

TENDER DOCUMENT

Providing manpower for various divisions of
CSIR-NAL, Bengaluru

Tender Ref. No.:
No.CSIR-NAL/GMA-10/2023/S.VI

I N D E X

NAME OF WORK: Providing manpower for various Divisions of CSIR-NAL, Bengaluru

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TENDER SCHEDULE

01.	Name of Work	Providing manpower for various divisions of CSIR-NAL, Bengaluru	
02.	Tender Reference No.	No.CSIR-NAL/GMA-10/2023/S.VI	
03.	Tender Fee (Non-refundable)	0 (zero)	
04.	Earnest money deposit (EMD)	Bid Securing Declaration form to be submitted	
05.	Tender Publishing Date	11.04.2023	1800 Hrs.
06.	Bid Document Download /Sale Start Date & Time	11.04.2023	1800 Hrs.
07.	Bid Document Sale End Date & Time	03.05.2023	1000 Hrs.
08.	Clarification through e-portal – Start Date & Time	11.04.2023	1800 Hrs.
09.	Clarification through e-portal – End Date & Time	26.04.2023	1000 Hrs.
10.	Bid Submission Start Date & Time	11.04.2023	1800 Hrs.
11.	Bid Submission End Date & Time	03.05.2023	1000 Hrs.
12.	Bid opening date and time	04.05.2023	1000 Hrs.

Note:-

- a. CSIR-NAL may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tendering portal <https://etenders.gov.in>.
- b. Corrigendum if any, will be uploaded only on e-tendering portal. It is the responsibility of bidders to check at the website or their registered Email ID / Mobile No.
- c. Clarification after the due date stipulated above will not be entertained and no request for extension of date on any grounds will be granted / entertained.

The tender document does not imply that the CSIR-NAL is bound to select bid(s), and it reserves the right to accept or reject any or all bids, or cancel the tender process, or abandon the procurement of the services, or issue another tender for identical or similar services without assigning any reasons thereof. CSIR-NAL also reserves the right to call off tender Process at any stage without assigning any reason.

SECTION: I

NOTICE INVITING TENDER

No.CSIR-NAL/GMA-10/2023/S.VI

1. Tenders are invited from the reputed, experienced, well established and registered agencies/organizations through the NIC CPP e-tendering portal by the Director, CSIR-NAL for “Providing manpower for various Divisions of CSIR-NAL, Bengaluru” for a period of **6 (Six) months**.
- 1.1 Details of requirement is at Scope of work section of this NIT.
 - 1.1.1 The tendering process is online at CPP e-portal URL address <https://etenders.gov.in>. Aspiring bidders may go through the tender document by “Guest User” login.
 - 1.1.2 Prospective bidders are advised to get themselves register at CPP Portal, obtain “Login ID” & “password” and go through the instructions available in the Home Page after login to the CPP-portal <https://etenders.gov.in>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application.
- 1.2 The following 2 type of bids shall be submitted by the bidders: -

Technical Bid

The bidder shall submit their application only at CPP Portal <https://etenders.gov.in>. Bidders are advised to follow the instructions provided in the tender document for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The bidders should upload the following scanned documents **ONLINE** in support of their meeting each criterion mentioned below in “**Technical bid**”: -

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	EMD	Scanned copy of Bid securing Declaration Form
(ii)	MSE/ Start Up (if applicable)	i) Scanned copy of UDYAM registration certificate for MSE ii) Scanned copy of Startup registration certificate for Startup
(iii)	Establishment Registration Certificate No/ License No. of the agency	Scanned copy of the Establishment Registration Certificate No/License No of the agency
(iv)	Should have ESIC Registration certificate	Scanned copy of ESIC Registration certificate
(v)	Should have EPF Registration certificate	Scanned copy of EPF Registration certificate
(vi)	Should have GST Registration Certificate	Scanned copy of GST Registration Certificate
(vii)	Should have Permanent Account Number(PAN)	Scanned copy of PAN Card
(viii)	Should have an Office in Bengaluru/Karnataka. Point of Contact is a must in Bengaluru in case the office is anywhere else.	Scanned copy of Proof of Address of Bengaluru Office (Like GST Reg., Trade License, valid rent agreement of office etc.)
(ix)	Income Tax returns for last 3 years	Scanned copy of Income Tax returns for last 3 years (2019-20, 2020-21 & 2021-22)
(x)	Present clientele list and performance certificate	Scanned copy of Present clientele list and performance certificate
(xi)	Should have experience in providing the services (mentioned in scope of work) at least for 3 years ending on 31-03-2022 to Government establishments/Public Sector Undertakings/R&D institutions/established private sector/other similar organization	Scanned copy of Work Order/ Completion Certificate with value of the contract The Bidder must have successfully executed at least one order of ₹ 2.78 crore / 2 orders each of ₹ 2.09 crore / 3 orders each of ₹1.39 crore for similar service(s) in last three years to any Central/State Govt organization/PSU/Public Listed Company. Copies of contracts/work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification.
(xii)	Financial capability: Turnover of more than ₹1.05 Crore per annum.	a) Scanned copy of audited turnover certificate for three years up to 2022. As these documents are to be utilized for deciding the lowest bidder, non-submission of audited turnover certificate will lead to rejection of the bid. No further correspondence for obtaining the same will be done by

