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भारत सरकार, रक्षा मंत्रालय
Govt of India, Ministry of Defence
रक्षा अनुसंधान तथा विकास संगठन
Defence Research & Development Orgn.
मुख्य निर्माण अभियन्ता (अनु. तथा वि.) पूर्व
Chief Construction Engineer (R&D) East
नेपियर रोड, हेस्टिंग्स, कोलकाता-700 022
Napier Road, Hastings, Kolkata-700 022

REF. NO.: CCE(R&D)E/801241/KOL/2026-27

DATED : 19 MAY 2026

NOTICE INVITING e-TENDER/ TENDER ENQUIRY

OPERATION & MAINTENANCE OF ELECTRICAL, AIR CONDITIONER, DG SETS, TRANSFORMER AND WATER SUPPLY SYSTEM INSTALLED AT TECHNICAL AND NON-TECHNICAL AREA AT CMSDS, BARUIPUR

Dear Sir(s),

1. On behalf of President of India, e-Tenders are invited for the subject work as per the scope of work and terms & conditions given in the tender enquiry. e-tenders are to be submitted online on the Central Public Procurement Portal web site <https://eprocure.gov.in> as per the dates mentioned in the tender enquiry. The Scope of Work & Terms and Conditions is attached at **Appendix 'A' & 'B'**.

a)	Name of Work	OPERATION & MAINTENANCE OF ELECTRICAL, AIR CONDITIONER, DG SETS, TRANSFORMER AND WATER SUPPLY SYSTEM INSTALLED AT TECHNICAL AND NON-TECHNICAL AREA AT CMSDS, BARUIPUR
b)	Tender Enquiry No.	CCE(R&D)E/ENQ-02/EM/KOL/2026-27
c)	i) Estimated cost put to Tender / NIT Value (incl. CP & all Taxes)	₹ 86,61,952/- (Rupees Eighty Six Lakhs Sixty One Thousand Nine Hundred Fifty Two Only)
d)	Type of contract / work order	Open Tender Enquiry (OTE) amongst the enlisted agencies/ Percentage Rate Tender
e)	Cost of Tender Documents	-NIL-
f)	Amount of earnest money	Rs. 1,73,239/- (i.e., @ 2% of the estimated value of NIT in the form of DD / Bank Guarantee / FDR / TDR etc. From the Scheduled bank in favour of "Chief Construction Engineer, CCE (R&D) East, Kolkata" payable at Kolkata. Copy to be uploaded online in Cover No. 1 and original to be forwarded offline to this office before the due date i.e. before the opening of Technical Bid / Cover No. 1 otherwise the tender will be treated as non Bonafide and will not be opened. The Earnest Money shall not earn any interest. Note: A part of earnest money is acceptable in the form of bank guarantee. In such cases 50% of earnest money or Rs. 20 Lakhs whichever is less, will have to be deposited in the form prescribed above and balance can be accepted in the form of Bank Guarantee issued by a scheduled bank.

<u>CRITICAL DATES</u>		
g)	Publishing date and time of tender documents	19 May 2026 at 1830 hrs
	Starting date & time of downloading of tender documents	19 May 2026 at 1845 hrs
	Starting date and time of bid submission	21 May 2026 at 0900 hrs
	Closing date and time of bid submission	01 Jun 2026 at 1000 hrs
	Closing date of submission of hard Copies of Cover-1 (Technical bid including all eligibility criteria documents)	01 Jun 2026 at 1000 hrs
h)	Date and time of opening of technical bid (Cover-1)	02 Jun 2026 at 1100 hrs In case the bidder has any queries regarding his eligibility or otherwise, the same should be got clarified before opening of technical bid.
i)	Date and time of opening of price bid (Cover-2)	Will be made available online to the eligible bidders after completion of evaluation of Technical Bid.
j)	Validity of Tender/ Bids	120 Days from last date of submission of tender.
k)	Accepting Authority	CCE (R&D) East, Kolkata
l)	Next Higher Engineer Authority	DCW&E HQ, New Delhi
m)	Duration	12 (Twelve) Months
n)	Procedure for submitting Tender	<p>1. The bidder will upload the tender in two covers in ONLINE mode.</p> <p>a) <u>Cover-1</u> – Technical bid consisting of Eligibility criteria documents as per Table-A (as applicable)</p> <p>b) <u>Cover-2</u> – Financial bid/ Price bid.</p> <p>2. On the due date & time of bid opening of the Cover-1, Technical Bid i.e., 'Eligibility Criteria documents' only will be opened and processed.</p> <p><u>Notes:-</u></p> <p>i) Technical Bid documents of COVER-1 to be submitted in HARD COPY in office of Accepting Authority before the prescribed due date and time.</p> <p>ii) No documents pertaining to Cover-2 (Price Bid) shall be submitted in hard copy. Bids with hard copy of price bid will be rejected.</p>

2. **Eligibility Criteria:**

- i) All agencies enlisted with **DCW&E, New Delhi** in Composite Category **CC-IV upto Rs. 60 Lakhs and above** are eligible for participation in the tender with the PQ criteria. **Refer Table 'A' for details of documents to be submitted for eligibility criteria.**

A. Bidding Capacity all agencies enlisted as per para 2 (i) above: -

Bidding Capacity (applicable to enlisted bidder in DCW&E) The bidder should possess the bidding capacity as calculated by the specified formula.

Available bid capacity = (A x N x 2) – B, where

A = Maximum value of Civil Works (including Civil Maintenance and Estate Management & Maintenance works) as relevant to works being executed in any one year during the last Seven years (updated at the current price level), taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of the work in question.

B = Value (updated at the current price level) of the existing commitments and ongoing works to be completed in the next 'N' years.

Note: -

- i. The bidding capacity of the bidder obtained from above formula should be equal to or more than the estimated cost of the work put to tender.
- ii. In case the tenderer is lowest, the tendered amount will be considered as his workload for the purpose of calculating the bidding capacity in subsequent tenders issued by CCE(R&D)East. The subsequent tenders will be considered if he meets the bidding capacity criteria.
- iii. The bidder shall submit the Bidding Capacity as per the formula above along with supporting documents i.e., copies of LOI / Work Order for all work specified as per formula for bidding capacity.
- iv. All bidders must follow the terms and conditions of the ORDER No. P-45021/2/2017-PP (BE-II) dated: 16 Sep 2020, issued by Ministry of Commerce and Industry, Department for Promotion of Industry and Internal trade for apply of bid. The bidder shall also submit the certificate as per the Clause No. 9 of the referred order.

The Bidder shall submit the calculation of bidding capacity and also submit the value of existing commitments and ongoing works to be completed during the period of completion of this work duly certified by the Chartered Account (Form-A).

(Scanned Copy of Documents from original shall be uploaded online and original to be submitted offline before due date of opening of Cover – I (Technical Bid).

Note : - Un-enlisted bidders will not be considered. Uploading of bid doesn't constitute any guarantee for the opening of the Technical / Financial Bid. The opening of bids will be decided by the competent authority based on the fulfilling of eligibility criteria. Accepting officer is the sole authority for the purpose of this tender.

C. Tenderers are advised to note the following: -

Tenderers having following valid documents will be technically qualified and considered for opening of their price bid. Technically qualified parties have no right to claim for award of the work. Department reserves the right to cancel or award the work to any party/tenderers.

- i) Hard copies of the requisite documents shall be forwarded for Technical evaluation of the bids **within the time as specified in Tender Enquiry** as per Table – A.
- ii) In any case, hard copy of **price bids** shall not be submitted, or else, tender bid will be liable for rejection.
- iii) EMD as applicable shall be deposited in original copy.
- iv) Undertaking for Acceptance of Terms and Conditions (Annexure – I to NIT),
- v) Copies of Enlistment letters with DCW&E under 'Rules for Enlistment of Contractors for Estate Management & Maintenance (DRDO); Estate Management Enlistment Rules-2024, in the appropriate category & class
- vi) Bidding Capacity to be submitted as per Form-'A' duly vetted by CA.

(Table – 'A')
LIST OF ELIGIBILITY DOCUMENTS TO SUBMITTED

Sl. No.	Description of Documents	Bidders as per	Enclosures
		Para 2 (i)	
1	Copy of Enlistment letter with DCW&E, New Delhi, in required category & class	√	Copy of Enlistment Letter
2	Undertaking for Accepting terms & conditions of the Tender Enquiry	√	Annexure-I
3	Original demand draft towards earnest money (for bidders not claiming exemption of EMD under MSME / NSIC micro & small category)	√	Demand Draft
4	Bidding Capacity to be submitted as per Form 'A' duly vetted by Chartered Account.	√	Form 'A'

3. **Earnest Money Deposit (EMD):**

(a) 02 %(Two) of the estimated value of Tender specified shall be submitted as EMD in the form of Demand Draft / Bank Guarantee / FDR / TDR etc. from the Schedule / Nationalized bank in favour of "Accepting authority as defined and payable at his office location i.e. CCE(R&D) East, Kolkata. Copy to be uploaded online in Cover No.1 and original to be forwarded offline to this office before the due date i.e., before the opening of Eligibility Criteria & Technical Evaluation Bid (Cover No. 1) otherwise the tender will be treated as non - bonafide and will not be opened. A part of earnest money is acceptable in the form of bank guarantee also. In such cases 50% of earnest money or Rs. 20.00 lakhs whichever is less, will have to be deposited in the shape of DD / BC / FDR and balance can be accepted in form of bank guarantee issued by a scheduled bank.

