from the contractor, from the worker, in the presence of the contractor. In any claim from the contractor's workmen is pending for settlement, the payment due to the contractor from the department shall be withheld.

J. SECURITY RULES

The contractor shall follow all security rules at the site, as may be framed by the NCRA-TIFR from time to time regarding material movement within the site and also to and from the site, issue of identity cards/photo pass, control of entry of personnel and all similar matters. The contractor and his personnel shall abide by all security measures imposed by the department or by a duly authorised representative from time to time. He shall obtain the latest police verification certificates for his staff and arrange a photo pass to his workers at his own cost in the manner prescribed by the department. While an entry permit is obtained from the security agencies by the contractor, it shall be noted that the permit must be applied for around-the-clock shift duty, if any.

K. ACCOMMODATION, MESSING

The department will not provide any type of accommodation for contract personnel. The contractor has to make his own arrangements for the accommodation of his personnel. The contractor shall also make his own arrangements for messing for his staff and workers. There is a canteen within the NCRA-TIFR campus, which can be utilised during the duty period of the contract personnel at their own cost. In case, for some reason or the other if, the canteen is closed, the contractor has to arrange food for his personnel at his own cost. In case, due to some reason, the shift operator is continuing the next shift, then it is the responsibility of the contractor to arrange food for the operator within a reasonable time.

L. LABOUR LICENSE

If mandatory as per the labour laws, the contractor should register himself under the Contract Labour Act, Workmen Compensation Act and PF Act and submit a copy of the registration certificate within one month from the date of commencement of work, failing which the contract is liable to be cancelled. The WC policy copy should be submitted to the department before commencement of work and a labour license should be obtained within one week from the date of receipt of the Work Order. A copy of the labour license shall be submitted to the department - HR & Admin wings.

The contractor will be responsible for compliance with all statutory rules, regulations, Act in force from time to time by the government, such as the Factory Act, Workmen's Compensation Act, Minimum Wages Payment Act, Provident Fund Act, Labour Law Act, in respect of employees engaged by him for the work and shall have to maintain necessary records. In case any amount

becomes due to be payable by him to his employees or to the Government under the above rules, regulations, Acts, the department reserves the right to recover the same from the contractor and pay it to the concerned employee. Documentary evidence of the deposit of PF paid in the preceding month shall have to be produced by the contractor along with the monthly RA bill of the succeeding month.

Records as per the provisions of various statutory Acts will have to be maintained by the contractor and submitted as and when required to the department.

M. GOVERNMENT LABOUR LAWS

The contractors have to follow strictly the government labour acts, which are in force at present, including any amendments or additions that may be made by the government during the entire period covering the date of publication of the tender notice till the completion of the work covered by this contractor and all necessary arrangements for labour will have to be made by the contractor. The contractor should be registered with the concerned government authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees' State Insurance Corporation etc. and a copy of the registration should be submitted. The contractor shall take all risk insurance & group insurance policies to cover workmen, staff applicable under the Workmen's Compensation Act 1923 or any amendment thereof, also insurance cover for third party liability. Proof of all the above must be submitted to the Group Coordinator.

Contractor shall comply with various provisions of the Contract Labour (Regulation & Abolition) Act 1970 and Rules framed thereunder from time to time. Further, Contractor shall comply with various provisions of the Contract Labour (Regulation & Abolition) Act 1970, Workmen's Compensation Act 1923, Minimum Wages Act 1948, EPF Act and other labour laws as applicable to Contractor's organisation. In case, department is required to incur any expenses as the principal employer under the provisions of the various laws, the department shall be entitled to recover the same from Contractor's Bills.

Regular inspections at the Contractor's site establishment will be conducted by Labour Enforcement Officer (Central) and Labour Commissioner (Central) under the above enactments. During the inspection by the above officials, all records required by the officials (duly maintained up to date) must be submitted by the Contractor without fail.

Contractor shall comply with various EPF rules, Group Insurance, provisions of labour laws applicable to this type of services, especially compensation etc. Contractor is required to take Group Insurance in respect of all your workmen engaged for this work for the above period and documents in this regard should be submitted to the Engineer in charge before the start of work or submission of the First RA bill.

N. MAN POWER

Manpower required for the job is to be provided by the contractor and should be enough to complete the job within the stipulated schedule. The contractor has to ensure that all the employees and workers employed by him are law-abiding citizens with clean records. Anti-social elements, rowdies and persons with adverse police records should not be employed. It is to be ensured by the contractor that the correct personal particulars and addresses, with telephone numbers, of all the employees and workers employed by the contractors and sub-contractors are available. A copy of the same must be submitted to the Administrative Officer GMRT/NCRA as well as the Group coordinator and must intimate any change in the information, time to time. No female labour shall be employed in dark/late hours. No person below the age of eighteen years shall be employed.

The contractor shall pay to each person, the wages not less than the wages as required under statutory regulations. All travel expenses of the workers to attend for the duty from their residence, lodging and other allowances payable shall be under the scope of the contractor.

NCRA-TIFR have the right to withdraw the work permit for any of the contractor's workmen for reasons of misconduct, incompetence in work, violation of security, safety and fire rules, negligence on duty etc. Under such situations, the contractor shall immediately replace with proper manpower.

The manpower engaged by the contractor shall be paid their wages every month. In compliance with statutory regulation, there is no Master-Servant relationship between the employees of the contractor and the NCRA-TIFR. The contract personnel shall not claim any benefit/compensation/absorption/regularisation of services with the department under the Act, 1970. Undertaking from the person to this effect will be required to be submitted by the contractor to NCRA-TIFR.

Contractor must maintain a work register for the purpose, which shall be checked regularly by the Group coordinator of the work.

- O. Sufficiency of Tender:** The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Bill of Quantities, at which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works.

1. TIME FOR COMPLETION OF WORK:

The entire work is to be completed within **one year** from the date of issue of the work order and handing over the site. The NCRA TIFR may extend the contract for one more year or part thereof without any revision of rates, subject to satisfactory performance and periodic review.