		CSIR-NAL and such bids shall be summarily rejected. b) Balance Sheets along with Profit & Loss Account Statement for the Financial Years 2019-20, 2020-21 & 2021-2022 to be uploaded
(xiii)	Undertaking-cum- Declaration	Scanned copy duly signed with company's seal, as per Annexure-A .
(xiv)	Scope of work	To be signed, scanned and uploaded
(xv)	Integrity Pact (format enclosed)	Scanned copy of duly filled and signed Integrity Pact on the bidders letterhead

Note: - Kindly upload relevant documents scanned as a single document.

Non-uploading of the documents mentioned above may lead to rejection of bid.

No price details should be given or hinted at in the Technical bid.

In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file gets reduced. This will help in quick uploading even at very low bandwidth speeds.

Financial Bid

The **service charges (on Basic+VDA)** shall be quoted in the format provided and no other format is acceptable. The Financial Bid has been given as a standard **BOQ format** with the tender document.

Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed.

The bidder must fill the Service Charges, GST/IGST and HSN columns.

BIDDER TO FILL SAME SERVICE CHARGE IN EVERY ROW OF BoQ.

Once the complete details have been filled, the bidder should save it and submit it online.

The service charge quoted by the bidder shall remain unchanged during the currency of the contract.

The bidders who quote NIL charges/consideration, their bid shall be treated as unresponsive and will not be considered.

The bidder shall quote service charge percentage up to 2 decimal points. If the bidders quote percentage with more than 2 decimal points, then up to two decimal points only considered without rounding off.

In case two or more bidders offer same service charges, then the bidder having highest turnover by taking the average of three years will be considered as L1.

The financial quotes for service charges should only be in numbers and should not contain any percentage symbol (%) following the quoted number.

The financial quotes containing percentage symbol (%) will not be considered.

Tax rate will be governed as per Government orders.

Integrity Pact

The Integrity pact essentially envisages an agreement between the prospective vendors/bidders and the CSIR-NAL, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract. Only those vendors/bidders, who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification.

The integrity pact to be signed on Company's Letterhead and efforts must be made to realize the objectives & spirits thereof.

The name and contact details of the IEMs are as under:

Shri Prabhakaran Palaniappan,
IAS (Retd.)
New No. 9, (Old No. 4B/14),
Venkateswara Nagar, 3rd Street
Adyar, Chennai (TN)
PIN - 600 020
Email: pprabakaraniyas@gmail.com

Dr Rajan S Katoch,
IAS (Retd.)
A-91, Alkapuri
Bhopal (MP)
PIN - 462 022
Email: rkatoch@nic.in

Numbers must be written clearly in Figures and words wherever applicable.

BIDS OPENING PROCESS

The bid opening process is described below: -

1.3.1 Technical Bid:

Bid containing document as per Para 1.2 (uploaded by the bidders) shall be opened on date & time mentioned in Tender schedule.

If any clarification is needed from the bidder about the deficiency in the uploaded documents in Technical bid, it will be asked to provide it through CPP Portal or email if required. The bidder shall upload the requisite clarification /documents within date and time specified by CSIR-NAL, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be through CPP Portal.

1.3.2 Financial Bid:

Financial bid of only those bidders shall be opened, who are found meeting all the requirements of Technical bid. The date and time of opening of Financial bid will be updated on CPPP at a later date.

Administrative Officer

SECTION: II

INSTRUCTIONS TO BIDDERS

2 **Tender document:**

2.1 The tender document consists of 4 sections. The bidder shall go through all these sections:

- Section-I : Notice Inviting Tender**
- Section-II : Instructions to bidders**
- Section-III: General Conditions of Contract**
- Section-IV : Scope of work**

Bidders shall comply with each clause of all the above 4 sections.

2.1.1 Bidders willing to participate may download the digitally signed tender document on-line from CPP e-Procurement portal at <https://etenders.gov.in> and submit digitally counter-signed tender document on-line at the same portal.

2.1.2 The instructions in the tender document are binding on the bidder and submission of the tender shall imply **unconditional acceptance** of all the terms and conditions by the bidder.

2.1.3 **The Quotations received without 'Bid Securing declaration form' will be summarily rejected.**

2.1.4 The prospective bidder may acquaint themselves about the requirement before submitting their tender. They may call 080 2508 6047 prior to their visit.

2.1.5 **Purchase Preference Policies of the Government:**

CSIR-NAL reserves its right to grant preferences to the following categories of eligible Bidders under various Government Policies/ Directives:

- i) Bidders from Micro and/ or Small Enterprises (MSEs) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.

MSEs interested in availing such benefits must enclose with their offer the UDYAM Registration Certificate with the UDYAM Registration Number as proof of their being MSE registered on the UDYAM Registration Portal. The certificate shall be of latest but before the deadline for the bid submission. Failure to enclose/upload such document may lead to non-availing such benefit.

