



जैव प्रौद्योगिकी उद्योग अनुसंधान सहायता परिषद  
(भारत सरकार का उपक्रम)  
**Biotechnology Industry Research Assistance Council**  
(A Govt. of India Enterprise)

### **Notice Inviting Tender**

**for**

**“Comprehensive Annual Maintenance Contract for all Electrical, Fire Systems & Ducts”**

**at**

**Biotechnology Industry Research Assistance Council  
(BIRAC)**

**[No. BIRAC/HR&A/007/2025/ENQ-54]**

### **कार्यालय का पता**

5वीं मंजिल, एनएसआईसी बिजनेस पार्क, एनएसआईसी भवन,  
ओखला इंडस्ट्रियल एस्टेट, नई दिल्ली – 110020

5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

फोन/ Phone: +91-11-29878000

सीआईएन सं./ CIN No.: U73100DL2012NPL233152

वेबसाइट का पता/ Website address: [www.birac.nic.in](http://www.birac.nic.in)

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(भारत सरकार का उपक्रम)  
**Biotechnology Industry Research Assistance Council**  
(A Government of India Enterprise)

**NOTICE INVITING TENDER****1.0 Letter of Invitation**

Biotechnology Industry Research Assistance Council (BIRAC), New Delhi invites Bids from licensed Authorized Agency, preferably registered with CPWD, Railways, PSUs, MES, P&T, State PWD, Semi Govt. Organization for providing Annual Maintenance contract with all-inclusive materials for Fire Alarm System, Fire Fighting system, Sprinkler system, LT Panels, Electricity Distribution Board, Electrical Fittings, Wiring, Ducts, at the office of Biotechnology Industry Research Assistance Council (BIRAC).

The BID document containing the details of qualification criteria, submission details, brief objective & Scope of work and evaluation criteria etc. can be downloaded from website <https://birac.nic.in/> and <http://eprocure.gov.in/epublish/app>.

<b>Bid No:</b>	BIRAC/HR&A/007/2025/ENQ-54
<b>Brief Description:</b>	Notice Inviting Tender from licensed Authorized Agency, preferably registered with CPWD, Railways, PSUs, MES, P&T, State PWD, Semi Govt. Organization for providing Annual Maintenance contract with all-inclusive materials for Fire Alarm System, Fire Fighting system, Sprinkler system, LT Panels, Electricity Distribution Board, Electrical Fittings, Wiring, Ducts at the office of Biotechnology Industry Research Assistance Council (BIRAC). at Biotechnology Industry Research Assistance Council (BIRAC), 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020 and at such additional spaces in Delhi/NCR where the functional office of BIRAC expands.
<b>Category:</b>	Services
<b>Approximate Quantity:</b>	As per Scope of Work
<b>Contract Period:</b>	Initially for a period of 03 (three) years extendable thereafter for another 02 (two) years based on the performance of the agency on mutually agreed Terms & Conditions.
<b>Bid Originating Location:</b>	BIRAC Office, New Delhi
<b>Type of bid:</b>	Notice Inviting Tender
<b>Cost of bid document (IN INR):</b>	NIL
<b>Earnest money Deposit (IN INR):</b>	1% of the estimated Cost of Contract
<b>Performance Bank Guarantee (IN INR):</b>	5% of the quoted Cost of Contract
<b>Issue / Sale of Bid document:</b>	Downloadable from BIRAC Website & Central Public Procurement Portal (CPPP)
<b>Bid Publication Date:</b>	<b>08<sup>th</sup> February 2025</b>

<b>Bid duration</b>	21 days
<b>Site/s Visit Dates:</b>	<b>08<sup>th</sup> February 2025 to 20<sup>th</sup> February 2025</b>
<b>Pre-bid Meeting Date, time &amp; Venue:</b>	<b>20<sup>th</sup> February 2025 at 04:00 PM</b> at Biotechnology Industry Research Assistance Council (BIRAC), 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020
<b>Last Date &amp; Time for Submission of BID:</b>	<b>28<sup>th</sup> February 2025 by 02:00 PM</b>
<b>Bid Opening Date &amp; Time:</b>	<b>28<sup>th</sup> February 2025 at 02:30 PM</b>
<b>Place of submission &amp; opening of bid:</b>	Biotechnology Industry Research Assistance Council (BIRAC), 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020
<b>Estimated Annual Cost of Contract:</b>	Rs. 6,00,000/- [Rupees Six Lakhs Only]
<b>Pre-Qualification Criteria:</b>	As per Clause - 7.0
<b>Bid Validity</b>	90 days from the Bid Closing Date

The eligible bidders may submit their responses in sealed envelope in the prescribed format as indicated in the Bid document.

Prospective bidders should download the Complete Tender Documents from BIRAC's web site [www.birac.nic.in](http://www.birac.nic.in) and CPPP. Addendum/ Corrigendum, if any, to the tender documents shall be uploaded on website only. Hence, bidders may visit the same regularly till the bid submission date.

Thanking you,

Yours faithfully,  
Head - HR & Admin  
For BIRAC

Note: BIRAC reserves the right to cancel this tender and/ or invite afresh with or without amendments, without liability or any obligation for such tender and without assigning any reason. Information provided at this stage is indicative and BIRAC reserves the right to amend/add further details in the Bid.

This Bid is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this Bid is to provide interested parties with information that may be useful to them in the formulation of their applications pursuant to this Bid. This Bid includes statements, which reflect various assumptions and assessments arrived at in relation to the Bid that may not be accurate. The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid.

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पांचवी मंजिल, एनएसआईसी बिजनेस पार्क, एनएसआईसी भवन, ओखला इंडिस्ट्रियल एस्टेट, नई दिल्ली-110020, भारत  
 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020, India  
 Phone : 011 29878000 Fax: 011 29878111 Website: www.birac.nic.in E-mail: birac.dbt@nic.in  
 सीआईएन सं./CIN No. : U73100DL2012NPL233152

## 2.0 Background

Biotechnology Industry Research Assistance Council (BIRAC), is a Public sector undertaking registered under the Indian Companies Act 2013 as a Section 8 'Not for profit Company', as an interface agency of DBT, Ministry of Science & Technology, BIRAC was set up with a vision to stimulate, foster and enhance the strategic research and innovation capabilities of the Indian biotech industry particularly SME's, to make India globally competitive in biotech innovation and entrepreneurship and to create affordable products and services.

## 3.0 Objective

Biotechnology Industry Research Assistance Council (BIRAC), New Delhi invites Bids from licensed Authorized Agency, preferably registered with CPWD, Railways, PSUs, MES, P&T, State PWD, Semi Govt. Organization for providing Annual Maintenance contract with all-inclusive materials for Fire Alarm System, Fire Fighting system, Sprinkler system, LT Panels, Electricity Distribution Board, Electrical Fittings and Wiring at the office of Biotechnology Industry Research Assistance Council (BIRAC) or at such additional spaces in Delhi/NCR where the functional office of BIRAC expands.

The scope includes repair, service, maintenance of all electrical fittings, wirings, fire alarm system, fire fighting systems, sprinkler systems installed and nearly to be installed in the office of Biotechnology Industry Research Assistance Council (BIRAC).

The Comprehensive Annual Maintenance Contract is with material wherein the selected agency will also provide the replacement, wherever required for the same make or close-by make.

## 4.0 Scope of Work – The scope of work is not limited but includes:

### 4.1 Work to be done on daily basis.

1. Check for any abnormal noise/vibration from moving parts e.g compressors, motors, fans, sparks in the electricity board etc., In case of any abnormality, investigate & correct the same.
2. Check the incoming and outgoing load supply voltage.
3. The Electrician will maintain logbooks for recording the voltage in the morning and at peak office hours.

4. Check, maintain & replace electrical installations at Main LT panels, sub panels, DBs, etc. for complete office wherever required take corrective actions.
5. Current leakage to be checked and mended, if any.

#### **4.2 Work to be done on weekly basis.**

1. Check & maintain the fire sprinklers and ensure its working.
2. Check & maintain the zone wise circuit of fire alarm system.
3. Check & maintain the hooter & other signaling systems.
4. Check & maintain any loose bolts in the electrical systems.
5. General checking of electrical switchgears, controls, bus bars, load bearing wires etc.
6. Cleaning & maintenance of Electrical room, LT panels, DBs.
7. Take shutdowns for regular maintenance, if required.
8. Check the LeD lights, fans, chokes and replace the non-working.
9. Maintain close coordination with the NSIC fire team.
10. Check the LeD lights, fans, chokes and repair wherever feasible.
11. Inspect the electrical control panel and starters to see that all power/control contacts are clean, all terminations are sound and all fuses are intact.
12. Record all the major events in the register.

#### **4.3 Work to be done on monthly basis.**

1. Performance check of the hooters shall be done along with the performance check of manual call points.
2. Check fault circuit of each zone by actually disconnecting wire by removing a detector.
3. Check fire circuits by facilitating actual smoke to one detector of each zone and Cleaning of all types of detectors with suitable means.
4. Overall servicing of the unit, cleaning, reduction of noise level.
5. Check for any leakage in the HVAC Ducts and repair, maintain, replace them, wherever & whenever required.

#### **4.4 Deployment of trained & qualified Electrician**

**Deployment of one full time trained electrician in BIRAC Office from 08:30 am to 6:00 pm (Monday to Saturday) to maintain all day-to-day electrical issues including maintenance, replacement and upkeep.**

#### **4.5 Brief Scope of Work**

**VRV & HVAC systems.**

S.NO.	DESCRIPTION	QTY.	UNIT
A.	Repair, Maintenance and replacement of all VRF/VRV ceiling mounted ducts.		
	Repair, Maintenance and replacement of GSS Ducting including necessary supports, hangers, nut-bolts, gasket, splitter damper, vanes etc. complete as required.		
	Repair, Maintenance and replace of closed cell polyethylene insulation on duct complete as per specifications and drawings.		

