

**Addl. Director (Project & Estate), National
Academy of Direct Taxes, Chhindwara Road,
Nagpur-440030**

TENDER DOCUMENT



**For Operation and Maintenance works of NBCC Constructed
Buildings at National Academy of Direct Taxes (NADT),
Chhindwara Road, Nagpur-440030**

Date: 13.05.2026

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[SECTION – 1] NOTICE INVITING BID

Dated: 13.05.2026

NOTICE INVITING EXPRESSION OF INTEREST FOR OPERATION AND MAINTENANCE WORK OF NBCC CONSTRUCTED BUILDINGS AT NATIONAL ACADEMY OF DIRECT TAXES

Addl. Director (P&E), NADT, Nagpur under the Ministry of Finance invites online bid as per the Least Cost System from eligible Central / State/Public Sector Undertaking (PSU) for entering into Memorandum of Understanding (MoU) for taking up of the ‘**Operation and Maintenance works of NBCC Constructed Buildings at National Academy of Direct Taxes (NADT), Chhindwara Road, Nagpur**’ of all Civil & Electrical works, BMS, HVAC, Pumps, water supply, Fire detection/Firefighting, DG sets, lifts etc., implementation of AMC/CAMC of STP, ETP, DG sets, HVAC, Lifts, ESS and AV/IT’. The MoU has an option to extend for further period of 2 (two)- year subject to satisfactory performance of the Bidder during the contract period with mutual consent.

2. Details are given below:

NIT No.	01/P&E/NADT/2026-27 dated 13.05.2026
Name of work	“Operation and Maintenance works of NBCC Constructed Buildings at National Academy of Direct Taxes (NADT), Chhindwara Road, Nagpur – 440030”
Details of Scope of Work	“Operation and Maintenance of Civil Installations, Electrical Installations, Fire Fighting System, Electrical Sub-Station, Lifts, AC System, STP, Water Pumps at NADT, Nagpur”
Client / Owner	Addl./Jt. Director (P&E), NADT, Nagpur
Details of Building Infrastructure to be maintained	(As per details attached as Annexure - III)
Earnest Money deposit	Rs. 10 lakh to be deposited in the form of Demand Draft/Fixed Deposit/Pay Order/ Banker Cheque in favour of “ZAO, CBDT, Nagpur” payable at Nagpur or Bank Guarantee from any nationalized or approved Schedule Banks in favour of “The Bidder” with its Headquarter at Nagpur as per Performa given in NIT (Annexure VI)
Cost of Tender document	Rs. 16,45,68,235/- (Inclusive of GST) for 03 years

Date of Tender Document available on e-tender portal	13.05.2026	Time:18:50
Date of Online Pre Bid Meeting	NA	
Starting date of e-tender for submission of online Technical Bid and Price Bid	13.05.2026	Time:18:50
Closing date of online e-tender for submission of Technical bid and Price Bid	29.05.2026	Time:18:50
Date and time of opening of Technical bid	01.06.2026	Time:11:00
Date and Time of opening of Price Bid	Will be communicated separately to the qualified bidders	
Contract Period	3 years and after successful completion it may be extended for further 2 years depending on the performance of the PSU.	
Validity of Offer	50 days from the date of opening of price bid including the extension (s) given, if any	

Note: Wherever the word “NADT” is mentioned it refers NATIONAL ACADEMY OF DIRECT TAXES

3. The intending bidder(s) must read the terms and conditions carefully. They should only submit their bid if eligible and in possession of all the documents required.
4. Information and instructions for bidders available in document shall form part of agreement.
5. The bid documents consisting of instructions to bidders, scope of work and other conditions to be complied are available at the website link given below. <https://eprocure.gov.in/eprocure/app>.
6. The Bidder must ensure to quote rate in INR only in appropriate column up to 2 (two) decimal places.
7. Notwithstanding anything stated above, The Addl./Jt. Director (P&E), Nagpur reserves the right to assess the capabilities and capacity of the bidders to perform the contract in the overall interest of the Department.
8. The implementing Bidder is liable for following all terms and conditions of GFR, CVC, CAG, CPWD publications with latest amendments and their applicable amendments.
9. For operations of MEP services in the building which are labour oriented, any upward revision in the minimum wages and Bonus during the pendency of contract as per timely order issued by Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C) will be paid to the Bidder and the Bidder shall ensure payment of the escalation to all the labourers engaged through contractor in operation and maintenance works.
10. The bidder(s) / are required to quote strictly as per the terms and conditions, specifications, standards given in the bid documents and not to stipulate any deviations.
11. The bidder(s), if required, may submit questions in writing to seek clarifications upto 48 Hrs before the notified pre-bid meeting date, to the Office of the Addl./Jt. Director (P&E), NADT, Nagpur by e- mail (adinfra@nadt.gov.in).
12. The National Academy of Direct Taxes reserves the right to reject any or all bids or cancel / withdraw the invitation for bids without assigning any reason whatsoever and in such case no bidder / intending Bidder shall have any claim arising out of such action.
13. **Set of Bid Documents:** The following documents will constitute set of bid documents:

SECTION-1	Notice Inviting Bid
SECTION-2	Instructions to Bidder
SECTION-3	Qualifying Criteria
SECTION-4	Financial Proposal

14. Mode of Submission:
 - a) Bidder must submit their online bid of scanned copies duly attested only along with following documents pertaining to Qualifying Criteria and Financial bid.
 - b) Letter of acceptance of terms and conditions of bidding document in the prescribed format as per Annexure – I and undertaking as per format given in Annexure – II.
 - c) Certificates of works experience and other documents for annual turnover and other documents of PSU for undertaking works required to establish fulfilment of qualifying criteria
 - d) Bid documents downloaded from website to be signed on each page by authorized representative along with Financial Bid / Proposals (Section – 4) quoted with Annual Maintenance Charges shall be uploaded.
 - e) Authority letter issued by the Competent Authority for signing the bid document as below:
 - i. EMD of Nationalized or any scheduled Commercial Bank.
 - ii. Income Tax return for the last five years.

- iii. Relevant documents supporting minimum eligibility criteria and Technical & Financial Evaluation documents.
- iv. Relevant documents of Annual Turnover of company, net worth and profit of company of last five years (FYs 2020-21, 2021-22, 2022-23, 2023-24, 2024-2025) certified by Chartered Accountant.
- v. Details of Similar Work Experience Certificates.
- vi. Power of Attorney/Board Resolution of the person authorized for signing/submitting the Tender.
- vii. Attested copies of G.O. /Orders issued by the Central/State Govt. for establishment of the PSU authorizing for carrying out Civil, Electrical & building works with applicable jurisdiction.
- viii. Valid GST registration, PAN No.
- ix. All pages of the entire Corrigendum (if any) duly signed by the authorized person.
- x. General Information including details of Bidder (Annexure V)

f) No Proposals/Documents will be accepted after the prescribed date & time.

NOTE

- i. In case of non-submission of EMD of the requisite amount and/or Bank Guarantee in the physical form, on or before the date of opening of technical bid, at the office of the Addl./Jt. Director (P&E), NADT, Nagpur bid shall be rejected summarily without seeking any further clarification.
- ii. Unconditional letter of acceptance duly signed on letter head, Affidavit for correctness of document/information are mandatory documents and need to be checked carefully for its correctness before submission of tender. The bid shall be rejected out-rightly in case of its non-submission without seeking any further clarification/document. No claim of the bidder whatsoever shall be entertained by the National Academy of Direct Taxes in this regard.
- iii. The bidders are advised to upload complete details with their bids as technical bid Evaluation will be done on the basis of documents uploaded on the website by the bidders with the bids. Please note no fresh document other than in the form of clarification/revision in respect of an already submitted document shall be accepted after last date of submission of bids.
- iv. The information should be submitted in the prescribed proforma. Bids with Incomplete/Ambiguous information are liable to be rejected.
- v. All the uploaded documents should be in readable, printable, and legible form failing which the Bids are liable for rejection.

15. The bid for the works shall remain open for acceptance for a period of 50 days from the last date of submission of bid including the extension given, if any. In case any bidder withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the Addl./Jt. Director (P&E), NADT, Nagpur, shall, without prejudice to any other right or remedy, be at liberty to debar them from participation. Further, they shall also not be allowed to participate in the re-bidding, if any.

16. The authority to accept of any or all bid(s) will rest with the Addl./Jt. Director (P&E), NADT, Nagpur, which does not bind itself to accept the highest marks bidder and / or reserves to itself the right to reject any or all of the bids received without assigning any reason thereof.

17. Date of Start of work shall be reckoned from details in award letter or handing over of site whichever is later.
18. The Award of work, Execution and Completion of work shall be governed by documents consisting of (but not limited to) Letter of Award / Work Order, Bid, MoU and Bid Document. The bidders shall be deemed to have gone through the various conditions while making / preparing their proposal & submitting the Bid.
19. In case, any misrepresentation / falsification is noticed in copies of documents submitted, then the bid submitted shall become invalid. the Addl./Jt. Director (P&E), NADT, Nagpur, shall, without prejudice to any other right or remedy, be at liberty to disallow the Bidder from future participation.
20. The bidders are required to quote strictly as per terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.
21. The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment/during rush hours.
22. However, after submission of the tender the bidder can re-submit revised tender any number of times but before last time and date of submission of tender as notified.
23. On opening date, the bidder can login and see the tender opening process.
24. Bidder can upload documents in PDF format.
25. Bidder is required to upload scanned copies of all the documents including valid GST registration, PAN No. as stipulated in the tender document.
26. If the Bidder is found ineligible after opening of tenders, or its tender is found invalid, cost of tender document and processing fee shall not be refunded.
27. Notwithstanding anything stated above, the Addl./Jt. Director (P&E), NADT, Nagpur, reserves the right to assess the capabilities and capacity of the bidder to perform the contract, in the overall interest of The Director General, NADT, Nagpur. In case, bidder's capabilities and capacities are not found satisfactory, the Addl./Jt. Director (P&E), Nagpur, reserves the right to reject the tender.

