



National Centre for Radio Astrophysics **TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

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WEB TENDER NO. : NCRA:WF002:LTD:2019/WT-001 dtd. 16.04.2019

1. **NCRA-TIFR**, Pune, India invites sealed bids in two part, Part– I: Techno-commercial Bid & Part – II: Price Bid for the following:

Description	Earnest Money Deposit (EMD)
<p>(a)Comprehensive Annual Maintenance Contract for 2TR, 3TR and 4TR Voltas make Split Air-conditioning units installed in GMRT Central square and Y array antennas at and around GMRT, Khodad, Tal. Junnar, Dist. Pune 410504 – 64 Nos.</p> <p>(b)Rate contract for repair charges for AC's at different locations at various Labs at GMRT, GMRT Central Square and GMRT Y array which will not be covered under Comprehensive AMC as per our schedules (not included in the estimated cost).</p> <p>Estimated Cost : ~ Rs. 17.70 Lakhs / Year (inclusive of GST)</p>	<p>Rs. 36,000/- Full amount in the Form of Demand Draft. OR (Rupees 18,000/- in the form of Demand Draft drawn in favour of “TIFR” payable at Pune or Fixed Deposit Receipt (FDR) in the name of “TIFR” and balance can be in the form of Bank Guarantee from a Scheduled Bank or Nationalized Bank valid for a minimum period of Six months).</p> <p>Tender Fee : Rs. 500/- (Rupees Five Hundred by way of Demand Draft in favour of “TIFR” payable at Pune).</p>
EMD and Tender Fee must be submitted with Technical Bid.	

Downloading of Tender documents.	From : 16.04.2019, 09.30 hrs. To : 30.04.2019, upto 18.00 hrs.
Submission of Bid	From : 07.05.2019, 09.30 hrs. To :14.05.2019, upto 18.00 hrs.
Opening of Techno Commercial Bid (Part I).	On : 15.05.2019 at 15.00 hrs.

2. Eligibility Criteria :

Bidder must meet the eligibility criteria specified below and must submit documents in support of the same.

- a. Bidder must visit the **GMRT, Khodad to know the exact scope of work and to understand site conditions etc.** and he must be fully confident of carrying out the work tendered. Bidder must submit certificate of visit as per **Annexure L** with their technical bid.

- b. Bid must be valid for a minimum period of **120 (One Hundred and Twenty days)** from the due date for submission of bid.
- c. Bidders must have executed during last **seven years** i.e. from 01.04.2012 to 31.03.2019 from :
 - i. Three orders for CAMC split AC systems costing 40% of estimated cost.
 - ii. Two orders for CAMC split AC systems costing 60% of estimated cost.
 - iii. One order for CAMC split AC systems costing 80% of estimated cost.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at the simple rate of **7% per annum**; calculated from the date of completion to due date for submission of bid

Bidders should submit the list of works carried out by them, giving details of the clients for whom CAMC is executed, the value of work order etc. They should submit us, along-with their bids, the copy of work orders, performance certificates obtained from the Government / Semi Government agencies / Autonomous Agencies / Institute / reputed pvt. Agencies etc. for whom the CAMC of similar type of AC units is executed.

- d. Bidders must enclose Chartered Accountant's certificate showing their profit & loss for the past 5 years prior to 31.03.2019 i.e. for 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 and should have made profit at least for three years out of these 5 years.

IT returns and balance sheet will not be considered.

- e. Bidder must submit Copy of solvency certificate (**not prior to 01.04.2018**) for at least **Rs. 7.08 lakhs**.
- f. Bidders should submit along-with their bid the details of their local office & list of their technical Staff.
- g. Bidders must have valid **GST registration Number**.
- h. Bidder must also submit an undertaking that the work have been carried out by themselves and have not been executed on back to back through other agencies.
- i. Successful bidder must be able to submit :-
 - (i) Performance Guarantee of 5% of Work Order value including taxes.
 - (ii) Workmen Compensation Insurance Policy for the manpower to be deployed at our site.
 - (iii) Indemnity Bond.

3. General Information about Bidding.

- a. Bids from bidders who have not accepted our order awarded to them or who have withdrawn from the tender process OR whose EMD/Security deposit has been forfeited by us in the past one year, are not eligible to bid.

- b. Bidding document can be downloaded from our website <http://www.ncra.tifr.res.in/ncra/ncra1/public-tenders-1> **and also on** <http://eprocure.gov.in/epublish/app> by any interested bidder meeting the above eligibility criteria.
- c. Bidders after downloading the tender document are requested to please send an email to purchase@ncra.tifr.res.in giving their Full address, contact details.
- d. The bids Part I – Techno-commercial Bid together with all documents sought in eligibility & Part II – Price Bid in separate sealed envelopes duly superscribed with tender no. & due date must reach Purchase Officer, NCRA-TIFR, Pune University Campus, Ganeshkhind, Pune-411007, India. Technical bid will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time alongwith authority letter from their company. In the event of the date specified for bid receipt and opening being declared as a closed holiday for NCRA's office, the due date for submission of bids and opening of bids will be the following working day at the same time.
- e. **RIGHT TO REJECT ANY OR ALL BIDS:** NCRA reserves the right to accept or reject any or all bids without assigning any reasons there for. NCRA also reserves right to reject bids during technical evaluation, based on past performance, experience or any other criteria.
- f. Technical Bids must be accompanied by **Demand Draft / Fixed Deposit Receipt (FDR) towards Earnest** Money Deposit and Demand Draft towards the Tender Fee specified above without fail.
- g. Price bids will be opened at a later date which will be intimated to only techno-commercially qualified bidders.
- h. NCRA is not responsible for delay or loss of bids in transit.
- i. **Bidders are also requested to visit our website** <http://www.ncra.tifr.res.in/ncra/ncra1/public-tenders-1> **regularly for addendum /updates if any pertaining to this tender.**
- j. **Both Technical Bid (Part I) and Financial Bid (Part II)** to be submitted duly signed and stamped on each page within the due date and time in separate envelopes and marked on top as Part I and Part II superscribed with the Tender No., due Date in Bold Letters.

Please see attached sheet for conditions of tender.

PURCHASE OFFICER

CHECK LIST TO BE ENCLOSED WITH TECHNO COMMERCIAL BID

(Part-I of Tender)

Page 1 of 2

Sr. No.	Particulars	Provide Details	Enclosed
1	Whether EMD enclosed.	D.D.No. Dtd..... Rs. FDR No. ... Dtd..... Rs.	Yes / No
2	Demand Draft towards Tender Fee enclosed	D.D.No. Dtd.....	Yes / No
3	Bidders Partnership registration / Company incorporation Copy enclosed of OEM.		Yes / No
4	Incorporation / Registration copy submitted		
5	Company Profile as per Annexure A enclosed		Yes / No
6	Eligibility Criteria Statement duly filled in by bidder Annexure-B		Yes / No
7	Details of orders completed in the past 7 years together with copies of orders submitted as per Annexure C submitted		Yes / No
8	Whether Schedule of deviation from General & Special Conditions is submitted duly signed and Stamped as per Annexure – D enclosed		Yes / No
9	Bid Form as per Annexure G enclosed		Yes / No
10	Undertaking for Amalgamation/Acquisition - Annexure-H enclosed.		Yes / No

Date :

Signature of Bidder :

Name & Designation :

Place :

Company Name & Address :

Company Seal & Phone No. :

CHECK LIST TO BE ENCLOSED WITH TECHNO COMMERCIAL BID

(Part-I of Tender)

Page 2 of 2

Sr. No.	Particulars	Provide Details	Enclosed
11	CA Certificate indicating Turnover and Profit or Loss for 5 years prior to 01.03.2019 enclosed as per Annexure I		Yes / No
12	Format of Solvency Certificate enclosed as per Annexure J		
13	Format for furnishing Bank Details for refund of EMD/ making payment – Annexure-K		Yes / No
14	Format of Certificate of Site Visit – Annexure-L		Yes / No
15	Copy of power of attorney to sign the bid enclosed (Applicable for LLP / partnership company / PVT LTD / LTD Company)		Yes / No
16	Undertaking that order have not been executed on back to back basis submitted.		Yes / No
17	Document seeking any exemption / relaxation as per Govt. of India rules submitted		Yes / No
18	Unpriced bid as per Chapter 7 enclosed.		Yes / No

19	Price bid – Part II – Chapter 8 (Schedule of work with Qty. & rate of tender document) to be submitted in separate sealed envelope.	Yes / No
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Date :	Signature of Bidder :
	Name & Designation :
Place :	Company Name & Address :
	Company Seal & Phone No. :

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A – Introduction

1.1 Eligible Bidders

Bidders who fulfill the pre-qualification/eligibility criteria as specified in our tender notice are only required to submit their bids and will only be considered for technical evaluation.

Issue/downloading of tender document does not mean that a bidder is qualified to submit the bid. Purchaser's decision in this regard will be final.

1.2 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and "Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

1.3 Contract Rate / price

Rate / Prices quoted by the bidder for the services to be performed under this shall be firm.

B - The Bidding Documents

1.4 Content of Bidding Documents

The goods required, bidding procedure and contract terms are prescribed in the Bidding documents which should be read in conjunction.

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of their bid.

1.5 Clarification of bidding documents

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

1.6 Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by fax, or by e mail which will be binding on them and the same may also be posted on our website.

