



**INTERNATIONAL ADVANCED RESEARCH CENTRE FOR
POWDER METALLURGY AND NEW MATERIALS (ARCI),**

Balapur P.O, R.R. District, Hyderabad – 500 005, Telangana, India

Tel: 040-244523326, Fax: 040-24442699

Web Site: www.arci.res.in, eMail: stores@arci.res.in

Tender No. SC20190240/WO

Date:29.07.2020

TENDER DOCUMENT
FACILITY MANAGEMENT SERVICES AT ARCI, GURGAON

1.	EMD (Earnest Money Deposit/Bid Security)	INR 87,500/-
2.	Tender Processing Fee	INR 1180/- (INR 1000+ 18% GST)
2.	Tender document published date	29.07.2020
3	Bid documents can be downloaded from	www.arci.res.in www.eprocure.gov.in
4.	Clarification start date and end date	29.07.2020 to 03.08.2020
5.	Bid submission start date and time	04.08.2020 at 09.00 AM
6.	Bid submission end date and time	26.08.2020 upto 03.30 PM
7.	Bids opening date and time (Cover-1 Tender Fee, EMD &Cover-2 Technical Bid)	27.08.2020 at 02.30 PM



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Balapur P.O, R.R. District, Hyderabad – 500 005, Telangana, India

Tel: 040-24452326, Fax: 040-24442699

Web Site: www.arci.res.in eMail: stores@arci.res.in

Instructions to Bidder

Table of Contents

Sl. No.	Description	Page No.
1.	Notice inviting Tender	3
2.	Technical Bid -Terms and conditions	6
3.	Tender Fee and Earnest Money Deposit-Terms and Conditions	14
4.	Price Bid	16
5.	Vendor Declaration	19
6.	Scope of the Work (Annexure-I)	20
7.	Price Schedule	23
8.	Checklist	26



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TENDER NOTICE

International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI) is an Autonomous Research and Development Centre of Department of Science and Technology (DST), Government of India with main campus at Hyderabad and with operations in Chennai and Gurugram.

ARCI would like to procure the following item. The Technical Specifications Schedule of Requirements and Allied Technical details are given in Part-1 of tender document.

Item: **Facility Management Services at ARCI, Gurgaon.**

Tender Enquiry No: (Case No.) **SC20190240/WO dated 29.07.2020**

- Last date and time of submission of Tender (Tender Fee, EMD, Technical and Price Bid): **26.08.2020** before 3:30 PM.
- The services to be delivered at:

International Advanced Research Centre for Powder Metallurgy and New Materials, Plot No 102, Institutional Area, Sector 44, Gurgaon, Haryana, Pin code 122003, India.

The tender document should consist of the following:

Two bid system should be followed for this tender. In this system the bidder must submit offer in three separate sealed envelopes i.e., one envelope for each for Tender Fee and EMD, Technical Bid and Commercial Bid. These envelopes should be securely sealed and stamped separately and clearly marked as “**Envelope No.1-Tender FEE and EMD**”, “**Envelope No. 2- Technical Bid**” and “**Envelope No.3 – Commercial Bid**”. All the sealed envelopes should be placed in another larger envelope. The main envelope which will contain all the envelopes should be super-scribed with the tender enquiry no. **SC20190240/PO** date **29.07.2020** due on **26.08.2020** with name of the service and is to be submitted to the address given below so as to reach **on or before 26.08.2020 by 03:30 PM.**

The Bidder should ensure that the Prices are mentioned only in the Financial Bid and nowhere in the Technical Bid.

Validity of Bid

Quotation should have minimum validity of **120 days** from the date of opening.

Address for submission of the Tender:

**International Advanced Research Centre for Powder Metallurgy and New Materials,
Balapur Post, Hyderabad – 500 005, Telangana, India.**

Last date for submission: 26.08.2020 at 03:30 PM

Tender should be submitted before last date stated above. The bid can be submitted in person or through post/courier. ARCI will not be responsible for transit delay for tenders submitted by Post / Courier etc.