28. Certificate of Financial Turnover:

At the time of submission of tender, the bidder shall upload Affidavit/Certificate from Chartered Accountant mentioning Audited Financial Turnover of last 5 years or for the period as specified in the tender document. However, one page of summarized balance sheet (Audited) and one page of summarized Profit and Loss Account (Audited) for last 5 years shall be uploaded on e-procurement portal.

29. The bidder(s) if required, may submit queries, if any, through E-mail (adinfra@nadt.gov.in) and in writing to the tender website. the Addl./Jt. Director (P&E), NADT, Nagpur, will reply only those queries which are essentially required for submission of bids. the Addl./Jt. Director (P&E), NADT, Nagpur, will not reply the queries which are not considered fit like replies of which can be implied/ found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents, queries received after 3 days from the date of uploading of Tender on website, request for extension of time for opening of technical bids, etc. Technical Bids are to be opened on the scheduled dates as far as possible. Requests for Extension of opening of Technical Bids will not be entertained.

30. All the uploaded documents shall be considered as duly signed by bidders/ authorized representative.
31. For abnormally low Bidder charges, a detailed justification will be required from the bidder with all the supporting documents and if he fails to justify the same, the tender will be rejected and the bidder will not be allowed to participate in the retender again.
32. Canvassing in connection with the tender is strictly prohibited, and such canvassed tenders submitted by the Bidder will be liable to be rejected and earnest money deposited shall be absolutely forfeited.
33. NIT No. and Name of work are required to be mentioned on the bid envelope.

Sd/-
Addl. Director(P&E)
National Academy of Direct Taxes,
Chhindwara Road Nagpur

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

1. 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 Enrollment” 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 the 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 / TCS / nCode / eMudra 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 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 / e-mail in 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 consider any corrigendum published on the tender document before submitting their bids.

- b. Bidder to 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 that the number of covers in which the bid documents have to be submitted should be same as mentioned in the tender document. Any deviations from these may lead to rejection of the bid.
- 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 lead to a reduction in the time required for bid submission process.

4. SUBMISSION OF BIDS

- a. Bidder should log into 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.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. 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.
- d. 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 secured Socket Layer 128-bit 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.
- e. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- f. 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.
- g. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

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. The contact number for the helpdesk is 1800 233 7315.

[SECTION – 2]

**INSTRUCTIONS TO
BIDDER**

INSTRUCTIONS TO BIDDER

1. INTRODUCTION

- a. Only Central/ State Govt Organization / Public Sector Undertaking (PSU's) are eligible to participate in the Bid.
- b. Bidders are invited to submit a financial bid along with documents pertaining to qualifying criteria. The bid will be the basis of technical discussions / negotiations, if required and ultimately for a signed Contract/MoU with the selected Bidder on deposit mode of work execution basis.
- c. Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first – hand information on the assignment and local conditions, Bidders shall visit the site before submitting a proposal. Bidder or his authorized representative should contact the following regarding site specific information and site visit enquiry, if required.

Contact: Addl. Director (P&E), National Academy of Direct Taxes, Nagpur
Address: NADT, Chhindwara Road Nagpur 440030

E-Mail: adinfra@nadt.gov.in

- d. The above Authorised Officer will provide the available inputs to the Bidders. However, he does not assume any responsibility for any loss or financial damages on account of use of such information by Bidders. Bidders are advised to collect their own information irrespective of the inputs for preparation, submission of bids & execution of services before award of work. The Bidders shall be responsible for obtaining licenses and permits to carry out all the works.
- e. Bidders shall execute works in accordance with GFR rules at all stages of work.
- f. Bidders shall bear all cost associated with the preparing and submission of their proposals and contract negotiation, site visits etc. The Addl./Jt. Director (P&E), NADT, Nagpur is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to award, without incurring any liability to the Bidders.
- g. **Conflicts of Interest**
 - i. The policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the O/o the Director General of NADT, Nagpur's interest as paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
 - ii. Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting Relationships

- a) Bidders (including its Personnel and Sub – contractors) that has a business or family relationship with National Academy of Direct Taxes staff / Member of the Corporation who is directly or indirectly involved in any part of (a) the preparation of the Terms of Reference of the assignment,
(b) the selection process for such assignment, or (c) supervision of the

Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to The Addl./Jt. Director (P&E), NADT, Nagpur throughout the selection process and the execution of the Contract.

- b) Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of The Addl./Jt. Director (P&E), NADT, Nagpur or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidders or the termination of its Contract any time throughout currency of the work.
- c) No employee of the shall work for Bidder. Recruiting former employees of the National Academy of Direct Taxes, Nagpur to work is not acceptable.

h. Fraud and Corruption

- i. The Addl./Jt. Director (P&E), NADT, Nagpur requires that the Bidders participating in selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, The Addl./Jt. Director (P&E), NADT, Nagpur, defines, for the purpose of this paragraph, the terms set forth below:
 - a) “Corrupt Practice” means the offering, promising, giving, receiving, or soliciting, directly or indirectly, of anything of value which he is not legally entitled to, to influence the action of a public official in the selection process or in contract execution; “Fraudulent Practice” means a willful misrepresentation or omission of facts or submission of fake / forged Documents in order to influence a selection process or the execution of a contract;
 - a) “Collusive Practices” means a scheme or arrangement whether formal or informal, between two or more Bidders with or without the knowledge of the Addl./Jt. Director (P&E), NADT, Nagpur, designed to establish prices at artificial, non-competitive levels, submission or non- submission of Bids;
 - b) “Coercive Practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
- ii. The Addl./Jt. Director (P&E), NADT, Nagpur will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; and
- iii. The Addl./Jt. Director (P&E), NADT, Nagpur will take necessary action against the Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, for award of a contract if at any time it is determined that

the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a contract.

i. Proposal Validity:

The Bidders offer shall remain valid for 50 days after the last date fixed for submission of bid including the extension (s) given, if any.

j. Final Decision-Making Authority

The Addl./Jt. Director (P&E), NADT, Nagpur reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders.

k. Brief Description & Scope of work

As per details given in Annexure-III.

2. CLARIFICATION AND AMENDMENT OF BID DOCUMENTS

- a. Bidders can request for a clarification in respect of the Bid documents only within 48 hours before the pre-bid meeting date. Any request for clarification must be sent in writing, or by standard electronic means to the Addl./Jt. Director (P&E), Nagpur.
- b. The Addl./Jt. Director (P&E), NADT, Nagpur will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without disclosing the source of query) to all Bidders. Should the Addl./Jt. Director (P&E), NADT, Nagpur deem it necessary to amend the bid document as a result of a clarification or any other reasons it shall do so following the procedure under Para 2.c.
- c. At any time before the submission of bid, the Addl./Jt. Director (P&E), NADT, Nagpur may modify / amend the bid document and extend the last date of submission / opening of the bid by issuing a corrigendum / addendum.
- d. Any Corrigendum / Addendum thus issued shall form part of bid document. To give the Bidder reasonable time to take an amendment into account in their bids and on account of any other reasonable circumstances, the Addl./Jt. Director (P&E), NADT, Nagpur may at its discretion, extend the deadline for the submission / opening of the bid.

3. PREPARATION OF BID PROPOSAL

- a. In preparing their bid offer, Bidders are expected to examine in detail the bid document. The bid shall contain documents stipulated in the bid document.
- b. The bid proposals, all related correspondence exchanged between the Bidders and the Addl./Jt. Director (P&E), NADT, Nagpur and the contract/ MoU to be signed after award shall be written in the English Language.
- c. **Documents pertaining to Qualifying Criteria**
Bidder shall have to furnish all the relevant documents duly signed on each page on the uploaded documents pertaining to "Qualifying Criteria" as mentioned in Section – 3 of bid document.

4. FINANCIAL BID PROPOSALS

Bid document duly signed on each page by person duly authorized along with Financial Bid as per Section – 4 duly quoted shall be uploaded/filled in online (whichever provision provided in CPPP portal) and shall not include any commercial or technical condition / information. Conditional bid shall be rejected summarily.

5. SUBMISSION, RECEIPT AND OPENING OF BIDS

- a. The original bid including Financial Bid, shall contain non interlineations or overwriting,

except as necessary to correct errors made by the Bidder. The person who signed tender documents must initial such corrections.

- b. An authorized representative of the Bidders shall only sign the bid documents. The authorization shall be in the form of a legally enforceable written power of attorney duly authorized and shall be submitted along with bid.

6. RESPONSIBILITIES OF BIDDER (PSU)

- a. The O&M works shall be executed as per the relevant code of practice of Bureau of Indian Standards (BIS), General Specification of CPWD. Best workmanship as per general engineering practice prevailing in the field general specification in force in the CPWD or any other standard engineering specifications to be decided by BIDDER in consultation with the owner for the office Building. The maintenance complaints/ problem shall be attended on priority in a reasonable time as decided by the client.
- b. The staff to be employed on O&M works shall be engaged by BIDDER or its contractor(s) on behalf of the owner. Further the said staff will be assessed by BIDDER periodically. However, all statutory obligations against labour Laws Viz. Minimum wages, ESI & EPF etc. will be taken care by BIDDER/ its contractor(s).
- c. Manual Complaint book: BIDDER shall maintain two complaint books (one each for civil and E&M works) in the maintenance office and all the complaints should get entered in the said book which shall be seen every day by BIDDER officers and the same shall be attended immediately.
- d. BIDDER shall deploy the required work force and material as proposed in the approved budgetary estimate. All annexures and appendices supplementing the approved estimate will form part of this agreement. The said work force and material will be exclusively used for the annual comprehensive maintenance of civil & electrical works, specialized E&M equipment's in the above said premises.
- e. "BIDDER" will be responsible for the proper maintenance of the said premises BIDDER shall get the work of maintenance executed, on behalf of the OWNER, either through its own staff or, if BIDDER so deems fit, by outsourcing/awarding the work of maintenance and special repair/specialized work on behalf of Owner, to the subcontractors or specialized Bidder in the respective field by following the CVC/BIDDER norms. In case a specialized Bidder is deemed necessary to be appointed, the Owner shall issue requisite authority in favour of the BIDDER to enter into such agreements, on the Owner's behalf with such specialized Bidders or contractor/sub-contractors.
- f. "BIDDER", on behalf of the Owner, will also undertake the supervision of the sub-contractor's work for adherence to the quality of the work as per terms and conditions and other contractual obligations/stipulations of respective contracts to ensure proper maintenance of the said premises and/or any associated services.
- g. If a specialized Bidder or sub-contractor is so appointed, 'BIDDER' will also undertake the financial control of work, on behalf of the owner, to ensure the strict adherence to approved cost estimates and budgets. A copy of the set of documents containing Special

terms and conditions and Service level agreement executed between BIDDER and specialized Bidder/Sub-contractor for O&M works shall be submitted to the Owner.