Start-ups Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20/2/2014-PPD dated 25.07.2016 and subsequent clarifications.

2.2 **Amendment to Tender document:**

At any time, prior to scheduled date of submission of bids, CSIR-NAL, if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / Corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this

reference to this tender and binding on the bidders. Addendum /corrigendum will be notified through CPP e- Procurement portal at <https://etenders.gov.in>.

2.3 Clarifications of Bid Documents:

Bidder, requiring any clarification of the tender documents may submit their queries, if any, only through provision of CPP Porta at <https://etenders.gov.in> and CSIR-NAL shall not respond to any queries sent through any other means.

- 2.3.1** Request for clarifications received from bidders shall be responded by CSIR-NAL till the schedule date and time indicated in the Tender Schedule or as extended thereto by CSIR-NAL.
- 2.3.2** Replies to Clarifications by CSIR-NAL will be uploaded through CPP e-Procurement Portal. The bidders are advised to visit the same at <https://etenders.gov.in> regularly.
- 2.3.3** Clarifications and other documents, if and when issued by CSIR-NAL, shall be in relation to the tender and hence shall be treated as their extension.
- 2.3.4** CSIR-NAL neither take guarantee about accuracy of any response, nor does undertake to answer all the queries that have been posted by the Bidders.
- 2.3.5** In order to provide reasonable time to bidders to take the amendments made by CSIR-NAL into account for preparing their bids, CSIR-NAL may, at its discretion, extend the deadline for the submission of bids suitably.

- 2.4** CSIR-NAL shall summarily reject a bid as non-responsive if found valid for a shorter period than specified in the Tender documents. Only in exceptional circumstances, CSIR-NAL may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing.

2.5 Post Tender Qualification for Technical Evaluation:

Apart from the eligibility conditions as specified in the tender, the following shall also be considered for the evaluation:

- 2.5.1** If any document submitted in Technical bid is found to be false or fabricated, the bidder shall be debarred from participating in CSIR-NAL tendering process as per CSIR-NAL regulations.
- 2.5.2** Director, CSIR-NAL reserves the right to reject any or all tenders, without assigning any reasons thereof, and to call for any other details or information from any of the bidder.

2.6 Composition of Bids and General Guidelines for bid process:

- 2.6.1** Bidders shall submit their bids as per scheduled date & time through CPPP at <https://etenders.gov.in> only.
- 2.6.2** Bidders shall submit the tender before the deadline as specified in the Tender Schedule of this tender document. E-tender CPP Portal shall not allow bidders to submit their tender after the scheduled date & time.
- 2.6.3** The Technical bid will be opened online by CSIR-NAL at the time and date as given in the Tender schedule. Time and date for opening Financial bid will be updated later. All the

statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for evaluation.

2.7 E-Tendering General Guidelines:

- 2.7.1 The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission.
- 2.7.2 To assist in the examination, evaluation and comparison of bids, CSIR-NAL may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification / confirmation of compliance and the response shall be through query provision available in CPP e-tendering portal.
- 2.7.3 Bidders may submit their response to CSIR-NAL queries through provision of CPP Portal Only.
- 2.7.4 No post bid clarification / confirmation of compliance at the initiative of the bidder, shall be entertained.

2.8 Preparation / Submission of Bids

Bids shall be prepared and submitted in TWO parts: the first part shall comprise of the Technical Bid and the second part shall comprise of Financial bid specifying the price offer to be uploaded in CPPP.

2.9 Language and Currency:

The bidder shall quote the rates in English language and in international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words. Over writing is not permitted. In case of disparity in figures & words, the rate in words will be considered. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided for under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

- 2.10 It shall be clearly understood and noted that Financial Bid of the tender document is for pricing alone. Any conditional financial bid will not be entertained.
- 2.11 Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive Bid and are liable to be rejected. If the bidder gives wrong information in his/her tender, CSIR-NAL reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and forfeit the security deposit.
- 2.12 CSIR-NAL reserves the right to reject any or all tenders without assigning any reason. The Financial bids of the bidders who do not qualify in Technical bid evaluation shall not be opened. CSIR-NAL also reserves the right at its sole discretion not to award any order for which the tender is called. CSIR-NAL shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it.
- 2.13 CSIR-NAL shall evaluate the Bids to determine whether they are complete, the documents have been properly signed and the bids are in order.
- 2.14 No correspondences / representations shall be entertained from the bidders after opening of Financial Bid of the Tender during the tendering process.

2.15 Date of submission and opening of tender can be extended at the sole discretion of the Competent Authority.

2.16 BID EVALUATION

2.16.1 The bidder who quotes lowest service charges (on Basic+VDA) will be awarded the contract.

2.16.2 The bidders who quotes NIL charges/consideration, their bid shall be treated as unresponsive and will not be considered.

2.16.3 The bidder shall quote service charge percentage up to 2 decimal points. If the bidders quote percentage with more than 2 decimal points, then up to two decimal points only considered without rounding off.