2. COMPENSATION FOR DELAY / LIQUIDATED DAMAGES:

For all delays, which do not merit any extension of time, the Contractor/ Supplier shall attract **0.5% penalty per week** or part thereof, subject to a **maximum of 5% of the total contract value**. The amount of liquidated damages shall be recoverable from the payment due to the Contractor/Supplier. The deduction of liquidated damages shall not, however, absolve the Contractor/Supplier of his responsibility and obligations under the contract to complete the work in its entirety and shall also be without prejudice to action by the Purchaser under clause 'Termination of Contract by the Purchaser'. After that, the same shall be completed by the Institute at the Contractor's/Supplier's risk and cost.

3. TIME EXTENSION FOR DELAY: The time allowed for execution of the works as stipulated in the contract or the extended time in accordance with these conditions shall be the essence of the Contract. The execution of the works shall commence from such time period as mentioned in the contract. If the Contractor commits a default in commencing the execution of the work as aforesaid, NCRA-TIFR shall, without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money & performance guarantee absolutely.

As soon as possible after the Contract is signed, the Contractor shall submit a Time and Progress Chart for each milestone and get it approved by the Department. The Chart shall be prepared in direct relation to the time stated in the Contract documents for completion of the items of work. It shall indicate the forecast of the dates of commencement and completion of various trades of sections of the work and may be amended as necessary by agreement between the Group Coordinator and the Contractor within the limitations of time imposed in the Contract documents, and further to ensure good progress during the execution of the work, the contractor shall in all cases in which the time allowed for any work, exceeds one month (save for special jobs for which a separate programed has been agreed upon) to complete the work as per the mile stones given.

If the work is delayed by:

- i. Force majeure, or
- ii. Abnormally bad weather, or
- iii. Serious loss or damage by fire, or
- iv. Civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed on the work, or
- v. Delay on the part of other contractors or tradesmen engaged by the Group Coordinator in executing work not forming part of the Contract, or
- vi. Non-availability of stores, which are the responsibility of NCRA-TIFR to supply or
- vii. Non-availability or breakdown of tools and plant to be supplied or supplied by NCRA-TIFR or

- viii. Any other cause which, in the absolute discretion of the Group Coordinator is beyond the Contractor's control, then upon the happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the Group Coordinator but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Group Coordinator to proceed with the works.

4. PAYMENT

- a) No advance payment is payable to a successful contractor against this tender.
- b) Payments shall be released every month on a progressive measurement basis, taken by the Engineer-in-charge and the contractor from time to time after satisfactory completion of each item of work specified therein and duly certified by the Group Coordinator, thereafter approved by the NCRA-TIFR competent Authority for payment.
- c) General conditions of the contract applicable to NCRA-TIFR shall also form part of this tender and shall be followed strictly.
- d) The contractor has to submit the bill for the previous month in triplicate at the beginning of every succeeding month to the Group Coordinator.
- e) The payment will be released within 30 days after receipt of the bill with supporting documents.
- f) A measurement book shall be maintained by the Group Coordinator for executing this work. Prorate payment will be made on the basis of the actual measurement of the work.
- g) Payments for the running bills will be made after duly deducting the taxes, security deposit etc. that are applicable and as notified by the central / state government from time to time.
- h) First RA bill will be made only after signing the agreement and after producing the Labour License, PAN, contractor's bank account details (Branch of the bank and IFSC code in case of E-payment), ESC, EPF etc.
- i) The bill shall contain the description of the matter as given in the schedule of quantities & rates.
- j) Security deposit will be released after two months from the date of issue of the completion certificate or after settling all payments to contractor's personnel, whichever is later.
- k) For making payment against final bill, the contractor shall furnish an affidavit stating that all the liabilities on account of GST/PT any other statutory dues for the worker deployed by the contractor for the work, have already been liquidated and indemnifying the Centre of any further liabilities on this account and the Centre will have no responsibility on this account.
- l) Contractor shall submit all bills to:
National Centre for Radio Astrophysics (NCRA)
Tata Institute of Fundamental Research (TIFR)
Savitribai Phule Pune University Campus
Pune 411 007, Maharashtra, INDIA
- m) Payment will be made by NCRA-TIFR Pune through NEFT/RTGS.

5. INDEMNITY BOND

In case of order, you should also indemnify us on a non-judicial Stamp Paper of **Rs. 500/-** that in the event of happenings of anything of such nature, it would neither affect the work nor us in any way in respect of all Actions, Acts, Suits, Claims and Demands brought or made against NCRA-TIFR by your workmen or any other person or persons whomsoever

in connection with the works or in respect of any matter or thing done or committed to be done by you in the execution of or in connection with the works notwithstanding that all reasonable and proper precautions may have been taken by you against any loss or damage to the Owner in consequence of any action or suit being brought against NCRA-TIFR for anything done or committed to be done in connection with the execution of the work. The indemnity given by you as aforesaid shall extend to making good all claims and demands arising out of losses/damages to property of every description and kind, the infringement of any legal right, as well as injury or accident to any person resulting in death or otherwise. Original Bond to be submitted directly to our Accounts Section, NCRA-TIFR Pune, with a copy of the same to be given to the Engineer and Purchase Section, NCRA-TIFR Pune.

6. SAFETY & SECURITY OF THE WORKMEN

The Contractor will be responsible for the safety and security of all their workmen and staff and will ensure to maintain necessary records for payment and other details as per the prevailing Procedures and Acts. Contractor will be fully responsible for any personal injury, accident, death of your personnel and shall take proper precautions against any such loss or damages by taking **WORKMEN COMPENSATION INSURANCE POLICY (WCI Policy)**, valid till completion of the work for all the persons you deploy for this work. **Charges towards the same will have to be borne by the contractor and the same may be considered while submitting your bid.** However, it may please be noted that you will be solely responsible for the Safety and Security of your personnel at the site deployed by you for this work.

The Workmen's Compensation Policy must be taken keeping in consideration the following:

- i. Labourers and a Supervisor deployed for the work.
- ii. Place of Work:

**National Centre for Radio Astrophysics (NCRA)
Tata Institute of Fundamental Research (TIFR)
Savitribai Phule Pune University Campus
Pune 411 007, Maharashtra, INDIA**

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

Copies of the Insurance Policy should be submitted directly to our Administrative Office, the Engineer in charge and the Purchase Section, NCRA-TIFR Pune. You should also promptly report in writing to us all cases of accidents and damages. However, irrespective of the cause and place of occurring, during the execution of the work, you should make adequate arrangements to render all possible aid to the victims of such accidents and damages during the execution of the work.

7. SETTLEMENT OF DISPUTES & ARBITRATION

- 7.1 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.

