

भारतीय प्रौद्योगिकी संस्थान गोवा

INDIAN INSTITUTE OF TECHNOLOGY GOA



NOTICE INVITING e-TENDER

**NAME OF WORK: Comprehensive Annual Maintenance Contract of
UPS installed at IIT Goa**

N.I.T. No. IITGOA/IWD/2025/004 dated 27.01.2025



e-Tender Notice

Indian Institute of Technology (IIT) Goa invites sealed **Item** Rate tender from eligible contractors for following work(s):

N.I.T. No	IITGOA/IWD/2025/004 dated 27.01.2025
Name of work	Comprehensive Annual Maintenance Contract of UPS installed at IIT Goa
Location of Work	IIT Goa transit campus at GEC Farmagudi.
Estimated Cost	Rs. 3,87,800/- (Including GST)
Tender Fees	Nil
Earnest Money Deposit	Rs. 7,756/- only. (Exempted for MSE firms with bid security declaration)
Performance Guarantee	5% of tender accepted value
Period of Contract	1 years from the date of issue of letter of commencement
Form of Tender	Two Bid System (Technical Bid & Financial Bid)
Critical Dates:	
Publish Date	28.01.2025 at 11.00 hrs
Document Download Start Date	28.01.2025 at 11.00 hrs
Bid submission start date	28.01.2025 at 11.00 hrs
Date of Pre-bid meeting	07.02.2025 at 11.00 hrs
Document Download end date	18.02.2025 at 11.00 hrs
Bid submission end date	18.02.2025 at 11.00 hrs
Bid opening date	19.02.2025 at 11.00 hrs
Website for full and updated information	CPP Portal (www.eprocure.gov.in) and Institute website (https://iitgoa.ac.in/tenders/)

Head-IWD
IIT Goa

Copy along with NIT forwarded to:

1. Director, IIT Goa
2. Registrar, IIT Goa
3. Institute Works Department, IIT Goa
4. Website of IIT Goa and CPPP.



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This N.I.T. is approved by the Competent Authority for Rs. 3,87,800/- (Rupees Three Lakhs Eighty Seven Thousand Eight Hundred Only)

Head-IWD
IIT Goa



PART- A
INFORMATION & INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING
PART OF TENDER DOCUMENT AND TO BE POSTED ON WEBSITE

Indian Institute of Technology (IIT Goa) invites sealed **Item** Rate bids from eligible contractors for following work(s):

S. No	NIT No.	Name of Work	Estimated Cost put to tender	Tender fee	Earnest Money	Period of Contract	Last date & time of submission of bid	Time and date of opening of technical bid
1	IITGOA/IWD/2025/004 dated 27.01.2025	Comprehensive Annual Maintenance Contract of UPS installed at IIT Goa	Rs 3,87,800/-	Nil	Rs 7,756/-	One Years	18.02.2025 at 11.00 Hrs	19.02.2025 at 11.00 Hrs

1. The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Agreement shall be drawn with the successful bidders on prescribed Form No. CPWD-7/8 (as applicable) of GCC 2023 duly amended upto last date of submission of bid, which is available as a Govt. of India Publication and also available on website www.cpwd.gov.in or other Standard Form as provided by the Institute. Bidders shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
3. The intending bidders are required to update their profile in CPP e-procure portal and to upload their bids well in advance of last date of submission of tender. Any issue related to updating profile / uploading tender can be resolved through the CPP Portal help line available at their website. The e- tendering bidders are also advised not to wait to raise any issues till the last date of submission of bid in their own interest.
4. Information and Instructions for bidders posted on website shall form part of bid document.
5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from Institute website <https://iitgoa.ac.in/tenders/> and CPP portal (www.eprocure.gov.in)



6. Applicant has to deposit Online payment of Rs. 7,756/- (Rupees Ten Thousand Six Hundred only) towards refundable EMD. The EMD submitted other than online mode shall not be accepted. **(MSE Exemption Allowed as per PP Policy however MSE firms are required to submit bid security declaration as per Form-F)**
7. Details for online payment for EMD:
Beneficiary name: IIT Goa Main Account
Account No: 520101252594859
IFSC Code: UBIN0913286
Bank Name: Union Bank of India
Branch: Farmagudi
Address: GEC Campus, Farmagudi, Ponda, Goa - 403401.
The bank transaction reference slip (**UTR Number required**) shall be uploaded with technical bid.
8. Those contractors not registered on the website mentioned above, are required to get registered beforehand. The necessary training materials including the videos with step-to-step process are available on CPP portal. The institute shall not be responsible for whatsoever case in this regard.
9. The intending bidder must have valid class digital signature to submit the bid.
10. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
11. Contractor can upload documents in the form of JPG format and PDF format
12. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in yellow colour and the moment rate is entered, it turns sky blue.
In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
However, if a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
13. The bidder should not have been blacklisted or penalized or not have any involvement in illegal activities or financial misappropriation/frauds etc. by any Central Government / State Government offices/PSUs/Autonomous bodies. An undertaking on Non-Judicial Stamp paper of Rs. 100/- duly notarized, in this effect is required to be scanned and uploaded. (Form-E)
14. Tenders with any condition including that of conditional rebates in the tender document shall be rejected forthwith.
15. The Technical Bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
16. GST or any other tax applicable in respect of inputs procured by the contractor for this contract shall be payable by the Contractor and the Institute will not entertain any claim whatsoever in respect of the same. However, component of GST at time of supply of service (as provided in CGST Act 2017) provided by the contract shall be varied if different from that applicable on the last date of receipt of tender including extension if any.
17. The bidder shall quote their rates considering all prevalent taxes/ cess like GST, workers cess or any other tax on material /work as applicable on the last date of bid submission and nothing extra shall be paid to the contractor on this account. All such taxes as applicable shall be paid by the contractor



- himself. The institute shall deduct from the RA bills, the TDS as applicable
18. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so. Such power of attorney should be produced with the tender and it must be disclosed that the firm is duly registered under the Indian partnership act, 1952.
 19. The bidders(s) shall have to make his/her own arrangement for housing facilities for staff at his own cost. No labour huts will be allowed to be constructed in Institute campus. Any decision in this regard shall rest with the IIT Goa.
 20. Power/ electricity supply required for construction, testing & commissioning shall have to be provided to the contractor on payment basis as per the institute norms or else it has to be arranged by the contractor. Water required for testing of equipment is also in the scope of agency.
 21. The bidders(s) shall take precaution to ensure quality of workmanship as well as the progress of the work. He shall regulate the labour accordingly. The bidders(s) shall make arrangements for disposal of dismantled materials and other trash properly in an environmental friendly manner.
 22. The Institute reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
 23. All needful statutory provisions to be adopted at site to tackle epidemic/ pandemic or similar situation of COVID-19 shall be done by the contractor and expenditure on the same shall be borne by the contractor unless statutory orders direct for the reimbursement of the same.
 24. The bidders should also read the General Conditions of Contract for Construction works 2023 with latest amendments upto date of submission of bid (available on CPWD website), which is available as Govt. of India Publications, which will be a part of the agreement including the special conditions and particular specifications etc.
 25. List of documents to be scanned and uploaded within the period of bid submission:

(i)	Earnest Money Deposit – Scanned copy of bank transaction reference slip (UTR Number required) or Bid Security Declaration for MSE bidders
(ii)	Letter of Transmittal
(iii)	GST Registration Certificate
(iv)	PAN card and Bank Account details duly attested by the firm.
(v)	Copy of Experience/work completion certificates as per conditions laid down in the eligibility criteria
(vi)	Certificate of Financial Turnover from CA or Copy of audited balance sheets of last three financial years.
(vii)	EPF, ESCI registration certificate (If applicable)
(viii)	An undertaking on Non-Judicial Stamp paper of Rs. 100/- duly notarized, for non-backlisting or penalized or not involved in illegal activities or financial misappropriation/frauds etc. by any Central Government / State Government Offices/PSUs/Autonomous bodies.
(ix)	Declaration of Local Content in Form - G
(x)	Manufacturers' Authorization Form (MAF) Form - H
(xi)	Proof of registered office in Goa.
 26. Any clarification on the content of NIT/ Tender document can be referred to the Executive Engineer (Electrical), IIT Goa (Phone No. 0832-2490900) email: ex.eng.ee@iitgoa.ac.in by making a written requested up to 07.02.2025 at 11:00 Hrs.