All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

Clarification on bid

Bidders can seek clarification as per the schedule start and end date through email IDs given below:

For technical and commercial clarifications: anirban@arci.res.in, stores@arci.res.in

Opening of the tender

The offer/bid will be opened by a committee duly constituted for this purpose. The bidder if interested may participate on the tender opening date and time. The bidder should produce authorization letter from their company to participate in the tender opening. Only one representative will be allowed to participate in the tender opening. The schedule of tender opening is:

Tender opening date and Time: **27.08.2020 at 1430 hrs.**

PLACE: - International Advanced Research Centre for Powder Metallurgy and New Materials, Balapur Post, Hyderabad – 500 005, Telangana, India.

The bidders who are technically qualified will be called separately for opening of price bids.

Award of Contract

Contract will be awarded to successful bidder and a copy of the award of the contract will be uploaded in CPP portal after finalizing the tender.

Contract Period: The term of Agreement/ Purchase Order/ Work Order for providing manpower services shall be initially for a period of one year. If the services are found to be satisfactory, the contract may be extended for additional years (one year at a time) on the same Terms and Conditions including Rates.

Disqualification of the Tenders:

The tenders are liable for rejection in the following circumstances:

- If they are not in line with the terms and conditions of this tender notice
- Conditional quotations
- Incomplete tenders
- Tenders without EMD
- Tenders submitted through Fax or e-mail
- If two bid system is not followed.
- The firm need to quote all the charges/prices as per the tender requirement, if any firm quote nil charges/consideration, the bid shall be treated as unresponsive bid and will not be considered.

Director, ARCI reserves the right to accept or reject any or all tenders either in part or in full or to split the order without assigning any reasons there for.

IMPORTANT NOTE: Amendment, Corrigendum if any to this tender document, WILL BE HOSTED ONLY ON ARCI WEBSITE and CPP Portal and no separate Press Notification will be issued. Bidders are advised to visit our website and CPP Portal regularly to know such details.

Director, ARCI, Hyderabad

PART-1

TECHNICAL BID (Terms and Conditions)

I. Vendor qualification criteria:

The following documents are to be provided in the Technical Bid cover for technical evaluation of bids:

- (a) Profile of the Service provider/Tenderer/Agency including name, type of firm, address, Contact person's name, designation, telephone no. mobile no and email ID. Copies of Service Orders pertaining to experience of not less than 5 years in providing similar nature of job.
- (b) Proof of documents pertaining to service at Gurgaon and surroundings.
- (a) PF & ESI registrations, PAN, GSTIN No. Valid labour license for Facility Management Services from concerned statutory authorities.
- (b) Copies of Service orders executed in last 5 years minimum of
 - 1 work of the value minimum Rs.27.96 Lakhs or
 - 2 works of the value minimum Rs.17.47 Lakhs or
 - 3 works of the value minimum Rs.13.98 Lakhson the similar firms of Govt. R&D Organizations / Premier Institutes / Private IT Industries where they have deployed similar nature of man power.
- (c) Self-certification stating availability of enough High skilled/skilled/semiskilled/unskilled man power to manage Facility Management Services not less than 15 Staff on the company's own rolls and not outsourced from any partner.
- (d) Copies of the resumes of the proposed candidates, who would be deployed in case of award of contract.
- (e) Statement showing the turnover during the past three years, supported by profit and loss accounts, balance sheets, profit and loss accounts and Income Tax Returns by Chartered Accountant.
- (f) Undertaking of non- blacklisting from Central/State Govt/ PSU/ Autonomous bodies or its contracts have not been terminated on account of poor performance.

Each page of the tender document must be duly signed and uploaded by the tenderer as token of acceptance. If any deviation is proposed by the tenderer, the same must be clearly indicated and enclosed as deviation list but tenders with significant deviations and/or merely enclosing tenderer's printed conditions of their own terms and conditions will make the tender liable for rejection.

Any person signing the tender shall submit documentary evidence that his signature on the tender, submitted by him is legally binding upon himself, his firm or company, as the case may be.

The tenderer shall produce satisfactory proof that he is financially in a position to fulfill the contractual obligations offered to be undertaken by him. The tenderer shall indicate the details of his banker

The tenderer shall produce Labour License Certificate or letter to the effect that he/she is capable of obtaining license to employ contract labor from Central Labour Authorities on award of the contract.

I. General instructions:

- a) The technical offer should be complete to indicate that all products/ services asked for are quoted. Each page of the bid and strikeout/corrections shall be duly signed and stamped by the bidder. Unsigned Tenders are liable to be rejected. Failure to comply with this requirement may result in the bid being rejected.
- b) The purpose of certain specific conditions is to get or procure best product/service etc. for ARCI. The opinion of Technical Committee shall be the guiding factor for technical short listing.