- 7.2 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 completion Contract.
- 7.3 The dispute settlement mechanism/arbitration proceedings shall be concluded as under:
(a) In case of a Dispute or difference arising between Centre and contractor relating to any matter arising out of or connected with this agreement, such disputes or differences shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, as amended till date and the 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 the contractor and Centre. 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.
- 7.4 The venue of the arbitration shall be the place at Pune.
- 8. CONFIDENTIAL INFORMATION:** The drawings, specifications, prototype, samples and such other information furnished to the contractor relating to the supply/work, sub-systems/equipment etc. are to be treated as confidential, which shall be held by the contractor in confidence and shall not be divulged to any third party without the prior written consent of the Department. The contractor, therefore, binds himself, his successors, heirs, executors, administrators, employees and the permitted assignees or such other persons or agents directly or indirectly concerned with the work/supply to the confidential nature of the drawings, specifications, prototype samples etc. It is a further condition of the contract that the contractor shall not, without prior written permission from the Department, transmit, transfer, exchange, gift or communicate any such confidential information, and also the component, sub-assembly, products, by-products etc., pursuant to the fabrication undertaken by the contractor, to any third party.
- 9. STORAGE OF TOOLS AND MATERIALS:** You shall make your own arrangement for the storage/safety of tools, plants, machinery, materials & necessary arrangements for resources deployed by you.
- 10. DEPLOYMENT OF LABOUR & MACHINERY:** You shall not employ any person who has not attained the age of 18 years. You shall deploy sufficient equipment and labour as may be necessary to maintain the progress of the schedule. Night work, which requires supervision, shall not be permitted except when specially allowed by the Engineer each time. On your request, you will be provided necessary lighting arrangements etc. for night work as directed by the Engineer.
- 11. ASSIGNING & SUBLETTING:** Assigning or subletting the contract shall not be done unless written permission is obtained from NCRA-TIFR. Written permission, if given, shall not relieve you from your obligations under the contract and you shall take full responsibility for all work done by sub-contractors. You may subcontract parts of the order, if necessary, only to a sub-contractor approved by NCRA-TIFR. You shall be responsible for transmitting pertinent data/specifications of all contract terms and conditions to subcontractors. You shall furnish to us four (4) copies of all sub-orders (un-priced) showing promised delivery dates and places.

12. RIGHT TO ASSURANCES & REPUDIATION: Whenever we, in good faith have reason to question your intent to perform, we may demand in writing that you give a written assurance of your intent to perform. In the event that the demand is made and no assurance is given within a reasonable period of time, say not exceeding four weeks, we may treat failure as an anticipatory repudiation of the order.

13. WORK AT NIGHT OR ON HOLIDAYS: No work at night or on legal holidays will be carried out without the written consent of the Engineer and if permitted, such work (Due to whatever reason, like shift duties) to be done in the presence/guidance of/under the Group coordinator or his representative.

14. CONTRACTOR'S LIABILITY FOR LOSS OR DAMAGE, ETC.:

“During the execution of the contract and until completion certificate is issued, the contractor will be fully liable to compensate all concerned for any loss, damage or destruction of ‘works’, structures, plant and machinery, persons, property, etc., including third party risk arising due to causes attributable to the contractor, as may be decided by the engineer whose decision in this regard shall be final”.

The Contractor shall take the required Insurance Policy/ Policies for all his workmen, as per the Workmen's Compensation Act.

15. INSPECTION:

Inspection during the course of work and after the job is ready will be done by an authorized official of the Centre. This does not relieve you of your responsibility to inspect/supervise during all stages of work.

16. PROVISION FOR CANCELLATION: At any time after the acceptance of the order, we shall have the absolute right to cancel the entire order upon payment to you for all disbursements or expenses which you have incurred or become liable for, prior to the date of notice of cancellation, less the reasonable resale value of material and equipment which shall have been obtained or ordered to become an integral part of the work, plus a sum as profit, bearing the same ratio to the profit that you would have received upon completing the work as the work done bears to the entire amount of work to be done by you under this order, provided that the total payment so made shall not exceed the contract price.

17. FORCE MAJEURE: Neither party shall be held responsible for any losses if the fulfillment of any terms or provisions of the order is delayed or prevented by Acts of lawful Government revolutions or other disorders, wars, acts of enemies, strikes, fires, floods, acts of God or acts of states without limiting the foregoing. Any other cause not within the control of the party whose performance is interrelated with, and which by the exercise of reasonable diligence is unable to prevent, whether of the class of causes hereinbefore enumerated or not.

18. TERMINATION OF THE CONTRACT: If you have become bankrupt or have abandoned the work without any serious reason or deliberately delayed the work or is not carrying out the works under the terms and conditions of this contract, the Centre, reserves the right to terminate the contract at any time by giving written notice to you and you shall not be eligible for any compensation for the same.

In this case, the department shall take over the charge of the work and other materials lying on the site of the works. The work shall be carried out by employing other persons. All such work shall be carried out at your own risk and cost. Any difference in the cost due to all such matters shall be deducted by the Institute from the security deposit or your payment against this or any other works.

19. CANCELLATION OF CONTRACT.

The Centre reserves the right to cancel the contract at 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 needs of the Centre and based on the past performance of the contractor.

A] INTRODUCTION

NCRA has set up a unique facility for radio astronomical research using the metre wavelength range of the radio spectrum, known as the Giant Metre wave Radio Telescope (NCRA-TIFR), it is located at a site about 80 km north of Pune. NCRA-TIFR consists of 30 fully steerable gigantic parabolic dishes of 45m diameter each spread over distances of up to 25 km. NCRA-TIFR is one of the most challenging experimental programmes in basic sciences undertaken by Indian scientists and engineers. To support the research activities at NCRA-TIFR (Giant Metre wave Radio Telescope), a variety of technical and fabrication tasks are essential, including welding, machining, and the development of specialised components such as antenna feeds. However, the NCRA-TIFR workshop has certain limitations in its capacity to carry out these activities, particularly when it comes to precision machining, heavy-duty welding, and custom fabrication work required for advanced research and instrumentation development. As a result, such specialised tasks are often carried out at the NCRA (National Centre for Radio Astrophysics) workshop, which is better equipped with the necessary tools, infrastructure, and technical expertise. The NCRA workshop plays a vital role in supporting NCRA-TIFR-related projects by providing advanced manufacturing and prototyping capabilities. NCRA is also developing small antennas to provide technical support to small astronomy groups, colleges, and similar institutions.

