



भाकृअनुप-राष्ट्रीय उच्च सुरक्षा पशुरोग संस्थान
ICAR-National Institute of High Security Animal Diseases

(एवियन इन्फ्लूएंजा ओ.आई.ई. संदर्भ प्रयोगशाला)
(OIE Reference Laboratory for Avian Influenza)
आनंद नगर, भोपाल - ४६२०२२ (म.प्र.), भारत
Anand Nagar, Bhopal - 462022 (M.P.), India



EPABX Tel. No. 0755-2757542, 2750647, FAX: 0755-2758842, Website: www.nihsad.nic.in

F. No. 9-8/17-18/NIHSAD (P&S)

Dated: - 27.05.2017

TENDER NOTICE

Online Bids are invited from reputed & interested firms for Work/Job Contract for **Operation & Maintenance of HVAC & Air Handling System** at ICAR Unit, NIHSAD, Bhopal for a period of one year, extendable by one more year subject to mutual agreement, as per its requirement. A demand Draft/FDR of Rs. 1, 50, 000/- (Rupees One Lakh Fifty Thousand Only) as earnest money deposit (EMD) is to be made in favour of ICAR Unit, NIHSAD, Bhopal and may be addressed to Director, ICAR-NIHSAD, Bhopal.

1.	Details of Tender Deposits: -	
	Cost of Tender Form	Rs. 1000/- (Rupees One Thousand Only) (in shape of DD Only in favour of ICAR Unit, NIHSAD, Bhopal)
	Earnest Money Deposit	Rs. 150000/- (Rupees One Lakh Fifty Thousand Only)
	Security Deposit	10% of the total value of the contract

Tender Schedule (Critical date sheet)

Tender id	2017_DARE_207453_1
Tender No.	No. 9-8/17-18/NIHSAD (P&S)
Name of Organization	ICAR-National Institute of High Security Animal Diseases, Bhopal - 462022
Date and Time for issue/Publishing	27.05.2017 at 4:00 PM
Document Download/Sale Start Date and Time	01.06.2017 at 11:00 AM
Document Download/Sale End Date and Time	26.06.2017 at 11:00 AM
Pre Bid Meeting Date & Time	13.06.2017 at 12:00 Noon
Pre Bid Clarification Start Date & Time	NA
Pre Bid Clarification End Date & Time	NA
Bid Submission Start Date and Time	01.06.2017 at 12:00 Noon
Bid Submission End Date and Time	26.06.2017 at 12:30 Noon
Technical Bid Opening Start Date and Time	28.06.2017 at 11:00 AM
Price Bid Opening Start Date and Time	Will be intimated after scrutiny of technical bid
Address for Communication	Director, ICAR-NIHSAD, Anand Nagar, Bhopal – 462022 (M.P.) Website: - www.nihsad.nic.in

On-line bids are invited under two-bid system (containing technical bid & financial bid) through e-procurement system of CPPP from registered/well-established /reputed firms for a

period of one year and extendable by one more year subject to satisfactory performance at ICAR-NIHSAD, Bhopal.

The instructions for uploading the tender/quotation may be obtained from the website of CPP portal i.e. <http://eprocure.gov.in>.

Tender form, terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in>, www.nihsad.nic.in upto 11:00 AM of 26.06.2017. On-line bids complete in all respects should be submitted through CPP Portal <http://eprocure.gov.in> only on or before the last date and time i.e. 26.06.2017 at 12:30 Noon.

In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The Director, NIHSAD reserves the right to accept or reject any or all the tenders without assigning any reasons.

Please note that only online bids submitted through CPP Portal will be accepted. Technical Bid and Financial Bid (BOQ) should be uploaded separately.

**Adm. Officer
ICAR-NIHSAD, Bhopal**



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F. No. 9-8/17-18/NIHSAD (P&S)

Dated: - 27.05.2017

INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR OPERATION & MAINTENANCE OF HVAC & AIR HANDLING SYSTEM FOR A PERIOD OF ONE YEAR ON JOB/ WORK CONTRACT BASIS AT ICAR-NIHSAD, BHOPAL AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

From: - Director,
ICAR-National Institute of High Security Animal Diseases,
Anand Nagar,
Bhopal – 462022 (M.P.)

To

Dear Sir(s),

Online Tender are hereby invited on behalf of the Director, ICAR-NIHSAD, Bhopal for OPERATION & MAINTENANCE OF HVAC & AIR HANDLING SYSTEM FOR A PERIOD OF ONE YEAR ON JOB/WORK CONTRACT BASIS AT ICAR-NIHSAD, BHOPAL AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-NIHSAD as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. Earnest money of Rs. 1, 50, 000/- and Rs. 1,000/- as cost of Tender form must be deposited in the form of demand draft/FDR to ICAR Unit, NIHSAD, Bhopal **in person to Director, ICAR-NIHSAD, Bhopal on or before the last date/time of submission.** The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the deemed draft/FDR number and date failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected outright.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount of EMD will be forfeited by the NIHSAD. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR-NIHSAD, Bhopal. An undertaking as per Annexure - II, is also required to be submitted by the tendering firm.
4. The schedules of the tender form should be uploaded with online technical bids. In the event of