27. Pre-Bid meeting will be held in the IWD Office, IIT Goa on 07.02.2025 at 11.00 Hrs, to clear the doubt of intending bidders, if any.
28. Corrigendum / Addendum to this tender if any will be uploaded on the CPPP/ Institute website. Bidders/ prospective bidders may kindly note this.



LETTER OF TRANSMITTAL

From: M/s.

To

The Head- IWD
IIT Goa

Subject: Submission of bids for the work of

Sir,

Having examined the details given in the bid document for the above work, I/we hereby submit the relevant Information.

1. I/We hereby certify that all the statement made and information supplied in Technical cum eligibility bid documents accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We also authorize Engineer-in-Charge 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 knowledge and capability for having successfully completed the following eligible similar works:

Name of work	Certificate from

Certificate: It is certified that the information given in the enclosed Technical cum eligibility bid are correct. It is also certified that I / We shall be liable to be debarred, disqualified / cancellation of enlistment in case any information furnished by me / us is found to be incorrect.

Enclosures: Seal of bidder

Date of submission:

Signature(s) of Bidder(s):

For e-TENDERING

Indian Institute of Technology (IIT) Goa, invites sealed **Item** Rate tenders in two bid system from eligible contractors for following work(s):

Name of Work: Comprehensive Annual Maintenance Contract of UPS installed at IIT Goa

- 1.1 The work is estimated Cost: Rs. 3,87,800/- only. This estimate, however, is given merely as a rough guide.
- 1.2 The Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
- 1.3 The firms/Contractors who fulfill the following requirements shall be eligible to apply:
 - 1.3.1 Should have satisfactorily completed the similar works as mentioned below during the last seven years ending last day of the month previous to the one in which tenders are invited.
 - Three similar works each costing not less than 40% of estimated cost put to tender
 - Or Two similar works each costing not less than 60% of estimated cost put to tender
 - Or One similar work costing not less than 80% of estimated cost put to tender.

Similar work shall mean works of "AMC/CMC of UPS"

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 previous day of last day of submission of tenders.

Contractor shall submit completion certificate for such works for pre-qualification. Pre-qualification application received without such experience (Completion Certificate) shall be summarily rejected.

Bidder shall submit self-attested certificate of completion certificate(s), issued by the officer not below the rank of Executive Engineer or equivalent in case of Govt. works. For Non-Govt. work, the completion certificate shall be accompanied with TDS certificate indicating payment made to the firm against the work. Completion certificate must clearly indicate.

1. Name of work
2. Stipulated date of start and actual date of completion.
3. Gross Value of work done
4. That the work has been completed satisfactorily.
5. Full address of client, officer issuing the certificate & location where work is executed.

- 1.3.2 Should have had **Average Annual Financial Turnover of 50% of estimated cost put to tender (ECPT)** during the last three years ending 31st March 2024 (Scanned copy of Certificate from CA with Unique Document Identification Number (UDIN) to be uploaded). Year in which no turnover is shown would also be considered for working out the average. (Form-A)
- 1.3.3 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 sheets, duly certified and audited by the Chartered Accountant. (The balance sheet in case of Pvt./ Public Ltd. company means its standalone financial statement and consolidated financial statement both). (Form-A)
- 1.3.4 The bidder should not have been blacklisted or penalized or not have any involvement in illegal activities or financial misappropriation/frauds etc. by any Central Government / State Government Offices/PSUs/Autonomous bodies. An undertaking on Non-Judicial Stamp paper of Rs. 100/- duly notarized, in this effect is required to be scanned and uploaded. (Form-E)



- 1.3.5 The bidder should have valid GST Registration Certificate.
- 1.3.6 The Bidder should have a registered office in Goa. Documentary evidence should be submitted in this support along with Technical Bid only.
- 1.3.7 Declaration of Local Content as per Form-G specified in the bidding document
- 1.3.8 The bidder who does not manufacture the goods it offers to supply shall submit Manufacturers' Authorization Form as per Form-H specified in the bidding document to demonstrate that it has been duly authorized by the manufacturer of the goods to quote and / or supply the goods/services.
- 1.4 The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The bidder shall have to submit a list of these employees stating clearly how these would be involved in this work within 15 days of award of work.
- 1.5 The bidders have to submit a list of jobs in progress. Brief details of the units scope of work, names and address (postal mail) of present clients.
2. The period of contract will be **12 Months** from the date of start as defined in schedule 'F' 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 documents. However, the contract further may be extended for next year on same rates, scope of work and terms and conditions if the vendor's performance is found satisfactory.
3. The site for the work is mostly available. The work is required to be executed in occupied buildings.
4. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms & conditions of contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen from website www.iitgoa.ac.in or www.eprocure.gov.in
5. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of tender as notified. While submitting the revised bid, contractor can revise the quoted rates but before last time and date of submission of tender as notified.
6. The bid submitted shall become invalid, if
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not deposit original EMD with technical bid.
 - (iii) If a bidder quotes nil rates against each item in item rate tender or does not quote any percentage above / below on the total amount of the tender or any section/ sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest bidder.
 - (iv) If any discrepancy is noticed in the documents / details as submitted by bidder.
7. **EMD:**

Applicant has to deposit Online payment of Rs. 7,756/- (Rupees Ten Thousand Six Hundred only) towards refundable EMD. The EMD submitted other than online mode shall not be accepted. Details for online payment are as under :

Beneficiary name: IIT Goa Main Account
Account No: 520101252594859
IFSC Code: UBIN0913286
Bank Name: Union Bank of India
Branch: Farmagudi
Address: GEC Campus, Farmagudi, Ponda, Goa - 403401.



The bank transaction reference slip (UTR Number required) shall be uploaded with technical bid. This must be uploaded in technical bid of tender bid document, with a subject line –‘EMD for this NIT’.

The EMD of the successful bidder will be returned without any interest after submission of Performance Guarantee. The earnest money of unsuccessful bidders shall be returned after financial evaluation/award of work. Please provide details of particulars for the refund in ‘Form D’ and upload the same along with technical bid’.

Note: The MSE firms registered under PP policy are exempted from payment of EMD. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy. However, MSE firms are required to submit **bid security declaration** as per Form-F.

8. **Performance Guarantee:**

The contractor whose bid is accepted will be required to furnish performance guarantee of **5% (Five Percent) of the tender accepted amount** within the period specified in Schedule F. This guarantee shall be in the form of Deposit at Call receipt of any scheduled bank/Banker’s cheque of any scheduled bank/Demand Draft of any scheduled bank/ Pay order of any Scheduled Bank of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule ‘F’, including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.

9. **Security Deposit:**

The contractor whose tender is accepted will also be required to furnish by way of Security Deposit for the fulfillment of his contract, an amount equal to **2.5% of the executed amount of work**. The Security deposit will be collected by deductions from the running bills as well as final bill of the contractor at the rates mentioned above. The security amount will also be accepted in the shape of Government Securities or Demand Draft or Fixed Deposit Receipt or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. The said security deposit shall be returned after satisfactorily completion of defect liability/warranty period. This security deposit shall be forfeited if he/they fails to comply with any of the conditions of the contract. No interest shall be paid on the security deposit.

10. **Payment Clause:**

Running Account bill payment will be made as per successful completion of each quarter duly certified by the Engineer-in-Charge. No advance payment will be made. Income tax and all other statutory tax deduction will be made as per Govt. of India norms.