S.NO.	DESCRIPTION	QTY.	UNIT
	<u>Duct Acoustic Lining</u> Repair, Maintenance and replace of duct acoustic lining with rasinebond glass wool insulation having 32 Kg/m <sup>3</sup> , covered with reinforced plastic tissue paper and 0,5 mm thick perforated aluminium sheet fixed to inside surface of duct with cadmium plated nuts, bolts, stick pins etc. complete as per specifications and drawings.		
	<u>Grills / Diffusers</u> Repair, Maintenance and replace of return air grills / diffusers as per specifications and drawings including fixing frame of G.I. / Wooden in false ceiling / walls.		
	Repair, Maintenance and replace of return air grills / diffusers as per specifications and drawings including fixing frame of G.I. / Wooden in false ceiling / walls.		
	Repair, maintenance of Cassete Type air-conditions with two Indoor Units & two Outdoor Units (Voltas)	02	(Each 2 Ton)
	Repair, maintenance of Split Type air-conditions with two Indoor Units & two Outdoor Units (Kelvinator)	02	(Each 1.5 Ton)

#### 4.6 Sprinkler, Fire Detector and Fire Alarm System

S.NO.	DESCRIPTION	QTY.	UNIT
1.	<b><u>Sprinkler System</u></b>		
1.1	Repair, Maintenance and replacement of sprinkler flexible pipe (UL Listed) of stainless steel complete with 15 NPT on reducer thread with maximum working pressure of 175 PSI test pressure of 875 PSI (Burst) with branch line (Inlet) 25mm NPT male thread to sprinkler head (Outlet) 15mm NPT female thread with reducer, nipple, 2 side brackets, center bracket, stockbar of following sizes complete as required.		
A.	1200 mm dia	202	Each
1.2	Repair, Maintenance and replacement of 15mm dia quartzoid bulb type sprinklers of rating 68 degree centigrade with required accessories:		
A.	Upright sprinkler	202	Each
1.3	Repair, Maintenance and replacement one sprinkler and flexible connection in existing socket in existing pipe line	202	Each
2.	<b><u>Fire Detection other related System</u></b>		
2.1	Repair, Maintenance and replace of following intelligent analog addressable photothermal detector complete with mounting base complete as required.	84	Each
	Repair, Maintenance and replace of following intelligent addressable thermal detector with rate of rise cum fixed temperature thermister complete with base as required.	2	Each
	Repair, Maintenance and replace of existing intelligent analog addressable photothermal detector complete with mounting base complete as required including reconnection, cleaning of detectors etc..	30	each

S.NO.	DESCRIPTION	QTY.	UNIT
	Repair, Maintenance and replace of addressable fire control module complete as required.	4	each
	Repair, Maintenance and replace of addressable horn cum strobe complete as required.	2	each
	Repair, Maintenance and replace of existing addressable horn cum strobe including reconnection etc. complete as required.	2	each
	Repair, Maintenance and replace of addressable manual call point complete as required.	1	each
	Repair, Maintenance and replace of existing addressable manual call point including reconnection etc. complete as required.	2	each
	Repair, Maintenance and replace of existing addressable fault isolator including reconnection etc. complete as required.	10	each
<b>3.</b>	<b><u>Fire Alarm</u></b>		
3.1	Repair, Maintenance and replace of Fire Alaram Panel including connections, loop testing, complete as required for operation of the system.	2	each
3.2	Repair, Maintenance and replace of 25mm dia size of steel conduit alongwith accessories in surface/recess including painting in case of surface conduit, or cutting the wall and making good the same in case of recessed conduit as required.	900	metre
3.3	Repair, Maintenance and replace of FR PVC insulated copper conductor, single core cable in the existing surface/ recessed steel/PVC as required.		
3.4	2 x 1.5 sq. mm	1000	metre

#### 4.7 Electrical

S.NO.	DESCRIPTION	QTY.	UNIT
<b>1.</b>	<b>Electrical -Wiring</b>		
1.	Repair, Maintenance and replace of Wiring for light point/ fan point/ exhaust fan point/ call bell point with 1.5 sq.mm PVC copper conductor single core cable in surface / recessed heavy duty PVC conduit, with modular switch, modular plate, suitable GI box and earthing the point with 1.5 sq.mm FRLS PVC insulated copper conductor single core cable etc. as required.		
A.	Group C	420	Point
2.	Repair, Maintenance and replace of Wiring for group controlled (looped) light point/fan point/exhaust fan point/ call bell point (without independent switch etc.) with 1.5 sq. mm FRLS PVC insulated copper conductor single core cable in surface/ recessed heavy duty PVC conduit, and earthing the point with 1.5 sq. mm FRLS PVC insulated copper		

S.NO.	DESCRIPTION	QTY.	UNIT
	conductor single core cable etc. as required.		
A.	Group C	364	Point
3.	Repair, Maintenance and replace of Wiring for light/ power plug with 2X4 sq. mm FRLS PVC insulated copper conductor single core cable in surface/ recessed heavy duty PVC conduit alongwith 1 No. 4 sq. mm FRLS PVC insulated copper conductor single core cable for loop earthing as required.	4800	Metre
4.	Repair, Maintenance and replace of Wiring for light/ power plug with 4X4 sq. mm FRLS PVC insulated copper conductor single core cable in surface/ recessed heavy duty PVC conduit alongwith 2 Nos. 4 sq. mm FRLS PVC insulated copper conductor single core cable for loop earthing as required.	1000	Metre
5.	Repair, Maintenance and replace of Wiring for circuit/ submain wiring alongwith earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed heavy duty PVC conduit as required.		
A.	2 X 1.5 sq. mm + 1 X 1.5 sq. mm earth wire	1300	Metre
B.	2 X 2.5 sq. mm + 1 X 2.5 sq. mm earth wire	200	Metre
C.	2 X 6 sq. mm + 1 X 6 sq. mm earth wire	50	Metre
D.	4 X 10 sq. mm + 2 X 6 sq. mm earth wire	50	Metre
6.	Repair, Maintenance and replace of suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 3 pin 5/6 amps modular socket outlet and 5/6 amps modular switch, connection etc. as required.	684	Each
7.	Repair, Maintenance and replace of suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 6 pin 5/6 & 15/16 amps modular socket outlet and 15/16 amps modular switch, connection etc. as required.	272	Each
8.	Repair, Maintenance and replace of co axial Tv Cable RG-6 grade, 0.7mm solid copper conductor PE Insulated, shielded with fine tinned copper braid and protected with PVC sheath in the existing surface/recessed steel/ PVC conduit as required.	600	Metre
9.	Repair, Maintenance and replace of Supplying and fixing following modular switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required.		
A.	TV antenna socket outlet	10	Each
B.	Bell push	8	Each
10.	Repair, Maintenance and replace of call bell/ buzzer suitable for single phase, 230 V, complete as required.	8	Each

S.NO.	DESCRIPTION	QTY.	UNIT
	<b>ELECTRICAL PANELS</b>		
11.	Repair, Maintenance and replace of floor mounted cubicle panels LT panel having following accessories complete panel:		
A.	<b>MDB</b>		
	Incoming:		
	400 A, TPN MCCB 36 KA - 1 No.		
	500 A TPN AL. bus bar with coloured heat shrinkable PVC sleeve-1 Set		
	Outgoings:		
	63 A TPN MCCB, 25 KA - 7 Nos.		
	200 A TPN MCCB, 25 KA - 1 Nos.		
	40 A TPN MCB, - 4 Nos.		
	Instruments:		
	Multifunction Meter (MFM) with CTs and MCB		
	Indication lamp RYB with 2A SP MCB etc as req.	1	Each
12.	Repair, Maintenance and replace of wall/ floor mounted cubicle panels LT panel PTTA type as per IEC 60439, suitable for 415 Volt, 3 phase- 4 wire, 50 Hz. AC supply system made out of 2 mm thick CRCA sheet steel for frame works & covers, 3 mm thick for gland plates, including cleaning & finishing complete with 7 tank process for powder coating in approved shade, all incomings/ outgoing shall be arranged in suitable size compartments, locking arrangement for each compartments, including interconnection with 1100 V grade PVC insulated aluminium alloy conductor bus bar, control copper wiring, labelling, earthing, brass compression glands for incoming and outgoing cables, powder coated painting etc. as required. All Incomer of distribution board shall be provided with surge protection devices, danger plates. Bottom base channel of MS section not less than 75mm X 50mm X5mm thick. Entire panel shall have a common copper earth bar of size 25mmX5mm at the rear with 2 no. earth studs. Note: The type of the MCCB upto 250 Amp should be Thermal Magnetic type (O/C,S/C) Protection & Rom and above 250 Amp it should be Microprocessor Type(O/C,S/C,E/F) Protection, ST,Ready to close Indication, ZSI in all panels mentioned below. Digital Multifunction Meter With RS-485 CL-0.5S in all below mentioned panels		
A.	<b>MDB</b>		
	Incoming:		
	500 A, FP MCCB 36 KA - 1 No.		
	600 A TPN AL. bus bar with coloured heat shrinkable PVC sleeve-1 Set		

S.NO.	DESCRIPTION	QTY.	UNIT
	Outgoings:		
	63 A FP MCCB, 25 KA - 6 Nos.		
	250 A FP MCCB, 36 KA - 1 Nos.		
	40 A FP MCCB 25 KA, - 2 Nos.		
	Instruments:		
	Multifunction Meter (MFM) with CTs and MCB		
	Indication lamp RYB with 2A SP MCB etc as req.	1	Each
13.	Repair, Maintenance and replace of Fixing of following way Horizontal Type three pole & Neutral sheet steel, MCB distribution board 415 V on surface/recess, complete with tinned copper bus bar, neutral bus bar, earth bar, interconnections powder painted including earthing etc.as required. (but without MCB / RCCB / isolator)		
A.	6 way (4 + 18), Double door	10	each
B.	8 way (4 + 24), Double door	3	each
	<b>Electrical Pole</b>		
14	Repair, Maintenance and replace of following way, horizontal type Single pole and neutral, sheet steel, MCB distribution board, 240 V, on surface / recess, complete with tinned copper bus bar, neutral bus bar, earth bar, din bar, interconnections, powder painted including earthing etc. as required. (But without MCB /RCCB / Isolator)		
	8-way Double door	3	each
	12-way Double door	3	Each
15.	Repair, Maintenance and replace of 5 amps to 32 amps rating 240/415 volts, MCB suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required.		
A.	Single pole	300	Each
16.	Repair, Maintenance and replace of rating, double pole, (single phase and neutral), 240 volts, (RCBO), in the existing MCB DB complete with connections, testing and commissioning etc. as req.		
A.	40 amps	5	Each
B.	63 amps	1	Each
17	Repair, Maintenance and replace of following rating, four pole, (three phase and neutral), 415 volts, (RCBO), having a sensitivity current 30 mA in the existing MCB DB complete with connections, testing and commissioning etc. as required.		
	40 amps	4	Each
	63 amps	4	Each
18	Repair, Maintenance and replace of M.V. danger plate of 200 mm X 150 mm, made of mild steel, at least 2 mm thick,	8	Each

S.NO.	DESCRIPTION	QTY.	UNIT
	and vitreous enameled white on both sides, and with inscription in single red colour on front side as required.		
	<b>Electrical Cables</b>		
19	Repair, Maintenance and replace of following sizes and core PVC/XLPE insulated PVC sheathed, heavy duty, armoured electrical cable with aluminium conductor for working voltage upto and including 100 volts. Complying IS-7098.		
	3.5 Core, 240 sq.mm. XLPE Aluminium Cable	200	metre
	4 x 25 sq mm XLPE Aluminium Cable	500	metre
	4 x 16 sq mm XLPE Aluminium Cable	300	metre
	END TERMINATION OF XLPE CABLES		
20.	Repair, Maintenance and replace of making end termination with brass compression gland and aluminium lugs for following size of PVC insulated and PVC sheathed / XLPE aluminium conductor cable of 1.1 KV grade as required.		
A.	3½ X 240 sq. mm (62mm)	6	Each
B.	4x 25 sq mm	20	Each
C.	4 x 16 sq mm	10	Each
21.	Repair, Maintenance and replace of 4 core 1.5 sq mm XLPE insulated PVC sheathed, heavy duty, armoured electrical cable with copper conductor for working voltage upto and including 100 volts. Complying IS-7098. (for AC indoor Unit Control)	700	metre
	<b>Earthing</b>		
22	Repair, Maintenance and replace of Earthing with G.I. earth plate 600 mm X 600 mm X 6 mm thick including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe of 2.7 metre long etc. with charcoal/ coke and salt as required.	2	set
23	Repair, Maintenance and replace of 25 mm X 5 mm G.I. strip in 40 mm dia G.I. pipe from earth electrode including connection with G.I. nut, bolt, spring, washer excavation and re-filling etc. as required.	20	metre
24	Repair, Maintenance and replace of 25 mm X 5 mm G.I. strip on surface or in recess for connections etc. as required.	40	metre
25	Repair, Maintenance and replace of plate 600 mm X 600 mm X 6 mm thick including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe of 2.7 metre long etc. with charcoal/coke and salt as required.	4	set
26	Repair, Maintenance and replace of 25 mm X 5 mm copper. strip in 40 mm dia G.I. pipe from earth electrode including connection with G.I. nut, bolt, spring, washer excavation and re-filling etc. as required.	40	metre
27	Repair, Maintenance and replace of 25 mm X 5 mm copper strip on surface or in recess for connections etc. as required.	60	metre