(b) **Forfeiture of Earnest Money:** - If any Bidder withdraws his Tender before the expiry of the validity period of tender, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the Tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the Earnest Money absolutely. If contractor fails to furnish the prescribed Security Deposit within the prescribed period, the earnest money is absolutely forfeited to the President automatically without any notice. In case of forfeiture of Earnest Money as prescribed above, the Bidder shall not be al-

lowed to participate in the e-tendering process of the work. Tender not accompanied with required Earnest Money shall be rejected.

- (c) **Upload and submit EMD in Original (Hard Copy)** as applicable for the amount as per NIT clause 1 (f) which is mandatory at the earliest but not later than extended bid submission end date as indicated in the NIT, failing which Technical Bid will not be considered for Financial Bid Opening. NO representation in this regard will be entertained.

4. **Value of Tender:**

The NIT value is the estimated cost put to tender (ECPT) which includes the FMW, Spares / Consumables Items, Contractor Profits & Overheads (CP&OH) and GST. On this value, the EMDs shall be calculated.

5. **Value of Contract:**

The value of work order shall include the quoted price of tender at BOQ. All statutory payments shall be responsibility of the contractor.

6. **GENERAL GUIDELINES:**

All bids (Technical and Financial) should be uploaded in the Central Public Procurement Portal (e-procurement) (<https://eprocure.gov.in>) only. No manual price bids will be accepted. Corrigendum and addendum (if any) will be uploaded on Central Public Procurement Portal (e-procurement) (<https://eprocure.gov.in>). Bidders are advised to visit web page and update themselves. All revisions, clarifications, Corrigendum/addendum are the part of tender documents and bidders are supposed to upload the same, duly digitally signed by the legal owner of the Firm or the person authorised by him to do so as per the guidelines given in the tender enquiry.

7. **Bid Submission at Office of the Accepting Authority:**

a) Any agency willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement portal <https://eprocure.gov.in>.

b) Bidders to obtain **Digital Signature Certificate**, from the approved service provider of the **National Information's Centre (NIC)** on payment of requisite details and available at the Web Site.

c) **Bids shall be submitted online on at CPP Portal web site: <https://eprocure.gov.in>** by the time specified in the tender enquiry. Prospective Contractors are advised to start uploading process well in time and not leave it to the last minute as same may take time because of the data involved. If the date of opening of tenders happens to be a public holiday, then the tenders will be opened on next working day at the same time and place. **Manual bids shall not be accepted.** Bidder / Contractors are advised to follow the instructions provided in the "**Instructions to Bidder**" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in> before proceeding with the tender.

d) **Bidders should quote as per the Price Bid format in excel sheet and in the allotted space only. In no case, price Bids shall be submitted in Hard Copy.**

e) **Submission of Hard Copy Documents: -**

i) In order to consider e-bids for the subject work, Original EMD must be deposited to the office of **CCE(R&D) East, Kolkata** before last date of submission of tenders on CPP Portal, failing which the firm shall be rendered ineligible for the opening of financial bid and the bid considered to be invalid.

- ii) Hard copies of technical bid documents to be submitted before last date of submission of tenders on CPP Portal.
- iii) Undertaking (Annexure – I to NIT),
- iv) Copies of Enlistment letters with DCW&E in appropriate category & class.
- v) Bidding Capacity to be submitted as per Form 'A' duly vetted by CA.
- vii) The hard copy of eligibility criteria for technical bid shall be submitted in one sealed envelope Cover – I. **Original EMD received after the prescribed time and date as set out in the Tender Notice or subsequent extensions, if any, notified by the office will not be accepted. The envelope and the covering letter accompanying the tender document (including all the documents), duly signed on each page with seal by the authorized representative of the bidder, should be enclosed in a bigger envelope, which shall be scribed the name of subject work as mentioned and should reach the following address on or before the expiry of the prescribed time limit.**

CCE (R&D) East
Napier Road, Hastings
Kolkata – 700022

viii) **The office of Accepting Authority takes no responsibility for delay, loss or non-receipt of the bid / documents sent by post / courier. EMD sent through Fax or Email shall not be accepted.**

8. **Expenses for Tender Preparation:**

For the preparation and submission of tender, bidder shall Not be entitled to any cost expenses or other claims whether the tender is accepted, or rejected or invitation to tender withdrawn or cancelled.

9. **Incomplete Tenders:**

The scope of work, terms and conditions and other details have been specified in the tender documents. Bidder shall prepare and submit his tender keeping in mind the completeness of works indicated in the tender documents. Any tender Not quoting for the complete work as per tender documents or is otherwise incomplete or is Not in compliance with the tender documents shall be liable to rejection.

10. **Tenderer Not to Resile:**

- (a) Bidder shall not resile from this technical, commercial and price offer. Should the bidder resile from his tender in any manner whatsoever the tender submitted by him shall be liable to rejection. Bidder shall be allowed to revise his offer only if specifically, so requested by the owner.
- (b) If any discrepancy is noticed between the Eligibility documents as uploaded at the time of submission of Bid and hard copies as submitted physically in the office of Tender Inviting Authority by due date and time, the evaluation will be done on the basis of uploaded documents only. However, if any requisite document is not found in hard copy, the same may be referred from the uploaded document in the Portal.
- (c) Clarifications, if any required to be sought on the submitted documents may be obtained through email or through portal regarding eligibility of agencies.
- (d) Bidder / Bidders should submit / upload in the Portal, the entire Tender Enquiry document, digitally signed along with all corrigendum / addendums, if any published later on, as it is downloaded from the Portal, as a token of acceptance, in the appropriate given cover only.

- (e) Tender document in which the Tender is submitted by a Bidder shall become the property of the Employer and the Employer shall have no obligation to return the same to the Bidder.

11. **Details of Works and Site Inspection/ Clarifications:**

a) Agencies are required to clearly understand the scope of work, location and details of manpower to be positioned and nature of duty, etc., before participating in the tender. Agencies are advised to inspect at their own option the site of work and acquaint themselves with the working conditions including constraints and collect all necessary information for carrying out the work. The work are to executed at **Baruipur** and police verification has to be obtained for all persons deployed under the contract prior to physical deployment at the site.

b) **Bidders are advised to visit the site and understand the site conditions and security restrictions and requirements for the manpower to be engaged for the work** and acquaint themselves with the working conditions including constraints, if any, and collect all necessary information for estimating the exact quantum/ nature of work involved for carrying out the work satisfactorily before quoting their rates. The bidders shall submit their intention in writing along with Nos of persons, their details and proposed dates of visit (minimum two such dates to be given). It is intimated that organising such site visit by the bidders may take a few days for the department. The bidders may contact the tender issuing authority, whose contact details; e-mail, address and contact numbers are given below for any clarifications:

For Site Visit & Clarification regarding tender
Name: Sh Bidhan Debnath, Dy CCE, CCE(R&D)East, Napier Road, Hastings Phone Office: 03322202006 Email Id: ccekolkata.estates@gov.in

12. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid online till deadline prescribed for submission of bids. **Withdrawal of a bid after last date of submission and physical receipt of the EMD will call of forfeiture of the EMD as per respective clauses.**

13. **No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Office of Chief Construction Engineer (R&D) East, Kolkata, in respect of any previous work will be entertained.**

14. Bidder shall not be permitted to withdraw his offer (L-1) or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee / demand draft will be forfeited and bidder may be declared as defaulter and liable for black listing / ban.

15. **Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-Tender correction may invoke summary rejection with forfeiture of EMD. Conditional Tenders will be rejected.**

16. Bidders may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such bidder shall be forfeited. The decision of **Chief Construction Engineer (R&D) East, Kolkata**, in this regard shall be final and binding.

17. All entries in the tender forms / annexures should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Minor correction, if any, made in the form will be allowed only if the same is endorsed by the bidder with his signature.

18. No modification or substitution of the submitted bids shall be allowed. The Office of Accepting Authority reserves the right to retain bids once submitted. It is clarified that bids once submitted will not be returned to the bidder.

19. A bid (Price bid) submitted without the cost and incomplete or conditional bids shall also be not considered and will be out rightly rejected in the very first instance.

20. **If any bidder is found to have business or family relationship with any employee DCW&E (CCE's included), his bid will be rejected. A declaration to this effect shall be provided by the bidder along with Prequalification Bid.**

21. The Bids shall be opened on the Central Procurement Portal (e-procurement) on the scheduled date and time as specified. No separate intimation shall be sent to bidders for the same.

22. **Validity of Offer:**

The validity of the offer shall be **120 days** from the last date of submission of bid. If any bidder withdraws his tender within the validity period or makes any modifications in terms and conditions of the tender and / or rates after submission of tender does not start the work within stipulated period from the date of issue of letter of acceptance, then **Chief Construction Engineer (R&D) East, Kolkata**, shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited (EMD) by the bidder. In case of forfeiture of EMD, the bidder shall be debarred from bidding in case of re-invitation of the tenders.

Note: The L-1 tenderer is bound to accept the tender and execute / perform the work as envisaged in the tender documents. In case of unwillingness to perform / execute the work or withdraws his L-1 offer due to any reason including incorrect / wrong quoting, the firm will be debarred/ban to participate in any future tender for a minimum duration of one year or period as decided by accepting authority.