11. **Liquidated Damages(LD):**

After issue of job sheet the contractor has to complete the work within the time specified in it. Failing which LD shall be applicable as - With a rate of **2% (two percent) per month of delay** to be computed on per day basis based on quantum of damage suffered due to stated delay on the part of Contractor.

12. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid



in respect of the offered product or service.

13. The Institute is following and shall abide with the revised Public Procurement (Preference to Make in India), Order 2017 P- 45021/2/2017 – B. E. -II dated 16.09.20 issued by DPIIT, Ministry of Commerce and Industry, Govt. of India & subsequent amendments/instructions of Ministry. Accordingly, preference will be given to the make in India products while evaluating the bids. However, it is sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India along with respective documentary evidence in the technical bid itself.
14. **The description of the work is as follows: -**
Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. 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 done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
15. The competent authority on behalf of the IIT Goa does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
16. Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L1) shall be decided only after following due procedure.
17. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
18. The competent authority on behalf of IIT Goa reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
19. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his/her retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
20. The bid for the works shall remain open for acceptance for a period of **90 days** from the date of opening of bid. Further
 - a) If any bidder withdraws his bid or makes modifications in the terms & conditions of the bid which is not acceptable to the department within 7 days after last date of submission bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - b) If any bidder withdraws his bid or makes modifications in the terms & conditions of the bid which



- is not acceptable to the department after expiry of 7 days after last date of submission bids, then the Government without prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
- c) In case of forfeiture of earnest money as prescribed in para (a) and (b) above, bidders shall not be allowed to participate in the rebidding process of the same work.
21. Except writing rates and amount, the bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed/downloaded form of tenders. If any changes, additions, alterations, modifications are detected in the submitted bid even at a later date when contract has been awarded; the contract will be liable to be void. The decision of IIT Goa will be final & binding to the Contractor in this regard.
22. The Specifications to be followed for execution of work:
- CPWD General Specifications for General Specifications for Internal & External latest publication, as modified and Correction Slips/amendments issued upto previous day to last date of bid submission or any other relevant CPWD manual/guideline
 - Relevant IS Code.
In case of any contradictory, IS code will provide for this NIT.
23. Signing of Contract:
This notice-inviting bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his tender by the Accepting Authority, shall, within 10 days from the stipulated date of start of the work, sign the contract consisting of
- a. the notice inviting tender, all the documents including drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - b. Standard C.P.W.D. Form as mentioned in Schedule 'F' consisting of:
 - i. Various standard clauses with corrections up to the date stipulated in Schedule 'F' along with annexures thereto.
 - ii. C.P.W.D. Safety Code.
 - iii. Model Rules for the protection of health, sanitary arrangements for workers employed by CPWD or its contractors.
 - iv. CPWD Contractor's Labour Regulations. (if applicable)
 - v. List of Acts and omissions for which fines can be imposed.
 - c. Integrity Pact (if applicable)
24. No payment for the work done will be made unless contract is signed by the contractor.
25. The bid document will include following two components: -
Part A: CPWD-6, CPWD-8 including schedule A to F for the work, Standard General Conditions of Contract for CPWD 2023 as amended/ modified up to last date of submission of bid.
Part B: Additional/specific conditions of contract, technical specification/schedule of quantities applicable to the work. In case of any discrepancy between part A and part B of the contract agreement, the provision of Part A shall prevail.
26. Any dispute unless resolved amicably shall be settled by a court of law having jurisdiction over Goa.



INDIAN INSTITUTE OF TECHNOLOGY GOA
IWD Office

Item Rate e-Tender & Contract for Works

Tender for the work of: Comprehensive Annual Maintenance Contract of UPS installed at IIT Goa

- (i) Tender to be submitted online upto 11.00 hrs on 18.02.2025 as per the NIT
- (ii) To be opened at 11.00 hrs. on 19.02.2025 as per NIT.

Issued to: - M/s _____

Signature of officer issuing the documents

Designation:

Date of Issue:

TENDER

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F. specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, special conditions, Schedule of Rate & other documents and Rules referred to in the condition of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Institute within the time specified in Schedule "F", viz., schedule of quantities and in accordance with the specifications, designs, drawings and instructions in writing referred to in General Rules and Directions and in Clause of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such condition so far as applicable.

I/We agree to keep the tender open for **ninety (90) days** from the due date of opening and not to make any modification in its terms and conditions.

A **sum of Rs. 7,756/-** is hereby paid online in favour of Indian Institute of Technology (IIT) Goa as earnest money. If I/We fail to furnish the prescribed performance guarantee of tender form within prescribed period. I/We agree that the Institute, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that Institute shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, up to maximum of the percentage mentioned in schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in clause 12.2 and 12.3 of the tender form.

Further I/We agree that in case of forfeiture of earnest money or both earnest money and performance guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then

I/We shall be debarred for tendering in IIT Goa in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-In-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.



I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the state.

Seal of bidder:

Date of submission:

Signature(s) of Bidder(s)

ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Director, IIT Goa for a sum of Rs.

(Rupees.....
.....)

The letters referred to below shall form part of this contract agreement: -

- (a)
- (b)
- (c)

For & on behalf of the IIT Goa

Signature

Designation

Date:



SCHEDULES

SCHEDULE 'A'

Schedule of quantities (Enclosed)

As per Financial Bid/BOQ

SCHEDULE 'B'

Schedule of materials to be issued to the bidder/contractor.

Sl. No.	Description of Item	Qty.	Rates in figures & words at which the material will be charged to the contractor	Place of Issue
1	2	3	4	5
1.	NIL	NIL	NIL	NIL

SCHEDULE 'C'

Tools and plants to be hired to the bidder/contractor

Sl. No.	Description	Hire charges per day	Place of issue
1	2	3	4
NIL	NIL	NIL	NIL

SCHEDULE 'D'

Extra schedule for specific requirements/ documents for the work, if any.

Nil

SCHEDULE 'E'

1.	Reference to General Conditions of contract	:	General Conditions of Contract (GCC) 2023 for CPWD Maintenance works, as modified & corrected up to last date of submission of tender.
2.	Name of work	:	Comprehensive Annual Maintenance Contract of UPS installed at IIT Goa.
(i)	Estimated Cost put to tender:	:	Rs. 3,87,800/- (incl. GST)
(ii)	Earnest Money	:	Rs. 7,756/- (to be returned after receiving performance guarantee without interest)
(iii)	Performance guarantee	:	5% of tender accepted value. (to be returned after completion of contract without interest as per GCC)
(iv)	Security Deposit	:	2.5% of executed amount of work. (to be returned without interest after completion of defect liability period as per GCC)

SCHEDULE 'F'

General Rules & Directions		
Officer Inviting Tender	:	Head-IWD, IIT Goa
Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in accordance with Clauses 12.2 & 12.3	:	See under Clause 12
Definitions:		
2(v) Engineer-in-Charge	:	Executive Engineer (Electrical), IIT Goa



