



**NATIONAL CENTRE FOR BIOLOGICAL SCIENCES**



**Works Contract for Maintenance and Development of New/Existing Web Applications (based on Drupal CMS and/or LAMP) at NCBS, GKVK, Bengaluru**

**TENDER DOCUMENT**

**SCIENTIFIC ENGINEERING SERVICES &  
MAINTENANCE DIVISION  
2026**

**Tender Notice No: NCBS/IT/E-in-C/02/2026**

**NATIONAL CENTRE FOR BIOLOGICAL SCIENCES  
Tata Institute of Fundamental Research  
GKVK Campus, Bellary Road, Bengaluru - 560 065.**

**Phone: 23666001/02 Fax: 23636662**



## Annexure A

### NOTICE INVITING E-TENDER

**TENDER NOTICE NO: NCBS/IT/E-in-C/02/2026 dated 27/04/2026**

**Phone: 23666421/ 23666920 – Fax: 23636662**

#### **I. NIT Details:**

1. On line item rate tender in two parts i.e. Part A –Technical Bid and Part B – Financial Bid are hereby invited through e-Tendering mode by Head-SE&M NCBS on behalf of The Centre Director NCBS, Bengaluru-560065 for the following work from eligible contractors who is having adequate experience and capabilities to execute similar works of such magnitude in NCBS

	<b>Name of Work</b>	<b>Works Contract for Maintenance and Development of New/Existing Web Applications (based on Drupal CMS and/or LAMP) at NCBS, Bangalore</b>
1.	Estimated Cost	<b>Rs. 24,90,000</b>
1.	Earnest Money	<b>Rs. 49,800</b>
<b>Note: Earnest Money Deposit in original to be submitted preferably in form of Fixed Deposit Receipt or in the form of Demand Draft / Bankers Cheque /Pay Order of a Scheduled Bank, issued in favour of NCBS Bengaluru.</b>		
2.	Cost of Tender Document	<b>NIL</b>
3.	Tender Processing Fee	<b>NIL</b>
4.	Period Of Work Completion	<b>One year (12 months)</b>
5.	Dates of availability of Tender Documents for Download	<b>From 28.04.2026 (10:00Hrs.) to 07.05.2026 (18:00Hrs.)</b>  To Download – please visit CPPP website on: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .  Detailed NIT is also available on website <a href="http://www.ncbs.res.in">www.ncbs.res.in</a> for view only.
6.	Date of Pre-bid clarification	The contractors are requested to submit their pre-bid queries by email no later than <b>07.05.2026</b> . The pre-bid meeting will be held on <b>08.05.2026 at 11:00 hrs</b> at NCBS, both virtually and physically. Vendors who wish to attend the meeting virtually may send a request to obtain the meeting code at <b>manishb@ncbs.res.in</b> or <b>prasanta@ncbs.res.in</b> . The pre-bid clarifications will be uploaded on the CPPP website by <b>09.05.2026</b> .
7.	Start Date And Time Of Online Submission Of tenders	<b>11.05.2026 10.00 Hrs</b>
8.	Last date and time of closing online submission of	<b>16.05.2026 17.00 Hrs</b>

	tenders	
9.	Last date for submission of EMD	<b>On or Before 18.05.2026 (15:00Hrs.)</b> at NCBS, GKVK campus, Bellary Road, Bengaluru-560065. in a sealed super scribed envelope mentioning name of work and NIT Number. Original documents should be submitted preferably in person. However documents sent by post or courier will also be considered provided the same is received within due date & time.
10.	Date and time of online bid opening Part A i.e. Technical Bid	<b>18.05.2026 15.30Hrs</b>
11.	Date of opening Part-B i.e. Financial Bids of qualified bidders	<b>Date will be notified later</b>

## **II. Initial Eligibility Criteria:**

1. The bidder shall be compliant to the Public Procurement (Preference to Make in India), Order 2017 (as amended from time to time) issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry. Also bidder must submit undertaking along with bid for the local content of.... % offered in subject tender.
1. Preferred 'Class-I local supplier' as defined in Public Procurement (Preference to Make in India), Order 2017, are eligible to participate for subject tender.
2. The Bidder Should have the following and to be submitted along with the Tender document:
  - a) Bidder should have the Copies of valid registration with Government organizations / Semi-Government organizations of State or Central Government or Public sector undertakings or Autonomous bodies of State or Central Government. The bidder should have work experience with state/central Govt departments and must have a work done certificate for a value equal to ECPT.
  - b) Banker's Certificate from a Commercial Bank or Net Worth Certificate: Banker's Certificate of the amount equal to Rs. 9.96 lakhs, or Net worth certificate of minimum Rs. 2.49 lakhs issued by certified Chartered Accountant with UDIN should not be older than one year from the date of opening tender.
  - c) Average Annual Financial Turnover should be at least **Rs.12.45 Lakhs**, during the immediate last 3 consecutive financial years ending **31st March 2025**, issued by certified Chartered Accountant with UDIN should not be older than one year from the date of opening tender.
  - d) Should not have incurred any loss in more than two years during last five years ending 31st March 2025.
  - e) Carried Out IT Works During Last 3 Years.
  - f) Performance Certificates and work completion certificate, in similar works
  - g) Valid ESI registration certificate issued by competent authorities from the State of Karnataka
  - h) Valid PF registration certificate issued by competent authorities from the State of Karnataka
  - i) Company registration certificate and Form C certificate issued by competent authorities from the State of Karnataka
  - j) Permanent Account Number (PAN) & GST Certificate.

**Similar nature of work means: Experience in "Maintenance and development of new and/or existing web applications, specifically those based on Drupal CMS and/or LAMP stack, or experience in web application development using PHP-based CMS platforms or similar technologies or maintenance and setting up of server setup in terms of hardware".**

The bidder should have satisfactorily completed (based on certification of performance by client of the works) **3 (Three)** similar works each of value not less than **₹9.96 Lakhs** or **2 (Two)** similar works each of value not less than **₹14.94 Lakhs** or 1 (One) similar work of value at least **₹19.92 Lakhs** during the last 3 (three) years ending on the last day of the month previous to the one in which the tenders are invited / the works completed up to previous day the last date of submission of tenders shall also be considered and if the eligible similar works are not carried out in Central Government / State Government / Public Sector Undertaking of Central or State Governments /Central Autonomous bodies, then TDS certificates should be produced by bidder for the same.

3. Bidder should be a registered firm in Karnataka. If the bidder's have the registration outside of Karnataka, they should maintain a functional branch or corporate office in Bangalore to ensure seamless service support and statutory compliance for the deployed work force. Joint Ventures and or Consortiums are not acceptable. Address, Telephone number of the office along with a valid proof of the registered office at Bengaluru should be attached.

### III. Information:

Tender document is prepared in two parts viz. Part 'A' (Technical Bid) and Part 'B' (Financial Bid). Part 'B' (Financial bid) consists of Schedule 'B' - Bill of Quantities. All the above documents will form part of Agreement after award of work to the successful bidder. **OBTAINING OF STANDARD DOCUMENTS:**

Prospective Bidders or general public can see and download free of cost PDF format of the above documents from website [www.ncbs.res.in](http://www.ncbs.res.in) Tenders and NITs Other Information

### IV. Guidelines For-Tendering In CPPP website:

To participate in the Tendering process on the CPP Portal, Prospective Bidders require a valid Class III Digital Signature Certificates. All the documents related to the eligibility criteria of tender should be submitted electronically through CPPP portal only. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More in formation useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### 1. Registration

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These Would be used for any communication from CPP Portal.

- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / n Code/ e Mudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /e-Token.

## 2. Searching for Tender Documents

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

## 3. Preparation of Bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. The tender is liable to be rejected and will not be processed further if any price bid information disclosed along with EMD or Techno- commercial Bid (Part-A).
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These Documents May Be Directly Submitted from The "My Space" area while submitting a bid, and need not be uploaded again and again. This will add to a reduction in the time required for bid submission process.