B] SCOPE OF WORK

Details of work to be covered	
1	<p><u>Antenna Fabrications and Fit-up (up to 5 mtr. antenna)</u></p> <p>As part of its outreach and academic support initiatives, NCRA is engaged in the fabrication and development of 3-meter and 5-meter class antennas designed specifically for use by students, academic institutions, and small astronomy research groups. These antennas serve as valuable educational tools, enabling hands-on learning in radio astronomy, antenna theory, signal processing, and related technical disciplines.</p> <p>The scope of this activity includes the complete fabrication and mechanical construction of the antenna structures. This involves precision manufacturing of mechanical components, welding and machining of structural parts, and preparation of mounts and support systems.</p> <p>Once fabricated, the antennas undergo detailed assembly, which includes:</p> <ul style="list-style-type: none"> • Structural Integration: Ensuring all mechanical parts are properly assembled and aligned to meet design specifications, including load-bearing integrity and environmental durability. • Mechanical Alignment: Fine-tuning the alignment of the dish surface, feed systems, and support structures to ensure optimal performance and signal accuracy. • System Testing and Calibration: Basic functional checks and setup to prepare the antennas for handover to the educational institutions, ensuring ease of use and operational safety. <p>These antennas not only provide practical exposure for students but also contribute to the development of technical skills and interest in radio astronomy and engineering disciplines.</p>

	Details of work to be covered
2	<p><u>Antenna Model Preparation – Fabrication of 150 mm and 300 mm Antenna Models for Exhibitions, Gifts, Museums, and Planetariums</u></p> <p>As part of its science communication and outreach efforts, the NCRA workshop is engaged in the design and fabrication of miniature antenna models, typically in the sizes of 150 mm and 300 mm. These scaled-down replicas of actual NCRA-TIFR antennas are created for use in exhibitions, as commemorative gifts, and for permanent display in museums, science centres, and planetariums.</p> <p>The fabrication of these models involves a high level of craftsmanship and precision to ensure they are both scientifically accurate and visually appealing. Key workshop activities include:</p> <ul style="list-style-type: none"> • Precision Machining and Fabrication: Using Lathe machines, manual milling, laser cutting, and other fabrication techniques to produce high-quality components for the model antennas. • Surface Finishing and Assembly: Painting, polishing, and assembling the components with care to produce a professional, museum-quality finish. Attention is given to details like feed arms, mounts, and dish curvature to ensure authenticity. • Customization for Purpose: Depending on the intended use—whether for educational displays, gifting, or scientific exhibits—models may be mounted on custom bases with labels, logos, or descriptive plaques. • Packaging and Handling: Models are carefully packed and transported to their destinations to ensure they arrive in excellent condition for display or distribution. <p>These miniature antennas play an important role in promoting public interest in radio astronomy and in highlighting the contributions of Indian institutions like NCRA and NCRA-TIFR to the global scientific community.</p>

	Details of work to be covered
3	<p data-bbox="229 136 1310 208"><u>Chassis Marking, Machining, Drilling, and Tapping for RF and Analog Electronics Development</u></p> <p data-bbox="229 248 1449 427">One of the key support activities carried out by the NCRA workshop is the mechanical preparation of chassis and enclosures used in RF (Radio Frequency) and analog electronic systems. These mechanical tasks are performed in close coordination with the RF and analog electronics development teams to ensure that the mechanical infrastructure supports the specific requirements of each project.</p> <p data-bbox="229 470 876 504">The workshop undertakes the following activities:</p> <ul data-bbox="279 542 1449 981" style="list-style-type: none"> • Chassis Marking: Based on detailed drawings or custom requests provided by the electronics teams, the workshop staff accurately mark the chassis for component placement, connector cut-outs, ventilation slots, and mounting points. • Machining Operations: Precision machining is performed to create cut-outs for connectors, displays, switches, heat sinks, and other hardware. Milling or manual machining techniques are used depending on the complexity and quantity required. • Drilling and Tapping: Precise drilling and tapping of holes are carried out for mounting circuit boards, modules, and external interfaces. This ensures secure assembly and alignment of all electronic components. • Customization and Iteration: Often, the chassis designs are revised multiple times based on the evolving needs of development and testing. The workshop remains responsive and flexible to incorporate these changes efficiently. <p data-bbox="229 1021 1449 1162">These mechanical preparations are critical to the successful prototyping and deployment of RF and analog systems used in NCRA-TIFR and other research instruments. By providing timely and precise mechanical support, the workshop ensures that electronic development proceeds without delays and meets required quality and safety standards.</p>

	Details of work to be covered
4	<p><u>Prototype Feed Fabrication – Custom Feed Development for Front-End Systems and Academic Use</u></p> <p>The NCRA workshop plays a vital role in the fabrication of prototype antenna feeds, which are essential components in radio astronomy receiver systems. These feeds are developed in collaboration with the front-end electronics group, as well as for academic institutions and student projects. Each feed is typically a custom-designed structure tailored for specific frequency bands, applications, or experimental setups.</p> <p>The workshop is responsible for the end-to-end mechanical fabrication of these feeds, which includes the following key activities:</p> <ul style="list-style-type: none"> • Material Preparation: Raw materials (lightweight metals such as aluminium or copper) to be cut and prepared for fabrication. • Precision Machining and Forming: The workshop uses advanced machining tools to make Dipoles, feed horns, and structural components. Processes include milling, turning, bending and forming, welding with tight tolerances to meet RF performance criteria. • Assembly and Integration: Once individual components are fabricated, they are assembled with precision to ensure mechanical stability and alignment. This may involve joining techniques such as welding, riveting, or bolting, depending on the design. • Support for Educational Projects: In addition to research feeds, the workshop fabricates simpler feed models for use in student experiments, academic demonstrations, and training programs, helping to build technical skills in the next generation of scientists and engineers. <p>Through this activity, the NCRA workshop provides critical infrastructure for the rapid development and prototyping of advanced feed systems, contributing directly to both institutional research and academic outreach.</p>