2(vii)	Accepting Authority	:	Director, IIT Goa
2(x)	Percentage on cost of materials and labor to cover all overhead & profits	:	15%
2(xi)	Standard Schedule of Rates	:	NA
2(xii)	Department	:	Institute Works Department, IIT Goa
9(ii)	Standard CPWD contract Form, CPWD Form 7/8 as modified & corrected upto	:	CPWD GCC 2023 –for Maintenance Works CPWD Form 8 as modified and Correction Slips/amendments issued upto previous day to last date of bid submission.
Clause 1 (Performance Guarantee)			
(i)	Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance	:	7 days
(ii)	Maximum allowable extension with late fee @ 0.1% per day of performance guarantee amount beyond the period provided in (i) above	:	7 days
Clause 2 (Compensation for Delay)			
Authority for fixing compensation under Clause 2		:	Head - IWD, IIT Goa
Clause 2A			
Whether Clause 2A shall be applicable		:	Yes
Clause 5			
Number of days from the date of issue of letter of acceptance for reckoning date of start Mile stone(s) as per table given below		:	10 days or as notified by IIT Goa, whichever is earlier.
Milestone(s) as per table given below: As per scope of work			
Time allowed for execution of work		:	As per NIT document clause.
Authority to decide			
(i)	Extension of time	:	Director, IIT Goa
(ii)	Rescheduling of milestones	:	Head - IWD, IIT Goa
(iii)	Shifting of date of start in case of delay in handing over of site	:	Head - IWD, IIT Goa
Clause 5.2			
Nature of Hindrance Register (either physical or electronic)		:	Applicable (Physical)
Clause 6			
		:	Applicable (Computerized Measurement Book)
Clause 7			
Gross work to be done together with net payment /adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment is		:	Running Account Bill Payment or as decided by the Competent Authority
Clause 7A			
No Running Account Bill shall be paid for the work till the applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board, whatever applicable are submitted by the contractor to the Engineer-in-Charge		:	Not Applicable
Clause 10A			
List of testing equipment to be provided by		:	



the contractor at site lab		As per site requirement and directions of Engineer-in-Charge.
Clause 10 B	:	Not Applicable
Clause 10 C Component of labour expressed as percent of value of work	:	Not Applicable
Clause 10 CA Payment due to variation in prices of materials after receipt of tender	:	Not Applicable
Clause 10 CC Payment due to Increase / Decrease in Prices/ Wages (excluding materials covered under clause 10 CA) after Receipt of Tender for Works	:	Not Applicable
Clause 10 CC to be applicable in contracts with stipulated period of completion exceeding the period shown in next column Schedule of component of other Materials, Labour, POL etc. for price escalation	:	Not Applicable
Clause 11 Specifications to be followed for execution of work		i) CPWD General Specifications for Internal & External latest publication, with correction slip/amendments up to last date of submission of tender. ii) Relevant IS Code
Clause 12 Type of Work	:	Maintenance
Clause 12.2. & 12.3: Deviation Limit beyond which clauses 12.2 & 12.3 shall apply for building work 12.5: Deviation Limit beyond which Clause 12.2 & 12.3 shall apply for Foundation Work	:	100% NA
Clause 16 Competent Authority for deciding reduced rates	:	Director, IIT Goa
Clause 18 List of mandatory machinery, tools & plants to be deployed by the contractor at site	:	As applicable to be arranged by the contractor
Clause 19 Authority to decide penalty for each default	:	Director, IIT Goa
Clause 25 - This clause will be governed as per CPWD GCC (a) Constitution of Dispute Redressal Committee (DRC).	:	Authority to appoint DRC Director, IIT Goa
(b) Conciliation/Mediation/Arbitration of disputes	:	Appointment of Conciliator/Mediator/Arbitration as per CPWD Manual/ provisions of law.
Clause 32 : Not Applicable		
Clause 38 : Not Applicable		



PART- B ADDITIONAL AND COMMERCIAL CONDITIONS OF CONTRACT

The bidder is advised to visit the site of the work i.e. "IIT Goa Campus" to have an idea of the execution of the work; failure to do so shall not absolve their responsibility to do the work as specified in agreement.

The work shall be executed as per CPWD General Specifications & relevant IS Code including all the amendment issued upto date and as per directions of Engineer-in-Charge. These additional specifications are to be read in conjunction with above and in case of variations; specifications given in this Additional conditions shall apply. However, nothing extra shall be paid on account of these additional specifications & conditions as the same are to be read along with schedule of quantities for the work.

1. **Mobilization Advance:**

No mobilization advance shall be paid for the work, unless otherwise stipulated in tender papers for any individual works/ composite work.

2. **Completeness of Tender:**

All sundry equipment's, fittings, assemblies, accessories, hardware items, termination lugs for electrical connections as required, and all other sundry items which are useful and necessary for proper assembly and efficient working of the various components of the work shall be deemed to have been included in the tender, whether such items are specifically mentioned in the tender documents or not.

3. **Storage and Custody of Materials:**

The contractor has to make his own arrangement for the storage of the material at site & necessary watch and ward of the electrical installation during the execution of work till the same is handed over to the department. No extra payment will be made on this account. The storage space shall however be arranged by the department at site, if available. The contractor shall however be responsible for proper storage and safe custody of the same till their installation and handing over to the department.

4. **Machinery for Erection**

All tools and tackles required for unloading/handling of equipment's and materials at site, their assembling, erection, testing and commissioning shall be the responsibility of the contractor. No T & P shall be issued by the department and nothing extra shall be paid on account of this.

5. **Care of the building and other structures / installations**

Care shall be taken by the contractor while handling and installing the various equipment's and components of the work to avoid damage to the building and its surrounding roads, pavements, horticulture work, boundary wall, sewer and water lines etc. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste materials arising out of the installation from the site. In case of failure to do so, damages to existing infrastructure/equipment done due to carelessness/poor quality work shall be compensated by contractor to IIT Goa.

6. **Structural Alterations to Buildings:**

- (i) No structural member in the building shall be damaged/altered, without prior approval from the competent authority through the Engineer-In-charge.
- (ii) Structural provisions like openings, cutouts, if any, provided by the department for the work, shall be used. Where these required modifications or fresh provisions are required to be made, such contingent works shall be carried out by the contract at his cost.
- (iii) All such openings in floors provided by the department shall be closed by the contractor after installing the cables/conduits/rising mains/GI&MS Pipe etc. as the case may be, by any suitable means as approved by the Engineer-In-charge without any extra payment.



7. **Workmanship:**

Good workmanship is an essential requirement to be complied with. The entire work of shall conform to sound engineering practice.

Proper supervision/skilled workmen: He shall engage suitably skilled/licensed workmen of various categories for execution of work supervised by Supervisor Engineer of appropriate qualification and experience to ensure proper execution of work. They will carry out instruction of Engineer-In-Charge and other senior officers of the Department during the progress of work.

Use of quality materials: Only quality materials of reputed make as specified in the tender will be used in work.

8. **Testing (as applicable):**

All testes prescribed in this General Specification, to be done before, during and after installation, shall be carried out, and the test results shall be submitted to the Engineer-In Charge in prescribed Performa, forming part of the Completion Certificate.

9. **Commissioning on completion (as applicable):**

After the work is completed, it shall be ensured that the installation is tested and commissioned.

10. **Safety Code & Labour Regulations**

- In respect of all labour employed directly or indirectly on the work for the performance of the contractor's part of work, the contractor at his own expense, will arrange for the safety provisions as per the statutory provisions, B.I.S. Recommendations, Factory Act, workmen's compensation act, CPWD code and instructions issued from time to time. Failure to provide such safety requirements would make the bidder liable for penalty for Rs. 200/- for each violation. In addition, the Engineer-In-Charge, shall be at liberty to make arrangements and provide facilities as aforesaid and recover the cost from the contractor.
- The contractor shall provide necessary barriers, warning signals and other safety measures wherever necessary so as to avoid accident. He shall also indemnify CPWD against claims for compensation arising out of negligence in this respect. Contractor shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause. The department shall not be responsible for any accident occurred or damage incurred or claims arising there from during the execution of work. The contractor shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the contractor due to the above provisions thereof.

11. **Period of Contract**

The period of contract is **12 Months** indicated in the tender documents is for the entire work including arrangement of materials & equipment's, delivery at site including transportation, installation, testing, commissioning and handing over of the entire system to the satisfaction of the Engineer-In-Charge.

12. **Extent of Work**

The work shall comprise of entire labour including supervision and all materials necessary to make a complete installation and such tests and adjustments and commissioning, as may be required by the department. The term complete installation shall not only mean major items of the plant and equipment's covered by specifications but all incidental sundry components necessary for complete execution and satisfactory performance of installation with all layout charts whether or not those have been specifically mentioned in bill of quantity in the tender document. However, major equipment not covered in the scope of the work and required subsequently as an additional feature, not covered in the contract specifications, shall be paid extra. The decision of the Engineer-In-Charge in the matter shall be final and binding upon the contractor.

