



# भारतीय राष्ट्रीय विज्ञान अकादमी

बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110 002

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## निविदा आमंत्रण सूचना (एनआईटी)

(ओपन टेंडर)

**विषय:** इन्सा में केंद्रीय ए.सी. प्लांट (80 टीआर & 150 टीआर) & अन्य उपकरणों का ऑपरेशन तथा सेंट्रल एयर कंडिशनिंग सिस्टम के उपकरणों/ उसके सहायक उपकरणों का वार्षिक अनुरक्षण संविदा (एएमसी)।

एक वर्ष की अवधि के लिए द्विबोली प्रणाली (तकनीकी बोली और वित्तीय बोली) के अंतर्गत उपर्युक्त कार्य के लिए पात्र, पंजीकृत, प्रख्यात, आर्थिक रूप से समृद्ध और अनुभवी कंपनियों/ फर्मों/ एजेंसियों/ सहकारी सोसाइटियों से मुहरबंद निविदाएँ आमंत्रित की जाती हैं जिसको दोनों पक्षों की आपसी सहमति से उन्हीं निबंधन और शर्तों पर वार्षिक आधार पर आगामी दो वर्ष के लिए बढ़ाया जा सकता है।

अनुबंध श्रम (क्रांति एवम् उन्मूलन) अधिनियम, 1970 के अंतर्गत मान्य श्रम लाइसेंस धारित, संबंधित विभागों/ प्राधिकरणों/ सांविधिक निकायों से ईएसआईसी, ईपीएफ, सामान एवम् सेवा कर (जीएसटी), पैन के साथ पंजीकृत और सरकारी/अर्धसरकारी/स्वायत्त संस्थानों/प्रतिष्ठित सार्वजनिक क्षेत्र के उपक्रमों में पिछले तीन वर्षों के दौरान रुपये 35.60 लाख (लगभग कुल रुपए 44.50 लाख की वार्षिक लागत का 80%) या इससे अधिक प्रति वर्ष एक कार्य अथवा रुपये 22.25 लाख (लगभग कुल रुपए 44.50 लाख की वार्षिक लागत का 50%) या इससे अधिक प्रति वर्ष प्रत्येक की लागत के दो कार्य अथवा रुपये 17.80 लाख (लगभग कुल रुपए 44.50 लाख की वार्षिक लागत का 40%) या इससे अधिक प्रति वर्ष प्रत्येक की लागत के तीन कार्य सफलतापूर्वक पूरे करने वाली फर्मों/ एजेंसियाँ आवेदन के लिए पात्र हैं। कार्य के लिए चयनित कंपनियों/फर्मों/एजेंसियों को केन्द्र/राज्य सरकार द्वारा निर्धारित न्यूनतम मजदूरी (जो ज्यादा हो), ईएसआईसी और ईपीएफ का अनुपालन सुनिश्चित करना होगा।

निबंधन, शर्तों और कार्य क्षेत्र सहित निविदा दस्तावेज (अप्रतिदेय/ अहस्तांतरणीय) दिनांक 03 अक्टूबर, 2025 से 18:00 बजे से सीपीपी पोर्टल और इन्सा वेबसाइट: <http://insaindia.res.in> से डाउनलोड किया जा सकता है। विधिवत् भरी हुए निविदा को अंतिम तिथि एवं समय पर अथवा इससे पहले अर्थात् 15 अक्टूबर, 2025 को 17:00 बजे तक जमा करा सकते हैं। निविदाएँ दिनांक 16 अक्टूबर, 2025 को 02:30 बजे इन्सा में सक्षम प्राधिकारी द्वारा नियुक्त एक समिति द्वारा खोली जाएँगी। अकादमी बिना कारण बताए किसी एक अथवा सभी निविदाओं को रद्द करने का अधिकार अपने पास सुरक्षित रखती है।

उप कार्यकारी निदेशक-। (वित्त एवम् प्रशासन)



## INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

[www.insaindia.res.in](http://www.insaindia.res.in)

### **NOTICE INVITING TENDER (NIT)**

#### **(OPEN TENDER)**

**Subject: Operation of central AC plants (80 TR & 150 TR) & other equipments and annual maintenance contract (AMC) of equipments/ancillaries of central air-conditioning system at INSA.**

Sealed tenders are invited from eligible, registered, reputed, financially sound and experienced companies/firms/agencies/co-operative societies for the above said work under **Two Bid System** (Technical Bid and Financial Bid) for a period of one year which can be extended for further period of 2 years on yearly basis same terms & conditions with mutual consent of both parties.

The firms/agencies holding valid labour license under Contract Labour (Revolution & Abolition) Act, 1970, registered with ESIC, EPF, Goods & Service Tax (GST), PAN from concerned departments/authority/statutory bodies and have successfully carried out at least one similar work of costing Rs. 35.60 Lakhs (80% of total annual value of Rs. 44.50 Lakhs approx.) or above per annum OR two works of each costing Rs. 22.25 lakhs (50% of total annual value of Rs. 44.50 Lakhs approx.) OR three works of each costing Rs. 17.80 lakhs (40% of total annual value of Rs. 44.50 Lakhs approx.) or above per annum during last three (3) years in Govt./Semi-Govt./Autonomous Institutions /Public Sector Undertakings (PSUs) are eligible to apply. The company/firm/agency selected for the work will have to ensure the compliance of minimum wages fixed by Central/State Government, ESIC & EPF.

The tender document (Non-returnable/ non-transferable) with terms, conditions and scope of work can be downloaded from CPP portal and INSA website: <http://insaindia.res.in> also from 3<sup>rd</sup> October, 2025 at 18:00 hours onwards. The tender duly filled up may be submitted on or before last date and time i.e. 15<sup>th</sup> October, 2025 till 17:00 hrs. The tenders shall be opened by a committee appointed by the competent authority for this work on 16<sup>th</sup> October, 2025 at 02:30 pm. at INSA. The Academy reserves the rights to reject or accept any or all the tenders without assigning any reason thereof.