	Details of work to be covered
5	<p data-bbox="231 136 1029 170"><u>15-Meter Antenna Maintenance (Mechanical and Electronics)</u></p> <p data-bbox="231 210 1453 353">The 15-meter class antennas used at NCRA-TIFR and related facilities require regular maintenance to ensure reliable performance and long-term operational stability. Maintenance activities are carried out jointly by the Mechanical and Electronics teams, with each department focusing on its respective areas of expertise.</p> <p data-bbox="231 394 715 427">Mechanical Maintenance Activities</p> <p data-bbox="231 468 1453 539">The Mechanical Section is primarily responsible for the preventive and breakdown maintenance of the physical antenna structures and support systems. This includes:</p> <ul data-bbox="279 580 1453 909" style="list-style-type: none"> • Routine inspection and lubrication of rotating parts such as azimuth and elevation gearboxes, bearings, and motors. • Checking the alignment and integrity of mechanical structures like the antenna mount, support arms, and counterweights. • Servicing the hydraulic and pneumatic systems (if applicable). • Repair and replacement of damaged or worn-out mechanical components. • Ensuring weather protection systems (such as radomes or covers) are intact and functional. • Addressing breakdown issues promptly to minimise antenna downtime. <p data-bbox="231 949 1453 1021">Preventive maintenance is scheduled periodically to detect early signs of wear and avoid unexpected failures, ensuring smooth operation during observation sessions.</p> <p data-bbox="231 1061 708 1095">Electronics Maintenance Activities</p> <p data-bbox="231 1135 1453 1312">The Electronics (Front-End) Department is responsible for the maintenance and servicing of all active RF components and signal processing units mounted on the 15-meter antenna. These components include Feed Systems, Front-End Boxes, and Common Boxes To carry out this work—particularly when components are mounted at elevated positions—the team requires safe and reliable access to hard-to-reach areas of the antenna structure.</p> <p data-bbox="231 1352 1453 1462">The NCRA Workshop supports these maintenance activities by providing and operating a high-lift platform. These platforms enable front-end personnel to safely reach elevated components for installation, inspection, repair, or replacement work.</p>

	Details of work to be covered
6	<p><u>High Lift Platform (HLP) Maintenance – NCRA Workshop Responsibilities</u></p> <p>The High Lift Platform (HLP) is a critical piece of equipment used extensively at NCRA for both electronic and mechanical maintenance of large antenna systems, including the 15-meter class antennas. It enables safe access to elevated components such as feed assemblies, front-end boxes, and structural elements that require inspection, servicing, or replacement.</p> <p>The NCRA Workshop is responsible for the regular maintenance and upkeep of the HLP to ensure its safe and reliable operation. Key workshop activities include:</p> <ul style="list-style-type: none"> • Routine Preventive Maintenance: Scheduled checks and servicing of mechanical, hydraulic, and electrical systems to prevent failures and ensure smooth operation. • Safety Inspections: Verifying the integrity of safety mechanisms such as guardrails, emergency stops, brakes, and control panels. • Repairs and Troubleshooting: Promptly addressing any issues or breakdowns, including hydraulic leaks, motor faults, or control system malfunctions. • Operational Readiness: Ensuring that the HLP is always in ready-to-use condition for urgent maintenance work by both the electronics and mechanical teams.
7	<p><u>Test Setup Development – NCRA Workshop</u></p> <p>The NCRA workshop plays a key role in developing custom test setups required for validating various mechanical and electronic components. These setups are typically designed and fabricated based on specific requests from project teams to support testing of encoders, feed structures, drive assemblies, and other precision systems. The workshop ensures that each setup is mechanically stable, accurately aligned, and tailored to meet the technical specifications necessary for reliable testing. By enabling thorough pre-deployment validation, these test setups help identify design or assembly issues early, thus improving overall system performance and reducing the risk of failure in the field.</p>
8	<p><u>Structural Fabrication and Maintenance –</u></p> <p>The NCRA workshop is actively involved in the fabrication and maintenance of various building structures and support infrastructure. This includes the construction and repair of parking sheds, routine building structure maintenance, and the fabrication of specialized components such as RF-shielded doors for electronics labs. Recent tasks include the fabrication of a new RF door for enhanced shielding, manufacturing of MPB (Multi-Purpose Building) enclosures, and the Inner Octagon work, shield door to make antenna RF proof. These works require precise metalworking, structural reinforcement, and customization to meet specific technical and environmental requirements essential for operational reliability.</p>

	Details of work to be covered
9	<p><u>RPL Antenna Maintenance & Upgradation</u></p> <p>The NCRA workshop supports RPL antenna systems through regular maintenance and mechanical upgrades. Activities include servicing structural components, replacing worn-out parts, and fabricating improved assemblies as needed. These efforts ensure the antennas remain operational, accurate, and aligned with evolving research and technical requirements.</p>
10	<p><u>Miscellaneous Works-</u></p> <p>In addition to technical fabrication, the NCRA workshop also handles a wide range of miscellaneous tasks requested by the Administration and Housekeeping departments to support daily functioning of the campus. These tasks often involve heavy rigging operations, fencing and enclosure work, fabrication of dustbins, vehicle-mounted dustbin structures, ladder fabrication, and other utility items. Though not directly related to scientific instrumentation, these activities are essential for maintaining a safe, clean, and efficient working environment. The workshop team completes these jobs with the same level of precision and commitment as technical tasks, contributing significantly to overall campus operations.</p> <p>and any other works assigned by the NCRA Authority which are not listed above</p>
	<p><u>SPECIAL INSTRUCTIONS</u></p> <p><u>Workplace Height:</u> Work may be done at the height of Antenna Structure (of more than 15 Mtr) / any other place as per instruction.</p> <p><u>Fitness of Workmen:</u> Activity mentioned above may involve working at a height of more than 15 Mtr. Workers should be Fit & capable of working at the height of the antenna structure. If necessary, GMRT will assess the same for their capability.</p> <p><u>Crane Support:</u> For heavy material handling Crane will be provided by GMRT/NCRA wherever necessary, based on availability.</p> <p><u>Safety Items:</u> All safety gears (excluding Safety Shoe & Uniform) like helmets, safety belts etc, as per job requirement will be provided by NCRA</p>
11	Operation and maintenance of these systems have to be carried out as required by the Group coordinator / authorised representative by following the established practices and procedures and as per the instructions.
12	Qualified technical assistance, as indicated in Table 1, should only be deployed for the job.
13	The contractor shall strictly follow the procedure and safety precautions suggested by the NCRA TIFR.
14	Contractor shall ensure that operation of the system is carried out within the limits and operating conditions specified in the operating manuals, safety reports and the instructions issued by the group coordinator periodically.
15	Day-to-day maintenance, running maintenance, assessment of operating equipment, performance and preventive maintenance of all systems and equipment have to be carried out as per the instructions of the group coordinator.
16	Monitoring different parameters and recording them in the log book/sheet provided by the NCRA-TIFR at regular intervals of time or as and when the group coordinator demands.
17	Physically present in the designated workplace throughout the duty time and closely observe the smooth operation of the system/machinery/structure etc. Events, incidents and a summary of operation and maintenance works carried out shall be informed to the Group coordinator/Authorised representative by the deployed workmen.