S.NO.	DESCRIPTION	QTY.	UNIT
28	Repair, Maintenance and replace of 6 SWG dia G.I. Wire on surface or recess for loop earthing as required.	100	metre
	<b>Light Fitting, Fans and Fixtures</b>		
29	Repair, Maintenance and replace of prewired, fluorescent fitting / LED fittings of all types, complete with all accessories and tube etc. directly on ceiling/wall, including connections with 1.5 sq.mm. PVC insulated, copper conductor, single core cable etc. as required.	560	each
30	Repair, Maintenance and replace of pre-wired, fluorescent fitting / compact fluorescent/LED fitting of all types, complete with all accessories and tube/lamp etc., including supplying and fixing of fasteners arrangement, GI steel chain of required length, painting and wiring the down conductor and connections with 1.5 sq. mm FRLS PVC insulated, copper conductor, single core cable and earthing etc. as required.	126	each
31	Repair, Maintenance and replace of ceiling fan /wall fan including wiring the down rods of standard length (upto 30 cm) with 1.5 sq.mm FRLS PVC insulated, copper conductor, single core cable etc. as required.	41	each
32	Repair, Maintenance and replace of of exhaust fan in the existing opening, including making good the damage,connection,testing, commissioning etc. as required.		
33	Repair, Maintenance and replace of Upto 450 mm sweep	15	each
34	Repair, Maintenance and replace of fixing the louvers / shutters complete with frame for a exhaust fan of all sizes.	15	each
35	Repair, Maintenance and replace of following Surface / Recessed LED light Fittings of Wattage as specified below and have a rated system lifetime of 50,000 burning hours minimum at L70. The fixture should be complete with driver and suitable mounting accessories etc as required. Approved Make: Wipro / Havells / REGENT/ LIGHTING TECHNOLOGIES.		
	Repair, Maintenance and replace of LED Recessed/surface Downlighter with a nominal system Wattage <= 6-8 W, System Lumen >= 700,system efficacy at System level (Not Chip Level)>110lumens/watt, Life of fixture 50000hrs@L70% Lumen maintenance, CCT Range 5700-6500 K, CRI >80, PF >0.95, THD <9%. The luminaire shall have a rated system lifetime of 50,000 burning hours at L70. The luminaire shall meet IP20 rating. The luminaire housing should made of pressure die cast aluminium and the luminaire optics shall have a high efficiency diffuser with more than 85% transmittance.The fixture should comply with the parameters as per IS10322.	9	each
	Repair, Maintenance and replace of 15W Deep Recessed diffuser Ceiling Recess Mounted downlight luminaires with housing, bottom ring and heat sink made of pressure die-cast aluminium. Luminaire shall deliver excellent illumination &	48	each

S.NO.	DESCRIPTION	QTY.	UNIT
	comfort with CRI of >80, Deep- recessed opal diffuser for glare-free symmetric light distribution. Luminaires should be with 100 lm/W System Efficacy and designed Avg. LED Life (L70 B50) 50,000 Burning Hours & with high efficient Photobiologically safe LEDs. Luminaire should be Powered by an independent, isolated output electronic driver offering THD<10% , Output Short- circuit protection, Surge Voltage protection, and other reliability tests as per IS:15885 Part 2/Sec 13. Luminaires and Drivers to be manufactured by the same OEM having an in- house NABL-accredited Laboratory for testing Photometric parameters		
	Repair, Maintenance and replace of of LED Batten having length 1150-1250 mm with a nominal system Wattage <= 20 W, System Lumen >= 2000, Fixture efficacy at System level (Not Chip Level) >110lumens/watt, Life of fixture 50000hrs@L70% Lumen maintenance, CCT Range 5700-6500 K, CRI >80, PF >0.95, THD <10%. The luminaire shall have a rated system lifetime of 50,000 burning hours at L70. The luminaire shall meet IP20. The luminaire housing should made of CRCA /extruded Al with diffused optics	34	each
	Repair, Maintenance and replace of 36W Ceiling Recess Mounted 2x2 luminaires with housing made of CRCA powder-coated white after phosphochromate treatment. Luminaire shall deliver excellent illumination & comfort with CRI of >80, High transmittance dual/multi-layer prismatic optics for glare-free symmetric light distribution offering UGR<19 Glare rating. Luminaires should be with 120 lm/W System Efficacy and designed Avg. LED Life (L70 B50) 50,000 Burning Hours & with high efficient Photobiologically safe LEDs. Luminaire should be Powered by an independent electronic constant current driver offering THD<5% , CISPR15 EMC EMI compliance, Low Ripple Flicker Free, Output Short-circuit protection, Surge Voltage protection, and other reliability tests as per IS:15885 Part 2/Sec 13. Luminaires and Drivers to be manufactured by the same OEM having an in-house NABL-accredited Laboratory for testing Photometric parameters.	110	each
	Repair, Maintenance and replace of LED 36W Hexagon shaped decorative, 600MM Dia, corrosion resistant, surface- suspended luminaire. Housing in Aluminum extrusion heat sink for effective thermal management, sturdiness and excellent corrosion resistant fitted in white finish. High transmittance PS diffuser in opal finish for glare free uniform light distribution. High efficiency long life SMD LED module is mounted on FR4 with lumen efficacy of >90lm/W to enhance the lumen output. Powered by an integral isolated low THD electronic LED driver ( SMPS based constant current supply) with output short circuit protection, surge protection. Lumen Output of 3200 lumens. CRI >80, Color temperature 4000K, THD <10% and PF >0.90, IP20, IK03. Life class of 50,000 hrs @ L70, Operating	48	each

S.NO.	DESCRIPTION	QTY.	UNIT
	Temperature:-10 TO +45 DEG.C; Input Supply Voltage Range:140-270 V, Frequency :50-60 HZ; Internal Surge Protection:3 KV; Protection : Reverse Polarity, Open & Short Circuit. DRIVER SAFETY REQUIREMENT STANDARDS :IS 15885-2-13, TEST REPORT TO BE SUBMITTED; PHOTO BIOLOGICAL SAFETY NORMS: IS 16108, TEST CERTIFICATE TO BE SUBMITTED; CERTIFICATION: LM 79 FOR LUMINAIRE LM 80 FOR LED SOURCE.		
	Repair, Maintenance and replace of Round donut shape, 1200mm dia suspended LED light 72W decorative, corrosion resistant, surface-suspended luminaire. Housing in Aluminium extrusion heat sink for effective thermal management, sturdiness and excellent corrosion resistant fitted in white finish. High transmittance PS diffuser in opal finish for glare free uniform light distribution. High efficiency long life SMD LED module is mounted on FR4 with lumen efficacy of >60lm/W to enhance the lumen output. Powered by an integral isolated low THD electronic LED driver ( SMPS based constant current supply) with output short circuit protection, surge protection. Lumen Output of 4680 lumens. CRI >80, Color temperature 5700K, THD <10% and PF>0.90, IP20, IK03.Life class of 50,000 hrs @ L70, Operating Temperature:-10 TO +45 DEG.C; Input Supply Voltage Range:140-270 V, Frequency :50-60 HZ; Internal Surge Protection:3 KV; Protection : Reverse Polarity, Open & Short Circuit. CERTIFICATION: LM 79 FOR LUMINAIRE LM 80 FOR LED SOURCE	8	each
	Repair, Maintenance and replace of exterior BIS registered 3000K Linear LED Wall Washer luminaire for graze lighting with extruded aluminium housing, powder-coated finish, Clear toughened glass of 4mm thickness and die casted end caps, of Total System wattage not exceeding 12W with system lumen output >1200lm with all LEDs on, minimum system lumen efficacy >100 lm/w. Luminaire should be complete with dedicated Lens made up of UL/VDE approved PC for each LED, offering beam angle of different types such as narrow, medium, wide or elliptical as per the site requirement. Fixture should have Height 81 mm $\pm$ 5% including surface mount base width 42.8 mm $\pm$ 5% , length 500 mm $\pm$ 5% with constant locking hinges for simple position control from various angles without special tools. The rated voltage of the Luminaire should be 24VDC, Luminaire shall be offered with a BIS Approved Potted Driver of IP 66/67 rating made of extruded aluminium to make it more thermal efficient, Led Driver should have Operating input voltage range: 90-305Vac, PF > 0.90 and must have safety operation range form 90V - 176Vac. Life time of LED driver should be > 80,000 hours and MTBF of LED driver should be $\geq$ 2,00,000 hrs, Led driver must have SELV output and Case temperature i.e. Tc > 90°C. Fixture shall be suitable to operate at an ambient	8	each

S.NO.	DESCRIPTION	QTY.	UNIT
	temperature range of -30°C to 50°C and complete luminaire shall be IP66 and IK07 rated. LED Life time shall be at least L70B50 @ 70000 burning hours		
	Repair, Maintenance and replace of 5W Spike light made of Grey pure polyester powder coated ,Pressure die-cast spike, snoot and aluminium housing for efficient thermal management, sturdiness, & excellent corrosion resistance. The housing provides IP66 /IK 7protection for high reliability in outdoor applications. High efficiency long life COB LED mounted on MCPCB of fixture. Lumen efficacy of LED >140 lm/W. Operating temperature: -upto +50 °C, Operating voltage range: 140 V - 270 V, Average life L70B50: 35000 hours, Prismatic chrome plated reflector for controlled beam angle of 60°. High quality toughened glass in clear finish for uniform light distribution, CRI>70, THD<15%, PF>0.9, CCT 3000K/Red ,Blue, Green, IP 66, IK 07, Powered by an Built-In potted, electronic driver (SMPS based constant current supply) with lower THD, Output Open/ Short circuit protection, Surge voltage protection upto 4kV & other safety test as per IS:15885 Part 2/Sec 13.	10	each
36	Repair, Maintenance and replace of 400 MM dia wall fan suitable for 230V, 50HZ, single phase AC supllly complete with all standared acessories, regulators etc.	17	each
37	Repair, Maintenance and replace of Exhaust fans suitable for 230 Volt, 50 Hz, Single phase, A.C. supply and complete with all standard accessories required.		
	300 mm dia.	3	each
40	Repair, Maintenance and replace of the following items		
	VTPN DB		
	4Way	1	Nos
	8Way	2	Nos
	Horizontal TPN DB		
	6 Way	3	Nos
	8 Way	3	Nos
	12 Way	5	Nos
	Repair, Maintenance and replace of the following <b>Electrical Panel having following Accessories</b>		
	Incomer-400A MCCB-1 Nos. Outgoing-200A MCCB-1 No. 63A MCCB - 7 No. 40 A TP MCB - 4No.	1	Nos
	Incomer-200A MCCB Outgoing-100A MCCB-1 No. 63 A TP MCCB-7 Nos.	7	Nos