In order to allow prospective bidders reasonable time to take the amendment into account, in preparing their bids, purchaser, at its discretion, may extend the deadline for the submission of bids.

C - Preparation of Bids

1.7 Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and purchaser, shall be written in **English language only**.

1.8 Bid form and price schedule

The bidder shall complete the Bid Form and the price schedules furnished in the bidding documents.

Discount / Prices as applicable to Non Commercial/ Government Educational and Research Institutes should be quoted as purchaser is a Deemed University and also Public Funded Research Institute. Prices for software should be for academic version,

1.9 Bid Prices

The price quoted must be **in rupees only**.

Price quoted should be for delivery of services in and around GMRT Khodad. Tal. Junnar, Dist. Pune 410504.

Rate quoted strictly as per the prescribed Price Bid Format.

“If a bidder quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered”.

1.10 Conditional Discount

In case the bidder offer any conditional discount with regard to acceptance of their bid within a specific period or specific payment terms, delivery, quantity etc. the purchaser will not take in to such conditional discount while evaluating their bid.

1.11 Bid Currency

Prices shall have to be quoted in Indian Rupees only.

1.12 *Documents Establishing Bidder's Eligibility and qualifications*

The bidder shall furnish, as part of their bid, documents establishing the bidder's eligibility to bid and their qualification to perform the contract if their bid is accepted.

The documentary evidence of the bidders' qualification to perform the contract if the bid is accepted and shall establish to purchaser's satisfaction that, the bidder meets the qualification criteria listed in bidding documents, if any.

1.13 *Documents Establishing Goods' Eligibility and Conformity to Bidding Documents*

To establish the goods' eligibility, the documentary evidence of the goods and services eligibility shall consist of a statement on the goods and services offered.

(a) An item-by-item commentary on our Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

For purposes of the commentary to be furnished pursuant to above, the Bidder shall note that standards for workmanship, material and equipment, designated by purchaser in its Technical Specifications are intended to be descriptive only and not restrictive.

1.14 *Period of Validity of Bids*

Bids will have to remain **valid for a minimum of 120 days** from the date of techno commercial bid opening. A bid valid for a shorter period shall be rejected by purchaser as non-responsive.

In exceptional circumstances, purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (by fax or e-mail). The EMD provided shall also be suitably extended.

A Bidder may refuse the request without forfeiting their EMD. A Bidder accepting the request will not be required nor permitted to modify their bid.

Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

1.15 Format and Signing of Bid

The bids are to be submitted in two parts as specified in the Tender Notice.

The Bidder shall submit the bids in two parts. First part (Part – I) shall contain Techno commercial bid comprising all documents listed in the Check List and Taxes payable.

The second part (Part – II) shall contain only the price-bid comprising rate schedules.

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

Any inter lineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

1.16 Status of Individual signing the offer

Individuals signing the bid form and other connected documents must specify the capacity in which they sign like :

- (a) Whether signing as a Sole proprietor of the firm.
- (b) Whether signing as a partner of the firm.
- (c) Whether signing for the firm as Agent.
- (d) Whether signing as a director of a private/limited company. Power of attorney to sign the bid to be submitted in case of b, c & d.

1.17 Abnormally high rate or abnormally low rate

If the bid is seriously unbalanced in relation to the estimated cost, such bidder will have to submit with their price bid detailed price analysis for any or all items. If the Bill of Quantity / Schedule of work to demonstrate how the price quoted have been arrived at.

D - Submission and sealing of Bids

1.18 Submission, Sealing and Marking of Bids

Bidders are advised to inspect and examine if required before submitting their bid the following which may influence or affect their bid.

- (a) Nature of Site.
- (b) Access to Site.
- (c) Space and facilities required.
- (d) Loading, unloading and facilities for shifting of items.
- (e) All other necessary information, risks, contingencies and other circumstances.

Submission of bid by a bidder implies that he has studied the tender documents and has made himself aware of the scope and specifications with all its conditions and other factors.

The bidders may submit their duly sealed bids by post/courier. Purchaser will not be responsible for any misplacement/delay/ loss of tender documents & bids in transit. Bidder can also drop the bid in person in the public tender box kept at the reception counter of purchaser after entering the requisite details in the Public Tender Register kept with the Security Supervisor.

Bids are to be submitted in two parts in separate sealed envelopes specifying tender no. Part-I – Techno-Commercial Bid & Part-II – Price Bid. Both the envelopes must be sent in another sealed cover duly superscribing our tender no., due date and name of the Bidder so as to reach us on or before the due date & time and to be submitted to the address given below :

**Purchase Officer,
National Centre for Radio Astrophysics,
Tata Institute of Fundamental Research,
Post Box No. 3, Ganeshkhind,
Pune - 411 007. Maharashtra, India.**

Envelope No. 1: Shall contain “Techno-commercial Bid” (with all the documents listed in Check List) alongwith DD towards Earnest Money Deposit (EMD).

Envelope No. 2: Shall contain only “Price Bid” containing price schedule with prices.

The techno commercial offer **should NOT contain any price information.** It must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form. Please indicate page nos. on your bids, eg. If the bids are containing 25 Pages, please indicate page nos. as 1/25, 2/25, 3/25 -----25/25.

Bids, which are submitted without following sealed two bid system, will be summarily rejected.

The techno commercial bid should contain all commercial terms (except prices) with reference to the bid including drawings.

The techno commercial bid should be complete to indicate that all products and services asked for are quoted. Each page of the bid and cutting/corrections shall be duly signed and stamped by the bidder. **Unsigned bid will be rejected.** Failure to comply with this requirement may result in rejection of the bid.

If the envelope is not sealed and marked as required above, purchaser will assume no responsibility for the bid's misplacement or premature opening and in such cases bids will get rejected.

1.19 *Requirement of Tender Submission*

Bidder must have to bid for all items in the price bid failing which their bids will not be considered. Details of options and accessories for which rates are quoted to be specified in the technical bid.

The techno-commercial bid should have sufficient details to show point wise compliance to the specifications and shall include a full set of descriptive technical literature of the equipment and system proposed.

For site inspection if required before submission of tender, the bidder may contact

Shri A.A. Diwane / B.S. Patil / Shri R.V. Swami
Giant Metrewave Radio Astrophysics (GMRT),
National Centre for Radio Astrophysics (NCRA),
At. Post. Khodad, Tal. Junnar,
Dist. Pune 410504
Phone No. 02132-258400 / 300
Email . arvind@gmrt.ncra.tifr.res.in, balaso@gmrt.ncra.tifr.res.in,
swami@gmrt.ncra.tifr.res.in

1.20 *Deadline for Submission of Bids*

Bids must reach Purchase officer, NCRA-TIFR, Pune at the address specified in Tender Notice not later than the time and date specified herein. In the event of the specified date for the submission of Bids being declared a holiday for purchaser, the Bids will be received upto the appointed time on the next working day.

Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to amendment of bidding Documents in which case all rights and obligations of purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.21 *Late Bids*

Any bid received by purchaser after the deadline for submission of bids prescribed will be rejected.

Such tenders shall be marked as late and not considered for further evaluation. They shall not be opened at all and will be returned to the bidders in their original envelope without opening.

1.22 **ACCEPTANCE OF BID** : Institute shall be under no obligation to accept the lowest or any other bid received in response to this tender and shall be entitled to reject any or all bids without assigning any reason whatsoever.

1.23 **PLACING OF ORDER** : Institute reserves the right to place the order for part/full/reduced quantity / reduced period than what is specified in the tender.

E - Opening and Evaluation of Bids

1.24 Opening of Bids

Purchaser will open techno commercial bids one at a time in the presence of Bidder's authorized representatives who choose to attend, as per the schedule given in Tender Notice. The Bidders' representatives who are present shall sign the bids opening sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for purchaser, the Bids shall be opened at the appointed time and location on the next working day. The Price bids shall be opened only after technical evaluation & the date for the same will be intimated to technically qualified bidders at a later date.

The bidders names and the presence or absence of requisite EMD and such other details as purchaser, at its discretion, may consider appropriate, will be announced during the opening.

a) Bids that are received late shall not be considered further for evaluation, irrespective of the circumstances.

b) Bidders interested in participating for bid opening, should depute their representatives along with an authority letter to be submitted to purchaser at the time of bid opening.

c) Only one representative of each bidder will be permitted during opening of bids.

1.25 Clarification of Bids

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

1.26 Preliminary Examination

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

Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.

(a) Bid Form and Price Schedule;

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

- (i) The Bid is unsigned.
- (ii) The Bidder is not eligible.
- (iii) The Bid validity is shorter than the required period.
- (iv) The Bidder has quoted for goods manufactured by a different firm other than what has been specified in the tender document.
- (v) Bidder has not agreed to give the required Performance Guarantee.
- (vi) The goods quoted are sub-standard, not meeting the required specification etc.
- (vii) Against the schedule of Requirement (incorporated in the bid), the bidder has not quoted for the entire requirement as specified in that schedule.
- (viii) The bidder has not agreed to some essential condition(s) incorporated in the bid.

1.27 Responsiveness of Bids

Prior to the detailed evaluation, purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:

- (a) Affects in any substantial way the scope, quality, or performance of the Services specified in the Contract; or
- (b) Limits in any substantial way, inconsistent with the bidding documents, purchaser's rights or the bidder's obligations under the Contract; or
- (c) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

Purchaser's determination of a bid's responsiveness will be based on the contents of the bid itself.