- h. "BIDDER" shall be wholly responsible for any observations/comments/defects pointed out by CTE/CVC/C&AG in the planning & procedures of execution of the said maintenance works.
- i. 'BIDDER' shall carry out necessary preventive maintenance at regular intervals in addition to routine O&M works to ensure proper functioning of services and to prevent breakdown etc. at the said premises. For this purpose, BIDDER will make use of technical expertise of the Bidders involved in operation and maintenance of services at National Academy of Direct Taxes, Nagpur for preparing a report at every six months to ensure smooth functioning of services and prevent major breakdown. BIDDER shall carry out such maintenance works only after receiving express approval of the owner.
- j. In the event of any mechanical defect or electric failure, BIDDER shall make all necessary efforts to rectify the same at the earliest.
- k. 'BIDDER' shall not be liable on account of any harm/loss/damage or physical injury which may be caused on account of breakdown of power or on account of fault of owner's employees or theft or on account of acts of God, riots, civil commotion etc. The Owner shall be separately charged for the repair or replacement with respect to physical damage or loss caused by the Owner and/or its agents or representatives or guests.
- l. Works covered under the Defect Liability period of the building shall continue to be governed by MOU between the bidder and National Academy of Direct Taxes, Nagpur

7. AWARD OF WORK

- a. The bidder qualifying in the technical bid and quoting lowest price in the financial bid will be considered to be the successful Applicant and work shall be awarded to the bidder.
- b. The successful bidder shall have to execute the Contract Agreement/MoU as per Standard Contract Agreement/ MoU attached with the bid document as Annexure – IV for taking up this project with The Addl./Jt. Director (P&E), NADT, Nagpur.
- c. The successful Bidder has to follow GFR & CVC guidelines for awarding/selection of the work to contractors if the work is not executed by them departmentally.
- d. The successful Bidder shall submit complete details/ timeframe for survey of various Civil, Electrical, Electro-Mechanical and other equipment of the establishment, preparation of ARM/ AMC estimates, and estimates for interior/ renovation works, submission of estimates to The Addl./Jt. Director (P&E), NADT, Nagpur floating of tenders after receipt of approval by the Income Tax Department, awarding of works to successful Bidders etc.,
- e. The Tender document (Notice Inviting Tender) shall be prepared and scrutinized and accepted in accordance with the relevant provisions of CPWD Works Manual- 2024 or latest, as applicable.
- f. PSUs shall be responsible for ensuring quality, quantity, reasonability of rates etc., as per the sound engineering practices and norms followed in government organizations such as CPWD publications.

8. PAYMENT:

The Addl./Jt. Director (P&E), NADT, Nagpur shall release EMD receipt as per GFR 2017 Rule No. 172 in follow up with latest amendments.

9. CONFIDENTIALITY

- a. Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the Bidders who submitted the tender or to other persons not officially concerned with the process. The undue use by any Bidder of confidential information related to the process may result in the rejection of its tender and may be debarred from participating in future tenders.
- b. **Default of Bidder:** If the performance of the Bidder is not satisfactory and not corrected within 15 days of receiving notice, then the Addl./Jt. Director (P&E), NADT, Nagpur shall be at liberty to terminate the contract and get the work executed through other means at the risk and cost of the Bidder.
- c. **Amicable Settlement of Disputes:** The party shall use their best efforts to settle amicably all disputes arising out of or in connection this contract or the interpretation thereof.

10. DISPUTES:

- a. Any dispute and differences relating to the meaning of the specifications designs, drawings and instructions herein before mentioned and as to the quality of workmanship of materials used in the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of work or after the completion or abandonment thereof in respect of which :-
 - i. Amicable settlement has not been reached. The dispute shall be referred to the sole decision of the Director General of National Academy Direct Taxes, Nagpur whose decision shall be binding on both the parties.
 - ii. In case of dispute still persisting, the matter will be referred for settlement as per Govt. India Guidelines issued vide O.M. No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018 (as updated or latest amended) on administrative mechanism for resolution of CPSE disputes.

11. Integrity Pact:

The Bidder shall submit the integrity pact as per the **Annexure-VII**.

[SECTION – 3]

QUALIFYING CRITERIA

1. The interested Bidders are eligible for participation in the bidding process should meet the following minimum qualifying criteria:
 - a. Public Sector Undertaking should have been set up by the Central or State Government to carry out civil and electrical works. Proof of authorization for the same should be attached. Organization should have its own engineering wing (Regular staffs) to carry out construction/ maintenance activities of buildings

(OR)

 - b. Central / State Government organization /PSU which may be notified by the Ministry of Urban Development (MoUD) (as per GFR Rule 133(3)) for such purpose. Proof of authorization for the same should be attached. organization should have its own engineering wing (Regular staffs) to carry out construction/ maintenance activities of buildings.
2. The PSUs who are participating in the bidding process should invariably produce Memorandum of Association (MOA) issued by the Registrar of Companies GOI in proof of authorization to undertake Civil and Electrical works.
3. Even though any bidder may satisfy the above requirements, they would be liable to disqualification if they have:
 - 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.
4. Documents to be furnished for along with bid:
 - a. Attested copies of G.O. /Orders issued by the Central/State Govt. for establishment of the PSU authorizing for carrying out Civil, Electrical & building works with applicable jurisdiction.
 - b. All the above documents and relevant documents to signed by Authorized person. The authorization shall be in the form of a legally enforceable written power of attorney duly authorized and shall be submitted along with bid.
5. Joint venture/ consortia of firms/ companies and foreign bidders are not eligible to quote for the tender.
6. Minimum Eligibility Criteria

The interested bidders should meet the following minimum qualifying criteria:

a. Work Experience:

- i. Experience of having successfully completed similar works during the last 7 years ending initial stipulated last date of submission of tenders as per NIT.
- ii. The past experience in similar nature of work should be supported by certificates issued by the client's organization.
- iii. The value of executed works shall be brought to the current level by enhancing the actual value of work done at a simple rate of 7% per annum, calculated from the year of completion to previous year of initial stipulated last date of the submission of tenders as per NIT.
- iv. The past experience in similar nature of work should be supported by certificates issued by the client's organization. In case of the work experience is of private sector the completion certificate shall be supported with copies of Letter of Awards and copies of corresponding TDS certificates. Value of work will be considered with the value of TDS Certificates.
- v. The applicant should not have been blacklisted/ debarred from any government, semi-Government, Semi Government organizations e.g. NHAI, MORTH, BRO, NHIIDCL, NBCC and its subsidiaries, NPCC, CPWD, PWD, EPIL, EIL, Railway authority etc.

or any other PSU and municipal corporations at any time during last 5 years. An undertaking in this regard is to be submitted by the bidder.

Similar works shall mean Annual Operation and Maintenance of Civil work Housekeeping works and Operation and Maintenance of E & M Equipment including Electrical Sub stations, VRV's, firefighting system, DG Sets, STP/ ETP/ WTP and their sewage conveying system, goods/ passenger lifts, Solar Plants, RO Plants, comprehensive maintenance of HVAC, Operation and Maintenance of AV works, Access Control, PA systems, security systems, BMS Systems, Maintenance of Civil & Electrical works, Maintenance of Horticulture/ landscaping works etc in any Govt. Office/Complex, done on PMC basis. Experience of having successfully completed similar works during last 7 years in which applications are invited should be either of the following: -

a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost or

b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost. Or

c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.

b. Financial Strength:

- i. The Average annual financial turn over for last 5 years shall be at least Rs. 100 Crores in each of the last five financial years i.e., FYs- 2020-21, 2021-22, 2022-23 ,2023-24, 2024-2025. The requisite Turnover shall be duly certified by a Chartered Accountant with his Seal/signatures and registration number.
- ii. Net Worth of the company /firm as on 31st March of preceding Financial Year i.e., 2024-2025, should be positive.
- iii. The Bidder should not have incurred losses in any year in the last three consecutive financial years (FY 2022-23, 2023-24, 2024-2025).
- iv. At the time of submission of tender, the tender shall upload Affidavit/Certificate from Chartered Accountant mentioning Audited Financial Turnover of last 3 years or for the period as specified in the tender document. However, one page of summarized balance sheet (Audited) and one page of summarized Profit and Loss Account (Audited) for last 05 years shall be uploaded.

The bidders are required to upload and submit page of summarized Balance Sheet (Audited) and also page of summarized Profit & Loss Account (Audited) for last three years. No need to submit all the pages of Balance Sheet. Summary shall also work.

CRITERIA AND EVALUATION

(Least Cost System)

The detailed criteria for evaluation of tenders invited on Least Cost System shall be as under:

1. Technical Evaluation:

To become eligible for Technical Bid Evaluation, the bidder must meet the Minimum Eligibility Criteria as per NIT. (Only the bids, meeting the minimum eligibility criteria, as per NIT, will be considered for Stage-A, Stage-B & Stage- C evaluation).