S.NO.	DESCRIPTION	QTY.	UNIT
	Incomer-63ATP Outgoing- 40A TP MCB -4 No. MCCB-1No.		
	<b>MCCBs</b>		
	125A-3 Nos.	3	Nos
	100A/63A-3 Nos.	3	Nos
	MCBs		Nos
	TP MCB 14 Nos.	14	Nos
	DP MCB 45 Nos.	45	Nos
	SP MCB-262 Nos.	262	Nos
	Stablizer - 150 KVA-3 Phase-1 Nos.	1	Nos
	Light Fitting		
	36 W LED 2X2 -14 Nos.	14	Nos
	18 W LED 2X2 -10 Nos.	10	Nos
	3X1W D/L - 12 Nos.	12	Nos
	6W D/L - 16 Nos.	16	Nos
	15W D/L - 189 Nos.	189	Nos
	Mirror light-12 Nos.	12	Nos
	Fluroscnt Fitting -12 Nos.	12	Nos
	28 W Strip - 22 nos.	22	Nos
	4X14 W T-5- 83 Nos.	83	Nos
	2X18W CFL- 79 Nos.	79	Nos
	1X18 W CFL- 50 Nos.	50	Nos
	2X18 W CFL Wall Washer-4 Nos.	4	Nos
	RGB Strip- 30 Mtr	30	Nos
	35 W Track Light-4 Nos.	4	Nos
	FANs		
	Ceiling Fan- 6 Nos.	6	Nos
	Wall Mounted Fan- 10 Nos.	10	Nos
	Exhaust fan- 12 Nos.	12	Nos
	40A, 4P, MCB Isolator - 6 Nos	6	Nos
	63A, 4P, MCB Isolator - 5 Nos	5	Nos
	40A, DP, RCCB - 18 Nos	18	Nos
	Fire Extinguishers of different sizes-21Nos.	21	Nos
	Fire Panel-2 Nos.	2	Nos

S.NO.	DESCRIPTION	QTY.	UNIT
	Smoke Detector-36 Nos.	36	Nos
	fault Isolator-3 Nos.	3	Nos
	MCP-3 Nos.	3	Nos
	Sounder-3 Nos.	3	Nos
	Speakers-33 nos.	33	Nos
	RJ -45 Sockets with Face plates-143 Nos.	143	Nos
	RJ-11 Telephone sockets with face plates-116 Nos.	116	Nos
	Jack panels Loaded - 11 nos.	11	Nos
	MDF of different Sizes-5 Nos.	5	Nos
	Repair, Maintenance and replace of OTDR as part of fibers.		
41	Repair, Maintenance and replace of following sizes of steel conduit along with accessories in surface/recess including painting in case of surface conduit, or cutting the wall and making good the same in case of recessed conduit as required		
a	20 mm	400	Metre
b	25 mm	800	Metre
42	Repair, Maintenance and replace of following size/modules, GI box along with modular base & cover plate for modular switches in recess etc as required.		
a	1 or 2 Module (75mm X 75mm)	270	Metre
43	Repair, Maintenance and replace of following rectangular over lapped Box type mig welded 275 GSM Grade GI duct in 1.5 mm thickness base and cover supplied in 2.5 meters per length with additional accessories of Duct connecting shackle cum fastening Clamp, vertical access box, etc. in line with EN 50085. These ducts must have "L" shaped spot welded partitions or the threaded rod support (for multi compartment ducting) of the same thickness as base and cover and all the spot welded joints and mig welded covers shall have to be galvanized for maintaining the required galvanizing coating thickness referred above		
	150 x 38 x 2500mm, 2 compartment 1.5mm thickness	150	Metre
	300 x 38 x 2500mm, 3 compartment 1.5mm thickness	100	Metre
44	Repair, Maintenance and replace of UTP 4 pair CAT 6 LAN Cable in the existing surface/ recessed Steel/ PVC conduit/Raceway as required.	15000	metre
45	Repair, Maintenance and replace of Cat 6, 1G Information Outlet, UL Listed, Color Blue /grey /white /other (I/O) for Data, Voice, cctv & Wi-Fi User end.	120	each

S.NO.	DESCRIPTION	QTY.	UNIT
46	Repair, Maintenance and replace of Cat 6, 1G Information Outlet, UL Listed, Color Blue /grey /white /other (I/O) for Data, Voice, cctv & Wi-Fi User end.	143	each
46.I	Repair, Maintenance and replace of 15U wall mount rack with fans, 2 cable managers, satationary shelf, 2 Nos of hardware pkts & 5Nos. 6/16A sockets PDU also complete as required.	3	each
46.II	Repair, Maintenance and replace of Cat 6, U/UTP Solid Low Smoke Zero Halogen Cordage Modular Patch Cordas per IEC 60332-3-22, IEC 60754-2, IEC 61034-2, Blue/ grey/ white/other Jacket, 3 Feet (Rack end)	120	each
47	Repair, Maintenance and replace of 800 mm x 800 mm 42 U Free standing cabinet with front locable door, side panels, 230 V AC 90 CFM fan 2, three Hardware packet 1 set (containing 20 Nos each of 3), AC power strip. Cantilever Tray 1U 225D, one earthing Strip 150 mm H,1 Cable manager 1U height.	2	each
47.I	Repair, Maintenance and replace of Cat 6, U/UTP Solid Low Smoke Zero Halogen Cordage Modular Patch Cord as per IEC 60332-3-22, IEC 60754-2, IEC 61034-2, Blue/ grey/ white /other Jacket, 7 Feet (User end)	120	each
48	Repair, Maintenance and replace Category 6 U/UTP Loaded Patch Panel, 24 port, 1U, with rear cable manager for DATA, Voice, CCTV, Wifi etc.	4	Each
48.I	Repair, Maintenance and replace of Cat 6, U/UTP Solid Low Smoke Zero Halogen Cordage Modular Patch Cordas per IEC 60332-3-22, IEC 60754 2, IEC 61034-2, Blue/ grey/ white/other Jacket, 3 Feet (Rack end)	143	each
49	Repair, Maintenance and replace of Cat 6, U/UTP Solid Low Smoke Zero Halogen Cordage Modular Patch Cord as per IEC 60332-3-22, IEC 60754-2, IEC 61034-2, Blue/ grey/ white /other Jacket, 7 Feet (User end)	143	each
50	Repair, Maintenance and replace of Category 6 U/UTP Loaded Patch Panel, 24 port, 1U, with rear cable manager for DATA, Voice, CCTV, Wifi etc.	8	each
51	Repair, Maintenance and replace of 1,2 and 4 port, 3X3, Square faceplate white for I/O fixing at user side.	120	each
52	Repair, Maintenance and replace of 1,2 and 4 port, 3X3, Square faceplate white for I/O fixing at user side.	143	each
52.I	Repair, Maintenance and replace of 6 core Single Mode, Outside Plant, Bend Insensitive, Stranded Multi Loose Tube, Gel-Free, Metallic Armored, LSZH, OS2, Telcordia GR-20.	400	each
53	Repair, Maintenance and replace of 19" Rack Mount, 12F LIU, 1U Sliding shelf with 4 slots for accepts 4 Nos. of LC Single mode, OS2 Cassette. loaded with LC Single Mode, Bend Insensitive Fiber Pigtails & Splice Tray etc.	6	each
54	Repair, Maintenance and replace of LC to LC, Single Mode Fiber Patch Cord, 1.6 mm Duplex, 10 Feet, OS2	12	Each
55	Repair, Maintenance and replace of 6WAY VTPN D.B WITH 63/100AMP 4 POLE MCCB INCOMER + 63AMP T.P MCB - 2 NOS + 32AMP T.P MCB - 2 NOS	02	Nos

S.NO.	DESCRIPTION	QTY.	UNIT
56	Repair, Maintenance and replace of 100 PAIR MDF BOX	4	Nos
57	Repair, Maintenance and replace of 24 PORT GIGA BITE NETWORK SWITCH	14	Nos
58	Repair, Maintenance and replace of 100AMP 4 POLE MCB IN M.S ENCLOSURE	2	Nos
59	Repair, Maintenance and replace of 4WAY VTPN D.B WITH 63/100AMP 4 POLE MCCB + INCOMER + 12 NOS S.P MCB	3	Nos
60	Repair, Maintenance and replace of 4WAY VTPN D.B WITH 63/100AMP 4 POLE MCCB INCOMER + 63AMP T.P MCB - 2 NOS + 32AMP T.P MCB - 2 NOS	1.00	Nos
61	Repair, Maintenance and replace of 42U NETWORK RACK INCLUDING CABLE MANAGER, TRAYS, POWER CORDS ETC	1.00	Nos
62	Repair, Maintenance and replace of 50 PAIR MDF BOX	4.00	Nos
63	Repair, Maintenance and replace of 6WAY VTPN D.B WITH 63/100AMP 4 POLE MCCB + INCOMER + 12 NOS S.P MCB	1.00	Nos
64	Repair, Maintenance and replace of SITC OF 300MM G.I CABLE TRAY	36.50	Mtr
65	Repair, Maintenance and replace of SITC OF 40AMP D.P MCB IN SPN D.B'S	10.00	Nos
66	Repair, Maintenance and replace of 300 PAIR MDF BOX	1.00	Nos
67	Repair, Maintenance and replace of OF 14"X14" S.S PLATE	26.00	Nos
68	Repair, Maintenance and replace of OF 14"X15" S.S PLATE	8.00	Nos
69	Repair, Maintenance and replace of 32"X15" S.S PLATE	3.00	Nos
70	Repair, Maintenance and replace of 34"X15" S.S PLATE	2.00	Nos
71	Repair, Maintenance and replace of 6"X6" S.S PLATE	19.00	Nos
72	Repair, Maintenance and replace of 9"X9" S.S PLATE	21.00	Nos
73	Repair, Maintenance and replace of SITC OF 3 PHASE METER BOARD WITH DUAL SOURCE KWH METER	1.00	Nos
74	Repair, Maintenance and replace of SITC OF 500/5 CT FOR 3 PHASE METER BOARD WITH DUAL SOURCE KWH METER	3.00	Nos
75	Repair, Maintenance and replace of SITC OF CONTROL WIRING WITH FRLS COPPER WIRE FROM CT METER TO CT'S INSTALLED IN MAIN MCCB RISER INCLUDING D.G SET SIGNAL CABLING	0.00	Set
76	Repair, Maintenance and replace of SITC OF HDMI CABLE 20 MTR	2.00	Nos
77	Repair, Maintenance and replace of SITC OF VGA CABLE 20 MTR	2.00	Nos
78	Repair, Maintenance and replace of SITC OF MICROPHONE CABLE	200.00	Mtr
79	Repair, Maintenance and replace of SITC OF PROJECTOR STAND	1.00	Nos
80	Repair, Maintenance and replace of SITC OF 4X6+2X6SQ MM FRLS CU WIRE	353.00	MTR
81	Repair, Maintenance and replace of SITC OF 12U NETWORK RACK	5.00	NOS

S.NO.	DESCRIPTION	QTY.	UNIT
82	Repair, Maintenance and replace of SITC OF PROJECTOR STAND	0.00	NOS
83	Repair, Maintenance and replace of P/F 630A 50KA 4P MCCB with thermomagnetic release and terminal spreaders in existing cubical panel board including drilling holes in cubicle panel making connections, etc as required.	1.00	each
84	Repair, Maintenance and replace of Laying and fixing of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1KV grade of following size on cable tray as required.		
84.1	3.5x120sqmm	15	MTR
84.2	3.5x400sqmm	20	MTR
85	Repair, Maintenance and replace of brass compression gland and aluminium lugs for following size of PVC insulated and PVC sheathed /XLPE aluminium conductor cable of 1.1KV grade as required.		
85.1	3.5x120sqmm	2	NOS
85.2	3.5x400sqmm	2	NOS
86	Repair, Maintenance and replace of following sizes aluminium XLPE insulated PVC sheathed armoured power cable.		
86.1	3.5x120sqmm	15	MTR
86.2	3.5x400sqmm	20	MTR
87	Repair, Maintenance and replace of P/F of LT distribution board for 630A 4P MCCB ( Size 18"x54")	1	each

The above list of equipment is indicative only. Any equipment/device/wiring/panel etc. which is not indicated in the above list, but forms part of the overall system, shall be deemed to be included in the scope of work. The bidder may inspect the premises thoroughly, before quoting for the work. The bidder should physically inspect the entire systems which are to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc., before quoting their rates.