If a bid is not substantially responsive, it will be rejected by purchaser and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation or omission.

1.28 Non-Conformity, Error and Omission

Provided that a bid is substantially responsive, purchaser may waive any nonconformity or omissions in the bid that do not constitute a material deviation.

Provided that a bid is substantially responsive, purchaser may request the bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformity or omissions in the bid related to

documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of their bid.

Provided that the bid is substantially responsive, purchaser shall correct arithmetical errors on the following basis:

- (a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected;
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

Provided that a bid is substantially responsive, purchaser may request that a bidder may confirm the correctness of arithmetic errors as done by purchaser within a target date. In case, no reply is received then the bid submitted shall be ignored and its **Earnest Money** will be forfeited.

If the price for an item with same part no. is quoted differently at different place, lower rate will be taken as the price of the item.

In the event no rate has been quoted in words or figures for any item/items it will be presumed that the contractor/supplier has included the cost of this/these item/items in other item and rate for such item/items will be considered as zero & supply/work will be required to be executed accordingly.

In case of any tender where unit rate of any item/items quoted is unrealistic, such a tender is liable to be disqualified & rejected.

1.29 Examination of Terms & Conditions, Technical Evaluation

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

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

1.30 *Evaluation and comparison of bids*

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

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

The price bids shall be evaluated on the basis of final landing cost which will be calculated as per Institute procedure to bring quotes on equal footing including charges towards installation, commissioning and testing at destination.

1.31 *Contacting Purchaser*

Any effort by a Bidder to influence purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of their bid.

1.32 *Post qualification*

In the absence of pre-qualification, purchaser will determine to its satisfaction whether the bidder/bidder who is/are selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the bid document.

The determination will take into account the eligibility criteria listed in the bidding documents and will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, as well as such other information as purchaser deems necessary and appropriate.

An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid.

F- Award of Contract

1.33 Negotiations

There shall not be any negotiation normally. Negotiations shall be held with the lowest evaluated responsive bidder if required. Counter offers tantamount to negotiations and shall be treated at par with negotiations in the case of one time purchases.

1.34 Award Criteria

Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid.

1.35 **AWARD OF CONTRACT :**

If the rates quoted by more than one bidder are same and lowest, NCRA reserves the right to decide the criteria and proceeding further for awarding the contract. Decision of NCRA-TIFR, Pune shall be final in this regard.

1.36 Purchaser's right to divide/vary the Quantities at the time of Award

Purchaser reserves the right at the time of Contract award to decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. Further, the purchaser may also divide the quantity and place orders on two or more suppliers. Purchaser also reserves the right to place or not to place order for Spares/accessories.

1.37 Purchaser's right to accept Any Bid and to reject any or all Bids

The Centre Director, NCRA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.

1.38 Notification of Award

Prior to the expiration of the period of bid validity, purchaser may notify the successful bidder in writing by registered letter or fax or e mail that the bid has been accepted and a separate work order shall follow.

Until a formal order is prepared and sent, the notification of award should constitute a binding contract.

Upon placing order on successful Bidder's, purchaser will release the **Earnest Money** to all unsuccessful bidders.

1.39 Order Acceptance

The successful bidder should submit Order acceptance and Performance Guarantee **within 21 days** from the date of receipt of the work order, failing which it shall be presumed that the bidder is not interested and 50% their **Earnest Money** will be forfeited.

The bidder on whom order will be placed, shall deposit an amount equal to **5% (five percent)** of the value of the work including taxes as Performance Guarantee within 21 days of award of work, valid till completion of work plus Two months for proper fulfillment of the Contract. **This period can be further extended at the written request of the contractor for a maximum period ranging from 1 to 15 days with late fee @ 0.1% per day, of performance guarantee amount.**

CHAPTER 2

GENERAL CONDITIONS OF CONTRACT (GCC)

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3	Scope of services
4	Contract rates
5	Application
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9	Force Majeure
10	Termination for Insolvency
11	Termination for Convenience
12	Discrepancies and Order of Preferences.
13	Governing Language
14	Applicable Law/Jurisdiction
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16	Waiver
17	Lien in respect of claims in other contract
18	With-holding and lien in respect of sums claimed
19	Settlement of Disputes
20	Arbitration.

2.1 Definitions

The following words and expressions shall have the meanings hereby assigned to them:

- a. "Contract/purchase order/work order" means the order placed by purchaser on the Supplier, together with the Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b. "Contract Documents" means the documents listed in the work order, including any amendments thereto.
- c. "Contract Price" means the price payable to the Supplier as specified in the contract, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- d. "Day" means calendar day.
- e. "Completion" means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- f. "GCC" means the General Conditions of Contract.
- g. "Related Services" means the services incidental to the supply of the goods, such as transportation, insurance, installation, configuration, training and initial maintenance and other such obligations of the Supplier under the Contract.
- h. "SCC" means the Special Conditions of Contract.
- i. "Subcontractor/sub vendor/sub fabricator" means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier & shall include his heirs, legal representatives, successors and permitted assigns.
- j. "BoM" means bill of material.
- k. 'Centre Director' shall mean Center Director, NCRA-TIFR, Pune & shall include his successor and assigns, as well as his authorized officers/ representatives
- l. 'Engineer' shall mean the engineer/representative of the owner/ purchaser.
- m. 'Bidder / Tenderer' shall mean the firm/ party who bids against an enquiry / tender.
- n. 'Vendor/ Contractor/ Fabricator/Supplier' shall mean the successful BIDDER whose bid has been accepted by the owner/ purchaser and on whom the 'Contract' or 'Purchase Order' is placed by the owner/purchaser and shall include his heirs, legal representatives, successors and permitted assigns.
- o. 'Manufacturer' refers to a person or firm who is the producer and furnisher of material or designer and fabricator of equipment to either the owner/ purchaser or the vendor/ contractor or both under the contract.
- p. 'Others' shall mean other successful bidders whose bids have been accepted by the owner/ purchaser and shall include their heirs, legal representatives, successors and permitted assigns.
- q. Owner / Purchaser / Cente / Institute mean NCRA-TIFR Pune.
- r. 'Inspector' shall mean the authorized representatives appointed by the owner/ purchaser for purposes of the inspection of materials/ equipment/ works.
- s. 'Site' shall mean the actual place of the proposed work as detailed in the specification or other place where work has to be executed under the contract or item to be supplied.

- t. 'Month' shall mean calendar month.
- u. 'Specification' shall mean collectively all the terms and stipulations contained in those portions of the 'Contract' known as General Conditions, the Specifications and such Amendments, Revisions, Deletions or Additions, as may be made in the Agreement and all written Agreements made or to be made pertaining to the method and manner of performing the services.
- v. 'Bid' shall mean the proposal/ document that the BIDDER submits in the requested and specified form in the 'Specification'.
- w. Services shall mean services to be provided by the vendor/ contractor.
- x. 'Date of Contract' shall mean the calendar date on which the owner/ purchaser and vendor/ contractor have signed the 'Contract'. 'Effective Date of Contract' shall mean the calendar date on which the owner/ purchaser have issued to the vendor the 'Letter of Intent'.
- y. 'Contract Period' shall mean the period during which the 'Contract' shall be executed as agreed between vendor/ contractor and owner/ purchaser in the 'Contract'.
- z. 'Approved' and 'Approval' where used in the 'Specification' shall mean respectively approved by and approval of the owner/ purchaser.
- aa. When the words 'approved', 'approval', 'subject to approval', 'satisfactory', 'equal to', 'proper', 'requested', 'as directed', 'where directed', 'when directed', 'determined', 'accepted', 'permitted', or words and phrases of like import are used, the approval, judgment, direction etc. is understood to be a function of the owner/ purchaser.
- bb. 'Engineer's Instructions' shall mean any drawings and / or instructions oral and/ or in writing, details representative of the owner/ purchaser from time to time during the 'contract period'.
- cc. 'Writing' shall include any manuscript, typewritten or printed statement, under or over signature and/ or seal as the case may be.
- dd. 'Notice in Writing' or 'Written Notice' shall mean a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addressee and shall be deemed to have received when the ordinary course of post it would have been delivered.
- ee. 'Contractor's Works' or 'Manufacturer's Works' shall mean and include the land and the other places which are used by the Vendor/ Contractor/ Fabricator or Sub-vendor/ Sub-contractor/ Sub-fabricator for the manufacture of the 'Equipment ' or performing the 'Works'.

2.2 Amalgamation/Acquisition

In the event the Manufacturer/Supplier proposes for amalgamation, acquisition or sale of its business to any firm during the contract period, the Buyer/Successor of the Principal Company are liable for execution of the contract and also fulfillment of contractual obligations i.e. supply, installation, commissioning, configuration, warranty, maintenance/replacement of spares accessories etc. while submitting your bid, Bidders need to confirm the same in writing.

2.3 Scope of Services

The Services to be supplied shall be as specified in the Price Schedule.

2.4 Contract rates

Prices charged by the Supplier for the Services performed under the Contract shall be firm.

2.5 Application

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

2.6 Assignment

The bidder shall not assign, in whole or in part, its obligations to perform under the Contract to third party, except with purchaser's prior written consent.

2.7 Indemnity :

Selected bidder shall also, indemnify and hold harmless centre from any third party, Govt. claim, losses, penalties if any arising in connection with this contract.

2.8 Termination for Default

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

(a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by purchaser; or

(b) If the Supplier fails to perform any other obligation(s) under the Contract.