	Details of work to be covered
18	The contractor has to provide technical assistance as per Table 1. A few work spots have been identified by the Group coordinator in the mechanical group/workshop premises and any other facility in the designated workplace. Contractor must deploy personnel in the above-mentioned work spots as required by the Group coordinator.
19	If any of the shift personnel goes on leave or is unable to attend the duty, the contractor must make suitable arrangements for the replacement of the manpower.
20	Manpower requirement and qualification: Technical assistance requirement for the contract work and their qualification are mentioned in Table 1. Definition for 1 No. of operation = Carry out operation/maintenance activities for 8 hrs by the technical assistance to the Group coordinator is termed as 1 No. of operation. i.e. 8 Man hours = 1 Operation.
21	All documents, labels, tags, notices, instructions, etc. related to this work/plant and procedures will be in English only. The supervisor has to write in the log sheet in English. Hence, the supervisor should have sufficient knowledge of English writing.
22	Evaluation of the contract personnel will be done by the Group coordinator and his experts before deploying them for the work, which will be based on educational qualifications. Only those who qualify will have to be deployed for the contract work under the contract.

Table 1: Details of resources to be required with the contractor

Sr. No.	Resources required	Nature of work	Deployed technical assistance should have the following qualifications
1	Technical Assistance	Lathe, milling operator	ITI machinist / Semi-skilled
2	Technical Assistance	Fit up, fitting component, fabrication setup etc	ITI fitter / Semi-skilled
3	Technical Assistance	Welding activity	ITI welder / Semi-skilled
4	Non-Technical Assistance	Heavy rigger activity supporting heavy hand for site work, height work,	Unskilled

Terms and conditions for the contract personnel on duty, attendance

The duty timings for various shifts at NCRA are as follows:

- Monday to Friday: Working hours – 0930 hrs. to 1800 hrs. (including half-hour lunch break)
 - In general, no work on Sundays & National Holidays. However, due to emergency works related to GMRT/NCRA antenna works group coordinator may specifically call the necessary person for work on any day and or beyond working hrs. specified.
- a) The group coordinator will provide tentative details of work to be done at the beginning of each month to the contractor so that the contractor will arrange technical and non-technical assistance accordingly.

- b) The contractor must provide technical/non-technical assistance in such a way that no person performs duties for more than the allowed working hours and this to be practised strictly.
- c) Technical and non-technical assistance provided by the contractor has to be recorded each day in the MB book jointly by the group coordinator and the contractor to calculate the number of operations performed for the purpose of billing.
- d) The working schedule must clearly state the names of the persons coming for work and the number of working hours for each person.
- e) Duty-off / Shift off must be given to all the contract personnel as per the relevant labour laws.
- f) Contractor must maintain a written record of attendance for all persons under this contract and must keep it up-to-date.
- g) Attendance of the contract personnel will also be checked by the representatives of the NCRA administration at the respective work spot of the contract personnel.
- h) This will form a record for making measurements and based upon these measurements, payment will be made.
- i) They must carry out the work as per the instructions of the Engineer / Group Coordinator
- j) The contractor shall deploy only qualified persons as stated in the technical specification.
- k) Good quality leather safety shoes should be provided to all personnel by the contractor.
- l) The contractor must ensure that his personnel are wearing the safety shoes regularly during their duty time.
- m) The workmen shall be instructed to report to the respective group coordinator in his office, as per the working schedule, to receive day-to-day work instructions.
- n) The technical assistant must not leave the work spot without the permission of the competent authority.
- o) The technical assistant deployed for the work shall be polite, cordial, positive and efficient while working and their actions shall promote goodwill and enhance the image of the NCRA-TIFR.
- p) The contractor shall be responsible for any act of indiscipline on the part of persons deployed by him.
- q) All the deployed contract personnel will be given a time of 30 min for morning lunch. The workmen must adjust the break timings with the co-workers / NCRA-TIFR staff. The Engineer / Group Coordinator's decision on these issues will be the final.
- r) In case of any damage made to any of the equipment/system due to the improper operation by the contractor's personnel, the same shall be either repaired or replaced, as decided by the Group Coordinator, at the contractor's cost.
- s) The contractor shall beforehand select a sufficient number of persons for the work. The Group Coordinator, along with other experts, will meet the individuals in the presence of the contractor and will select them. In case during the contract period, any of the contract personnel leaves the job due to personal reasons, the contractor must immediately substitute with a proper person.
- t) The deployed technical assistance shall be hard-working, healthy, competent and well-knowledgeable in the area of work.
- u) The deployed supervisor should be able to read and speak/understand English to some extent. Apart from these requirements, the semi-skilled personnel must have English writing ability.
- v) Department shall not be liable for any loss, damage, theft, or burglary of any personal belongings, equipment's etc. of the contractor or of his personnel.
- w) The contractor shall strictly follow all provisions of the Contract Labour (Regulations & Abolitions) Act.

SCHEDULE OF QUANTITIES AND RATES

1. **GENERAL:** The schedule of quantities is to be read for the purpose of pricing in conjunction with Important and Essential information to tenderers, General Rules and Directions for the guidance of the tenderers, Special instructions to the tenderers, Conditions of Contract, Scope of work and Technical Specifications and all the relevant annexures.
 2. Quantities indicated in the Schedule of Quantities and Rates (SOQR) in BOQ are approximate and are subject to variation to suit additions/deletions in the scope of work and are subject to the overall variation in the tender contract value.
 3. Month of completion of works, like No. of Operations etc. and the month of claim (Running Bill) shall be the same. In case of any dispute in this regard, the Centre's decision is final and binding on the contractor.
 4. **PRICES:** The rate quoted by the bidders in the price schedule shall be firm for the entire duration of the contract (including extension, if any). The rate shall also include all elements of labour, supervision, Insurance, Transport, Safety, Labour cess, GST and profits together with all general risks, liabilities and obligations set forth or implied in the documents on which the tender is to be based. The quoted rate shall be inclusive of GST and shall be payable by the contractor and NCRA-TIFR will not entertain any claim whatsoever in this respect. Payment will be made on the basis of quantities actually measured, for the completed items of work, in accordance with the specification
-

APPLICATION FORM

[On the letterhead of the applicant, including full postal address, email address and telephone no.]

