



YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
Rajbhavan Complex, Baner Road, Pune – 411 007.
Phone No. (020) 25608408 / 25608468 /8210

TENDER PAPERS

For Two Years 2025 - 2027

Tender For Expression of interest for

Empanelment of Contractors for Renovation and different Repair and Maintenance of Civil/ Electrical works in YASHADA campus for Two Year period

COST OF TENDER FORM : Rs. 1180/- (Non Refundable){including GST}

EARNEST MONEY : Rs. 50,000/-(Refundable)

SECURITY DEPOSIT : 5 % of the billing value

E-TENDER SUBMISSION PERIOD: 24/12/2024 TO 07/01/2025 (6.00 PM)

PRE-BID MEETING : 31/12/2024 (3.00 pm YASHADA Board Room)

DATE OF TECHNICAL BID OPENING: 09/01/2025 (11.00am) If Possible

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NAME OF WORK

Empanelment of Contractors for Renovation of different Repair and Maintenance Civil/ Electrical works in YASHADA campus for Two Year period

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DETAILED TENDER NOTICE

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

Raj Bhavan Complex, Baner Road, Pune 411 007.

Phone No. (020) 25608408/268

Empanelment of Contractors for Renovation and different Repair and Maintenance of Civil/ Electrical works in YASHADA campus for Two Year period

1.1 Online tenders are invited for the above work, from Contractors having experience of similar works for YASHADA and will be received in form of e-tenders upto 3.00 pm. On / before 07/01/2025. Tender can be downloaded from <https://mahatenders.gov.in>. Tender is also available only for perusal on www.yashada.org

Cost of each blank tender form : Rs. 1180/-

Time Limit : 2 Years

Earnest Money : Rs. 50,000/-

Security Deposit : 5 % of the billing value

E-TENDER SUBMISSION PERIOD : 24/12/2024 TO 07/01/2025 (6.00 PM)

PRE-BID MEETING : 31/12/2024 (3.00 PM)

DATE OF TECHNICAL BID OPENING : 09/01/2025 (11.00 AM) If Possible

1.2 Validity Period :

The offer of the Contractor shall remain valid for acceptance for a minimum period of **120 days** from the date of opening of Envelope No.2 (Main Tender) and thereafter until it is withdrawn by the Contractor by notice in writing duly addressed to the authority opening the tender and sent by Registered Post Acknowledgement Due.

1.The tender notice shall form a part of the contract agreement.

2.No JV allowed.

3. The right is reserved to revise or amend the contract documents fully or part thereof prior to the date notified or amended for the receipt of tender. Such deviations/amendments, if any, shall be communicated in the form of corrigendum or by a letter as may be considered suitable.
4. The right is reserved by Director General, YASHADA to reject any or all tenders without assigning any reason thereof.
5. Tenders which do not fulfil all or any conditions or are incomplete in any respect are liable to summary rejection.

2.0 BACKGROUND :

2.1 YASHADA Pune, is the training institute of the Govt. of Maharashtra, and has been granted full autonomy since 1990. Today, it is functioning as an autonomous institute of the Government of Maharashtra and is governed by Board of Governance (BOG). Presently, all the Civil/ Electrical works (including electrical) are handled by Estate Department YASHADA.

2.2 Institute is willing to identify an Efficient Service Provider who can take “**COMPLETE RESPONSIBILITY**” of all regular Civil/ Electrical Maintenance works and allied issues. The scope includes routine Civil/ Electrical maintenance of institute all campus, regular checkup of water supply, drainage line, plumbing work, to each department, minor repair work etc. For carrying out the new Civil/ Electrical works (limited quantities), the rates shall be quoted by the agency. The rates shall be as per rates in the current SSR in case of works part and as per applicable minimum wages for labour contract part. The agency is requested to consider the market variation and quote accordingly. The purpose of this tender is to identify such a service provider, fix up the unit rates of various required Civil/ Electrical works. The tender and contract are valid for two years and extension thereof.

For labour contractor responsibility shall be for consistently providing required manpower for the duration of work as per direction of Engineers in charges or HoD Estate. Needless to say, the institute looks forward to a **quality conscious agency** which has good record and reputation in the market, and which is handling such contracts at industries/institutes.

2.3 GENERAL

2.3.1 Time limit: The work is to be completed within the time limit as specified by Engineers in charges of HoD Estate which shall be reckoned from the date of written order of commencing the work and shall be inclusive of monsoon period. Penalty will levied as per Penalty clause No-13.