**Deputy Executive Director-I (F&A)**

**TENDER NO.**

**: INSA/ESTATE/Oper. & AMC/AC System/2025-26/**

**TENDER DOWNLOADED BY:**

**TENDER DOCUMENT  
(OPEN TENDER)**

**OPERATION OF CENTRAL AC PLANTS (80 TR & 150 TR) & OTHER  
EQUIPMENTS AND COMPREHENSIVE ANNUAL MAINTENANCE  
CONTRACT (CAMC) OF EQUIPMENTS/ANCILLARIES OF CENTRAL AIR-  
CONDITIONING SYSTEM**

**AT**

**INSA, BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110 002**

**DATE & TIME TENDER AVAILABLE  
ON CPP PORTAL AND INSA WEBSITE**

**: 03.10.2025 at 18:00 Hrs.**

**LAST DATE & TIME FOR SUBMISSION  
OF TENDER AT INSA**

**: 15.10.2025 (up to 17:00 Hrs.)**

**DATE & TIME OF OPENING OF TENDER**

**: 16.10.2025 at 14:30 Hrs.**



**INDIAN NATIONAL SCIENCE ACADEMY**

**Bahadur Shah Zafar Marg, New Delhi - 110002**

**Tel: 91-11- 23 221931 - 23221950 (EPABX), Fax: 91-11- 23235648, 23231095**

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# INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi - 110002

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Note:

Tenderers should confirm that they have received all the above documents. The nature and the site of works can be seen personally. Demand Draft for Rs. 89,000/- (Rupees Eighty Nine Thousand only) towards Earnest Money Deposit (EMD) may please be attached with the tender.

DD No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. 89,000/-

Tender can be downloaded from CPP Portal and Academy's website: [www.insaindia.res.in](http://www.insaindia.res.in) from **03.10.2025 at 18:00 Hrs.** onwards. The tenderer not need to submit the tender fee along with tender at the time of submission. The Academy will not charge any fee against the tender cost.

## **NOTICE INVITING TENDER**

1. Sealed tenders are hereby invited for **Operation of central AC plants (80 TR & 150 TR) & other equipments and annual maintenance contract (AMC) of equipments/ ancillaries of central air-conditioning system** from eligible, reputed and experienced firms/ agencies in two separate bids. The technical and financial bids should be submitted separately super-scribing on the envelope "Tender for Operation of central AC plants (80 TR & 150 TR) & other equipments and annual maintenance contract (AMC) of equipments/ ancillaries of central air-conditioning system within INSA Campus" **Technical Bid** and **Financial Bid**. The financial bid will be opened when the firm is technically qualified. The mode of submission for offers is explained in the **APPENDIX - A** attached herewith.
2. The scope of work is given as **APPENDIX - B** of this tender's scope of work. Please work out and quote your monthly rates accordingly.
3. Tenders should be submitted on the specified form (Non-transferable) which can be downloaded from CPP Portal and Academy's **website: <http://insaindia.res.in>** from 03.10.2025 at 18:00 Hrs.
4. The tender will be addressed to Deputy Executive Director-I (Finance & Administration), **Indian National Science Academy**, Bahadur Shah Zafar Marg, New Delhi - 110 002 and same will be submitted at reception of the Academy up to 17:00 Hrs. on or before **15<sup>th</sup> October, 2025** along with earnest money deposit (EMD) of **Rs. 89,000/- (Rupees Eighty Nine Thousand only)** in the form of Demand Draft/ Banker's Cheque/ Pay Order drawn on any nationalized bank in favour of **Indian National Science Academy** of any nationalized bank payable at New Delhi. Tender should be submitted at the reception of the Academy on or before the last date and time of submission of tender as mentioned above. Tenders received without earnest money (EMD) will be treated as invalid. The tender shall be opened on **16.10.2025 at 14:30 Hrs.** by a committee appointed by the competent authority.
5. Tender should be submitted at the reception of the Academy on or before the last date and time of submission of tender as mentioned above. Tenders received without earnest money (EMD) will be treated as invalid. MSMEs firms are exempted for the submission of EMD subject to submission of valid UDYAM certificate.
6. Canvassing in any manner in connection with the tender is prohibited and the tender submitted by the tenderer who resort to canvassing is liable for rejection.
7. Total Earnest money deposit will be forfeited if the contractor fails to commence the work as per letter of award or the time to start the work is duly extended on the basis of valid reason if provided by the contractor to whom the work has been awarded.
8. The tenderer shall not be permitted to tender for works in the Academy in case his relative is posted in the Academy. He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.
9. Complete tender documents to be complied with by the tenderer who intends to submit the tender, the tenderer may see the tender document at the office of the Assistant Executive Director, INSA, Bahadur Shah Zafar Marg, New Delhi - 110 002. If he face the problem in downloading tender from CPP portal and INSA website also.

10. Tender submitted remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be extended by mutual consent and with approval by the competent authority.

11. The Tenderer should quote rates in figures as well as in words, which he shall also work out the amount for each item of work and write both in figures and words. On checking if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him the following procedure will be followed:

- (i) When there is a difference between the rates in figures and in words, the rates which correspond to the amount worked out by the tenderer shall be taken as correct.
- (ii) When the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
- (iii) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount.
- (iv) Overwriting in tender document is not allowed.

12. The Academy has reserved the right to accept or reject/cancel any or all the tenders without assigning any reason thereof.

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## **ELIGIBILITY CRITERIA:**

<b>S. N.</b>	<b>DESCRIPTION</b>
1.	Registration of Company with Statuary Body of State/Central Government
2.	ESI Registration
3.	EPF Registration
4.	PAN Number
5.	GST Registration
6.	Power Attorney
7.	The charges towards the tender cost will be free as per the GFR 2017 Rules.
8.	The EMD of Rs. 89,000/- through banker's cheque/demand draft
9	Exemption of EMD: MSMEs firms are exempted for the submission of EMD subject to submission of valid UDYAM certificate.
10.	<p>Work Experience:</p> <p>(i) At least one work of similar nature of amounting to Rs. 35.60 Lakhs (80% of the total annual value of Rs. 44.50 Lakhs approx.) or above per annum under a single contract in last three (3) years.</p> <p><b>OR</b></p> <p>(ii) Two works of each amounting to Rs. 22.25 Lakhs (50% of the total annual value of Rs. 44.50 Lakhs approx.) or above per annum under a single contract in last three (3) years.</p> <p>(iii) Three works of each amounting to Rs. 17.80 Lakhs (40% of the total annual value of Rs. 44.50 Lakhs approx.) or above per annum under a single contract in last three (3) years.</p>

**MODE OF SUBMISSION:**

The sealed tender will have to be submitted by the tenderer in two separate bids. One is '**Technical Bid**' and another is '**Financial Bid**'. The technical and financial bids shall be submitted separately, super-scribing on the envelopes "Tender for operation of central AC plants (80 TR & 150 TR) & other equipments and annual maintenance contract (AMC) of equipments/ancillaries of central air-conditioning system at INSA." 'Technical Bid' and 'Financial Bid'. The financial bid will be opened when firm qualifies in their technical bid (technically).