2.16.4 In case two or more bidders offer same service charges, then the bidder having highest turnover by taking the average of three years will be considered as L1.

Note: i) The financial quotes for service charges should only be in numbers and should not contain any percentage symbol (%) following the quoted number.

ii) The financial quotes containing percentage symbol (%) will not be considered.

2.17 Award of Contract:

The award of contract shall be intimated to the successful bidder by CSIR-NAL through Letter/ e-mail/CPPP.

SECTION: III

GENERAL CONDITIONS OF CONTRACT

3. The e-Tenders as per the prescribed form are invited in open tender two bid system:
- (i) Technical Bid**
 - (ii) Financial Bid**
- 3.1 Not more than one Tender shall be submitted by a bidder. Not more than one concern in which an individual is interested as Proprietor and / or partner shall tender for the execution of the same work. If they do so, all such Tenders shall be liable to be rejected.
- 3.2 No single firm shall be permitted to submit two separate tender applications.
- 3.3 The right to accept the tender in full or in part / parts will rest with CSIR-NAL. The bidder is bound to perform the contract at his quoted rates. However, CSIR-NAL does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received or cancel the tender without assigning any reason thereof. No claim whatsoever will be entertained on this account.
- 3.4 The Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done/service to be carried out and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.
- 3.5 Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the bidders who resort to canvassing will be liable to be rejected.
- 3.6 On acceptance of the Tender, the name of the representative(s) of the agency who would be responsible for taking instructions from the Director, CSIR-NAL or his authorized representative, which shall be communicated to the CSIR-NAL.
- 3.7 Notification of Award of contract will be made through CPPP.
- 3.8 All rates shall be quoted in Financial Bid only.
- 3.9 Incomplete and conditional tenders are liable to be rejected.
- 3.10 The bidder shall duly attest all corrections, cancellation and insertions.
- 3.11 The bidder has to declare that none of his/her/their near relatives is posted in CSIR-NAL as officer responsible for award and execution of this particular tender/work and that no employee of CSIR-NAL is a Director / Proprietor / Partner or holding any other post in his/her/their Firm/Company. The bidder has to further undertake to intimate the names of persons, if any who are working with him/her/them in any capacity or are subsequently employed by him/her/them and who are near relatives to any officer in CSIR-NAL(Annexure-A).

Note:- The term "near relative" means wife, husband and parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunty and cousin and their corresponding in laws.

SECTION: IV

4.1 SCOPE OF WORK

The Scope of the Work is for providing Unskilled, Semi-skilled, Skilled and Highly-skilled manpower at various Divisions of CSIR-NAL, Bengaluru. The engagement of manpower is for the duration of Six months. The manpower requirement is for any of the following areas of work:

1. Maintenance of Network & Telephone infrastructure
2. Assistance in EM measurements in the experimental facilities
3. Maintenance of Electrical Systems
4. Transport Workshop operations
5. Support in office file movements and any such office assistance
6. Assistance in Stores and Purchase operations
7. Any other work to be specified from time to time

4.2 Manpower Requirement for various Divisions :

The various categories of manpower required for various Divisions of Laboratory are indicated below. The duration of manpower engagement is for a period of Six months. The number of manpower being need based, the actual requirement may be decreased or increased depending upon the need and the agency is required to provide accordingly the manpower. The Agency has to provide any additional manpower that divisions may require during the period of agreement based on a written request.

Providing manpower for various Divisions of CSIR-NAL, Bengaluru under General Manpower Agreement-10						
Sl. No.	Division	Manpower Requirement				
		US	SS	S	HS	Total
1	ACD	0	1	5	6	12
	ACD(CSMST)	1	0	0	2	3
2	ADMIN	2	6	4	10	22
3	ADVISER(W&S)	0	1	0	1	2
4	ALD	0	1	0	0	1
5	APMF	1	0	1+5	1	8
6	CCFP	0	0	1+5	1	7
7	CEM	0	0	1	0	1
8	CTFD	0	1	0	0	1
9	EAD	0	1	0	0	1
10	EBU	0	0	0	1	1
11	ELB	2	0	2	1	5
12	ELK	0	2	5	1	8
13	F&A	0	4	1	11	16
14	FMCD	0	0	1	0	1
15	HEALTH CENTRE	1	1	1	4	7
16	HLS	0	0	1	0	1
17	ICTD	0	2	7	11	20
18	ICAST	1	0	1	1	3
19	KTMD	0	4	5	4	13
20	LO SC ST	0	0	0	1	1
21	NTAF	0	1	0+3	1	5
22	PRD	0	1	1+4	2	8
23	QAAD	0	0	0	1	1
24	RNCAC	0	4	1	6	11
25	S&P	3	8	3	18	32
26	SECURITY	0	0	0	2	2
27	SED	1	1	1	2	5
28	SID	0	1	0+3	1	5
29	STD	1	1	2	0	4
30	SYD	0	1	0	0	1
31	TELEPHONE EXCHANGE	0	1	5	1	7
32	TRANSPORT	0	2	2+4	1	9
33	UAV	0	2	1	0	3
Total		13	47	76	91	227