23. **Period of Completion:**

The entire work under this contract / Job Work Order is to be completed within **Twelve (12) Months** from the date of commencement as given in Contract Agreement / Job Work Order, which is further extendable for a desired period with mutual agreement between bidder and Accepting Authority as per existing terms and conditions.

24. **Amount to be quoted & acceptance of tender:**

(a) **Bidder to quote their Percentage Rate Plus (+) in Percentage in the BOQ (Manpower).**

(b) **The summary is not be filled by bidder and is auto generated comparative sheet and L1 bidder will be decide based on figures computed in summary.**

(c) **The contractors shall deploy adequately trained personnel meeting minimum qualification criteria. Efforts should be made to train the existing staff to the fullest extent possible and retain them post-training. However, if any contractual staff are found to be unsuitable despite receiving appropriate training, they should be gradually phased out and replaced with newly recruited personnel who have undergone proper training prior to deployment. The payment for which has to be made by the contractor(s) out of service charges being paid to them towards contractor's profit & overheads and the department will not be responsible towards any such payments.**

(d) **Any change in GST and other obligatory charges from the estimated value, will be paid/ deducted accordingly. However, no reimbursement will be admissible for Professional Tax.**

25. **Financial Commitment**

This Tender Enquiry is being issued with no financial commitment and the Accepting Authority reserves the right to change or vary any part thereof at any stage including withdrawal of the Tender Enquiry, if it becomes necessary at any stage. Bidders fulfilling eligibility criteria specified in the bid shall be shortlisted for opening the financial /price bid.

26. The work will be executed in accordance with the provisions of this Tender Enquiry and relevant clauses of "**General Conditions of Contract (GCC-2023) as applicable to R&D Construction Establishment (RDCE WP-2024)**", **Terms & Conditions (Appendix 'B')**. In case of any ambiguity, the terms and conditions (**Appendix-'B'**) will take precedence over other conditions. **CCE (R&D) East, Kolkata** reserves the right to amend / cancel or modify any terms / conditions of contract, partially / fully during the currency of the contract due to any reason.

27. **Clarifications/ Interpretations:**

The bidder shall carefully study the complete quotation/ tender documents and other connected documents including general and special conditions etc. and completely acquaint themselves with all documents and their contents therein. Clarifications required, if any shall be obtained from the Department before submitting the bid, so as to avoid misinterpretation of facts by the contractor. Ambiguity, if any, shall be got clarified from the Chief Construction Engineer, Accepting Authority, well in advance. In case of any query / clarification, the same may please be got clarified well before quoting for the tender. No presumption/ assumption / misinterpretation shall be accepted if contrary to the tender condition. **No representation/ explanation will be entertained in this regard at later stage. Bidders are advised to seek clarifications if required, well before submission of the bid.**

Please note that conditional quotations will be rejected, and no representation will be entertained. The decision of the **Chief Construction Engineer (R&D) East, Kolkata**, Accepting Authority will be final and binding in this regard.

28. **Accepting Authority**, shall have the right to amend, delete / add to the various provisions in the Tender documents or withdraw / cancel the invitation to tender without assigning any reason. The amendments / errata issued by the **Accepting Authority**, shall be read carefully in conjunction with the Tender documents and shall be submitted along with Tender documents as a part thereof. The contract price / rate / amount shall be deemed to have been worked out considering amendment / errata also.

29. **Acceptance of Tender by Accepting Authority:**

Accepting Authority shall Not be bound to accept the lowest or any tender or to assign reasons for Non acceptance of any Tender. Accepting Authority also reserves the right to accept a tender either in whole or in part. Breakup of prices/ items rates shall be binding on the bidder even in the case of acceptance of a tender in part.

30. **Additional performance security will be submitted by the bidder for low bid as under:-**

(i) Where the bid price is below 10% but not below 20% of the project cost put to bid, the additional performance guarantee / security percentage shall be incremented by 0.1% for every percentage of bid price below 10% of the project cost put to bid starting at 11% with additional bid performance guarantee being 0.1% and this additional performance guarantee percentage shall be applied on the bid price.

(ii) Where the bid price is 20% or more below at the project cost put to bid, the additional performance guarantee percentage shall be incremented by 0.2% for every percentage of bid price below 20% of the project cost put to bid in additional to 1% of the bid price and this additional performance guarantee percentage shall be applied on the bid price.

(iii) The additional performance guarantee percentage shall be rounded off to the next lower percentage based on whether the decimal point of the percentage of bid price is below 0.5% or next higher percentage based on whether the decimal point of the percentage of bid price is 0.5% or more.

(iv) The additional performance security shall be treated as part of the performance security.

(v) The above said additional performance guarantee / security shall be deposited by the selected bidder in addition to the initial security deposit (ISD) and performance guarantee bond as mentioned in Article-6 of GCC-2023 as amended. The same shall be deposited as a prerequisite for issue of Letter of Acceptance (LOA) to the contractor before release of Earnest Money Deposit (EMD). The validity of the additional performance guarantee / security shall be 90 days beyond the completion of defect liability period (DLP) of the contract in the instant case.

31. Additional Terms & Conditions

In case there are multiple L1 Firms, then L1 Firm will be selected through Draw of Lots.

Sd/
(Bidhan Debnath)
Dy CCE
for CCE (R&D) East, Kolkata

Enclosure:

1.	Appendix 'A'	-	Scope of Work
2.	Appendix 'B'	-	Terms & Conditions
3.	Appendix 'C'	-	Employee Profile Form
4.	Annexure – 'I'	-	Acceptance Terms & Conditions
5.	Annexure – 'II'	-	Format of BG
6.	Annexure – 'III'	-	Format For Agreement
7.	Form- 'A'	-	Bidding Capacity

Copy to:-

Ser No	Office Name	Fax No	Gov Mail ID
1.	Director (CW&E), New Delhi	011-23011547	dcwe-works1 @gov.in
2.	CCE (R&D) North, Delhi	011-26767225)	ccernd.north@gov.in
3.	CCE (R&D) Central, Delhi	011-26152757)	ccerndcentral1-drdo@gov.in
4.	CCE (R&D) Delhi, Delhi	011-23814902	admin.ccedelhi@gov.in
5.	CCE (R&D) West, Pune	020-25865061	ccwest-drdo@gov.in
6.	CCE (R&D) East, Kolkata	033-22420170	ccekolkata.estates@gov.in
7.	CCE (R&D) Estates South, Hyderabad	0172-2651100	ccerndestts.hq-ts@nic.in
8.	CCE (R&D) South, Secunderabad	040-27751405	ccernds.drdo@nic.in
9.	CCE (R&D) Special Maintenance, Nagpur	040-27751405	ccerndestts.hq-ts@nic.in
10.	EMU (R&D), Bangalore	080-25348127	emurnd.blr-drdo@gov.in
11.	EMU (R&D), Balasore	06782-272149	emu.chp@nic.in
12.	EMU (R&D), Chandigar	0172-2639038	emurnd.chd@gov.in
13.	EMU (R&D), Chennai	044-26375919	emu-chennai@gov.in
14.	EMU (R&D), Delhi	011-23960738	emurnd.delhi@gov.in
15.	EMU (R&D), Dehradun	0135-2780379	emu.deal@gov.in
16.	EMU (R&D), DRDO Bhawan, New Delhi	011-23007934	emu.hqr@gov.in
17.	EMU (R&D), Hyderabad	040-24346246	emurnd.hyd-drdo@gov.in

Ser No	Office Name	Fax No	Gov Mail ID
18.	EMU (R&D), Jagdalpur	07782-227167	emujpr-drdo@gov.in
19.	EMU (R&D), Nagpur	0712-2520286	emudrdongp@gmail.com
20.	EMU (R&D), Nasik	0255-7279001	emu-nasik-drdo@gov.in
21.	EMU (R&D), Pune	020-25865105	emupune-drdo@gov.in
22.	CCE(R&D) East, Kolkata	For display on Notice Board	

UNDERTAKING
(To be given on company letter head)

To,
The **Chief Construction Engineer (R&D) East, Kolkata**
Napier Road, Hastings, Kolkata-700022

Subject: **ACCEPTANCE OF TERMS & CONDITIONS OF TENDER.**

Tender Reference No: _____

Name of Tender/Work : _____

Dear Sir,

I/ We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/ Work' from the CPP Portal of www.eprocure.gov.in.

2. I/We have read and understood the provisions contained in the tender enquiry before submission of this tender and I/we agree that I/we shall abide by the terms and conditions. I/We have seen the corrigendum(s) issued from time-to-time by your department/ organisation and have taken the same into consideration while submitting this undertaking. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.

3. This is to certify that I/we, before signing this affidavit, have read and fully understood all the terms and conditions including Special Terms and Conditions contained therein and undertake to abide by the said terms and conditions.

4. I/We have obtained a copy of the General Conditions of Contract and understood the provisions contained therein before submission of this tender and I/we agree that I/we shall abide by the terms and conditions thereof as amended, if any, elsewhere in these tender documents.

5. I am the legal entity to sign and submit bid documents and have signed the bid security declaration form and will abide the same.

