

क्षेत्रीय जैवप्रौद्योगिकी केन्द्र

राष्ट्रीय महत्ता की संस्था, जैवप्रौद्योगिकी विभाग,
भारत सरकार द्वारा यूनेस्को के तत्वावधान में स्थापित

Regional Centre for Biotechnology

An Institution of National Importance
Established by the Department of Biotechnology
Government of India Under the auspices of UNESCO



United Nations
Educational, Scientific and
Cultural Organization



क्षेत्रीय जैव प्रौद्योगिकी केन्द्र
Regional Centre
for Biotechnology

ई-निविदा दस्तावेज़

E-TENDER DOCUMENT

कार्य का नाम

Name of work

एनसीआर बायोटेक साइंस क्लस्टर फरीदाबाद में बीएसएल-3 कॉम्पैक्ट ईएसएस के 2 x 1250 केवीए मेक-वोल्टैम्प ट्रांसफार्मर का वार्षिक रखरखाव अनुबंध (एएमसी) प्रदान करना। Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

(Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18)

कार्यपालक निदेशक, आरसीबी की ओर से

On behalf of Executive Director, RCB



ई निविदा आमंत्रण सूचना-
Notice Inviting E-Tender

1.0 Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

कार्यपालक निदेशक, आरसीबी की ओर से एनसीआर बायोटेक साइंस क्लस्टर, फरीदाबाद में बीएसएल-3 कॉम्पैक्ट ईएसएस के 2 x 1250 केवीए मेक-वोल्टैम्प ट्रांसफार्मर के वार्षिक रखरखाव अनुबंध (एएमसी) प्रदान करने हेतु दो-बोली प्रणाली (तकनीकी बोली और वित्तीय बोली) के तहत ऑनलाइन निविदाएं जैसा कि अनुसूची, विनिर्देशों और इस निविदा दस्तावेज में उल्लिखित नियमों और शर्तों के अनुसार आमंत्रित की जाती है।

Online tenders are invited on behalf of Executive Director, RCB for **Providing Annual Maintenance Contract (AMC) of 2 x 1250 kVA Make-Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster, Faridabad** under two-bid system (Technical Bid and Financial Bid) as per the schedule, specifications and terms and conditions mentioned in this tender document.

ऑफ लाइन/फिजिकल बोलियां स्वीकार नहीं की जाएंगी और किसी भी आधार/कारण पर किसी अनुरोध पर विचार नहीं किया जाएगा । Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason.

वेब साइट यूआरएल: Web site URL:	https://dbt.euniwizarde.com/ , https://rcb.res.in
पता: Address:	क्षेत्रीय जैवप्रौद्योगिकी केंद्र, राष्ट्रीय राजधानी क्षेत्र जैवप्रौद्योगिकी विज्ञान समूह, तीसरा माइलस्टोन, फरीदाबाद-गुरुग्राम एक्सप्रेसवे, फरीदाबाद, 121001 हरियाणा Regional Centre for Biotechnology, NCR Biotech Science Cluster, 2 nd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
	Regional Centre for Biotechnology, NCR Biotech Science Cluster, 2 nd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
संपर्क विवरण Contact Details	कार्यपालक अभियंता, 0129-2848810, 2848800 Executive Engineer, RCB 0129-2848810, 2848800
कार्य का नाम Name of Work	एनसीआर बायोटेक साइंस क्लस्टर फरीदाबाद में बीएसएल-3 कॉम्पैक्ट ईएसएस के 2 x 1250 केवीए मेक-वोल्टैम्प ट्रांसफार्मर का वार्षिक रखरखाव अनुबंध (एएमसी) प्रदान करना। Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.
निविदा की अनुमानित लागत Estimated Cost of tender	₹2,24,200/-
अग्रिम धन जमा Earnest Money deposit	2% of Estimated cost (i.e. ₹4,484/-)
निविदा शुल्क Tender Fee	शून्य
निविदा प्रसंस्करण शुल्क Tender Processing fees	ई-निविदा पोर्टल पर उल्लिखित शुल्कों के अनुसार (न्यूनतम ₹750/- अधिकतम ₹7500/- निविदा मूल्य का 0.1% की दर से + लागू जीएसटी @ 18%) As per charges mentioned on e-Tender portal (minimum ₹750/- up to maximum ₹7500/- @ 0.1% of the tender value + applicable GST @18%)