#### 4.8 Tools & Plants

All the general & special tools, tackles including chain pulley blocks etc., required for proper maintenance and repairs and attending break down etc, shall be arranged by the contractor at his own cost and issued to the staff deployed by him for this work.

#### 4.9 Consumables

The rates shall be all inclusive of establishment as well as spares and consumables as per scope of work. The bidder is required to assess the probable quantity of all types of spares and consumables likely to be required for replacement for keeping all the installations in good working conditions and include the lump sum cost of these spares & consumables. Nothing extra on any account shall be payable over and above the approved all-inclusive comprehensive rates of the contract. The consumables and spares shall be of best standard quality purchased from the original manufacturers or authorized dealers only. All spares and consumables shall be arranged by the contractor for which nothing extra shall be payable. Replaced parts/ spares, used burnt oil etc. will be property of the vendor.

It is his responsibility to disposed them off immediately as per norms of Pollution Control Board. All the maintenance woks shall be carried out in accordance with the manufacturer's specification and instruction. However tentative schedule of maintenance shall be as per the format given.

#### 4.10 **Penalty clause:**

The corrective/breakdown maintenance is to be carried out any time during 24hrsX 365days.

a) Minor and Major Maintenance: - Inclusive of Repairing and Replacement of all Spares/Components and all other associated accessories which are covered otherwise and attention of all defects other than major defects.

Resolution Time for Minor Maintenance (Within 24 Hours Maximum)

Resolution Time for Major Maintenance (Within 72 Hours Maximum)

If work is not done as per above schedule or any system is not functioning then a penalty @ rate of Rs. 500/- per day shall be imposed on contractor for each location separately and will be deducted from the AMC amount due to the contractor and if unsatisfactory performance is continued for more than two days, the AMC is liable to be terminated and final decision for this shall rest with the BIRAC.

If contractor is not able to rectify the fault beyond above schedule. Then the same may be got done through some other agency at the risk and cost of contractor failing which the same amount will be deducted from AMC bill and penalty as stipulated above will also be imposed. However, the decision of the BIRAC in this regard shall be final and binding.

#### **Deployment of Site Supervisor and Technician/s in BIRAC to ensure smooth functioning of HVAC systems, Electrical system and Fire system.**

Mere deployment of MAN POWER does not amount to fulfilment of obligation of the contractor. Contractor will be responsible for satisfactory maintenance of all the systems under the **scope of contract** and smooth functioning of all services in the BIRAC, New Delhi.

The contractor shall depute full time technicians / mechanics, who have undergone the basic training of all the tools / equipment to handle any emergencies with regard to all-inclusive comprehensive maintenance of HVAC systems, Electrical system and Fire system.

At the time of deploying manpower, the Contractor shall strictly comply all the applicable labour laws /Acts norms including but not restricted to the age of the workers, women workers and shall also ensure that a police verification and security check for all the workmen engaged at the BIRAC's premises is done.

The contractor shall issue the identity cards to his Supervisor/Technician/s on his own cost and shall intimate to BIRAC in writing as and when there is any change. The Contractor should provide 2 sets of uniforms of approved colour for the employees deputed in BIRAC at their own cost and also safety shoes one pair should be provided to each employee. The contractor shall ensure to provide an alternate qualified manpower or replace with a stand by in case any of the deployed staff is absent or on leave. The contractor shall ensure that the workmen deployed by him behave decently and do not indulge themselves in any such activities, which are unbecoming on the part of a person working in the Government Office.

Daily working hours for **Technician/s** shall be 09:00 hours in a day with 30 minutes break for refreshment. Contractor shall be available to attend the call any time. However, in exceptional circumstances, BIRAC may require the Contractor to undertake the work even on Sundays or government holidays or at such other times and hours as shall be necessary and requisite and the Contractor shall be bound to mobilise adequate number of Supervisor/ Technician/s for completing such work in the manner required by BIRAC.

During break down, if required more skilled/un-skilled workers may be deployed in BIRAC by the contractor to complete the work without interruption of services.

The contractors shall be responsible for the safety of all the items of furniture, plants, office equipment and other fittings provided in the premises and shall be liable to make good any loss to the same if damaged during the execution of their duties which shall be recoverable from their monthly bill or other dues payable to the contractors by the company.

The contractor shall be responsible for the good conduct and behaviour of his employees. If any employee of the contractor is found misbehaving with BIRAC staff, the contractor shall terminate the services of such employees at their own risk and responsibility. The contractor shall issue necessary instruction to his/its employees to act upon the instructions given by BIRAC.

The contractor shall be available to attend the call all times over phone for receiving instructions from the BIRAC. The Contractor shall attend all site meetings with their Supervisor & co-ordination meetings & arrange to carry out work smoothly as per the agreed time schedule. Any instruction given to the site supervisor shall be construed as if the same is given to the contractor.

In case of break down immediate action must be taken to rectify the fault and restore the functioning of systems within reasonable time as considered by BIRAC failing which penalty clause will be invoked. The contractor is also expected to maintain a minimum Inventory of critical spares that have long delivery period.

Any material required for making good the damages will be brought by the contractor at his own cost and risk, and such material should be of proper brand and of good quality.

The firm will be responsible for the security/insurance of their staff working at site and BIRAC will not be responsible in any manner in case of any accident / miss- happenings.

They shall be responsible for any periodic statutory inspection to be carried out on the equipment necessary test report and certificate rectification of defects, pointed during such inspection etc.

Contractors should follow all safety norms and provide necessary safety equipment at their own cost. In case of any accident during the testing / maintenance of the equipment leading to injuries / damages to human beings' equipment and / or loss of life, the contractor shall be fully responsible for setting all claims and indemnify the department against any claims arising out of such accidents. Consequent damages to other systems will however be recoverable from the contractor.

#### **4.11 Watch & Ward**

Watch and Ward of their material, machineries and system etc. till end of the contract shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account and will be handed over to client in good working condition at the termination of contract.

## 5.0 Instructions to Bidders

- 5.1 The bidders are expected to examine all the instructions in the Bid Document. Failure to furnish all information required by the Bid Document or submission of a Bid not substantially responsive to the Bid Document up to the satisfaction of the BIRAC in every respect will be at Bidders' risk and responsibility and may result in the rejection of its Bids.
- 5.2 Any agency who has pre-exited or terminated any contract with or by BIRAC in last five (05) years as on the date of submission shall not be eligible to apply.

## 5.3 Language of Bid

The bid prepared by the bidders and all correspondence and documents exchanged between the bidders and BIRAC relating to the Bid submitted shall be in English or bilingual (Hindi and English) language. However, printed literature furnished by the bidders may be in any other language as long as it is accompanied by an English translation of all its contents. In such a case for the purposes of the interpretation of bid, English translation shall prevail.

## 5.4 Signing the Bid

The bid shall be signed by the bidders or a person duly authorized to bind the bidders to the contract. The authorization shall be indicated by written letter of authorization/ agency agreement etc. accompanying the bid. The person or persons signing the bid documents shall initial all pages of the bid, except for un-amended printed literature.

## 5.5 Cost of Bidding

The bidders shall be solely liable to bear all costs and expenses associated with the preparation and submission of its bid, BIRAC will in no case be held responsible or liable for payment of any costs associated with the preparation or submission of the said bids irrespective of the outcome of the bidding process as also in case the entire bidding process or part thereof is nullified/ cancelled due to any reason whatsoever.

## 5.6 Validity of Bids

- i) Bids shall remain valid for 90 days after the bid closing date. A bid valid for a shorter period will be considered as non-responsive and be liable to be rejected by the BIRAC.
- ii) In exceptional circumstances, BIRAC may solicit the bidders' consent to an extension of the period of validity.

## 5.7 Submission Details

Bidders are requested to go through all pre-qualification requirements, scope of work for execution & requirements w.r.t technical / financial capabilities for acceptance and submission of documents for verification by BIRAC. Bids are to be submitted in sealed covers.

Bids are to be submitted in sealed covers as per the details given below.:

- i) Authorization letter (***Annexure - I***)
- ii) The bid shall be submitted in sealed envelope super scribed with **Enquiry number, Subject and Date of closing** prominently underlined, along with the address of this office. This envelope shall contains the following:

- a) **1<sup>st</sup> Inner Sealed Cover** - The first inner sealed cover should contain all the documents pertaining to **Pre-Qualification Criteria (PQC)** as prescribed and will clearly be super scribed with “**PQC**” along with enquiry number. This cover should include **Covering letter and PQC (format enclosed as Annexure - III)** with all stamped and signed supporting documents.
  - b) **2<sup>nd</sup> Inner Sealed Cover** – The second inner sealed cover will contain only the price bid duly filled in, stamped and signed and should be clearly super scribed with “**Price Bid**” along with enquiry number (**format enclosed as Annexure - IV**).
  - c) **3<sup>rd</sup> Outer Sealed Cover** - The third outer sealed cover will contain the above mentioned 2 envelopes (i.e. 1<sup>st</sup> and 2<sup>nd</sup> Inner Sealed Covers) super scribed with **Enquiry number, Subject and Date of closing** prominently underlined, along with the address of this office.
- iii) Only one bid should be included in one cover.
  - iv) The bid which fails to comply with the above instructions shall be summarily rejected.
  - v) Transfer of Bid Document - Non Transferable.
  - vi) Late bids - Bidders are advised in their own interest to ensure that bid reaches the specified office well before the closing date and time of the bid. BIRAC will not be responsible for the loss of the bid or delay in postal transit. Any bid received after dead line for submission of bid, will be rejected and returned unopened.
  - vii) The cost for preparing the BID including visits by the bidders to BIRAC Office is not reimbursable.
  - viii) Exemptions referred to EMD should be clearly declared by the bidder.
  - ix) BIRAC reserves the right to call for any clarifications covered in the broad scope, wherever such a clarification become necessary for proper judgment in evaluation.

## 5.8 Address of Submission/communication/inspection

**The sealed envelope should be addressed to:**

Head - HR & Administration

Biotechnology Industry Research Assistance Council (BIRAC) 5th  
Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate,  
New Delhi – 110020

## 5.9 Special Considerations For MSME/Start-Ups

If the bidding entity is registered under (i) Micro & Small Enterprises at District Industry centre or Khadi and Village Industry Board or Coir Board or National Small Industry Corporation or Directorate of Handicrafts and Handlooms or any other body specified under “Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012” & (ii) Start-Ups registered under DIPP (as per G.S.R. 501(E)) it will be exempted from the prior experience & financial criteria.