the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases, reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tenders.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If a tenderer does not accept the offer, after issue of letter of award by ICAR-NIHSAD within 15 (Fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-NIHSAD shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure(s), if any, should be signed by the tenderer and should be uploaded alongwith technical bid.
8. Online tenders are invited under two-bids systems through e-procurement system. **EMD must be deposited with Director, ICAR-NIHSAD during working hours i.e. 10:00AM to 5:00 PM on all working days (except Saturday, Sunday and Gazetted Holidays) before the last date/time for submission of bids, failing which bids will not be accepted. EMD must be in the form of Demand draft/FDR in favour of ICAR Unit, NIHSAD, Bhopal.**
9. Tenders will be opened online by the authorized officer(s) on 28.06.2017 at 11:00 AM. Bidders have two options to participate in tendering process at the time of opening of Bids. Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or he can visualize the process online without physically being present at ICAR-NIHSAD.
10. The financial bid (BOQ) will be opened for the technically qualified tenderers only. The date of opening of financial bid would be intimated to technically qualified tenderers.
11. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
12. An amount equivalent to 10% of the total contract value of contract is to be deposited by the selected agency/successful tenderer as Performance Security Deposit only after receiving a communication from the NIHSAD. In the event of non-deposition of the same, the earnest money will be forfeited.
13. No interest on security deposit and earnest money deposit shall be paid by the NIHSAD to the tenderer.
14. The bid validity period is 120 days from the date of opening of technical bid.
15. **The amount of basic wages & VDA notified by the Labour Commissioner, Jabalpur (M.P.) effective from 1st April 2017 (vide Circular No. J-92(1)/2016 E.S.III dated 14.03.2017) is the minimum base and the tenderers are at liberty to quote any rate above the minimum indicated therein, keeping in view any increase in wages/VDA in April & October each year. The bid of those tenderers shall be summarily rejected who quote less than the**

minimum wages rate and other statutory payments prescribed by Law. The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by it to this office. All such statutory requirements must be incorporated while quoting the rate.

16. The Firm will not charge placement charges or any other account from the manpower deployed with NIHSAD from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.
17. Service Charges are to be mentioned separately by the Tendering Firm.
18. The Service tax or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
19. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.
20. Decision of Director, ICAR-NIHSAD shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-NIHSAD. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 196 as amended from time to time.
21. Acceptance by the Director, ICAR-NIHSAD will be communicated by fax/express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax/express letter etc. should be acted upon immediately.
22. The Director, ICAR-NIHSAD does not pledge itself to accept the lowest or any tenders and also reserve to itself right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
23. The Director, ICAR-NIHSAD in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules I & II of this document, at its discretion, in the interest of the job/work.
24. Successful Bidder/tenderer will have to enter into a detailed contract agreement with ICAR-NIHSAD on non-judicial stamp paper of Rs. 500/- (Five Hundred Only) for work.
25. The following documents/vouchers are required to be uploaded with the technical bid (Schedule-I & II): -
 - a. Scanned copy of DD/FDR of earnest money deposit (EMD) and tender cost form.
 - b. Scanned copy of Registration Certificate of the firm as per Indian companies Act, 1956 or Indian Partnership Act, 1932.
 - c. Scanned copy of License under the Contract Labour (Registration & Abolition) Act, 1970.
 - d. Scanned copies of EPF and ESI Certificate issued by the local Government.
 - e. Scanned copy of numbers of Staff registered under ESI & EPF separately. Documentary proof of vouchers may be attached.
 - f. Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable.
 - g. Scanned copy of experience of operation and maintenance of Air Handling Units and Central Air Conditioning Plant of at least 40 TR or higher capacity for atleast 3 works in last 5 years.

OR

Installation and commissioning of 40 TR and above capacity plant, preferably in bio-containment facility as per attached format (Annexure – I).

- h. Scanned copy of audited balance sheet of the firm to fulfill the requirement of minimum average turnover of the firm not less than Rs. 50, 00, 000/- (Rupees Fifty Lakhs Only) during each of the last three years.
- i. Scanned copies of Income tax and service tax registration certificates.
- j. Scanned copy of Audited Balance Sheet of the firm for last financial year by the Chartered Accountant.
- k. Scanned copies of PAN Number.
- l. An undertaking as per attached Format (Annexure – II) duly attested by Notary on a non-judicial stamp paper of value of Rs. 500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years.

Only those firms who qualify in the technical bid will be considered for financial bid.

Financial bid (BOQ) should be uploaded separately.

Yours Sincerely,

Adm. Officer

For and on behalf of the Director
National Institute of High Security Animal Diseases
Anand Nagar, Bhopal – 462 021 (M.P.)

TENDER FOR THE AMC OF HVAC & AIR HANDLING SYSTEM ON JOB/WORK CONTRACT BASIS

Full Name & Address of the Tenderer in:
addition to Post Box No., if any, should
be quoted in all communications to this
office

Telephone No. :
FAX/Mobile No. :
E-Mail address :

From

.....

To

The Director,
National Institute of High Security Animal Diseases,
Bhopal – 462 021 (M.P.)

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 120 days. The rates quoted will be valid for a period of one year in the event of award of the Contract.

1. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Tender. The Schedules-I, II and III are accompanied with this Tender.
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD/FDR No.....Dated..... of Rs. drawn in favour of ICAR Unit, NIHSAD, Bhopal and payable at SBI, HET, Piplani Branch, Bhopal enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer
Telephone No. Office

Name of the Witness _____

Resi.

Occupation _____ (alongwith Address Proof)

Mobile

Address _____

Signature of witness to contractor's signature
Address:

Name & Signature of Witness:
Address:

Signature of the tenderer.....

SCHEDULE – I**SCHEDULE TO TENDERS**

Part – I

1.	Name of the Firm/Agency	
2.	Full Address with PIN Code Telephone No. /Mobile No.	
3.	Constitution of the Firm/Agency (Attach copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners	
4. i)	For partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
ii)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partners who have signed the Tender to refer dispute concerning business of the partnership to arbitration.	
iii)	If the answer to above point one and two is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.	
5.	Name and full address of the Banker	
6.	Your Permanent Income Tax (PAN) no./Circle/Ward	
7.	Any other relevant information	

Signature of the tenderer.....

Part – II

8.	Earnest money Deposited:	Yes
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Part – III

9.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
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10.	Name of the Permanent Representative visiting NIHSAD, Bhopal regarding the contract	
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Date: - _____

Place: - _____

AUTHORISED SIGNATORY

PART – IV**List of Documents to be submitted by the Bidder in Technical bid**

Sr. No.	Documents required	Yes/No	Page No.
1	Cost of Tender Form		
2	EMD in shape of DD/FDR/Banker's Cheque detailed on the envelope		
3	PAN Card in the name of firm/proprietor		
4	ESI Registration No. alongwith valid certified copy thereof		
5	EPF Registration No. alongwith valid certified copy thereof		
6	Firm should be Registered under company act or any other concerned authorities of Central Government/State Government or under company Act or any other Act essential for carrying out similar job work and copy of relevant certificate needs to be submitted		
7	Experience Certificate/List of contract (in this field) of last five years in tabular form. Enclose certified copy of certificate of satisfactory performance. Experience of working with ICAR/GOI/State Government, Autonomous bodies, Public sector undertaking/local bodies only will be preferred & considered.		
8	Minimum turnover of the firm not less than 50 Lakhs (Rupees Fifty Lakh Only) during each of the last three financial years as reflected in certified Trading & P&L Account, Certified copies of Trading and P&L Account and Balance Sheet of the firm for last three years of the service contract by the chartered accountant should be furnished.		
9	Other related documents, photocopy of Banker details alongwith name of bank and Account No. and Address proof etc.		
10	Service tax registration certificate issue by the Government etc.		
11	If any agency is exempted from depositing of the above documents a copy of supporting government orders should be enclosed.		
12	The contractor/agency must have a registration with the relevant shop and Estt. Act. Of Labour Department.		
13	Number of staffs/supervisor registered under ESI/EPF contributions (staff/supervisor) required with ESI/EPF Department		

Signature of the tenderer.....

Annexure – I**Details of the Minimum 3 Works/Jobs during last 5 years .**

Sr. No.	Name of the Deptt. Organization & Name of Contact Person with Ph. No.	Period		No. of Staff deployed	Remarks
		From	To		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

(Authorized Signatory)

Schedule – II

Technical Specifications for Operation and Maintenance of HVAC & Air Handling System at NIHSAD, Bhopal

1. Eligibility Criteria for the Contractor: -

Essential:

- i. Bidder should have competence and experience of operation and maintenance of Air Handlings Units and Central Air Conditioning Plant of at least 40 TR or higher capacity for at least 3 works during last 5 years or installation and commissioning of 40 TR and above capacity plant, preferably in bio-containment facility. Documentary evidence in support of the bidder's eligibility are to be submitted by all the bidders else their offer will stand rejected
- ii. Registration of Service Tax valid PAN, EPF, ESIC
- iii. **The firm fulfilling the essential technical eligibility criteria as above but not having experience in operations and maintenance of HVAC system (as above) in bio-containment facility will have to depute their manpower at their own risk and cost for at least 2 weeks to get acquainted with existing system of operation & maintenance being undertaken at NIHSAD if selected for award of AMC.**

2. SCOPE OF WORK

The Containment Laboratory of National Institute of High Security Animal Diseases is a specialized facility which falls under Bio safety Level -3 (BL-3). The building is air tight and the incoming and outgoing air is controlled to maintain level of negative air pressure in different zones and temperature as such. The air handling system is to be run round the Clock on shift basis without any break on any account. Central Air-Conditioning Plants will operate daily (7days a week) generally one shift from November to February and 2 shifts in rest of the year.