निविदा अपलोड करने की तिथि Tender Uploading Date	19.11.2025
प्री-बिड मीटिंग की तिथि Date of Pre-bid meeting	26.11.2025 Time 11:00 Hrs
निविदा समापन तिथि और समय Tender Closing Date & Time	05.12.2025 Time 15:00 Hrs
तकनीकी बोली खोलने की तिथि Date of Opening of Technical bid	05.12.2025 Time 15:30 Hrs
वित्तीय बोली खोलने की तिथि Date of Opening of Financial bid	तकनीकी योग्य बोलीदाताओं को बाद में अधिसूचित किया जाएगा। Will be notified to the technical qualified bidders later.

2.0 PRE-QUALIFICATION CRITERIA

- The Tenderers must be **OEM/ authorised service provider/ any agency or contractor having experience in the AMC/CMC of 2 × 1250 kVA transformers** in Govt./PSUs/ Autonomous bodies or reputed private organization in the last Five years supported by documentary evidence and must have among list of big clients, at least two of such bodies. Certificates of satisfactory performance from at least three such clients of annual work order value of not less than ₹89,680/- have to be submitted along with tender.
In case of work completed in private sector, the bidder is required to submit TDS certificate of the work given in support of experience certificate
- The tenderer should have at least similar work;
 - Three completed work, costing not less than an amount of ₹89,680/-,
OR
 - Two completed work, costing not less than an amount of ₹1,34,520/-,
OR
 - One completed work, costing should not less than an amount of ₹1,79,360/-,
- “Similar work” means**, Annual Maintenance Contract services of Transformer Capacity 02 Nos x 1250 KVA or more in any of the organizations as stated above at SI No1.
- Annual average financial turn over should be at least ₹1.80 lacs during the immediate last 3 consecutive financial years.
- Agency must have its Service Centre/ office in Delhi NCR.
- Even though the applicants meet the above criteria, they are subject to be disqualified if they have:
 - Made misleading or false representation in the form, statement and attachments submitted in and or
 - Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
 - Found to have been black listed in any other works.

3.0 REGISTRATION PROCESS

1. Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link "Bidder Enrollment". Enrollment on the e-wizard Portal is free of charge.
2. The bidders to choose a unique username and assign a password for their accounts. 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 e-Wizard Portal.
3. Bidders to register upon enrollment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. 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 DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
5. 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..

4.0 TENDER DOCUMENTS SEARCH

1. Various built in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. 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 Online Portal.
3. 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 Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. 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.

5.0 BID PREPARATION

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
5. Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.

6. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
7. Earnest Money Deposit: The bidder will be required to deposit the Earnest Money Deposit **(EMD)** for an amount of ₹4,484/- **through Online portal.**
8. EMD Fee are exempted for MSME / NSIC vendors etc. however Tender **processing fee has to be paid by all the vendors** as this fee is being charged by the Online Portal service provider directly.
9. The bidder should must have their registered office/ branch/ service Centre in Delhi-NCR.

6.0 BID SUBMISSION

1. Bidder to log into the site well in advance for bid submission so that he/she 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.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online" to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. **Annexure-A has been provided with the financial bid of tender document to be filled by all the bidders.**
6. **However, Annexure A will be not considered in financial bid qualification. But any bidder got lowest rate in Annexure A, separately order will be issued to agency when required spare parts.**
7. 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.
8. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
9. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. Upon the successful and timely submission of bids, 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.
11. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

7.0 ASSISTANCE TO BIDDERS

1. 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.