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

## 4. Submission of Bids

- a) Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>
- b) Bidder should login to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- c) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d) Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.
- e) Bidder should prepare the EMD as per the instructions specified in the tender document as applicable. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- f) Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department are exempted from payment of EMD for supply of goods and services only. The documents (if any) shall be uploaded in e tender portal. Otherwise the uploaded bid will be rejected.
- g) The agency shall download the pre bid clarification if any for the work and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e tender portal.
- h) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all bidders. Bidders are required to download the BOQ file, open it and complete the SKYBLUE coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- i) Tenderers are advised to upload their documents well in advance, to avoid last minute rush on the server or complications in uploading. NCBS, in any case, shall not be held responsible for any type of difficulties during uploading the documents including server and technical problems what so ever.
- j) Bid documents may be scanned with 100dpi with black and white option which helps in reducing size of the scanned document.
- k) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- l) Submission of the tender documents after the due date and time (including extended period) shall not be permitted.
- m) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secure Socket Layer 128bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. **Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.**
- n) Upon The Successful and Timely Submission of Bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- o) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid.
  - p) Intending Bidders are advised to visit this website regularly till closing date of submission to keep themselves updated as any change/modification the tender will be intimated through this website only by corrigendum / addendum/ amendment.
- 5. Assistance to Bidders**
- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
  - b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
6. After opening of Part 'A' of tender, Head SE&M, NCBS shall constitute Technical Evaluation Committee which will first verify the online credentials submitted by the bidder with respect to their eligibility for the work and if required, will visit selected worksites of on- going/completed works of the bidders to evaluate the capability of the bidders based on the Annexure-C.
  7. No modifications in the tender shall be allowed after opening Part 'A'.
  8. Tenders with any condition including conditional rebate shall be rejected. However, tenders with unconditional rebate will be accepted.
  9. If any information furnished by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in NCBS. Also if such a violation comes to the notice of Department before start of work, the Engineer-in-charge shall be free to forfeit the entire amount of EMD & Performance Guarantee.
  10. The time allowed for carrying out the work will be reckoned from the 15th day after date of written order to commence the work or from the first day of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
  11. Tender will be kept valid for 75 (Seventy-Five) days from the Last date of closing of online submission of tenders.
  12. In case the last date of receipt of original document towards EMD and opening of tender are declared as holiday, the respective date shall be treated as postponed to the next working day, correspondingly.
  13. Original Demand Draft/Bankers Cheque/Pay Order / Fixed Deposit Receipt / Bank Guarantee, if any of a Scheduled Bank towards Earnest Money Deposit as applicable shall be submitted at a fore mentioned place, date and time otherwise Tenders are liable to be rejected and will not be processed further.
  14. Cheques for Earnest Money Deposit will not be accepted.
  15. EMD Exemption: EMD is exempted for MSME/NSIC registered firms. Valid registration certificate shall be enclosed along with the technical bid.
  16. The contractor whose tender is accepted will be required to furnish by way of security deposit for the due fulfilment of his contract, such sum as will amount to 5% of the tendered value of work. In addition, the contractor shall be required to deposit an amount equal to 3% of the tendered value of the contract as Performance Security. Time allowed for submission of Performance Guarantee shall be 28 days from the date of issue of letter of acceptance. Performance Security of 3% to be submitted in the form of Bank guarantees. It can also be accepted in the form of fixed deposit receipts of Scheduled Bank or in the form of Government Securities.
  17. The Security Deposit will be collected by deductions @ 5 % of the gross amount of the running bill of the contractors till the total security deposit recovered will amount to 5% of the tendered value of work. The Security deposit will also be accepted in the form of Governments Securities, Fixed Deposit Receipts of Scheduled Bank and Nationalized Bank. These shall be endorsed in favor of The Centre Director NCBS. Earnest Money Deposit of successful bidder shall be returned back / refunded on receipt of Performance Security Deposit, however in case Performance Security Deposit is in the form of Bank

Guarantee, Earnest Money Deposit will be released subsequent to confirmation of verification of Bank Guarantee from the issuing Bank.

18. If the successful tenderer, fails to furnish the prescribed performance guarantee on or before stipulated dates of commencement the department (NCBS) shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.
19. The acceptance of tender shall rest with department which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received, without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
20. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
21. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-In-charge shall be communicated to the Engineer-In-charge.
22. The department reserves the right to accept the whole or only part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
23. **LEVY/TAXES Payable by Contractor:**
  - a) Goods & Services Tax (GST) or any other tax applicable in respect of inputs procured by the Contractor for this contract shall be payable by the Contractor and Government 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.
  - b) All tendered rates shall be inclusive of all taxes, GST, levy or cess applicable on last stipulated date of receipt of tender including extension if any.
  - c) Labour Welfare cess @1% of gross value of work done shall be recovered from each bill paid to the contractor.
  - d) Income tax and cess as applicable shall be deducted from each bill paid to the contractor.
  - e) Any other taxes /cess as per Government directives shall be deducted from each bill paid to the contractor, from time to time.
24. **Bidder has to submit undertaking on their head pursuant to the Section 206AB (as applicable) of the Income Tax Act, 1961 in prescribed format as enclosed.**
25. If any tenderer withdraws his tender within the validity period and before award of work whichever is earlier or make any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall without prejudice to any right or remedy, be at liberty to forfeit 50 % (Fifty Percent) of the Earnest Money absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.
26. After award of work to the successful bidder, the successful bidder shall submit time schedule for approval of Competent Authority Which will form part of Agreement.

#### **Instructions:**

1. The contractor should be registered with <https://eprocure.gov.in/eprocure/app>. Those contractors not registered on the website mentioned above, are required to get registered.
1. The intending bidder must have valid class-III digital signature for Request for purchase / Download of Tender Document (excel / word formats). The bid can only be submitted/uploaded after providing details of Fixed Deposit Receipts and or Bank Guarantee of any Scheduled Bank towards Earnest Money Deposit and other documents as specified.

2. Tenders will be received online up to time & date as mentioned in the NIT details above. Part A will be opened on the time & date as mentioned in the NIT details above. The receipt of EMD will be checked first. If found in order, Part 'A' will be opened. After opening of Part 'A', for evaluation, The contractor's Technical Bid related documents shall be evaluated and accordingly tenderers will be qualified/disqualified by the Competent Authority. The Part 'B' (Financial Bid) of the qualified tenderers shall then be opened at notified date and time. Date of opening of Part 'B' (Financial Bid) will be intimated to all bidders through the CPP Portal website.
3. The EMDs of the unsuccessful bidders will be returned without any interest only after publishing financial evaluation status of bidders on CPP portal.
4. The Financial Proposal/Commercial bid / BOQ format is provided as BOQ-ZZZ.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ-ZZZ.xls as it is and quote their offer/rates in permitted column and upload the same in the commercial bid. **All tendered rates shall be inclusive of all taxes and levies payable under respective statutes. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and appropriate action will be taken by department**
5. On opening date, the contractor can login and see the status of Bids after opening.
6. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figure appears in SKY BLUE colour. While selecting any of the cells a warning appears **to mandatorily fill all such cells with any value, including "0" (ZERO)**.  
**Note:** Prospective agencies shall satisfy themselves of fulfilling all the NIT criteria before submission of tender. Department reserves the right of non-consideration of tender of the agencies not fulfilling the stipulated criteria.
7. **List of compulsory Documents to be scanned from original & uploaded within the period of bid submission by bidder for the evaluation purpose:**
  - a) Financial Turn Over certified by CA with UDIN.
  - b) Profit & Loss statement certified by CA with UDIN.
  - c) Latest Bank Solvency Certificate.
  - d) List of Similar Works completed in last three years indicating i) Agency for Whom Executed, ii) Value of work, iii) Stipulated and Actual time of completion, iv) Performance Certificates v) Work completion certificates. vi) The eligible similar works from the clients.
  - e) Certificates issued by competent authorities from the State of Karnataka:
    1. Valid Registration certificates (Form-C, ESI and PF)
    2. Certificate of Registration for GST.
    3. PAN (Permanent Account Number) Registration
  - f) FDR/DD/PO/BC of any Scheduled Bank against EMD.
  - g) Bank Guarantee of any Scheduled Bank against part of EMD, if any.
  - h) Tender Acceptance Letter On bidder's letterhead as shown in Annexure F.
  - i) **Duly filled in and signed site inspection report certified by NCBS.**

**Note:** During Technical Evaluation, Missing Documents, if any, can be asked by the inspection committee for submission.

8. **The Bidder are required to fill the following:**
  - a) **Technical Bid**
  - b) **Schedule- 'B' (Financial Bid)**



**Notes:**

1. All vendors are requested to refer relevant clauses in CPWD, General Conditions of Contract – 2023
1. Interested agencies may visit website <https://eprocure.gov.in/eprocure/app> for registration and Bid Submission.
2. Contact for Assistance/clarifications related to tender documents (080)- 23666421 / 6920
3. Contact for assistance for registration and participation in-tendering
  1. 24 x 7 CPP Portal Helpdesk-(0120)4001002, (0120)4001005, (0120)6277787
  2. Email at [support-eproc@nic.in](mailto:support-eproc@nic.in)
4. Email Ids for sending request for Site visit clarifications to [prasanta@ncbs.res.in](mailto:prasanta@ncbs.res.in) / [manishb@ncbs.res.in](mailto:manishb@ncbs.res.in)

Sd/-

Head-SE&M

NCBS For and on behalf of

The Centre Director



**Annexure- B**

**SCHEDULE OF DEVIATIONS**

<b>Sl. No.</b>	<b>Requirement of the Centre (NCBS)</b>	<b>Sl. No. As per schedule</b>	<b>Deviation Proposed.</b>

**Name and Address of the Tenderer**

**Signature of the Tenderer**



## Instructions to Bidders

- 1) **Evaluation of bids will be based on terms and conditions of the contract.**
- 2) **Monthly charges shall be arrived at dividing the yearly amount by Twelve (12).**
- 3) **Submission in any other format may result in cancellation of the offer.**

Director, NCBS does not bind himself to accept the lowest or any other tender, and reserves the authority to reject any or all the tenders or to allot parts of the works to different agencies without assigning any reason thereof.