2.1 List of Existing HVAC & AHU Installations

1.0	CENTRAL AIR-CONDITIONING PLANT		
1.1	Voltas make reciprocating water chilling machines capacity 86TR (100HP motor)	-	03Nos
1.2	Horizontal split casing chilled water pump 20HP motors	-	03Nos
1.3	Horizontal split casing condenser water pump 20HP motors	-	03Nos
1.4	FRP cooling tower 100TR 5HP motor	-	03Nos
1.5	Hot water calorifiers 65°C & 37°C complete with controls	-	02Nos
1.6	Electrical panel (MCC)	-	1Nos
1.7	AHU status Indicating Panel	-	01Nos
2.0	Laboratory Wing		
2.1	Fresh air, Air Handling Units alongwith motor, dust and micro V-Filters alongwith Tata Honeywell controls	-	3Nos
2.2	Supply air, Air Handling Units with double blower	-	04Nos
2.3	Exhaust air S.I fans with motors	-	11Nos
2.4	Hepa filters housing with Butterfly valves pre and Hepa filters	-	56Nos
2.5	Electrical panel (MCC/PCC)	-	01No
2.6	Zero leakage dampers with electrical actuators	-	19Nos
2.7.1	Honeywell USA make smart air pressure transmitters	-	20Nos
2.7.2	Digital indicating controllers	-	24Nos
2.8.1	Honeywell USA smart differential pressure transmitters	-	24Nos

2.8.2	Digital indicating controller (Nishko make)	-	20Nos
2.9	Fire dampers electrically actuated (Abandoned)	-	46Nos
2.10	Climate Room (+10°C) comprising of		
a.	Hermetically sealed compressors	-	02Nos
b.	Cold diffusers	-	01No
c.	Conditioning units	-	02Nos
2.11	Cold Room (+4°C) comprising of		
a.	Hermetically sealed compressors	-	02Nos
b.	Cold diffusers	-	01No
c.	Conditioning units (Air cooled)	-	02Nos
2.12	Formalin fumigation control for air locks	-	01No
3.0	Animal Wing		
3.1	Fresh air, Air Handling Units with motors, dust and Micro-V-filters	-	06Nos
3.2	Supply air, Air Handling Units with single blower motor Pre-filters, Micro-V-filters and controls	-	03Nos
3.3	Supply air, Air Handling Units with single blower motor, Pre-filters, micro 'V' filters and controls	-	10Nos
3.4	Exhaust air S. I. fans with motors	-	21Nos
3.5	Filters housing with butterfly valves pre and Hepa filters	-	36Nos
3.6	Electrical panel (MCC/PCC)	-	01No
3.7	Cold storage Room (-10°C)	-	01No
3.8	Fire Alarm System (Out of Order)	-	01No
3.9.1	Negative air pressure meter		
1.	Honeywell USA make smart pressure negative transmitters	-	20Nos
2.	Nisko make digital indicating controllers (at filters area)	-	20Nos
3.9.2	Differential air pressure meter		
a.	Honeywell USA make smart diff. pressure transmitters	-	24Nos
b.	Nishko make digital indicating controllers	-	24Nos
3.10	Formalin fumigation control for air lock (Animal side)	-	01No
3.11	Recording of Negative pressure & differential pressure in data logger	-	01No
4.0	BASEMENT		
4.1	Formalin fumigation control for airlock (Basement)	-	01No
5.0	Auditorium		
5.1	Air Handling Units with double blower and motors	-	02Nos
5.2	Electrical panel for AHU	-	02Nos
5.3	Fire dampers with actuators	-	02Nos
6.0	Control Room		
6.1	Annunciation panel	-	01No
6.2	Instrumentation panels	-	02Nos
6.3	Alert fire alarm systems complete (Out of Order)	-	01No
6.4	100 Channel DATA Acquisition System with 2 Nos. IBM P-4 Computer One Printer, One UPS (APC) (Out of Order)	-	01System
7.0	Terrace		
7.1	Expansion Tank for chilled water	-	01No

8.0	All the interconnecting piping, Ducts, Insulation, Cabling, Wiring, Earthing, associated with all the above
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2.2 Operation

As the basic purpose is to prevent the escape of pathogens from the laboratory to the environment through air, the negative air pressure has to be maintained at pre determined level at all times. As such, air handling and air conditioning system must run optimally at all the times. This being the contractual obligation, the systems are to be run on shift basis by providing technically sound, physically sound and mentally alert manpower. The systems that are to be operated, maintained and repaired are:-

- a. Air Handling Systems should be operated in shifts, 3 shifts a day, 365 (6) days in a year.
- b. Central Air Conditioning plants along with all associated auxiliaries should be operated daily including Sunday and holidays generally one shift from November to February (10 AM – 6 PM) and 2 shifts during March to October (6:00 am – 2:00 pm & 2:00 pm – 10:00 pm).
- c. Supervisor and Foreman deployed at site will supervise operation and maintenance work of entire HVAC System at NIHSAD.

The negative and differential air pressure in the rooms and across the HEPA filters respectively have to be recorded on daily basis in the logbook made available by NIHSAD. The records pertaining to the operation of climate and incubator rooms are to be available to be maintained on a regular basis. The contractor is also required to undertake decontamination of airlocks by formalin fumigation along with maintenance of records as per the established norms/guidelines as and when required.

The manpower should not be changed frequently and should work under the guidance of NIHSAD Engineers and bio-safety officer or his nominee. **Any change in staff should have prior approval of competent authority.**

The staff engaged in general shift will also assist in general maintenance repair works and decontamination of air locks by formalin fumigation as per the laid down procedures.