2.3.2 Estimate Rate: No alteration in the form of Final sanction Estimate and the schedule of Final sanction Estimate and no additions in the scope or special stipulation shall be permitted..

2.3.3 Estimate Units: The tenderers should particularly note the unit mentioned in the Schedule “B” on which the rates are based. No change in the units shall be allowed. In the case of difference between rates written in figures and words, the correct rate will be the one, which is lower of the two.

2.3.4 The Income Tax TDS @ 2% or percentage in force from time to time or at the rate as intimated by the competent Income Tax authority and other statutory deductions shall be deducted from bill amount whether measured bill, advance payment or secured advance and other charges as per Government rules. GST TDS at applicable rules shall be deducted as and when applicable.

2.3.6 The bidder can apply for any part of the contract /as per schedule-B

3.0 EARNEST MONEY:

Earnest money of Rs. 50,000/- (In words -Fifty Thousand Only) & Tender Fee of Rs. 1180/- along with the tender should be drawn in form in favor of Director General YASHADA.

Notes:

- 3.1 Tender of those who do not deposit tender fee and/or earnest money (Online) shall be summarily rejected.
- 3.2 The amount of earnest money will be refunded to the unsuccessful tenderer on deciding about the acceptance or otherwise of the tender or on expiry of the validity period whichever is earlier. In the case of the successful tenderer, it will be refunded on his paying the security deposit and completing the tender documents or will be transferred towards a part of security deposit to be paid after awarding of the work. If the successful tenderer does not pay the security deposit in the prescribed time limit and complete the agreement bond, his earnest money deposit will be forfeited to YASHADA.
- 3.3 Earnest money from the un-successful tenderers will be refunded on their application only after an intimation of rejection of their tender is sent to them or on the expiry of the validity period whichever is earlier.
- 3.4 If any technical difficulties arise while filling up e-tender, please contact toll free No. 1800 3070 2232 at NIC. If any query in tender, please contact on 020-25608409 in office hours.
- 3.5 Even though the tenderers meet the requirements, they are subject to be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements.

AND / OR ON ACCOUNT OF

Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delay in completion of work or litigation history or financial failures etc.

4.0 TENDERING PROCEDURE :-QCBS

1. 4.1 Technical Envelope.- Pre-Qualification (PQ) Criteria

The online envelope clearly marked as "**Technical Envelope**", shall contain the scanned copies of originals of following documents: -

- 4.1.1 Proof regarding submission of tender fee and EMD, online challan copies need to be uploaded.

- 4.1.2 Certificate of registration Private Agency with Valid Shop Act License / Public Limited Company/ Government organization / Semi Government organizations / Partnership firm / Private Limited company / Contractor registered with PWD or Irrigation or MJP or CPWD , as applicable. **Electrical Contractor must have valid registration and registered technical staff.**
- 4.1.3 Certificate of registration of GST.
- 4.1.4 Certificate of registration of PAN/TAN Number.
- 4.1.5 Turnover certificate from CA (Chartered Accountant) for any three financial years out of the last three financial years (2021-2022, 2022-23 and 2023-24) showing minimum turnover not less than Rupees Rs. 25 Lakhs per annum for Electrical Contractors and Rs.75 Lakhs per annum for Civil Contractors, if any of one year in respect of related similar works .As per Annexure-1 (No Balance Sheet should be uploaded). along with UDIN number.-10 Marks
- 4.1.6 Self declaration by bidder that they have not been blacklisted by any Ministry/Department/Govt. organization of Central/State or any Public sector organization or there is no litigation with any organization on account of similar type of services and Self declaration by bidder that no Judicial case is pending in court of law against firm as per Annexure-2.
- 4.1.7 Duly signed declaration regarding acceptance of terms and conditions of the tender by bidder as per Annexure-3.
- 4.1.8 Previous experience for last 3 years & work in hand. (Specific work completion certificate/experience certificate specific to the work order shall be produced. Building works will considered only) , if any of one every year one single work in respect of related similar works not less than Rs. 15 Lakhs for Electrical Contractors and Rs. 25 Lakhs for Civil Contractors.- 10 Marks.
- 4.1.9 Personal and Bank details of bidder as per Annxure-4.
- 4.1.10 The bidders should present their last three years works experience in front of YASHADA Committee.-10 Marks
- 4.1.10 Contractors registered address should be located in Pune / Pimpri Chinchwad Municipal Corporation areas.