Each and every page of the offered bid shall bear the dated signature and seal of the contractor

The tenderers whose offers are found technically acceptable based on the technical evaluation, including, in case found necessary, inspection of works, executed/under execution by them, to ascertain the quality of work, workmanship, work culture etc., would be informed of the time and date of opening of "Price Bid".

The tenderer shall furnish all the documentary proof mentioned above. Any tender which does not fulfill any of the prescribed conditions will be liable to be rejected.

The safety of men, materials and tools used by the contractor towards this work, is wholly the responsibility of the contractor. In no case, NCBS will be responsible for the safety of the men, materials and tools used by the contractor.

### **Opening of Technical Bids:**

Technical bids will be opened on 18.05.2026 by the Tender Committee. NCBS shall evaluate the technical bid to pre-qualify the bidders.

### **Opening of Financial Bids:**

- Conditional bids would be summarily rejected.
- In case no bid or single bid is received, or any other reason whatsoever, NCBS may at its sole discretion cancel the whole tendering process or extend the last date and time of submission of the bid.
- Any separately submitted discount letter on the financial price shall not be considered by NCBS and shall be a ground for disqualification. Evaluation of financial bid shall be considered only on the quoted price in the financial bid submitted by the bidders.

### **Earnest Money Deposit(EMD):**

Bidder should pay specified amount towards earnest money deposit as follows:

- Earnest Money in original to be submitted preferably in the form of Fixed Deposit Receipt or in the form of Demand Draft / Bankers Cheque / Pay Order of a Scheduled Bank, issued in favour of NCBS Bengaluru.
- EMD will not carry any interest.
- EMD will be refunded to the unsuccessful bidders after finalization of the bid and EMD of successful bidder shall be returned after execution of Contract Agreement and submission of security deposit.
- The Earnest Money Deposit submitted by the bidder may be forfeited if,
  - Successful bidder fails to execute an Agreement within specified time as per intimation/request of the NCBS,
  - Successful Bidder withdraws his tender or backs out after acceptance,



- Bidder withdraws his tender before the expiry of validity period stipulated in the bidding document
- Bidder violates any of the terms and conditions of the tender,
- Bidder revises any of the items quoted during the validity period,
- Bidder is found to have indulged in fraudulent practices in the bid submission process.

### **Factors Affecting the Award of Contract**

1. The bidder should have its own contract support facilities at Bengaluru
2. The support facilities should be owned and managed by the bidder.
3. Conformity with the Request for Bid/ tender required and terms and conditions.

### **Confidentiality:**

Neither party shall, without the prior written approval of the other party, disclose the other party's designated confidential information. These obligations shall survive the early termination or expiration of this Agreement, for a period of one year.

### **IMPORTANT NOTE**

- The bidder shall submit signed copy of Tender Acceptance Letter.
- The Bidder should be having adequate manpower, technical competence, equipment etc. to smoothly executed the work.
- Offers of Bidders who are under suspension/banned/black-listed by any PSU/Govt. Department /PSU Banks/Govt. Autonomous bodies or otherwise shall not be considered. Further, if any of the partners/directors of the contractor's organization /firm is blacklisted or having any criminal case against him, his tender shall not be considered. An Undertaking to this effect should be submitted.
- NCBS reserves the right to request for any further documents/certificate/clarification from the bidder/contractor relevant to above qualifying criteria and the same must be submitted within stipulated time of receipt of any such communication from NCBS, failing which suitable action shall be taken by NCBS.
- After opening of Technical bids, if a firm/Company fulfils the technical criteria, its financial bid will be opened.
- Exact date and time for opening of Financial Bids shall be communicated through CPP Portal in accordance with standard procedure.
- The bidder may be summarily disqualified in case of non-submission of required documents.

### **Acceptance / Rejection of Bid:**

NCBS also reserves the absolute right to reject any or all the Bids at any time solely based on the past unsatisfactory performance by the bidder(s). The opinion/decision of NCBS regarding the same shall be final and conclusive.

### **Amendment to Bid documents:**

- At any time prior to the deadline for submission of Bids, NCBS may, for any reason, whether at its own initiative or in response to a clarification sought by any prospective bidder, modify the bidding documents by amendment / addendum/corrigendum.



- The corrigendum/amendment will be issued /published on website <http://ncbs.res.in> only. Bidders shall be solely responsible to check the web site for the amendment issued in shape of Corrigendum and/or Addendum up to last date of submission of bid.

**Clarification on Bids:**

- To assist in the examination, evaluation and comparison of the technical bids, NCBS may, at its discretion, ask the Bidder for a clarification on its Bid
- NCBS reserves the right to conduct joint post bid discussion. In case of any alteration in the technical bid requirements, all the bidders shall be given equal opportunity to submit supplementary price offers for that item in which alterations have been made.

**Abnormal Rates:**

The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.

**Note:** The list of equipment is indicative only. Any equipment/device/wiring/panel etc. which is not indicated in the above list, but forms part of the overall system, shall be deemed to be included in the scope of work. The bidder may inspect the building/premises thoroughly, before quoting for the work. The bidder should physically inspect the entire systems which are to be covered under contract and also to make an assessment of the works, before quoting their rates.

**Language:**

- The bidder shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. For the purpose of the tenders, the metric system of units shall be used.
- All entries in the tender shall either be typed or written legibly in ink. Erasing and over-writing is not permitted and may render such tenders liable for rejection. All cancellations and insertions shall be duly attested by the bidder.

**Price Discrepancy:**

In the case of financial bid opening, if there are differences between the rates given by the bidder in words and figures or in amount worked out by him, the following procedure for evaluation and award shall be followed:

In case of lump-sum price, if there is any difference between the amount in figures and in words, the amount quoted by the bidder in words shall be taken as correct.

**Validity of Offer:**

The rates in the Tender shall be kept open for acceptance for a minimum period of 75 (seventy five days) from latest due date of offer submission (including extension, if any). In case NCBS calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the tenders.

**Rejection of Tender and Other Conditions:**

- NCBS reserves the right to accept or reject the tenders without assigning any reason whatsoever.



- Conditional tenders, unsolicited tenders, tenders which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be rejected.
- Tenders are liable to be rejected in case of unsatisfactory performance of the bidder with NCBS or bidder who do not comply with the latest guidelines of Ministry/Commissions of Govt. of India. NCBS reserves the right to reject a bidder in case it is observed that they are overloaded and may not be in position to execute this job as per the required schedule. The decision of NCBS will be final in the regard.
- If a bidder who is a proprietor expires after the submission of his tender or after the acceptance of his tender, NCBS may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, NCBS may then cancel such tender at their discretion, unless the firm retains its character.
- NCBS will not be bound by any Power of Attorney granted by changes in the composition of the firm made subsequent to execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
- If the bidder gives wrong information in his tender, NCBS reserves the right to reject such tender at any stage or to cancel the contract if awarded and forfeit the Earnest Money/Security Deposit/any other money due.
- Canvassing in any form in connection with the tenders submitted by the Bidder shall make his offer liable to rejection.
- In case the proprietor, Partner or Director of the Company/Firm submitting the Tender, has any relative or relation employed in NCBS, the authority inviting the Tender shall be informed of the fact as per specified format as per relevant annexure attached along with the offer.
- The successful bidder should not sub-contract part or complete work detailed in the tender specification undertaken by him.
- The Tender submitted by a techno commercially qualified bidder shall become the property of NCBS who shall be under no obligation to return the same to the bidder. However, unopened financial bids and late tenders shall be returned to the bidders.
- Discount letter, if any on financial price shall not be considered by NCBS.
- NCBS shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.

#### **Site Visit:**

Before submission of offer, the bidders should inspect the site (NCBS IT Services) of work and the environments and be well acquainted with the actual work and other prevalent conditions, facilities available, position of material and labour, means of transport and access to Site, accommodation, etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions. A pre bid meeting shall be called in at campus in person and bidders not attending the prebid meeting shall be liable to be disqualified.

## **Bid Evaluation and Award of Contract**

#### **Evaluation of Bids:**

Technical bids submitted by the bidder will be opened first and evaluated for fulfilling the Pre-



qualification criteria and other conditions in NIT/Tender documents, based on documentary evidences submitted along with the offer.

