



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

( शिक्षा मंत्रालय, भारत सरकार का स्वायत्त संस्थान )

डॉ. होमी भाभा मार्ग, पुणे: 411 008

## INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) PUNE

### E-TENDER – PERCENTAGE RATE TENDER ई-निविदा (ई-खरीद पद्धति) - प्रतिशत दर निविदा

#### VOLUME I

#### NAME OF WORK : ANNUAL MAINTENANCE AND MINOR CIVIL WORKS AT NON-RESIDENTIAL BUILDING OF IISER PUNE CAMPUS IN 2024-25

NIT No. : 23/IISER/Pune/2024-25

Cost put to tender	:	Rs. 215.0 Lakhs ( Including GST )
Period of completion	:	12 ( Twelve ) months.
Cost of tender documents	:	Rs. 1180/- , ( Rs One Thousand One Hundred Eighty Only ) , ( non – refundable )
EMD	:	Rs. 4,30,000/- ( Rupees Four Lakhs Thirty Thousand Only )
Pre-bid Meeting	:	4 9 2024 at 11 00 hrs
Last dates & time to fill/upload the tender through e-tendering.	:	12 9 2024 up to 15 00 hrs
Time & date of opening of technical bids	:	13 9 2024 at to 15 00 hrs

TO BE DOWNLOADED FROM CENTRAL PUBLIC PROCUREMENT (CPP) PORTAL <https://eprocure.gov.in/eprocure/app> OR INSTITUTE WEBSITE [www.iiserpune.ac.in](http://www.iiserpune.ac.in) AND BID IS TO BE SUBMITTED ONLINE ONLY THROUGH THE E-PROCUREMENT PORTAL UP TO THE LAST DATE AND TIME ONLY THROUGH CPP PORTAL ONLY.

#### Critical Dates of Tender

Sr.No	Particulars	Date	Time in hrs
1	Date of Online Publication	30 08 2024	15 00
2	Bid Submission Start Date	31 08 2024	15 00
3	Pre-bid Meeting	04 09 2024	11 00
4	Bid Submission Close Date	12 09 2024	15 00
5	Closing date & time for Submission of EMD	12 09 2024	15 00
6	Opening of Bids	13 09 2024	15 00

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**NAME OF WORK : ANNUAL MAINTENANCE AND MINOR CIVIL WORKS AT NON-RESIDENTIAL BUILDING OF IISER PUNE CAMPUS**

NIT No. : **23/IISER/Pune/2024-25**

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## INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

(An Autonomous Institution, Ministry of Education, Govt. of India) Dr. Homi Bhabha Road, Pashan Pune – 411008.

Website: [www.iiserpune.ac.in](http://www.iiserpune.ac.in)

### **Tender NOTICE INVITING e-TENDER (e-Procurement mode)**

Indian Institute of Science Education and Research, PUNE invites online Percentage(%) rate bids in open bid system from approved and eligible contractors registered with CPWD, Maharashtra State PWD, MES departments in composite/electrical /Building & roads category, found eligible as per clause 2 & 3 of NIT for the work mentioned below:-

#### **Brief Details of Tender:**

Sr. No.	Description of work in Brief	Approx. Estimated cost put to Tender (Rs.)	Earnest Money (Rs.)	Period of Completion	Last date & time of online submission of bid	Time & date of opening of bids
1.	<b>NAME OF WORK :</b> <b>ANNUAL MAINTENANCE AND MINOR CIVIL WORKS AT NON-RESIDENTIAL BUILDING OF IISER PUNE CAMPUS</b> NIT No <b>23/IISER/Pune/2024-25</b>	Rs. 215 Lakh	Rs. 4,30,000/- ( Rupees Four Lakhs Thirty Thousand Only )	12 months	12 09 2024 at 15 00 hrs	13 09 2024 at 15 00 hrs

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website [www.iiserpune.ac.in](http://www.iiserpune.ac.in) and bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE**  
(An Autonomous Institution of Ministry of Education , Govt. of India)  
Dr. Homi Bhabha Road, Pune : 411 008

**Notice Inviting e-Tender (e-Procurement Mode)**

Institute Invites online percentage rate bids in open bid system from approved and eligible contractors registered with CPWD, Maharashtra State PWD, MES departments in composite/civil category, found eligible as per clause 2 & 3 of NIT for “**NAME OF WORK : ANNUAL MAINTENANCE AND MINOR CIVIL WORKS AT NON-RESIDENTIAL ZONE OF IISER PUNE CAMPUS DURING YEAR 2024-25.**” having estimated cost of **Rs. 215.00 Lakhs** put to tender. EMD **Rs. 4,30,000/-**. Completion period is 12 ( Twelve ) months”. The tender document can be downloaded from Central Public Procurement Portal ( CPP) <http://eprocure.gov.in/eprocure/app> or [www.iiserpune.ac.in](http://www.iiserpune.ac.in) . e-Bids to be submitted online only through CPP on or before 12.09.2024 at 15.00 hrs.