Notes:

- a) The bidders should upload all above documents. Any bid failing to meet any of the above pre-qualification criteria shall be disqualified and will not be considered for technical evaluation.
- b) All the bidding entities should fulfil the PQ criteria mentioned below. Only entities fulfilling these criteria, will be considered for the Technical and Financial evaluation of the bid.
- c) The Department reserves the right to verify and/ or to evaluate the claims made under pre- qualification criteria and any decision in this regard shall be final, conclusive, and binding upon the bidder. For this verification purpose if the Department seeks additional documents, data, and details; the bidding agencies will be required to produce those. In case of failure to produce such documents in stipulated time, the concerned agency will be not considered for further evaluations and will be disqualified with the immediate effect.
- d) Only bidder qualifying the pre-qualification criteria will be called for the technical presentation.

4.2 Commercial Envelope “(BOQ)”:

The tenderer should quote his offer on BOQ of the tender in as applicable as per price Bid (Schedule B) or his tender in online Commercial Envelope (BOQ). He should not quote this offer anywhere directly or indirectly. Rates quoted should excluding GST.

4.3- Evaluation Process

- i. The evaluation process of the bid proposed to be adopted by the Department is indicated in this section. The Department shall appoint a Bid Evaluation Committee (BEC) to scrutinize and evaluate the technical and commercial bids received. The BEC will examine the bids to determine whether they are complete, responsive and whether the bid format conforms to the bid requirements. The department may waive any informality or non-conformity in a bid which does not constitute a material deviation. There

should be no mention of bid prices in any part of the bid other than the Commercial Bid. Any attempt by a bidder to influence the bid evaluation process may result in the rejection of Bid.

- ii. All the bidding entities should fulfil the Pre-Qualification (PQ) Criteria. Only entities fulfilling the PQ Criteria will be considered for the technical and commercial evaluation. The bid will be two stage process and based on Quality and Cost based System (QCBS) of evaluation.
- iii. After PQ, the first stage will be Technical Evaluation (TE) of the proposal based on the technical criteria and second stage will be Financial Evaluation (FE) based on the financial quote by the bidder. The final evaluation will be based on the weightage given to the Technical and Financial performance by the bidder as detailed in this section.
- iv. At the end of the evaluation of technical proposal of the bidders, based on the performance on various technical parameters, bidders will be allotted Technical Performance Marks (TPM). After the Technical evaluation, the companies scoring more than the minimum TPM required, will move to second stage and their financial proposal will be evaluated. They will be allotted Financial Proposal Marks (FPM) based on their financial proposal. The TPM and FPM will then be added to get the Overall Performance Marks (OPM).

Overall Performance Marks(OPM) = Technical Performance Marks(TPM) + Financial Performance Marks(FPM)

v. Opening of Technical Bid

The Department shall open the Technical Proposals online, the technical proposal for all bidders will be made available on the e-Tender Site.

Vi Evaluation of Technical Bid

1. The Technical Bids of only those Bidders, who qualify in the PQ

criteria stage, shall be considered, and will be evaluated as per the technical evaluation criteria. The BEC may invite each Bidder to make a presentation as part of the technical evaluation/site visits/demos.

2. The BEC may require written clarifications from the Bidders to clarify ambiguities and uncertainties arising out of the evaluation of the Bid documents (to be stated precisely as it should be in interest of the Department).
3. BEC decisions on markings will be final and will be binding on all the bidders. No communication/ explanation regarding marks will be entertained.
4. To qualify technically, a bid must secure a minimum of 70% of total marks after summing up. Only those Bids which have a minimum score of 70% of total marks will be considered for further processing. However, the Department reserves the right to lower the minimum required marks if none of the Bidders achieves 70% of the total marks. Only the Bids qualifying the technical evaluation will be considered for opening of commercial bid.
5. The technical evaluation shall be carried out based on the criteria specified in table below:

#	Ref No	Category	Criteria	Max Score	Required Documents
A	Bidder's Competence			30 Marks	
		The Bidder should have at least Rs.	>=100 Lakh (Civil) >=40 Lakh (Elect.)	10	1. CA Certificate clearly mentioning the Average Annual