- In case the same qualifying experience is claimed by more than one agency, then the agency who has executed the work as per documentary evidence submitted shall only be qualified. Scope of qualifying work should be totally with the agency who has executed and in case it is only labour, consumables without tools & plants (T&P), then the responsibility of execution is assigned to the first agency and not to the agency who has executed only as labour supply contractor. Further, NCBS reserves the right to ask for further proofs including submission of TDS certificates for the said job.
- In case the qualifying experience is claimed by private organizations based on work order and completion certificates from another private organization, NCBS reserves the right to ask for further proofs including submission of TDS certificates for the said job.
- Assessing Bidder capacity for executing the current tender shall be as per Notice inviting Tender.
- Financial bids of shortlisted bidders shall only be opened at office of Head SE&M, NCBS Bengaluru.
- Financial bids of unqualified bidders shall not be opened.
- Conditional bids may be rejected by NCBS. The technical evaluation shall be made strictly on the basis of the documents submitted by the bidders in support of the eligibility, the technical and commercial response. All the required information shall be furnished strictly in prescribed schedules/Annexure only. Any information indicated other than prescribed schedules/Annexure shall not be entertained. Conditions, if any, on any document enclosed with financial Bid shall not be considered. NCBS's decision in this regard shall be final and binding.

**Award of Work:**

NCBS reserves the right to split the job into two or more parts and to award the work to separate agencies/bidders subject to the work experience and fulfilment of other terms & conditions and specifications to the suitability of NCBS.

**Security Deposit:**

Upon acceptance of Tender, the successful bidder is required to deposit an amount equivalent to **5%** of the Contract Value as Security Deposit. The security Deposit should be furnished before commencement of the work by the contractor. Security Deposit may be furnished in any one of the following forms:-

- Pay Order/Demand Draft in favour of NCBS, Payable at Bengaluru.
- Bank Guarantee from Scheduled Banks/Public Financial Institutions as defined in the Companies Act.
- The Security Deposit shall not carry any interest.
- The validity of Bank Guarantees towards Security Deposit shall be upto the completion period as stipulated in the Work Order +3 Months, (i.e. 15 months) and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the Contractor, by NCBS.
- It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period as may be advised by NCBS. NCBS shall not be liable for issue of any reminders on expiry of the Bank Guarantees.



- NCBS reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the Contractor's failure to fulfil any of the contractual obligations or in the event of termination of contract as per terms and conditions of contracts with NCBS.

#### **Return of Security Deposit:**

Security Deposit shall be refunded/Bank Guarantee(s) released to the Contractor after deducting all expenses /other amounts due to NCBS, after completion of the contract (plus) three months.

#### **Bank Guarantees:**

Wherever Bank Guarantees are to be furnished / submitted by the contractor, the following shall be complied with:

- Bank Guarantees shall be from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act.
- It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period as advice by NCBS. NCBS shall not be liable for issue of any reminders on expiry of the Bank Guarantees.
- In case the Bank Guarantees are not extended before the expiry date, NCBS reserves the right to invoke the same by informing the concerned Bank in writing, without any advance notice/communication to the concerned bidder/contractor.
- Bidders to note that any corrections to Bank Guarantees shall be done by the issuing.
- Bank only through and amendment in an appropriate non judicial stamp paper.
- The Original Bank Guarantee shall be sent directly by the Bank to NCBS under Registered Post (Acknowledgement Due), addressed to the Head SE&M, NCBS-TIFR, GKVK Campus , Bellary Road Bengaluru-560065

## **Contract Conditions**

#### **Execution of Contract Agreement:**

The successful bidder's responsibility under this contract commences from the date of issue of the work order by NCBS. The Bidder shall submit an unqualified acceptance to the Work order within the period stipulated therein. The successful bidder shall be required to execute an agreement in the prescribed form, on a non-judicial stamp paper of Rs.100/- within 15 days from the issue of Work Order. The contract agreement shall be signed by a person duly authorized/empowered by the bidder. The bidder shall pay for all stamps duty and legal charges, incidental expenses, if any

#### **Cancellation of Contract in Full or in Part:**

NCBS at its sole discretion can terminate the contract at any time during the period of contract, If the Contractor:

- At any time makes defaults in proceeding with the works with due negligence and continues to do so even after a notice in writing from the NCBS Ltd.; or
- Commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it within 15 days after a notice in writing is given to him in that behalf by the NCBS Ltd.; or



- Fails to Quarterly performance evaluation of the service provider/contractor by NCBS or third party inspection report or both; or
- Violates any of the terms and conditions stipulated in the agreement/tender document.

**Law Governing the Contract and Court Jurisdiction:**

The contract shall be governed by the law for the time being in force in India. The civil court having original civil jurisdiction at Bengaluru shall have an exclusive jurisdiction in regard to all claims in respect of the Contract. No other civil court shall have jurisdiction in case of any dispute, under this contract.

**Issue of Notice:**

- Service of notice on contractor: Any notice to be given to the contractor under the terms of the contract shall be served by sending the same by Registered Post/Speed Post/E-mail to or leaving the same at the Contractor's last known address of the principal place of business (or in the event of the contractor being a company, to or at its Registered Office). In case of change of address, the notice shall be served at changed address as notified in writing by the Contractor to NCBS. Such posting or leaving of the notice shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice.
- Service of notice on NCBS: Any notice to be given to NCBS under the terms of the Contract shall be served by sending the same by post or by E-mail.

**Rights of NCBS:**

- NCBS reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.
- To terminate the contract or get any part of the work done through other agency or deploy NCBS's own/hired/otherwise arranged resources, at the risk and cost of the contractor after due notice period of two weeks by NCBS in the event of:
  - Contractor's continued poor progress
  - Withdrawal from or abandonment of the work before completion of the work
  - Contractor's inability to progress the work for completion as stipulated in the contract
  - Poor quality work
  - Corrupt act of Contractor
  - Insolvency of the Contractor
  - Persistent disregard to the instructions of NCBS
  - Assignment, transfer, sub-letting of contract without NCBS's written permission
  - Non fulfilment of any contractual obligations
  - In the opinion of NCBS, the contractor is overloaded and is not in a position to execute the job as per required schedule
- To effect recovery from any amounts due to the contractor under this or any contract or in any other forms, the moneys NCBS is statutorily forced to pay to anybody, due to contractor's failure to fulfil any of his obligations. NCBS shall levy overheads of 5% on all such payments.
- Performance Indicator/Uptime: The contractor during the contract shall be responsible to maintain the complete systems/equipment/software in good working condition by maintaining minimum uptime 95%, which would be calculated for each individual system, which form part of the overall system of the building. The uptime

would be calculated on monthly basis and proportionate deductions would be made from the payment to be made to the contractor for the correspondence quarter for which an uptime of 95% could not be maintained. The deduction would be as follows:-

<b>S No.</b>	<b>Uptime</b>	<b>Deductions</b>
1	95 – 100%	No deduction
2	80 – 95%	5% of the total value of the Monthly bill
3	70 – 80%	10% of the total value of the Monthly bill
4	Below 70%	20% of the total value of the Monthly bill
Note:	(1)No complaints in regard to systems etc. should remain pending for more than 24 hrs. These need to be attended immediately without loss of time.	

### **Responsibilities of the contractor**

- Responsibilities of the contractor in respect of local laws, employment of works etc.

The contractor shall fully indemnify NCBS against any claims of whatsoever nature arising due to the failure of the contractor in discharging any of his responsibilities. The following are the responsibilities of the contractor in respect of observance of local laws, employment of personnel, payment of taxes etc.

- The contractor at all times during the continuance of this contract shall, in all his dealings with local labour for the time being employed on or in connection with the work, have due regard to all local festivals and religious and other customs.
- The contractor shall comply with all applicable State and Central Laws, Statutory Rules, Regulations etc. such as Payment of Wages Act, Minimum Wages Act, Workmen Compensation Act, Employer’s Liability Act, Industrial Dispute Act, Employers Provident Act, Employees State Insurance Scheme, Contract Labour (Regulation and Abolition) Act 1970, Payment of Bonus & Gratuity Act and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also give to the local Governing Body, Police and other relevant Authorities all such notices as may be required by the Law.
- The Contractor shall pay all taxes, fees, license charges, deposits, tolls, royalties, commission or other charges which may be liable on account of his operations in executing the contract.
- Contactor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precautions etc. as may be required for safe and satisfactory execution of contract.
- The Contractor shall be responsible for proper accommodation including adequate medical facilities for personnel employed by him.
- The Contractor shall ensure that no damage is caused to any person/property of other parties working at site. If any such damage is caused, it is responsibility of the contractor to make good the losses or compensate for the same.
- The Contractor shall arrange, coordinate his work in such a manner as to cause no hindrance to other agencies working in the same premises.
- All safety rules and codes applied by the NCBS at site shall be observed by the contractor without exception. The contractor shall be responsible for the safety of the



equipment/material and works to be performed by him and shall maintain all light, fencing guards, slings etc. or other protection necessary for the purpose. Contractor shall also take such additional precautions as may be indicated from time to time by the Engineer with a view to prevent pilferage, accidents, fire hazards. Due precautions shall be taken against fire hazards and atmospheric conditions. Suitable number of Clerical staff, watch and ward, store keepers to take care of equipment/materials and construction tools and tackles shall be posted at site by the contractor till the completion of work under this contract.