1. The offer may be inclusive of latest minimum wages as per Govt. of NCT of Delhi rates (VDA), EPF, ESI, consumables, tools & instruments charges, charges for maintenance of equipments/ancillaries, administrative charges, Goods & Service Tax (GST). (detail given in financial bid).
2. All covering letters and information to be included in the offer shall be submitted in original or attested copies and all the pages of the offers are to be signed and stamped by the authorized signatory.
3. Tenderers are advised to submit their offer strictly according to the terms and conditions, indicated in the **Annexure - I**.
4. In case of any clarifications/doubts, you are advised to contact Assistant Executive Director-II (Estate) on any working day from 10:00 AM to 5:00 PM.
5. The Deputy Executive Director-I (F&A), Indian National Science Academy reserves the right to accept/reject or cancel any or all the tenders without assigning any reason thereof.
6. Tender papers are not transferable.

**First Envelope (Technical Bid):**

First Envelope should contain details of following:

1. The offer shall accompany your company profile giving details of successfully carried out at least one similar work of costing Rs. 35.60 Lakhs (80% of total annual value of Rs. 44.50 Lakhs approx.) or above per annum OR two works of each costing Rs. 22.25 lakhs (50% of total annual value of Rs. 44.50 Lakhs approx.) OR three works of each costing Rs. 17.80 lakhs (40% of total annual value of Rs. 44.50 Lakhs approx.) or above per annum during last three (3) years in Govt./Semi-Govt./Autonomous Institutions /Public Sector Undertakings (PSUs).
2. Annual contract(s) during the last three (3) years to be supported by Performance Certificate (Issued by the Head of Division or by the organization which awarded the work).
3. Details of Registration of the firm with Statuary Body, EPF, ESI registration detail and PAN Number under the Income Tax Act and registered with Goods & Service Tax (GST) Department. Attested copies should be attached with the tender.



4. The firm should have at least two (2) years' experience in providing the contract of operation of central AC plants (80 TR & 150 TR) & other equipments and annual maintenance contract (AMC) of equipments/ancillaries of central air-conditioning system in Central/State Govt./ Semi-Govt./ Autonomous/ Govt. Institutions/ Public Sector Undertakings of repute.
5. Registration with Statutory Body/agencies i.e. Labour Department under contract labour (Regulation & Abolition), Act 1970 to provide services of contract manpower in organizations.
6. List of clients where contract manpowers were deployed on operation of central AC plants (80 TR & 150 TR) & other equipments and annual maintenance contract (AMC) of equipments/ancillaries of central air-conditioning system at INSA.

**Second Envelope (Financial Bid):**

Second envelope should contain a 'Financial Bid' as per the terms and conditions **ANNEXURE - I** and scope of work is given in the tender form **APPENDIX - B** respectively.

The tender shall be opened on **16.10.2025 at 14:30 Hrs.** by a committee appointed by the competent authority. The last date of submission of completed tender document is **15<sup>th</sup> October, 2025 till 17:00 hrs.**

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**TERMS AND CONDITIONS OF CONTRACT:**

1. The work shall be carried out as per scope of work mentioned in APPENDIX-B. Wherever it is mentioned in the scope of work that the contractor shall perform certain tests or provide certain facilities/materials, if required. It is implied that the contractor shall do the same at his own cost.
2. Tender must be unconditional. The conditional tenders shall not be accepted by the Academy.
3. The tender form shall be clearly filled in ink legible or typed. The tenderer should quote amount tendered by him/them in figures and as well in words. Each sheet of the tender form should be signed by the tenderer himself. The forwarding letter attached should be signed by the party along with tenderer. Copies of the PAN number and satisfactory performance certificate issued by the concerned agency(s), organizations where such type of work/jobs have been performed by the contractor earlier should also be enclosed.
4. If the quoted amount by the two or more bidders/tenderers matches with each other, then the Academy will decide the successful bidder (lowest one) based on the number of successfully completed works and their contract values in last three (3) years.
5. If any bidder or tenderer quote the administrative charge/ service charge as "NIL or Zero (0)" then the Academy will reject/ cancel the tender as per GFR-2017.
6. The following information should be indicated on the envelope.
  - a) Tender for operation of central AC plants (80 TR & 150 TR) & other equipments and comprehensive annual maintenance contract (CAMC) of equipments/ancillaries of central air-conditioning system at INSA.
  - b) Name of the firm with complete address, telephone/mobile number & email id.
7. The Academy will deduct income tax/ TDS and other taxes as applicable from time to time from monthly bill as per Govt. of India Rules.
8. Within 15 days of receipt of award letter for work from the Academy, the successful firm shall furnish the security deposit of 5% of the total value of annual contract by Pay Order/Demand Draft of scheduled bank in favour of the **Indian National Science Academy** for due performance of the contract. The EMD amount will be adjusted at that time. In the event of any breach/violation contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Academy. No interest shall be paid by the Academy on Earnest Money Deposit (EMD) or Security Deposits (SD) deposited by the contractor.
9. The contractor shall prepare an agreement on a non-judicial stamp paper of Rs.100/- after due approval by INSA which will be signed by INSA and the Contractor. The first payment shall be released only after the agreement is signed. The contractor will provide the stamp paper at their own cost.