A 1	TQ_1	75 & 25 Lakh as avg. annual turnover in the last 3 financial years for Civil & Electrical contractor respectively. {Highest three of the FY2020-21,2021-22, and 2022-23 and 2023-24(if available)}	. Between 75 to 100 Lakh (Civil). Between 25 to 40 Lakh (Elect).	7 7	Turnover fo each of the {Highest three of the FY2020-21,2021-22, and 2022-23 and 2023-24(if available)} 2. CA Certificate should have CA's Registration Number and Seal.
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A 2	TQ_2	Previous experience for last 3 years & work in hand. (Specific work completion certificate/experience certificate specific to the work order shall be produced.) , if any of one every year one single work in respect of related similar works not less than Rs Rs. 15 Lakhs for Electrical Contractors and Rs.20 Lakhs for Civil Contractors.-	>=45 Lakh (Civil Project) >= 25 Lakh (Elect.)	10 Marks 10 marks	1. Copy of Work Order/ Agreement 2. Duly signed and stamped certificate from the client stating the current status of the project and remaining period of the project OR Project Completion Certificate duly signed and stamped by the client 3. Document as per annexure
	C	Technical Presentation to BEC		10 Marks	
		The bidder must do presentation and capability demonstration clearly proving bidders' capability to execute the project, Understanding of Project, Project Approach, and Experience of working on similar projects, Project Planning, and proposed methodology for project execution. The presentation will be assessed based on the renovation and new works.		10	

		Total	30Marks	

- a. The bidder satisfying the Pre-Qualification Criteria shall make a detailed presentation to the BEC in a Power Point Format (PPT) (duration of presentation will be max. 20 minutes) for evaluation purposes. This presentation shall be made by eligible bidders only at the office of the YASHADA, Pune.
- b. The presentation may be allowed to be done online by YASHADA in case there any restriction related to meeting attendance in person.
- c. The Technical evaluation will carry a total of 30 marks based on the criteria given in the table above. The bidders scoring a minimum of 70 % will qualify for the financial evaluation.
- d. The Technical Proposals of the qualified Bidders shall be analyzed / evaluated and Technical Proposal Marks (TPM) shall be assigned to the proposal of each Bidder.

ii. Opening of Commercial Bid

- a. The Department will open the Commercial Bids of only PQ and TQ qualified Bidders.
- b. Activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- c. The Commercial Bids will be evaluated by the Department for completeness and accuracy. If there is a discrepancy between words and figures, the amount in words will prevail.
- d. The amount stated in the proposal form, adjusted in accordance with the above- mentioned procedure, shall be considered as binding,

unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

iii. Evaluation of Commercial Bid

- a. The evaluation process shall consider the commercial bid quoted rates.
- b. The Department will not bind itself to accept the lowest commercial or any commercial and reserve the right to accept any proposal, whole, or in part.

- c. The Department's decision in respect to evaluation methodology, shortlisting, and declaring the results will be final and no claims whatsoever in this respect will be entertained.
- d. Method for commercial evaluation of bidder is given below. The methodology used for evaluating bidders (who qualify in technical proposal) based on the rates quoted by them in their commercial bid is final and binding to all bidders.

iv. Techno-commercial scoring

- a. The techno-commercial score for each bidder shall be calculated as follows:

$$\text{Total score (OPM)} = (\text{FPM}) * 0.30 + (\text{TPM}) * 0.70$$

- b. Here, FPM and TPM are Financial Performance Marks and Technical Performance Marks of the respective bidder.
- c. $\text{FPM} = \frac{\text{F(Lowest Bidder)}}{\text{F(bidder)}}$ where F is the Final Financial Quote in Rupee.
- d. $\text{TPM} = \frac{\text{T(bidder)}}{\text{T(Max)}}$. Where T is the marks obtained in the Technical evaluation. T(Max) is the maximum Technical marks possible.
- e. The bidder for which total score (OPM) is highest shall be deemed as the H1 bidder and the bidder for which OPM is second highest shall be deemed as the H2 bidder and so on. The Department shall not entertain any queries on its evaluation methodology for H1 bidder.
- f. The H1 bidder will be eligible for the award of the contract after completing the conditions as mentioned in this document.
- g. In case of a tie of Total Score between two or more Bidders, the Bid with a higher technical score will be chosen as the successful bidder.
- h. At the sole discretion and determination of the Department, the

Department may add any other relevant criteria for evaluating the proposals received in response to this RFP.

6. The Department may, at its sole discretion, decide to seek more information from the respondents to normalize the bids. However, respondents will be notified separately, if such a normalization exercise as part of the technical evaluation is resorted to.

4.4 ACCEPTANCE OF TENDER:

4.4.1 The commercial bid of technically qualified bidders shall only be opened and as per QCBS criteria lowest offer of the technically qualified bidder shall be accepted. The acceptance of the tender may be communicated to the Contractor by email or otherwise.