(c) If the Supplier, in the judgment of purchaser has engaged in corrupt or fraudulent or collusive or coercive practices as defined in instruction to bidder on Fraud or Corruption in competing for or in executing the Contract.

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

a) Forfeiting Security deposit;

b) Purchaser may procure, upon such terms and in such manner as it deems appropriate, item / equipment similar to those undelivered, and the supplier shall be liable for all available actions against it in terms of the contract.

c) However, the supplier shall continue to perform the contract to the extent not terminated.

2.9 Force Majeure

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

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

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

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

2.10 Termination for Insolvency

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

2.11 Termination for Convenience

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

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

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

2.12 Discrepancies & Order of Preferences:

In case of ambiguities or discrepancies following order of preferences shall hold good :

- a. Work Order.
- b. Technical Specifications of items for which services are required.
- c. Special Conditions of contract.
- d. General Conditions of Contract.

2.13 Governing Language

The contract shall be written in English language which shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the English language only.

2.14 Applicable Law/Jurisdiction

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction as specified in SCC.

2.15 Notices

Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by e-mail or confirmed in writing to the other party's address specified in the SCC.

A notice shall be effective when delivered or on the notice's effective date, whichever is later.

2.16 Waiver

Purchaser shall be at liberty to waive any breach of any terms or conditions or warranty. Waiver by purchaser or a breach by vendor or any provision of the order shall not be deemed a waiver of future compliance therewith and such provision shall remain in full force and effect.

2.17 Lien in respect of claims in other contract

- 2.17.1 Any sum of money due and payable to the Contractor (including the Security deposit / Performance Guarantee returnable to him) under contract may be withheld or retained by way of lien by the Centre against any claim of the

Centre or such other person or persons in respect of payment of a sum of money arising out of or under any other contract made by the contractor with the Centre.

- 2.17.2 It is an agreed term of the contract that the sum of money so withheld or retained under this clause by the Centre will be kept withheld or retained as such by Centre till this claim arising out of in the same contract or any other contract is either mutually settled or determined by the arbitrator, and that the contractor shall have no claim for interest or damages whatsoever on this account or on any other ground in respect of any sum of money with-held or retained under this clause and duly notified as such to the contractor.

2.18 *With-holding and lien in respect of sums claimed*

- 2.18.1 Whenever any claim or claims for payment of a sum of money arises out of or under the contract against the contractor, Centre shall be entitled to withhold and have a lien to retain to the extent of the such claimed amount, from any sum or sums found payable or which at any time thereafter may become payable to the contractor under the same contract or any other contract with the Centre.

- 2.18.2 It is an agreed term of the contract that the sum of money or money so withheld or retained under the lien referred to above by the Centre will be kept withheld or retained as such by the Centre till the claim arising out of or under the contract is determined by the Arbitrator and that the contractor will have no claim for interest or damage whatsoever on any contract in respect of such with-holding or retention under the lien referred to and duly notified as such to the contractor.

- 2.19 **SETTLEMENT OF DISPUTE :** For any dispute arising out of the contract, it should be the intention of both the parties to settle the matter amicably without referring it to the Court of Law. In case dispute is not getting settled amicably it will be referred to arbitration as under.

2.20 **ARBITRATION :**

- 2.20.1 Purchaser and the contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

- 2.20.2 If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either purchaser or the contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration.

Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

2.20.3 The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

(a) In case of Dispute or difference arising between purchaser and contractor relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the sole arbitrator mutually acceptable to contractor and purchaser. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. Charges of the arbitrator will have to be shared equally by the Contractor and the Purchaser.

2.20.4 The venue of the arbitration shall be the place from where the purchase order or contract is issued.

CHAPTER 3

SPECIAL CONDITIONS OF CONTRACT (SCC)

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Chapter 3

SPECIAL CONDITIONS OF CONTRACT (SCC)

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

3.1 *The Purchaser is:*

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

3.2 *Address where services are to be delivered ;*

**At, In and around GMRT Khodad
Giant Metrewave Radio Telescope (GMRT) Observatory,
National Centre for Radio Astrophysics (NCRA),
Tata Institute of Fundamental Research (TIFR),
Khodad (Near Narayangaon), Tal. Junnar,
Dist. Pune 410504, Maharashtra, India.
Phone : +91 02132 – 258300 / 258400
Fax : +91 20 25692149**

3.3 *Earnest Money Deposit (EMD)*

Earnest Money Deposit is obtained to ensure the earnestness of the tenderer in the participation of the tender and as a deterrent against the tenderer withdrawing or altering his bids during the bid validity.

Quantum of Earnest Money Deposit

Rs. 36,000/-

Full amount in the Form of Demand Draft.

OR

(Rupees 18,000/- in the form of Demand Draft drawn in favour of “TIFR” payable at Pune or Fixed Deposit Receipt (FDR) in the name of “TIFR” and balance can be in the form of Bank Guarantee from a Scheduled Bank or Nationalized Bank valid for a minimum period of Six months).

Rejection of bid not Accompanied with Earnest Money Deposit

Bids not accompanied with Earnest Money Deposit, as demanded, will be rejected summarily.

Refund of Earnest Money Deposit

- (a) EMD of bidders who do not qualify during Technical Evaluation will be released on completion of Technical Evaluation.
- (b) EMD of all technically qualified bidders (Except for L1) will be released after release of order on L1.
- (c) EMD of successful bidder will be released on receipt of Performance Guarantee.

The Earnest Money Deposit will be forfeited:

- (a) If a Bidder withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) In case of a successful Bidder, if the Bidder fails to furnish order acceptance and Performance Guarantee within 21 days from the date of receipt of work order or before the extended date.

3.4 Performance Guarantee:

Performance Bond is obtained as a back-up surety for completion of the contract.

Form of Performance Bank Guarantee

- a. Bank Guarantee as per prescribed format to be executed from any one of the nationalized banks or Scheduled bank on non-judicial stamp paper of appropriate value. OR
- b. Fixed Deposit receipt pledged in favour of “Centre Director, NCRA-TIFR, Pune”.

Quantum & Value of Performance Bank Guarantee / Fixed Deposit Receipt.

The bidder on whom order will be placed, shall deposit an amount equal to **5% (five percent)** of the value of the work including taxes as Performance Guarantee within 21 days of award of work, valid till completion of work plus Two months for proper fulfillment of the Contract. **This period can be further extended at the written request of the contractor for a maximum period ranging from 1 to 15 days with late fee @ 0.1% per day, of performance guarantee amount.**

In case Performance Guarantee is not submitted order will be cancelled and 50% of Earnest Money Deposit will be forfeited.

Validity of Performance Bank Guarantee / Fixed Deposit Receipt

Bank Guarantee should be valid till at least two months beyond the expiry date of warranty period.

Performance Guarantee Amount will not carry any interest.

3.5 Evaluation Criteria

The information received and the bids already submitted together will be examined with reference to the tendered specifications.

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

The price bids of the Bidders whose techno commercial bids are found to be technically deficient or do not meet the criteria as specified in this tender will be returned to them without opening.

The successful bidders will be informed regarding the date and time of Price bid opening.

3.6 **CONTRACT PERIOD** : Refer Chapter 8, Part II Price Bid.

3.7 **DECISION CRITERIA** :

- a. Rates quoted for all three years will be taken into consideration.
- b. Centre reserves the right to consider or not to consider rates of rate contract **(Refer Part II – price Bid for Rate contract for repairs works of ACs)** for placing the order.
- c. Appropriate loading will be done for deviations.
- d. If the rates quoted by the technically qualified bidder are same, then the bidder getting highest technical capability as assessed by NCRA on various grounds will be the decision criteria.

3.8 **METHOD OF PAYMENT**: The payment will be made on monthly basis. You shall submit your bill on 1st of every month for services provided in the previous month to our Engineer, which will be paid within thirty days.

3.9 **GST** : As applicable, will be paid Extra. Please note NCRA-TIFR Pune do not have any GST registration Number being a non commercial Government funded Research and Educational Institute.

3.10 **Income Tax**

Income Tax as applicable will be deducted and tax deducted at source certificate will be issued by our Accounts Officer, NCRA-TIFR, Pune.

3.11 **Recovery of Sums Due :**

Whenever any claim for the payment of, arises out of or under this Contract against the contractor, the Purchaser shall be entitled to recover such sum by appropriating, in part or whole from the Performance Guarantee. In the event of the Performance Guarantee being insufficient, then the balance or the total sum recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the contractor under this or any other contract with purchaser. Should this sum be not sufficient to cover the full amount recoverable the Contractor shall pay to the Purchaser on demand the remaining balance due. Similarly, if the Purchaser has or makes any claim, whether any penalty / liquidated damages against the contractor under any other Contract with the Purchaser, the payment of all amount payable under the Contract by the Contractor including the security deposit shall be withheld till such claims of the Purchaser are finally adjudicated upon and paid by the contractor.

3.12 **Past Performance :**

In case the past performance of the bidder is not found to be satisfactory with regard to quality, delivery, warranty obligation and non-fulfillment of terms and conditions of the contract, their bid is liable to be rejected by the purchaser.

3.13 **SAFETY & SECURITY**_: 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 **at Contractor's own cost** valid for the full contract period for all the persons he deploy for this work (*if order is placed*).