10. No worker below the age of 18 years and above the age of 60 years shall be deployed at site. The contractor shall pay not less than minimum wages as provided by Central/State Govt. of NCT of Delhi norms to his workers plus EPF & ESI and keep INSA indemnified in this respect. The contractor will submit monthly bill along with copies of bill calculation sheet, challans/ECRs of EPF, ESI and proof of payment made to his employees deployed under the contract at INSA.
11. The contractor shall comply with all the relevant laws and statutory requirements covered under various Laws/Acts such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970, EPF, ESI and various other Acts as applicable from time to time with regards to the persons engaged by the contractor at INSA.
12. The contractor shall pay the bonus to his employees in an accounting year in accordance with the provisions of this Act, (Payment of Bonus Act 1965) provided he has worked in the establishment for not less than thirty working days in that year.
13. As far as EPF is concerned, it shall be duty of the contractor to get EPF code numbers (UAN) allotted by RPFC against which the EPF subscription, deducted from the payment of the persons engaged and equal employer's amount of contribution should be deposited with respective EPF authorities within stipulated time in every month. Giving particulars of the employees engaged for the works at INSA, is required to be submitted to the INSA. In any eventuality, if the contractor failed to remit employee/ employer's contribution towards EPF subscription etc. within the stipulated time, INSA is entitled to recover the equal amount from any money due or accrue to the contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of persons engaged at INSA under this contract.
14. The contractor will provide EPF and ESI registration numbers of persons to whom the payments/wages are paid by him at INSA. ECRs of EPF deduction and ESI deduction, wages sheet and ESI/EPF challans, monthly attendance sheet and bill calculation sheet shall be provided by the contractor every month with monthly bill.
15. The contractor will provide EPF statements/Universal Account Number (UAN) and ESI smart cards to his persons deployed in the Academy and contractor will help to their employees if face any difficulty in this regard.
16. Providing of suitable manpower as and when required in addition to the requirement already mention in the tender.
17. The Manpower as mentioned in the tender document may increase or decrease at any time as per the site requirement during the currency of contract.
18. The contractor will provide services of manpower whenever is required by the Academy on extra hours duty. The contractor will pay OTA to his workers in case they are retained for extra hours/works. EPF and ESI will be paid on OTA amount as per the Govt. of India rules.
19. The agency shall be responsible to provide immediate replacement of their staff under intimation to the concern officer of INSA who is not available for duty at the place of posting. In case of absence from duty of the worker (air-conditioning maintenance/ operational staff) and if no substitute is provided, the Academy shall make deductions from the monthly bill in accordance with their wages paid to them by contractor keeping

in view the total absence of the worker from duty plus suitable penalty as decided by INSA. This exercise should not be repeated frequently otherwise Academy will take appropriate action in the matter.

20. That the agency staff shall be available all the time as per their duty timings/roasters and they shall not leave their place of duty without prior permission of Estate Supervisory staff of the Academy.
21. The agency staff shall work under overall supervision and direction of the Academy's Estate Supervisory staff who will give the direction to the contractor from time to time. The attendance register be maintained by the contractor and that shall be produced when required by the Academy.
22. The contractor will provide all their staff/workers who is having adequate qualification & work experience in the relevant field. The manpower deployed at INSA will be interviewed by dealing officer(s) to know their aptitude before they are deployed to work at INSA.
23. The Academy shall have the right to ask the contractor for removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
24. The contractor shall provide manpower (Operators, Reliever & Helpers) of different categories strictly as per the details mentioned under the head of "Manpower". The manpower deployed must have qualifications (educational & technical) and work experience of similar nature/field. In case of helpers, they should be qualified minimum class 10<sup>th</sup> with 5 years' experience in the relevant field or helper having minimum 7-10 years' experience with similar installation of AC plants system then no formal qualification is mandatory. The manpower shall be adjudged by the Academy about their capabilities before deployment at INSA.
25. The Academy reserves the right to withhold the payment in the event of unsatisfactory performance of the work contract. In such eventuality, the Academy further reserves the right to get the work done through other agencies and payment will be recovered from the contractor's monthly bill or his security deposit and same may be forfeited.
26. The contractor will pay monthly wages to his workers on or before 10th day of every month positively.
27. The contractor shall disburse/transfer the wages to his employees deployed at INSA every month through RTGS/ECS or by Cheque in the presence of representative of the INSA. The cash payment made by the contractor to his employees will only be allowed in special cases on the basis of prior permission from the Academy.
28. In case any accidents happened during course of duty of a worker at the site, the contractor will take care to their person(s) in all respects. INSA will not be bound liable to pay any compensation in this respect/regard.

29. The contractor shall indemnify of the Academy against all other damages/charges and expenses for which the Academy may be held liable or pay on account of the negligence of the contractor or his employees or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
30. The contractor shall certify in writing that there is no dispute between the contractor and his employees of any sort regarding statutory requirement. The contractor will also certify that persons deployed in the Academy do not have any criminal record.
31. The contractor will rotate his persons from time to time with full knowledge of INSA and provide substitute thereof. The staff engaged by the contractor shall work within the ambit of the scope of work. No staff shall be reshuffled by the contractor without notice to INSA
32. This is an operation & comprehensive annual maintenance contract (contractual agreement) and not one of creating any employment. There shall be no employer/employee relationship between INSA and contractor or his employee(s). The contractor will be liable to discharge statutory liabilities to their employees and furnish photocopies or proof done so. The contractor shall give an undertaking that the persons so deployed in the Academy are on his pay rolls.
33. INSA will have no liability as far as contractor's staff is concerned.
34. Any claim/compensation will be settled by the contractor directly with their workers without INSA's involvement. In case labour case is filed the expenses shall be borne by the contractor to settle the case.
35. The contractor will provide bio-data duly pasted recent coloured photograph along with valid ID proof i.e. Aadhar Card, voter ID, driving license and proof of age and qualification of all the persons for this job at INSA and after getting clearance from the Academy only such persons will be deployed.
36. The contractor shall deploy his persons only after obtaining approval from INSA duly submitting curriculum vitae (CV) of their persons, the INSA shall be informed at least one week in advance and contractor shall be required to obtain the INSA approval for all such changes along with their CVs.
37. The contractor will provide the **Police Verification Report (PVR)** of all his employees before deployment at INSA under this contract.
38. The contractor shall get workers screened for visual, hearing, gross physical defects and contagious diseases and will provide a **Medical Fitness Certificate** to this effect for each person deployed. Only physically and mentally fit personnel shall be deployed for duty.
39. The contractor will provide the **uniform duly labeled or logo** of his firm and identity card duly pasted recent coloured photograph, duly stamped and signed by the authorized signatory to his all employees. No worker shall be allowed to work at site without full or partly uniform on any working day. If any contractor's employee found without full or partly uniform a suitable penalty will be imposed on the contractor on each occasion except any specific reason and habitual offender in this regard shall be removed from INSA. The contractor will provide the safety shoes to their workers along with uniform.