13. **Compliance with Regulations and Indian Standards**

- All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by this specification. In particular, the



equipment and installation will comply with the following:

- a. Factories Act.
 - b. Indian Electricity Rules.
 - c. B.I.S. & other standards as applicable.
 - d. Workmen's Compensation Act.
 - e. Statutory norms prescribed by local bodies like CEA, Power Supply Co., etc.
- Nothing in this specification shall be construed to relieve the successful bidder of his responsibility for the design, manufacture and installation of the equipment with all accessories in accordance with currently applicable statutory regulations and safety codes.
 - Successful bidder shall arrange for compliance with statutory provisions of safety regulations and departmental requirements of safety codes in respect of labour employed on the work by the bidder. Failure to provide such safety requirement would make the bidder liable for penalty as decided by the Institute authority. In addition, the department will be at liberty to make arrangement for the safety requirements at the cost of bidder and recover the cost thereof from him.

14. Insurance and Storage

All consignments are to be duly insured upto the destination from warehouse to warehouse at the cost of the contractor. The insurance covers shall be valid till the equipment is handed over duly installed, tested and commissioned.

15. Verification of Correctness of Equipment's at Destination:

The contractor shall have to produce all the relevant records to certify that the genuine equipment's from the manufacturers has been supplied and erected.

16. Indemnity

The successful bidder shall at all times indemnify the department, consequent on this works contract. The successful bidder shall be liable, in accordance with the Indian law and regulations for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claims arising there from during the period of erection, construction and putting into operation the equipment's and ancillary equipment under the supervision of the successful bidder in so far as the latter is responsible. The successful bidder shall also provide all insurance including third party insurance as may be necessary to cover the risk in his own interest. No extra payment would be made to the successful bidder on account of the above.

17. Order of Preference:

Should there be any difference or discrepancy between the description of items as given in the Schedule of Quantities, technical specifications for individual items of work (including additional and commercial conditions) and IS Codes etc., the following order of preference shall be followed:

1. Schedule of quantities/ BOQ of this NIT
2. Relevant IS Code with latest Amendments and other relevant IS code.
3. Additional and Commercial Conditions of this NIT
4. Technical specifications specified in this NIT and drawings (if applicable)
5. CPWD General Specifications
6. General Conditions of Contract for CPWD
7. Any other International code in case IS code is not available.

18. Safety Measures

- All equipment's shall incorporate suitable safety provisions to ensure safety of the operating personnel as per manufacturer's standard practice.
- Work is to be carried out in such a manner that existing working of the building is not hindered. No payment on A/c of idle labour for this reason shall be made to contractor.
- The issue of construction safety & standards has gained utmost importance in recent times.



Contractors must follow highest safety standards and “ZERO” tolerance towards any violation of safety norms at the construction site. All workers of contractor and associate agencies, invariably and at all the times, must follow all safety norms, adopt best safe work practices as per requirement of job and use all required safety gadgets in their working throughout the project duration.

Note:

- 1) The conditions detailed above are in addition to general/ other/ additional conditions as specified elsewhere in tender document.
- 2) Nothing extra shall be paid on the account of these conditions. The Engineer-in Charge can stop the work and seek removal of any workers from site in case of non-adoption of safety measures.



SCOPE OF WORK & SPECIAL CONDITIONS OF CONTRACT

- The scope of work under this contract is Comprehensive of UPS in nature, which shall include preventive maintenance and breakdown maintenance.
- This AMC shall be a contract for different types/make/capacities of UPS installed at different location as below. This is an indicative list and actual will be as per site conditions.

Sr. No.	UPS Capacity	UPS Make	Battery Details	Battery Qty	Battery Make	Battery Type	Location
1	100 kVA	Techser	100 AH	40	Amaron	Tubular	Academic block
2	20 kVA	Techser	65 AH	20	Exide	SMF	Admin- Ground Floor
3	20 kVA	Unline	65 AH	32	Okaya	SMF	Admin- Siemens lab
4	15 kVA	Techser	100 AH	20	Exide	SMF	Admin- Computing Lab
5	5 kVA	Techser	42 AH	8	Exide	SMF	LH-1 Mining
6	3 kVA	Techser	100 AH	3	Luminous	Tubular	PG Block
7	5 kVA	Numex	42 AH	16	Okaya	SMF	IT Building - F10:F14
8	5 kVA	Techser	42 AH	8	Amaron	SMF	IT Building Faculty cabin
9	5 kVA	Uniline	26 AH	13	Exide	SMF	Library
10	5 kVA	Prostarm	42 AH	16	Exide	SMF	Medical New one
11	7.5 kVA	MS UPS	120 AH	17	Exide	SMF	GF Mining building FC
12	5 kVA	Uniline	26 AH	13	Exide	SMF	Mining Building Spare
13	1.5 kVA	Exide	150 AH	1	Amaze	Tubular	Director Office
14	2 kVA	Techser	130 AH	2	Prime	Tubular	Tutorial-1 Mining Building
15	2 kVA	Techser	130 AH	2	Prime	Tubular	Tutorial-2 Mining Building
16	2 kVA	Techser	130 AH	2	Prime	Tubular	Tutorial-3 Mining Building
17	1 kVA	Luminous	150 AH	1	Amaze	Tubular	Porta Cabin - Estate
18	1 kVA	Microtek	150 AH	1	Exide	Tubular	Porta Cabin - Estate
19	1 kVA	Luminous	100 AH	1	Luminous	Tubular	Porta Cabin - FC
20	1 kVA	Luminous	100 AH	1	Luminous	Tubular	Hostel - Hall office
21	2 kVA	Techser	18 AH	3	Exide	SMF	Control Room Hostel
22	2 kVA	Luminous	130 AH	2	Luminous	Tubular	Director Residence

- The periodical/routine maintenance work shall be strictly carried out entirely as per the industry standard and/or OEM Maintenance Manual of UPS and as per IS norms, amended time to time.



4. The work shall be carried out as per requirement of the Institute and as directed by Engineer-in-Charge or his authorized representative. Wherever any reference to any Indian Standards Specification occurs in the documents relating to this contract the same shall be inclusive of all amendments issued there to or revisions there of if any, upto the date of receipt of tenders.
5. The AMC is comprehensive and shall include repairs/replacement of all spare parts and sub-assemblies and connecting electrical wires. The firm shall use good quality spare parts, preferably of the same brand as that available in the original system. All components of the UPS/Inverters whatsoever shall be in the scope of CAMC and shall be supplied by the CAMC service provider except for batteries. It is clearly understood that no separate payment shall be made by IIT Goa for supply and installation of failed components. The components, such as the control card, charging card, transformer potentiometer, etc., shall be replaced as they were originally. In case the original make component is unavailable, a substitute make can be used if permitted by the Engineer in Charge. The service provider shall guarantee the substitute component.
 - a) All the consumable articles/parts such as material required for cleaning of equipment and machinery, repairs/replacement of spare parts and maintenance will be provided by the service provider at no extra charge.
 - b) AMC price will not include battery replacement. However, batteries should be maintained so as to give full voltage to the UPS.
 - c) The contract shall also include shifting/reinstallation of UPS system and to update the installed UPS if required, without any extra cost.
6. The history sheet of servicing/breakdown repairing of each unit shall be maintained. The copy of report shall be submitted along with the bill subsequent to the servicing activity. Preventive Maintenance Format is enclosed as Appendix – A to be submitted before submission of quarterly bills.
7. **Preventive Maintenance:**
 - a) The service engineer shall visit the installation sites for monthly for checkup of all UPS and submit its report to IWD Office.
 - b) The Contractor shall be responsible for preventive and corrective maintenance of all UPS(s) covered under the contract. Preventive Maintenance will include cleaning and servicing of the peripherals, replacement of worn-out parts, perform thorough dusting and vacuuming of all cabinet interiors, Run all UPS diagnosis and correct problems, Clean and tighten all power connections at inputs and outputs terminals, at all circuit breakers, and at all terminal posts and fuses on the rectifier and inverter legs, check all power cable for abrasions and burn spots, checking the general performance of Online UPS systems. Visual Checks components for signs of overheating, swelling, leaking etc. Visually check printed circuit board alignments, etc.
 - c) The report of preventive maintenance shall be submitted to the IWD Office after every visit. The quarterly payment shall strictly be made based on satisfactory report as endorsed by Jr. Engineer IIT Goa.
 - d) If the bidder fails to render Preventive and Corrective Maintenance of UPS covered under the Contract quarterly then he shall be liable to pay **penalty at the rate of Rs. 500/-** (Rupees Five hundred only) per day and the same will be deducted from the bill submitted by the contractor.
8. **Break-down Service (BDS):**
 - a) Any breakdown call under this contract, the contractor shall address the issue on site immediately within maximum 24 hours of the email/message through any medium. In case of failure due to any unavoidable reasons/circumstances, the contractor has to address the issue with in next 24 hrs with consent of the Engineer-in-Charge.
 - b) Ordinarily a complaint must be attended within 24 hours from the time of lodging the complaint when no change of spare part is involved, however, in case of requirement of change of spare part, the complaint should be resolved within 48 hours of its receipt. Majority of faults should be rectified in the first response itself. However, the maximum period allowed for defect rectification shall be 48 hours. If the complaint remains unattended for 48 hrs after lodging the complaint, the contractor will be liable