If any operator/VFA/ supervisor/Foreman is absent alternate arrangement have to be made for smooth functioning of the system.

The contractor is required to sign an agreement with the institute for the assigned job and any lapse on duty and malfunctioning of the system contractor is liable to face action under the law of land and bio-safety norms of the Institute

2.3 Maintenance

In addition to the operation of various equipments and machineries, the contractor is also required to maintain them in perfect working condition. This includes repair and both preventive and general maintenance. In addition to these the contractor is also responsible for up-keeping of various equipments related to air conditioning and Air Handling system.

1. In situ decontamination of Pre and Hepa filters and their replacement are to be done by the contractor. In the event of their replacement/blockage have to be done whenever required as per the international norms for bio-safety laboratories or guide lines prescribed by NIHSAD
2. Contractor has to check **CFM of all supply and Exhaust diffusers twice in a year.**
3. Contractor's staff should maintain a log book for maintaining temperature of the laboratory.

2.3.1 Preventive Maintenance:

1. Daily checks on the running of plants and machineries including topping up water oil and lubricants.
2. Weekly checks and maintenance.
3. Fortnightly checks and maintenance which should include cleaning of nozzle strainers etc.
4. Monthly/Quarterly checks and maintenance (e.g. quarterly cooling tower water should be replaced by fresh water after through cleaning cooling tower, nozzles inlet/outlet piping by scrubbing).
5. Contractor's staff should maintain logbook and other records.
6. Half-yearly/ Annual checks and maintenance as per prescribed procedures.

2.3.2 Calibration of negative air pressure meters & different air pressure meters once in a year.

2.3.3 DOP Testing & Filter Validation of 92 Nos. HEPA Filter Housings Once in a year.

2.3.4 Upkeep of the Area under Contractor's Scope.

All tools/implements are to be arranged by the contractor.

Painting of all interconnected piping (water, gas, clad with cement etc.) cable trays, MS Structures on which piping cables etc. are passing in open area as well as AC Plant once in a year.

2.4 Spares & Consumables

2.4.1 Spares: - Following spares will be provided by NIHSAD as required for the maintenance/repair. Alternatively, the cost of the spares will be reimbursed by NIHSAD on submission of documentary evidence. However, prior permission/approval for purchase will be obtained by the contractor

1. R-22 Gas.
2. Bearing, sleeves and bearing housing.
3. Compressor oil.
4. Electrical items, wires & controllers.
5. V-Belts.
6. PVC Fills.
7. Zero Leakage motors spares.
8. All types of valves, NRV, Flow switch (Used in chilled water pipeline, condenser line AHU system).
9. All type of filters (AHU/HEPA).
10. Raw stud for shaft.
11. Compressor parts.
12. AHU Blowers and exhaust blowers.
13. Cooling tower chemical (Maxtreat 606 and 608).
14. Pulleys.
15. Drier, HPLP Cutout, Antifreeze Thermostat, expansion valve.

2.4.2 List of Consumables & Other items under contractor's scope (Note – The bidder should take note of this while bidding).

1. All types of nut bolt, washers, gaskets, gland rope, rubber bush, mechanical seal for condenser and chilled water pumps etc. (Including hot water & condensate pumps for hot water).
2. AP3 grease.
3. Acid (HCL) for de-scaling, nylon rodding brush for condenser de-scaling.
4. Crankcase heater/heaters for compressor, Teflon tape, insulation tape, M-Seal, RTV sealant, all type of cable lugs.
5. Copper/brass fitting, valves used in refrigerant line, flare nut, dead nut, adapter, G.I. nipples, fittings etc.
6. All dhoti clothes for cleaning purposes.
7. Rewinding and repairing of motors (material, labour charges and transportation all inclusive).
8. All type of machining and welding work is under contractor scope.
9. Repair/replacement of GI DUCT which needs repair/replacement during the contract period.
10. Yearly painting (with material) of all interconnected piping, motors, pumps in AC Plant and cooling tower (water, gas, clad with cement etc.) M.S. Structures on which piping cables are passing to be carried out after rainy season i.e. sept. – oct.
11. Pressure gauges/compound gauges for refrigerant lines only.

2.5 Repairs

All repairs like plugging of leakage of gas/water/lubricants, gland packing, greasing, bearing/shaft replacement, fan belt adjustments/replacements, duct repair including cladding, pipe

repairs including replacement that are associated with the entire systems are in scope of contractor. Removal rewinding and reinstallation of motors are in the scope of the contractor.

Equipment which cannot be repaired at site are to be got repaired from the manufacture or their authorized service agent by the successful bidder on their own cost

2.6 Operational requirements.

Requirement & Qualification of Contractual Staff engaged to carry-out the Scope of the work for 14 work points.