II. STATUTORY OBLIGATION:

The price to be quoted by the tenderer shall include all incidences of taxes, and duties (State Govt./Central Govt.) which may be applicable to the items he is quoting for and wages (not less than the minimum wages) to be paid to the personnel engaged under the contract by fulfilling statutory obligations towards payment of Employees provident Fund, Insurance and ESI etc , and also the obligations to be discharge under Contract Labour (Regulation & Abolition) Act 1970.

The bidder has to give undertaking on Non judicial Stamp Paper of applicable value before the award of the work (after deciding L1) that the bidder undertakes to actually pay wages to all the labourers employed by the bidder at ARCI of all descriptions to be engaged for completion of that particular job/work at the rate which is not less than the one prescribed under minimum wages under CLRA Act and also keep the Principal Employer indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for bidder's failure to pay such wages and provide the essential amenities.

III. TERMS & CONDITIONS

1. The terms as per the contract shall be governed by ARCI's general rules and regulations.
2. Incomplete/unsatisfactory work or loss of property may attract penalty as decided by the Director.

3. The contractor shall employ only Indian Nationals after proper verification of their antecedents and shall ensure that no person of doubtful antecedents and nationality is in any way be associated with the work.
4. The contractor shall obtain a valid license under the Contract Labour (R&A) Act, 1970 and rules framed there under and continue to hold it till the completion of the contract.
5. The contractor shall maintain the following registers as per the contract labour (Regulation and Abolition) Act, 1970.
 - (a) Register of workmen as per form XVI of Rule 75
 - (b) Employment cards as per form XIV of Rule 76
 - (c) Muster roll register as per form XVI of Rule 78
 - (d) Register of wages as per form XVII of Rule 78
 - (e) Any other registers as required under any statutory authority of the Country.
6. The contractor shall comply with the statutory provisions of various acts governing the nature of work like Payment of wages Act, 1936, Minimum wages Act, 1948, Employment Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Bonus Act, and Contract Labour (Regulation & Bonus, Abolition) Act, 1970 or the modifications thereof and other laws relating thereto and the rules made there under from time to time.
7. Notice showing the rates of wages, hours of work etc. shall be submitted to the office of the labour enforcement officer.
8. The contractor on receiving any complaint from the Director shall attend to it and complete the job immediately to the satisfaction of the Director. In case of non-compliance, a penalty of Rs. 500/- shall be imposed on each occasion. If the work is not found satisfactory in a particular area and is not up to the expected standards, an amount as decided by the Director shall also be deducted from the Contractor's bill and the amount so deducted shall be final.
9. The contractor has to make arrangements for carrying out the emergency jobs such as additional maintenance if any required during the visits of VVIPs/VIPs by mobilizing additional manpower.
10. **Contract Validity/Tenure: The contract shall remain valid for a period of One year from the date of Contract Agreement. If the services are found to be satisfactory, the contract may be extended for additional years (One year at a time) on the Same Terms and Conditions including Rates.**
11. **The contractor shall not be entitled to any additional payment during the tenure of the contract due to increase in minimum wages/VDA/Bonus of manpower and the rates should be quoted accordingly considering wages, service charges and all the statutory obligations.**

12. The minimum wages should be calculated as per Central Labour Act as per Latest G.O and EPF, ESI and Bonus should be calculated on basic plus VDA. The Bonus should be paid every month. The wage calculation sheet with all above details should be enclosed in technical bid. Minimum two wage revision (VDA increase) should be considered per year while quoting prices.
13. Scope of work and minimum qualification criteria: The contractor/service provider shall provide manpower with requisite qualification/skill sets specified in scope of supply/services (**Annexure I**).
14. After finalization of the contract, an agreement has to be signed by the successful bidder within ten days.
15. The agreement shall be liable for termination on giving two months' notice by either side. During the period of notice both the parties shall continue to discharge their duties and obligations.
16. All the personnel and their bag and baggage connected with the contract shall be liable to physical check both at the time of entry in to ARCI campus and passing out at security gate. The contractor's personnel shall not stay beyond the specified working hours unless otherwise they are authorized to do so in writing by the Director/or the concerned In charge.
17. The contractor shall furnish the list of personnel engaged and they are to be issued with proper identity cards.
18. It shall be the responsibility of the bidder to meet transportation, food, medical and any other requirements in respect of the workers engaged by bidder. ARCI shall have no liabilities in this regard.
19. Any breakages/damages caused by the contractor's personnel shall be borne by the contractor.
20. The contractor will not allow or permit the personnel to participate in any trade union activities or agitation in the premises of ARCI.
21. The Director shall pay the amount of monthly bill to the contractor through Electronic Transfer mode for the manpower deployed during the month after duly checking of the log books, attendance registers, EPF/ESI statements and challans etc. As such the contractor shall own the full responsibility for regular payment of wages to his personnel. The disbursement of wages by the contractor shall be made latest by 7th of each month. The Contractor shall provide proof of remittance of the wages to the laborers duly acknowledged by the bank.