Workmen Compensation Insurance policy must be taken keeping in consideration the following:

- i. 2 Nos. of Labourers, 3 A/C Mechanics and 1 No. Supervisor deployed for the CAMC work.
- ii Place of work : At, in and around GMRT/NCRA, Village Khodad, near Narayangaon, Tal. Junnar, Dist. Pune.

Copy of the Insurance policy to be submitted directly to **Shri A.A. Diwane / Shri B.S. Patil / Shri R. V. Swami** before commencing the work.

The contractor should also promptly report in writing to us all cases of accidents and damage. 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.

- 3.14 Indemnity Bond:** As per **Annexure F**, *Successful bidder after receipt of order submit the Indemnity Bond within **21 days** of receipt of order and* should also indemnify us on a non-judicial Stamp Paper of **Rs. 500/-** that in the event of happenings of anything of such nature, it would neither affect the work nor us in any way in respect of all Actions, Acts, Suits, Claims and Demands brought or made against NCRA by your workmen or any other person or persons whomsoever in connection with the works or in respect of any matter or thing done or committed to be done by you in the execution of or in connection with the works notwithstanding that all reasonable and proper precautions may have been taken by you against any loss or damage to the Owner in consequence of any action or suit being brought against NCRA for anything done or committed to be done in connection with the execution of the work. The indemnity given by you as aforesaid shall extend to making good all claims and demands arising out of losses/damages to property of every description and kind, the infringement of any legal right as well as injury or accident to any person resulting in death or otherwise.

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

- 3.15 (A) Deployment of Labour & Machinery : You shall not employ any person who has not attained the age of 18 years. You shall deploy sufficient equipment's and labour as may be necessary to maintain the progress of schedule. Night work which requires supervision shall not be permitted except when specially allowed by Engineer each time. On your request, you will be provided necessary lighting arrangements etc. for night work as directed by Engineer.

(B) The Contractor should ensure that their workers do not roam in the premises, other than the assigned work place, without permission.

Workers should not spoil the area such as toilets, canteen, corridors, pathways, roads, etc. by spitting, throwing garbage, etc.

Workers should not make noise near the office areas.

Workers should not cut trees, pluck flowers, pick up any material laying in the campus, etc.

- 3.16 Work at Night or on Holidays : No work at night or on legal holidays will be carried without the written consent of the Engineer and if permitted such work to be done in the presence of the Engineer or his representative.

3.17 If any of the item/items supplied found to be not original, same will have to be replaced with original item/items at no extra cost to Centre. Delay on this will be to the account of the Contractor.

3.18 **STORAGE OF YOUR TOOLS AND MATERIALS & Transport of men and materials:** You shall make your own arrangement for storage / safety of tools, plants, machinery, materials.

It is the responsibility of successful bidder to ensure that arrangement is made for receiving and safekeeping of all items required for carrying out the services under their custody and supervision.

3.19 Centre if required can only provide an open space ***for carrying out repairs at site (in GMRT Khodad Central Square campus)*** where contractor can make arrangement for safekeeping of their goods. No space will be provided for accommodation of workers.

3.20 Items brought for carrying out the services at Centre's site cannot be taken out without valid permission.

3.21 Protection of property: You shall be responsible for making good to the damages to the existing property during the work by your men. It will, therefore, be your responsibility to protect them carefully. All such cases should be brought to the notice of the Engineer by you and also to the concerned department. Any damage what-so-ever done to these are be made good by you at your own cost.

3.22 Applicable Law and Jurisdiction of Court

This contract shall be governed by the Law of India being in force. Only the competent Courts of Law in Pune will have the jurisdiction in respect of any dispute, concerning this contract, over the arbitration proceedings etc.

3.23 **OTHER TERMS AND CONDITIONS :**

(a) The contractor shall give complete cooperation for the execution of the work / services by the other agencies/contractors or the representatives deputed by the Institute, if required to be carried out simultaneously by other agencies while his own work is in progress. The coordination will be effected in consultation with the Engineer In-charge of the work.

b) The bidder/contractor shall employ adequate [as mentioned under 3.18 (i)] technical staff, during the execution of this services, such as qualified technical persons, supervisors, electrician, air-conditioning mechanics etc. having adequate experience. These staff should be available at site whenever required by the Group Head or his

authorized representative to take instructions and shall be available during and if required after office hours during the period of execution of this contract.

c) The contractor shall depute during the execution of the services under the contract only such persons who are careful, skilled and experienced in their respective trades / fields and the Group Head shall be at liberty to object to and can ask the contractor to remove any persons employed by the contractor during the execution of contract who in the opinion of the Group Head misconducts or is incompetent, or negligent in the proper performance of his / her duties.

- 3.24 In case of any interpretational issues arises in this tender, the interpretation / decision of NCRA-TIFR shall be final and binding on the bidder.
- 3.25 The competent authority on behalf of T.I.F.R. does not bind himself to accept the lowest or any other tender and reserves to himself the authority to reject any or all the tenders received without assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
- 3.26 Canvassing in connection with this work order is strictly prohibited and the bids submitted by the vendors who resort to canvassing will be liable to rejection.
- 3.27 On acceptance of the tender, the name of the authorized representative(s) of the vendor, who would be responsible for taking instructions from the Engineer concerned, shall be communicated.
- 3.28 **Instructions given by our Site Engineer should be strictly followed.**
- 3.29 Contact person for understanding the Scope of Work and for seeing the Antenna Site:
Shri A.A. Diwane / Shri B.S. Patil / Shri R.V. Swami
GMRT, Khodad, Tal. Junnar, Dist. Pune 410504
Tel. 02132-258400 /300.

Chapter 4

SCOPE OF WORK

4.1 **SCOPE OF WORK for Comprehensive Annual Maintenance Contract of Split AC units.**

(I) Scope of work under this, involves operation and maintenance (both preventive and breakdown) of AC units. Comprehensive annual maintenance & servicing of the air-conditioners in general includes the following activities (including other necessary works required to maintain the AC's in healthy working conditions to maintain the desired temperature 20 degree centigrade +/- 2 in antennae cages) and the selected contractor should carry out the same.

(II) Alternate day Checks/maintenance of 30 Antenna sites and listed labs at CEB (Central Electronics Building) at GMRT.

Every antenna/lab AC's shall be visited an alternate day basis for visual inspection of AC units for their healthiness by checking compressor, refrigerant lines, noise/vibration, condition of condenser fan blade. Electrical/AC system parameters. Temperature of Grill/ Room/ Ambient and also check healthiness of evaporator air flow and overall functioning of the AC machines for satisfactory performance.

(III) Monthly Maintenance:

Each unit is also to be attended for preventive maintenance on monthly basis and the schedule of which is to be prepared and submitted to the Engineer concerned. **However breakdown reported/noticed if any should be attended immediately. (Refer 4.5 of Chapter 4)** Under mentioned works shall be covered during monthly preventive maintenance.

- A) Cleaning of filters, blowers, indoor unit grills, replacing them if required.
- B) Lubricating the room unit motor bushing/bearing, condenser fan motor bushing/bearing and other mechanical moving parts such as motor mounting bushes. Alignment of condenser motor-shaft, fan blades etc.
- C) Cleaning the condenser units in general with the help of a blower etc. Checking and combing / making correct the condenser fins.
- D) Checking of all electrical connections and ensuring the functional working of all electrical components such as compressor contactor cleaning, indoor & outdoor fan motor capacitor replacement (if required).
- E) Checking for noise and vibration and attending the same.
- F) Checking grill temperature, compressor and motor current and other essential parameters recording and reporting them to the Institutes representative or the Engineer concerned.
- G) Checking, cleaning the drain water outlet and attending as required.
- H) Cleaning of the condenser, cooling coil, blower and condenser fans with air pressure & water.
- I) checking the refrigerant gas leakages, gas pressure in the AC machines /system and attending the same if required.

(IV) **Quarterly maintenance.**

- A) Over hauling of blower fan motors and condenser fan motors includes cleaning, oiling at a regular interval or as required or at least once in 3 months.
- B) Cleaning the condenser units in general with the help of a water.

(V) **Break down maintenance**

- A) Repairing / rewinding the failed motors: The contractor should remove complete burnt windings without damaging the laminations and core insulation, clean the entire surface, slots etc. and rewind motor using super enamel copper wire conforming to IS-4800 (latest edition) and suitable class of insulation. In no case the class of insulation material used shall be of lower than class 'E' as per IS 1271 (latest edition) or used in the motor, subsequently varnish the same with the two coats of reputed make varnish (preferably Dr Beck & Co make ELMO 20S).
- B) All the hermetically sealed compressors are to be replaced with OEM (Original Equipment Manufacturer) repaired/ new (as the case may be) compressor during the break down and this will be the responsibility of the contractor only. If OEM repaired compressors are not available due to any reason, the contractor has to replace the same with a new compressor of suitable model or as per the instruction of Concerned Engineer or his representative without any additional charge. The repaired/new compressor should be shown to the departmental representative along with relevant documents before actually fixing it on the machine.
- C) Repairing for the gas leakage: Refrigerant gas leakages if found should be attended immediately with necessary brazing at the refrigerant circuit / condenser coil / room unit coil or wherever it is noticed with proper vacuuming and pressure testing after rectifying the leak and filling the refrigerant gas to achieve the required temperature.

A standard operating procedure, as followed in the industries as a standard practice, shall be followed to attend the above problems.
- D) Repairing / replacing the fan blades / blowers as required and replacement of faulty/weak capacitor of indoor blower motor and condenser fan motor.