The participating Bidders who qualify any of the above aspect shall be allowed L1+15% margin of purchase preference in the Price Bid for the purpose of evaluation. After giving such margin, if more than one Bidder stands on equal Price Quote, then the Bidder having more relevant experience can be considered for award of contract.

**5.10 Amendments and Addendum to Bid**

- i) At any time prior to the deadline for submission of bids, BIRAC may at its own discretion and for any reason whatsoever whether at its own initiative or in response to a clarification requested by a bidders modify the Bid Documents by notifying any such amendment as may be drafted/incorporated to the original bid documents.
- ii) The amendment and addendum, if any will be notified by BIRAC or published on the BIRAC website ([www.birac.nic.in](http://www.birac.nic.in)) before the last date of submission.
- iii) In order to allow the bidders reasonable time to take the amendment in to account in preparing their bids, the BIRAC may at its discretion, extend the deadline for the submission of Bids and any such extension will be notified by BIRAC.

**5.11 Conflict of Interest**

The Bidders shall not receive any remuneration in connection with the assignment except as provided in the “Service and Confidentiality Agreement”.

**5.12 Warranty of the agency**

The agency shall warrant that it is under no contractual restrictions of legal disqualification or other obligations which will prohibit from entering into agreement and that the statement and particulars herein contained in this Bid and in the relevant and supporting documents to this Bid are correct.

**5.13 Bid Rejection Criteria (BRC)**

BIRAC reserves the right to reject any bid if:

1. Received after the expiry of due date and time.
2. Any agency who has pre-exited or terminated any contract with or by BIRAC in last five (05) years as on the date of submission shall not be eligible to apply.
3. It is not given in the prescribed format as per clause 5.7
4. The bid has not been indexed or properly paginated and details provided in PQC Checklist (clause 7.0) are not submitted.
5. Supporting documents to substantiate the PQC have not been submitted.
6. Certificates certified by Chartered Accountants must bear UDIN number, in absence of which, it will be considered as invalid and the bid shall be rejected.
7. All Declarations/undertakings/information have not been provided on the Letter Head of the Bidders, duly signed and stamped.
8. At any time, a material misrepresentation is made or uncovered
9. The agency/ firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the bid.

**5.14 Engagement Terms and Conditions**

- i) The effective date of the engagement will be in accordance with execution of the Service and Confidentiality (S&C) Agreement.
- ii) The Bidder shall be liable to indemnify BIRAC in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising as a consequence of negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the work and the services provided.

iii) **Letter of Award (LOA):** On acceptance of Bid for awarding the contract, BIRAC will issue a Letter of Award “LOA” to the successful bidder in writing. Such successful bidder will need to execute a “Service and Confidentiality Agreement” (*enclosed as Annexure - VIII*). After execution of the Agreement, no variation in or modification of any of the terms of the Agreement shall be made except by written amendment signed by the parties. The engagement of the bidder shall be governed by the terms and conditions of the “Service and Confidentiality Agreement”.

iv) **Payment Terms**

- a) Contractor shall submit the bills on quarterly basis for the services provided under the contract. The bills should be submitted by the 25th day of last month of corresponding quarter. This shall be scrutinized and checked before passing the bills for payment. The payments for all undisputed bills shall be made by BIRAC after scrutiny of the bills normally within 15 working days from the date of submission of original bills and related supporting documents.
- b) The payment will be made after submission of Invoice along with supporting documents as desired by BIRAC. This shall be scrutinized and checked before passing the bills for payment.
- c) Income Tax as per statutory provision shall be deducted from the bills and remitted to Income Tax authorities by the Accounts Department of BIRAC. A TDS certificate shall be issued by BIRAC to the agency for such deductions. The agency is liable to pay the taxes and levies according to the laws and regulations applicable.
- d) BIRAC shall make timely payments through the Electronic Payment Mechanism (viz NEFT/ RTGS /ECS). Bank details have to be provided by the agency
- e) BIRAC shall not be liable for any consequences, whatsoever, in case there is a delay in making payments for any reasons resting with agency. Further, no interest shall be paid on such delayed payments.

**5.15 Abnormal Rates**

The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the BID unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.

**5.16 Disclaimer**

- a. BIRAC shall not be responsible for any late receipt of applications for any reasons whatsoever.
- b. BIRAC reserves the right to reject all applications without assigning any reasons thereof.
- c. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the BIRAC without assigning any reasons thereof.
- d. To include any other item in the Scope of work at any time after consultation with bidders or otherwise.
- e. BIRAC reserves the right to reject all the RFPs without assigning any reasons.

### 5.17 Jurisdictions

All the disputes or difference differences regarding the bid/contract shall be governed in accordance with the Laws applicable in India and subject to by the exclusive jurisdiction of the courts situated at in New Delhi, India.

### 5.18 Earnest Money Deposit (EMD)

- **Submission of EMD:** The Earnest Money @1% of the estimates annual cost of contract in the form of a Demand Draft, payable at New Delhi from any commercial bank in favour of “Biotechnology Industry Research Assistance Council” (BIRAC) has to be submitted along with bid document. If the bid is received without EMD, it will not be considered and will be summarily rejected.
- Bid security will not be necessary for bids from startup companies registered with DIPP, OEMs, Authorized Distributors of OEMs, firms registered with a CPO or BIRAC or NSIC/Directorate of Industries and MSMEs and SMEs. However, the firms registered with a CPO or NSIC/Directorate of Industries have to submit evidence that they have a current and valid registration for the item(s) they intend to bid for, including the prescribed monetary limit.
- **Forfeiture of EMD:** EMD of a bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the specified period of validity of bid. Further, if the bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- **Refund of EMD:** EMD furnished by all unsuccessful bidders shall be returned without any interest whatsoever, after award of the contract. EMD of the successful bidder shall also be returned without any interest whatsoever, only after receipt of performance security, as required in the contract.
- **Adjustment of EMD:** The earnest money deposited along with the bid documents for the present bid shall be in respect of the present bid document only and the contract to be hereby awarded only. No Bidder shall be entitled to request or claim for transferring and appropriating any previously deposited amount or performance security amount or for adjusting any outstanding bill amount with the earnest money payable with the bid documents.

### 5.19 Performance Bank Guarantee

- The agency shall furnish a Performance Bank Guarantee (Format attached at ***Annexure - IX***) drawn on bank/branch in India for 5% of the quoted cost of contract, within 07 days of the date of signing of Service and Confidentially Agreement.
- The proceeds of the Performance Bank Guarantee shall be payable to BIRAC as compensation for agency's failure to perform and complete its obligations under the contract.
- BIRAC has the right to invoke the Performance Bank Guarantee in case the agency fails to complete any/all obligations under the contract to the satisfaction of BIRAC.
- Performance Security is to be furnished by a specified date and it should remain valid

for a period of 60 (Sixty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations.

- The PBG will be duly discharged by BIRAC after successful completion of Agency's obligations under the contract, including completion of any/ all obligations under the contract to the satisfaction of the BIRAC and/or person/agency appointed by it for the said purpose.
- **Refund of Performance Security** - Performance Security shall be refunded to the supplier without any interest, whatsoever, after due performance and completion of all obligations under the contract. The refund of performance security shall not normally be later than 90 days of such performance and completion of contract obligations.

## 6.0 Evaluation Methodology

**6.1 Opening of Bids by BIRAC:** BIRAC will open the Bids on the stipulated date and time as given in the schedule. Authorized representative of the bidder is requested to attend the bid opening process.

**6.2 Authorization Letter-** Bids with Authorization Letter (***Annexure - I***) shall only be considered for Pre- Qualification Criteria (PQC).

**6.3** The bids shall be verified based on the documents submitted for PQC. Checklist provided at ***Annexure – III*** is required to be mandatorily filled. Those bids which satisfy the PQC will be considered for opening of price bid.

**6.4** The Bidder with the lowest quote as per the Price Bid format (***Annexure – IV***) will be considered as L1 bidder.

**6.5** The schedule date/time for opening of price bid would be indicated later.

### **6.6 Price Bid (***Annexure - IV***)**

- i. The Bidder shall complete the price bid furnished in the bidding document.
- ii. Price bid quoted by the successful bidder shall be held firm during the contract.
- iii. Bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Price bid are to be strictly in accordance with bid. Conditional bid is liable to be rejected.
- iv. Duties, taxes and other levies payable as per the statute **should be included** in the bid. The price bid shall be quoted **inclusive of the applicable taxes**.
- v. The bidders shall not indicate separate discount. Discount if any should be merged in the quoted rates.
- vi. Rate for each item shall be quoted. Even if a single column is left un-filled the Price Bid may not be considered for evaluation.
- vii. If there is any discrepancy in the unit price & total price, the unit price will prevail and the total price will be corrected accordingly.
- viii. If there is any discrepancy between words and figures the amount in words shall prevail.
- ix. The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.
- x. The Bidder shall complete the price bid furnished in the bidding document.
- xi. Bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Price bid are to be strictly in accordance with bid. Conditional bid is liable to be rejected.
- xii. Rate for each item shall be quoted. If any item in the price bid is left blank/Zero/NIL/Free the bid may not be considered for evaluation.

## 7.0 Pre-Qualification Criteria (PQC)

The following will be the minimum Pre-Qualification Criteria (PQC). Responses not meeting the minimum PQC will be summarily rejected and will not be evaluated further:

S. No.	Pre-Qualification Criteria	Indicative Supporting Documents
1.	The bidder shall be a legal entity, registered as a Company/LLP/Society/partnership firm/ proprietorship firm under respective acts in India.	Self-attested copy of Company Incorporation Certificate from ROC/Partnership deed / Society Registration Certificate along with its bye-laws etc., If MSME status is being claimed then related documents must also be submitted at PQC stage itself. Such as proof of MSME being owned by women/SC & ST, or any other document such as udhyog aadhar.
2.	The bidder must be registered in India with taxation and other administrative authorities	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card
3.	The bidder must have an established office in Delhi/NCR.	Electricity/Telephone Bill or any other supporting document stating the address duly certified by the Owner/Authorized Representative of the Company
4.	The bidder must have at least 5 years of experience in providing similar services	Self-attested Copy of the work orders and letter of successful completion from the client
5.	The bidder has to be profitable and should not have incurred loss in preceding three years [2021-22, 2022-23, 2023-24]	Certificate with UDIN number from the of the Organization/Audited Balance sheets for last three financial years, Income Tax return
6.	The bidder should have completed similar kind of work in <b>any two</b> Central Govt./State Govt./PSUs/Govt. bodies in India in preceding five years	Self-attested Copy of the work order and letter of successful completion from the client
7.	The bidder should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.	Undertaking on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory ( <b>Annexure - V</b> )
8.	The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this bid and in the execution of agreement.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory ( <b>Annexure - VI</b> )
9.	The bidder should not have pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory ( <b>Annexure - VII</b> )

**Note:**

**Documentary Evidences are mandatorily to be submitted along with the formats.**

***Annexure - I***

**Authorization Letter**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2025/ENQ-54

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Letter for Authorized Signatory**

Dear Sir / Madam,

This has reference to your above-mentioned bid for Engaging Agency Comprehensive Annual Maintenance Contract for all Electrical, Fire Systems & Ducts.