4.3 Emoluments Payable to Manpower

The emoluments payable to the Manpower engaged and deployed at the Laboratory shall be as per the Central Government Minimum Wages from time to time. The changes in the Minimum Wages on account of revision in Basic and or VDA are admissible to the manpower engaged and deployed at various Divisions of the Laboratory. The number of man-days per month is 26 for the purpose of calculation of wages. The ESI, EPF, Bonus etc., as admissible as per statutory laws are payable to the manpower engaged and deployed at various Divisions of the Laboratory. The present Minimum Wages per day as per Gol Notification F.No.1/16(3)/2022-LS-II dated 28.09.2022 is as under:

Sl. No.	Category	Basic in	VDA in	Total in
a.	Unskilled	523	213	736
b.	Semi-Skilled	579	237	816
c.	Skilled	637	260	897
d.	Highly Skilled	693	280	973

4.4 VALIDITY OF TENDER:

The Tender for the work shall remain open for acceptance for a period of **Ninety (90) days** from the date of opening of Technical Bid.

4.5 PERFORMANCE SECURITY:

- 4.5.1 The successful bidder should submit Performance Security in the form of an Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank or online payment in an acceptable form in favour of Director, NAL, Bengaluru for an amount of ₹ **10,42,000/- (Rupees Ten lakhs and forty two thousand only)** which should be valid during the currency of the contract period with a grace period of 2 (two) months. The Performance Security shall be returned only on satisfactory completion of the contract.
- 4.5.2 After termination / expiry of the contract, the Performance Security held by CSIR-NAL will be released to the contractor within a period of two months subject to realization of dues, if any to be made from the contractor.
- 4.5.3 CSIR-NAL shall have unqualified option to forfeit the Performance Security if the contractor failed to carry out the services as per the terms and condition of the contract without prejudice to other rights and remedies available to CSIR-NAL. Any sum of outstanding dues against the Contractor including any amount on acceptance and liquidated damages shall be recovered from the Performance Security. CSIR-NAL shall also have the rights to forfeit or appropriate towards the damages or losses that may be sustained by CSIR-NAL due to any act / commission or defaults by the Contractor.

4.6 PERIOD OF CONTRACT

The contract shall be valid for a period of **6 (Six) months** from the date of commencement of the contract. In case of additional requirement of manpower for any Divisions during the period of agreement, the Agency should be able to provide and deploy the additional manpower as may be required on similar terms and conditions from time to time.

4.7 GOODS & SERVICES TAX (GST)

- 4.7.1 The service covered by this contract falls under the scope of GST and the Contractor shall be fully responsible for meeting all the statutory obligations in respect of GST. The copy of GST Certificate should be submitted along with first invoice or monthly bill failing which the payment of GST may not be done. The GSTIN of CSIR-NAL and the Bidder must be mentioned on each invoice / bill.
- 4.7.2 The copy of GST Certificate should be submitted along with first invoice or monthly bill failing which the payment of GST may not be done. The GSTIN of CSIR-NAL and the Bidder must be mentioned on each invoice / bill.
- 4.7.3 Penalties, interest etc., if any, levied by statutory authorities on account of non compliance of provision of GST shall be borne by the contractor and no request shall be entertained in this matter.

4.8 TAXES & OTHER CHARGES

Income Tax or any other taxes as applicable from time to time shall be deducted as per provisions of the Act from the Bill of Contractor and requisite TDS certificate shall be issued.

4.9 PAYMENT

- 4.9.1 No advance payment shall be paid to the contractor. However, the Contractor shall submit his / her monthly bills in duplicate for necessary payment.
- 4.9.2 CSIR-NAL shall make payment within 30 days from the date of receipt of bills in order by electronic payment through NEFT/RTGS etc.
- 4.9.3 In the event of any dispute on this account, the decision of CSIR-NAL shall be final and binding on the Contractor.

4.10 CONTRACTORS OBLIGATIONS & LIABILITIES

- 4.10.1 The contractor shall at his own cost maintain sufficient number of experienced manpower. The requirement of number of personnel to be deployed indicated may change at the Divisions at any time during the period of agreement. The services to be provided under this agreement have to be performed with utmost care, diligently and without causing any damages to the properties of the Laboratory.
- 4.10.2 The contractor shall comply with the provisions of labour laws, Employees Provident Fund & Misc. Provisions Act and ESI Act as applicable during the entire period of contract including extension, if any.
- 4.10.3 The contractor will comply with / obey / abide by the provisions of the labour laws which are in force such as contract labour (Regulation and Abolition) Act 1970, contract labour

(Regulation and Abolition) Central Rules 1971, workmen's compensation Act 1923, Child Labour (Prohibition and Regulation) Act 1986, Minimum Wages Act, 1948, Minimum Wages (Central) Rules 1950, Payment of Wages Act 1936, Employees Liability Act 1938, or the modifications thereof or any other laws relating thereto and the rule made thereunder and their amendments made from time to time.