22. **The successful contractor shall provide a security deposit to the extent of 10% of total value of annual contract by way of DD drawn on a Nationalized /Scheduled bank favoring Director, ARCI payable at Hyderabad. The EMD amount will be adjusted against Security deposit and the contractor shall deposit the difference amount in a manner stated above or on submission of DD. The DD should be valid for 03 months.**
23. The Director shall not be responsible for any injury or loss of limb or life of any worker/workers of the contractor that may take place while carrying out works at ARCI. The contractor has to obtain a Workmen Compensation Policy from any Nationalized Insurance company. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor. The minimum value of Insurance per person per occurrence should be Rs.5.00 Lakh. The Insurance policy should be submitted along with first RA/Bill/Invoice.
24. Any question, dispute or difference arising under the contract shall be referred to arbitration of sole arbitrator to be appointed by the Director of ARCI. The award of the Arbitrator shall be final and binding on both the parties.
25. It is the responsibility of the contractor to bring to the notice of his personnel that they have no right whatsoever to claim employment in ARCI by virtue of their engagement under this contract. The contractor has to obtain an undertaking to the effect from his personnel and submit the same to the ARCI.
26. Income Tax will be deducted at source from the contractor's monthly bill as per Income Tax Act provisions.
27. The agreement shall be liable for termination on giving three months or till an alternative arrangement is in place at ARCI, whichever is earlier.
28. Signing of Tender: Individual signing the tender or other documents connected with contract must specify whether he signs as:
- a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
 - b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - c) Director or a principal officer duly authorized by the Board of Directors of the Company.

ESSENTIAL ELIGIBILITY CRITERIA FOR THE TENDERER TO PARTICIPATE IN THE TENDER

(Bidder may read the following carefully)

Technical bid will be evaluated based on the essential criteria as per marks given against each point:

- 1. Profile of the Service provider/Tenderer/Agency including name, type of firm, address, Contact person's name, designation, telephone no. mobile no and email ID. Copies of Service Orders pertaining to experience of not less than 5 years in providing similar nature of job - 10 Marks**
- 2. Should have operations at Gurgaon and surroundings (Proof to be produced) - 05 Marks**
- 3. PF & ESI registrations, PAN, GSTIN No. Valid labour license for Facility Management Services of maintenance staff concerned statutory authorities (Proof to be produced) - 10 Marks**
- 4. The Service provider/agency should have executed in last 5 years minimum of**
 - (a) One work of the value minimum Rs.27.96 Lakhs or
 - (b) Two works of the value minimum Rs.17.47 Lakhs or
 - (c) Three works of the value minimum Rs. 13.98 Lakhs**on the similar firms of Govt. R&D Organizations/PSU/Autonomous bodies where they have carried out similar manage Facility Management services. Only such works will be considered which are completed in all respect. The work(s) which is/are not similar as per above requirements shall not be considered for evaluation of bid – 30 marks**
- 5. Self-certification stating availability of enough skilled/semiskilled/unskilled man power to manage Facility Management Services staff not less than 15 Staff on the company's own rolls and not outsourced from any partner. (Proof to be produced) - 10 Marks**
- 6. Statement showing the turnover during the past three years supported by balance sheets, profit and loss accounts and Income Tax Returns by Chartered Accountant (Proof to be produced). - 15 Marks**
- 7. Copies of the resumes of the proposed candidates for the contract - 15 Marks**

8. Undertaking of non – blacklisting from Central/State Govt/PSU/Autonomous bodies or its contracts have not been terminated on account of poor performance – **05 Marks**

Note: All the above points shall be considered only if supported by documentary evidence and marks will be awarded accordingly/proportionately. The tenders with scores equal to or above to the qualifying marks will only be considered for further evaluations.