NIT No : 23/IISER/Pune/2024-25

Superintending Engineer



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे  
(शिक्षा मंत्रालय, भारत सरकार का स्वायत्त संस्थान)  
डॉ. होमी भाभा मार्ग, पुणे : 411 008

**ई-निविदा आमंत्रण सूचना (ई-खरीद पद्धति)**

संस्थान संयुक्त श्रेणी में केन्द्रीय लोक निर्माण विभाग, महाराष्ट्र राज्य लोक निर्माण विभाग, एमईएस विभाग के साथ पंजीकृत अनुमोदित और योग्य ठेकेदारों से खुली बोली प्रणाली में ऑनलाइन मद दर बोली आमंत्रित करता है, जो “**NAME OF WORK : ANNUAL MAINTENANCE AND MINOR CIVIL WORKS AT NON-RESIDENTIAL ZONE OF IISER PUNE CAMPUS DURING YEAR 2024-25.**” हेतु बोली के लिए अनुमानित लागत **Rs. 215 Lakhs** रखते हैं . तथा इस कार्य हेतु एनआईटी के खंड 2 एवं 3 के अनुसार योग्य पाया जाना चाहिए। बयाना जमा राशि रु. **Rs. 4,30,000/-** है। कार्य पूरा करने की अवधि 12 महीने है।

निविदा दस्तावेज केन्द्रीय सार्वजनिक खरीद पोर्टल (सीपीपी) <http://eprocure.gov.in/eprocure/app> या [www.iiserpune.ac.in](http://www.iiserpune.ac.in) से डाउनलोड किए जा सकते हैं। बोली दिनांक 12.09.2024 अपराह्न 03.00 बजे तक या उससे पहले सीपीपी के माध्यम से केवल ऑनलाइन प्रस्तुत की जाए।

सं.: 23/आईआईएसईआर/पुणे/2024-25

Superintending Engineer

**Critical Dates of Tender**

Sr.No	Particulars	Date	Time in hrs
1	Date of Online Publication	30 08 2024	15 00
2	Bid Submission Start Date	31 08 2024	15 00
3	Pre-bid Meeting	04 09 2024	11 00
4	Bid Submission Close Date	12 09 2024	15 00
5	Closing date & time for Submission of EMD	12 09 2024	15 00
6	Opening of Bids	13 09 2024	15 00

**No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).**

**Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.**

**1) Information & Instructions for Online Bid Submission:**

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website [www.iiserpune.ac.in](http://www.iiserpune.ac.in) . The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

- 1.1 The intending bidder must read the terms and condition of NIT carefully. Bidder should submit his bid only if he considers himself eligible and he is in possession of all the required documents.
- 1.2 Bid documents should be submitted online complete in all respect along with requisite amount of tender fee ( cost of bid documents) . Complete set of tender documents comprising Volume I, II, III has been made available at e-tender portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app))
- 1.3 The bidder would be required to register at e-tender portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) For submission of the bids, the bidder is required to have digital Signature Certificate (DSC) from one of the authorized Certifying Authorities.
- 1.4 Information and instruction for bidders posted on website shall form part of the bid document.
- 1.5 The bid document consisting of Vol-I – Technical bid, Vol-II- Technical specifications, Vol-III- Financial Bid (BOQ) and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) free of cost.
- 1.6 But the bid can only be submitted after uploading the mandatory scanned documents such as receipt of online payment towards tender fee, in favour of Director, IISER PUNE, scan copies of other required documents as specified in the NIT. The tender fee should be deposited online with IISER PUNE within the period of bid submission as specified in the bid document.

- 1.7 Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online tendering process as per details available on the website. The intending bidder must have valid class-III digital signature to submit the bid.
- 1.8 On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
- 1.9 Contractor can upload documents in the form of JPG format and PDF format.
- 1.10 Certificate of Financial Turn Over: At the time of submission of bid contractor may upload Affidavit/ Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
- 1.11 Contractor has to quote Percentage(%) above or below the total estimated cost put to tender and in case bidder quote item rate in the BOQ, then tender shall be rejected.
- 1.12 The tender document can be downloaded from <https://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

## **2. REGISTRATION of Bidder on e-Procurement Portal**

- 2.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 2.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 2.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 2.5 Only one valid DSC should be registered by a bidder. Note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 2.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
- 2.7 The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
- 2.8 The Institute will not be responsible for any type of technical issue regarding uploading of tender on website. (URL:<https://eprocure.gov.in/eprocure/app>) and any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.

### **3. SEARCHING FOR TENDER DOCUMENTS**

- 3.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 3.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **4. PREPARATION OF BIDS**

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

### **5. SUBMISSION OF BIDS**

- 5.1 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 5.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 5.3 A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other

cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 5.4 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5.5 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 5.6 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 5.7 Kindly add scanned PDF or JPG format files of all relevant documents in a single PDF file of compliance sheet.

## 6 ASSISTANCE TO BIDDERS

- 6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 6.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.