1.1 STAGE-A

Marks system for the evaluation is as under: Total= 100 marks

1. Project Capabilities			
Work Experience: Experience of Project Management Consultancy services for successfully completed similar works of value			10 Marks
(i)	Minimum Technical Eligibility Criteria as per NIT		02
(ii)	Three Completion Certificates (equivalent value) of operation and maintenance (similar work experience definition above may be referred) within the period of 07 years from the NIT		05
(iii)	Five completion certificates (equivalent value) of operation and maintenance (similar work experience definition above may be referred) within the period of 07 years from the NIT		10
(iv)	In between (i) to (iii) – on pro-rata basis		
2. In-house Manpower/ Key Personnel to be assigned as part of Project Team			
	Qualification	Remarks	
A	B.Tech in Civil Engineering and having a minimum of 05-year Experience of similar nature.	To tackle Operation and maintenance works pertaining to civil works at site	05 Marks
B	B.Tech in Electrical Engineering and having a minimum of 05-year Experience	To tackle Operation and maintenance works pertaining to electrical works at site.	
Total Marks Stage A			05 Marks

1.2 STAGE-B: Project Execution

A.	ISO Certification & GRIHA Rating Works	15 Marks
(i)	ISO 9001: 2015 BIS Certification specifically in Operation and Maintenance Works as Project Management Consultancy Bidder	05
(ii)	Bidder shall have/ or shall be maintaining with: a. 5 Star GRIHA Rating building operation & maintenance OR b. 4 Star GRIHA Rating building operation & maintenance OR c. 3 Star GRIHA Rating building operation & maintenance	10 8 6
B.	Operation & Maintenance Works	30 Marks
(i)	Prestigious Works: Completion/ Sanction Letter from Client/ Currently executing certificate for Operation and Maintenance of at least 2 prestigious buildings (min. 8.00 cr. per year each project) as mentioned by CPWD Maintenance Manual 2023 Annexure 12	30
(ii)	OR a) Relevant documents of Experience of O&M work in a Central/ State Government Office Building for at least 03 years in a single stretch.	20
(ii)	OR a) Relevant documents of Experience of O&M work in a Commercial/Private Sector Office Building having area not less than 8000 Sq. meters.	10
	Total Marks Stage B	45 Marks

1.3 STAGE-C: Project Execution

#	Presentation by Bidders to The Addl./Jt. Director (P&E), NADT, Nagpur	Remarks
	Operation & Maintenance Works:	
(a)	Presentation of Preliminary estimate as per CPWD Maintenance Manual 2023 or latest as on date	03 Marks
(b)	Detailed description of Manpower Deployment at site	02 Marks
(c)	i) Brief scope of Operation and Maintenance of E & M Equipment including Electrical Sub stations, VRV's, ii) firefighting system, DG Sets, iii) STP/ ETP/ WTP and their sewage conveying system, iv) goods/ passenger lifts, Solar Plants, v) RO Plants, comprehensive maintenance of HVAC, vi) Operation and Maintenance of AV works, Access Control, PA systems, security systems, vii) Maintenance of Civil & Electrical works	5 Marks 5 Marks 5 Marks 5 Marks 5 Marks 5 Marks
	TOTAL Marks Stage C	40 Marks

Note:

- *Combined Technical score of Stage-A, Stage- B & Stage- C shall be “St” as under: St = Total marks of bidder in {Stage-A, Stage- B & Stage- C}*
- *Technical Evaluation stage is qualifying in nature. Technically qualified bidders will be considered for Financial Evaluation.*

2. Financial Evaluation

- a) The bidders securing 70% & above marks in aggregate in Stage-A, Stage- B & Stage- C combined will qualify for Opening of Financial Bid.
- b) The Financial bid of those bidders whose documents are found to be in order and who qualify in technical evaluation will be opened after presentation as per notification. (Financial Bid shall be as per Section- 4 Financial Proposal).

3. Final Evaluation of Bid

- a) The final selection shall be based on LCS i.e., Least Cost System.
- b) Bids will finally be ranked in accordance with their quoted price for the mentioned services.
- c) **The bidder quoting minimum price for the mentioned services will be considered to be the successful Applicant and work shall be awarded to the bidder.**

[SECTION – 4]

FINANCIAL PROPOSAL

NAME OF WORK: Operation and Maintenance works of NBCC Constructed Buildings at National Academy of Direct Taxes (NADT), Chhindwara Road, Nagpur-440030

NAME OF BIDDER:

Sl. No.	Description	Amount (in figures & words)
1.	Operation & Maintenance: The cost of will include: a) Civil maintenance work b) Electrical and Mechanical Work c) Operation of Specialized E&M Equipment d) AMC/CAMC of Equipment e) Miscellaneous Works f) Prime Cost	Rs. 16,45,68,235/- (i.e. Rs. Sixteen Crores Forty Five Lakh Sixty Eight Thousand Two Hundred and Thirty Five) for period of 03 years (01.07.2026 to 30.06.2029)
2.	Service Charge:	Rs...../- for 03 years (.....% of actual expenditure incurred as mentioned in Point 1 above).
3.	Total Amount:	Rs...../-

*All prices are inclusive of GST.

Seal of the Organization

Signature of the Authorized Signatory **

Date:

Note:

**To be quoted in INR with two decimal places both in figures and words distinctly.*

*** Authority letter from the Competent Authority for signing the Bid Document is to be enclosed. Stamp impression must show the Name, Designation, Office etc.*

ACCEPTANCE OF BID CONDITION

(On the Letter Head of the Organization)

To,

.....

SUB: Operation & Maintenance works of NBCC Constructed Buildings at National Academy of Direct Taxes (NADT), Chhindwara Road , Nagpur

REF: Bidding Document No. (Tender Reference No.): Tender ID:

Sir,

1. With reference to above, I / We are pleased to submit our bid / offer for the above work and I / we hereby unconditionally accept the terms & Conditions of Bid Documents and Standard Contract Agreement / MoU in its entirety for the above work.
2. I / We are eligible to submit the bid for the above work and I / we are in possession of all the required and relevant documents.
3. I / We have read all the terms and conditions of the **STANDARD CONTRACT AGREEMENT / MoU** as well as Bid Document and agree to sign the same in case of award of work.
4. I / We have submitted all the documents as per Notice Inviting Tender.
5. I / We undertake and confirm that similar work (s) has / have got executed in Income Tax Department/ Govt. Organizations. Further that, if such a violation comes to the notice, then I / we shall be debarred for bidding in future forever.
6. I / We have separately enclosed an undertaking in the format as per Annexure – II.

Yours faithfully,

(Signature of the Authorized Representative)

With Rubber Stamp

Dated:

Place: _____

Note: This letter shall be signed by the authorized officer of the organization having valid authority letter from competent authority.

UNDERTAKING

(On the Letter Head of the Organization)

To,

.....

Sub: Operation & Maintenance works of NBCC Constructed Buildings at National Academy of Direct Taxes (NADT) Chhindwara Road , Nagpur

Ref: Bidding Document No. (Tender Reference No.): Tender ID:

Sir,

We undertake that –

1. I / We have no business or any other relationship with any of the Income Tax Department staff.
2. I / We have not employed any former employee of Income Tax Department to work for our organization.
3. I / We have not been debarred or blacklisted by any department / Organization to execute their works.
4. I / We have not suppressed or concealed any information pertaining to works executed by us.
5. I / We have not made any misleading or false representation or deliberately suppressed information in the form of statements and enclosures required for eligibility criterion.
6. I / We have not abandoned any work and left work incomplete due to financial failures / weaknesses or have a record of poor performance.
7. I / We hereby clarify that all the documents produced by me are correct in my knowledge.

Yours faithfully,

(Signature of the Authorized Representative)

With Rubber Stamp

Dated:

Place:

Note: This undertaking should be signed by the authorized officer of the organization having valid authority letter from competent authority.

**Scope of Work, E & M Equipment, BOQ summary and
Manpower Requirements**

SCOPE OF WORK**Introduction**

The National Academy of Direct Taxes (NADT), Nagpur, functions as the apex training institution for the Indian Revenue Service (IRS) officers and operates under the administrative control of the Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance, Government of India. Established in 1981, NADT is spread over a sprawling 67-acre campus and is equipped with both residential and non-residential infrastructure necessary to support intensive training programs for officer trainees and in-service officers.

Buildings	Specification
Vikramshila Hostel	-1+G+5
Indashala Hostel	-1+G+3
ATC Building (Vallabhi)	-1+G+3
New Officer's Mess (Akshaya)	-1+G+1
STP 50KLD	-1 (Basement)
STP 75KLD	-1 (Basement)
STP 90KLD	Ground Floor
33 KVA Substations and buildings including allied Services	

Sl.No	Description	Plinth Area (sqm)
1	ATC Building (G+3)	11081.00
2	ATC Building Basement (50% Area)	1168.35
3	Officer's Mess	1753.31
4	33 KV Sub-Station	1060.00
5	Vikramshila Hostel	4500.00
6	Indashala	4328.06
7	Vikramshila Hostel & Indashala Basement (50% Area)	925.53
8	Road around NBCC construction buildings	6000.00
	TOTAL	30816.25

**SCOPE OF WORK FOR OPERATION AND MAINTENANCE WORKS OF NBCC
CONSTRUCTED BUILDINGS AT NATIONAL ACADEMY OF DIRECT TAXES
,CHHINDWARA ROAD NAGPUR**