2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091

8.0 TERMS AND CONDITIONS

8.1 GENERAL TERMS & CONDITIONS

1. In the event of non-commencement or unsatisfactory performance of the work contract, Centre (RCB) reserves the right to cancel the contract agreement or to withhold the payment. In such an eventuality, Centre further reserves the right to get the work done from some other agencies at the cost of bidding agency. The Agency will also be black listed by the Centre for a period of 5 years from participating in such type of tender and his earnest money/security deposit will also be forfeited.
2. It shall be presumed that the terms & conditions mentioned in the tender document including amendments/ corrigendum if any have been read, understood and duly accepted by the bidder. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document.
3. Tender forms are non-transferable. Only the original/downloaded complete tender form duly signed stamped, should be submitted.
4. Each page of the tender should be numbered and signed by the bidder/ Agency or his authorized signatory and duly witnessed with the seal of the firm.
5. Furnishing of wrong information and false documents will make the bidder ineligible for bidding and liable to be debarred/blacklisted from participation in Tender enquiries/Open Tenders/Annual Rate Contracts by the Centre. The EMD amount will also be forfeited.
6. The bidder will have to furnish documents in support of the information given in the tender. Original documents shall be checked for verification as and when required.
7. In case of any attempt for cartelization by bidder with a view to hike up the prices, all bids will be rejected and such bidders will be blacklisted and bid security will be forfeited.
8. If any required information /documents are not submitted, then the bid of the concerned bidder will be rejected. No representation in this regard will be entertained.
9. The bidders are expected to be present at the time of opening of bid; however, the bids will be processed even when no bidder /representative is present as per the declared schedule.
10. The decision of the Centre regarding approval of bids shall be final and binding on all bidders.
11. **Annexure-A has been provided with the financial bid of tender document to be filled by all the bidders.**
12. **However, Annexure A will be not considered in financial bid qualification. However, any bidder got lowest rate in Annexure A, Spare parts rate will be freeze for one year and separately order will be issued to agency when required spare parts.**
13. The agency shall **not** engage any **sub-contractor or sublet/transfer** the contract to any other agency/person in any manner.
14. The Executive Director, Regional Centre for Biotechnology reserves the right to:
 - A. Amend the scope and value of any contract under this NIT.

- B. Reject or accept any application without assigning any reasons thereof and reject all applications and cancel the Tender.
- C. The Centre/Employer/Consultant shall neither be liable for any such actions nor be under any obligation to inform the Applicants.

8.2 PERFORMANCE SECURITY DEPOSIT: -

Successful bidder must deposit the **Performance Security Deposit of 10% tender value** within 7 days after issue of Letter of Intent (LOI) in the form of Demand Draft/Bank Guarantee/FDR from Nationalized/scheduled bank valid up to 15 Months from issue of work order, drawn in favour of "**Executive Director Regional Centre for Biotechnology**", Payable at Faridabad.

8.3 CONTRACT TENURE (EXTENSION)

1. The contract will be valid initially for **ONE YEAR** from the date of engagement of the agency.
2. After the completion of the assigned responsibilities during the initial tenure of the contract, Centre, at its sole discretion may extend the contract on year-to-year basis for maximum 03 years (01 Year initial +02 Years) based on satisfactory performance of the agency during the previous year(s).
3. In exceptionally deserving case, Centre, at its sole discretion and mutual consent, may consider further extension of the period of contact for which independent assessment of performance could be sought.
4. Centre will decide the date of commencement of the service, which will be duly notified at the time of Award of Tender.

8.4 VALIDITY OF THE BIDS:

- a) The bids shall be valid for a period of 365 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.
- b) **Warranty / Guarantee:** Bidder must provide 06 months warranty for the replaced spare parts. and it will start from the date of the satisfactory installation / repair against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods.

8.5 PAYMENT TERM: The payment for services rendered shall be made on presentation of bills in triplicate pre-receipted, along with service reports of each [quarterly](#) during AMC billing period and should be Certificate from the respective user wing for performing satisfactory service on [quarterly](#) basis.

- a) The payment for services rendered shall be made through electronic clearing system.
- b) After successful completion of half yearly AMC services, agency should be submitted service report of the both transformer along with invoice and spare parts/consumable list (after successful completion of each half yearly).
- c) No payment will be made for goods rejected.
- d) [The above rates must be inclusive of all applicable Taxes, handling and freight charges,](#)

- to and fro conveyance of service engineers etc.
- e) The party shall be deemed to have visited to the site, understood the work prior to quoting of rates.
 - f) However, bidder should mention rate of applicable GST. In case applicable GST rate is not mentioned by the bidder in price bid; then it will be assumed that their quoted rates are INCLUSIVE of all GST.
 - g) Income tax and any other taxes shall be deducted from the agency bill as per govt. of India rules

Note: Repeat order or part quantity can be ordered after completion of work or before 01 years on same rate terms & conditions. A payment will be made as per actual measurement basis.