40. The contractor will ensure that the persons deployed under this contract must have their own vehicle such as bicycle, motor cycle, scooter etc. so that they can attend their duties in shifts and in absence of availability of public transport due to any specific reason.
41. The persons deployed by the contractor under this contract should reside within the distance of 30 Kilometers (approx.) from the premises of the Academy.
42. In case any complaint of INSA employee's is received attributable to misconduct/ misbehavior of contractor's person, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's monthly bill. Further the concerned person of the contractor shall be removed from the INSA premises immediately.
43. During the currency of contract, if any person of contractor is found to be indulging in any corrupt or illegal practices causing any loss of revenue to the INSA shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Security.
44. The manpower engaged by the contractor shall not take part in any union and association activities.
45. The INSA shall not be responsible for providing residential accommodation to any of the employee of the contractor.
46. The INSA shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The INSA does not recognize any employees-employer relationship with any worker of the contractor.
47. The contractor and his staff shall follow the guidance of INSA as directed to them from time to time.
48. The contractor shall provide trained staff for the work awarded to them related to maintenance of AC plants and its associated equipments/ancillaries.
49. The contractor shall adhere to safe maintenance practice and guard against unsafe/ hazardous working conditions and shall comply with all safety rules.
50. That the agency shall be responsible to attend the fault immediately and rectify the same within 24 hrs. However, the major fault will be attended within 24 hours and rectified the same with 7 days.
51. The contractor will maintain all equipments/ancillaries of air-conditioning system including 325 KW electric water boiler, pumps and cooling towers (3 Nos.) and their electrical controls/panels as per the scope of work given in tender document.
52. The firm will be responsible to take over the system on as it is and where it is basis.
53. The Agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
54. That the tenders not conforming requirements as per tender documents will be rejected and no correspondence thereof shall be entertained whatsoever.

55. Joint inspection of complete installation will be carried out once in every month by the contractor or his representative along with INSA supervisory staff. A report in this regard will be signed by the both parties (Contractor & INSA).
56. Any person who is an employee of the Academy shall not be made a partner to the contract by the contractor directly or indirectly in any manner whatsoever.
57. The contractor will provide to INSA name(s) of person/employee/partner authorized to sign the papers/deals with INSA.
58. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminated without issue any notice and the security deposit is liable to be forfeited by the Academy.
59. The contract can be terminated at any time by the Academy (INSA) even before the expiry of said term/period without assigning any reasons.
60. The contract can be terminated by giving one month's notice in writing on either side even before the expiry of said contract without assigning any reason.
61. The contractor shall promptly notify to INSA of any subsequent change in the constitution of their firm. It shall be open to INSA to terminate the contract on the death, retirement, dissolution, insanity or insolvency of any person being a partner without the approval in writing of INSA but such option shall not be exercised or withheld unreasonably.
62. The contract period will be one year from the date of commencement as mentioned in award letter. This contract may be further extended maximum up to 2 years on yearly basis) by the Academy on same terms and conditions, if the services of company/firm are found satisfactory during the period of previous contract(s).
63. The contractor shall have his own Establishment / Setup/ Mechanism etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
64. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the INSA from the agency. In case of underpayment is discovered, the amount shall be duly paid to the agency by the INSA.
65. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the INSA.
66. The tenderer should take care that the number, rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.
67. The validity of the tender should have minimum 90 days from the date of opening of tender.

68. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions including scope of work. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
69. The contractor shall be responsible for making good to the satisfaction of INSA, any loss or any damage to all structures and properties belong to INSA or being got executed or procured by INSA or of other agencies within the premises INSA.
70. In every case in which by virtue of the workman's compensation Act, the Government of India/ Government of Delhi is obliged to pay compensation to such person employed by the contractor in execution of the work, the Academy will be entitled to recover from the contractor the amount of compensation so paid.
71. Regardless of any place of contract, place of performance or otherwise, this agreement and all amendments, modifications or supplement there to shall be governed by the law of India and particularly the union territory interpretation thereof.
72. In case of any dispute or differences whatsoever arising between the parties relating to meaning scope, operation or effect of this contract/agreement or validity or branch thereof shall be settled by arbitration of a single arbitrator to be appointed by the president of this Academy (INSA) and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration proceeding shall be in New Delhi. The court at New Delhi shall only have the jurisdiction over the matter in case of any dispute.

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**DETAILS OF EQUIPMENTS:****List of central AC plants' equipments/ancillaries for operation & comprehensive maintenance**

S. N.	DESCRIPTION	QTY.	REMARKS
<b>A.</b>	<b><u>AHUs &amp; FCUs : Edgetech make</u></b>		
1.	Air Handling Units (AHUs): 10000 cfm, 6 row cooling coil 8000 cfm, 6 row cooling coil	01 No. 02 Nos.	
2.	Unitary Air handling Units (UAHUs): 2000 cfm, 4 row cooling coil 1600 cfm, 4 row cooling coil 1600 cfm, 4 row cooling coil Horizontal 1200 cfm, 4 row cooling coil Vertical	45 Nos. 02 Nos. 01 No. 03 Nos.	
3.	Fan Coil Units (FCUs): 2.0 TR. 800 cfm 1.5 TR. 600 cfm 3.0 TR. 1200 cfm	21 Nos. 16 Nos. 02 Nos.	
4.	Centralized toilet exhaust for Jubilee Centre	01 No.	Installed at roof top of Jubilee Centre
5.	Heat Recovery Ventilation (HRV): 1.5 TR 850 cfm 1.5 TR 850 cfm	01 No.	Combined unit installed at 2 <sup>nd</sup> floor Jubilee Centre
6.	Heat Recovery Ventilation (HRV): 1.5 TR 850 cfm 1.5 TR 850 cfm	01 No.	Combined unit installed at 3 <sup>rd</sup> floor Jubilee Centre
<b>B.</b>	<b><u>WATER PUMPS: Armstrong make</u></b>		
1.	Chilled water primary pump (vertical), 2.20 KW head (192 USGPM at 12 Mtr. or 39.37 Ft.)	02 Nos.	80 TR plant (old) 80 TR plant (new)
2.	Chilled water primary pump (vertical), 4.0 KW head (360 USGPM at 12 Mtr. or 39.37 Ft.)	01 No.	150 TR plant
3.	Hot water primary pump (vertical), 2.20 KW head (192 USGPM at 12 Mtr. or 39.37 Ft.)	01 No.	Boiler water pump
4.	Chilled water secondary pump (vertical), 7.5 KW Head (302 USGPM at 25 Mtr. or 82.02 Ft.)	02 Nos.	
5.	Condenser water pump (vertical), 7.5 KW head (302 USGPM at 25 Mtr. or 82.02 Ft.)	02 Nos.	80 TR plant (old) 80 TR plant (new)
6.	Condenser water pump (vertical), 15 KW head (567 USGPM at 25 Mtrs. or 82.02 Ft.)	01 No.	150 TR plant
7.	Pressure balancing/regulating pump 0.25 HP, 1 Phase, 0.85 KW	02 Nos.	Water Pump Room