Total No. of Work Points: - 14 (details provided below)

1. **Work Point with requirement of supervisory work (Highly Skilled or above) One No.:** – Diploma (3 Years duration full time) in Electrical/Mechanical/Refrigeration having minimum 10 year experience in HVAC or ITI in Electrical/Refrigeration (2 Years duration) with NCVT having minimum 15 years experience in the HVAC field.
2. **Work Point with requirement of foreman work (Skilled) One No.:** – ITI Electrical/Electrician/Refrigeration (2 Years duration) passed with NCVT having minimum 10 years experience in HVAC system.
3. **Work points with requirement of Skilled work – Six Nos.** – ITI Refrigeration (2 Years duration) passed with NCVT and should have minimum 4 years experience in operation and maintenance of central air conditioning plant/air handling system.
4. **Work points with requirement of Semi-Skilled work – Six nos.** – ITI in Electrician/Electrical (2 Years duration) with 2 years experience or ITI Wireman (2 Years duration) having Industrial wireman license with minimum 1 year experience.
5. Number of personnel required to be employed by the contractor should be such that relievers are made available so that statutory rules for weekly off, number of hours an operator can work continuously in an Industrial plants, conforms to the relevant Govt. regulations. Weekly off for the staff are mandatory.
6. In each shift of work one operator cum mechanic and one ventilation fan attendant to be deployed at service floor and in central ac plant separately as noted below.

Sr. No.	Area	Operator Cum Mechanic (Skilled) 2+3+1 (Reliever) = 6 work points	Ventilation Fan attendant (Semi – Skilled) 2+3+1 (Reliever) = 6 work points
1	Central AC Plant	2 Shift	2 Shift
2	AHU System Service Floor	3 Shift	3 Shift

Since the plant and machinery are operated by electrical power and handling of such power by operators should be conforming to the relevant provision of the Indian Electricity Rules – 2003. Whereby it is mandatory to have one operator each at the Service Floors (Laboratory and Animal wing).

There are two locations for which independent manpower will be required. Separate log books are to be maintained. The locations are:-

- a. AC Plant Room: Water chilling units
- b. Service Floor: - Laboratory Wing Air Handling Units and Animal Wing Air Handling Units etc. located at service floor (Restricted Area)

Each shift should have one operator and one VFA at each location.

2.7 Special notes

1. **Providing Personal Safety Equipment, working tools, jigs and fixtures**

All the tools and tackles, safety gadgets (safety Helmets, ear mufflers, hand gloves, eye goggles, gum boots, Industrial safety shoes etc.) to be provided by the successful bidder to their staff at NIHSAD site. All the staffs will be provided by the contractor at least one pair of two sets of uniform (dungaree) of dark maroon colour on Annual basis (colour shade sample

will have to be produced to the Competent Authority for acceptance). The logo and name of the firm should be embroidery in uniform alongwith the Identity card. No employee will be replaced/changed with out the consent/intimation of the NIHSAD's Authority.

2. NIHSAD will not be responsible for any injuries, accident to the contractor's employees which may occur during the course of operation/ negligence in performing the duty.
3. The contractor or representative shall have to be in regular touch at least once in a week either with Admin Officer and concerned Engineer/Engineering In-charge for any suggestion/ requirements.
4. The bidder must clearly mention in their technical offer the number of persons skill-wise, they are going to hire for regular work, keeping in mind weekly off, national holidays and men in pair working at basement floor.
5. Two men safety rule shall be followed all the time in HVAC area. New firm must see the facility before participation.
6. Contractor should deploy men in such a way that all of their regular employees gets weekly off, and other paid holidays like 26 January, 15 August and 2nd October. At least 2 nos. of staff should be available for preventive maintenance during Sunday and holidays except National Holidays.
7. Whenever a technician/expert is hired, the firm should inform in writing giving their name address and phone number well in advance through I/C. HVAC to the administrative officer.
8. Contractor will submit monthly bills for the services rendered during the preceding month in triplicate along with details of attendance sheet, acquaintance roll along with the proof of payment of ESIC, EPF, service Tax receipt in original for verification along with ECR record showing all the employees listed in the attendance sheet and acquaintance roll for the preceding month. NIHSAD will make payment to the contractor after receipt of the bills after deduction of applicable taxes etc by e-payment.
9. The manpower deployed for executing the Job may also be utilized by NIHSAD for other work of similar nature related to the above scope of work at NIHSAD if required.

Signature of Tenderer with seal & Date

OTHER TERMS & CONDITIONS

1. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
2. The persons so provided by the agency under this contract will not be the employee of the NIHSAD and there will be no employer-employee relationship between the NIHSAD and the person so engaged by the contractor in the aforesaid services.
3. For this Contract, water and electricity will be provided by the institute. It is presumed that the bidder has assessed all the requirements of manpower/materials/logistics/taxes etc. thoroughly before participating in the tender process and the tender quoted cost is lumpsum in respect of all these items/services and therefore no request for any alteration/hike in the rates once quoted would be entertained within one year from the date of award of tender. None of the other requirements including stationary items would be provided from the institute.
4. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time.
5. The contractor shall indemnify and keep indemnified the NIHSAD from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, NIHSAD shall be final and binding on the contractor.
6. The service provider/contractual staff should have adequate literary knowledge to cope up with the smooth operation of work.
7. To have proper coordination in working, the Contractor/Service provider Agency authorities would visit the working areas frequently and contact the concerned In-charge officers/administration for any clarification if required.
8. The contractor must employ adult contractual staff (21 – 58 years) only. Employment of the child labour shall lead to the termination of the Contract.
9. Any change in service provider or contractual worker should be done in consultation with NIHSAD authority. Abrupt and unjustified changes will not be accepted.
10. All the Contractual Services Staff should follow strict attendance and alternative arrangements are to be made by the agency to keep all the work points to be in operation by the substitute if any contractual worker leaves the point.
11. The selected agency shall provide the necessary personnel to NIHSAD as per labour acts prevalent as per GOI or M.P. whichever is applicable. The agency shall employ good and reliable service provider/Contractual persons with good health. In case any of the personnel so provided is not found suitable by the NIHSAD, the NIHSAD shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
12. The shift contractual should not leave their points vacant unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
13. The contractor shall not sublet the work without prior written permission of the NIHSAD.
14. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
15. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NIHSAD for the purpose. All complaints should be immediately attended by the Agency.
16. All the contractual workers should maintain discipline, punctual and obedience in the campus. Any misconduct would entail the administration to instruct the contractor to replace the person immediately.
17. Payment to the Contractor will be made on monthly basis. The sequence of payment would be as