- to pay a **penalty fee Rs. 500/- per day** and the same will be deducted from the bill submitted by the contractor.
- c) In case of failure of the contractor to resolve the complaint within 7 working days, IIT Goa will be free to get the same repaired or part replaced by other authorized/suitable service agency at the risk and cost of contractor. The cost/expenditure incurred therein shall be recoverable from the bill or Performance Security/Security Deposit submitted by the Contractor, in addition to penalty clause (b) above. In case additional expenditure is incurred by the department on this account, the same shall be borne by the contractor.
- d) A record of all such service shall be maintained and should be duly acknowledged by the Jr. Engineer IIT Goa.
9. Institute will lodge the complaints by way of electronic communication i.e. via e-mail & WhatsApp/SMS and mobile phone. For the purpose, a register/file of complaints will be maintained by IWD Office, recording the details of every UPS under AMC, the details of preventive maintenance, lodging/resolution of complaints etc., which shall be countersigned by contractor's representative and verified by the Jr, Engineer IIT Goa.
10. During the visit of Service Engineer, if there is power failure/no electricity due to grid/distribution failure then the down time shall be calculated based on actual site condition. The stipulated time frame will be computed from the time the complaint is lodged by IIT Goa with the Contractor by way of electronic communication i.e., via e- mail & WhatsApp/SMS. In case the complaint is lodged after 04.00pm, the computation of time will begin from 09.30am next working day. Also, the closed holidays of the Institute will be excluded while computing the time frame unless the Contractor is granted prior permission and instructed to work on such holidays in exigencies. Delays not attributable to selected bidder shall be considered for exclusion for the purpose of computing liquidated damaged.
11. The cost of all the spares that are repaired/replaced in the online UPS system will be covered under the AMC. The old parts removed from the online UPS will become the property of the Contractor.
12. The contractor shall maintain the UPS/equipment and shall use genuine/original components for replacement wherever needed. All parts, for carrying out the AMC, shall be procured from Authorized Reseller/s of Original Equipment Manufacturer (OEM) or directly from OEM. The IIT Goa may insist the contractor to provide a copy of Invoice to ensure that only genuine spare parts are being procured from authorized resellers.
13. The UPS that are not serviceable by the contractor/beyond economical repair due to obsolescence of technology or non-availability of parts/components/assemblies will be withdrawn from the maintenance contract. The decision of Engineer in Charge regarding non-availability and obsolescence of technology will be final. Withdrawal of such UPS shall be communicated to the contractor and equivalent charges shall be not be payable to the contractor.
14. As far as possible, the repairs would be carried out on-site itself. Necessary tools/equipment for service/maintenance will be brought/ kept by the Service Engineer while attending the failures of the equipment. However all necessary assistance for providing electricity point needed in connection with testing (at the location of equipment) shall be provided by the Institute. In case the equipment is required to be taken to the workshop, the contractor shall provide all arrangements/standby UPS. Necessary Gate Pass for taking the equipment outside the IIT Campus shall be provided by the user. The firm should ensure to deliver the functional equipment back to IIT Campus at their own cost and risk after getting it repaired promptly. The original unit shall in any case be repaired/returned within a period of 15 days failing which a contractor shall be liable to pay liquidated damages as per provisions of clause 2, the same shall be deducted from the quarterly bill or Performance Security deposited by Contractor (if required).
15. All the necessary tools and consumables like H.R.C fuses, super fuses etc. and worn out parts and broken parts and other replaceable parts shall be borne fully by the contractor. In the event of any damage in any



part/equipment of the UPS, the same will be replaced by the contractor at his own cost and UPS will be kept in fully operational state all times during the contract period

16. In case, an UPS is to be taken to the service station/workshop for repairs etc. the prior permission is to be taken from the Engineer in Charge. IIT Goa will not pay any charges for transportation or any other kind of charges. The contractor shall be responsible for any damage occurred /loss of any government property owing to negligence on his or his representative's part while repairing or taken for repair at workshop.
17. In the event of failure of batteries, the contractor shall provide a standby battery/battery bank of equivalent capacity free of cost till the new purchase is made. The AMC service provider shall provide rate for replacement of battery bank which shall include cost of SITC of new batteries under buyback at the time of acceptance of tender, which shall remain fixed during the period of contract and shall not attract any escalation.
18. IIT Goa reserves the right to purchase battery/battery bank from other suppliers and AMC service providers cannot raise any objection on this account. The service providers shall do all checks as required by the Institute for battery/battery bank.
19. Any damage or loss caused to the UPS or connected equipment or their parts during repair due to negligence, mishandling shall be made good by the contractor either by payment in cash as per prevailing market rate of that item or by a new replacement of the same/higher make and specifications.
20. At the time of acceptance of the tender/bid, the contractor shall furnish the details of authorized technical staff members name along with contact details to the Institute, who will look after maintenance & attend breakdown calls of UPS during the contract period.
21. The Contractor must provide the company's 5-level support escalation matrix containing mobile numbers and email IDs immediately within 7 days after award/commencement of work.
22. Any damage resulting to the system on account of the negligence or mal- operation shall be made good by the contractor. Care shall also be taken not to damage installation by improper handling. Nothing extra will be paid for such work.
23. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer-in - Charge.
24. The contractor shall maintain the logbooks, which include number of services, provided during contract period with dates and part of equipment got repaired or replaced, with its proper model number and necessary details.
25. The contractor shall maintain register indicating details of equipment being maintained and details of rooms/ offices/ Institute/ locations where they are installed with proper model number, make, capacity and necessary details.
26. The contractor before commencing the AMC, may inspect all items to ensure that Systems to be put under this AMC are in sound working condition. Initial cost of defective parts/components of the Systems found defective/non-functional shall be borne by the Institute, before these are handed over to the Contractor for AMC. Once the contract is entered between IIT Goa and the Contractor, no further cost towards such replacement of defective/work-out parts will be given to the vendor, except AMC charges.
27. The contractor shall be fully responsible for rectifying the defect, which may happen during the defect liability period from the date of completion of the work. The decision of Engineer-in-Charge in this regard shall be final & binding. In case the contractor fails to carry out the said repairs, rectifications, replacement within the specified time, the Institute shall get the repairs/ rectifications / replacement as considered necessary at the risk & cost of the contractor by recovering the amount from the performance



guarantee/security deposit. In case, the Institute on this account incurs additional expenditure, the same shall be borne by the contractor.