- 4.10.4 The contractor shall indemnify and keep indemnified CSIR-NAL against payments to be made under and for the observance of the laws aforesaid and the CSIR-NAL Contractor's Labour Regulations with prejudice to his right to claim indemnity from his sub-contractors.
- 4.10.5 The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- 4.10.6 The Manpower engaged and deployed by the Agency are the employees of the Agency and as such they have no right to claim any compensation or regular appointment in CSIR-NAL whatsoever. The agency while deploying their manpower has to obtain an undertaking from their personnel in the prescribed format on the above lines and submit the same to the Laboratory before their deployment along with the list of manpower deployed by the Agency. The format shall be provided by CSIR-NAL to the successful Tenderer.
- 4.10.7 The number of man-days per month is 26 for the purpose of calculation of wages. Therefore, the contract staff deployed by the Agency have to work on Saturday, if the division where they are deployed is working for completion of Project. If deployed manpower of the Agency fails to attend to the work on Saturday, they will not be entitled to wages for that Saturday. Further, if they remain absent consecutively for two Saturdays, such manpower should be replaced by the Agency.
- 4.10.8 The Manpower deployed by the Agency is eligible for one day paid leave per month. OTA is 52 hours maximum and half an hour recess time will not be considered while regulating the allowance as per rules.
- 4.10.9 Statutory Payments like Bonus is payable to Manpower engaged and deployed by us for Manpower and ESI/EPF will be remitted to the appropriate authorities as per Govt. of India instructions on the subject from time to time and claim reimbursement from the CSIR-NAL by producing proof of remittance.
- 4.10.10 The Agency authorized Supervisor (himself or his supervisor) shall present himself at the site for supervision and execution of the work during working hours at no cost to CSIR-NAL. The name, age, qualification etc., of the supervisor so deployed should be intimated to Sr CoA in writing.
- 4.10.11 Payment will be made for the services rendered by the successful Tenderer for which the Agency has to submit a pre-receipted bill in duplicate with due certification by the Head of the concerned Division on monthly basis.
- 4.10.12 The necessary documentary evidence for payment of wages and proof of statutory remittances like ESI/EPF contributions etc., wherever applicable as per Government Acts/rules to the appropriate authorities of the same month/s in respect of personnel deployed by Agency have to be produced along with the bill, failing which the claim of the Agency for payment of bill for the month will not be entertained.
- 4.10.13 In case of any damage caused to the property / equipment of the Lab. by the deployed Manpower of the Agency, the value of the damage, as assessed by the Officer deputed by

the Director, CSIR-NAL for the purpose, shall be recovered from the Agency claim bill after due notice.

- 4.10.14 The Agency should ensure safety of Manpower deployed by them during the execution of the work at the Laboratory. If any of their Manpower happens to meet with any accident, injury or loss of life etc., the responsibility for payment of compensation under applicable Acts rests with the Agency and this Laboratory will be free from all such encumbrances.
- 4.10.15 The Agency to whom the manpower agreement has been entered into should obtain necessary license from the Assistant Labour Commissioner (Central) within one month from the date of entry of the GM Agreement and submit a copy of the same to the Laboratory, failing which, no payment will be released until submission of license copy.
- 4.10.16 The Agency's Manpower should strictly follow the security rules of this Laboratory, when they are at work in the Laboratories' premises.
- 4.10.17 The Manpower engaged and deployed by the Agency for the purpose shall work as per the working norms of the Division. The Agency should ensure the compliance in providing all the entitlements as per applicable Acts/rules in respect of Manpower engaged and deployed by them at the Divisions in the Laboratory. The personnel engaged and deployed by the Agency for the purpose shall work as per the working hours of the Laboratories.
- 4.10.18 The Agency shall be responsible for making payments to their personnel in accordance with labour Legislatures like Minimum Wages Act (Central), Payment of Wages Act etc. For any violation, Agency will be held responsible and any liability arising on account of this will be recovered from the Agency.
- 4.10.19 The Agency shall ensure that their Manpower engaged and deployed at Divisions shall maintain decency and decorum while carrying out the assigned tasks in the concerned Division of the Laboratory.
- 4.10.20 All the Manpower engaged and deployed by the Agency in the Divisions shall be issued the necessary identity cards by the Agency and their Manpower should wear the ID card and strictly comply with the security regulations while working in the laboratory premises.
- 4.10.21 The Manpower employed and deployed of the Agency shall automatically stands withdrawn on expiry/termination/cancellation of the manpower Agreement. The Agency shall ensure that their Manpower engaged and deployed at the Divisions do not create any dispute/problems to the Laboratory on expiry/termination/ cancellation of the GM Agreement.
- 4.10.22 In case any of the Manpower deployed by the Agency at the Divisions fails to carry out the specified job or the performance of any of the deployed Manpower is found to be not satisfactory, the Agency shall take immediate action to replace such Manpower for timely completion of the Division work.
- 4.10.23 In case any of the Manpower deployed by the Agency is leaving in the middle of the month, sufficient advance intimation to be provided to the Head of Division and replacement deployment should be ensured.
- 4.10.24 In case any of the Manpower deployed by the Agency is required to perform duty outside Bengaluru, in connection with the Division work, the Agency shall provide Travelling Allowance advance to such deployed Manpower and submit the claim bill later by enclosing the details of travel such as rail/bus ticket to laboratory for reimbursement

through due certification of the Head of the Division. The reimbursable payment to the Agency shall be restricted to second class Rail / Bus fare as per applicable Rules & Regulation of the Laboratory from time to time.