given below:-

- A. Payment to the contractual staff would be done by the contractor through BANK TRANSFER in their account on or before 10th of each month, right from the first month.
- B. The contractor then shall submit the claims of such payments to the institute alongwith proof of BANK TRANSFER, payment towards EPF, ESI, Service Tax and other statutory payment etc. The mode of payment and challans etc. should be transparent so as to prove their authenticity. In case of quarterly payment such proof shall be submitted in subsequent month.
- C. Upon verification of records as mentioned above and the attendance of contractual persons, the administration would release the payment via BANK TRANSFER in the account of contractor.
- D. In no case, release of payment should be linked to payment to contractual workers which must be done before 10th day of each month.
- E. Income Tax (TDS) will be deducted from the payments due for the work done as per rule.
- F. The contractor will have to provide the details of (individual wise) EPF deposition with the concerned department and copy of the detailed list obtained from the EPF department/website should be submitted as a supporting document alongwith the bill of the succeeding month. Similarly, firm should also provide evidence towards depositing the relevant amount towards ESI with details
- G. The contractor will have to give revised minimum wages with other statutory liabilities as and when the minimum wages are revised during the contract. Normally, wages are revised during April and October every year. It is expected that the bidder/contractor has taken into account such changes (increase) in the wages and will pay to the labourers/workers such revised wages from the date they become effective. NIHSAD will not pay any extra money to the contractor for such revisions but shall ensure that revised wages are paid to them at stipulated dates.
- H. The Institute will not be responsible either to the Contractor or to its workers deployed at this Institute for any medical assistance/injuries/death or any kind of loss occurred to contractual labours.
- 18. The Director, NIHSAD reserves the right to reject any or all tenders/quotations in whole or in part without assigning any reason thereof. The decision of Director, NIHSAD shall be final and binding on the Contractor/Agency in respect of clause covered under the contract

Signature of tenderer.....

INSTRUCTIONS TO CONTRACTOR FOR STATUTORY COMPLIANCES FOR WORK CONTRACT

1.0 Statutory registration and clearances

Contractor shall commence the work only after obtaining valid Labour License, independent provident fund no., ESI Registration no., and Income tax no. and clearance certificate in respect of provident fund, ESI and Income tax from respective enforcement authorities.

Identity Card

2.0 Contractor shall provide to each of his employee an Identity card which shall have his photograph verified by contractor, his name, place of work and name of the contractor

3.0 Statutory obligation

3.1 Contractor shall engage only adult workers (in the age group of 18 years and 58 years).

3.2 Contractor shall observe local laws as far as possible.

3.3 In case a contractor deploys women worker obligation under women's law – should be followed.

4.0 PF & ESI Contribution & Return

4.1 PF & ESI contribution of workers engaged shall be borne by the contractor as per laws/ rules in force & shall produce papers/ records whenever asked to do so.

4.2 Contractor shall fully comply all other formalities as per the PF & ESI statutory provisions and submit a copy of the challans etc. to NIHSAD for replying to statutory authorities in case of any complaints.

4.3 Verification of the character and antecedents of new workers from police authorities are to be got done by the contractors and should submit to the office before commencement of AMC. In case of old workers, these certificates should be renewed every 3 years.

5.0 Medical care in case of accident

5.1 The agency shall agree to get all the staff members insured against any liabilities arising under the workman's compensations act or under the common law. This aspect shall not be a liability on the part of the Institute in any case.

5.2 It is responsibility of contractor to undertake necessary care and make arrangement for transportation and the treatment of his worker.

5.3 Contractor should assist and guide his workers.

6.0 Supervision

Contractor shall engage adequate number of competent and qualified supervisors to supervise and control his workers at the work spot during execution of work for effective supervision. They will also identify their worker and regulate entry at gate at the time of entering and leaving the premises. Name and address of the Supervisor shall be submitted to the concerned department by the contractor.

7.0 Payment of wages

7.1 Payment shall be made by the contractor to his workers as per their category & nature of work which shall not be less than the rates declared from time to time under Minimum wages Act. By govt. of M.P. or central Govt. whichever is higher.