4.4.2 The successful bidder will have to sign the original copy of the tender papers according to which the work is to be carried out. Such a bidder shall also have to give a declaration to the effect that he has fully studied the plans, specifications, local conditions and availability of labour and materials and that he has quoted his amount with consideration to all these factors.

4.5 SECURITY DEPOSIT:

4.5.1 The Agency shall have to pay the amount of Security Deposit equal to 5% of the cost of running Bills at the time of billing.

4.5.2 All compensation or other sums payable by the Agency under the terms of this contract or any other contract or on any account may be deducted from his Security Deposit or from any sums which may be due to Agency or may become due to Agency by YASHADA on any account and in the event of the security being reduced by reason of any such above noted deductions, the Agency shall, within 10 days of receipt of notice of demand from the YASHADA authority, make good the deficit.

4.5.3 There shall be no liability on YASHADA to pay any interest on the Security Amount Deposited by or recovered from the Agency.

4.5.4 The Security Deposit will be forfeited by the institute if services are inadequate poor, and not found satisfactory or a situation demands. The institute reserves all rights for such decision.

4.5.5 The Security Deposit shall be refunded after completion of defect liability period of 1 (one) year from the date of completion of the work.

4.5.6 अंदाजपत्रकीय दरापेक्षा कमी दराच्या निविदा प्राप्त झाल्यास त्यांच्या स्विकृती अनुसरण्याच्या सुधारित मार्गदर्शक सूचना शासन निर्णय क्र. सीएटी/2017/प्र क्र 08/इमा-2, मुंबई, दि.27/09/2018 व शासन निर्णय क्र.सीएटी/2018/प्र क्र 127/इमा-2,मुंबई दि.28नोव्हेंबर2018.

5.0 GENERAL TERMS & CONDITIONS:

5.1 The work of Civil/ Electrical maintenance shall be carried out after receiving the requirement from the department and as per the instructions given from time to time by **HOD, ESTATE DEPARTMENT**, of the institute. The Civil/Electrical maintenance shall be as per the specifications and direction of the engineer in-charge.

5.2 Contractors shall have to adhere to the specifications given in the Estimate/BOQ as well as **material specifications prepared by the Estate Dept. YASHADA.**

5.3 The scope of Civil/ Electrical Maintenance work will include providing labour and material, regular checkup of water supply, drainage line, repair of inspection chamber, plumbing work, repair of door/windows, minor Civil/ Electrical works, etc. as directed, by engineer in-charge from time to time.

5.4 The contractor provide a qualified person of relevant technical knowledge and experience to supervise the Civil/ Electrical work.

5.5 **The contract** will be valid for the period of **2 Year**. However, If found suitable, may further be extended for **another year**, or so on mutual consent. Selected contractor will be debarred from YASHADA Empanelment if found guilty, misbehaving and quality of work is not as per standard. Also, no payment will be made for the work carried out by contractor.

6.0 Work Procedure

New Minor Civil/ Electrical and Routine Maintenance works:

1. The department / section of the institute needing such type of work will put up such request to the Estate Department.
2. The contractor or the in-charge of the agency will visit the site, As per the direction of Engineer-In Charge the agency shall confirm the scope of the work. YASHADA Architect Consultant shall prepare the drawing, measurement of quantity specifying the scope of items and abstract sheet with reference to current PWD-SSR. Submit the work measurement and Abstract sheet to the Estate Department. Estate Department shall verify the BoQ submitted by Architect Consultant and shall submit with necessary amendments (addition /reduction) in BoQ to approval authority
3. After approval, HOD, Estate department, and YASHADA Authority will direct to execute the work.
4. The contractor or the in-charge of the agency will visit the site, confirm the scope of the work with the department / Architect Consultant, and prepare the bill of quantity specifying the

scope of items as Specifications given in this work order as per tender. The BOQ will be checked and certified by the Engineer -in Charge and HOD, Estate department, YASHADA, respectively.

5. On the completion of work, the user department / section will certify the execution of the work as per requirements. The measurements prepared by the service provider will be inspected by the Architect Consultant /Engineer In-Charge of Estate department office/any third party such as CoEP/ Govt. Polytechnic/ Govt ITI. The service provider will make the bill for the executed work as per quantities measured and approved by Engineer-in –charge and HoD Estate at approved rates.

6. The work done or services provided bills prepared by the contractor with material testing report, will be certified by Architect Consultant and HOD, Estate Department, YASHADA for necessary payment.