### Contact Us – Central Public Procurement Portal

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4001 062

0120-4001 002

0120-4001 005

0120-6277 787

International Bidders are requested to prefix +91 as country code





## INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) PUNE SECTION I -NOTICE INVITING e-TENDERING

1. Indian Institute of Science Education and Research, PUNE invites **online percentage rate bids in open bid system** from registered contractors of CPWD, State PWD, Railways or MES departments in composite /electrical works category found eligible as per the minimum requirements defined in clause 2 & 3 of NIT for the work mentioned below:

**NAME OF WORK : ANNUAL MAINTENANCE AND MINOR CIVIL WORKS AT NON-RESIDENTIAL BUILDING OF IISER PUNE CAMPUS DURING YEAR 2024-25**

Estimate No. : **23/IISER/Pune/2024-25**

Cost put to tender	:	Rs. 215 Lakhs
Period of completion	:	12 ( Twelve ) months.
Cost of tender documents	:	Rs. 1180/- , ( Rs One Thousand One Hundred Eighty Only) , (non – refundable )
EMD	:	Rs. 4,30,000/- ( Rupees Four Lakhs Thirty Thousand Only )
Last dates & time to fill/upload the tender through e-tendering.	:	12 09 2024 up to 15 00 hrs
Time & date of opening of technical bids	:	13 09 2024 at to 15 00 hrs
<b>Bid System</b>	<b>:</b>	<b>Percentage rate</b>

2. The applicant should be registered in appropriate class related to the cost put to tender with any one government department like CPWD, State PWD, Railways or MES departments in composite/Civil/ Building & roads works category. Experience of having successfully completed similar works during the last 7 years ending last day of the month previous to the one in which tenders are invited. Composite/electrical /building & roads contractor need to submit valid electrical license copy for Maharashtra state along with tender documents.

- 3.1 The agency shall have valid GST/ PAN/TAN/ESIC/PF certificates.

The time allowed for carrying out the work will be **12 ( Twelve ) months** from the date of start as defined in schedule 'C' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender.

Bidder should have experience of having successfully completed works during the last seven years ending previous day of the last date of submission of tenders (i) 3 similar works each costing not less than **40%** cost put to tender or completed two similar works each costing not less than **60%** cost put to tender or completed one similar work costing not less than **80%** cost put to tender Components of work executed other than those included in definition of similar work shall be deducted while calculating cost of similar work. Bidder shall submit abstract of cost of work in support of this.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of receipt of applications for tender.

**Similar work means:** Civil maintenance work /construction work/interior work of residential or non-residential/institutional buildings , under a single composite tender for the items consisting of Civil, finishes , wood work, partition work , painting, false ceiling, flooring or list of items specified in CPWD Civil DSR other than external works like road works, compound wall, external drain/water supply. Documentary evidence is required to be produced. All works should be executed in single order. This should be certified by an officer not below the rank of Executive Engineer in Govt. Departments and Superintending Engineer/ Chief Project manager or Equivalent in other organizations. Experience certificate shall clearly indicate the Name of client , value of work done , date of start and date of completion. Bidder shall be rejected for incomplete certificate.

All bidders shall bring original documents in-line with submission on e-procurement portal mentioned in Clause-2 and 3 for verification of Technical Evaluation Committee within stipulated time. Bidders shall be intimated 2 days in advance for arranging and bringing documents to IISER Pune. Bidders those do not possess original document or fail to bring original technical qualifying documents to IISER Pune , bidder shall not be technically qualified and bid stands rejected. All the time custody of bidders original documents shall be with bidder. Bidder should not submit/deposit/handover any original document to IISER Pune under any circumstances.

The bid document is single stage two Envelope e-tendering system can be seen from the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website [www.iiserpune.ac.in](http://www.iiserpune.ac.in) The contents of Envelope I & Envelope II are specified in the NIT.

- 3.2 **Turnover:** Average annual financial turnover on construction works should be at least 50% of the estimated cost put to tender during the immediate last three consecutive financial years. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum.
- 3.3 **Profit/loss :** The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheet (balance sheet in case of private/public limited company means its standalone financial statement and consolidated financial statement both), duly audited and certified by the Chartered Accountant.
- 3.4 **Banker's Certificate** from a Commercial Bank or Net worth Certificate: Banker's Certificate of the amount equal to 40% of the Estimated Cost put to tender (ECPT),  
Or  
**Networth certificate** of minimum 10% of the estimated cost put to tender issued by certified Chartered Accountant with UDIN.
- 3.5 Bidding Capacity (applicable for CPWD enlisted contractors also): Should have bidding capacity equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:

$$\text{Bidding Capacity} = \{[AxNx1.5]-B\}$$

Where, A = Maximum turnover in construction works executed in any one year during the last seven years taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of 7% per annum. N = Number of years prescribed for completion of work for which bids have been invited. B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

Evaluation of performance: Evaluation of the performance of contractors for eligibility shall be done by a Committee constituted NIT approving authority. All the eligible similar works executed and submitted by the bidders in support of eligibility and any one of the ongoing works, may be got inspected by a committee which may consist of client or any other authority as decided by NIT approving authority. The marks for the quality shall be given based on this inspection, if inspection is carried out.