8.6 PENALTY The follow penalty will be imposed in case of non-operation of Compact Sub-station (CSS).

1. In case of any defaults, the agency is failed to attend the complaints within 48 hours of intimation/ registration of complaint, shall be authorized to levy Rs. 5000/- or 1% of the contract value, whichever is higher, as a penalty for each default, and in case of three consecutive defaults, necessary action will be taken against the defaulter by the Competent authority of RCB.
2. In case the agency fails to commence the work as stipulated in the agreement, after 02 weeks delay, RCB reserves the right to cancel the contract and withhold the agreement and forfeit the EMD as applicable and get this job to be carried out at the cost and risk of the Agency.
3. The defaulting Bidder/ Agency will be blacklisted from participating in any tender of RCB for next five years.
4. For any other breach of contract, Designated Committee or Authority or any person nominated by or on behalf of the RCB, shall be entitled to impose a penalty up to as given in table below.
5. Some of the instances in which penalty would be imposed are enumerated below. But these are not exhaustive and penalty may be imposed on any violation/breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities).

8.7 TERMINATION OF CONTRACT This contract may be terminated at any time by either party on 30 days written notice. Any refunds or additional charges, as the case may be, shall be on a pro-rata basis.

8.8 ARBITRATION ON DISPUTE: The Courts at Faridabad will have the jurisdiction to try any matter, dispute or reference between the both parties arising out the contract. It is specifically agreed that no Courts of outside Faridabad shall have jurisdiction in the matter.

TECHNICAL BID

Check List of Certificates/ Documents required to be submitted in the Technical Bid

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

S. No		Description	Technical Compliance	
			Yes/No	Page No.
1	Annexure-I,	Submission of ₹4484/- EMD		
2	Annexure-II	Authorized signatory on letterhead as per format		
3	Annexure-III	Undertaking for adherence & acceptance to all Tender Terms and conditions and Two-Bid System. (Non-violation of Two-Bid System)		
4	Annexure-IV	Non-black listing declaration		
5	Annexure-V	Annual average Turnover of the agency should be more than rupees ₹1.80 Lac per annum since last three preceding years. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years (2022-23, 2023-24 and 2024-25) With Annexure-V		
6	Annexure-VI	Undertaking of Site Visit		
7	Annexure-VII	The Firm/office/service Centre in Delhi-NCR (Address proof) with Copy of PAN and GST registration certificate		
8	Annexure-VIII	Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following: Three similar completed work, costing not less than an amount of ₹89,680/- with Annexure-VIII (A) (Attach Copy of three Work order with Completion Certificate) or Two similar completed work, costing not less than an amount of ₹1,34,520/-, with Annexure-VIII (B) (Attach Copy of two Work order with Completion Certificate) or One similar completed work, costing should not		

		less than an amount of ₹1,79,360/-, with Annexure-VIII (C) (Attach Copy of one Work orders with Completion Certificate)		
9	Annexure-IX	Authorization Letter (on letter head)		
10	Annexure-X	Fall clause declaration (on letter head)		
11	Annexure-XI	Scope of Work and Technical Specification		

Note:

1. All tender document should be scanned along with annexure documents of technical bid and digitally signed and page numbering on each page and uploaded by authorized person in sequentially as per annexure.
2. All technical documents should be uploaded serially and file named as technical bid annexure.
3. If the document not found met as per above technical bid will be rejected.

DETAILS OF EARNEST MONEY DEPOSIT
To be uploaded on e-Wizard Portal

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

I/We hereby certify that we have deposited EMD of ₹4484/- (Please mention transaction ID.)
-----Or If Registered with
MSME/ EXEMPTION of EMD, please upload MSME Certificate or EMD Exemption certificate.

(Signature of Authorized Representative with seal and stamp
(To be submitted on Company Letter Head).