1. CIVIL MAINTENANCE WORK

- (a) Periodical Maintenance of drainage network manually or using Pressure jetting machines twice in a year or more, if required, in connection with desilting of, gratings, choked sewer line, water closet including all the vertical stacks of Sanitary twice in a year or more, if required.
- (b) Maintenance and cleaning of balcony and washroom on a daily basis and waterproofing works as and when required in the building etc.
- (c) Maintenance and operation of water supply grid and valves to keep the water supply system efficient and operational at all times.
- (d) Maintenance and repairing of Stone cladding including joint filling, crack repairing and replacement of stone, Sculptures, damaged doors, windows, ventilators of steel, aluminium, wood, PVC, Gypsum and wooden false ceiling, trap doors in connection with repair/replacement of necessary fittings & fixtures of approved make (or original make) and quality, wherever required to keep them in proper functional conditions.
- (e) Maintenance and repairing of plumbing system in all toilets and kitchen including stopping leakages or over flow of water, cisterns and replacement of damaged fittings in connection with CP brass fitting, ball cocks and G.I., PVC fittings sensor device, hand drier, soap dispenser, mirror etc. to keep the entire water supply system efficient and functional. Contractor shall replace all fittings which have lost its aesthetic view, colour, polish as per original instalment with approved or original make.
- (f) Maintenance and repairing of internal & external plaster, repair and repaint of all area paints (external paint, textured paint, structural steel paint), flooring, pavements, pavor block masonry & RCC works, pointing on roof tiles, patch plaster and full plaster, CC gola in connection with fixing of W.C. seat, gully trap, W.C. trap, floor traps and sealing of leakages from gully trap, W.C. trap, floor trap, drainage and vertical stacks, expansion joints etc. and restoration of existing finishing in the affected areas to match with adjacent finishes.
- (g) Welding by electric plant/machine including transportation of electric welding plant at site to weld broken grills, hinges, doors, windows, gates, railing and any other steel work etc.
- (h) Investigating causes of seepage/dampness/leakage from wall, floors, pipes expansion joints of all kinds etc., dismantling existing affected portion, arranging required materials, labours, T&P, lift/ladder or jhulla (if required)/staging including taking all necessary measures, rectification complete in all respect in time bound manner.
- (i) Closing holes in walls, ceilings, floors or anywhere else including repairing with cement

mortar to prevent entry of rats & other animals.

- (j) Recording & maintenance of the complaints register received at service centres in person or through telephone or email or any other mode or online complaint monitoring system and assigning the workers of respective trade.
- (k) Preparing the abstract of attended/unattended complaints on daily, weekly and monthly basis and submitting the same with reasons of unattended complaints and action plan for redressal of pending complaints.
- (l) Weekly preventive maintenance shall be essentially carried out by deploying full team on Saturdays and Sundays to check each and every civil, electrical, firefighting, fire alarm, items etc. and maintain the record.
- (m) Any other works in connection with the smooth operation & maintenance work not mentioned above, but required to be carried out within the cost.
- (n) Repair and maintenance of all kinds of blinds (manual or motorized).
- (o) Wall painting with plastic emulsion paint or existing paint of approved brand and manufacture to give an even shade: one or more coats on old work.
- (p) Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade: One or more coats on old work.
- (q) Repairs to plaster of any thickness under, including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the walls complete, including disposal of rubbish to the dumping ground.
- (r) One person will act as Supervisor for carrying out O&M activities for the above work & must have the knowledge of computer.

2. ELECTRICAL AND MECHANICAL MAINTENANCE WORK

- (a) All-inclusive comprehensive maintenance, upkeep of all electrical internal installations, lights, fans, geysers etc. for all days in a Smooth in connection with holidays complete with materials, consumables, bulb, tubes, LED lights (except specialized lights/other special items) etc.
- (b) All-inclusive comprehensive maintenance and upkeep of all electrical internal installations, Light points/Fan pts./Exhaust fan pts./Call bell pts., 5-amp plug pts., 15-amp power plug pts., Telephone outlet, TV outlet, Telephone wire, TV wire, Ceiling fans, Ex-fans, Call bells, SP, SPN, TP & TPN MCB DB's with MCB's, Bus bars, Bus duct, Cable trays of different size, 63/100 amps
TP & N switch units, 125 amp TP MCB's and others.
- (c) One person will act as supervisor for carrying out O&M activities for the above works & must have the knowledge of working with electricity.

3. OPERATION OF SPECIALIZED E&M EQUIPMENTS

(a) Fire Fighting System

Renewal of Fire NOC from concerned authority and Running, operation and preventive maintenance of water supply pumps, drainage pumps, firefighting pumps & other associated system as per specifications, scope, terms and conditions defined in the tender documents including all the consumables required for day to day maintenance.

(b) Specialized Electrical Installation

Round the clock running operations and maintenance (Routine & Preventive) of DG sets complete with auto start panels and substation in connection with day to day cleaning & keeping records etc. including all the consumables required for day to day maintenance.

(c) Lift Operations

Providing services for running operations in connection with cleaning and safety, security, watch & ward of all the lifts on all days of the year including polishing of lifts, replacement of fan, LEDs and batteries.

(d) HVAC staff for daily maintenance of Ducting Grills Piping

Operation and maintenance services of HVAC system, Grills, Ducts, Diffusers etc. on all the day including cleaning and safety of the system including all the consumables required for day to day maintenance.

(e) Effluent Treatment Plant, Water Treatment Plant and Sewage Treatment Plant

Running, Operation and preventive maintenance services of Effluent Treatment Plant, Water Treatment Plant and Sewage Treatment including consumables.

(f) BMS Operation

Running, Operation, preventive maintenance services and troubleshooting the issues in BMS effectively and efficiently. Informing the supervisor as soon as the issue is indicated in the system with all details. Preparing daily and weekly reports of the system.

(g) AV/IT Operations

Running ,operation and preventive maintenance service of all the Audio Video Equipment's IT Equipment's including EPBAX,CCTV,BMS as per tender document and direction of Engineer-in-Charge.

4. AMC /CAMC OF EQUIPMENTS

(a) CAMC of HVAC System

All-inclusive Comprehensive annual Maintenance i/c providing services for operation as per terms and conditions & scope of work attached in connection with VRF, AHU, Indoor Units,

Outdoor Units etc. as per the standard procedure of OEM.

(b) CAMC of lifts

Comprehensive Maintenance of 10 nos. of Kone lifts installed in the premises. AMC to be done through OEM only and should be of top tier offered by them.

(c) CAMC of ESS

All-inclusive Comprehensive annual Maintenance services for Electrical Substation including DG Sets, Transformers, attached equipments such as VCBs, HT Panels, LT Panels etc., from respective OEMs as per terms and conditions, scope of work as per the standard procedure of OEM or as per direction of Engineer-in -charge.

(d) CAMC of Sewage Treatment Plant

Providing CAMC services as per terms and conditions, scope of work as per the standard procedure of OEM or as per direction of Engineer-in -charge.

(e) CAMC of Firefighting System

All-inclusive annual Maintenance services of All the firefighting equipment including pumps, motors, panels, alarms, detectors as per the tender documents and direction of engineer-in-charge.

5. MISCELLANEOUS WORKS

(a) Façade Cleaning

Mechanized cleaning of the outer Façade glasses, ACP sheets of every building by applying chemicals and other materials etc. at any height including scaffolding/Jhula and silicon filling wherever necessary. Nothing extra shall be paid for any kind of arrangements or what so ever.

(b) Cleaning of water tanks

Cleaning of terrace/loft/underground water storage tank (inside surface area) at all heights with coconut brushes, duster etc., removal of silt, rubbish from the tank and cleaning the tank with fresh water disinfecting with bleaching powder @ 0.5 gm per litre capacity of tank including marking the date of cleaning on the side of the tank body with the help of stencil and paint and disposing of malba. (The old date already written on tank should be removed with paint remover or black paint and if date is not written with the stencil or old date is not removed penalty will be levied @ Rs. 0.10 per litre) (If during cleaning any GI fittings or ball cock is damaged that is to be repaired by contractor at his own cost and nothing extra will be paid on this account).

(c) Cleaning of Choked Sewer Lines

Cleaning of choked sewer line by diesel running vehicle mounting hydraulic operated high pressure suction cum jetting sewer cleaning machine fitted with pump having 4000 litres suction capacity and 6000 litres water jetting tank capacity including skilled operator, supervising engineer etc. for cleaning and partial desilting of manholes and dechocking of sewer lines. Dechocking and flushing of sewer line from one manhole to another by high pressure jetting system of 2200 PSI for sewer line from 150mm dia upto 300mm.

(d) Injection Grouting

Providing and Injecting approved grout through nozzle of 12 mm dia of 100-150 mm galvanised iron pipe at spacing of 300mm or as specified by engineer in charge in proportion recommended by the manufacturer into cracks/honey-comb area of concrete/masonry by suitable gun/pump at required pressure including cutting of nipples after curing etc. complete as per Engineer-in-Charge.

(e) Waterproofing

Providing & Applying polymer modified, flexible cementitious negative side waterproofing coating with elastic waterproofing polymers on interior wall plaster surface in three coats @14.35 kg /10 sqm. one coat of self priming of cementitious waterproofing polymer(dilution with water in the ratio of 1:1) and two coats of cementitious waterproofing polymer (dilution with water in the ratio of 3:1) after scrapping and properly cleaning the surface to remove pre-existing paint film & loose particles till plaster is visible, complete in all respect as per the direction of Engineer-in-Charge

(f) Waterproofing

Providing and laying in situ five course water proofing treatment with APP (Atactic Polypropylene) modified Polymeric membrane over roof consisting of first coat of bitumen primer @ 0.40 litre per sqm, 2nd & 4th courses of bonding material @ 1.20 kg/sqm, which shall consist of blown type bitumen of grade 85/25 conforming to IS : 702, 3rd layer of roofing membrane APP modified Polymeric membrane 2.0 mm thick of 3.00 Kg/ sqm weight consisting of five layers prefabricated with centre core as 100 micron HMHDPE film sandwiched on both sides with polymeric mix and the polymeric mix is protected on both side with 20 micron HMHDPE film. 5th, the top most layer shall be finished with brick tiles of class designation 10 grouted with cement mortar 1:3 (1 cement : 3 fine sand) mixed with 2% integral water proofing compound by weight of cement over a 12 mm layer of cement mortar 1:3 (1 cement : 3 fine sand) and finished neat (item of laying brick tiles shall be paid for separately)

(g) Vitrified Tile

Providing and laying vitrified floor tiles in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS: 15622, of approved make, in all colours and shades, laid on 20mm thick cement mortar 1:4 (1 cement : 4 coarse sand), jointing with grey cement slurry @ 3.3 kg/ sqm including grouting the joints with white cement and matching pigments etc., complete.