6. Details of the firm are given under: -

1.	Name of the Tenderer / Company (i.e Sole Proprietor or Partnership firm or a Company)	
2.	Type of Organization (whether public Limited / Private Limited / partnership/ Sole proprietorship) as per attached Proof	
3.	Date of Registration No. of years in Operation	
4.	Registered Address	

5.	Operational Address if different from above	
6.	Telephone No. Mobile No. Email id	
7.	PAN of Tenderer / Concerned (Self attested copy should be attached)	
8.	GST registration certificate (Self attested copy should be attached)	
9.	EPF & ESI Registration certificate No. (self attested copy should be enclosed)	
10.	Name of Proprietor / Partners/ Directors of the company/ Firm	
11.	Any other additional information (optional)	

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

ACCEPTED BY

Date: -

Signature of Contractor or
his Authorized Rep

Format for BG

**FORMAT OF BG (FORMAT FOR BANK GUARANTEE) FOR
EARNEST MONEY DEPOSIT**

This deed of guarantee made on day of Two Thousand _____ between (Name of Banker) having its Registered office at _____

(hereinafter referred to as the Surety) and President of India acting by and through **Chief Construction Engineer (R&D) East, Kolkata, Napier Road, Hastings, Kolkata-700022** (herein after referred to as the "OWNER").

WHERE AS M/s.....(Contractor's name) hereinafter referred to as "CONTRACTOR" having their registered office atis bound to deposit with the owner by way of Earnest money Rs..... (Rs..... only) in connection with their tender for(name of work) with reference to "OWNER" tender enquiry No.....dated as per specifications and terms and conditions enclosed therein. Whereas the contractor as per clause No. 10 of invitation to tender has agreed to furnish a Bank Guarantee valid upto (date) instead of deposit of earnest money.

NOW THIS WITNESS

That the surety in consideration of the above Tender made by the CONTRACTOR to the OWNER hereby undertakes to guarantee payment on demand to the owner of the said amount of Rs..... which the contractor is bound to deposit with the OWNER by way of earnest money in connection with his tender.

Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to Rs..... (Rupees only). The guarantee shall remain in force and affective up to and shall expireand become ineffective on intimation there-of being given to the surety by the owner in which event this guarantee shall stand discharged.

This guarantee shall Not be affected by any change in the constitution of the OWNER, CONTRACTOR or the surety.

The OWNER shall be eligible to make any claim under this guarantee only if the contractor submitting the tender resales from the offer or modify the terms and conditions thereof in a manner Not acceptable to the OWNER or fail to sign the contract and deposit initial security deposit within 10 (Ten) days after the OWNER has advised the contractor the acceptance for (name of work) on mutually agreed terms and conditions. The OWNER's decision in this regard shall be final and binding.

The surety cannot revoke this guarantee during its currency except by the previous consent of the OWNER in writing.

Notwithstanding anything contained hereinabove unless a demand or claim under this guarantee is made on the surety in writing on or before the surety shall be discharged from all liabilities under this guarantee thereafter.

for and on behalf of
(Banker's Name)

FORMAT FOR AGREEMENT

This AGREEMENT made and entered into this _____ day of _____ Two Thousand _____ between the President of India acting by and through Chief Construction Engineer (R&D) East, Kolkata, Napier Road, Hastings, Kolkata-700022 hereinafter referred to as the "OWNER" (which expression shall, unless excluded by or repugnant to the context or the meaning thereof, be deemed to include its successors and assigns) of ONE PART.

AND

M/s. _____

having their registered office and principal place of business at _____

hereinafter referred to as the "CONTRACTOR" (which expression shall unless excluded by or repugnant to the context or the meaning thereof, be deemed to include its successors and assigns) of the OTHER PART.

WITNESSETH THAT

WHEREAS, the OWNER invited the CONTRACTOR to submit tender for _____

AND

WHEREAS, the CONTRACTORS submitted their tenders to the OWNER for execution of the work in accordance with the tender documents including technical specifications, schedule of items and tender drawings vide his letters _____

AND

WHEREAS, the OWNER has accepted the tender submitted by the CONTRACTOR for the execution of the aforesaid work with reference to letter No. _____ AND WHEREAS, the CONTRACTOR has agreed to execute the aforesaid work on the terms and conditions as stated in tender documents & general conditions of contract and has also agreed to submit to the OWNER initial security deposit required to be paid on the date of signing of the agreement, in accordance with the Tender.

NOW, THEREFORE, in consideration of the foregoing promises and mutual covenants herein contained, the parties hereby agree to fulfil the obligations stated in the tender documents along with contractors offer.

IN WITNESS

WHEREOF THE Chief Construction Engineer (R&D) East, Kolkata, Napier Road, Hastings, Kolkata-700022, has set his hand for & on behalf of PRESIDENT OF INDIA.

AND

Sh. _____ duly authorised representative of the CONTRACTOR for and on behalf of M/s. _____

has affixed his signature and the seal of the said company in accordance with Articles of Association.

Signed and delivered by

Signed and delivered by

For and on behalf of

CCE (R&D) East, Kolkata

M/s. _____

Accepting Officer

For and on behalf of PRESIDENT OF INDIA

Witness

1.

1.

2.

2.

**Calculation of Bidding Capacity
Details of Existing Commitments and On-going works**

Name of the Firm / Bidder : _____

Name of Work : _____

Bidding capacity of vendors will be calculated during the technical evaluation of each bid as per the given below formula / procedure.

The bidding capacity shall be worked out by the following formula :-

The bidder should possess the bidding capacity as calculated by the specified formula.

Available bid capacity = $(A \times N \times 2) - B$, where

A = Maximum value of Civil Works (including Civil Maintenance and Estate Management & Maintenance works) as relevant to works being executed in any one year during the last Seven years (updated at the current price level), taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of the work for which bid has been invited.

When the value of N is less than 0.50 years then for calculation purpose minimum value of N shall be taken as 0.50.

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bid have been invited, the amount of works which are stuck up due to local body clearance, environmental clearance, court decisions etc., shall not be considered for calculation of B. NIT approving authority may take a final decision on other justified reasons.

Sl. No.	Name of work / Projects & Location	Owner or sponsoring organizations	Contract value in Crores of rupees	Date of commencement as per contract	Stipulated date of completion	Up to date percentage progress of work	Remaining work in percentage (100-column 7)	Existing commitment (column 4 x column 8 /100)	Name and address / telephone number of officer to whom reference may be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(10)

Total (B) = Rs. _____

Maximum Turnover in last seven years = Rs. _____

Updated value of turnover (A) = Rs. _____

No. Of years (N) = Rs. _____

Bidding capacity = $\{[A \times N \times 2] - B\}$

Certificate:- I certify that all the awarded and ongoing work have been included in the above list.

**Signature (S) of BIDDER (S)
(WITH STAMP)**

Net worth for the Financial Year 2024-2025 is (Rs. In Figure _____)

<p>..... Signature, Name and designation of Authorised Signatory For and on behalf of (Name of the Applicant)</p>	<p>..... Name of the Statuary Auditor's Firm/Chartered Account : _____ Signature :- _____ Seal of the Audit / Chartered Accountant Firm: Name of Signatory (in Capital): _____ Membership No. : _____ Firm Regn No. : _____</p>
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Note:- All information sought w.r.t. firm / Chartered Accountant is mandatory.

NAME OF WORK :- OPERATION & MAINTENANCE OF ELECTRICAL, AIR CONDITIONER, DG SETS, TRANSFORMER AND WATER SUPPLY SYSTEM INSTALLED AT TECHNICAL AND NON-TECHNICAL AREA AT CMSDS, BARUIPUR

SCOPE OF WORK

The Scope of work for Operation & Maintenance of Electrical, Air Conditioner, DG Sets, Transformer and Water Supply System installed at Technical and Non-Technical Area at CMSDS, Baruipur broadly comprises of Operation and maintenance of the following :-

SI No.	Description	Item
1	ACB Total - 11 pcs 3200 Amp = 2P 2500 Amp =2P 1600 Amp = 4P 1250 Amp = 3	11 pcs
2	VCB PM control Equipment PVT Ltd (Schneider) Normal Current - 800Amp Rated Voltage -12KV Rated frequency -50HZ	1 p/cs
3	Transformer - Amex impex electrical pvt ltd. Dry type copper winding KVA - 2000 HT Voltage - 11000 LT Voltage - 433 HT Current 104.97 LT Current - 2666.8 30, 50Hz	1 pcs
4	OLTC Dry type on load Tap changes Motor - 415 AC/DC Control - 110V, 50Hz Service Voltage - 11KV	1 pcs
5	RTCC - Shraddha Electrical Automatic voltage Regulator	1 pcs
6	Marshalling Box	1 pcs
7	DG-1 Synchronise Panel	1 pcs
8	DG 750KVA Voltage - 415V Current -1043.3Amp 30 50Hz Tank capacity - 175cm x 113cm x 50cm = 990ltr	2 pcs
9	MCCB Total -17 pcs	17 pcs
10	Lighting Panel - 100Amp	1 pcs