Mr./Miss/Mrs. \_\_\_\_\_ is hereby authorized to submit the bid & attend opening of the above bid No. \_\_\_\_\_ on behalf of M/s \_\_\_\_\_ (Agency Name).

**The specimen signature is attested below:**

Name: \_\_\_\_\_

(Specimen Signature of Representative) \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorizing Authority

Name of Authorizing Authority & Designation:

Company Seal:

***Note: Permission for entry to the hall where bids are to be opened may be refused in case authorization as prescribed above is not received.***

***Annexure - II***

**Covering letter with EMD**  
(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2025/ENQ-54

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Submission of EMD**

Dear Sir / Madam,

This has reference to your above-mentioned bid for Engaging Agency Comprehensive Annual Maintenance Contract for all Electrical, Fire Systems & Ducts.

Mr./Miss/Mrs. \_\_\_\_\_ hereby submit the Earnest money deposit in the form of Demand draft bearing number \_\_\_\_\_ amounting to Rs. \_\_\_\_\_ payable at New Delhi on behalf of our agency.

\_\_\_\_\_

Authorized Signatory

Company Seal:

**Annexure - III****PQC Covering Letter**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&amp;A/007/2025/ENQ-54

To,

The Head-HR & Administration,  
 Biotechnology Industry Research Assistance Council (BIRAC)  
 5th Floor, NSIC Business Park, NSIC Bhawan,  
 Okhla Industrial Estate, New Delhi – 110020

**Subject: Notice inviting Tender for Engaging Agency Comprehensive Annual Maintenance Contract for all Electrical, Fire Systems & Ducts.**

Sir/Madam,

The undersigned having read and examined in detail all the Bid documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

Sl. No.	Description	Response
1	Name of the Bidder	
2	Address	
3	Name, designation & address of the person to whom all references shall be made	
4	Telephone No. (with STD code)	
5	Mobile No. of the contact person	
6	Email ID of the contact person	

**The following documents are enclosed:**

1. Authorization Letter (As per **Annexure - I**)
2. Pre-qualification criteria as per the details given below:

S. No.	Pre-Qualification Criteria	Supporting Documents Required	Type of Document	Page number of the supporting document
1.	The bidder shall be a legal entity, registered as a Company/LLP/Society/partnership firm/ proprietorship firm under respective acts in India.	Self-attested copy of Company Incorporation Certificate from ROC/Partnership deed / Society Registration Certificate along with its bye-laws etc., If MSME status is being claimed then related documents must also be submitted at PQC stage itself. Such as proof of MSME being owned by women/SC & ST, or any other document such as udhyog aadhar.		
2.	The bidder must be registered in India with taxation and other administrative authorities	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card		
3.	The bidder must have an established office in Delhi/NCR.	Electricity/Telephone Bill or any other supporting document stating the address duly certified by the Owner/Authorized Representative of the Company		
4.	The bidder must have at least 5 years of experience in providing similar services	Self-attested Copy of the work orders and letter of successful completion from the client		
5.	The bidder has to be profitable and should not have incurred loss in preceding three years [2021-22, 2022-23, 2023-24]	Certificate with UDIN number from the of the Organization/Audited Balance sheets for last three financial years, Income Tax return		
6.	The bidder should have completed similar kind of work in <b>any two</b> Central Govt./State Govt./PSUs/Govt. bodies in India in preceding five years	Self-attested Copy of the work order and letter of successful completion from the client		
7.	The bidder should not have been blacklisted by any Central /State	Undertaking on the Letter Head of the Proponent duly signed		

S. No.	Pre-Qualification Criteria	Supporting Documents Required	Type of Document	Page number of the supporting document
	Government / Public Sector Undertaking, Govt. of India.	& Stamped by Authorized Signatory <i>(Annexure - V)</i>		
8.	The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this bid and in the execution of agreement.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory <i>(Annexure - VI)</i>		
9.	The bidder should not have pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory <i>(Annexure - VII)</i>		

I/we hereby declare that my/our Bid is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Authorized signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Format for Price Bid**  
**(To be submitted on Agency's Letter Head)**

Ref. No. No. BIRAC/HR&A/007/2025/ENQ-54

To,

The Head-HR & Administration,  
 Biotechnology Industry Research Assistance Council (BIRAC)  
 5<sup>th</sup> Floor, NSIC Business Park, NSIC Bhawan,  
 Okhla Industrial Estate, New Delhi – 110020

**Subject: Notice inviting Tender for Engaging Agency Comprehensive Annual Maintenance Contract for all Electrical, Fire Systems & Ducts.**

S. No.	Description of Work	Amount in Figures (Rs.) Per annum (inclusive of taxes)	Amount in words (Rs.) Per annum (inclusive of taxes)
1	<b>Comprehensive Annual Maintenance Contract for all Electrical, Fire Systems &amp; Ducts.</b> <b>[As per Scope of Work]</b>		

**Note:**

- a) Rate against each item shall be quoted in all sections of the Price Bid Format.
- b) In case if a single section is left un-filled the Price Bid may not be considered for evaluation.
- c) The Agencies will not indicate separate discount, discount if any should be merged in the quoted rates.
- d) If there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- e) Duties, taxes and other levies payable as per the statute should be included in the bid. The price bid shall be quoted inclusive of the applicable taxes.
- f) Estimation shall be required for each area / activity.
- g) Requirements in numbers, area mentioned are purely tentative which may vary and are meant for planning purpose only.
- h) Samples wherever required shall have to be vetted by the designated official of BIRAC.
- i) Item / service / installation / perquisite apart from the Scope of Work will have to be supplied on need basis by the agency/firm executing the event.
- j) Special consideration will be given to MSMEs and Start-ups as per clause 5.9 indicated above. After giving special consideration, if more than one agency stand on equal Price Quote, then the agency having more relevant experience will be considered for award of contract.

***Annexure - V***

**UNDERTAKING WITH REGARD TO BLACKLISTING**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2025/ENQ-54

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Undertaking regarding Blacklisting / Non-Debarment**

It is hereby confirmed and declared that M/s\_\_\_\_\_ is not blacklisted/debarred by any Government Department/Public Sector Undertaking/Private Sector/or any other agency for which works/assignments/services have been executed / undertaken.

(Signature of the Authorized signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**UNDERTAKING WITH REGARD to NON-LITIGATION**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2025/ENQ-54

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Undertaking regarding Litigation**

It is hereby confirmed and declared that M/s\_\_\_\_\_, does not have any litigation / arbitration history with any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which works/assignments/services have been executed/undertaken.

(Signature of the Authorized signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**UNDERTAKING WITH REGARD to PRE-EXIT OR TERMINATION**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2025/ENQ-54

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Undertaking regarding Pre-exit or termination**

It is hereby confirmed and declared that M/s\_\_\_\_\_, has not been pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.

(Signature of the Authorized signatory)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

***Annexure - VIII***

***Draft template***

***Service and Confidentiality Agreement***

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2025 at New Delhi BY and BETWEEN **Biotechnology Industry Research Assistance Council**, a Government of India Enterprise having its office at **5<sup>th</sup> Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020** hereinafter referred to as “BIRAC” (which expression shall wherever the context so admits include its successors and assignees) of the **First Part**

AND

\_\_\_\_\_ a company registered under the Companies Act 2013, having its Registered office at \_\_\_\_\_, hereinafter referred to as the “Agency” through its authorised representative [name], [Designation], duly authorized by the agency vide its Board Resolution (BoR)/ Resolution No.\_\_\_\_ dated \_\_\_\_ (which expression shall wherever the context so admits include its employees, administrators and permitted assignees) of the **Second Part**

WHEREAS all the parts are hereinafter referred to as “Parties”;

All Annexure to this Agreement and Tender Document [reference No.\_\_\_\_\_] shall be integral part of this Agreement.

WHEREAS BIRAC desires for Engaging Agency Comprehensive Annual Maintenance Contract for all Electrical, Fire Systems & Ducts and the Agency hereby agrees to provide the same governed by below mentioned terms and conditions and as per the BID documents.

NOW THEREFORE, the parties hereby agree to be bound by the provisions set out in this agreement.

***1. Interpretation***

- i. Confidential Information: “Confidential Information” means all information (whether in oral, written or electronic form) relating to BIRAC, matters related to BIRAC’s corporate affairs, minutes of the meeting(s) or other agnate materials including any notes or summaries derived from those materials of the Disclosing Party and confidential information received by the Disclosing Party from third parties, but excludes any information that: (1) was lawfully in the possession of the Recipient before receiving it from the Disclosing Party; (2) is provided in good faith to the Recipient by a third party without breaching any rights of the Disclosing Party or any other party; (3) is or becomes generally available to, or accessible by, the public through no fault of the Recipient; (4) is independently developed by the Recipient without use of the disclosed Confidential Information or (5) is required by public authority, by law or decree.
- ii. Words importing the singular numbers shall include the plural number and vice versa.

2. Headings and subheadings are for convenience only and shall not be deemed to be a part of this Agreement.

**3. Terms of Engagement**

- i. The Contract shall be effective from the \_\_\_\_ day of \_\_\_\_ 2025 (Effective Date).
- ii. The engagement shall be initially for a period of 03 (three) years which can be extended up to 02 (two) years based on the performance of the agency on mutually agreed Terms & Conditions.
- iii. This Contract does not constitute and will not be deemed to constitute an exclusive commitment/ arrangement between BIRAC and the Agency.
- iv. BIRAC will not retain any control for direct supervision of the contracted services and execution of this Contract does not create any liability, explicit or implicit, on BIRAC in respect of the manpower engaged.
- v. This may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single Contract. However, the same shall be done after prior written approval of BIRAC.
- vi. The rights and remedies herein provided are cumulative with, and not exclusive of, any rights or remedies provided by law.
- vii. The Agency shall be entitled to the fees and reimbursement for all preapproved expenses incurred in the performance of the Duties, upon submission and approval of written statements and/or receipts in accordance with the then regular procedures of the BIRAC.
- viii. BIRAC reserves the right to assign the tasks to any of the agency. BIRAC also reserves the right to award the work to any other agency, not necessarily with BIRAC.
- ix. This does not constitute and will not be deemed to constitute an exclusive commitment/ arrangement between BIRAC and the Agency.

**4. Responsibilities of the Agency**

- i. Discharge the duties, responsibilities and execute activities strictly in furtherance of the BID document, and Scope of Work as given in the BID document as annexed as ***Annexure***  
\_\_\_\_\_
- ii. Ensure compliance with legal provisions related to this Contract. The Agency shall obtain all requisite license and approval at his cost from the appropriate authority for executing this contract work and submit copy of such license and approval to BIRAC.
- iii. Deploy any workforce which will exclusively be on Agency's pay roll.
- iv. Ensure proper behavior of the work force provided for the event. The Agency will prevent the work force from taking part in any direct or indirect association with a person or persons engaged in any antisocial activities, demonstrations, riots of agitation, which may in any way be detrimental or prejudicial to the occupants of land / properties in the neighborhood.
- v. Keep the BIRAC and its employees etc., harmless and indemnified from any consequential claims, actions, suits, proceedings, losses or damages on any ground whatsoever.
- vi. Take disciplinary action against any worker/staff engaged by them.