- The contractor shall arrange for such safety devices as are necessary for such type of work and carry out requisite site tests of handling equipment, lifting tools, tackles etc. as per prescribed standards and practices. NCBS arrange will provide Basic tools and infrastructure required to perform the job
- Contractor has to ensure the implementation of Health, Safety and Environment (HSE) requirements as per directions given by NCBS
- The contractor will be directly responsible for payment of wages to his workmen. A pay roll sheet given all the payments given to the workers and duly signed by the contractor's representative should be furnished to NCBS site for record purpose, if so called for.
- In case of any class of work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of NCBS.
- Maintenance of Registers and forms: The contractor shall be responsible to maintain the registers/forms as required under the prevalent labour laws in force from time to time. The contractor shall maintain the above neatly, completely and legibly for inspection by various statutory authorities and the company officials even at short notice
- The Contractor shall maintain the records and log books during the contract period. The Schedule of preventive maintenance for all equipment will be prepared in advance by you, in consultation with officer-in-charge of NCBS. Necessary records of the services/work carried out will be maintained and the same has to be countersigned by the officer- in-charge of NCBS whenever asked by NCBS.
- The contractor shall keep proper upkeep of all areas under the contract.
- NCBS will not be responsible for any lapse on the part of the Contractor in enforcing of provisions of any Labour Acts /Laws, viz., Payment of Wages Act, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970 and (Central) Rules, 1971 / Industrial Disputes Act, 1947 and (Central) Rules 1957, Employee's State Insurance Act, 1948 (ESI), Employee's Provident Funds and Miscellaneous Provisions Act, 1952 (EPF), Gratuity, Workmen Compensation Act, Bonus Act, etc. It will be the contractor's responsibility to abide by all Statutory Laws/Regulations applicable to the contract labour engaged by him on the Contract Work. Receipt of any complaints on this ground viewed seriously. It is expressly understood that the manpower deployed by the contractor are not on the rolls of NCBS and no legal relationship of whatsoever subsists between NCBS and such personnel employed by the contractor.
- This being a pure works contract, the personnel engaged by the contractor and deployed by him at NCBS premises will be in no way be deemed as working under employment of NCBS and there shall not exist any employer-employee relationship between NCBS and the contractor or his personnel deployed by him. The Contractor or personnel shall have nothing to do with NCBS either in respect of wages/salary or such other statutory benefits or compensation etc. under the Labour Laws and other related Laws i.e. Gratuity, Bonus or Workmen Compensation Act or any other law in force. The contractor shall obtain an appropriate/adequate Policy i.e. Contractor All Risks (CAR) Policy so as to meet any obligation in any eventuality. The Contractor shall be solely responsible for



complying with all applicable labour laws and statutory requirements in respect of the personnel deployed under this contract. This shall include, but not be limited to, payment of wages, Employees' State Insurance (ESI), Provident Fund (PF), bonus, health/medical insurance, group insurance, and any other benefits as required under the relevant rules and laws of the Central and State Government.

- The Contractor shall ensure that all deployed personnel are adequately covered under the applicable statutory schemes or appropriate insurance policies during the entire period of the contract. The Client shall not be responsible for any statutory payments, medical expenses, insurance claims, or other liabilities arising out of the employment of personnel deployed by the Contractor.
- The Contractor shall be solely liable for any dispute that might arise in any matter in future for violation/non-compliance of Labour Laws/regulations and NCBS will have no responsibility, whatsoever.
- Thorough checking of employees of the contractor during entry/exit would be done by security staff of NCBS.
- The employees of the contractor will work strictly under the direction and administrative control of the contractor's Manager/Supervisor/Site Engineer. However, the contractor's supervisory staff will have to execute the work through their employees according to the requirement, need and/ instructions of the designated officers of NCBS.
- The employee of the contractor will ensure strict discipline and behaviour and diligent performance of their duties most befitting to the décor of the most modern mechanized building and the employees of the contractor shall not in any manner cause any interference, annoyance, nuisance etc. to NCBS staff or its business or working and will be liable for immediately replacing/relocating the individual employee if the services rendered by him are not found to be satisfactory.
- In case of any damage to NCBS's property/premises for which contractor is accountable, the contractor will be liable to pay the compensation to NCBS as may be advised by NCBS. The contractor shall also take full responsibility and compensate NCBS for any loss/damage/break-down caused to the installation due to negligence of his workers.
- NCBS will not be responsible for any injury/death caused to the employees provided by the contractor at site. It will be the responsibility of the contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by NCBS in this regard.
- The workforce deployed by the contractor should be adequately covered under Personal Accident Insurance Plan.

#### **Responsibility for Timely Execution and Performance:**

The Contractor shall be responsible for ensuring that the personnel deployed under this contract perform the assigned tasks in accordance with the timelines communicated by the Client. The Contractor shall ensure proper supervision and coordination so that all assigned work is completed within the stipulated timeframe.

In the event that any deployed personnel fail to complete assigned tasks within the specified timelines or repeatedly postpone assigned work, the Contractor shall take appropriate corrective measures to ensure timely completion without impacting the project schedule. The Client reserves the right to request replacement of such personnel if their performance is found to be unsatisfactory or if delays persist.

#### **Completion, Task Tracking, and Acceptance of Work**



The Contractor shall ensure that all tasks and deliverables assigned under this contract are completed within the contract period. The Client may provide a list of tasks, milestones, or deliverables to be completed during the contract period, and the Contractor shall plan and allocate adequate manpower to ensure timely completion of such work.

Progress of the assigned tasks may be reviewed periodically by the Client. A task shall be considered completed only upon verification and formal acceptance by the Client or the designated authority.

In the event that the assigned work is not fully completed within the stipulated contract duration due to delays attributable to the Contractor or the deployed personnel, the Contractor shall take necessary measures to ensure completion of the remaining work. In such cases, the Client may, at its discretion, either (i) extend the contract for a reasonable period for completion of the remaining tasks without any additional financial liability to the Client, or (ii) carry forward the incomplete tasks to the subsequent contract period along with the new scope of work for that period.

No additional payment shall be made by the Client for the completion of such pending tasks beyond the agreed contract value.

**Insurance:**

- It is the sole responsibility of the contractor to insure his materials, equipment, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work be carried out in protected area and all the rules and regulations of the NCBS in the area of project which are in force from time to time will have to be followed by the contractor.
- If due to negligence and or non-observation of safety and other precautions by the contractors, any accident/injury occurs to the property/manpower belong to third party, the contractor shall have to pay necessary compensation and other expense, if so by the appropriate authorities.
- The contractor will take necessary precautions and due care to protect the material, while in his custody from any damage/loss due to theft or otherwise till the same is taken over by NCBS. The contractor will submit necessary documents for lodging/processing of insurance claim. NCBS will recover the loss from the contractor, in case the damage /loss is due to carelessness / negligence on the part of the contractor. In case of any theft of material under contractor's custody, matter shall be reported to police by the contractor immediately and copy of FIR and subsequently police investigation report shall be submitted to NCBS for taking up with insurance. However this will not relieve the contractor of his contractual obligation for the material in his custody.

**Strikes & Lockout:**

- The contractor will be fully responsible for all disputes and other issues connected with his labour. In the event of the contractor's labour resorting to strike or the Contractor resorting to lockout and if the strike or lockout declared is not settled within a period of one week, NCBS shall have the right to get the work executed through any other agencies and the cost so incurred by NCBS shall be deducted from the Contractor's bills/deposits. Further, NCBS reserves the right to terminate the contract in case of any strike/lockout of the contractor.
- For all purposes whatsoever, the employees of the contractor shall in no case be deemed to be in the employment of NCBS.

**Force Majeure:**

The following shall amount to Force Majeure:



- Acts of God, act of any Government, War, Sabotage, Riots, Civil commotion, Police action, Revolution, flood, Fire, Cyclones, Earth quake and Epidemic and other similar causes over which the contractor has no control.
- If the contractor suffers delay in the due execution of the contractual obligation due to delays caused by force majeure as defined above, the agreed time of completion of the job covered by this contract or the obligations of the contractor shall be extended by a period of time equal to period of delay, provided that on the occurrence of any such contingency, the contractor immediately reports to NCBS in writing the causes of delay and the contractor shall not be eligible for any compensation.

#### **Arbitration & Reconciliation:**

- In case amicable settlement is not reached in the event of any dispute of difference arising out of the execution of the contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision by the contractor in any manner touching upon the contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the sole arbitration of the arbitrator appointed by NCBS.
- The award of the Arbitrator shall be binding upon the parties to the dispute.
- Subject as aforesaid, the provisions of Arbitration and Reconciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of the arbitration shall be held at Bengaluru and the language of the proceedings shall be in English. Subject to the above, the Courts at Bengaluru alone shall have the jurisdiction to deal any disputes between the Parties pertaining to the contract.
- The cost of arbitration shall be borne equally by both the parties.
- Work under the contract shall be continued during the arbitration proceedings.
- Failure to comply with any of the above conditions can result in termination of the contract, forfeiture of the security deposit, pena as may be decided by NCBS and future blacklisting of the contractor.