Bid Ref. No.: _____

Date: _____

To,
The Centre Director
National Centre for Radio Astrophysics (NCRA)
Tata Institute of Fundamental Research (TIFR)
Savitribai Phule Pune University Campus
Ganeshkhind, Pune – 411007, Maharashtra, INDIA

Sir,

Being duly authorized to represent and act on behalf of (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification criteria provided, the undersigned hereby applies to be pre-qualified by yourselves as a tenderer for award of work(s) for **providing technical assistance for day-to-day Operation & Maintenance of the various systems/structures under the Mechanical group at NCRA-TIFR, Pune, Maharashtra**

1. Attached to this letter are copies or original documents defining:

- A. the applicant’s legal status
- B. the principal place of business
- C. the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
- D. All Annexure.

2. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

3. Your agency and its authorized representatives may contact the following persons for further information on general, personnel, technical and financial enquiries.

Contact 1: Name, email and Phone no.

Contact 2: Name, email and phone no.

Stamp and Signature of the Bidder

4. This application is made with the full understanding that:
- A. Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding.
 - B. Your agency reserves the right to:
 - amend the scope and value of the contract/bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and
 - C. Your agency shall not be liable for any such actions and shall be under no obligation to inform the applicant.

The undersigned declares that statements made and the information provided in the duly completed application are true and correct in every detail.

Authorized Signatory (signature in full):

Name:

Designation:

Seal of the Firm/Company:

Stamp and Signature of the Bidder

BIDDER'S DETAILS
(To be printed on letterhead)

1	Name of the Firm/ Company		
2	Address of the Firm/ Communication Address:		
3	Name and Designation of Authorised Signatory		
4	Mobile No.:		
5	Telephone No.:		
6	E-Mail ID:		
7	Website:		
8	GST Registration Number:		
9	PAN Number:		
10	Firm's Bank Account details	Bank Account No.:	
		Name of the Bank:	
		IFSC Code No:	
		Name of Branch:	
11	Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry		
a)	Name of Person:		
b)	Designation:		

Stamp and Signature of the Bidder

c)	Mobile No:	
d)	E-Mail ID:	

Authorized Signatory (signature in full):

Name:

Designation:

Seal of the Firm/ Company:

SOLVENCY CERTIFICATE

Bankers' Certificate from A Nationalized / Scheduled Bank

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

Signatory (signature in full):

Name:

Designation of Official:

Seal of the Bank:

NOTE:

- 1. Bankers' certificates should be on the letterhead of the Bank, sealed in a cover addressed to the tendering authority.
- 2. In the case of a partnership firm, the certificate should include the names of all partners as recorded with the Bank.

CERTIFICATE OF COMPLIANCE

[On the letterhead of the applicant, including full postal address, email address and telephone no.]

Bid Ref. No.: _____

Date: _____

To,
The Centre Director
National Centre for Radio Astrophysics (NCRA)
Tata Institute of Fundamental Research (TIFR)
Savitribai Phule Pune University Campus
Ganeshkhind, Pune – 411007, Maharashtra, INDIA

Sub.: Restrictions on procurement from Bidders from a country or countries or a class of countries under Rule 144(xi) of the General Financial Rules 2017.

Sir,

“We have read the clause regarding restrictions on procurement from a Bidder of a country which shares a land border with India; and solemnly certify that we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). We hereby certify that we fulfil all requirements in this regard and are eligible to be considered.”

Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and also undertake to advise of any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be a violation of the Code of Integrity and would attract penalties as mentioned in this tender document, including debarment.

Authorized Signatory (signature in full):

Name:

Designation:

Seal of the Firm/Company:

Stamp and Signature of the Bidder

Chartered Accountant's Certificate
(ON CA's Letter Head)

Financial Capabilities

Financial Year	Turnover	Net Worth
2020-21		
2021-22		
2022-23		
2023-24		
2024-25		

Signature of Chartered Accountant

Name:

Designation:

Date:

Place:

Seal of the Firm:

Stamp and Signature of the Bidder

EXPERIENCE OF COMPLETION OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

(During the last seven years i.e. prior to 31.12.2025)

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in Lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Name and address / telephone number of officer to Whom reference may be made	Remarks

NOTE: Please attach supporting documents (completion certificates along with order copies) for the above information.

 Authorized Signatory (signature in full):

Name:

Designation:

Seal of the Firm/Company:

Stamp and Signature of the Bidder

LITIGATION DETAILS
(COURT CASES / ARBITRATION)

Year	Name of the work	Name of the Client, with Address	Title of the court Case / Arbitration	Details of the Court/ Arbitrator	Status Pending / Decided	Disputed Amount (Current Value, the equivalent) in case of Court Cases / arbitration	Actual Awarded Amount (Rs) in decided Court Cases / arbitration

Authorized Signatory (signature in full):

Name:

Designation:

Seal of the Firm/Company:

Stamp and Signature of the Bidder

TECHNICAL MANPOWER DETAILS

Sl. No.	Name of Staff	Qualification	Designation	Years of Experience / Specialisation	Remarks

Authorized Signatory (signature in full):

Name:

Designation:

Seal of the Firm/Company:

Stamp and Signature of the Bidder

UNDERTAKING

(On the letterhead of the applicant, including full postal address, email address and telephone no.)

Bid Ref. No.: _____

Date: _____

1. We have studied the complete tender document, including corrigenda, if any and accept all the terms and conditions.
2. It is certified that our firm / agency / company has never been blacklisted / debarred 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. The eligible similar Work(s) have not been executed through another contractor (or by third parties) on back to back by basis.