11	APFC Panel 600KVAR - i) 50 KVAR = 10 ii) 25 KVAR = 4	1 pcs
12	Exhaust fan Model - 1208 Size - 300mm Watts - 90 Rpm - 1400 Cap - 2.5 HF Amp - 0.43 10 50Hz HT Panel - 1P Transformer Room - 2P LT Side - 2P	5 pcs
13	Submersible Pump R.O side - 1 MCC -1 Panel side -1	2 pcs
14	DB Box (DB) Security room -1P Transformer Room -1P	2 pcs
15	VCB Power Pack Input Voltage - 110 V AC Output Voltage - 24 VDC Capacity - 100 VA	1 pcs
16	Mini Exhaust Fan	10 pcs
17	DB Box	11 pcs
18	UPS KVA – 100 KVA Battery 12 V 130 Ah-120 Nos	2 pcs
19	Ceiling Fan	28 pcs
20	Wall Fan	7 pcs
21	Indoor :- Model E4243ZYi SL No. 04552033AITEA04567 Make :- Voltas 2(Ton)	-
22	Indoor :- Model E4243ZYi SL No. 04552033AITEA04977 Make :- Voltas 2(Ton)	-
23	Indoor :- Model E4243ZYi SL No. 04552033AITEA04500 Make :- Voltas 2(Ton)	-
24	Indoor :- Model E4243ZYi SL No. 04552033AITEA04523 Make :- Voltas 2(Ton)	-
25	Indoor :- Model E4243ZYi SL No.04552033AITEA04363 Make :- Voltas 2(Ton)	-

26	Indoor :- Model E4243ZYi SL No.04552033AITEA04908 Make :- Voltas 2(Ton)	-
27	Indoor :- Model E4243ZYi SL No.04552033AITEA04505 Make :- Voltas 2(Ton)	-
28	Indoor :- Model E4243ZYi SL No.04552033AITEA04363 Make :- Voltas 2(Ton)	-
29	Indoor :- Model E4243ZYi SL No.04552033AITEA04473 Make :- Voltas 2(Ton)	-
30	Indoor :- Model E4243ZYi SL No.04552033AITEA04353 Make :- Voltas 2(Ton)	-
31	Indoor :- Model E4243ZYi SL No.04552033AITEA04335 Make :- Voltas 2(Ton)	-
32	Indoor :- Model E4243ZYi SL No.04552033AITEA04473 Make :- Voltas 2(Ton)	-
33	Indoor :- Model E4TE SL No.04551226A11/000/24	-

NEW BUILDING TECHNICAL AREA

SI No.	Description
1	A.C Split including stabilizer i) 1.5 Ton - 10 ii) 2.0 Ton -23 Make Voltas
2	LT Panel i) Main Bldng - 01 ii) Substation Building - 01 + 01 (APFC) iii) Main Substation - 01 with VCB - 01 (11KV, 630-A)
3	DG Set 500 KVA - 01 (cummins) with AMP Panel
4	Transformer 500 KVA - 01
5	Lightning Arrester - 06 Nos + 480 mtr strip and Earth Pits-15 Nos
6	LT Cable :- i) 3.5 x 185 Sqm - 430 RM ii) 3.5 x 300 Sqm - 999 RM iii) 3.5 x 240 Sqm - 98 RM
7	Light / Fan Point - 344 Pt
8	Ceiling Fan 80 Nos
9	LED Light :- i) 36-W -167 ii) 15-W - 58 iii) 12-W -20 iv) 40-W -16 v) 20-W -18
10	Wall Mount Fan -14
11	Exhaust Fan - 07 (200mm) + 14 (450mm)

12	Industrial Socket 20 A - 27 Nos
13	Water Filter – 07 Nos.
14	Fire Hydrant System and Smoke Detector
15	15 HP Fire Pump

Note: The above mentioned list is tentative and Engineer-in-Charge will provide actual list at Site.

(a) **LT Panel** : do following during regular maintenance of LT Panel

- Cleaning of Panel Breaker with CRC-226
- Check condition of Bus bars
- Checking condition and alignment of Jaw Contact
- Checking and proper tightening of hardware
- Checking of breaker tripping through push button
- Checking motor operation in case of EDO
- Checking of auxiliary contacts continuity proper change overs
- Checking presence of all circlips
- Checking IR between phase-phase (ACB closed condition)
- Checking IR between phase-earth (ACB closed condition)
- Checking IR between phase-earth (ACB open condition)
- Checking of Contactor NO NC Point
- Checking of ad on block NO NC Point
- Checking of Control Wiring
- Checking of Thimble Tightness
- Checking of MCCB
- Checking of MCB

(b) **AMF Panel of DG Sets:-**

- Preventive maintenance checks at least once in a month.
- Checking all contact points / Bus bars.
- Checking / replace timers (AC or DC)
- Checking / replace buttons.
- Checking / replace selector switches (Volt / Amp meter)
- Checking / replace indicator lamps.
- Checking / replace main, auxiliary contacts/relays.
- Checking / replace contact coils.
- Checking / replace, volt / amps / energy / PF / KWH meters / CT.
- Checking Auto / manual function.
- Check and tight screws and bolts.
- Check battery charger output voltage.
- Checking MCCBs / fuses.
- Checking alarms / hooter.

(c) **Vaccum Circuit Breaker (VCB):-**

- Cleaning of Vaccum Circuit Breaker with CRC-226.
- Removal of old grease and re-greasing the same with recommended grease
- Check condition of SIC Contacts

- Checking condition and alignment of jaw contact
- Checking and proper tightening of hardware
- Checking proper closing of all poles together
- Checking of breaker tripping through push button
- Checking and adjusting gap between hylam sheet and side plate
- Checking motor operation in case of EDO
- Checking of auxiliary contacts continuity proper change over
- Checking presence of all circlips
- Checking IR between phase-phase (VCB closed condition)
- Checking IR between phase-earth (VCB closed condition)
- Checking IR between phase-phase (VCB open condition)
- Any faculty spare replace by new one, which will be charged extra.

(d) **Transformer:-**

- Checking of Temperature
- Checking of Oil level
- Checking of Leaks
- Checking of Silica Gel Breather
- Checking of Gel to be recharged by heating in dry air at 100 deg. C until blue colour is attained.

(e) **Control Wiring**

- Checking of all control wiring
- Checking of Contractor in NO / NC Point
- Checking of Glass Relay in NO/NC Point
- Checking of MCB Terminals
- Checking of RCCB Terminals
- Checking of Contractors Coil Resistance
- Checking of auxiliary Contact
- Checking of thimble of Terminals
- Checking of indicators of Panel
- Checking selectors switch in NO/NC Point
- Checking of TNC Switch in NO/NC Point
- Checking of Fuse link Terminals
- Checking of Timer Relay Terminals
- Checking of Amp Meter Tightening at Terminals
- Checking of Voltage meter Tightening at Terminals.

(f) **Fire Fighting & Pump:-**

- Operation and manning of Fire Fighting Pump Houses including fire pumps.
- Up-keeping and painting of Hose pipe, Fire hydrants, smoke detector, jet monitors, 15 HP Fire Pump & electrical panels.
- Regular checks of pipe line network and installation for fire fighting worthiness.
- Carry out mock fire fighting practice as and when directed by the Engineer-in-Charge.
- Regular upkeep of overhead tanks & pipeline network for water supply system.
- Up-keep of general area of operation to ensure cleanliness.

- Maintenance of Fire detection sensors, fire panel and fire extinguishers as directed by Engineer-in-Charge.
- (g) Compact Sub Station having dry type Transformer capacity, 11KV/433 Volt, Step down 2000 KVA, Make-AMES IMPEX including HT/LT switch Gears, over current/Earth fault Relays with battery, battery charger etc.
- (h) HT and LT cables
- (j) MV Panel different sizes with incoming/outgoings switch Gears, all tripping arrangements, metering arrangements etc.
- (k) Regular Maintenance & Servicing of VCBs.
- (l) Street lighting /Area lighting
- (m) Lightning protection systems including finials and earthing system.
- (n) Earthing system of DG Set, MV Panels, HT /LT switch gears
- (o) Pressure filter including pump
- (p) Cleaning of surroundings of installations as directed by the Engineer-in-Charge.
- (q) Maintenance of 2 Ton Split AC
- (r) Submersible pumping set of capacity 5HP, Make-Kirloskar, for UG water sump.
- (s) Submersible pumping set of capacity 1.5 HP, Make-Kirloskar, for borewell.
- (t) Maintenance of total underground sump with pump.
- (u) Keeping records of earthing results for all earthing system duly signed by the Engineer-in-Charge/Site Engineer of Vendor.
- (v) Checking of all earthing system, watering as and when required and recording all results of earthing duly signed by the Engineer-in-Charge and contractors rep as directed by the Engineer-in-Charge.
- (w) General cleaning of all equipments, their surroundings, installation buildings as directed by the Engineer-in-Charge.
- (x) Up-keeping of general area of operation to ensure cleanliness as directed by Engineer-in-Charge.
- (y) Maintenance of 1 x 20 KL U/G Tank, 01 No Mono HD Electronic Dispensing (Diesel Pump system along with pipe lines.
- (z) Area lighting
- (aa) Lightning protection systems and earthing system.
- (ab) Earthing system of LT switch gears
- (ac) Cleaning of surroundings of installations as directed by the Engineer-in-Charge.
- (ad) Regular Maintenance & Servicing of ACBs.
- (ae) Maintenance of 1.5 and 2 Ton Split AC
- (af) Complete plumbing systems of the complex including toilet facilities and overhead reservoirs.
- (ag) Keeping records of earthing results for all earthing system duly signed by the Engineer-in-Charge/Site Engineer of Vendor.
- (ah) Checking of all earthing system, watering as and when required and recording all results of earthing duly signed by the Engineer-in-Charge and contractors rep as directed by the Engineer-in-Charge.
- (aj) General cleaning of all equipments, their surroundings, installation buildings as directed by the Engineer-in-Charge.