7.0 GENERAL SPECIFICATIONS

7.1 SPECIAL INSTRUCTION:

a) All Civil/Electrical works [repair/new items] shall be carried out strictly in accordance with the specifications

B) All Civil/ Electrical work shall be carried out through persons having good experience in the related work. A qualified person of relevant technical knowledge and experience shall supervise the Civil/ Electrical/Electrical work. The approval of HOD, Estate Department, YASHADA in writing shall be obtained prior to commencement of the work for all repair and minor works.

7.2 QUALITY OF MATERIALS:

All the materials shall be new from fresh stock and as per I.S. s specifications and brand specified in schedule B. The necessary tests for the material shall be done through Govt. Certified Labs. The Material testing charges are borne by YASHADA as an actual Receipt of Payment.

Rejected materials shall be replaced by the contractors within 7(Seven) days of instructions placed in writing by the engineer in-charge

7.3 FORECLOSURE OF THE CONTRACT:

The payment for any work shall be based on actual measurement and approved by YASHADA. The Contractors shall consult in advance in writing before purchase of materials, fittings or accessories connected with the items of works as previously mentioned to avoid inconvenience to themselves in the event of those items being rejected or cancelled. The contractor shall not be entitled to any claims whatsoever on account of such deletion of scope as aforesaid.

7.4 INSPECTION AND TESTS:

The necessary tests for the material as directed by the officer in-charge shall be carried out prior to execution of the work. The necessary tests for the material shall be done through Govt. Certified Labs. The Material testing charges bare by YASHADA as an actual Receipt of Payment.

No material shall be provided/installed used at site without permission in writing from Engineer In charge.

7.5 CERTIFICATES:

The Contractor shall submit, following certificates to the Engineer for record purpose after the completion of the work.

- a) Completion drawings on the architectural drawings provided by the Institute.
- b) Any other Certificate/Reports as directed by the Engineer.
- c) Instruction & Operation Manuals, Catalogue of equipment specified in some specified cases as required .

7.6 FREE MAINTENANCE:

The contractor shall leave entire installation under any contract ready and in proper working order and shall without additional charges replace any material, part of work, which develops defect due to faulty workmanship or inferior quality of the materials. The defect liability period shall be of 1(one) year from the date of testing of the installation / handing over.

7.7 WATCH AND WARD:

The watch and ward of the materials of work, tools, and tackles shall be the responsibility of the contractor. YASHADA shall not be liable for any compensation for loss or theft of material, till the handling over of the installation.

7.8 ACCIDENT AT WORK SITE:

The safety of workmen at site shall be the responsibility of the contractor during execution till handing over of the site. The contractor shall insure the workers, material and supervisor including third party damages at site. No claim or compensation for accident or loss of life shall be liability of YASHADA.

7.9 SAFETY EQUIPMENT:

The contractor shall provide all safety gadgets, personal safety equipment to workmen at site. The contractor shall issue identity cards to workmen, which shall be produced on demand by the YASHADA staff.

7.10 WORK TIMING:

The contractor shall work generally in office hours during any day at YASHADA Baner and Tathawade campus. The work shall be permitted on Sunday and holidays. Any extra hours of work, or work on holidays shall be permitted by engineer in writing.

7.11. Jurisdiction for all purposes is Pune.

8.0 GENERAL TERMS AND CONDITIONS FOR Renovation and different

Repair and Maintenance of Civil/ Electrical works in YASHADA campus

Civil/ Electrical maintenance and repairs at Baner road and Tathawade YASHADA Campus all Buildings covering entire area including All departments , hostel blocks, Auditorium, mess , staff quarters, DDG And Director General bungalow, toilet – bathroom,

MDC and DAC etc. for all repair and maintenance works and record keeping of the complaints , work completed and reporting to Estate office .

SCHEDULE (Services)

1. Rates should be inclusive of all taxes (Excluding GST) and charges and valid for contract period as per quoted offer based on current PWD-SSR.
2. The contract will be valid for **TWO YEAR** from the date of issue of Work Order.
3. YASHADA may terminate the contract at any time without assigning any reasons thereof.
4. The agency will be responsible for all Civil/ Electrical and allied maintenance during the period.
5. The contractor needs to depute one supervisor (good in estimation, rate analysis and supervision for repair and maintenance work) along with a team of skilled labours as described in the bid.
6. YASHADA Campus all Buildings complaints need to be attended quickly. It should be complied within 1 day from the time of reporting as per the priority and requirements.
7. In certain cases, an immediate compliance of work should be done as directed by the officer in-charge.