(h) Ceramic Tiles

Providing and laying rectified Glazed Ceramic floor tiles of size 300x300 mm or more (thickness to be specified by the manufacturer), of 1st quality conforming to IS : 15622, of approved make, in all colours, shades, except White, Ivory, Grey, Fume Red Brown, laid on 20 mm thick Cement Mortar 1:4 (1 Cement : 4 Coarse sand), jointing with grey cement slurry @ 3.3 kg/ sqm including pointing the joints with white cement and matching pigments etc., complete.

6. PRIME COST

Prime cost has been taken for reimbursement of expenditure like Refilling Fire Extinguishers, battery, seasonal plant, etc. including providing of High-Speed diesel including transportation from nearest fuel station as per requirement of site/or instructions given by department. The contractor has to purchase the items with prior approval of Department on most competitive rates from market. Prime cost will be paid on actual basis.

E&M Equipment:-

1. STP (3 NOS.) 50KLD,75KLD,90KLD.
2. DG Set 1010 KVA (2 NOS.) MAKE PERKINS
3. 10 NOS. Passenger Lift (Kone Make)
4. HVAC Chiller plant 340 TR YORK- Johnson Control
Cooling Tower (2 NOS.) -250 TR
VRF- 68 HP AT AUDITORIUM
50 HP AT CLASS ROOM PASSAGE
96 HP AKHAYA MESS (GF &FF) make Mitsubishi Electric
5. UPS PANEL 20 KVA INDRASHILA
20KVA VIKRAMSHILA
45KVA & 80KVA-ATC
6. Transfermer-2 NOS. 4000 KVA Voltamp
2 NOS. 1000 KVA Kirloskar

Bill of Quantities (BOQs)

Operation and Maintenance works of National Academy of Direct Taxes (NADT), Chhindwara Road, Nagpur - 440030		
BOQ		
Sr. No.	Description	Amount
1	Operation and Maintenance From 01-July-26 to 31-Mar-27	3,81,80,679.66
2	Operation and Maintenance From 01-Apr-27 to 31-Mar-28	5,35,92,770.50
3	Operation and Maintenance From 01-Apr-28 to 31-Mar-29	5,76,39,114.50
4	Operation and Maintenance From 01-Apr-29 to 30-Jun-29	1,51,55,669.88
	Total Cost	16,45,68,234.54

BOQ Year-wise Bifurcation Summary

Sr No.	Operation and Maintenance from From 01-July-26 to 31-Mar-27		
	Description	Unit	Amount (Rs)
1	Civil Maintenance work	9 Month	44,54,622.00
2	Electrical and Mechanical Work	9 Month	21,39,255.00
3	Operation of Specialised E&M Equipments	9 Month	1,30,79,637.00
4	AMC/CAMC of Equipments	9 Month	40,46,400.00
5	Miscellaneous works	9 Month	38,31,015.66
6	Prime Cost	9 Month	1,06,29,750.00
	Total BOQ Amount for Period 01-July-26 to 31-Mar-27 in (Rs)		3,81,80,679.66

Sr No.	Operation and Maintenance from From 01-Apr-27 to 31-Mar-28		
	Description	Unit	Amount (Rs)
1	Civil Maintenance work	12 Month	63,55,260.00
2	Electrical and Mechanical Work	12 Month	30,52,008.00
3	Operation of Specialised E&M Equipments	12 Month	1,86,60,288.00
4	AMC/CAMC of Equipments	12 Month	60,30,732.00
5	Miscellaneous works	12 Month	53,21,482.50
6	Prime Cost	12 Month	1,41,73,000.00
	Total BOQ Amount for Period 01-Apr-27 to 31-Mar-28 in (Rs)		5,35,92,770.50

Sr No.	Operation and Maintenance From 01-Apr-28 to 31-Mar-29		
	Description	Unit	Amount (Rs)
1	Civil Maintenance work	12 Month	68,00,124.00
2	Electrical and Mechanical work	12 Month	32,65,644.00
3	Operation of Specialised E&M Equipments	12 Month	1,99,66,536.00
4	AMC/CAMC of Equipments	12 Month	67,62,324.00
5	Miscellaneous works	12 Month	54,43,586.50
6	Prime Cost	12 Month	1,54,00,900.00
	Total BOQ Amount for Period 01-Apr-28 to 31-Mar-29 in (Rs)		5,76,39,114.50

Sr No.	Operation and Maintenance From 01-Apr-29 to 30-Jun-29		
	Description	Unit	Amount (Rs)
1	Civil Maintenance work	3 Month	18,19,032.00
2	Electrical and Mechanical work	3 Month	8,73,561.00
3	Operation of Specialised E&M Equipment's	3 Month	53,41,053.00
4	AMC/CAMC of Equipment's	3 Month	19,01,751.00
5	Miscellaneous works	3 Month	13,70,047.88
6	Prime Cost	3 Month	38,50,225.00
	Total BOQ Amount for Period 01-Apr-29 to 30-Jun-29 in (Rs)		1,51,55,669.88

Manpower Requirement**Manpower Deployment Chart**

Sr. No.	Description	Unit	Qty	Required Days in a Week	Education/ Qualification
1	Mason cum	Nos.	1	Skilled for 7 Days a Week	ITI or equivalent with 3 years of relevant experience
2	Carpentar	Nos.	2	Skilled for 7 Days a Week	ITI or equivalent with 3 years of relevant experience
3	Plumber	Nos.	2	Skilled for 7 Days a Week	ITI or equivalent with 3 years of relevant experience
4	Sewerman	Nos.	1	Semi-Skilled for 7 Days a Week	10th Passed with 3 years of relevant experience
6	Electrician	Nos.	3	Highly-Skilled for 7 Days a Week	ITI or equivalent with 5 years of relevant experience
8	Fireman cum Pump Operator	Nos.	6	Skilled for 7 Days a Week	ITI or diploma from fire safety institute with 3 years of relevant experience
10	ESS cum DG Set Operator	Nos.	3	Skilled for 7 Days a Week	ITI or equivalent with 3 years of relevant experience
11	Lift Operators	Nos.	1	Skilled for 7 Days a Week	Graduate with 5 Years of relevant experience
12	HVAC Technician	Nos.	2	Highly-Skilled for 7 Days a Week	ITI or equivalent with 5 years of relevant experience
13	Helper	Nos.	14	Unskilled for 7 Days a Week	10th Passed with relevant experience
14	Plumber cum Operator	Nos.	6	Skilled for 7 Days a Week	ITI or equivalent with 3 years of relevant experience
15	BMS Fire Alarm Operator	Nos.	6	Highly-Skilled for 7 Days a Week	Engineering Graduate with 3 Years or Diploma Holder with 5 Years of Experience in the field of SCADA/ Automation Systems.
16	Operator	Nos.	1	Skilled for 7 Days a Week	ITI or equivalent with 3 years of relevant experience
17	Operator	Nos.	2	Skilled for 6 Days a Week	ITI or equivalent with 3 years of relevant experience
18	Engineer	Nos.	1	Highly-Skilled Engineer for 7 Days a Week	Engineering Graduate with 3 Years or Diploma Holder with 5 Years of Experience in the field of IT and AV
	Total		51		

ANNEXURE IV - MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made on this _____ between the National Academy of Direct Taxes, Chhindwara Road, Nagpur-440030 (hereinafter referred to as the “Owner”) which terms repugnant to context thereto shall mean and include its heirs administrators, executors and assigns on ONE PART.

AND

BIDDER NAME, having its Registered office at _____ (hereinafter referred to as the _____) which terms repugnant to context thereto shall mean and include its heirs’ administrators, executors and assigns on the OTHER PART.

WHEREAS, the Owner with the approval of the competent authority vide Sanction No..... dated for amounting to Rs. for 1st year w.e.f. 01.07.2026 to 31.06.2027, Rs..... for 2nd year w.e.f. 01.07.2027 to 31.06.2028 & Rs..... for 3rd year w.e.f. 01.07.2028 to 31.06.2029 including annual PMC Charges and GST thereon is desirous of entrusting the work relating to Providing Operation and Maintenance work of NBCC Constructed Buildings at NADT Nagpur on the terms and conditions set forth herein and whereas the BIDDER has agreed to undertake the said works relating to Annual Operation & Maintenance as described herein below (referred to hereinafter as the ‘O&M Works’), and execute the same as the ‘Maintenance Bidder’ on behalf of the Owner as a Deposit work.

NOW, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS UNDER:

1.0 DEFINITIONS

In the MOU, the following expressions shall unless the context otherwise requires, have the meaning hereby respectively assigned to it,

- i) "Owner” means National Academy of Direct Taxes, Chhindwara Road, Nagpur, where the proposed work is required to be executed.

- ii) ‘BIDDER’ means the , responsible for executing the O&M works on behalf of the owner in the said premises.

- iii) ‘Approval’ means approval in writing by the designated officer of the Owner. For this purpose, the designated officer of the owner shall mean an officer authorized by the owner in writing to

approve any design, drawing, document, proposal, estimate, bill etc. related to this project.

iv) 'Contractor' means the contractor or contractors or suppliers or Bidders employed by the BIDDER for the execution of the O&M works or any connected works, and may include the BIDDER itself, only in case, any work is done directly by the BIDDER.

v) "CTE" means Chief Technical Examiner.

vi) "C & AG" means Comptroller & Auditor General, Government of India.

vii) "CVC" mean Central Vigilance Commission.

viii) "General repairs" involved in the scope of the work covers manpower such as Mason, Plumber, Carpenter, Electrician, Helper, etc. also, petty materials and consumables like Cement, sand, aggregates, sanitary fittings like taps, sink mixers, valves, electrical fittings such as bulbs, switches etc. Day to day repairs such as removing choke of drainage pipes, manholes, restoration of water supply, repairs to faulty switches, watering of plants, replacing of faulty luminaries, lawn mowing, hedge cutting etc. Checking the healthiness of all the Civil /MEP (Mechanical/ Electrical/ Plumbing) installations e.g. panels, Main LT panels, sub panels, DBs, all water Supply/ drainage/ Sump pumps, Bathroom Fixtures, Fire Fighting Pumps, Lifts, Fire Alarm & Detection System, Overhead/ Underground tank. Operation of lifts, DG, STP/WTP etc.