AUTHORIZED SIGNATORY
(To be submitted on Company Letter Head)

Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

1. Tender Enquiry No. **RCB/17019/2/2025-ENGG-RCB/NIT-18**
2. Name & Address of Bidder: -

Please indicate

3. Details of Bank Account of the bidder/Agency.
 - i) Name of the Bank
 - ii) Address of the Branch
 - iii) Phone number
 - iv) IFS Code No.
 - v) Bank Account No.
 - vi) Type of Account
4. Business Name and constitution of the firm. Is the firm registered under?
 - i) The Indian Companies Act, 1956
 - ii) The Indian Partnership Act, 1932
 - iii) Any act, if not, who are the owners. (Please give full Names and Address)
5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative please state further:
 - a. Whether by the partnership agreement authority to refer disputes.
 - b. concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender
 - c. If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed he tender to refer dispute concerning business of the partnership to arbitration.

Signature of witness

Full Name and Address of Witness
Person signing (In BLOCK LETTER)

Signature of Bidder

Full name & address of the

Whether signing as Proprietor/ Partner/ Constituted Attorney/ duly authorized by the company.

TENDER ACCEPTANCE LETTER
(To be submitted on Company Letter Head)

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

The Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
2nd Milestone, Faridabad – Gurugram Expressway,
Faridabad – 121001

SUB: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: www.rcb.res.in, <https://dbt.euniwizarde.com> as per your NIT / advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bidder terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,
Authorized Signatory.
(Signature of the Bidder, with Official Seal)

NON BLACK LISTING DECLARATION
(To be submitted on Company Letter Head)

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO
BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
2nd Milestone, Faridabad-Gurgaon Expressway
Faridabad

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last Five years.

For -----

Authorized Signatory

Date:

FINANCIAL CAPABILITY
(To be submitted on Company Letter Head)

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Financial Year	Annual Turnover in Indian Rupees as per Audited Balance Sheet
2022-23	₹
2023-24	₹
2024-25	₹

NOTE: The above data is to be supported by audited balance sheets

1. Attach copies of audited balance sheets duly **certified by the chartered accountant** for all three years (2022-23 2023-24 और 2024-25). Audited Balance sheet should mention the membership number of chartered accountants issued by ICAI along with full address.

Signature and seal of the Authorized Signatory of the bidder

UNDERTAKING OF SITE VISIT
(To be submitted on Company Letter Head)

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

Certified that we..... (Name of tenderer) have visited the site on dated..... and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to supply the material/executing the work as per specification to suit the site conditions.

Address of Work site: -

Regional Centre for Biotechnology (RCB)
NCR-Biotech Science Cluster
2nd milestone Faridabad - Gurgaon Expressway
Faridabad Haryana-121001

Signature of Tenderer with Seal & Date

GENERAL INFORMATION
(To be submitted on Company Letter Head)

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

1.	Name of Firm	
2.	Head office address	
3.	Telephone No. with STD Code	Mobile No
4.	Fax. No.	Email ID
5.	Place of Incorporation	Year of incorporation/registration
	registration	

Signature and seal of the Authorized Signatory of the bidder

LIST OF PRESENT CLIENTS
(To be submitted on Company Letter Head)

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

List of clients with whom annual billing for similar work not less than ₹89,680/- per year in each case in the last Five years.

Sl. No	
Name of work/project and location	
Owner or sponsoring organization	
Cost of work in Lacs	
Date of commencement as per contract	
Stipulated sate of completion	
Actual date of completion	
Name and address/ telephone number of officer to whom reference may be made	
Remarks	

NOTE:

1. Clients mean the clients presently (on the last day of bid submission) being served by service provider or were serviced in the last Five years.
2. supporting documents in the form of award of work/completion should be submitted.
3. If no proof of award of work, completion of work is submitted, the evaluation committee may make its own judgment and the Bidder/ Agency may be rated poorly on this count in technical evaluation.

Signature and seal of the Authorized Signatory of the bidder

AUTHORIZATION LETTER
(To be submitted on Company Letter Head)

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

We _____ (name of the bidder) hereby authorize Shri / Smt. _____.

_____ (name of the authorized person) to sign and submit the bid to RCB, Faridabad against their **tender No. RCB/17019/2/2025-ENGG-RCB/NIT-18**

Shri / Smt. _____ (name) is also authorized to negotiate the terms and conditions pertaining to the said tender on behalf of M/s _____ (name of bidder). The specimen signature of Shri / Smt. _____ (name) is appended below.

Specimen Signature:
Name:

The undersigned is authorized to delegate the authority on behalf of M/s _____ (name of bidder), as stipulated above.