- vii. Undertake to indemnify the BIRAC against all claims which may arise under the noted acts:
  - a The Shops and Establishment Act.
  - b The Workman's compensation Act.
  - c The payment of Wages Act.
  - d The Contract labor (Regulation and Abolition) Act. 1970 and the rules framed thereunder.
  - e Family Pension Scheme.
  - f Inter-state Migrant Workmen (Regulation of employment and condition of Service) Act, 1979.
  - g Any other Statutory Act/Law/Regulation made applicable during the pendency of the contract.
- viii. Be solely responsible for determining all matters of detail as to the manner in which a specific assignment is done with an objectively acceptable quality.
- ix. Undertake necessary liaison work as may be required from time to time with the officials of the concerned departments.
- x. Comply to the best of the technical /scientific knowledge, statutory, regulatory and safety guidelines established by the Government of India, any statutory authority and BIRAC while performing the services.
- xi. Take reasonable measures to protect the secrecy and avoid disclosure and unauthorized use of the Confidential Information of the disclosing party including discussion of the Confidential Information in any public forum which includes formal and informal discussions.
- xii. Comply with all prevailing laws, rules and regulations and shall not indulge in any act, which constitutes an offence or a corrupt practice under the Indian laws.
- xiii. Practice Chinese wall or Firewall policy within to deal with contrary interests or with confidential information.
- xiv. Submit any other documentary evidence as & when called by the BIRAC in connection with this Contract.

## **5. Payment Terms**

- a. Agency shall submit the bills on quarterly basis for the services provided under the contract. The bills should be submitted by the 25th day of last month of corresponding quarter. This shall be scrutinized and checked before passing the bills for payment. The payments for all undisputed bills shall be made by BIRAC after scrutiny of the bills normally within 15 working days from the date of submission of original bills and related supporting documents.
- b. The payment will be made after submission of Invoice along with supporting documents as desired by BIRAC. This shall be scrutinized and checked before passing the bills for payment.
- c. Income Tax as per statutory provision shall be deducted from the bills and remitted to Income Tax authorities by the Accounts Department of BIRAC. A TDS certificate shall be issued by BIRAC to the agency for such deductions. The agency is liable to pay the taxes and levies according to the laws and regulations applicable.

- d. BIRAC shall make timely payments through the Electronic Payment Mechanism (viz NEFT/ RTGS /ECS). Bank details have to be provided by the agency
- e. BIRAC shall not be liable for any consequences, whatsoever, in case there is a delay in making payments for any reasons resting with agency. Further, no interest shall be paid on such delayed payments.

## **6. *Withholding of Payment***

BIRAC reserves the right to recover from the bills of the Agency the amount due to BIRAC against any losses and damages including Liquidated Damages or as a result of any claims/compensation or due to any statutory imposition etc. without any notice. BIRAC also reserves the right to withhold any payment to safeguard the interest of BIRAC against any dues for which the decision of the company shall be final. In case of any legal disputes, withheld payments shall not be released till the dispute is settled. No interest shall be payable in case of such withheld amounts.

In order to protect BIRAC, it may withhold the whole or any part of the amount due to agency on account of evidence subsequently discovered in respect of following:

- i. For non-completion of contracted work to BIRAC's satisfaction.
- ii. Agency's indebtedness arising out of execution of contract
- iii. All claims against Agency for Liquidated damages.
- iv. Any failure by the Agency to fully reimburse BIRAC under of indemnification provisions of this Contract. If, during the process of the Agency shall allow any indebtedness to accrue of which BIRAC may be primarily or contingently liable or ultimately responsible and agency shall, within five days after demand is made by the BIRAC, fail to pay and discharge such indebtedness, then BIRAC may during the period for which indebtedness shall remain unpaid, withhold from the amounts due to Agency's a sum equal to the amount such unpaid indebtedness. When all the above grounds for withholding payments shall be removed, payment shall thereafter be made for amounts so withheld.
- v. Garnishee order issued by a Court of Law in India.
- vi. Income-tax deductible at source according to law prevalent from time to time in the country.
- vii. Any obligation of Agency which by any law prevalent from time to time to be discharged by the BIRAC in the event of Agency's failure to adhere to such laws.

## **7. *Confidentiality***

The Parties, undertake to maintain strict confidentiality and refrain from disclosure thereof, of all or any part of the Confidential Information and data exchanged/generated from the Process under this Contract for any purpose other than in accordance with this Contract. It shall be the responsibility of both the Parties to ensure maintenance of such confidentiality in respect of their behalf and on behalf of their employees, representatives and associates involved in related activities. Thus, obligation under this Contract will commence on the Effective Date and will subsist till three years after completion/termination or till such time the confidential information falls into the public domain whichever is earlier.

## **8. Return of Materials**

Upon the conclusion of the task the agency undertakes to return or destroy materials containing Confidential Information in physical form handed over by the BIRAC in relation to the services or which was generated by the agency in the course of providing the services.

## **9. Waiver and Assignment**

Any waiver by the BIRAC of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision hereof. The agency shall not have the right to assign the rights or obligations under this Agreement without the prior written consent of BIRAC.

## **10. Effect of this Agreement**

- i. The duty of secrecy under this agreement will commence on the Effective Date and will subsist till three years after completion of the agreement.
- ii. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.
- iii. The rights and remedies herein provided are cumulative with, and not exclusive of, any rights or remedies provided by law.

## **11. Dispute Resolution**

In the event of any dispute or difference between the Parties hereto upon or in relation to or in connection with this Contract, such dispute or difference, shall be resolved amicably and in good faith by mutual consultation.

If such resolution is not possible, then the unresolved dispute or difference whatsoever arising between the Parties out of or relation to the construction, meaning, scope, operation or effect of this Contract or the validity the breach thereof or in respect of any defined legal relationship associated therewith or derived therefrom dispute shall be submitted with the sole arbitrator under the provisions of the New Delhi International Arbitration Centre Act, 2019. The award made in pursuance thereof shall be binding on the Parties. The venue/seat of arbitration shall be New Delhi and the arbitration proceedings shall be conducted in English Language. The provision of this Clause shall not become inoperative notwithstanding the Contract expiring or ceasing to exist or being terminated.

## **12. Notice**

Any notices, consents, objections, demands, requests or other communications required or permitted to be given pursuant to this Agreement shall be in writing, and shall be sent by registered post, return receipt requested, to the addresses of the parties set forth in the

heading to this Agreement. Either party may designate, by notice, a change of address hereunder.

### **13. Severability**

If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

### **14. Governing Law**

This Agreement shall be construed in accordance with and governed for all purposes by the laws of India. All the disputes or differences regarding the bid/contract shall be subject to the exclusive jurisdiction of the courts situated in New Delhi, India

### **15. Amendments or Waiver**

No amendment or waiver of this Agreement is binding unless agreed to in writing by the parties.

### **16. No other Relationship**

The Agency agrees that all Services will be rendered as an independent Agency and that this Agreement does not create an employer-employee relationship or business partnership between the parties.

WHEREFORE, the Parties hereto through its duly authorized representatives have signed this Agreement on the day, month and year mentioned hereinbefore.

<b>For Agency</b> <b>Signatories duly authorised by the agency through its Board Resolution (BoR) No. _____ dated _____ (copy of the BoR attached)</b>		<b>For BIRAC</b>	
Signature	Signature	Signature	
Name:	Name:	Name:	
Designation: Director	Designation: Director	Designation:	
Date.....	Date.....	Date.....	
<b>WITNESS</b>		<b>WITNESS</b>	
Signed		Signed	
Name:		Name:	

Complete Address:	Complete Address:
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**Annexure - X**

**Bank Guarantee Form**  
(To be submitted on non-judicial stamp paper)

**PERFORMANCE GUARANTEE**

Ref. No. BIRAC/HR&A/007/2025/ENQ-54

Bank Guarantee No. \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

To,

Biotechnology Industry Research Assistance Council (BIRAC)  
A Government of India Enterprise,  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

Sirs,

1. In consideration of BIRAC, a Government of India enterprise under the dept. Of Biotechnology of Ministry of Science and Technology 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020 (hereinafter referred to as "the BIRAC", which expression shall unless repugnant to the context or meaning thereof includes all its successors, administrators, executors and permitted assigns) having awarded letter of intent (LOI)/ Contract dated \_\_\_\_\_ to M/s. \_\_\_\_\_ having its registered / head office at \_\_\_\_\_ (hereinafter referred to as "Agency"), which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assigns and the BIRAC having agreed that the Agency shall furnish to the BIRAC a performance guarantee for an amount of US Dollars \_\_\_\_\_ for the faithful performance of the entire contract as mentioned in the LOI.
2. We \_\_\_\_\_ (name of the bank along with address, Telex No., Fax No.) registered under the laws of \_\_\_\_\_ having our head / registered office at \_\_\_\_\_ (hereinafter referred to as "The Bank", which expression shall, unless repugnant to the context or meaning thereof includes all its successors, administrators, executors and permitted assigns), do hereby guarantee and undertake to pay immediately on first demand in writing any / all money to the extent of Indian Rs. .... (in figures) (Indian Rs. .... (in words) without any demur, reservation, contest or protest and/or without any reference to the Agency. Any such demand made by the BIRAC on the Bank by serving a written notice shall be conclusive and binding on the bank notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as Page 30 of 31 the liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be validly enforceable until it is discharged by the BIRAC in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Agency and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that the BIRAC at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor in the first instance, without proceeding against the Agency and notwithstanding any Bond or other guarantee/s that the BIRAC may have in relation to the Agency's liabilities.
4. The Bank further agrees that the BIRAC shall have the fullest liberty without being obliged to seek our prior consent and without affecting in any manner our obligations set out hereunder to vary any or all of the terms and conditions of the said contract or to extend the time of performance of the contract by the Agency from time to time or to postpone the performance of the contract for any period of time or from time to time exercise of any of the powers vested in the BIRAC against us and to forebear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from any of our liability / liabilities by reason of any such variation or amendment to any or all terms of the contract.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and until all dues payable by the Agency to the BIRAC under the contract have been fully paid and the entire claim which the BIRAC may have against the Agency has been fully satisfied or discharged or till the BIRAC discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution or in the constitution of the BIRAC or in that of the Agency.
7. The Bank hereby confirms that this guarantee has been issued after due observance of all appropriate laws of the country of issue and the issuance of this Bank guarantee does not violate any of the said laws.
8. The Bank hereby also agrees that this guarantee shall be governed by and construed in accordance with Indian Laws and shall be subject to the exclusive jurisdiction of the Courts at New Delhi, India.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. .... (in figures) (Indian Rs. .... (in words) and it shall remain in force until \_\_\_\_\_ (indicate the date of expiry of the bank guarantees) unless extended further. We must receive all claims made under this Guarantee before the said expiry of this Bank Guarantee. If no such claim has been made or received by us within Page 31 of 31 the said expiry or the extended date/s, the rights of the BIRAC under this Guarantee will cease. However, if we have received a claim within the said date, all rights of BIRAC, under this Bank Guarantee shall be valid and subsisting and shall not cease until we have satisfied the said claim.

In witness whereof, the bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_.

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(Signature)

Full Name & designation  
and official address (in legible letters)  
with bank stamp

WITNESS NO.1

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(Signature)

Full name and Official address  
(In legible letters)

WITNESS NO.2

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(Signature)

Full name and Official address  
(In legible letters)

Attorney as per power of Attorney

No.: \_\_\_\_\_

Dated: \_\_\_\_\_