<b>C.</b>	<b><u>OTHER EQUIPMENTS:</u></b>		
1.	Cooling tower 100 TR Capacity 100 TR	01 No.	80 TR AC plant (old)
2.	Cooling tower 100 TR Capacity 90 TR Make: Nihon Spindle	01 No.	80 TR AC plant
3.	Cooling tower 200 TR Capacity 180 TR Make: Nihon Spindle	01 No.	150 TR AC plant
4.	Electrical hot water boiler Capacity - 325 KW, Steps - 7 Model: RC - 325 Make: RAPID COOL	01 No.	Installed in basement of Jubilee Centre
5.	Electrical controls for chilled/condenser water pumps including cooling towers	12 controls	Installed in basement of Jubilee Centre

#### **MANPOWER FOR COMPREHENSIVE MAINTENANCE OF AC PLANT'S EQUIPMENTS/ ANCILLARIES**

- (i) The party will provide qualified and experience AC engineer/technician (skilled manpower) to perform the routine/ scheduled maintenance as per given in scope of work.
- (ii) The engineer/ technician will work in general shift from 9:00 AM to 5:30 PM on all working days. He may be asked to work on holiday/ weekly off days or as and when required.
- (iii) The contractor will pay the wages to the engineer/ technician not less than the minimum wages of Central/ State Govt. of NCT of Delhi and other benefits as applicable from time to time under various Acts of Central/ State Government.
- (iv) The party will be fully responsible for any matters related to the engagement of engineer/ technician for the purpose of comprehensive maintenance as per scheduled given in scope of work.
- (v) The Academy will not be responsible to pay the wages and other charges to the engineer/ technician engaged for maintenance of equipment's/ ancillaries connected with AC plants.
- (vi) Any equipment/ tool required for maintenance purpose will be provided by the party.
- (vii) The expenditure incurred towards the wages and other benefits of engineer/ technician engaged for the purpose of maintenance works will be a part of comprehensive maintenance charges.

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**SCOPE OF WORK:****1. OPERATION OF AC PLANTS & ELECTRIC HOT WATER BOILER  
ANDEQUIPMENTS/ ANCILLARIES**

The Contractor's scope of work shall include the following:-

- (i) To operate the air-conditioning plants 80 TR reciprocating (Voltas make), 80 TR & 150 TR Screw chillers (Voltas make) and electric hot water boiler including their connected equipments /ancillaries on round the clock basis or as and when required by INSA.
- (ii) To carry out the cleaning of air-conditioning plants and equipments/ancillaries.
- (iii) To carry out the cleaning of Air Handling Units (AHUs), Fan Coil Units (FCUs) and Heat Recovery Ventilators (HRVs) filters etc.
- (iv) To carry out the cleaning of cooling towers (03 Nos.)
- (v) To maintain the water level in the chiller expansion tank, cooling towers and adjustment of their float valve against any overflow.
- (vi) To check motors of AHUs, FCUs and HRVs including bolts of motors mounting for proper tightness.
- (vii) To clean electrical panels, control panels, starter panels etc. and check all terminal connections and tight properly, if required.
- (viii) To check blower motor alignment and report to the officer concerned accordingly.
- (ix) To replace v-belts of AHUs, FCUs' blowers in case of their break-down or as and when required.
- (x) To record the pressure gauge and thermometer readings.
- (xi) To clean all AC system's equipments installed in the plant room and nearby pump rooms.
- (xii) To maintain proper log book for the 80 TR reciprocating and 80 TR & 150 TR screw type AC plants separately and recording temperature & pressure reading at regular intervals.
- (xiii) To report defects in AC plants and connected equipments/ancillaries immediately to officer concerned of the Academy.
- (xiv) To check and maintain pressure and temperature as per specified limits of plants & equipments, where is applicable.
- (xv) To keep up all safety controls like flow switch, antifreeze etc.
- (xvi) To check proper loading, unloading and their control etc.

- (xvii) Attending to the machines when called upon by the INSA.
- (xviii) The contractor shall maintain the record of temperature and pressure of oil as may be necessary and entry in Log Book which shall be provided to INSA official as and when required.
- (xix) Repairing/overhauling the components of the equipments/ancillaries which are under comprehensive AMC will be serviced/ overhauled at contractor's service station including replacement of worn-out parts, when found necessary.
- (xx) Lubricating/replacement of ball bearings of motors, blowers and fans, when found necessary will be under the scope of work of the contract.
- (xxi) Repair of electrical panels, Repair/replacement of main incoming switch/circuit breakers, main incoming cable etc. including their contactors, relay and controls will be covered under comprehensive maintenance.
- (xxii) Repair/replacement of insulation, ducting, fine filters and obsolete filters.