#### **Confidentiality:**

Neither party shall, without the prior written approval of the other party, disclose the other party's designated confidential information. These obligations shall result in the early termination or expiration of this Agreement.

#### **Additional terms and conditions:**

1. **The manpower provided by the Service Provider shall not be deemed employees of the Buyer department hence the compliance of the applicable acts/laws will be the sole responsibility of the Service Provider.**
2. **The Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Buyer.**

## **Work Executional Conditions**

#### **Shut Downs:**



No routine shut down shall be permitted during office hours. The contractor shall be at liberty to carry out maintenance on holidays and after office hours but with prior permission of NCBS.

The contractor shall ensure trouble free and smooth operation and maintenance of the Systems at all times. All complaints have to be attended to, in minimum agreed time, as per industry norms/practice, failing which, NCBS will be at liberty to get the work done on its own/another agency and recover the costs incurred from your running bills/security deposit.

**Dispatch Instructions:**

- The General Conditions of Contract form part of the Tender specifications. All pages of the tender documents shall be duly signed by hand of the authorized representative, stamped and submitted along with the offer in token of complete acceptance thereof. The information furnished shall be complete by itself. The bidder is required to furnish all the details and other documents as required in the following pages.
- Bidders are advised to study all the tender documents carefully. Any submission in tender shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. Should the bidder have any doubt about the meaning of any portion of the Tender Specification or find discrepancies or omissions in the scope of work or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc., bidder shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the tender. Bidder's request for clarification shall be with reference to Sections and Clause numbers given in the tender documents. The specifications and terms and conditions shall be deemed to have been accepted by the bidder in his offer. Non-compliance with any of the requirements and instructions of the tender enquiry may result in the rejection of the tender.
- Integrity Pact (IP) shall be applicable for all tenders / contracts as indicated in tender document. This integrity pact shall be issued as part of the Tender documents and shall be submitted by the bidder along with Technical bid duly filled, signed and stamped by the authorized signatory who signs the bid. Only those vendors / bidders who have entered into such an IP with NCBS shall be considered qualified to participate in the bidding. Entering into this pact shall be a preliminary qualification.

**Use of Office Space:**

No space belonging to NCBS shall be occupied by the contractor without written permission of NCBS. NCBS will provide the seating space to the staff deputed by contractor.

**Commencement of Work:**

- The contractor shall commence the work as per the time indicated in the Letter of Intent/Work Order from NCBS and shall proceed with the same with due expedition without delay.
- If the contractor fails to start the work within stipulated time as per Work Order or as intimated by NCBS at its sole discretion will have the right to cancel the contract. The Earnest Money and/or Security Deposit with NCBS will stand forfeited without any further reference to him without prejudice to any and all of NCBS's other rights in this regard.
- All the work shall be carried out under the direction and to the satisfaction of NCBS.

**Posting service engineers:**

The contractor should post required technical staff members according to the requirements as mentioned in the "Technical Requirements". The contractor will post additional engineers when



found necessary due to a considerable increase in the number of service calls during the period of contract. Such posting will be based on a mutual agreement between NCBS and the contractor. Posted Technical staff shall be available in campus from 0900HRS to 1730HRS on all institute working days(Monday to Saturday).

NCBS reserves the right to qualify the service engineers. Before posting the resident service engineer to NCBS's site, clearance should be taken, duly furnishing the bio-data of the engineer to be posted along with his experience particulars. The personnel posted should have at minimum years experience in handling similar assignments as mentioned in the "Technical Requirements".

IT being part of the essential services, any emergency situation that requires immediate attention needs to be attended in priority irrespective of the day/time. This includes server failures, network/website failures, etc.

#### **Contract Period:**

**The Contract will be initially for a period of ONE year with a provision of one-year extension subject to evaluation of the performance of service provider/Contractor by NCBS before end of first year contract.** The rates for the 2nd year, if renewed, shall be the prevailing rates of the 1st year quoted by the bidder however all other terms and conditions will remain unchanged. The performance of the service provider/Contractor will be evaluated every Three Months on a continuous basis and the extension / renewal of contract will be based on performance evaluated by NCBS.

## **Payment Terms**

#### **Monthly Payment:**

The payment shall be released on monthly basis after the close of each month against the invoice provided by the contractor. The monthly bill for the above said contract shall be submitted by the contractor by 2nd of following month and payment shall be released upon satisfactory performance, after adjusting any cost borne by NCBS due to any reason/damages caused by the contractor or his employees, down time etc., as applicable. Income tax and other taxes and surcharge at source, as applicable will be deducted from your payments at the prevailing rates. The payment for the shall be made on submission of the following documents:

- Certificates (as per annexure attached) with regard to payment made in accordance with the latest Minimum Rates of Wages as fixed from time to time as per the State Govt., Delhi Administration or the Central Govt. whichever is higher. The Contractor shall furnish photo copies of monthly Wages Payment Sheet duly signed by individual employees along- with bills.
- Photo copies of Bank Challans of previous month for the amount deposited in the bank for ESI and PF along with certificate.
- The Contractor will furnish every month a certificate along-with bill to the effect that all statutory obligation/ requirements have been complied with in regard to wages, contribution to PF/ ESI/ Gratuity etc to their staff and NCBS will not assume any responsibility thereto.

#### **Penalty Clause**

Failure to maintain SLA with uptime at 95% of the services shall result in deduction @10% per 1% reduction in uptime or as per mutually agreed SLA.

## **Scope of Work**

#### **Technical Requirements**



#### A. Website Development

1. Maintenance(Modifications/Migration to newer version/Monitoring/Content editing) of existing websites which are developed using Drupal CMS on a LAMP server. Brief information of existing drupal websites is as follows
  - a. There are around 50 drupal websites, which include both publicly available websites as well as private websites(accessible only within campus) hosted on multiple domains.
  - b. Most of the websites are developed using freely available contributed modules of drupal.
  - c. Most of the websites' uses either free or paid theme with CSS customization wherever necessary.
  - d. Websites include static pages (editable using WYSIWYG), webforms, Custom Content types, Workflows, Rules, Email triggers, Cron scripts
  - e. Few websites includes custom modules and template files
  - f. Websites include inline scripting(in blocks,rules,contemplates)
2. Developing/Maintaining new websites using Drupal CMS on LAMP, as required by campus from time to time. Websites should be developed using freely available contributed modules of drupal. Websites' should use either free or paid theme with CSS customization wherever necessary. CMS'es like Wordpress/Joomla should also be used if necessary. Themes or any other licenses, if required, will be purchased by NCBS.
3. Maintenance(Migration to newer version/Monitoring/Content editing) of opensource web applications like dotproject, Moodle, phpSchedule(Booked) etc., should also be done as and when required
4. Maintenance and development of websites should be done in close co-ordination with NCBS IT Section.
5. Websites should be regularly checked for Security vulnerabilities and should be updated regularly.
6. Websites'/Server's backups should be done.

#### B. Service Deliverables

1. Technical staff should work and be available in campus(IT department). Based on the requirements, a minimum of two staff must be provided.
2. All technical Staff deployed should have a minimum qualification of B.E. or MCA with minimum 2-3 years experience in Drupal Development(including module/theme development) and well versed in PHP ,MySQL and atleast one member should carry more then 4+ years experience in same field (LAMP).
3. Website maintenance, testing and development should be done only on Institute provided servers/systems.
4. Working space and computer for the technical staff will be arranged by the Institute
5. Notifying the users with progress status of all queries, incidents, service requests, change requests and complaints via helpdesk/calls.
6. Notifying the users on any planned maintenance or unplanned outage in the data center which may cause unavailability of a service for the end users
7. In addition, the Head of IT Section will also assign additional works/responsibilities like configuring Network Switches/Routers, Installation of Servers/VMs, Monitoring Servers etc., as and when required.
8. Periodic checking of system logs with closure of issues found.

#### **Existing Infrastructure (Summary):**

The campus operates a robust, switch-based network infrastructure built on a high-capacity 25 Gbps fiber backbone, utilizing a centralized core-edge switching architecture. More than 150 Layer-2 and Layer-3 switches are deployed across the NCBS and Hostel/Housing campuses. All downstream switches are interconnected in a star topology using a combination of 25 Gbps and 10 Gbps fiber links, along with Cat-6 cabling. User connectivity is further supported by a wireless network across the campuses.

The NCBS campus is provisioned with dedicated point-to-point (P2P) internet connectivity, comprising a 1000 Mbps STM-1 fiber link from Tata TeleServices and a 600 Mbps leased line from the National Knowledge Network (NKN). The Hostel campus at Yelahanka is connected via a 300 Mbps RF link from Tata TeleServices, in addition to fiber connectivity through NKN. All leased line, RF, and NKN connections are terminated on enterprise-grade Cisco routers.