Total Marks is 100. Qualifying marks will be 75.

General instructions:

- A. The Technical Bid 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 quotation. **The price should not be mentioned anywhere in this document.**
- B. Tenders, which are submitted without following the Two-Bid Offer System, are liable to be rejected.
- C. The technical offer 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 Tenders are liable to be rejected. Failure to comply with this requirement may result in the bid being rejected.
- D. The purpose of certain specific conditions is to get or procure best product/service etc. for ARCI. The opinion of Technical Committee shall be the guiding factor for technical short listing.
- E. Vendor should provide list of deliverables / bill of materials and services.

PART- 2
EARNEST MONEY DEPOSIT

1. Bid should be accompanied by Tender Processing Fee of INR 1180/- in the form of Demand Draft drawn on in favour of Director, International Advanced Research Centre, Payable at Hyderabad or payment online like RTGS/NEFT/ECS. Tender Fee is not refundable. Bids submitted without tender processing fee will not be considered for further processing.
2. Bid should be accompanied by EMD of INR 87,500/- from Indian bidders in the form of Demand Draft or Banker's Cheque or Bank Guarantee from any of the Commercial banks in favour of Director, International Advanced Research Centre, Payable at Hyderabad or payment online like RTGS/NEFT/ECS.

Online Payment Account details are as follows:

Details of Account Holder

Name of the Institution	International Advanced Research Centre for Powder Metallurgy & New Materials
Name of Account Holder (As per Bank Record)	ARCI TECHNOLOGY PROGRAM FUND
Account Number of above account	1849101016974
Complete Contact Address	RCI Road, Balapur, Opposite Balapur Vilage, Hyderabad -500005
Telephone No	0091-040-24452361
Fax No	0091-040-24442699

Bank Account Details

Bank Name	CANARA BANK
Branch Name	Kanchanbagh
Beneficiary's Name	ARCI Technology Program Fund
Complete Contact Address	Kanchanbagh, Hyderabad 5000059
Telephone No	040-23438704
9- Digit Code No of Bank & Branch	500015032
Account Number	1849101016974
Account Type (SB/Current/Cash/Credit/Etc)	Savings Account
IFSC Code No of Bank	CNRB0001849
PAN Number	AAAAI0324C
TIN Number	36980207289
Service Tax Number	AAAAI0324CST001
GSTIN Number	36AAAAI0324C1ZG
E.Mail	fao@arci.res.in

The details of transaction for tender fee and EMD viz Name of Bidder firm, tender description, Transaction ID/No. of Transfer, Transaction date, Amount of Transaction, Name of Bank, Address of Bank shall be furnished by the TENDERER ON THEIR LETTERHEAD SEPARATELY ENCLOSED IN COVER-1 (Offline) ALONG WITH TENDER.

No interest is payable on EMD. The EMD shall be valid for a minimum period of three months from the date of closure of the bid.

Bidder registered with District Industries Centre or Khadi and Village Industries commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handloom or Udyog Aadhar Memorandum or any other body specified by Ministry of Micro, Small and Medium Enterprises as MSMEs or Startups as recognized by Department of Industrial Policy and Promotion (DIPP), Govt of India for the tendered item are exempted from payment of tender fee and Earnest Money Deposit (EMD) subject to submission of valid documentary evidences throughout the time of the contract. Copies of MSME, NSIC registration certificates and other supporting documents should be submitted for exemption of Tender Processing Fee and EMD. Failure to submit the required documents in cover 1 shall lead to rejection of bid.

Refund of EMD:

EMD amount of the unsuccessful bidders will be returned, without any interest, within 30 days of the finalization of tender. EMD of the successful bidder gets converted into performance guarantee and balance if any is required to be submitted as per the tender norms be augmented by the bidder.