(VI) The contractor shall employ and depute at GMRT site technical staff as mentioned under **Chapter 4, Sr. No. 4.4** , during the **Comprehensive Annual Maintenance Contract period** , such as supervisors, electrician, air-conditioning mechanics etc. having air-conditioning sufficient working experience. These staff should be available at site whenever required by the Group Head Electrical or his authorized representative to take instructions and shall be available during and if required after office hours during the period of execution of this contract.

(VII) The contractor shall depute during the **Comprehensive Annual Maintenance Contract period** only such persons who are careful, skilled and experienced in their respective trades / fields. Institute / institute's representative shall be at liberty to object for person with misconduct or incompetent, or negligent in the proper performance of his duties and can ask the contractor to remove from the work employed by the contractor during the **Comprehensive Annual Maintenance Contract period**.

(VIII) Defective components/parts will be taken for repairs and will be put back into operation after repairs by you only after inspection and clearance given by our competent authority.

- (IX) All the Split air-conditioners in good working condition once handed over to the contractor for servicing and maintenance purpose has to be maintained and kept always in up to date conditions by the contractor. Whenever required or asked by the Group Head Electrical or his representative, the contractor has to repair/replace the defective components/parts immediately free of cost.
- (X) Selected Comprehensive Annual Maintenance Contract contractor should keep urgently required maintenance spares (like compressor, condenser fan motor, condenser fan blade, blower fan motor, evaporator blower, refrigerant gas, indoor & outdoor motor capacitors, air filters etc) for preventive and breakdown maintenance in sufficient quantity.
- (XI) The responsibility of procuring all spares is with the selected AMC contractor. Any delay in making the AC's operational after a breakdown shall be accounted to the AMC contractor.

4.2. **Additional Details:**

A) The compressor and room unit interconnections are carried through 3 min. time delay/AC contactor circuits to avoid sudden start after power failure (blue box control unit within the shielded cage and yellow box control unit outside of this cage inside the shell). Components required for maintenance of blue and yellow box circuits will be provided by the Institute.

B) The temperature (inside the shielded cage) control circuit have been installed and taken in circuit of Electronic racks. This circuits senses the temperature and trips/puts off the electronic racks whenever the temperature exceeds the limit. Hence, the temperature inside shell to be strictly maintained as specified under Sr.No. 1 above.

4.3 **GENERAL CONDITION**

A) On acceptance of the tender, the name of the authorized representative(s) of the contractor, who would be responsible for taking instructions from the Engineer concerned, shall be communicated to the Concerned Engineer.

B) The contractor shall give complete cooperation for the execution of the works by the other agencies/contractors or the representatives deputed by the Institute, if required to be carried out simultaneously by other agencies while his own work is in progress. The coordination will be effected in consultation with the Engineer In-charge of the work.

C) The successful bidder should immediately after getting **Letter of Acceptance** or Work Order, before the expiry of current AMC contract, inspect all the units jointly with current CAMC contractor & the GMRT's engineer for operational condition / healthiness of the AC machines and take over them for maintaining as per the CAMC contract on the last day of current AMC contract. In case any defect in the machines is noticed before expiry of current CAMC it shall be repaired / attended to by the existing CAMC contractor and handed over to new/incoming contractor in presence of Institute's representative.

4.4 DEPLOYMENT OF SUPERVISOR AND MAINTENANCE STAFF @ GMRT SITE: You shall employ and depute / keep a technically qualified and experienced AC Engineer / Supervisor at all times for the works under this contract so as to receive and carry out the directions or instructions given by GMRT's concerned Engineer or his representative. In addition to this contractor should also depute experienced 2 Nos. of helpers and 3 A/C Mechanics to carry out the work under the contract. At least one electrician to visit each equipment once in a week for electrical check up.

4.5 Penalty – For minor breakdown : All the complaints / minor breakdowns should be attended within 24 hours from the time of reporting during 09.00 hrs to 17.30 hrs . On failure to attend the calls a penalty of 5% of one month's charges for one unit per day shall be charged subject to the maximum of AMC charges per unit per year.

Penalty for major breakdown: - All the breakdowns of AC's under this Comprehensive Annual Maintenance Contract shall be attended to satisfactorily within 12 hours of reporting by site operators / Engineer. If outside mechanics/experts are to be called, the faults are to be cleared within 72 hours. Engineer should be informed on an urgent basis, the nature of faults and rectification, completion time thereof. If the failures are not cleared and the AC units is not put into operation within 72 hours, recoveries will be made @ **Rs 3000/- per day upto a maximum of 1% of the total work order value.**

4.6 Wiring – Contractor should replace the internal wiring of the A/C units if required / if it is failed/found faulty during the AMC period.

4.7 Painting – Painting of rusted portion of air conditioners outdoor units shall be done whenever required or once in a year.

Chapter 5

DRAWINGS

A) SPLIT A.C.'s UNITS IN ANTENNAS

1. All outdoor condensing units are supplied power through Suvik make 15 KVA 3 Phase stabilizer. (Refer block diagram of Condenser).
2. In shielded cages, room units/evaporator units are fed on only one phase through 6 Amp MCB. The 230V AC output of Digital temp. Controller is rectified to 12V DC and taken out of shielded cage. Through DC (12 V) relay and Time delay relay contactor is operated which gives power to compressor/Condenser unit.

(Refer **Drawing**).

B) Split AC units at MASER Room and FPA Room.

1. In shielded cage, room units are fed on one phase through 6A MCB. The 230 V AC output of room units is rectified to 12 VDC and taken out of shielded cage. Through DC (12V) relay and time delay relay contactor is operated which gives power to compressor / condenser unit.

Chapter - 6

Standard forms (To be enclosed by bidders with Part – I, Techno-commercial bid)

Table of Contents	
Sl. No.	Contents
1	Company Profile - Annexure – ‘A’
2	Eligibility Criteria – Annexure – ‘B’
3	Schedule of Experience showing works completed as per Annexure C
4	Schedule of Deviation from General Conditions - Annexure – ‘D’
5	Format of Performance Bank Guarantee*-Annexure – ‘E’
6	Format of Indemnity Bond* – Annexure – ‘F’
7	Bid Form - Annexure – ‘G’
8	Format of Amalgamation/Acquisition - Annexure – ‘H’
9	Format of CA Certificate - Annexure ‘I’
10	Format of Solvency Certificate - Annexure ‘J’
11	Format of Bank details for refund of EMD / making payment – Annexure ‘K’
12	Format of Site Visit Report - Annexure ‘L’

**** To be used by vendor on whom order will be placed.***

Annexure – A COMPANY PROFILE

Page 1 of 1

(To be filled in by the Bidder)

Sl.No.	Question	Response
1.1	Company Name	
1.2	Type of firm Proprietary / Partnership / Pvt. Ltd. / Ltd. / Single Person Company / LLP	
1.3	Date of Incorporation / Registration.	
1.4	Company Head Office address	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.5	Address of office at Pune .	
	* Contact person(s) Name	
	* Phone Number	
	* Fax Number	
	* E-mail Address	
1.6	State pending or past litigation if any within the last 3 years with details and explain reasons. Please also mention any claims/complaints received in the last three years.	
1.7	Details of service personnel with contact No.	
1.8	Details bank solvency certificates issued by bidder's bankers.	
1.8.1	Name of Bank	
1.8.2	Branch	
1.8.3	Amount of Solvency	
1.8.4	Date of Issue	
1.9	Date of Establishment of firm	

Signature of the Bidder

Name & Designation

Company Seal

Date:

ANNEXURE B

Page 1 of 1

ELIGIBILITY CRITERIA

Sr.No.	Description	Details to be furnished by the contractor, enclosing relevant documents in the technical bid.				
1	Bidder must visit the GMRT, Khodad to know the exact scope of work and to understand site conditions etc. and he must be fully confident of carrying out the work tendered. Bidder must submit certificate of visit as per Annexure L with their technical bid.					
2	Bid must be valid for a minimum period of 120 (One Hundred and Twenty days) from the due date for submission of bid.					
3	Bidders must have executed during last seven years i.e. from 01.04.2012 to 31.03.2019 from :					
	i. Three orders for CAMC split AC systems costing 40% of estimated cost.					
	ii. Two orders for CAMC split AC systems costing 60% of estimated cost.					
	iii. One order for CAMC split AC systems costing 80% of estimated cost.					
4	Bidders must enclose Chartered Accountant's certificate showing their profit & loss for the past 5 years prior to 31.03.2019 i.e. for 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 and should have made profit at least for three years out of these 5 years. IT returns and balance sheet will not be considered.	Period	Turnover	Profit	Loss	
		2012-13				
		2013-14				
		2014-15				
		2015-16				
		2016-17				
5	Bidder must submit Copy of solvency certificate (not prior to 01.04.2018) for at least Rs. 7.08 lakhs.					
6	Bidders should submit along-with their bid the details of their local office & list of their technical Staff					
7	Bidders must have valid GST registration Number.					
8	Bidder must also submit an undertaking that the work have been carried out by themselves and have not been executed on back to back through other agencies.					
9	Successful bidder must be able to submit :- (i) Performance Guarantee of 5% of Work Order value including taxes. (ii) Workmen Compensation Insurance Policy for the manpower to be deployed at our site. (iii) Indemnity Bond.					

NOTE: Bidder is required to submit documents in support of each of the above failing which their bid is liable to be rejected.