### **On-Site Deployment Requirement**

The Contractor shall deploy the required personnel at the Client's premises for execution of the assigned work under this contract. All personnel shall perform their duties on-site during the working hours specified by the Client.

The Contractor shall ensure the regular attendance and availability of the deployed personnel at the Client's location for the effective execution of the assigned tasks.

Qualifications (education, general qualifications, publications, articles, previous experience within or outside the company) of proposed staff

### **Service Level Monitoring and Reporting**

- Once the SLA is agreed upon, monitoring of service performance will be started and service achievement reports will be produced. Reports will be produced frequently (weekly / monthly ), and where possible, exception reports will be produced whenever an SLA has been broken.
- Periodic reports will be produced and circulated to NCBS team's IT Managers
- The reporting structure and content will be mutually decided with NCBS IT Team.

### **Service Review Meetings**

- 1) Periodic review meetings will be held every month with NCBS IT Managers in person and review the service achievement in the last period and to preview any issues for the coming period.
- 2) Actions will be identified as appropriate to improve weak areas.
- 3) All actions will be recorded, and progress will be reviewed at the next meeting to ensure that action items are being followed up and properly implemented.
- 4) The normal agenda for such meetings will include:
  - a) Highlights of the past month's performance statistics, concentrating on major or technical issues reported (based on the monthly report )
  - b) Any service breakdown trends and achievements.
  - c) Explanations of matters outstanding from previous months and in particular issues, which have been attended or are about to be escalated.
  - d) Helpdesk Feedback system
  - e) Review of the scheduled workload such as fault resolutions, progress of approved changes, implementation of works.
  - f) Suggestions for improvements in resolution of issues
  - g) Issues with contract management, billing / invoicing and other financial matters, in case any

**Note :**

**All Annexures are to be submitted with the bids duly signed.**

**Technical/Commercial BOMs provided per-work basis or per-website basis will be rejected.**

### Bid Evaluation Criteria

Bid evaluation committee will evaluate and compare the bids determined to be substantially in line with tender requirement. It is bid evaluation committee's intent to shortlist the proposal that is in line to requirement.

The evaluation shall be strictly based on the information and supporting documents provided by the bidders. It is the responsibility of the bidders to provide all supporting documents as listed in forms necessary to fulfill the mandatory eligibility criteria.

### Pre-Qualification Criteria

S No	Criteria	Supporting Documents
1	Bidder Shall have Minimum Average Annual Turnover of Rs 12.45 Lakh in past three year	Audited Balance/ CA certificate
2	Bidder's Experience in Handling similar Job and reference letter minimum two	PO copies and Performance/ Reference letter
3	Bidder Shall not be blacklisted by any of Government / Semi Government/ Autonomous body in India	Self-declaration, As per Annex
4	Company registration certificate and Form C certificate issued by competent authorities	Details of Registered office, Incorporation/ Registration certificate or equivalent

The pre-Qualification evaluation committee will check the documentation furnished by the bidder will be examined prime facie to see if the company's capacity, skills base and other attributes as claimed are consistent with the need of project.

NCBS may ask bidder for additional information, and /or arrange discussion to verify claims made in bid documents.

If the attached documents are not in line with requirement and the bidder fails to submit the required documents, the bid shall be rejected.

**ANNEXURE- C**  
**EVALUATION OF THE**  
**BIDDERS**

**Name of the work: Works Contract for Maintenance and Development of New/Existing Web Applications (based on Drupal CMS and/or LAMP) at NCBS, GKV, Bengaluru**

**Tender Reference No: NCBS/1T/E-in-C/02/2026**

**Date: 27/04/2026**

**Estimate Cost put to tender: Rs. 24,90,000.00**

	Attributes		Evaluation
<b>(i)</b>	<b>Financial Strength</b>	<b>(20 Marks)</b>	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more In between (I) & II) - on pro -rata basis
	(a) Average annual turnover (last 3 years)	16 Marks	
	(b) Bankers Certificate/Net-worth certificate	4 Marks	
<b>(ii)</b>	Experience in similar nature of works: Maintenance and Development of New/Existing Web Applications (based on Drupal CMS and/or LAMP or maintenance and setting up of server setup in terms of hardware at any reputed institute	25 Marks	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more Rest is in between (I) & II) - on pro -rata basis
<b>(iii)</b>	Contractor should have minimum Three similar completed works costing not less than the amount equal to Rs.9.96 Lakhs or minimum Two similar completed works, costing not less than the amount equal to Rs.14.94 Lakhs or minimum One similar completed work of aggregate cost not less than the amount equal to Rs.19.92 Lakhs of the estimated cost.	25 Marks	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more In between (I) & II) - on pro -rata basis
<b>(v)</b>	Valid Company registration, ESI & PF registration certificates from the competent authorities to execute the work at NCBS, Bengaluru.	10 Marks	100% marks
<b>(vi)</b>	<b>Performance of works (Quality)</b>		
	<b>Based on point no 8 of instructions in NIT</b>	20 Marks	
	(i) Outstanding	20 Marks	100% for Outstanding
	(ii) Very good	15 Marks	75% Marks for Very good
	(iii) Good/satisfactory	10 Marks	50 % Marks for good / Satisfactory
	(iv) Poor	0	Nil Mark for Poor Feedback



To become eligible for short listing, the bidder must secure at least **fifty percent (50%)** marks in each and **sixty percent (60%)** marks in aggregate.

The department, however, reserves the right to restrict the list of such qualified contractors to any number deemed suitable by it.

Even though any bidder may satisfy the above requirements, he would be liable to disqualification if he has;

- a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
- b. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

**Name and Address of the Tenderer**

**Signature of the Tenderer**



**Annexure-D**

**TENDER NOTICE NO: NCBS/IT/E-in-C/02/2026**

**Dated: 27/04/2026**

**Bid Securing Declaration Form**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To:

National Centre for Biological Sciences.

GKVK campus

Bellary Road

Bengaluru – 560065

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions,

a) I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Seal (where appropriate)



**Annexure-E**

**REF: -NCBS/IT/E-in-C/02/2026**

**Dated 27-04-2026**

**Details of Similar Experience: Works Contract for Maintenance and Development of New/Existing Web Applications (based on Drupal CMS and/or LAMP) at NCBS, GKVK, Bengaluru**

Sl. No.	Name& Address of The client, Concerned	Name and Location of work	Value of Work (In lakh)	Contract Period (from To_	Completion/ Performance Certificate/PO/ WO enclosed	Any other information You would like to give
					N	

(Fill up the above table & Enclosed eligible copies of the supporting documents)

**B. Details of technical and skilled manpower**

Ser. No.	Name and	Qualification	Experience	Any Other

**C. Financial capability: Average Annual turnover of the bidder during the last 3 years**

Ser. No.	Financial Year	Turnover (Rs. in lakh)
1	2022-2023	
2	2023-2024	
3	2024-2025	
	Average	

(Fill up the above table and Enclose copy of Turn over certificates, profit/loss statement certified by any Chartered Accountant.)

Date:

Signature of authorized person

Place:

Full Name& Designation

Company's Seal



**Annexure-F**

**TENDER ACCEPTANCE LETTER**

To,

The Head SE&M

NCBS-TIFR

GKVK Campus, Bellary Road

Bengaluru-560065

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **NCBS/IT/E-in-C/02/2026**

**Dated** \_\_\_\_\_

Name of Tender/Work: **Works Contract for Maintenance and Development of New/Existing Web Applications (based on Drupal CMS and/or LAMP) at NCBS, GKVK, Bengaluru**

Dear Sir,

1. I/ We have purchased the tender document(s)for the above mentioned 'Tender/Work' from the office of Head SE&M, NCBS.
- 2.I/We here by certify that I/we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide here by the terms/conditions/clauses contained therein.
- 3.The corrigendum(s)issued (if Any) from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
- 4.I/We here by unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in it totality/entirety.
5. I/We do here by declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I /We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be in correct/untrue or found violated then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit/Security deposit or both absolutely.

Date:

Signature of authorized person

Place:

Full Name& Designation: Company's Seal



**Annexure-G**

**OFFER FOR AWARDING LETTER/TENDER SUBMISSION LETTER**

**REF: -NCBS/IT/E-in-C/02/2026**

**Dated 27-04-2026**

To,

The Head SE&M

NCBS-TIFR

GKVK Campus, Bellary Road

Bengaluru-560065

Dear Sir,

Sub: Submission of Offer against Tender Specification No: NCBS/IT/E-IN-C/02/2026

I/We hereby offer to carry out the work detailed in the Tender Specification issued by NCBS,....., in accordance with the terms and conditions thereof.

I/We have carefully per used the following listed documents connected with the Tender documents and shall abide by the same.

Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the Tender documents by NCBS.

Notice Inviting Tender(NIT)/ (Technical Bid)

Financial Bid

Documents referred to intender document

Forms and Procedures

Should our Offer be accepted by NCBS for Award, I/we further agree to furnish 'Security Deposit' fortheworkasprovidedforintheTenderConditionswithinthe stipulatedtimeasmaybe indicated by NCBS.