- 4.10.25 The Agency shall ensure that their Manpower engaged and deployed in CSIR-NAL at the Divisions are paid only through their Bank Accounts and their payment shall be made by **7th of every month and if 7th happens to be a holiday; it should be paid on the previous day.**
- 4.10.26 The Agency is responsible to maintain the Statutory Book of Accounts, Registers, Records and Files of Returns such as (1) Form A – Format of Employee Register, (2) Form B – Format for Wage Register, (3) Form C- Format of Register of Loan/Recoveries and (4) Form D- Format of Attendance Register as prescribed in the Gazette Notification dated 21.02.2017 from Ministry of Labour, Gol under the Rule 2(1) of Labour Laws, 2017 and shall produce the same on demand to the official authorized by the Director, CSIR-NAL and for the inspection by statutory authorities like EPF Commissioner, ESI Commissioner, Labour Commissioner and GST authorities etc.

4.11 ARBITRATION

- 4.11.1 In the event of any question/dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.
- 4.11.2 The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.
- 4.11.3 Subject to the aforesaid provision, the Arbitration and Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

4.12 FORCE MAJEURE

A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an Act of God (like a natural calamity) or events such as war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. It does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side.

4.13 TERMINATION OF CONTRACT

- 4.13.1 The contract can be terminated by either party by giving two months' notice. However, if the services of the Agency is not satisfactory, the Director, CSIR-NAL reserves the right to terminate the contract by giving a notice of one month. The agency shall not cease to render the service facility until the CSIR-NAL makes alternate arrangements thereof and informed the contractor accordingly.
- 4.13.2 CSIR-NAL may also give return notice and without compensation to the contractor to terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.
- 4.13.3 Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation whatsoever, including (but not limited to) any claim or compensation for any expenditure incurred by the contractor in or for any equipment's, materials or facilities or for any loss in the profit or anticipated profit of the contractor.
- 4.13.4 The agreement shall be deemed to have been terminated on the expiry of the contract period unless CSIR-NAL has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

4.14 SUBLETTING OF CONTRACT

Subletting in any form is not permissible.

4.15 ACCIDENT / DAMAGES / CLAIMS / LIABILITIES :

The Agency shall be solely responsible for all accidents or personal injuries to the manpower employed by them. However, First Aid Facilities will be provided by the Laboratory.

4.16 CONTRACT AGREEMENT

- 4.16.1 All Terms & Conditions of the tender/NIT as mentioned in Section-I to IV and Award letter placed on successful bidder or any other relevant letter, shall form the part of the agreement to be made with the CSIR-NAL.
- 4.16.2 The contract agreement shall be executed on a non-judicial Stamp Paper of value ₹200/- as per CSIR-NAL format within one month from the date of award of contract and cost of the same shall be borne by the Contractor.

Date: Signature of Bidder / Authorized Signatory(with Company Seal)

**(TO BE SUBMITTED IN Technical bid)
(To be submitted on Bidder's Letter Head)
UNDERTAKING-CUM-DECLARATION**

Name of work: Providing manpower for various Divisions of CSIR-NAL, Bengaluru

Tender No.: **CSIR-NAL/GMA-10/2023/S.VI**

I / we hereby certify that I / we have read the entire terms and conditions of the tender document which shall form part of the contract agreement and I /we shall abide by all the conditions / clauses contained in its entirety for the above works.

1. I / We do hereby declare and state that none of my/our near relatives is posted in CSIR-NAL as officer responsible for award and execution of this particular tender/work and that no employee of CSIR-NAL is a Director / Proprietor / Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in CSIR-NAL.
2. I/We do hereby declare that Shri/Smt/Dr.....
Designation..... is my close relative and working indivision of CSIR-NAL.
3. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / CSIR-NAL or any Department of Govt. of India / State Govt/PSUs/Corporation.
4. I / We do hereby declare and state that our Firm / Company is not under liquidation, court receivership or similar proceedings and is not bankrupt.
5. I / We do hereby declare that no previous transgressions occurred in the last 3 Years with any other Company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
6. I / We do further declare and state that all the above information given by me/us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, CSIR-NAL shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

Date: _____ Signature of Bidder / Authorized Signatory(with Company Seal)

Note: Strike out whichever is not applicable

FORMAT OF INTEGRITY PACT
INTEGRITY PACT

Tender No.: CSIR-NAL/GMA-10/2023/S.VI

Between

Council of Scientific & Industrial Research (CSIR) a Society registered under the Indian Societies Act 1860 represented by _____ hereinafter referred to as “The Principal”.