Authorized Signatory (signature in full):

Name:

Designation:

Seal of the Firm/Company:

Stamp and Signature of the Bidder

FORM OF AGREEMENT

(To be executed at the time of awarding the contract)

This Agreement made on the _____ day of _____ 2025, between National Centre for Radio Astrophysics-Tata Institute of Fundamental Research (NCRA-TIFR), Pune for the entering into work(s) for **Providing technical assistance for day to day Operation & Maintenance of the various systems/structures under the Mechanical group at NCRA-TIFR, Pune, Maharashtra** (hereinafter called "The Centre") who enters into this Agreement of the one party and M/s. (hereinafter called "The Supplier") of the other party.

Whereas the Employer is desirous that certain works should be executed by the Contractor viz. _____ ("the Works") and has accepted a Bid by the Contractor for the execution and completion of the works and the remedying of any defects therein.

Now this Agreement is witnessed as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
 - A. The Letter of Award
 - B. The said Bid
 - C. The General Conditions of Contract
 - D. Prequalification document
 - E. Instructions to Tenderers and Specific Conditions of Contract
 - F. The Specification
 - G. The Drawings
 - H. The Financial Bid
 - I. Any other relevant documents referred to in this Agreement or in the aforementioned documents

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity with all respects with the provisions of this work.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or only such other sums as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof, the parties hereto have caused this Agreement to be executed on the day and year first before written.

Signed, Sealed, and Delivered by the Said

Binding Signature for and
on behalf of NCRA-TIFR, Pune.

In the presence of:

Witness (1):

Witness (2):

Binding Signature of Contractor

Stamp and Signature of the Bidder

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(To be executed by the successful bidder on a stamp paper of Rs. 500
from any Nationalised Bank or Scheduled Bank)

In consideration of the NATIONAL CENTER FOR RADIO ASTROPHYSICS - TATA INSTITUTE OF FUNDAMENTAL RESEARCH (hereinafter called "NCRA-TIFR") having agreed under the terms and conditions of Work Order No. _____ dated _____ made between NCRA-TIFR and M/s. _____ (hereinafter called "the said Contractor(s)") for the work (hereinafter called "the said Work Order") having agreed to production of an irrevocable bank Guarantee for Rs. _____ (Rupees _____) Only

only), as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said Work Order, we _____ (Indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the NCRA-TIFR an amount not exceeding Rs. _____ (Rs. _____ only) on demand by the NCRA-TIFR.

2. We (indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the NCRA-TIFR stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). 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 NCRA-TIFR 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 made by us under this bond shall be a 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 Work Order and that it shall continue to be enforceable till all the dues of the NCRA-TIFR under or by virtue of the Work order have been fully paid and its claims satisfied or discharged or Purchase Officer on behalf of the NCRA-TIFR certifies that the terms and conditions of the said Work Order have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We (indicate the name of Bank) further agree with the NCRA-TIFR that the NCRA-TIFR 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 Work Order or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any

Stamp and Signature of the Bidder

of the powers exercisable by the NCRA-TIFR against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Work Order 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 NCRA-TIFR or any indulgence by the NCRA-TIFR to the said Contractor(s) 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 the Contractor(s).

7. We, _____ (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the NCRA-TIFR in writing.

8. This guarantee shall be valid up to _____ unless extended on demand by NCRA-TIFR. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liability under this guarantee shall stand discharged.

Signed and sealed,

Dated the day of for

(indicate the name of Bank)

* * (Note: The Letter of Intent shall form part of the Agreement)

FORMAT OF INDEMNITY BOND

(To be executed by the successful bidder on **Rs. 500/-** Non-Judicial Stamp Paper duly notarized)

Work Order No. _____

dated _____

In consideration of the 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:

- 1) Any expenses arising from any injury or accident or death of workers hired for this work or damage to the property of any third party.
- 2) Any claim made under any Act of Government or otherwise in respect of injury or damage as aforesaid.
- 3) Any award of compensation or damages upon any claim as above.
- 4) 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.
- 5) 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).
- 6) Any costs, charges or expenses arising out of any claim or proceeding and in respect of any award of compensation or damages arising therefrom.

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

For and on behalf of M/s. _____

Date:

S E A L

Accepted By

for and on behalf of NCRA-TIFR, Pune

Stamp and Signature of the Bidder

CERTIFICATE OF VISIT TO THE SITE

Bid Ref. No.: _____

Date: _____

To,
 The Centre Director
 National Centre for Radio Astrophysics (NCRA)
 Tata Institute of Fundamental Research (TIFR)
 Savitribai Phule Pune University Campus
 Ganeshkhind, Pune – 411007, Maharashtra, INDIA

Dear Sir,

With reference to your tender mentioned above, we have visited and have understood the scope of work and conditions of the site:

National Centre for Radio Astrophysics (NCRA)
Tata Institute of Fundamental Research (TIFR)
Savitribai Phule Pune University Campus
Pune 411 007, Maharashtra, INDIA

where the tendered work is to be carried out.

Name & Signature of Bidder :
 Designation :
 Company Seal & Phone No. :
 Date :

Name & Signature of AO-D, NCRA/Its Representative

Date :

Stamp and Signature of the Bidder

Tender Inviting Authority: < National Centre for Radio Astrophysics (NCRA), Tata Institute of Fundamental Research (TIFR), Savitribai Phule Pune University Campus, Pune 411 007, Maharashtra, INDIA >

Name of Work: < Providing technical assistance for day-to-day Operation & Maintenance of the various systems/structures under the Mechanical group at NCRA-TIFR Pune, Maharashtra >

Contract No: < NCRA:WF108:CPPP:2025 >

Name of the Bidder/ Bidding Firm / Company :								
PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) NOTE : (A) The total number of the operation may be +/- 10% as per the actual requirement. (B) Definition for 1 No. of operation = Carry out operation/maintenance activities for 8 hrs with the technical assistance as per the instructions of the Group coordinator is termed as 1 No. of operation								
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST 18% Amount in INR Rs. P	TOTAL AMOUNT Without Taxes Rs. P	TOTAL AMOUNT With Taxes Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9
1.01	Number of operations carried out by technical assistance as per Table-1 and details mentioned in the scope of work in the tender document	1220	Nos		0.00	0.00	0.00	INR Zero Only
1.02	Number of operations carried out by Non-technical assistance as per Table-1 and details mentioned in the scope of work in the tender document.	976	Nos		0.00	0.00	0.00	INR Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only						