IX) "Special repairs" which can be added to the scope of the work involves waterproofing treatment of the roof, repair to internal roads and pavements, repair/replacement of flooring, replacement of doors, window frames, shutters and fittings, replacement of water supply and sanitary installation like water tanks, WC cistern, wash basins, kitchen sinks etc. Periodical whitewashing, color washing, distemping, painting, etc. Regressing /renovation of lawn, replanting of hedge and rose beds, perennial beds, shifting of garden feature, replacement of wiring due to accidents and Electrical equipment installation etc.

NOW THEREFORE, THIS DEED WITNESSETH AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

2.0 SCOPE OF WORK:

2.1 BIDDER shall be the implementing Bidder for operation and maintenance of the building and structure constructed by NBCC [India] Ltd. in the premise i.e. NADT Chhindwara Road, Nagpur-440030 including maintenance of all Civil & Electrical works, BMS, HVAC, Pumps, water supply, Fire detection/Firefighting, DG sets, lifts etc. BIDDER shall also be the implementing Bidder for AMC/CAMC of STP, ETP, DG sets, HVAC, Stacker parking and lifts. The Bidder shall maintain the Horticulture, Housekeeping works including pest control.

2.2 The BIDDER shall execute the operation and maintenance of NBCC Constructed Buildings at NADT, Nagpur at a total cost with maximum ceiling of Rs. (Rupees) from the date of enforcement of this agreement.

m. **RESPONSIBILITIES OF THE BIDDER**

n. The O&M works shall be executed as per the relevant code of practice of Bureau of Indian Standards (BIS), General Specification of CPWD. Best workmanship as per general engineering practice prevailing in the field general specification in force in the CPWD or any other standard engineering specifications to be decided by BIDDER in consultation with the owner for the office Building. The maintenance complaints/ problem shall be attended on priority in a reasonable time as decided by the client.

o. The staff to be employed on O&M works shall be engaged by BIDDER or its contractor(s) on behalf of the owner. Further the said staff will be assessed by BIDDER periodically. However, all statutory obligations against labour Laws Viz. Minimum wages, ESI & EPF etc. will be taken care by BIDDER/ its contractor(s).

p. Manual Complaint book: BIDDER shall maintain two complaint books (one each for civil and E&M works) in the maintenance office and all the complaints will get entered in the said book which shall be seen every day by BIDDER officers and the same shall be attended immediately.

q. BIDDER shall deploy the required work force and material as proposed in the approved budgetary estimate. All annexures and appendices supplementing the approved estimate will form part of this agreement. The said work force and material will be exclusively used for the annual comprehensive maintenance of civil & electrical works, housekeeping, and horticulture, specialized E&M equipment's in the above said premises.

r. "BIDDER" will be responsible for the proper maintenance of the said premises BIDDER shall get the work of maintenance executed, on behalf of the OWNER, either through its own staff or, if BIDDER so deems fit, by outsourcing/awarding the work of maintenance and special repair/specialized work on behalf of Owner, to the subcontractors or specialized Bidder in the respective field by following the CVC/BIDDER norms. In case a specialized Bidder is deemed necessary to be appointed, the Owner shall issue requisite authority in favour of the BIDDER to enter into such agreements, on the Owner's behalf with such specialized Bidders or contractor/sub-contractors.

s. "BIDDER", on behalf of the Owner, will also undertake the supervision of the sub- contractor's work for adherence to the quality of the work as per terms and conditions and other contractual obligations/stipulations of respective contracts to ensure proper maintenance of the said premises and/or any associated services.

t. If a specialized Bidder or sub-contractor is so appointed, 'BIDDER' will also undertake the financial control of work, on behalf of the owner, to ensure the strict adherence to approved cost estimates and budgets. A copy of the set of documents containing Special terms and conditions and

Service level agreement executed between BIDDER and specialized Bidder/Sub-contractor for O&M works shall be submitted to the Owner.

u. "BIDDER" shall be wholly responsible for any observations/comments/defects pointed out by CTE/CVC/C&AG in the planning & procedures of execution of the said maintenance works.

3.9 'BIDDER' shall carry out necessary preventive maintenance at regular intervals in addition to routine O&M works to ensure proper functioning of services and to prevent breakdown etc. at the said premises. For this purpose, BIDDER will make use of technical expertise of the Bidders involved for preparing a report at every six months to ensure smooth functioning of services and prevent major breakdown. BIDDER shall carry out such maintenance works only after receiving express approval of the owner.

3.10 In the event of any mechanical defect or electric failure, BIDDER shall make all necessary efforts to rectify the same at the earliest.

3.11 'BIDDER' shall not be liable on account of any harm/loss/damage or physical injury which may be caused on account of breakdown of power or on account of fault of owner's employees or theft or on account of acts of God, riots, civil commotion etc. The Owner shall be separately charged for the repair or replacement with respect to physical damage or loss caused by the Owner and/or its agents or representatives or guests.

3.12 Works covered under the Defect Liability period of the building shall continue to be governed by MOU betweenand National Academy of Direct Taxes, Chhindwara Road, Nagpur

4.0 RESPONSIBILITIES OF THE OWNER

4.1 The Owner shall demarcate and make available the site for the project free of all encumbrances or charges.

4.2 The Owner shall be responsible for giving necessary authorizations to BIDDER for securing necessary approvals from local bodies and/or statutory authorities. Further if so, required by the BIDDER, the Owner will assist the BIDDER to the extent of writing letters to local bodies and/or statutory authorities for the purpose of acquiring necessary approvals.

4.3 The Owner or any person authorized by it may inspect and check the 'O & M works' from time to time. If during such inspection, any defects or variation without the request of the Owner are found, the same shall be rectified by the BIDDER at their own cost.

4.4 The Owner, in terms of this agreement and upon receipt of express request from BIDDER, shall release the funds/payments at the earliest after security of bills from all angles to ensure that the O&M works are not hampered due to non-availability of funds. In case the owner fails to release such fund promptly, the BIDDER will not be held liable for any consequent delay or failure to render any services and/or maintenance works so described in this agreement.

4.5 The Owner shall make all the statutory payments such as lift licenses directly to the Government authority or statutory body relating to the said premises. However, renewal of the lift license will be arranged by BIDDER.

4.6 The OWNER shall provide, free of any rent, adequate Furnished Office Accommodation along with communication facilities and a store room and toilet for the maintenance staff who may be stationed in the said premises.

4.7 The Owner shall pay BIDDER for the additional workforce as per its (Owner) additional requirement at some special occasions other than mentioned in the approved estimate.

4.8 All payments shall be released by the Owner to the bank account maintained by BIDDER through RTGS or any online payment method, in the name of

4.9 The minimum wages & Bonus notified by the Labour Commissioner, Ministry of Labour & Employment, shall be paid to all the contractual workers engaged by BIDDER or its contractor. Any revision in the minimum wages & Bonus by the Govt. during the tenure of the contract will be effective and paid to all contractual workers, as applicable time to time. The difference in rates (Revised rates—original rates, on which the tender for O&M works was invited by BIDDER) shall be paid by the Owner to BIDDER with its _____% Bidder charges and GST as applicable etc. However, any statute or law in India (Gazette notification of Government of India etc.) makes it mandatory/binding to pay the minimum wages' higher than the wages notified by the Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), the same will be applicable.

5.0 DATE OF ENFORCEMENT

The date of enforcement of this agreement shall be 45 days from the date of signing the agreement or the date of the Owner supplying the necessary office accommodation or receipt of necessary statutory permits and/or approvals, whichever is later. This agreement may be further extended thereafter at mutually, agreed rates and revisions.

6.0 PAYMENT TERMS

1) MAINTENANCE SERVICES

BIDDER shall execute the Project on “Deposit work basis” on behalf of Owner and shall be paid the actual cost of Project plus the Bidder charges @Lump Sum Rs...../- excluding GST (as per the approved estimate) subject to clause no. 2.2 and 4.2 of this MoU. However, BIDDER shall claim Bidder charges on pro rata basis against each RA bill. Accordingly, Owner shall pay actual cost of the project + Bidder charges (Rs...../-). Goods & Service Tax (GST) or any other statutory charges or imposition of any new tax by the central/state Govt./local body etc. shall be payable extra both on PMC charges and actual cost. Such services shall, inter-alia, include:

6.1 Civil & Electrical Maintenance/Serviceing etc. of the building(s) and/or other structures Within the said premises i.e. operation and maintenance of NBCC Constructed Buildings at NADT Campus Nagpur

inter-alia, the driveway, the podium, any parking space(s) etc.

- 6.2 O&M of specialized E&Ms
- 6.3 Operating Water Supply system, WTP/STP/ETP.
- 6.4 Special repair of civil and electrical works, Electric supply, Light fittings, fans & fixtures rewiring and rewinding of services on approval of submitted estimate and sanction of amount.
- 6.5 Maintenance of horticulture within the said premises.
- 6.6 The cost of Maintenance incurred on day to day requirements shall include:

Landed cost at work site of all materials required for maintenance and other associated jobs related to the services and the value of any other material(s) supplied/transferred from other 'BIDDER' work site(s) for use on the work.