(ak) Up-keeping of general area of operation to ensure cleanliness as directed by Engineer-in-Charge.

(al) **Manning & Operation of Electrical services**

Maintaining and servicing of all the MCC electric panels including earthing of all equipments.

(am) Preventive Maintenance shall include but not limited to the following services / activities:-

- a. Cleaning with scrub and soapy water of the complete air conditioner.
- b. Cleaning of chilling and condenser coil with water jet spray.
- c. Cleaning of filters.
- d. Check & adjust thermostat.
- e. Check all controls and electrical wiring and connections.
- f. Check voltage and ampere drawn by the AC.
- g. Visually inspect compressor.
- h. Check capacitors.
- i. Check refrigerant and top-up if required.
- j. Check condensate drain and proper flow of condensate water.
- k. Overall check of the AC for any abnormal sound, vibration, etc.
- l. Check thermostat, timer bulb, gas, bimetal, starting relay of refrigerator.
- m. Check & Overhaul, cleaning (general servicing) of Kent Elite II to ensure proper functioning.
- n. Check & Overhaul, cleaning (general servicing) and change of candles for 07 Nos of Water Filter to ensure proper functioning.

(an) The monthly maintenance programmed / schedule shall be prepared by contractor and shall be got approved from Engineer-in-Charge well in advance

(ao) **Procedure for Replacement of Compressor & Condenser**

- (i) Whenever need to replace above is felt by Technician, he shall report the same to Engineer-in-Charge.
- (ii) On approval of Engineer-in-Charge, the item shall be replaced.
- (iii) Disposal of unserviceable item shall be through buy back system.
- (iv) Compressors / condensers shall also carry a standard warranty as per general practice.
- (v) Local and cut, open/welded and repaired compressor shall not be accepted. The work of replacement of the compressor should be got done from the authorized dealer of the compressor manufacturer only.

(ap) The contractor shall have to perform preventive maintenance of all the ACs, Cooling Appliances and Kent RO every month. The contractor shall also attend all breakdown calls informed to him within the prescribed time limit and all effort is to be made to attend the breakdown calls at the earliest possible time. There shall be no limit to number of breakdown calls and the contractor shall attend all calls as and when required to make the plants and machinery fully functional.

(aq) The scope also includes de-installing, shifting and re-installing/commissioning from one place to another as and when required.

(ar) The work under the contract also includes normal maintenance/cleanliness, rectification and repair of minor nature such as replacement of parts, fittings etc. which shall be supplied by the Department free for fixing/replacement. The decision of the Engineer-in-Charge whether it is a routine/minor nature repair work, replacement of parts or otherwise shall be final and binding.

(as) The Contractor shall carry out preventive maintenance for all appliances at least in every month.

Major Repair / Work

Any major repairs/work required for Assets installed at Site shall be brought to the notice of the Engineer-in-Charge and got approved before undertaking the work in hand. The decision of CCE(R&D)East regarding appointment of agency and rates shall be final and binding. In such cases the contractor shall be paid at rates approved for the agency plus 10% (Ten percent) to cover supervision, overhead and profits.

Cost of Spare Parts / replacement of items (whenever required) will be paid along with the monthly maintenance bill on production of GST bills / Challan bills duly accounting a profit of 10% (Ten Percent) over the purchase bills. Prior approval shall be obtained from CCE(R&D)East, Kolkata.

Deployment of manpower

The summary of manpower deployment for the work is listed below:-

Sl No.	Category	Nos	Total
01	Site Supervisor / Fire Safety Officer	01	01
02	DG Set Operator	02	02
03	Plumber / Pump Operator	02	02
04	Electrician / AC Technician	04	04
05	Janitors / Helper	10	10
	GRAND TOTAL	19	19

These shall be qualified, experienced and able to smoothly carry out the jobs. The Technical Staff shall have thorough knowledge of safety precautions during emergency cases and also conversant with Indian Electricity rules / regulations.

The Accepting officer reserves the right to reject the employment of any person on what so ever reason and contractor shall cease employment of such person / persons forthwith. No claim shall be entertained on this account.

The contractor shall make all safety provisions. Contractor shall adhere to all labour laws, regulations and shall indemnify the department of any action, fine, penalty or compensation that the contractor has to pay for default.

The staff deployed at site will be provided with the dresses of colour and specification and identification mark of the agency of dress approved by User/Engineer-in-Charge.

The detail of manpower and minimum required qualification and experience mentioned at clause All the employees of the contractor shall be in proper neat & clean uniform (including shoes) and will behave courteously, disciplined and professional manner maintaining absolute integrity during their duty / service hour in Campus. The employees of the contractor shall display their photo ID cards duly issued and signed by the contractor while attending to the complaint in Campus.

The contractor will be responsible for the safety of their deputed staff during the performance of their duty at site.

In case any of staff is Not found upto the mark and Not able to do work properly, he will have to be changed as per the instruction of Department and immediately replaced by another qualified staff.

Engineer In-Charge or his Nominated officer can carry out any surprise inspection, without any Notice and deficiencies in service equipment, spares, manpower or any other position of contract pointed out in inspection register maintained by contractor or through other means shall be made good by contractor failing which risk & cost provisions for deficient service shall be invoked.

Minimum Fare Wages for the Manpower

Ser	Maintenance Staff	Total	Wages per Month*	Total Wages In Rs.
A	Direct Wages			
1	Site Supervisor /Fire Fighting Officer	01	28,444.00	28,444.00
2	DG Set Operator	02	26,208.00	52,416.00
3	Plumber / Pump Operator	02	26,208.00	52,416.00
4	Electrician / AC Technician	04	26,208.00	1,04,832.00
5	Janitor / Helper (This includes leave reserve 26 working days and weekly off)	10	21,502.00	2,15,020.00
			Total Rs.	4,53,128.00
B	Indirect Expenses			
1	Consumables such as Printing & Stationary, Sundry Expenses, insulation tape, taflon tape, washers, lugs upto 6 Sqmm, glands, cotton waste, sealing material, packing, small screws, bleaching powder.	LS		5,000.00
2	Uniform 2 pairs per annum including shoes, socks and woollen sweater for winter (01 pair per annum) and laundry charges	19	3,000.00	4,750.00
			Total	9,750.00
3	EPF @ 13%			37,050.00
4	ESI @ 3.25%			13,130.65
			Total	50,180.65
			Grand Total	5,13,058.65
6	GST @ 18%			92,350.56
			Grand Total Per Month	6,05,409.21

The Contract value is inclusive of Wages as per Ministry of Labour, Govt of India and all statutory payments viz. GST, EPF, ESI, Bonus two sets of Uniforms and all types of sundry expenses.

Payment of EPF: On behalf of Principal Employer, the service provider will deposit the employer's share of EPF payments @ 13% of the salary up to ceiling limit of Rs 15,000/- per month on account of respective employees of a particular job work order through the appellate / statutory authority (through e-payment) at the periodicity as laid down in the respective governing acts / rules of the Government of India.

Payment of ESI: On behalf of Principal Employer, the service provider will deposit the employer's share of ESI payments @ 3.25% of the salary up to ceiling limit of Rs 21,000/- per month on account of respective employees of a particular job work order through the appellate / statutory authority (through e-payment) at the periodicity as laid down in the respective governing acts / rules of the Government of India. If the wage of an employee exceeds the wage limit of Rs 21,000/- after April or October for the respective contribution period, then the employee continues to be an employee till

the end of that contribution period. Hence, the contribution is to be deducted and paid on the total wages earned.

“Contribution Period of ESI are divided in two parts in a year i.e. from 01st Apr to 30th Sep and 1st Oct to 31st Mar of the year following.

Medical Insurance in place of ESI: If an employee is getting more salary than the ceiling limit for ESI membership, he / she has option to continue ESI membership or go for medical insurances. The employee shall be paid by employer to his account an amount equal to the employer contribution for ESI up to ceiling limit i.e. 3.25% of Rs 21,000/- towards the contribution of the ESI membership or opting for the medical insurance. Considering the benefits of ESI, it is suggested that the employees should be encouraged to continue the ESI membership as permitted under ESI Act.

All the contractor staff shall mark their attendance in the Register kept at the installation under the custody of Engineer-in-Charge.

The contractor shall submit their names, qualifications and other particulars to Engineer-in- Charge.

The contractor shall pay wages and other payments to the employees through ECS / Banks only and the copy of salary paid statement to be enclosed with the succeeding monthly bills.

Tools & Plants

The contractor shall provide at his own cost all materials, plant, tools, appliances, implements, ladders, scaffolding and temporary works etc. required for the proper execution of the work, whether original, altered or substituted and whether included in the specification or other documents forming part of the contract or referred to in these conditions or Not, or which may be necessary for the purpose of satisfying or complying with the requirements of the Engineer-in-Charge as to any matter as to which under these conditions he is entitled to be satisfied, or which he is entitled to require together with carriage therefore to and from the work. The contractor shall also supply without charge the requisite number of persons with the means and materials, necessary for the purpose of setting out works and counting, weighing and assisting the measurement for examination at any time and from time to time of the work or materials. Failing his so doing the same may be provided by the Engineer in charge at the expense of the contractor and the expenses may be deducted, from any money due to the contractor, under this contract or otherwise and / or from his security deposit or the proceeds of sale thereof, or of a sufficient portion thereof.