28. It shall be the responsibility of the Contractor to maintain the UPS(s) in working condition throughout the contract period and to hand over the same in working condition to the new Contractor/IIT Goa after expiry of the contract.
29. All the workers and engineers of the contractor visiting the Institute Campus for service and repairs shall be well dressed and hold a valid I-Card of the contractor/firm. All the safety measures like rubber gloves, safety shoes, helmet etc. shall be taken care by the firm while working.
30. The contractor shall take all precaution for safety of the workers. If any accident/mishap occurs, the Institute shall not be responsible for the same. Consequently, any compensation payable shall be at the contractor's cost. The contractor shall be responsible for the safety of his staff.
31. If the work is carried out in more than one shifts or during night to meet the time period of completion or in accordance with availability of working area, nothing extra shall be paid on this account. The contractor has to work in accordance with programme, time schedule as directed by Engineer-in-Charge.
32. The contractor shall indemnify and hold IIT Goa harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works or services provided under this contract.
33. The contractor is not allowed to construct any huts for its workers inside the campus. No cooking or lodging shall be allowed in premises of the Institute. However, space may be provided subject to availability by the Institute for keeping materials/spare parts/machinery etc, free of cost.
34. The contractor shall arrange all T&P as and when required for repairs or checking and nothing extra shall be paid on this account. The Institute at one point free of cost shall provide Water & Electricity.
35. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer-in - Charge.
36. In the case of the successful bidder, rates quoted shall be valid for the entire period of the contract. Nothing extra shall be paid.
37. The bidders whose bid is accepted, has to execute the work during the contract period for any deviation in the quantities of BOQ. No escalation or additional amount shall be paid on this account. For any extra item other than BOQ, the same shall be paid on mutual agreed rates or actual invoice basis without any overhead charges.
38. Cancellation of Contract:
In cases of poor workmanship and non-compliance of tender/agreement terms & conditions or services provided by the vendor are not found to be satisfactory, the contract shall be terminated by the Institute by giving 15 days' notice even before the expiry of contract period and shall be forfeited the performance guarantee/security deposit without assigning any reason what so ever. The decision of the Institute shall be final. Consequential, damages and losses arising out of any faulty maintenance/service/repair will be recovered from the contractor at the time of payment of bills.



FORM - A

FINANCIAL INFORMATION

- I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be uploaded).
- II. Name of Firm:
- III. GST Number of Firm:

Financial years					
Gross Annual Turn Over					
Profit/Loss					

- IV. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant

Name of Chartered Accountant

Membership No. of ICAI

Date and Seal

Signature of Bidder(s)



FORM - B

DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DAY OF SUBMISSION OF TENDERS

S. No.	Name of work/project and location	Owner or sponsoring organization	Cost of work in crores of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation / arbitration cases pending/ in progress with details*	Name and address/ telephone number of officer to whom reference may be made	Whether the work was done on back to back basis Yes/ No
1	2	3	4	5	6	7	8	9	10

* Indicate gross amount claimed and amount awarded by the Arbitration Tribunal.

Signature of Bidder(s)



FORM - C

ORGANIZATION STRCUTURE

1. Name & address of the bidder
2. Telephone no./Telex no./Fax no.
3. Legal status of the bidder (Scan & upload copies of original document defining the legal status)
 - (a) An Individual
 - (b) A proprietary firm
 - (c) A firm in partnership
 - (d) A limited Company or Corporation
4. Particulars of registration with various Government Bodies (Scan & upload attested photocopy)

S. No.	Organization/Place of registration	Registration No
1		
2		
3		

5. Names and titles of Directors & Officers with designation to be concerned with this work
6. Designation of individuals authorized to act for the organization
7. Has the bidder, or any constituent partner in case of partnership firm, limited company / Joint Venture, ever been convicted by the court of Law? If so, give details
8. In which field of Civil Engineering construction the bidder has specialization and interest?
9. Any other information considered necessary but not included above

Seal & Signature of Bidders



FORM – D

**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL
BIDDER**

1	Name of Bidder	
2	Permanent Account Number (PAN)	
3	Particulars of Bank Account	
	a) Account No.	
	b) Name of Account Holder	
	c) Name of Bank	
	d) IFSC/NEFT/RTGS Code	
	e) Type of Account	
	f) Bank Branch Address	
	g) City Name	
	h) Telephone No./Mobile No.	
4	Email id of the bidder	
5	Telephone No./Mobile No. of bidder	

Note: Please attach original cancelled cheque along with RTGS/NEFT mandate form.

Seal & Signature of Bidders



FORM – E

(To be submitted on Non-Judicial Stamp Paper of Rs. 100/-)

UNDERTAKING

I/we hereby certify that the firm has not been ever blacklisted or penalized or not have any involvement in illegal activities or financial misappropriation/frauds etc. by any Central/ State/ Public Sector Undertaking /Autonomous bodies /Institute of Govt. of India on any account.

I/we undertake and confirm that eligible work(s) has/ have not been got executed through another contractor on back-to-back basis. Further that, if such violation comes to the notice of Institute then. I/we shall be liable for appropriate panel action as decided by Institute i/c debarred for work in institute, in future forever.

Also, if such a violation comes to the notice of Institute before date of start of work, the Engineer-in- charge shall be free to forfeit the entire amount of Earnest money deposited/Performance Guarantee.

I also certify that the information given in the bid is true and correct in all aspects and if in any case at a later date it is found that any detail/s provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per rules.

Date:

Name :

Place:

Business Address :

Signature of Bidder :

Seal of the Bidder :

Notary seal and sign:



Form- F

(लेटर हेड में मुद्रित किया जाना है)/
(To be printed in letter head)

बयाना धन जमा (ईएमडी) जमा करने के बदले बोली सुरक्षा घोषणा /
BID SECURITY DECLARATION IN LIEU OF SUBMISSION OF EARNEST MONEY DEPOSIT
(EMD)

Ref: NIT No -

dated

मैं/हम इसके द्वारा प्रमाणित करते हैं कि मेरे/हमारे द्वारा प्रस्तुत बोली को उसकी वैधता/वैधता की विस्तारित अवधि के दौरान वापस नहीं लिया जाएगा या संशोधित नहीं किया जाएगा।

I/we do hereby certify that the bid submitted by me/us shall not be withdrawn or modified during its validity/extended period of validity.

मैं/हम इस बात से पूरी तरह अवगत हैं कि बोली वापस लेने/बोली में किसी प्रकार के संशोधन करने/बोली वैधता की अवधि/विस्तारित अवधि के भीतर कार्य आदेश स्वीकार करने में विफल रहने/नियमों के अनुसार निर्धारित समय सीमा से पहले निष्पादन प्रतिभूति प्रस्तुत करने में विफल रहने की स्थिति में, हमारी फर्म को दो वर्ष की अवधि के लिए आईआईटी गोवा के साथ अनुबंध के लिए कोई बोली/प्रस्ताव प्रस्तुत करने के लिए पात्र होने के लिए निलंबित कर दिया जाएगा।

I am/we are fully aware that, in the event of withdrawal of the bid/any modifications in the bid/failing to accept the work order within the period /extended period of bid validity/failing to submit the performance security before the deadline prescribed as per rules, our firm shall be suspended to being eligible to submit any bids/proposals for contract with IIT Goa for a period of Two Years.

Signature with date:

Name:

Designation:

Official Seal



Form- G

DECLARATION OF LOCAL CONTENT

(To be given on company letter head - For tender value below Rs.10 crores)
(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 crores)

Date:

To,
The Head IWD,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi, Ponda - Goa

Sub: Declaration of Local content

Tender Reference No: _____

Name of Tender: - _____

Country of Origin of Goods being offered: _____

We hereby declare that an item offered has _____ % local content. _____

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

We understand that, as per Office Memorandum dated 04/03/2021 issued by Ministry of Commerce and Industry, services such as transportation, insurance, installation, commissioning, training and after sales support like CAMC/CMC etc. are not considered as local value addition.