- 4 Evaluation of performance:** Evaluation of the performance of the bidders for eligibility shall be done by the committee constituted by the Director, IISER PUNE. All the eligible similar works executed and submitted by the bidders may be got inspected by a committee which may consists client or any other authority as decided by the competent authority. The marks for the Performance of Works (Quality) shall be given based on this inspection, if inspection is carried out otherwise based on the performance report given by the client department officer not below the rank of Executive Engineer.
5. Even though a bidder may satisfy the above requirements, he would be liable for dis-qualification if he has:
- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
  - (b) Records of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

#### 6. Submission of Bid Documents

Information and instruction for bidder for e-tendering forming part of bid document and posted on website (URL:<https://eprocure.gov.in/eprocure/app>)

Last date and time of submission of bid, original EMD and deposition of original EMD and list of documents as detailed below at IISER Pune and uploading the scan copies of the below mentioned documents:

**List of Document to be scanned and uploaded within the period of bid submission:**

- I. Transaction Receipt of online deposit of tender fee and EMD.
  - II. Enlistment Order of the Contractor (Attested copy).
  - III. Certificate of Registration for GST and acknowledgement of up to date filed return if required.
7. Tender documents should be submitted online complete in all respect along with requisite amount of tender fee (cost of bid document). Complete set of tender documents comprising Volume I, II, III and financial bids has been made available at e-tender portal <http://www.eprocurement & www.iiserpune.ac.in>
8. Director, Indian Institute of Science Education & Research, PUNE shall be the "Accepting Authority" hereinafter referred to as such for the purpose of this Contract.
9. Bids must be accompanied by tender fee and bid-security/EMD (Earnest Money Deposit) amount specified for the work in clause 10 payable at PUNE and drawn in favour of The Director; IISER PUNE Bid Security shall have to be valid for 90 days beyond the validity of the bid.

**10. Bid Security/EMD and Tender fee.**

10.1 Bid Security/EMD amounting to **Rs.4,30,000/- (Rupees Four Lakhs Thirty Thousand Only)** and **tender fee of Rs. 1180/-** shall be deposited in **IISER PUNE Bank account** through net banking as detailed below failing which the bid will be declared non responsive. GST number along with the payment receipt is mandatory.

a) 100% EMD amount can be deposited in **IISER PUNE Bank account** through net banking as detailed below.

**Name-IISER PUNE**

**Bank-State Bank of India**

**Branch-NCL Campus Branch, PUNE 411008**

**Current A/c No. 30042605732**

**IFSC-SBIN0003552**

Scanned copy of the net banking transaction receipt towards payment of tender fee shall be uploaded on the e-tendering website within the period of bid submission failing which the bid will be declared non-responsive.

10.2 Bid Security/EMD of unsuccessful Bidders will be returned to them within 90 days from the date of acceptance of bid of the successful Bidder. Bidders shall send application with cancel cheque/Bank Name-Account Number-IFSC code of depositing firm on opening of commercial bids.

10.3 The Bid Security may be forfeited, if

a) The Bidder withdraws / modifies his Bid or any item thereof after opening of bid. 50% EMD to be forfeited.

c) The successful Bidder fails within the specified time limit to commence the work.

11. Bid shall be opened on the day fixed for opening of bids in the presence of the Bidders who wish to attend. If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received and opened on the next working day at the same time and venue.

12. Bidders attention is also drawn to instruction of filling and submission of tender Attached herewith. You may forward your queries on tender documents and /or depute your technical representative for discussion on tender /drawings to clarify doubts, if any, at least two days before the date of submission mentioned in the website.

12.1 The Bidder may submit their questions/ queries/ clarifications if any, in writing or by email to reach the IISER Pune at least four days before the date for bid submission. Bidders can send queries on their letter head referring tender number by Speed post on above said address so as to reach IISER Pune only on e-mail address [engg@iiserpune.ac.in](mailto:engg@iiserpune.ac.in) at least Five four before the date and time of submission.

Online **Pre-bid** meeting will be held as mentioned above at the office of Engineer In-charge, 121, GF, Engineering Section , Main Building, IISER Pune -411008.

13. If any amendment in the tender document uploaded on the website is necessitated due to any query raised by any bidder including the text of the questions raised (without

identifying the source of enquiry) and the responses given will be uploaded as corrigendum on websites ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) and [www.iiserpune.ac.in](http://www.iiserpune.ac.in) Bidders are requested to take note of the corrigendum and quote their rates accordingly.

- 13.1 In case revised BOQ is uploaded on website by IISER, tenderer /bidder has to quote in revised BOQ only. The uploading quotation in pre-revised BOQ shall be considered as a willful negligence by the bidder and his quotation shall be considered as non-responsive.

#### **14. Cost of Bidding**

- 14.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the IISER, Pune will in no case be responsible and liable for these costs.