**2. SCOPE OF WORK FOR COMPREHENSIVE MAINTENANCE OF AHUs/FCUs, HRVs, CHILLER/CONDESER PUMPS, COOLING TOWERS & ELECTRIC HOT WATER BOILER 325 KW ETC.**

The Contractor's scope of work shall include the following:-

**2 (A). Daily/Weekly Maintenance**

- (i) To carry out cleaning of AHUs, FCUs & HRVs filters and inspect their filter section for air bypass filters.
- (ii) To check motors of AHUs, FCUs & HRVs, chiller/condenser pumps, cooling tower fan motor and their mounting bolts for proper tightness
- (iii) To check the motor's alignment for AHUs, FCUs, HRVs and pumps etc.
- (iv) To check motors and blower alignment and to rectify them in case of misalignment
- (v) To check/replace v-belts in AHUs, FCUs & HRVs blowers in case of their breakdown or as and when required.
- (vi) Proper cleaning of pumps and their motors.
- (vii) To check the pressure in line and thermometer's reading for AHUs/FCUs.
- (viii) To check the leakage of water from any part of pumps and to take remedial action accordingly, if required.
- (ix) To clean the base tray of AHUs/FCUs.
- (x) To check the blockage in drainage system of AHUs/FCUs base tray and clear it, in case of any leakage.

- (xi) To check the temperature of the motors, ball-bearings and grease them periodically and replace the bearings, if required.
- (xii) To check the motor rotation and make adjustment, if required.
- (xiii) To check, adjust and clean outside air intake, outside air intake louvers, screens outside air-motorized dampers and re-circulating air-motorized dampers.
- (xiv) To clean motor frames and air passages.
- (xv) Fresh air inlet should be cleaned.
- (xvi) To check motor acceleration time, voltage, current and speed.
- (xvii) To maintain & repair the cooling tower (3 Nos.) of all central air-conditioning plants and adjustment of their float valves against any overflow of water.
- (xviii) To check electrical panels, control panels, starter panels, circuit breakers, etc. and all terminal connections for tightness periodically or as & when required.

## **2 (B). Monthly Maintenance**

- (i) To check & keep up all safeties and controls like PID valve and thermometer etc. within their limits.
- (ii) To check the motor temperature and motor starters, do the needful whatever is required.
- (iii) To check electrical controls and their fuses and replace them with their suitable ratings, if required.
- (iv) To check damper blades for tight closing (outdoor air-intake).
- (v) To check quantity of airflow.
- (vi) To check the noise level of machines/equipments and keep the noise level within the recommended limits. Whatever will be required to keep the noise within limits, necessary remedial action will be taken by the contractor.
- (vii) To check louvers, dampers, filter frames, coils, casings, plenums and fans for corrosion. Clean and treat as recommended by the manufacturer.
- (viii) To check coil and fan for corrosion, wear and tear.
- (ix) To check fan shaft for straightness that the fan blades are tightly fastened to the shaft and the drive sheaves are secured.
- (x) To check motor anchor bolts and vibration isolation/vibration pads.
- (xi) To check coupling, interlocking of various machines/equipments.

- (xii) To carry out preventive maintenance at regular intervals/every month (twelve times in a year).
- (xiii) To lubricate and grease of motors and blowers bearings as & when required.
- (xiv) Quarterly inspection of belts, adjust of tension and replacement of worn out belts.
- (xv) To maintain the proper cleaning of AC grills fixed at various floors with the duct attach with the AHUs, FCUs & HRVs and centralized toilets exhaust system of Jubilee Centre.

## **2 (C). Half-yearly Maintenance**

- (i) To check the AHUs, FCUs & HRVs fan motors, chiller/condenser pump motors and cooling tower (CT) fan motors' ball bearing & grease them, if required.
- (ii) The megger testing of insulation resistance should be carried out for all AHUs, FCUs & HRVs fan motors, chiller/condenser pump motors and cooling tower (CT) fan motors
- (iii) Checking & testing of all electrical safeties & controls and adjust them within prescribed limits & replace them, if needed.
- (iv) The earth leakage testing should be carried out for all AHUs, FCUs & HRVs fan motors, chiller/condenser pumps and cooling tower (CT) fan motors.
- (v) The party will carried out the work related to the painting with synthetic paint of structure, frame, pipe lines pumps and machines/equipments etc. as and when required.

## **2 (D). General Maintenance**

- (i) To maintain a proper log book including maintenance schedule of AHUs, FCUs & HRVs, chiller/condenser pumps, electric hot water boiler, cooling towers and other equipments, where is necessary.
- (ii) The sufficient inventory of necessary spares for AHUs, FCUs & HRVs, chiller/condenser pumps, electric hot water boiler, cooling towers and other equipments will be maintained by the party to tackle with the problems or urgent requirement.

## **2 (E). Consumable, Tools & Instruments**

- (i) **Consumables:** Old cloth/dhoti, Teflon tape & PVC tape etc.
- (ii) **Tools:** D-spanner set, Plier, Screw driver & phase tester etc.
- (iii) **Measuring instruments:** LCD digital portable multi-stem thermometer with external sensing probe, LCD digital portable humidity meter and digital sound level meter etc.

**Note:** The consumables, tools & measuring instruments are a part of operation of AC plants & connected equipments/ancillaries. The contractor will provide these items to the manpower engaged for operation AC plants and equipments. The consumables & tools required for the purpose of comprehensive annual maintenance contract (CAMC) of equipments shall be provided separately.

**MANPOWER:**

The manpower requirement of operators for AC plants, helpers & reliever shall be on round the clock basis and 365 days in a year. The detail of manpower required is given as under:

S. N.	Description	Category	Number of persons
A.	<b><u>Duty in shifts (Shift - A, Shift - B &amp; Shift - C):</u></b> Shift A: 6:00 AM - 2:00 PM, Shift B: 2:00 PM - 10:00 PM, Shift C: 10:00 PM - 6:00 AM		
1.	<b>Operator</b> (10 <sup>th</sup> pass + ITI (2 years) in any trade* with 5-7 years' experience or 10+2 pass with 7-10 years' experience with similar air-conditioning system/installation).	Skilled	03 Nos.
2.	<b>Helpers</b> (10 <sup>th</sup> pass with 5 years' experience or 7-10 years' experience (no formal qualification is required) with similar air-conditioning system/installation).	Un-skilled	03 Nos.
3.	<b>Reliever for operator</b> (10 <sup>th</sup> pass+ ITI (2 years) in any trade with 3-5 years' experience or 10+2 pass with 5-7 years' experience with similar fire protection system/installation).	Semi-skilled	01 No.
	Total number of persons in all category		07 Nos.

## **INFORMATION REQUIRED**

The contractor including individual firm is requested to provide the following information with necessary supporting documents.