While bringing the equipment which is necessary for execution of the work inside site area by the contractor, the contractor shall get them verified through the representative Nominated by Engineer-in-charge and security at the time of commencement of the work. Engineer-in-charge and security and contractor shall keep such verified list of above equipment in records. The gate pass shall be issued to the contractor in respect of those equipment which have been verified in the above list, to enable him to take back his equipment after completion of work.

The minimum list of equipment required for execution of the contract is given below. The list is indicative and additional tools as required needs to be provided at the contractors cost.

LIST OF MINIMUM TOOLS PROVIDED AT SITE

SI No.	Item	Qty
1	Earth Megger	02 No
2	Multi meter	02 No
3	Tong tester	02 No
4	Electrician Tool Kit	04 Sets
5	Electrician Gloves	08 Pairs
6	Earth electrodes	04 Nos
7	Plumber Tool Kit	02 Set
8	All special spanners Screw	02 Set
9	Driver, Allen Keys	02 No
10	Tap Set	02 No
11	Psycho meter	02 No
12	Screw Driver kit including Tester	04 Kits
13	Spanner set in Standard tool box	02 Box
14	Clip on Ammeter/Voltmeter	02 No
15	AC Jet Pump	01 No
16	AC Jacket (1.5 Ton – 2 Ton)	01 No + 01 No
17	Multi Pipe Bender	01 No
18	Brazing Torch (Double Nozzle) with LPG Can (04 Pcs) and Brazing Stick (10 Pcs)	02 Nos
19	Flaring Tools	01 Set
20	AC Vaccum Pump	01 No
21	Manifold Gauge Meter	01 No
22	Tube Cutter	02 Nos
23	Swaging Tools	01 Set
24	Gas Charging Pipe (R-22, R-32, R-410A)	02 Nos Each
25	Clamp Meter	01 No
26	Temperature Sensing Laser Gun	01 No
27	Wire Cutter	02 Nos
28	Combination plus	01 No

TERMS & CONDITIONS

(TO BE READ IN CONJUNCTION WITH GCC-2023, AS A SPECIFIC SEPARATE GCC FOR MAINTENANCE WORKS HAS NOT BEEN FORMULATED)

- 1. General:** In addition to the General Conditions of contracts following special conditions are also included as part of this contract. Any provisions in these conditions if at variance with the General Conditions of Contracts, these special conditions shall take precedence over the General Conditions. In case of dispute Accepting Officers' decision will be final and binding.
- 2. Assistance in procurement of men and materials:** Except as otherwise provided, all personnel (not below 18 years of age), materials, equipment, licenses, transport and any other thing required for the execution of the contract shall be managed by the contractor under his own arrangement and the CCE(R&D) East, Kolkata shall not be responsible for the same in any way, what so ever. Any assistance required may however, be considered and given on receipt of a requisition in writing.
- 3. Deviation:** The contractor shall not be entitled to make any additions or alterations in the work without written instructions of the Chief Construction Engineer, CCE (R&D) East, Kolkata. The Chief Construction Engineer (R&D) East, Kolkata shall, however, at all times be entitled to ask for any changes in work and the contractor shall have to carry out the same. If such changes are of a major nature and involve much additional expenditure the contractor, shall be reimbursed by the Chief Construction Engineer (R&D) East, Kolkata as mutually agreed to. Please refer Article 15 of GCC-2023.
- 4. Cleanliness:** The contractor shall keep all the building and premises clean and tidy to the entire satisfaction of Engineer-in-Charge. No extra payment for any of these operations shall be made to the contractor.
- 5. Official Secret Act- 1923:** The contractor shall ensure that all the persons employed or any work in connection with this contract are conversant the Indian Official Secret Act 1923 (XIX of 1923) which applies to them, and shall continue during the contract period. Standard operating procedure on handling of secret and confidential documents by consultants, contractors and agencies working on strategic and classified projects is attached as Appx 'D'. The vendor has to agree to comply to this SOP and submit the signed with tender documents.
- 6. Laws governing the contract:** The contract shall be governed by the laws of India for the time being in force. The contractor shall comply with the statutory provisions or the regulations and/or by –laws of any local authority and/ or any public service, company or authority affected by the work, shall pay all charges there under and shall indemnify government, against any fees, or charges demandable by law under such acts, regulations and/or bye-laws in respect of the work.
- 7. Failure of L1 Tenderer to Accept Contract:**

 - 7.1 The L1 tenderer is bound to accept the tender and execute / perform the work as envisaged in the tender documents. In case of unwilling to perform / execute the work or withdraw his L1 offer due to any reason including incorrect / wrong quoting. The Firm will be debarred to participate in any future tender for a minimum duration of one year or period as decided by accepting authority.
 - 7.2 A part from the above, the complete EMD amount will be forfeited and the same will be deposited into Government treasury accordingly. No representation will be entertained in this regard. The decision of the accepting authority is final and binding.

8. Subletting of Contract: The contractor will not further sub-contract the contract to any other person or persons or third parties. If subletting is detected at any time during the currency of work, the CCE (R&D) East shall have the full right to terminate the contract forthwith without any notice and forfeit the security deposit without prejudice to any other rights available under the terms of contract or under law.

9. Notices to Contractor: All notices to be given to the contractor under the contract shall be in writing, typed script or printed and shall be sent by registered post to the address given herein or the last known address and shall be deemed to have been served on the date when in the ordinary course of post it would have been delivered to him.

10. Admission to premises: The Chief Construction Engineer, CCE(R&D) East, Kolkata or his authorized representative in writing shall have the power to inspect the execution of the work at the site and the contractor shall give all facilities for the purpose. The Chief Construction Engineer, CCE(R&D) East, Kolkata shall also have the power to exclude from the site of work any person whose presence there may in their opinion be undesirable on ground of security. The contractor shall comply with the same forthwith and shall not be allowed any compensation on this account.

11. Accidents: The Contractor shall be solely liable for any accident or injury to any of the personnel engaged by him or by his sub-contractors in connection with the Contract work. The Owner shall not be liable for any damage or compensations payable by law in respect of or in consequence of any accident or injury to any personnel in the employment of the Contractor or his sub-Contractor and the Contractor shall indemnify and hold harmless the Owner against all such claims, damages, compensations and proceedings.

The Contractor or his sub-Contractor shall forthwith report to the Owner all cases of accidents to any of their personnel /workmen and shall make every arrangement to render all possible assistance and aid to the victim of the accident. The Contractor shall obtain a group insurance for his employee so that any accident will be covered under the said insurance.

12. Damage of Equipment: Any damage to the existing structure and fixtures during the execution of work and damage to equipment due to negligence, lack of proper maintenance and misuse shall be made good by the contractor at his own cost to the entire satisfaction of the Engineer-in-Charge.

13. Execution of Work: The work shall be executed in a befitting manner in all respects and to the satisfaction of CCE(R&D) East, Kolkata or his authorized representative.

14. Force Majeure Clause:

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations, if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operations, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the Contract is extended correspondingly for the period of time commensurate with actions or circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under the Contract due to Force Majeure conditions, is to notify in written form to the other party of the beginning and cessation of the above circumstances immediately, but in any case, not later than 10 (Ten) days from their commencement.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be considered as sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the Contract totally or partially upon giving

prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received. **Please refer Article 41 of GCC-2023.**

15. Running Bills

The contractor shall submit his pre-receipted contractor's bill in triplicate to the concerned Engineer-in-Charge who will certify satisfactory progress of the work and arrange payment. All copies be endorsed "payment received in full" and signed by the contractor.

15.1 Payment Terms:- The payment will be done as per GCC 2023 Article 6. The monthly payment shall be made after expiry of each month through SAO, CCE(R&D)East, Kolkata through E-Payment system only. The labour payment to the contractor shall not be linked with the departmental payment of any delay in departmental procedure. . Income Tax as applicable from time to time shall be progressively deducted from the CONTRACTOR's bills by the Department for depositing with the Income Tax Authorities. Surcharge on Income Tax as applicable shall also be deducted. The employees engaged by the contractor for the services shall be paid by 05th of every month in accordance with rates fixed by the Central Govt from time to time and NEFT or Online transfer of salary proof to be attached while claiming the RARs. The contractor shall render a certificate in this regard along with the monthly bill. Reimbursement of monthly / quarterly bill is not related with the monthly wages paid to the employees, employer should pay the monthly wages to the employees by 05th of every month. Payment will be made on prorata basis for the manpower deployed at Site.

Final Bill :- The bill shall be submitted by the CONTRACTOR within 3 (Three) months from the date of completion of the work accompanied by :

- (a) Completion certificate issued by the OWNER.
- (b) No Claim Certificate by the CONTRACTOR.
- (c) Original guarantee furnished by Contractor's suppliers for applicable terms and in favour of the Owner.

17. Revision of Minimum Wages: If the minimum wages is revised by the Government of India Min of Labour & Employment during the contract period, the incremental wages, if applicable will be paid by the contractor and contract value will be amended accordingly. The contractor shall pay to the employees as per wages revised by the Chief Labour Commissioner, Govt of India, Ministry of Labour, from time to time.