Forfeiture of EMD:

EMD of tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited

PRICE BID

I. Terms and Conditions:

- a) Envelope 3 should contain price schedule complete in all respects with proper seal and signature of authorized person.
- b) Tender with any condition, including conditional rebate, are liable to be rejected.
- c) Cost of all the items should be mentioned clearly and individually in the Commercial Offer (Part- III) only.
- d) Printed conditions of the vendor submitted with the tender will not be binding on ARCI.
- e) The commercial bids of only the technically qualified bidders shall be considered for further processing.
- f) Commercial Bid (prices quoted) should not be enclosed in the technical bid envelope. If the price quote is submitted with technical bid the tender are liable to be rejected.
- g) The Director ARCI reserves the right to accept the offer in full or in parts or reject summarily or partly thereof.

II. Payment terms:

100% of service charges+100% SGST/CGST/IGST tax will be made on monthly basis on submission of Monthly Invoice and proof of payment subject to satisfactory inspection and acceptance of services/works by ARCI Authorities.

III. Monthly Attendance sheet.

- a. Monthly attendance sheet along with all statutory remittances (EPF/ESI/Bonus and minimum wages) of previous month shall be submitted duly certified.
- b. Insurance policy shall be submitted along with the first bill.
- c. Additional works carried out during the previous month shall be submitted along with the bill, gate entry etc duly certified by ARCI In charge.
- d. Proof of payment of wages for the current month through bank shall be submitted along with the bill duly signed by concerned bank authorities.

IV. Liquidated Damages (LD):

As time is the essence of the contract, delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise, LD clause will be applicable /enforced. If the supplier fails to Supply, Install and Commission the equipment as per specifications mentioned in the order within the due date, ARCI may levy a penalty for such delay by way of liquidated damages, at 0.5% per week of delay or part thereof, and in aggregate not exceeding 10% of the order value. Such LD will be deducted from any amount due or which may become due to the supplier.

V. Order acceptance:

The successful bidder, on award of contract / order, must send the contract / order acceptance in writing, within 15 days of award of contract / order failing which the EMD will be forfeited.

VI. Award of contract:

ARCI reserves the right at the time of award of Contract to increase or decrease the quantity of items specified in the Schedule of Requirements without any change in price or other terms and conditions.

VII. Corrupt or Fraudulent Practices:

ARCI requires that the bidders who wish to bid for this project work have highest standards of ethics. ARCI will reject a bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract. ARCI may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract.

VIII. Interpretation of the clauses in the Tender Document / Contract Document:

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, Director, ARCI's interpretation of the clauses shall be final and binding on all parties. The equipment must be supported by service personnel trained by the principal vendors. The vendor will have to arrange for all the testing equipment & tools required for installation, testing & maintenance etc. Installation and integration of all supplied hardware and software shall be done by the vendor. The vendor shall install and configure all required hardware and software. The bidder must install and configure user application / software, and demonstrate its running in parallel as part of the system acceptance. The application software will be provided by the Institute.

IX. Indemnity:

The vendor shall indemnify, protect and save ARCI against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment's supplied by him. The supplier should submit the Indemnity bond as per the format enclosed and should be valid till the operation of the contract.

X. Arbitration

In case of Dispute or difference arising between the Purchaser and the supplier 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 arbitrator appointed by Director ARCI. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

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

Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree.

Declaration by the Vendor

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper authorization. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions of the tender. We have not given any printed conditions beyond the scope of this tender. This is also certified that I/We/our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Name:

Address:

Designation:

On behalf of:

SCOPE OF WORK

FACILITY MANAGEMENT SERVICES AT ARCI, GURGAON

The scope of services to be provided by supplier to ARCI is as follows:

Includes Electro- Mechanical jobs and soft services in the entire building

1. Service provider shall ensure that all Internal maintenance which includes Electro-mechanical jobs and entire building but will take care of the common area maintenance of the entire building.
2. **Electrical distribution panels (LBD, PDB and UBD):**
 - (a) Carry out daily operation (switch on/off) as required.
 - (b) Replacing of fused bulbs, Socket, switches etc.
 - (c) Maintain all the necessary logbooks, registers & records for any future checks & audits.
 - (d) Regular checking, cleaning & general servicing Weekly /monthly basis
 - (e) Canteen equipment's including Bain -Mari
 - (f) Maintenance of the earth pits
 - (g) 52-week maintenance planner to be planned and implemented.
3. **Chillers & air handling units:**
 - (a) Carry out operations & maintaining the temperature at individual room.
 - (b) Need to maintain the temperature of 23+ /-1 degree to be maintained.
 - (c) The temperature of server room and UPS room should be maintained as per F&CS.
 - (d) Cleaning of air filters as per manufacturer's recommendations.
 - (e) Coordinate with the AMC vender for any break down & preventive maintenances.
 - (f) Maintain all the necessary log book, registers 7 records for any future checks & audits
 - (g) Coordinate with Landlord for periodical 7 preventive (52week)
4. **Lifts**
 - (a) Day to day operations /maintenance of the lifts
 - (b) Coordinate with AMC vendor for any breakdown & preventive maintenances.
5. **Fire Alarm system, fire sprinkler system, fire hydrant system, fire panels and fire extinguishers.**
 - (a) Checking the system for operation periodically.
 - (b) Coordinate with the land lord / AMC vendors for any break down & preventive maintenances
 - (c) Check the healthiness of jockey motors and fire extinguishers and escalate to the land lord in case of any breakdown.
 - (d) Ensure in the smoke detectors, fire alarm panel are working at all times.
 - (e) Fire engine general checking like battery conditions, specific gravity etc.

6. Energy meters

- (a) Ensure that the meter readings are noted as per scheduled time & monitor the power consumption.
- (b) Submit daily report / log books on power consumption

7. Diesel Generators

- (a) Ensure that the Genset meter reading are noted as per scheduled time & monitor the power consumption.
- (b) Submit daily report / log book on power consumption maintain all the necessary logbook, registers, records of services for future checks /audits.
- (c) Coordinate with land lord.

8. Plumbing and sanitary distribution systems:

- (a) Up keep the plumbing system at facility.
- (b) Attend to any break down calls.
- (c) Attend to any day- to- day requirements of carpentry work like door closer problems, chairs, table problems, floor springs, work stations, storage cabinets lockers etc.
- (d) Maintain all the necessary log book and records.
- (e) Coordinate with the land lord in case of any requirements.

9. Inverters

- (a) Operations as required.
- (b) Coordinate with the vendors' / AMC vendors for any break down & preventive maintenances
- (c) Plan of periodical and preventive (52-week plan) to be implemented monitored and carried out.

10.Audio Visual Equipment, Access control system:

- (a) Checking the system for operation periodically.
- (b) Coordinate with vendors/ AMC vendors for any break down & Preventive maintenances.

11.UPS system with battery banks:

- (a)Records the readings & maintain log book as necessary.
- (b)Checking the system for operation periodically.
- (c)Coordinate with the vendors /AMC vendors for any break down & preventive maintenance.

12. Luminaries, fittings and fixtures

- (a) Check for healthiness on a regular basis.
- (b) Check & replace any fused bulbs & tubes.
- (c) Rectify any wiring problems.
- (d) Keep account of the incoming materials & maintain register for replaced.
- (e) Cleaning of the fixtures on weekly basis.

13. Other Equipment's & furniture

- (a) Ensure the printer are working, loaded with paper and toner at all times.
- (b) Ensure drinking water dispensers and tea/ coffee vending machines are working at all times.
- (c) Ensure all the audio / video equipments are working at all times.
- (d) Ensure Access control system is working at all times.
- (e) Ensure all the other electro- mechanical equipment are working at all the times.
- (f) Keep account of the incoming materials & maintain register for replaced.

14. Logbook / registers

registers to be maintained at the site including attendance, incidents, handover /takeover, assets, emergency contacts, all equipment logs (HVAC, UPS, Electrical distribution, Generators, fire alarm / Fire detection etc) et al. these have to be properly and duly filled by the Engineering Maintenance staff.

15. Requirement of manpower is as follows:

1. Supervisor (1 No): For supervising the maintenance, upkeep, security of entire building.
2. Security Guard (4 Nos): Two security guards at a time- one at front gate and one at back gate and surrounding area (+12 hrs duty)- day and night.
3. Electrician (01 No): To meet the emergency electrical requirement of office hours.
4. MTS (01 No)
5. Pantry boys (02 Nos): To meet the requirement of 1st floor-IGSTC, IInd Floor-Inspire, ground floor-ARCI staff and basement- Cafeteria etc
6. Helper (01 No): To meet the misc maintenance requirement like faulty repair, DG service, misc installation, general installations, fire installations and their operations etc.
7. Housekeeping (02 Nos): Cleaning, moping, dusting of office premises, utility services of entire outside/inside of the building.
8. Gardener: **Part Time** (01 No): The building is three side open. Plants (small and tall) have been grown outside area and potted plants are kept inside area of the building. The gardener looks after the plants, like watering, putting manure timely, planting seasonal flowers etc.