I/We further agree to execute all the works referred to in the said Tender documents upon the termsandconditionscontainedorreferredtohereinandasdetailedintheappendices annexed thereto.

I/We have deposited/depositing here with the requisite Earnest Money Deposit (EMD) as per details furnished in the tender document.

**Authorized Representative of Bidder**

Signature:

Name:



**Annexure -H**

**DECLARATION BY AUTHORISED SIGNATORY OF BIDDER**

To,

The Head SE&M

NCBS-TIFR

GKVK Campus, Bellary Road

Bengaluru-560065

Dear Sir,

Sub: Declaration by Authorized Signatory

Ref: i) Tender No NCBS/IT/E-IN-C/02/2026

I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorized to represent on behalf of my company/firm for the above mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized

Signatory of the Bidder)

Date:

Enclosed: Power of Attorney/Authorization letter



**Annexure -I**

**DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS**

To,

The Head SE&M

NCBS-TIFR

GKVK Campus, Bellary Road

Bengaluru-560065

Dear Sir,

Sub: Declaration confirming knowledge about Site conditions

Ref: i) NIT/Tender No NCBS/IT/E-in-C/02/2026

ii) All other pertinent issues till date

I/We hereby declare and confirm that we have visited the site as referred in NCBS Tender Specifications and acquired full knowledge and information about the site conditions including, Job and job requirement, Wage structure, other conditions prevalent at and around the site. We further confirm that the above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

I/We, hereby offer to carry out works as detailed in above mentioned Tender Specification, in accordance with Terms & Conditions thereof.

Yours faithfully,

(Signature, Date & Seal of Authorized

Representative of the Bidder)

Date:



**Annexure -J**

**NO DEVIATION CERTIFICATE**

To,

The Head SE&M

NCBS-TIFR

GKVK Campus, Bellary Road

Bengaluru-560065

Dear Sir,

Sub: Declaration by Authorized Signatory

Ref: i) NCBS/IT/E-in-C/02/2026

ii) All other pertinent issues till date

We hereby confirm that we have not changed/modified/materially altered any of the tender documents as purchased from office of Head SE&M, NCBS and in case of such observance at any stage, it shall be treated as null and void and his tender shall have deemed to be withdrawn.

We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable) and acceptance to Reverse bidding process.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

Thanking you,

Yours faithfully,

(Signature, Date & Seal of Authorized

Signatory of the Bidder)



**Annexure -K**

**DECLARATION FOR RELATION IN NCBS**

To,

The Head SE&M

NCBS-TIFR

GKVK Campus, Bellary Road

Bengaluru-560065

Dear Sir,

Sub: Declaration for relation in NCBS

**Ref: NIT/Tender No. NCBS/IT/E-in-C/02/2026**

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in NCBS

Tick (✓) any one as applicable:

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in NCBS

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm have relation/relatives employed in NCBS and their particulars are as below:

Signature of the Authorized Signature

Note:

1. Attach separate sheet, if necessary.

2. If NCBS Management come to know at a later date that the information furnished by the Bidder is false, NCBS reserves the right to take suitable action against the Bidder/Contractor.



**Annexure -L**

**NON DISCLOSURE UNDERTAKING (INTEGRITY PACT)**

I/We understand that NCBS is committed to Information Security Management System as per their Information Security Policy.

Hence, I/We M/s\_ ..... who are submitting offer for providing services to NCBS, against Tender No. NCBS/IT/E-in-C/02/2026 hereby undertake to comply with the following in line with Information Security Policy of NCBS ,

To maintain confidentiality of documents & information which shall be used during the period of the Contract.

The documents & information shall not be revealed to or shared with third party which shall not be in the business interest of NCBS

(Signature, date & seal of Authorized

Signatory of the bidder)

Date:



## Annexure -M

### DECLARATION

To,

The Head SE&M  
NCBS-TIFR  
GKVK Campus, Bellary Road  
Bengaluru-560065

Ref: NIT/Tender No NCBS/IT/E-in-C/02/2026  
All other pertinent issues till date

Dear Sir,

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences to of non-performance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been blacklisted by NCBS or any other organization where we have worked. Further, if any of the partners/directors of the organization /firm is blacklisted or having any criminal case against them, our bid shall not be considered. At any later point of time, if this information is found to be false, NCBS may terminate the assigned contract immediately.
6. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
7. We agree that the decision of NCBS in selection of Bidders will be final and binding to us.

Date: Signature of authorized person

Place: Full Name & Designation: Company's Seal:

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

Annexure-N

REF: -NCBS/IT/E-in-C/02/2026

Dated 27-04-2026

**Estimated/approximate deployment plan:** This is one of the critical parameter for technical evaluation of Bid.

S No	Requirement	Description
1	<b>Describe the Estimated/approximate deployment plan to take up the Job</b>	
2	<b>Describe, How the company is suitable to Take up this Job</b>	

Date:

Signature of authorized person

Place:

Full Name& Designation

Company's Seal

**ANNEXURE-O**  
**BIDDER INFORMATION**

REF: -NCBS/IT/E-in-C/02/2026

Dated 27-04-2026

S. No.	Particulars/Details	
1	Name of the Bidders/ Firm	
2	Communication Address	
3	Telephone No. Office	
	Mobile	
	Fax	
	E-Mail	
	Website	
4	Authorised Person - Name	
	Designation	
	Mobile	
	E-Mail ID	
5	Alternate Authorised Person - Name	
	Designation	
	Mobile	
	E-Mail ID	
5	Employee's PF & Miscellaneous Provision Act,	
6	ESI Number & DATE	

7	PAN	
8	GST No.	
9	Company Registration No.	
10	Income Tax Return for last 3 years. (Attached yes or No)	
11	Beneficiary Bank Details	
	Bank Account No	
	IFSC/NEFT Code	
	Name of Bank	
	Address of Branch	
12	Particular of Tender Fee	
	Amount	Rs.
	(DD/PO) No.	
	Date	
	Name of the Bank	
	Address of Bank	
13	Particular of Earnest Money Deposit (EMD)	
	Amount	Rs.
	(DD/PO) No.	
	Date	
	Name of the Bank	
	Address of Bank	
14	The bidder has office in Bengaluru	



15	Bidder Shall have Minimum Average Annual Turnover of Rs 12.50 Lakh in past three year	
16	Furnish the names with address & telephone nos. of three responsible persons who will be in a position to certify about the services/quality as well as the past performance of your organization.	
17	Whether you accept all the terms and conditions of the tender; Yes/No	

(Fill up the above table & Enclose the eligible copies of the supporting documents)

Date:

Signature of authorized person

Place:

Full Name & Designation:

Company's Seal



**ANNEXURE-P**

**TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)**

Date:

Tender Reference No: \_\_\_\_\_

To:

Centre Director,  
National Centre for Biological Sciences.  
GKVK campus  
Bellary Road  
Bengaluru – 65  
Sub: Acceptance of Terms & Conditions of Tender.

**Name of the work: -**

Dear Sir/ Madam,

1. I/ We have obtained the tender document(s) for the above mentioned 'Tender/Work' from the office \_\_\_\_\_ namely:

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Dated:



**ANNEXURE- Q**

**SITE INSPECTION REPORT**

**Date:**

Name of the Agency:

Address:

Contact No:

**Ref:- Name of Work: Works Contract for Maintenance and Development of New/Existing Web Applications (based on Drupal CMS and/or LAMP) at NCBS, GKVK, Bengaluru**

- I. NIT/Tender No NCBS/IT/E-in-C/02/2026
- II. All other pertinent issues till date

I/We hereby declare and confirm that we have visited the site as referred in NCBS Tender Specifications and information about the site conditions including, Job and job requirement other conditions prevalent at and around the site. We further confirm that the above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

I/We, hereby offer to carry out works as detailed in above mentioned Tender Specification, in accordance with Terms & Conditions thereof.

**Signature of contractor**

Certified that the above agency has visited the site.

**Head IT**



**SCHEDULE OF RATES**

Tender No. NCBS/IT/E-in-C/02/2026

Dated 27/04/2026

(To be submitted in Financial Bid)

<b>Job Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount (Including all the Taxes)</b>
<b>Works Contract for Maintenance and Development of New/Existing Web Applications (based on Drupal CMS and/or LAMP) at NCBS, GKVK, Bengaluru</b>	<b>Month</b>	<b>12</b>	<b>Not to be filled</b>	<b>Not to be filled</b>
<b>Total</b>			<b>Not to be filled</b>	<b>Not to be filled</b>

**Note:**

- 1. Evaluation of Financial bids will be based on total amount quoted by the bidder.**
- 2. Monthly charges shall be arrived at dividing the yearly amount by Twelve (12).**
- 3. Submission in any other format may result in cancellation of the offer.**

**Date:**  
**Place:**

**Signature of authorized person**

**Full Name& Designation:**

**Company Seal**