#### **15. Site visit & availability of site**

- 15.1 The Bidder should inform the IISER in advance about the proposed site visit.
- 15.2 The Bidder, at his own responsibility and risk is encouraged to visit, inspect and survey the Site and its surroundings and satisfy himself before submitting his bid as to the form and nature of the Site, the means of access to the Site, the accommodation he may require, etc.
- 15.3 In general, Bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A Bidder shall be deemed to have full knowledge of the Site, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.
- 15.4 The costs of visiting the Site shall be at the Bidders' own expense. Any report shared at the site, by the IISER is subject to verification by the contractor. Any deviations of information in the report and the actual site will not be the responsibility of the IISER.
- 15.5 The site for the work is available.
- 15.6 The architectural and structural drawings shall be made available in phased manner as per requirement of the same as per approved program of completion submitted by the contractor after award of the work.

#### **16 Content of Bidding Documents**

- 16.1 Submission of a bid by a Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be executed and local conditions and other factors having a bearing on the execution of the works.
- 16.2 The Bidder shall submit the Bid, which satisfies each and every condition laid down in the bid documents, failing which, the bid is liable to be rejected.
- 16.3 Notice Inviting e-Tender shall form part of the Contract document.
- 16.3.1 The documents listed below comprises one set of bid document that are issued to Bidders:  
**PART – I**  
**Technical Bid**

**Envelope –I****Volume I**

- a) Notice Inviting Tender (Including eligibility criteria)
- b) Tender Form and General Rules and Directions for the Guidance of the Contractor
- c) General Conditions of Contract
- d) Special Conditions & PARTICULAR SPECIFICATIONS of Contract
- e) Safety Code for Contract Work
- f) Format of BG
- g) Schedule C

**Volume- II:** Special Conditions & PARTICULAR SPECIFICATIONS of Contract

**PART-II****Envelop II – (Financial bid)**

**Volume –III :** Financial bid Schedule of quantity (BOQ).

**17 Amendment of Bid Documents**

- 17.1 Before the deadline for submission of bids, the IISER PUNE may modify the bidding documents by issuing corrigendum.
- 17.2 Any corrigendum so issued shall be part of the bid documents as well as Contract document and shall be on uploaded website [URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) and [www.iiserpune.ac.in](http://www.iiserpune.ac.in) Bidders should take note of the uploaded corrigendum and submit the tenders accordingly.

**18 Bid Validity**

- 18.1 The bid submitted shall become invalid if:
  - (i) The bidders is found ineligible.  
The bidder does not deposit online tender fee with IISER PUNE before the date and time fixed for opening of the bids.
  - (ii) The bidders does not upload all the documents (including GST registration) as stipulated in the bid document.
  - (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest tenderer in the office of tender opening authority.
- 18.2 The bids submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the technical bids. If any bidder withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the IISER, Pune, then the IISER, Pune shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-tendering process of the work.

**19 Bid Opening**

- 19.1 Online bid documents submitted by intending bidders shall be opened only of those bidders, whose tender fee and EMD is deposited online with IISER PUNE and scanned their scanned copies i/c tender documents scanned and uploaded are found in order.

- 19.2 On the due date and appointed time as specified in clause 11. IISER, Pune will first open **Envelope –I** of bid. Bidders satisfying conditions of 19.1, including amendment as per clause 17 if applicable, in the presence of the Bidders or their representatives who choose to attend. In the event of the specified date for Bid opening being declared a holiday by the IISER, Pune, and the Bids will be opened at the appointed time and location on the next working day.
- 19.3 Financial bids of the bidders who have submitted unconditional Bids together with requisite Bid security and meeting the eligibility criteria as specified in the NIT shall be opened in the presence of representatives of intending bidders on the date and time specified in the NIT for opening of the financial bid.

## 20. Clarification of Bids

- 20.1 To assist in the examination and comparison of Bids, the IISER, PUNE may, at its discretion, ask any Bidder for clarification of his Bid, including breakdown of unit rates. The request for clarification and the response shall be in writing or by email / fax, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the IISER, PUNE in the evaluation of the bids.
- 20.2 No, Bidder shall contact the IISER, PUNE on any matter relating to his bid from the time of the bid opening to the time the contract is awarded.
- 20.3 Any effort by the Bidder to influence the IISER's bid evaluation, bid comparison or contract award decisions, may result in the rejection of his bid.
21. Indian Institute of Science Education and Research PUNE, does not bind itself to accept the lowest or any other bid, and reserves the right to reject any or all of the tenders received without assigning any reasons. Bids in which any of the prescribed conditions are not fulfilled or any conditions including that of the conditional rebate put forth by the bidder shall be summarily rejected.
- 22 If the Bid of the successful Bidder is seriously unbalanced in relation to the Engineer-in-charge or his representative's estimate of the cost of work to be executed under the contract, the IISER, PUNE may require the Bidder to produce detailed rate analyses for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those rates with the implementation/construction methods and schedule proposed.