For _____
(name of bidder)

FALL CLAUSE DECLARATION
(To be submitted on Company Letter Head)

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____

The prices charged for the work should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU's/Autonomous bodies/Pvt. Organizations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, RCB Faridabad will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the Bidder

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.

SCOPE OF WORK AND TECHNICAL SPECIFICATION

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

All the complaints received shall be attended to by the firm in following manner: -

- a) Critical faults immediately.
- b) The agency should attend unlimited breakdown calls as and when required.
- c) Major faults within 24 hours by replacement method, with the available spares, if instructed by the in-charge of the Engineering Department of RCB.
- d) Major faults within 48 hrs, which are to be got repaired from authorized service centres of manufacture.
- e) If the Transformer and or its components is required to be transported to the service workshop for repairs, the same shall be undertaken at the risk and cost of the firm.
- f) The replacement of components shall be as per manufactures instructions and as per the decision of Engineer in-charge, RCB.
- g) Testing and validation of all complete CSS safety systems
- h) Servicing of switchgears (RMU) on both side (11,000 V and 440 V).
- i) Servicing and testing of the OLTC (On-Load Tap Changer), etc
- j) The agency shall be responsible to carry out the Preventive Visit / Servicing at regular intervals i.e. **four preventive maintenance schedules** in a year. Besides this, the agency will also depute their Engineer on receipt of letter or telephonic message, email and shall arrange Emergency Visits, any number of times, as and when required, to repair the equipment immediately.
- k) It has been agreed that the spare parts, Consumables required for servicing the equipment will be provided by the agency on payment basis. In case, the spares are imported ones and the same are not available with them it would be imported by the RCB under their own import license. Defective parts, spares, consumables oil will be the property of RCB.
- l) In case, the agency fails to comply with the terms and conditions of the contract or fails to carry out the servicing/maintenance, necessary action, as deemed fit under rules, will be taken against the defaulter, as decided by the Executive Director, RCB.

DETAILS OF EQUIPMENT

Sr.No	Capacity	Qty	Type	Make
1	1250 KVA, 11/0.433kV	2 Nos	Compact	Voltamp

Financial Bid**Part A****Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18**

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

SI No.	Item name	Qty	Unit	Rate	Amount
1	Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer				
	Labour Charges for Preventive Maintenance of 1250kVA, 11/0.433kV, Outdoor CSS which includes below mentioned things. a) Servicing of RMU b) Servicing of Transformers c) Servicing of LT Panel	1	Year		
Total					
Add GST					
Total Amount for repairing with spare parts					

Notes:

Rates quoted shall be inclusive of duties & cartage etc. as mentioned in General Terms & Conditions of tender document. However, bidder should mention rate of applicable GST. In case applicable GST rate is not mentioned by the bidder in price bid; then it will be assumed that their quoted rates are inclusive of all GST.

Signature and seal of authorized signatory of agency/bidder

Financial Bid
Part B
Transformer spare parts Price List with rate

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

SI No.	Item name	Qty.	Unit	Rate without GST	GST
A	Spare list provided by Bidders				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

Note:-

Annexure A will not considered in financial bid qualification.

CHECK LIST

Tender No.: RCB/17019/2/2025-ENGG-RCB/NIT-18

Name of work- Providing Annual Maintenance Contract (AMC) of 2 x 1250 KVA Make- Voltamp Transformer of BSL-3 Compact ESS at NCR Biotech Science Cluster Faridabad.

Estimated Cost of Tender	100%	₹ 2,24,200
EDM 2% of Estimated Cost	2%	₹ 4,484
EMD Exempted	Registered Vendor in similar work	MSME/NSIC
Cost of each Three Work 40% of Estimated Cost	40%	₹ 89,680
Cost of each Two Work 60% of Estimated Cost	60%	₹ 1,34,520
Cost of One Work 80% of Estimated Cost	80%	₹ 1,79,360
Performance Guarantee 10% of Estimated Cost	10%	₹ 22,420
Annual average Turnover 80% of Estimated Cost	80%	₹ 1,79,360.00
Liquidity Damage	0.2% to 5% of tender cost	
Time For Completion	365 Days (12 Month)	from date of award
Tender Fee	Nil	,
Tender processing Fee	Yes	As per E-wizard portal
AMC Agreement	Yes	NJS ₹100/- provided by Agency