“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”

Yours faithfully,

(Signature of the Bidder, with date and seal)



Form- H

MANUFACTURERS' AUTHORIZATION FORM (MAF)

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date : [insert date (as day, month, and year) of bid submission]

Tender No. : [insert number from invitation for bids]

To : [insert complete name and address of purchaser]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with clause of the terms and conditions, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]



Appendix – ‘A’

(FORMAT-1)

UPS Quarterly Maintenance Sheet

Location:	Input Voltage (L-N for Single Phase) (L-L for Three Phase)	Load Current L1 L2 L3
------------------	---	---------------------------------------

UPS Rating:	Input Voltage (L-N for Single Phase) (L-L for Three Phase)	Load in kVA L1 L2 L3
--------------------	---	--------------------------------------

Input Frequency (Hz)	Output Frequency (Hz)	Date of Visit:
-----------------------------	------------------------------	-----------------------

Status of PCBs

Converter Card: _____

Inverter Card: _____

Control Card: _____

Display Card: _____

Status of Battery Bank

Terminal Voltage: _____

Expected Back up Time: _____

Measured Back up Time: _____

Remarks: _____

Service Engineer, M/s. _____

Engineer, IIT Goa



(FORMAT-2)

Quarterly Maintenance Log Sheet of UPS					
Location of UPS		kVA Rating		Date of Visit	
Battery	Rated Float Voltage (V)	Measured Terminal Voltage (V)	Charging Current (A)	Discharging Current (A)	Remark
Battery No. 1					
Battery No. 2					
Battery No. 3					
Battery No. 4					
Battery No. 5					
Battery No. 6					
Battery No. 7					
Battery No. 8					
Battery No. 9					
Battery No. 10					
Battery No. 11					
Battery No. 12					
Battery No. 13					
Battery No. 14					
Battery No. 15					

Remarks: _____

Service Engineer, M/s. _____

Engineer, IIT Goa



Appendix – 'B'

ARTICLE OF AGREEMENT

(To be executed on non-judicial stamp paper of Rs.500/-)

Agreement No: _____

Dated: _____

CONTRACT FOR THE WORK OF <name of work>

ARTICLE OF AGREEMENT made at Indian Institute of Technology Goa, this (Date of Agreement), (Two thousand twenty three), BETWEEN Indian Institute of Technology Goa, an Institute of National Importance under The Institute of Technology Act, 1961 (here in after referred to as the Institute or IIT Goa) which expression shall include its Successors and assigns and all the persons for the time being in management of the Institute of the one part and (M/s Name of the Agency with Address) trading in the name and style of xxxxxxxx (hereinafter referred to as the contractor(s)) which expression shall include his/their respective heirs, executors, administrator and assign/its successors and assigns other part.

WHEREAS IIT Goa is desirous of getting the work of ("Name of the work") at IIT Goa, GEC Campus, Farmagudi, Ponda, Goa - 403401 done and has caused drawings, schedule of quantities and specifications describing the work to be prepared.

AND whereas the said drawing numbered one to xxxxxxxxxxxxxxxx inclusive of specifications and the priced schedule of quantities have been signed by or on behalf of the parties hereto.

AND whereas the contractor has deposited cash in bank through (Payment Form & Details) with IIT Goa as a security for the due performance & EMD respectively of this agreement as provided in the said condition.

NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOW:

1. In consideration of the payments to be made to his as hereinafter provided, the contractor's shall upon and subject to the conditions herein contained and the said conditions, execute and complete the work shown upon the said drawings and such further detailed drawings as may be furnished to him and described in the said Specifications and the said price schedule of quantities within (Time Period of Work) from the date of order to commence work.
2. IIT Goa shall pay to the contractor such sums as shall become payable hereunder at the time and in the manner specified in the terms & conditions.
3. Time is the essence of this agreement and the contractor shall pay or allow IIT Goa the sum (as per NIT document) as liquidated damages for the period during which the said works shall remain incomplete beyond the time allowed in clause (1) above or beyond the time duly extended in writing as per due to the contractor.
4. The term Engineer in the said conditions shall mean the Engineer, IIT Goa or in the event of this agreement such other persons as shall be nominated for that purpose by IIT Goa will be the Engineer-In-



Charge for the work. Directions given or expressed in writing by the Engineer-In-Charge from time to time shall be binding.

5. The plans, agreement and documents above mentioned shall form the basis of this agreement and the decision of the said engineer or the other engineer for the time being as mentioned in the said conditions, in reference to all matters of dispute as to material and workmanship shall be final and binding on both the parties.
6. IIT Goa, through the Engineer reserves to himself the right of altering the drawings and of adding or omitting any items or work or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall not vitiate this agreement.
7. This Agreement comprises the work above and all subsidiary works connected therewith, even though such works may not be shown on the drawings, or described in the said specifications or the priced schedule of quantities.
8. All disputes and difference of any kind whatsoever except as excluded by Clause 6 arising out of or works (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be amicably settled or referred to dispute resolution committee. In exceptional cases, disputes shall be referred to conciliation/mediation/arbitration as per clauses of contract. The provisions of the law applicable to conciliation/mediation/arbitration for or any statutory modification or reenactment thereof and of the rules made there-under for the time being in force shall apply to said proceedings under this clause. The sole conciliator/mediator/arbitrator shall be decided by the Director, IIT Goa which shall be accepted by the party.
9. All the terms & Conditions & specifications stated in the offer of the contractor and work order issued by IIT Goa shall be an integral part of the agreement.

In witness whereof the parties hereto have set their respective hands the day and the year herein above written.

Signed by the said Contractor:
In the presence of

(1)

(2)

Signed by for and done behalf of IIT Goa:

The presence of

(1)

(2)



PRICE BID/ FINANCIAL BID

Validate Print Help Item Rate BoQ

Tender Inviting Authority: Head _ IWD

Name of Work: Comprehensive Annual Maintenance Contract of UPS installed at IIT Goa

NIT No: IITGOA/IWD/2025/004 dated 27.01.2025

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE
 (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder incl GST Rs. P	TOTAL AMOUNT With GST	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	CMC of 100 kVA Modular UPS with 20 kVA 3 Nos Module	1.000	Nos		0.00	INR Zero Only
2	CMC of 20 kVA UPS	2.000	Nos		0.00	INR Zero Only
3	CMC of 15 kVA UPS	1.000	Nos		0.00	INR Zero Only
4	CMC of 7.5 kVA UPS	1.000	Nos		0.00	INR Zero Only
5	CMC of 5 kVA UPS	6.000	Nos		0.00	INR Zero Only
6	CMC of 3 kVA UPS	1.000	Nos		0.00	INR Zero Only
7	CMC of 2 kVA UPS / Inverters	5.000	Nos		0.00	INR Zero Only
8	CMC of 1-1.5 kVA UPS / Inverters	5.000	Nos		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words					INR Zero Only	

Rate Entry
Please enter
Basic Rate in
Rupees for this
item.

1. No labour huts shall be allowed in IIT Campus and nothing shall be paid extra on this account.
2. The contractor must visit the site of work /buildings before quoting the rates.
3. No labour to stay in IIT Campus. Nothing shall be paid extra on this account.
4. Site shall be made available as and when available.
5. The rates for different items of work shall apply for all Heights/ Lifts & Depths (Internal or External) /Leads and nothing extra shall be paid on these accounts.
6. Bamboo ladder, scaffolding, jhula, ladders etc. to carryout works at all heights/lifts shall be arranged by the contractor at his own cost. Nothing extra shall be paid on these accounts.
7. Site shall be available in parts or phases as per directions of Engineer in Charge and nothing extra on this account shall be paid to the contractor.
8. Rate quoted by the contractor shall be inclusive of GST, freight charges etc. Nothing extra on this account shall be paid to the contractor.

Signature of Bidder

Signature Not Verified

Digitally signed by SHIPRA MAURYA
 Date: 2025.01.27 13:32:23 IST
 Location: eProcure-EPROC

Seal and Sign of Bidder