Signature of the Bidder :
Name & Designation :
Company Seal :
Date :

SCHEDULE OF EXPERIENCE SHOWING CONTRACTS COMPLETED

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

Signature of the Bidder

Name & Designation

Company Seal

Date:

SCHEDULE OF DEVIATION FROM GENERAL CONDITIONS

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

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

Place:

Date:

Signature and seal of the

Manufacturer/Bidder

NOTE:

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

FORMAT OF BANK GUARANTEE FOR PERFORMANCE

(On Non Judicial Stamp Paper of Appropriate Value)

(To be obtained from any Scheduled Bank by vendor on whom purchase order will be released)

To,
Centre Director
NCRA, Pune

WHEREAS

..... (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your need to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....
.....

(Signature of the authorized officer of the Bank)

Name : With Code :

Designation : Email address :

ANNEXURE – F

Page 1 of 1

Format of Indemnity Bond
(to be executed on **Rs. 500/-** Non-Judicial Stamp Paper by the successful bidder before commencement of work at site, **if order is placed**)

Work Order No. _____ Dt. _____

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

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

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

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

For and on behalf of M/s. _____

Date:

S E A L

Accepted By

for and behalf of NCRA (TIFR) Pune

BID FORM

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

Date:

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

Tender No.:

[insert number from Tender Notice]

To:

[insert complete name of Purchaser]

We, the undersigned, declare that:

(a) We have read & understand the bidding document and have no reservations or have stated the deviation in **Annexure D**,

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

(c) Our bid shall be valid for a period of **120 days**, from the date of opening techno commercial bid (Part– I), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) If our bid is accepted, we agree to submit security deposit and performance guarantee as per mentioned the tender document;

(e) **It is certified that my firm/agency/company has never been black listed by any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or Government of Maharashtra or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm / agency as on date of bidding.**

f) Orders have been executed by us directly and not assigned to any third party on back to back basis.

Date :
Place :
Company Seal :

Signature of the Bidder :
Name of the Bidder :
Designation :
Phone/Fax No. :
E-mail address :

FORMAT OF DECLARATION REGARDING AMALGAMATION / ACQUISITION

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

1) Amalgamation/Acquisition

In the event of M/s. -----proposes for amalgamation, acquisition or sale of its business to any other firm during this contract period, M/s.----- and proposed Buyer/Successor of the Principal Company are liable to execute, fulfill contractual obligations without any deviations. For this purpose M/s. -----/M/s.----- and proposed Buyer/Successor of the Principal Company shall indemnify itself to the Centre Director, National Centre for Radio Astrophysics, TIFR, Pune to fulfill the contractual obligations as per the terms of NCRA Tender and bids of M/s. -----No. ----- - dated-----and National Centre for Radio Astrophysics P.O. -----dated -----.

The contractual obligations are supply, installation, commissioning, configuration, warranty maintenance/replacement of spares, accessories etc. for **(a)Comprehensive Annual Maintenance Contract for 2TR, 3TR and 4TR Voltas make Split Air-conditioning units installed in GMRT Central square and Y array antennas at and around GMRT, Khodad, Tal. Junnar, Dist. Pune 410504 – 64 Nos.**

(b)Rate contract for repair charges for AC's at different locations at various Labs at GMRT, GMRT Central Square and GMRT Y array which will not be covered under Comprehensive AMC as per our schedules (not included in the estimated cost).

Company Seal & Phone No.:

Name & Signature of Bidder :

Designation :

Date :

ANNEXURE - I

Page 1 of 1

CA Certificate

(ON CA's Letter Head)

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

Financial Year	Turnover	Net Profit	Net Loss
2014-15			
2015-16			
2016-17			
2017-18			
2018-19			

- (i) Gross Annual turnover on construction works.
(ii) Profit/Loss.
- II. Financial arrangements for carrying out the proposed work.
- III. Solvency Certificate from Bankers of the bidder in the prescribed Form "P".

For _____

Chartered Accountants

Name & Signature :

Company Seal & Phone No .:

Date :

SOLVENCY CERTIFICATE

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

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

(Signature) For the Bank

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

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

BANK DETAILS FOR REFUND OF EMD / MAKING PAYMENT

(Information to be submitted on Vendors Company Letter head)

To,

The Accounts Officer,

NCRA-TIFR ,Pune University Campus,

Post Bag No-3, Ganeshkhind,

Pune-411007

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

Sir,

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

1. Beneficiary Name

2. Full Address

3. IFSC Code

4. Bank Account No.
(Full Account Number to be furnished for making payment to be made through Electronic Mode)

5. Type of Account viz Saving A/C / Current A/C / Cash Credit A/C / Overdraft

6. MICR No.

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

7. Name of the Bank:

8. Full Address of the Bank:

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

Yours Faithfully
()

Signature of authorized Officer of the company

Name
Designation
Company's seal
Date

CERTIFICATE OF VISIT TO THE SITE

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

Dear Sir,

Sub : Public Tender No. : NCRA:WF002:PUB386:2019 for

a)Comprehensive Annual Maintenance Contract for 2TR, 3TR and 4TR Voltas make Split Air-conditioning units installed in GMRT Central square and Y array antennas at and around GMRT, Khodad, Tal. Junnar, Dist. Pune 410504 – 64 Nos.

(b)Rate contract for repair charges for AC's which will not be covered under Comprehensive AMC as per our schedules (not included in the estimated cost).

as per the tender document.

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

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

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

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

Chapter 7

Page 1 of 1

DETAILS OF GST

YOUR GST REGISTRATION NO.	
GST %	

Date :

Signature of the Bidder :

Place :

Name of the Bidder :

Company Seal :

Designation :

Phone/Fax No. :

E-mail address :

Chapter 8

PART – II - PRICE BID

Page 1 of 5

(To be submitted in a separate sealed Envelope)
[Schedule of work, quantity – Comprehensive Annual Maintenance Contract
(CAMC)]

Total number of Split Air-conditioning Units and their location for CAMC is as follows

Sr. No.	Type & Location of AC Units	Qty.	CAMC Rate/No. Rs. for 15/08/2019 to 14/08/2020	CAMC Rate / No. Rs. for 15/08/2020 to 14/08/2021	CAMC Rate / No. Rs. for 15/08/2021 to 14/08/2022
1	3 Ton , 3 phase Voltas slim line Split AC's of 2006 version installed in following antennas : Qty. : 02 Nos. each. a] GMRT Central Square Khodad campus : Co,C1,C3,C5,C6,C9,C11,C13,C14 b] East Arm : E2,E3,E4,E5,E6 c] West Arm : W1,W2,W3,W4,W5,W6 d] South Arm : S1,S2,S3	46 Nos.			
2	4 Ton , 3 phase Voltas slim line Split AC's of 2006 version installed in following antennas : Qty. : 01 No. GMRT Central Square C12.	01 No.			
3	3 Ton , 3 phase Voltas slim line Split AC's of 2011 version installed in following antennas : Qty. : 02 Nos. each for C2,C4,C8, C10, 01 Nos at C12 GMRT Central Square Khodad campus	09 Nos.			
4	3 Ton , 3 phase Voltas slim line Split AC's of 2015 version installed in following antennas : Qty. 2 Nos. each at So4 & So6	04 Nos.			
5	2 Ton, 1 phase Voltas make Hi- wall Split AC's of 2017 version installed in GMRT MASER room.	02 Nos.			
6	2 Ton, 1 phase LG make Hi- wall Split AC's of 2017 version installed in GMRT FPA lab.	02 Nos.			

NCRA/TIFR/GMRT reserves the right of including or excluding any number of A.C. units into/ from the contract at any time.

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

PART – II - PRICE BID

Page 2 of 5

Part – II- Price Bid **Only Rate Contract** (Schedule of work, quantity)

Schedule of work, quantity of AC units not to be covered under Comprehensive Annual Maintenance Contract

Following AC units are not covered under AMC but units will have to be repaired and attended to whenever failed / required by the AMC contractor on chargeable basis as shown below : **Period : 15/08/2019 to 14/08/2020 and for further two years.**

Location of AC units –

- 1] 1.5 TR Voltas/Blue Star make, supply 1Ø 230volts AC, Hi wall split AC's in GMRT Lab building at Khodad, Narayangaon Housing Colony: Total-18 Nos. (Voltas 13nos + Blue star 5nos)
- 2] 2TR Voltas/ Blue Star make, supply 1Ø 230volts AC, Hi wall split AC's in GMRT Lab Building: 38 Nos. (Voltas 31nos + Blue star 7nos)
- 3] 3 TR Voltas make, supply 3 Ø 415V AC, slim line split AC's in GMRT Lab Building / Recreation Hall at GMRT Khodad: 06 Nos.
- 4] 4 TR Voltas make, supply 3 Ø 415V AC, slim line split AC's in GMRT Narayangaon Housing Colony: 02 Nos.
- 5] 4 TR Blue star make, supply 3 Ø 415V AC, Cassette split AC's in GMRT Lab Building and Central Square Campus: 03 Nos.
- 6] 15TR, Blue star make, 3 Ø 415V AC, Package split AC's Circuit in GMRT Lab Building: 03 Nos.
- 7] NCRA/TIFR/GMRT reserves the right of including or excluding any number of A.C. units into/ from the contract at any time.