Services must be done at

**International Advanced Research Centre for Powder Metallurgy and New Materials,
Plot No 102, Institutional Area, Sector 44, Gurgaon, Haryana, Pin code 122003, India.**

PRICE SCHEDULE FORMAT_MANPOWER

S. No.	Subject	Quantity	Units	Basic Wages (As per Govt Orders)	V.D.A	ESI per month(as per statutory rate) in INR	PF+EDLI per month(as per statutory rate) in INR	Bonus	Contractor service Charges per month in INR	GST	Rate per person for a month (Inclusive of all) (A,B,C,D,E,F,G)
				A	B	C	D	E	F	G	I
1.	Supervisor (Skilled) (Monthly Wages per person per month: Bidder should quote wages keeping in view of the Minimum Wages, VDA, ESI, PF+EDLI, Bonus, etc for Supervisor in compliance with the provisions of Government notifications issued from time to time.)	01	No								
2.	Security Guard (Unskilled) (Monthly Wages per person per month: Bidder should quote wages keeping in view of the Minimum Wages, VDA, ESI, PF+EDLI, Bonus, etc for Security Guard in compliance with the provisions of Government notifications issued from time to time.)	04	No								
3.	Electrician (Semiskilled) (Monthly Wages per person per month: Bidder should quote wages keeping in view of the Minimum Wages, VDA, ESI, PF+EDLI, Bonus, etc for Electrician in	01	No								

	compliance with the provisions of Government notifications issued from time to time.)										
4.	MTS (Semiskilled) (Monthly Wages per person per month: Bidder should quote wages keeping in view of the Minimum Wages, VDA, ESI, PF+EDLI, Bonus, etc for MTS in compliance with the provisions of Government notifications issued from time to time.)	01	No								
5.	Pantry boys(Unskilled) (Monthly Wages per person per month: Bidder should quote wages keeping in view of the Minimum Wages, VDA, ESI, PF+EDLI, Bonus, etc for Pantry boys in compliance with the provisions of Government notifications issued from time to time.)	02	No								
6.	Helper(Unskilled) (Monthly Wages per person per month: Bidder should quote wages keeping in view of the Minimum Wages, VDA, ESI, PF+EDLI, Bonus, etc for Helper in compliance with the provisions of Government	01	No								

	notifications issued from time to time.)										
7.	<p>Housekeeping staff (Unskilled)</p> <p>(Monthly Wages per person per month: Bidder should quote wages keeping in view of the Minimum Wages, VDA, ESI, PF+EDLI, Bonus, etc for Housekeeping staff in compliance with the provisions of Government notifications issued from time to time.)</p>	02	No								
8.	<p>Gardener (Part Time for 4 Hours)</p> <p>(Monthly Wages per person per month: Bidder should quote wages keeping in view of the Minimum Wages, VDA, ESI, PF+EDLI, Bonus, etc for Gardener in compliance with the provisions of Government notifications issued from time to time.)</p>	01	No								

CHECK LIST

BIDDER HAS TO FILL IN THE CHECK LIST GIVEN BELOW

(State YES/NO for each item)

1	If bidder is not an original equipment manufacturer, authorization letter attached.	
2.	Whether Tender Processing Fee and Earnest Money Deposit (EMD) Submitted (envelope I)	
3.	Whether Technical Bid (envelope II) Submitted	
4.	Whether Commercial Bid (envelope III) Submitted	
5.	Whether the Tender Fee and EMD (envelope I), Technical Bid (envelope II) and Price Bid (envelope III) are submitted in separate covers and all the covers enclosed in a common envelope.	
6.	Whether copies of GST Registration certificate and PAN Card enclosed	
7.	Whether declaration form signed and submitted	
8.	Validity of 120 days from the date of opening	
10.	Does the stores comply with all the specifications mentioned	
11.	Whether all pages of tender document signed and submitted	
12.	Whether Payment terms detailed mentioned in price bid cover	

NOTE: Please ensure all the relevant boxes are marked YES/NO against each column.

IMPORTANT NOTE: Tenderers must ensure that all the required documents indicated in the Tender documents are submitted without fail. Tenders received without supporting documents for the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.