SCHEDULE:

1. The rate shall be quoted in percent above or below the value of all items listed in the current PWD SSR. They would be **inclusive of all taxes AND Excluding GST.**
2. The quantity of work would be as per site condition and actual measurement.
3. The increase in approved rate is not permitted, unless otherwise change in specifications and arrival of new PWD SSR within contract period is considered.
4. The maximum work for maintenance will be limited to an amount Up to Rs. 25 Lakhs at a time subject to approval of the Director General YASHADA.
5. The rates would be valid for Two Year as per quoted offer based on current PWD-SSR , may be extended to another year subject to quality of work in time schedule and performance work.
6. Employer will have right to choose one or more agencies to carry out the maintenance work.
7. No Escalation/hike in price are applicable. Only Consideration shall be arrival of new PWD SSR items Rates based on rates quoted in percent (above or below) against estimated value of all items.
8. The Bill should be submitted along with photographs and measurements.
9. Whenever item other than those mentioned in PWD SSR are required to be executed, the Agency shall be required to seek prior approval in writing form the appropriated authority before execution of work.
10. Labour contractor shall submit estimate of labour required for completion of work along with time schedule prior to commencement of work.

9.0 SUMMARY OF THE OFFER-SCHEDULE -B

Particulars	Quote the offer for current PWD SSR items in percentage
The rate in percentage (%) for all items in current PWD SSR above (+) / below (-) . The offer will be valid for major routine items required for repairs and maintenance in the all Buildings in campus at Baner YASHADA, Pune.	percent (%) above (+) / below (-) Note: This is a proforma for submission of the Price Bid (in separate envelope –II)

Note:1) Decision of the employer will be final and binding on all bidders.

2) The selection of bidders will be based on] minimum quoted offer of percentage.

3) In total Max 15 Agencies (Max 10-Civil and Max 5- Electrical)shall be short listed based on acceptance of minimum quoted rates by other 15 Agencies and readiness to work on the basis of minimum quoted offer (as per above point No-2) for repairs and maintenance of Civil/Electrical works.

4) Out of 15 Agencies first lowest bidder quoted offer rate shall be the base rate that shall be considered to be offered to other 15 Agencies for execution of work.

10.0 PAYMENT:-

All payments shall be made in Indian currency. The Agency shall normally be paid once in a month on its running bill on the basis of actual satisfactory maintenance of area. If some part is not maintained, amount for that area will be deducted from running bills as per penalty clause. The agency will submit R.A. bills in the prescribed form along with supporting measurements recorded in measurement book and duly certified by the In-Charge Engineer of YASHADA.

11.0 PENALTY –

11.1 Delay in completion of work by works contractor shall result in imposition of penalty of Rs. 2000/- per day or per Max 10 % of contract value. In case the penalty will levied twice on the same work ,the contractor liable for termination. In Case of three penalties in one work auto termination of contractor

11.3 Legal Instructions

11.3.1 Agency shall be liable for any accident, loss, death, injury to persons at Yashada or any place for damages of any kind to life or property in the course of this work. The Agency shall indemnify Yashada against any claims related to the above.

11.3.2 The Agency shall not sublet the work.

11.3.3 During the course of work under this contract, the Agency shall ensure that no Damages to YASHADA's property and personnel occurs. If any such damage occurs of this work, the Agency shall be liable to make good the same to Yashada and the affected persons. In case of default, the recovery of such damages will be made from agency's bills. The Agency shall indemnify Yashada from any claim arising due to any such incident caused by the agency.

11.3.4 The employees deployed by the agency at the Yashada shall be its own employees under their exclusive management, supervision and control and Yashada shall in no way be responsible or liable for their wages.

11.3.5 Indemnity

The agency shall at all times keep Yashada effectually indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or by reason of anything done or omitted to be done by the Agency and against all costs and expenditure incurred by YASHADA in that respect. The Agency shall also keep YASHADA indemnified against all claims for compensation under the provision of any law for the time being in force / brought in to force by or in respect of loss of life or injury to any Employee deployed by the Agency in carrying out the obligations under the contract and against all costs and expenditure incurred by YASHADA in connection there with. YASHADA shall be entitled to deduct any amount due from all money payable to the agency by way of compensation as aforesaid or of any other nature and costs and expenses in connection with any claim thereto. For this purpose an Indemnity Bond will have to be executed by the Agency, before commencement of service.

12.0 TERMINATION OF AGREEMENT:-

12.1 During the period of this agreement, Yashada shall have the right to terminate this agreement if it is not satisfied with the performance of the Agency by giving 30 days notice in writing.