- b) Cost of manpower engaged by 'BIDDER' on NMR (Normal Muster Roll)/Contract basis through labour contractors and direct departmental labour. This will include wages and other direct/indirect benefits as per statutory laws/BIDDER rules as framed/amended from time to time.
 - c) Capitation cost of Departmental workers deployed. The terms "Capitation" cost includes Salaries/wages allowances and all fringe benefits & perquisites payable as per 'BIDDER' rules. This includes Salaries/wages, Dearness Allowance, House Rent Allowance, Perks, Group Insurance, Gratuity, Bonus, Liveries, Leave Salary, Performance related pay etc.
 - d) All other expenditure and overheads as required for smooth functioning of Maintenance Office & execution on the O & M works.
 - e) Hire charges of any equipment/P&M/SCV provided by 'BIDDER' from its own resources or alternatively hired through an Bidder for proper functioning of the services & maintenance office. In the event of 'BIDDER' arranging such services through its own resources, the charges will be fixed as per 'BIDDER' rules.
 - f) Expenditure on the demolition and reconstruction of any work as per requirement for smooth functioning of the Maintenance services.
 - g) Cost of all P&M, tools & tackles and implements required and purchased for the services.
 - h) All other contingent expenditure not specifically stated above but is required to be incurred for smooth functioning of Maintenance works. The decision of 'BIDDER' will be final acceptable.
 - i) Additionally, BIDDER shall undertake any kind of other work apart from the work mentioned in the estimated cost which arises as and when required or as per the requirement of Owner at extra cost plus BIDDER charges @.....% Other than this any services, workforce/material, if required by Owner, shall be arranged /provided by the BIDDER at an extra cost as prevailing in the market plus BIDDER's % charges. However, it is clear that GST on PMC and GST on actual cost shall be payable by Owner to BIDDER.
- 2) ELECTRICITY, WATER & INSURANCE

Making the payments towards Electricity & water (charges), insurance premium etc. will be responsibility of the Owner.

7.0 MODE OF PAYMENT

- The payment shall be made as per the financial quotes submitted by the Service Provider and accepted by the Buyer.
- Payment shall be made in as per monthly RA bills subject to Total Annual Cost of Maintenance.
- Payment shall be made once the services are delivered on a monthly basis, and the Service Provider submits the invoice for the same.
- No advance payment shall be made to the Service Provider.
- Payment shall be released only after due verification by the competent authority of Buyer towards satisfactory services during the billing period (Monthly).
- BIDDER will submit utilization certificate/expenditure statement on monthly basis.

8.0 DELAY IN PAYMENT

‘BIDDER’ will, further, not be responsible for any delay/stoppage of works, due to non- payment of electricity and water bills by the owner, and delay in payment by the ‘OWNER’ (s) towards bills raised/requisition funds for payment on ad-hoc basis to ‘BIDDER’ for maintenance/special repairs/works etc. The payment on ad-hoc basis will however be subject to subsequent adjustment(s) against bill(s) submitted by BIDDER’ for various services/special repairs if any.

9.0 FORCE MAJEURE

Notwithstanding the aforesaid, the BIDDER shall not be considered in default if any delay, whatsoever, in the execution of the O&M works occurs due to causes beyond its control such as acts of God, natural calamities, civil wars, fire, strike, floods, riots, acts of unsurpassed power and/or due to any orders/directions/notifications etc. issued by any Government/judicial/statutory Authority. The BIDDER shall notify ‘Owner’ of such cause of circumstance, in writing within ten days from the date of start of any of the aforesaid events.

In the event of delay due to any of the aforesaid events, the execution of the said O&M works will remain suspended for the length of time equal to the period of continuation of the force majeure event. Any liabilities towards the contractor (s) and for expenditure of the BIDDER shall be payable by the Owner. The BIDDER, on its own part, shall also not hold responsible any contractor(s) for the delay/stoppage of work due to any of the aforesaid force majeure conditions and for losses suffered if any, by the owner on this account. The BIDDER shall also not be liable in any way to bear such losses and no compensation, of any kind whatsoever, will be payable by the BIDDER to the owner.

10.0 ARBITRATION

All disputes and differences between Owner and BIDDER, arising out of the agreement shall as far as possible be resolved through discussions and negotiations. However, if any differences/disputes still

persist, the same shall be resolved as per the procedure mentioned in the Govt. India Guidelines issued vide O.M. No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018 (as updated or latest amended)

11.0 JURISDICTION

This agreement is subject to the exclusive jurisdiction of the courts in Nagpur only. Signed at Nagpur on this day as mentioned above.

For and on behalf of OWNER

For and on behalf of BIDDER

DETAILS OF BIDDER

- 1 NAME OF TENDERING COMPANY / FIRM / BIDDER:
- 2 NAME OF OWNER / DIRECTORS / PROPRIETOR:
- 3 FULL PARTICULARS OF OFFICE:
 i Address:
 ii Telephone No.:
 iii E-Mail Address
- 4 FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM /:
 (a) Name of the Bank:
 (b) Address of the Bank:
 (c) Telephone No.:
 (d) E-Mail Address:
- 5 REGISTRATION DETAILS:(a) PAN No:
 (b) GST Registration No.:
- 6 DETAILS OF EARNEST MONEY DEPOSIT:

(a) Amount (Rs.):	
(b) D.D. No.	Date:
(c) Drawn on Bank:	
(d) Valid up to:	

7 **Data Sheet**

S.No.	Description	To be filled by Bidder
1	Name of Work	
2	Name, Designation, Qualification of Civil Engineer	
3	Name, Designation, Qualification of Electrical Engineer	

The above format may be used to provide requisite details

Date:

Place:

Name:

Seal:

Signature of Bidder

**PROFORMA OF BANK GUARANTEE IN LIEU OF EMD
(TENDER BOND)**

(Judicial Stamp paper of appropriate value as per stamp Act-of respective state)

In consideration of _____, (hereinafter called _____ which expression shall unless repugnant to the subject or context include its successors and assigns) having issued Notice Inviting Tender No..... and M/s..... having its Registered Head Office at.....(hereinafter called the "TENDERER") is to participate in the said tender for..... Whereas _____, as a special case, has agreed to accept an irrevocable and unconditional Tender Bond Guarantee for an amount of Rs..... valid upto..... from the tenderer in lieu of Cash Deposit of Rs required to be made by the tenderer, as a condition precedent for participation in the said tender. We the. (hereinafter called the "BANK") having its Registered, Office at..... and branch office at..... do hereby unconditionally and irrevocably undertake to pay to ___immediately on demand in writing and without demur/protest any amount but not exceeding Rs Any such demand made by _shall be conclusive and binding on us irrespective of any dispute or differences that may be raised by the tenderer. Any change in the constitution of the tenderer or the Bank shall not discharge our liability under the guarantee.

We, the..... Bank, lastly undertake not to revoke this guarantee during its currency without the prior consent of All India Institute of Ayurveda in writing and this guarantee shall remain valid upto..... upon expiry of which, we shall be relieved of our liability under this guarantee thereafter.

FOR AND ON BEHALF OF BANK

PLACE:

DATED:

WITNESS.

1.

2

INTEGRITY PACT

General

This Agreement (hereinafter called the Integrity Pact) is made on _____ day of the month of _____ 2024, between, on one hand, The Addl./Jt. Director (P&E), NADT, Nagpur (hereinafter called the “BUYER”, which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and _____ represented by _____, (hereinafter called the “BIDDER/SELLER”, which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to engage the services for operations and maintenance work of NADT and the BIDDER is willing to offer/has offered the services and

WHEREAS the BIDDER is a Central / State/Public Sector Undertaking (PSU) and the BUYER is a Ministry/Department of the Government of India performing its functions on behalf of the President of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to: -

Enabling the BUYER to obtain the desired services at a competitive price in conformity with the defined specification by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Commitments of the BUYER

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
 - 1.2 The BUYER will, during the pre-contract stage, treat all the BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
 - 1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of the BIDDERS

3. The BIDDER commits itself to take all the measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following: -

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor or any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.
- 3.3 BIDDER shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.4 The BIDDER further confirms and declares to the BUYER that the BIDDER has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.5 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

- 3.6 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.7 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.8 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.9 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.10 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.11 If the BIDDER who is involved in the bid process or any employee of such BIDDER or any person acting on behalf of such BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of BUYER who is involved in the bid process has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.
- 3.12 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER. For the purposes of clauses 3.12 & 3.13, the definition is as follows:
- i. "employee of such BIDDER or any person acting on behalf of such BIDDER" means only those persons acting on behalf of such bidder who are involved in the bid process.
 - ii. "officers/employee of the BUYER", means only those persons who are involved in the bid process.
 - iii. "financial interest/stake in the BIDDER's firm" excludes investment in securities of listed companies".

4. Previous Transgression

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money (Security Deposit)

- 5.1 The EMD of Rs. 10,00,000/- deposited along with the Bid shall remain valid for 90 days beyond the validity of the Bid as stated in section i. Proposal Validity of the Bid Document.
- 5.2 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/ Performance Security for the period of its currency.

6. Sanctions for Violations

- 6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required: -
- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be requiring to assign any reason therefore.

- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To recover all sums already paid by the BUYER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilised to recover the aforesaid sum and interest.
- (v) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1 (i) to (ix) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

7. **Fall Clause**

- 7.1 The BIDDER undertakes that under similar conditions, it has not provided similar service at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar service was so supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. **Facilitation of investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its Bidders shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

9. **Law and Place of Jurisdiction**

This Pact is subject to Indian Law. The place of performance and jurisdiction is Nagpur (Maharashtra).

10. **Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

Validity

The validity of this Integrity Pact shall be from date of its signing and extend upto a period of three years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/SELLER, including Warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of signing of contract.

- 10.1 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

11. The parties hereby sign this Integrity Pact at _____ on _____

BUYER

BIDDER

CHIEF EXECUTIVE OFFICER / AUTHORIZED
SIGNATORY

Witness

1.

2.

Witness

1.

2.