Andherein referred to as “The Bidder/ Contractor.”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - (c) The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary action.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

- (1) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
 - (a) The Bidder(s)/Contractor(s) will not, directly or through any other Person or firm, offer, promise or give to any of the Principal’s employees involved in the tender process or

the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

- (b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, Certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - (d) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
 - (3) **The person signing IP shall not approach the courts while representing the matters to IEMs and he/she will await their decision in the matter.**

Section 3 – Disqualification from tender process and exclusion from future Contracts

- (1) If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the Bid securing declaration form.

Section 4 – Compensation for Damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

- (1) The Bidder declares that no previous transgressions occurred in the last 3 Years with any other Company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in tender document.

Section 6 – Equal treatment of all Bidders / Contractors/ Sub-contractors

- (1) The Bidder(s)/Contractor(s) undertake(s) to demand from all Subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders / Contractors/ Subcontractors

- (1) If the Principal obtains knowledge of conduct of a bidder, Contractor or Subcontractor or of an employee or a representative or an associate of a bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitors

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the JS (A), CSIR.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Subcontractor(s) with confidentiality.
- (4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (5) As soon as the Monitor notice, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (6) The Monitor will submit a written report to the JS(A), CSIR within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.

- (7) Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the CSIR.
- (8) If the Monitor has reported to the JS(A), CSIR, a substantiated suspicion of an offence under relevant IPC/PC Act, and the JS(A), CSIR has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 10 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by JS(A), CSIR.

Section 10 – Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and Jurisdiction is the Registered Office of the Principal, i.e. New Delhi
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

 (For & On behalf of the Principal)
 (Office Seal)

 (For & On behalf of Bidder/Contractor)
 (Office Seal)

Place.....

Place.....

Date.....

Date.....

Witness 1:(Name & Address): _____

Witness 2:(Name & Address): _____

Item Rate BoQ

Tender Inviting Authority : The Director, CSIR - NAL, Bengaluru - 560017.
Name of Work: as per Tender Specifications & Terms
Contact No : 080 2508 6047 Email: simachaldash@nal.res.in

Tender No: CSIR-NAL/GMA-10/2023/S.VI

Name of the Bidder/ Bidding Firm / Company		Quotation No. & Date:
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PRICE SCHEDULE - FOR GOODS BEING OFFERED FROM INDIA
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns (only cells coloured in Blue), else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only).

Sl. No.	Designation of personnel	No. of personnel	Units	Basic + VDA	Currency INR / Other	Service charges in percentage	GST / IGST	HSN (Harmonised System of Nomenclature) for Goods	Amount	Taxes	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	Highly skilled	91	Nos	973	INR				0	0	0	INR Zero Only
2	Skilled	76	Nos	897	INR				0	0	0	INR Zero Only
3	Semi skilled	47	Nos	816	INR				0	0	0	INR Zero Only
4	Unskilled	13	Nos	736	INR				0	0	0	INR Zero Only
Total in Figures									0.00	0.00	0.00	INR Zero Only
Quoted Rate in Figures		Select			0.00							
Quoted Rate in Words		INR Zero Only										

THIS PAGE IS FOR REFERENCE ONLY AND NOT BE FILLED

BID-SECURING DECLARATION FORM

Date: _____

Bid No. _____

To

THE DIRECTOR
CSIR-NAL
PB No. 1779
HAL airport road
BENGALURU-560017

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a)	have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
(b)	having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
	(i) fail or refuse to execute the contract, if required, or
	(ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

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

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

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

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

Dated on _____ day of _____ **(insert date of signing)**

Corporate Seal (where appropriate)

Note:

1. In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.
2. Bid Security declaration must be signed in by the Proprietor/CEO/MD or equivalent level of Officer of the company.

CHECK LIST

Providing manpower for various division of CSIR-NAL, Bengaluru

Tender Ref. No.: CSIR-NAL/GMA-10/2023/S.VI

Technical Bid

1	Scanned copy of Bid securing Declaration Form	Yes / No
2	Scanned copy of UDYAM registration certificate(for MSE) /Startup registration certificate (for startup)	Yes / No
3	Scanned copy of the Establishment Registration Certificate No/License No of the agency	Yes/No
4	Scanned copy of ESIC Registration certificate	Yes / No
5	Scanned copy of EPF Registration certificate	Yes / No
6	Scanned copy of GST Registration Certificate	Yes / No
7	Scanned copy of PAN Card	Yes / No
8	Scanned copy of Proof of Address of Bengaluru Office (Like GST Reg., Trade License, Rent agreement of office etc.)	Yes / No
9	Scanned copy of Income Tax returns for last 3 years	Yes / No
10	Scanned copy of Present clientele list and performance certificate	Yes / No
11	Scanned copy of Work Order/ Completion Certificate with value of the contract	Yes / No
12	Duly Audited Turnover Certificate Scanned copy of Balance Sheets along with Profit & Loss Account Statement for the Financial Year - 2019-20,2020-21 & 2021-2022	Yes / No
13	Scanned copy duly signed with company's seal, as per Annexure-A.	Yes / No
14	Signed and scanned copy of Scope of work	Yes / No
15	Duly filled, signed and scanned copy of Integrity pact on bidders letterhead	Yes / No