- a) Contractor's identification data as per enclosed Form-I
- b) Contractor's financial resources as per enclosed Form-II
- c) Contractor's previous experience as per enclosed Form-III

The detail of work experience in the field of operation of central AC plants (80 TR & 150 TR) & other equipments and annual maintenance contract (AMC) of equipments/ancillaries of central air-conditioning system at INSA.

- 1) Contractor's current job details as per enclosed Form-IV

The following documents shall be submitted by the contractor along with the application.

- 2) Details of at least one similar work of costing Rs. 35.60 Lakhs (80% of total annual value of Rs. 44.50 Lakhs approx.) or above per annum OR two works of each costing Rs. 22.25 lakhs (50% of total annual value of Rs. 44.50 Lakhs approx.) OR three works of each costing Rs. 17.80 lakhs (40% of total annual value of Rs. 44.50 Lakhs approx.) or above per annum should be carried out in last 3 years with supporting documents such as work orders and Completion Certificate etc.
- 3) The minimum value of each contract should be of Rs. 44.50 Lakhs (approx.) in each year during last three years.

Performance/experience certificates issued by clients establishing the agency's credibility, etc.

Incomplete tender or tender without supporting documents is not likely to be considered.

Tenderer shall give details about himself or any of his partners/ shareholders who has ever been black listed/ removed from the approved list of agencies or demoted to lower class by order passed, banning/suspending business with the applicant etc. by any department in the past.

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**FORM-I**

**CONTRACTOR'S IDENTIFICATION DATA**

Affix duly attested  
P.P. size photograph  
of the tenderer.

1. Name:
2. Firm Type:
3. Registration Data:  
Date of registration and name (s) of  
Govt. agencies from where registered  
(Copy of registration from statutory body  
attested or self attested may be enclosed)
4. Specialized work area:
5. Registered office address:
6. Telephone Nos. : .....  
Mobile Nos.: .....  
Email ID: .....
7. List of names of Partners/directors of your firm:
8. Delhi Office Address:

Note:

1. Please attach separate sheets, if required.
2. If the firm is partnership firm given name and address of both the partners. If it is Pvt. Ltd. Company - give the names and addresses of authorized signatory (s) and directors to act on behalf of your company.

**FORM-II**

**CONTRACTOR'S FINANCIAL DATA**

**LATEST YEAR 2024-2025:**

- a) Total annual turnover-----
- b) Job work turnover-----
- c) No. of clients/organizations-----
- d) ITCC, if issued-----

**PREVIOUS YEAR 2023-2024:**

- a) Total annual turnover-----
- b) Work turnover-----
- c) Assets. -----
- d) ITCC furnished-----

**FOR THE YEAR 2022-2023:**

- a) Total annual turnover-----
- b) Maintenance work turnover-----
- c) Assets. -----
- d) ITCC furnished-----

**BANKERS**

- 1. Name:-----
- 2. Branch address:-----
- 3. Account No. & IFSC Code: .....

**FORM-III**

**CONTRACTOR'S PREVIOUS EXPERIENCE DATA**

**I. EXPERIENCE: 2024-2025**

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**II.**

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**I. EXPERIENCE : 2023-2024**

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**II.**

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**I. EXPERIENCE: 2022-2023**

- a) Name of the contract-I-----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

- II.
- a) Name of the contract-II -----
  - b) Client's name-----
  - c) Client's address and telephone number-----  
-----
  - d) Start date-----
  - e) Nature of job-----
  - f) Completion date-----
  - g) Total value of work-----
  - h) Supporting documents-----
  - i) Number of Person/Manpower Deployed-----

Note: Please give details of actual current jobs in hand. Please attach separate sheet, if required.

**FORM-IV**

**CONTRACTOR'S CURRENT JOBS DATA**

**I. EXPERIENCE: 2024-2025**

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- g) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**II.**

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**INDIAN NATIONAL SCIENCE ACADEMY**  
Bahadur Shah Zafar Marg, New Delhi-110002

**FINANCIAL BID**

**Sub: Operation of central AC plants (80 TR & 150 TR) & other equipments and annual maintenance contract (AMC) of equipments/ancillaries of central air-conditioning system at INSA.**

<b><u>PART- I OF CONTRACT: MANPOWER PARTS</u></b>				
<b>S. N.</b>	<b>Particulars</b>	<b>No. of Persons</b>	<b>Monthly wages (Minimum Wages)</b>	<b>Amount</b>
1.	Operator for AC plants	03 Nos.	Rs. 22411/- per month	Rs. 67,233.00
2.	Reliever (for AC plant oper. & helpers)	01 No.	Rs. 20371/- per month	Rs. 20,371.00
4.	Helpers	03 Nos.	Rs. 18456/- per month	Rs. 55,368.00
	<b>Total</b>			<b>Rs. 1,42,972.00</b>
5.	ESI @ 3.25% on Rs. 75,739.00 ESI applicable wages max. upto 21,000/- per person (Reliever & Helpers)			2,461.51
6.	EPF @ 13% on Rs. 1,05,000.00 EPF applicable wages max. upto 15,000/- per person			13,650.00
	<b>Total (1-6 of Part - I)</b>			<b>Rs. 1,59,083.51</b>
<b><u>PART- II OF CONTRACT: CONSUMABLES, TOOLS &amp; INSTRUMENTS</u></b>				
1.	Consumables <b>(Per Month)</b> (as per given in scope of work of tender document)			
2.	Tools and measuring instruments charges <b>(One Time)</b> (as per given in scope of work of tender document)			
<b><u>PART- III OF CONTRACT: MAINTENANCE OF AC PLANTS' EQUIPMENTS</u></b>				
1	Comprehensive AMC charges for equipments/ ancillaries of central air- conditioning system/plants <b>(Per Month)</b> (As per list of equipments and scope of work given in tender)			<b>Rs.</b>
	<b>Total (Part - I, II &amp; III)</b>			<b>Rs.</b>
2.	Administrative charges @ ..... % of Rs.			
	<b>Total including administrative charges</b>			<b>Rs.</b>
3.	GST @ 18% on Rs.			
	Total value of contract per month (all inclusive)			<b>Rs.</b>
	In words: Rupees			

(Signature of authorized signatory  
with seal)