## 23 Award Criteria

- 23.1. IISER PUNE reserves the right without being liable for any damages or obligation to inform the bidder to:
- a) amend the scope and value of the contract to the bidder
  - b) Reject any or all applications without assigning any reasons
- 23.2 IISER, PUNE shall award the contract to the Bidder whose evaluated offer / bid has been determined to be the technically suitable and financially lowest and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to execute the contract satisfactorily. The Board of Governors of IISER reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Employer's action
- 24 Contractor whose tender is accepted will be required to furnish Performance guarantee of 5% (Five Percent) of the tendered amount within the period specified in Schedule C. This guarantee shall be in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in

Schedule 'C'. including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor and without prejudice to any other right or remedy. The Earnest Money deposited along with tender shall be returned after receiving the aforesaid performance guarantee. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.

The contractor whose bid is accepted will also be required to furnish either copy of the applicable licenses/registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC, and BOCW Welfare Board i/c provident Fund Code No. if applicable and also ensure the compliance of aforesaid provisions by the sub-contractors, if any engaged by the contractor for the said work and program chart (Time and Progress) within the period specified in Schedule C.

- 25 For civil repairs related to Electrical , Mechanical (E&M), firefighting & lift components of works, the main agency has to coordinate with specialized agency as per Director of Engineer In-charge.
- 25.1 The Civil/MEP AMC contractor has to get written permission from Expert agency and ensure presence of technician before taking-up any work in these services area's.
- 25.2 In case the main contractor intends to change any of the above agency/agencies during the operation of the contract, he shall obtain prior approval of Engineer-in-charge. The new agency/agencies shall also have to satisfy the laid down eligibility criteria. In case Engineer-in-charge is not satisfied with the performance of any agency, he can direct the contractor to change the agency executing such items of work and this shall be binding on the contractor.
- 25.3 Running payment for the work shall be made to the main contractor. In case main contractor fails to make the payment to the contractor associated by him within 15 days of receipt of each running account payment then on the written complaint of contractor associated Engineer in charge shall serve the show cause to main contractor and after considering the reply of the same he may make the payment directly to the contractor associated as per the terms & conditions of the agreement drawn between main contractor and associate contractor fixed by him, if reply of main contractor either not received or found unsatisfactory. Such payment made to the associate contractor shall be recovered by the Engineer in charge from the next RA/final bill due to main contractor as the case may be.
- 25.4 The Composite work shall be treated as complete when all the components of the all works are complete.
- 26 Bidder shall quote rates for all items in the BOQ of work in the financial bid document. It will be obligatory on the part of the tenderer to sign the tender document for all the components (The schedule of quantities, conditions and special conditions etc.)

27 **Disclosures**

Any change in the constitution of the contractor's firm, where it is a partnership firm, as declared in the prequalification documents submitted by the bidders at the time of submission of prequalification documents, should be disclosed to the IISER, PUNE, at any time between the submission of bids and the signing of the contract.

**Engineer In-Charge  
IISER Pune**

**SECTION I**

**II) ADDITIONAL INFORMATION AND INSTRUCTION TO APPLICANTS**



## 1.0. GENERAL

### 1.1 STATEMENT OF OBJECTIVES, BRIEF SCOPE & PARTICULARS OF THE WORK

1. The BOQ of **NAME OF WORK : ANNUAL MAINTENANCE AND MINOR CIVIL WORKS AT NON-RESIDENTIAL BUILDING OF IISER PUNE CAMPUS**
2. Work shall be in IISER Pune campus and as per as per direction of Engineer In-charge , IISER Pune. Work shall in general be executed as per, general conditions of the contract, particular Technical Specifications, CPWD Specifications available separately at printer's outlets (the bidder may obtain the address of the outlets from any CPWD office/IISER PUNE), National Building code of India, relevant Indian Standard (IS) Codes, etc as applicable.
3. Particulars given above are provisional and liable to change and must be considered only as advance information to assist the bidder.
4. This is maintenance nature tender, work front shall be available as per site requirement , user requirement , instruction of Competent authority , Engineer In-charge , DEAN , Faculty In-charge , Chairperson or any personnel authorized by Engineer In-charge, IISER Pune. Agency shall understand scope of work properly before taking up the work , plan and schedule activities , material requirements accordingly. Material installed/laid at site only shall be measured for payments , any surplus brought by the agency shall be disposed by the agency at own cost.

1.2 Letter of transmittal and other forms for pre-qualification are attached (Annexure I)

1.3. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If, any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by Fax and those received late will not be entertained.

### **ADDITIONAL INSTRUCTION TO APPLICANTS , SHALL BE PART OF THE AGREEMENT ANNUAL MAINTENANCE CONTRACT 2024-25**

- a) IISER Pune is spread over a 98 Acers of campus at Pashan Pune , work may assigned at any location within IISER Pune campus and L1 agency shall execute it accordingly.
- b) Special care should be taken during taking-up work in laboratory and lecture theatre area's to avoid damages to existing services.
- c) Core cutting or any similar demolition works in RCC/ Brick work should be taken-up with written permission of Engineer In-charge. Structural member of building should not be drilled or chipped for any other purpose.