Rate contract for repair works of AC's not covered under Comprehensive Annual Maintenance Contract

Sr. No.	Description	Rates/Unit 1st year 15/08/2019 to 14/08/2020	Rates/Unit 2nd year 15/08/2020 to 14/08/2021	Rates/Unit 3rd year 15/08/2021 to 14/08/2022
1	1a) Repairs and reinstallation of 1 phase, 220-240V AC, 60W, 0.425A blower fan motor of 1.5Ton/2Ton Hi-wall split AC.			
	1b) Repairs and reinstallation of 1phase, 230V AC, 93W, 0.8A condenser fan motor of 1.5Ton/2Ton Hi-wall split AC.			
2	2a) Replacement of blower motor of indoor unit of 1.5Ton/2Ton Hi-wall split AC			
	2b) Replacement of fan blade of indoor motor unit of 1.5Ton/2Ton Hi-wall split AC			
	2c) Replacement of condenser fan motor of 1.5Ton/2Ton Hi-wall split AC.			
3	3a) Repairs and reinstallation of indoor unit blower fan motor of 3Ton/4Ton slim line/4Ton Cassette split AC/.			
	3b) Replacement of indoor fan motor of 3Ton/4Ton slim line/4Ton Cassette split AC.			
	3c) Replacement of fan blade of indoor unit motor 3Ton/4Ton slim line/4Ton Cassette split AC.			
	3d) Repairs and reinstallation of condenser fan motor of 3Ton/4Ton slim line/4Ton Cassette split AC.			
	3e) Replacement of condenser fan motor of 3Ton/4Ton slim line/4Ton Cassette split AC.			
	3f) Repairs and reinstallation of condenser fan motor of outdoor unit of 5 Ton of Blue Star make 15TR packaged AC unit (3phase, 0.75hp, 415V, star connected)			
	3g) Replacement of condenser fan motor outdoor unit of 5 Ton of Blue Star make 15TR packaged AC unit (3phase, 0.75hp, 415V, star connected, 910RPM, frame 80, IP55)			

Date :

Signature of Bidder :

Name & Designation :

Place :

Company Name & Address :

Company Seal & Phone No. :

Part – II- Price Bid

Page 4 of 5

Sr. No.	Description	Rates/Unit 1st year 15/08/2019 to 14/08/2020	Rates/Unit 2nd year 15/08/2020 to 14/08/2021	Rates/Unit 3rd year 15/08/2021 to 14/08/2022
4	Replacement of condenser fan blade			
	4a) Replacement of condenser fan blade of 1.5Ton/2Ton Hi-wall split AC.			
	4b) Replacement of condenser fan blade of 3/4 Ton Voltas make Slim line Split AC			
	4c) Replacement of condenser fan blade of 4 Ton Blue Star make Cassette AC			
	4d) Replacement of condenser fan blade of 5 Ton, outdoor unit of 15TR Blue Star make Packaged AC units.			
5	Detection and rectification of gas leakage, pressure testing, vacuuming and refrigerant full gas charging as required in the following type of split AC's.			
	5a) For 1.5 TR/2TR Voltas/Blue Star single phase split AC			
	5b) For 3 Ton 3 phase Voltas slim line/tower Split AC			
	5c) For 4 Ton 3 phase Voltas slim line/tower Split AC			
	5d) For 4 Ton Blue Star make Cassette AC			
	5e) For 5 Ton Blue Star make Packaged AC Circuit.			
6	Refrigerant Gas Top up in following AC's			
	6a) For 1.5 TR/2TR Voltas/Blue Star single phase split AC			
	6b) For 3 Ton 3 phase Voltas slim line/tower Split AC			
	6c) For 4 Ton 3 phase Voltas slim line/tower Split AC			
	6d) For 4 Ton Blue Star make Cassette AC			
	6e) For 5 Ton Blue Star make Packaged AC Circuit			
7	Repair of PCB of Evaporator unit			
	7a) Repairs of PCB of Voltas/Blue Star/LG make 1.5/2 Ton Hi-wall split AC			
	7b) Repairs of PCB of Voltas make 3TR slim line/tower Split AC			
	7c) Repairs of PCB of Voltas make 4TR slim line/tower Split AC			
	7d) Repairs of PCB of Blue Star make 4 Ton cassette AC			

Date :

Signature of Bidder :

Name & Designation :

Place :

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Sr. No.	Description	Rates/Unit 1st year 15/08/2019 to 14/08/2020	Rates/Unit 2nd year 15/08/2020 to 14/08/2021	Rates/Unit 3rd year 15/08/2021 to 14/08/2022
8	Replacement of PCB of Evaporator unit			
	8a) Replacement of PCB of Voltas/Blue Star/LG make 1.5/2 Ton Hi-wall split AC			
	8b) Replacement of PCB of Voltas make 3TR slim line/tower Split AC			
	8c) Replacement of PCB of Voltas make 4TR slim line/tower Split AC			
	8d) Replacement of PCB of Blue Star make 4 Ton cassette AC			
9	Replacement of Compressor.			
	9a) For 1.5 TR/2TR Voltas/Blue Star single phase Hi wall split AC			
	9b) For 3 Ton 3 phase, 415V AC Voltas slim line/tower Split AC			
	9c) For 4 Ton 3 phase, 415V AC Voltas slim line/tower Split AC			
	9d) For 4 Ton 3 phase, 415V AC Blue Star make three phase Cassette AC.			
	9e) For 5 Ton 3 phase, 415V AC Blue Star make Package AC Circuit.			
10	Servicing of the 15TR (5TR* 3 nos) Blue Star make Package AC units installed in GMRT Khodad Lab building once in half year (minimum twice in a year) as per our requirement. This includes cleaning the AHU, condensers, air filters, checking the refrigerant circuit for Gas leakage if any, checking (and correcting if required) the alignment of blower and condenser fan motor, condenser and blower fan blades, valves in AHU and condenser, checking the blower fan belts etc and thus checking the overall performance of the package ac system. (We have 3 nos of 15TR package AC units.)			
11	Supply and installation of blower fan V-belts (of A747Lp/A28 size- 02 no's) for 15TR Blue Star make package AC units. (Note: Each 15TR Package ac AHU has two belts.)			

GST extra for each item.

Date :

Signature of Bidder :

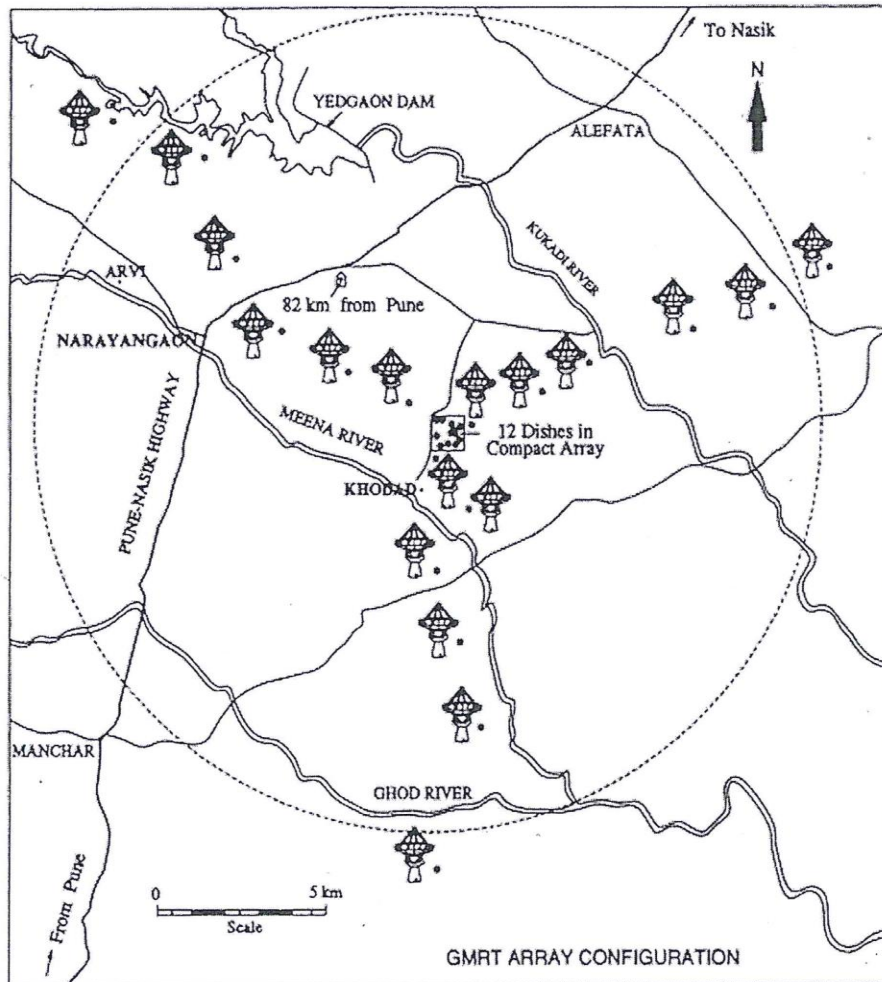
Name & Designation :

Place :

Company Name & Address :

Company Seal & Phone No. :

Location of GMRT centre & GMRT Y array antenna.



- Note: 1) Antennae in central square (Area of one square KM) are C0, C1, C2, C3, C4, C5, C6, C8, C9, C10, C11, C12, C13, and C14.
 2) Distance between central lab to farthest antennae i.e. E6, W6, S6 approximately 26KM by road.