18. Dismantled Materials: All un-serviceable / retrieved items obtained shall be the property of contractor. The contractor should account for these un-serviceable / retrieved items while quoting rate in percentage rate for this contract.

19. Period of Work Order:

The work order between the Service Provider once selected and DRDO will be for a period as mentioned in the work order. It could be extended for an agreed period on mutual agreement. However, the contract may be terminated with a notice of one month by either parties / party in the normal course or as per other special conditions stipulated / provisioned in the terms and conditions, without any prejudice to either parties. CCE (R&D) East reserve the right to modify the duration of contract due to any reasons and the contractor shall have no objection whatsoever. The extension could be in full or piecemeal, as the case may be due to admin or other reasons.

If the contractor, in the opinion of CCE (R&D) East or his authorized representative makes a default at any time proceeding with the management services with due diligence or fails to comply with any of the terms and conditions as laid down herein or with the orders properly issued hereunder, then without prejudice to any of the rights the contract shall be cancelled and security deposit / Bank Guarantee Bond will be forfeited.

20. Liquidated Damages:

In the event of the failure of the contractor to execute the work within the time allowed or in the event of the said work not conforming to the specification and requirements of the Government, the Government shall in addition

to other remedies open to the Government be entitled to the refund on any payment made to the contractor in whole or in part as it thinks fit and/or to cancel the Agreement. In the event of cancellation of the Agreement due to non-supply or non-acceptance of the work, the contractor shall in addition be liable to pay to the Government a sum as may be mutually agreed to whether any loss to the Government has resulted there from or not. Such sum shall normally be 4% of the value of the stores which were to be supplied, in case the entire contract is cancelled, or the stores in arrears in case the part contract is cancelled. **Please refer Article 23 of GCC-2023.**

21. Taxes, Duties and Penalty

(a) The percentage rate quoted by the Bidder shall be inclusive of all statutory payments viz. GST and all types of sundry expenses duly verified by the Engineer-in-Charge.

(b) Income Tax as applicable from time to time shall be progressively deducted from the CONTRACTOR's bills by the Department for depositing with the Income Tax Authorities. Surcharge on Income Tax as applicable shall also be deducted. **Please refer Article 7 of GCC-2023.**

22. Additional Conditions:-

(a) This office GSTIN No is **19CALD02870A1D9**.

23. Security Deposit

23.1 The CONTRACTOR shall submit an Initial Security Deposit of 2.5% (Two and half percent) of the initial contract price in the form of a Bank Guarantee Bond, Fixed Deposit Receipt (FDR), Insurance Surety Bond etc. of any scheduled commercial Bank within 21 days of Letter of Intent (LOI) with initial validity up to 90 days beyond the completion of Defect Liability Period (OLP) of this contract. However, in case the date of completion of OLP gets extended or date of issue of "Final Acceptance Certificate" is 90 days beyond original DLP, the validity of ISD shall have to be further extended by such additional period. Finally, the Bank Guarantee for Security Deposit shall be released after completion of extended DLP, issue of "Final Acceptance Certificate" and submission of "No Demand Certificate" by the CONTRACTOR. **Please refer Article 6 and Sub Para – 6.2 of GCC-2023.**

23.2 In case of increase in contract sum, the additional 2.5% of the increased contract sum shall be deposited in the form of Bank Guarantee Bond/FDR/Insurance Surety Bond towards Security Deposit with validity up to 90 days beyond the completion of Defect Liability Period (DLP).

24. Set off: On demand by the Government of any sum due under this contract, the contractor shall forthwith pay such sum without demur failing which such sum may be deducted from any sum then due or which may thereafter become due to the contractor under this or any other contract with the government. Should this sum also be not sufficient to cover the full amount due, the contractor shall pay the balance remaining due to the Government on demand and without demur.

25. Accommodation: The contractor will be required to make his own arrangements to keep his routine/T&P and other stores in plant rooms/substation at site in consultation with the Engineer-in-Charge. No living accommodation at site for his staff and workers will be arranged by the Dept. at site. Limited accommodation may be provided at the discretion of the department.

26. Termination and Closure of Contract Agreement

26.1 Termination of Contract

If the performance of the contractor is not found satisfactory, or for any other reason, he may be issued notice by the CCE(R&D) East appointed by him for termination of contract. If satisfactory improvement is not found either by the CCE (R&D) East or his authorized representative, even after issue of this notice, the final one month notice will be served on the contractor to terminate the contract without

prejudice to any rights accrue to either party prior to such termination. The date of 30 days' notice will commence on the date of issue (dated of sig by issuing authority) of such letter irrespective of date of receipt by the recipient. During the period of notice both the parties shall continue to discharge the duties and obligations. Failure to deliver the obligations during such period will entail forfeiture of security deposit and also execution of balance work at the risk and cost of the said contractor. If necessary the contract could be terminated forthwith in case of any lapse of serious nature committed either by the contractor or his employees. The decision of the CCE (R&D) East shall be final and binding.

26.2 Part Closure of Work Order

In case of part closure of the Operation & Maintenance for specific period as decided by the CCE (R&D) East, due to admin or other reasons decision of higher authorities, etc., the CCE (R&D) East reserve the right to reduce the staff strength and the amount as per the estimates pertaining to such item of work including other components deemed to be part of the payment shall be deducted from the monthly bill. Other charges, payments, etc. worked out proportionately, shall also be deducted from the monthly bill accordingly. The decision of the CCE (R&D) East is final and binding in this regard. No representation will be entertained in this regard. In case any / all service covered under the work order also needs to be curtailed or suspended due to any reason, for a period to be communicated in writing by the CCE (R&D) East, commensurate rates as per admin approval including other charges and payments as applicable will be deducted from the monthly bill of the contractor. Contractor shall have no objection whatsoever in this regard. The decision of the CCE (R&D) East shall be final and binding.

26.3 Full Closure of Work Order

In case of full closure before completion (PDC) of work of the Operation & Maintenance for specific period as decided by the CCE (R&D) East, due to admin or other reasons decision of higher authorities, etc., the CCE (R&D) East reserve the right to close the complete service and no payment for such service including other charges will be made for such closure. The contract may be revoked on completion of such closure period. Contractor shall have no objection whatsoever in this regard. The decision of the CCE (R&D) East shall be final and binding.

26.4 Closure by Mutual Agreement

In case of any administrative or technical problems, natural calamities, force-majeure or any other problem which necessitates closure of Operation & Maintenance for either of the party which desires foreclosure of work shall serve a one month notice to the other party stating the reasons for closure. During the Notice Period, both parties shall discharge their obligations without fail. In case, the Accepting officer desires further extension due to some administrative reasons, marginal increase of notice period can be done but not exceeding one more month (Max 3 months including initial notice period) can be implemented and the contractor shall accept any such demand, by which time, alternate arrangements as required shall be made by the Department to take over the assets.

27. Technical Examination of Works:

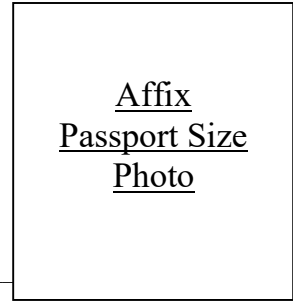
All works are subjected to Technical Examination by the Technical Examination and Design Cell (TEDC), New Delhi. The Tech Examinations will be carried out by the TEDC as per rules. All documents as required and as demanded by the inspecting officer shall be produced for verification. Site inspection of work also will be carried out by the TEDC. Observations raised by them shall be rectified and settled as soon as possible. Recovery, if any, due to default or other reasons shall be payable by the contractor. The same shall be deducted from the monthly bills, as and when due or any or from other dues in case the said contract is completed or from the security deposit. Any other notice / instructions issued by TEDC / HQ DRDO from time to time shall be strictly adhered to.

28. Arbitration:

If an amicable settlement is not forthcoming, recourse may be taken to the settlement of disputes through Arbitration as per the Arbitration and Conciliation Act 1996, and as amended for the time being in force. This Arbitration Agreement relating to the Contract is made under the provisions of The Arbitration and Conciliation Act, 1996 amended 2015 and further amended from time to time and the rules thereunder (hereinafter called The Arbitration Act). This Agreement shall continue to survive termination, completion, or closure of the Contract. Subject to aforesaid provisions, relevant articles of the contract shall apply to the appointment of Arbitrators and Arbitration proceedings under this Agreement. Please refer Para 42.16 to 42.17.3 of GCC 2023.

EMPLOYEE PROFILE FORM

Name : _____
Date of Birth : _____
Aadhar Card No. : _____
Blood Group : _____
Father/Husband's Name : _____
Educational Qualifications : _____
Work Experience : _____
Local Address : _____
Mobile Number(s) : _____
Permanent Address : _____
Contact Number(s) : _____
Police Verification : _____
Bank A/c Number : _____ IFSC Code _____
Bank Name & Branch : _____
EPF Number : _____
ESI/Health Insurance No. : _____



Date: _____

Signature

Work Order Number & Date : _____

Contract Period : ____/____/____ to ____/____/____

Contractor's Name & Address:

Remarks : _____

Date: _____

Contractor's Signature

Remarks : _____

Date: _____

Officer-in-Charge