- d) Maintenance activities shall be issued either in bulk or piece meal manner based on site requirement. L1 agency shall execute the work without making reason of less/more work scope , L1 agency shall arrange resources accordingly.
- e) Bidder shall handle permissions like royalties , disposal of waste etc with no cost to the Institute,
- f) L1 Agency shall submit Comprehensive Annual Insurance Policy from Government Insurance Institutions and submit a copy to IISER Pune before taking-up work.
- g) Photography-Videography by agency or his representative or labours is strictly prohibited.
- h) Staff and labourers deputed at IISER Pune site shall not enter Institute premises with drunk/addicted conditions , Executive management officers of agency shall take optimum care and shall be solely responsible.
- i) Bidder shall make his own arrangement for laborer/workers.
- j) Electricity and water shall be free of cost and may be taped at nearest point of work site , agency to make own tapping arrangement from nearest source.
- k) No cases , Staff and labourers deputed by L1 agency shall access Ladies Hostels / Ladies Wash Rooms/ Ladies Lounge , Ladies Staff/faculty cabins without prior permission of Engineer In-charge / Women Committee. During site visits or work at ladies occupied spaces , IISER Pune ladies security guard / Ladies Hostel Manager will accompany working staff.
- l) Since contract is of maintenance nature , work shall be issued to the agency for at any level / floor desired by the Engineer In-charge.
- m) Nature of work shall be actual site dependent and shall be paid as per actuals. Scope of work shall be approved by Engineer In-change , IISER Pune before taking-up work.
- n) IISER Pune campus is completely occupied and functional campus , agency shall take-up work as instructed by Engineer In-charge without functional disturbance to occupant.
- o) Agency shall be issued site order / ticket or instruction for taking-up the work in the affected area's. Agency shall take all works with the permission of Engineer In-charge , related tickets/site order etc. shall be submitted along with the running account bill.
- p) Agency shall do through site survey before taking-up the work , record actual site condition with approval of Engineer In-charge or his authorized representative , take photographs and get approval of Engineer In-charge before and after taking-up work.
- q) L1 agency shall depute experienced engineer as per General Conditions of Contract , deputed engineer shall be available throughout the duration of work , new deputation shall be intimated to the Office of Engineer In-charge , IISER Pune with credentials of staff.

r) This is maintenance/minor works related tender , all activities are independent of each other and shall be executed independently. Nature of work and time allowed to complete the assignment shall be as per table-1 appended.

All work /complaints shall be issued in the form of email / work ticket/site order book from Engineer In-charge or his authorized representative. Delay in attending tasks assigned by Engineer In-charge or his authorized representative shall be recorded as delay as action shall handled as per appended table-1.

Sr. No.	Nature of work	Time to attend complaint after receipt of Complaint ( Original Timeline)	Penalty for delay in attending work complaints		
			After Original timeline	After 7 days of original timeline	After 15 days of original timeline
1	Very Urgent	24 hrs	Rs. 1000/- per day	Rs.5000/- per day	May be Termination of work contract
2	Urgent	48 hrs			
3	Normal	3 days			
4	Routine	7 days			

Original time shall calculated from the date of issue of complaint by email / work ticket/ site order book from Engineer In-charge or his authorized representative. Recovery shall be made from RA bills /EMD/PG accordingly.

s) Electricity and water shall be provided at free of cost to the agency at one source near work site, agency shall make own arrangement of safely taping of power and leak free water piping from source to work location. Any scaffolding required shall be brought by contractor to complete the work with no cost to IISER Pune.

**t) No advance payment shall be made by IISER Pune. Quoted rates should be including TDS ,labour, transport, other applicable taxes (except GST). Income Tax and labour cess will be deducted from the bills of the work.**

u) In cases , there is requirement to execute extra or deviation items to complete the assigned activity , In principal cost approval shall be obtained in writing from Engineer In-charge before execution of work.

v) L1 agency shall keep watch and ward of his material , IISER Pune shall not be responsible for misplacing/theft of materials/tools.

w) After completion of work , site work shall be cleaned and put-to use accordingly. No leftover of spare material or malba shall remain at site. Quoted rates shall be including of cleaning site clean before and after use.

x) IISER Pune may extend existing contract with the same rate ,terms and conditions for next year based on the performance of agency.

- 1.4. References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Engineer In-charge/Chief Project Manager or equivalent.

1.5 The applicant may coordinate with Electrical, Lifts, HVAC,CIVIL etc. services agencies for working maintenance work in these services sensitive and critical areas.

1.7 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with tender document duly signed by the agency.