12.2 In case the Agency desires to terminate the contract during the period of the agreement, the Agency will be required to give three months prior notice to YASHADA. Agency will not exit the contract up to 6 months from the commencement of contract work.

13.0 FORCE MAJEURE:-

Agency shall not be liable for failure to perform its obligations under this contract, if such failure results from circumstances which could not have been reasonably foreseen and which are beyond Agencies reasonable control such as acts of God, acts of Government, war, natural disasters or court order.

14.0 DISPUTE:-

Any dispute arising out of the terms and conditions of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the Yashada and the authorized representative of the Agency.

14.1 Settlement of Disputes

All disputes or differences of any kind whatsoever that may arise between the YASHADA, and the Agency in connection with or arising out of the contract or subject matter thereof, whether during the progress of contract or after its completion shall be settled as under:

14.2 Mutual Settlement

All such disputes or differences shall in the first place be referred by the Agency to the YASHADA in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be

made for reaching amicable settlement of disputes or differences.

14.3 Settlement through Court

It is a term of this contract that the Agency shall not approach any Court of Law for settlement of such disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences through Arbitration.

14.4 Jurisdiction of Courts

Jurisdiction of courts for dispute resolution shall be PUNE only.

Annexure – 1

(To be scanned and uploaded in technical Envelope)
(Printed on letter head of Chartered Accountant)

Turnover Certificate

Name of the Company/Firm/Agency :

Address of the Company/Firm/Agency : _____

This is to certify that I have verified the annual turnover of the Company/firm/Agency named above for business related to Renovation of different Repair and Maintenance Civil/ Electrical works in YASHADA campus. it is as mentioned below; and that it is correct.

Sr. No.	Description	Financial Year 2021-22 Rs. . (both, in figures and words)	Financial Year 2022-23 Rs. . (both, in figures and words)	Financial Year 2023-2024 Rs. . (both, in figures and words)
1.	Annual Turnover in respect of Renovation of Civil/ Electrical Maintenance Services / similar type of works.			

Place :-

Date :-

UDIN :-

Name, Address, Signature and Seal of the Chartered Accountant

Annexure-2

(To be scanned and uploaded in technical Envelope)
(Printed on letterhead of firm/ company)

Self-Declaration regarding not being blacklisted

I Shri / Smt. ----- Proprietor/Director/Authorized signatory of the Company/ firm/ Agency M/s.-----, hereby declare that we are not black-listed by any Central/State Government/Public Sector Undertaking or any other organization for **Renovation of different Repair and Maintenance Civil/ Electrical works in YASHADA campus** We are not involved in any litigation that may have an impact on execution of contract or may compromise the delivery of service as required under this tender.

There is no Judicial case is pending in court of law against firm.

(Signature of Authorized Person)

Place: _____

Name

Date : _____

Designation _____

Address: _____

Seal _____

Annexure-3

(To be scanned and uploaded in technical Envelope)
(Printed on letterhead of firm/ company)

SELF DECLARATION

6.1. Declaration as regards acceptance of terms and conditions of contract

1. I Shri. /Smt. -----Proprietor / Director /
authorized signatory of the Company/Firm/Agency M/s -----

-----am competent to sign this declaration and execute this
tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them;
3. The information/documents furnished along with the tender are true and authentic to the best of
my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false
information / fabricated document would lead to rejection of my tender at any stage, besides the
liabilities towards prosecution under appropriate law.

(Signature of Authorized Person)

Place: _____
Name _____

Date : _____

Designation _____

Address: _____

Seal _____

Annexure-4

(To be scanned and uploaded in technical Envelope)

Personal & Bank Details for RTGS

All columns are mandatory

Sr .No.	Personal Detail	
1.	NAME OF THE COMPETENT PERSON & AGENCY	
2.	ADDRESS OF THE AGENCY	
3.	CONTACT DETAILS	1) LANDLINE NO. : 2) MOBILE NO.: 3) e-mail ID :
5.	PAN NO.	
6.	GST NO. –	
Bank Details –		
1.	NAME OF THE AGENCY FOR RTGS	
2.	NAME OF THE BANK	
3.	CITY OF THE BANK	
4.	ACCOUNT NO	
5.	ACCOUNT TYPE	
6.	BRANCH CODE	
7.	ADDRESS OF THE BRANCH	
8.	IFSC CODE	
9.	MICR NO.	

(Signature of Authorized Person)

Place: _____

Name _____

Date : _____

Designation _____

Address: _____

Seal _____