1.8 INTEGRITY AGREEMENT duly signed by the agency along with letter is required to be submitted by the agency.

**LETTER OF TRANSMITTAL**

From

To  
 THE DIRECTOR  
 INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH (IISER) PUNE  
 Main Building, Dr. Homi Bhaba Road, Pashan,  
 Pune - 411008

**NAME OF WORK : ANNUAL MAINTENANCE AND MINOR CIVIL WORKS AT NON-RESIDENTIAL BUILDING OF IISER PUNE CAMPUS.**

Estimate No. : **23/IISER/Pune/2024-25**

Having examined the details given in press notification and the tender document for the above work, I/we hereby submit the tender documents and other relevant information. I/we agree with all the terms and conditions given in the bid document.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility criteria and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Director, IISER, PUNE to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize Engineer In-charge, PUNE to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works.

Name of Work:

Certificate from

- 1.
- 2.
- 3.

- 1.
- 2.
- 3.

Enclosures:

Seal of applicant

Date of submission

Signature(s) of applicant(s)

**Undertaking to sign the integrity Agreement**

To,

.....,  
.....,  
.....

**Sub: SUBMISSION OF TENDER DOCUMENTS FOR THE WORK OF “ NAME OF WORK : ANNUAL MAINTENANCE AND MINOR CIVIL WORKS AT NON-RESIDENTIAL BUILDING OF IISER PUNE CAMPUS.**

Estimate No. : 23/IISER/Pune/2024-25

Dear Sir,

It is here by declared that IISER is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the IISER.

Yours faithfully

Sd/-

Engineer In-charge

## Forwarding letter for Integrity Agreement

To

**INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH (IISER) PUNE**  
Main Building, Dr Homi Bhabha Road, Pashan, Pune 411008

**Sub: SUBMISSION OF TENDER DOCUMENTS FOR THE WORK OF " NAME OF WORK : ANNUAL MAINTENANCE AND MINOR CIVIL WORKS AT NON-RESIDENTIAL BUILDING OF IISER PUNE CAMPUS.**

Estimate No. : **23/IISER/Pune/2024-25**

Dear Sir,

I/We acknowledge that IISER is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by IISER. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, IISER shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

**To be signed by the bidder and the signatory competent / authorized to sign the relevant contract on behalf of IISER**

**INTEGRITY AGREEMENT**

This Integrity Agreement is made at ..... on this ..... day of ..... 20.....

**BETWEEN**

IISER represented through its Registrar, (Hereinafter referred as the '**Principal/Owner**', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**AND**

.....  
(Name and Address of the Individual/firm/Company)

through ..... (Hereinafter referred to as the (Details of duly authorized signatory)

**"Bidder/Contractor"** and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**Preamble**

WHEREAS the Principal / Owner has floated the Tender (NIT No. ....)  
(hereinafter referred to as "**Tender/Bid**") and intends to award, under laid down organizational procedure, ..... contract ..... for  
.....  
(Name of work)  
hereinafter referred to as the "**Contract**".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "**Integrity Pact**" or "**Pact**"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

**Article 1: Commitment of the Principal/Owner**

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the



Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

- (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
  - (c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

#### **Article 2: Commitment of the Bidder(s)/Contractor(s)**

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
  - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the

business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

- d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
  - e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
  - 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice **means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.**
  - 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

### Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. **Such exclusion may be forever or for a limited period as decided by the Principal/Owner.**

- 2) **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
  
- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.
  
- 4) **Article 4: Previous Transgression**
  - 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
  
  - 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
  
  - 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

#### **Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.
  
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
  
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

#### **Article 6- Duration of the Pact**

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority.

#### **Article 7- Other Provisions**

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the **Headquarters of the** Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this **Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.**

#### **Article 8- LEGAL AND PRIOR RIGHTS**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Principal/Owner)

.....  
(For and on behalf of Bidder/Contractor)

WITNESSES:

1. ....  
(signature, name and address)

2. ....  
(signature, name and address)

Place:

Dated :

**CHECK LIST: Details of Enclosures/documents required to be uploaded on website**  
<https://eprocure.gov.in/eprocure/app> through the E-procurement portal up to the last date and time of submission of tender.

Sl.No	Description of item	Scanned copies Uploaded on website	Not uploaded
1.	Eligibility documents- Empanelment/Registration Certificate , experience certificate , Consent letters of associated agencies.		
2.	Power of attorney as required		
3.	Certificate of Registration as required		
4.	Memorandum of Articles of association as required		
5.	C A certificate for Audited Balance Sheet and Profit & Loss statement for the past five financial years		
6.	Consent letter from associates if Electro-Mechanical services are proposed to be done through Associates, under reference to Para 1.6 A to D under Section-II. Information and Instructions to Applicants		
7.	Supporting certificates for technical and financial capability from relevant authorities.		
8	Organization Chart with responsibilities, Curriculum Vitae of personnel proposed for this project.		
9	INTEGRITY AGREEMENT duly signed by the agency along with <b>letter of Transmittal</b>		
10	Any other important information.		
11	Scan copies of net banking receipt towards payment of Tender fee		
12	Letter of transmittal duly signed by the bidder.		
13	Uploading of the tender document Vol-I, Vol-II, Vol-III and financial bids		
14	Any other relevant document required to be uploaded on website as per tender conditions.		