8.0 Safety and disciplinary action

8.1 Contractor shall ensure that his workers do not indulge in any unsafe or hazardous activities. They

use safety equipment such as safety belts, safety shoes, goggles, helmet and masks where use of such equipment is required in day-to-day operations. All such safety gadgets will be provided by the contractor.

9.0 Records & information to be furnished by contractor

- 9.1 Contractor shall maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities at short notice.
- 9.2 Contractor shall provide full particulars of each worker deployed by him before start of the work from time to time.

Schedule - II

CHECK LIST (TECHNICAL BID)
SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sr. No.	Description of requirement	Yes/No	Page No.
1.	Eligibility Criteria for the Contractor: -		
	Essential:		
i.	Bidder should have competence and experience of running (operation and maintenance of Air Handlings Units and Central Air Conditioning Plant of at least 40 TR or higher capacity for at least 3 works during last 5 years or installation and commissioning of 40 TR and above capacity plant, preferably in bio-containment facility. Documentary evidence in support of the bidder's eligibility are to be submitted by all the bidders else their offer will stand rejected		
ii.	The firm fulfilling the essential technical eligibility criteria as above but not having experience in operations and maintenance of HVAC system (as above) in bio-containment facility will have to depute their manpower at their own risk and cost for at least 2 weeks to get acquainted with existing system of operation & maintenance being undertaken at NIHSAD if selected for award of AMC.		
2.	Scanned copy of DD/FDR of earnest money deposit (EMD) and tender cost form.		
3.	Scanned copy of Registration Certificate of the firm as per Indian companies Act, 1956 or Indian Partnership Act, 1932.		
4.	Scanned copy of License under the Contract Labour (Registration & Abolition) Act, 1970.		
5.	Scanned copies of EPF and ESI Certificate issued by the local Government.		
6.	Scanned copy of numbers of Staff registered under ESI & EPF separately. Documentary proof of vouchers may be attached.		
7.	Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable.		
8.	Scanned copy of experience of operation and maintenance of Air Handling Units and Central Air Conditioning Plant of at least 40 TR or higher capacity for atleast 3 works in last 5 years. OR Installation and commissioning of 40 TR and above capacity plant, preferably in bio-containment facility as per attached format (Annexure – I).		
9.	Scanned copy of audited balance sheet of the firm to fulfill the requirement of minimum average turnover of the firm not less than Rs. 50, 00, 000/- (Rupees Fifty Lakhs Only) during each of the last three years.		
10.	Scanned copies of Income tax and service tax registration certificates.		
11.	Scanned copy of Audited Balance Sheet of the firm for last financial year by the Chartered Accountant.		
12.	Scanned copies of PAN Number.		
13.	An undertaking as per attached Format (Annexure – II) duly attested by Notary on a non-judicial stamp paper of value of Rs. 500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance		

	commission during the last three years.		
	Only those firms who qualify in the technical bid will be considered for financial bid.		
	Financial bid (BOQ) should be uploaded separately.		

Declaration by the Tenderer:

This is to certify that I/We signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself ourselves to abide by them.

Signature of tenderer

Schedule – III**Financial Bid (BOQ) should be filled & uploaded separately**

To

The Director,
NIHSAD,
Bhopal – 462021 (M.P.)

Sir,

I/We submit our tender with respect to financial bid for work/job contract for Operation & Maintenance of HVAC & Air Handling System at NIHSAD, Bhopal and my/our rate is as follows which may be read with reference to Schedule – II: -

Financial Bid (BoQ) (For reference purpose only and not to be filled with technical bid)				
Tender Inviting Authority: Director, ICAR-NIHSAD, Bhopal				
Name of Work: AMC for operation and maintenance of HVAC and Air handling System				
Contract No: NIHSAD/9-8/2017-18/P&S				
Name of the Bidder/ Bidding Firm / Company :				
PRICE SCHEDULE				
NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	2	7	8	10
1	Work contract			
1.01	AMC for operation and maintenance of HVAC and Air handling System (Total cost per month towards providing services as per statutory liability, i.e. min wages including VDA, EPF, ESI, etc.)		0.00	INR Zero Only
1.02	Agency service charge per month (Amount in INR)		0.00	INR Zero Only
1.03	Any other charges per month (Amount in INR)		0.00	INR Zero Only
1.04	Service tax per month as applicable (Amount in INR)		0.00	INR Zero Only
Total in Figures			0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only	

I/We agree to forfeiture of the EMD deposited by me/us in connection with tender if we fail to comply with any of the terms and conditions in whole or in part as paid down in the tender documents. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

In other terms and conditions that the tender would like to specify, it will form a part of the schedule.

Signature
Name and address of the firm with phone number

Liquidated Damage Clauses/Penalty Clause

1. In case of deficiency of services, Pro-rata deduction of amount on the services not provided will be made in addition to 10% penalty would be charged after giving due hearing to the contractors explanation by the Director of the Institute.
2. The firm will not charge placement charges on any other account from the manpower deployed with the NIHSAD from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting firm has charged the manpower on any account.
3. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be acceptable and such persons will have to be replaced immediately.
4. If the required number of workers/supervisor are less than the minimum required to carry-out the job as a whole, a penalty of Rs. 500/- per worker per day will be deducted from the bill.

RISK CLAUSE: -

The Agreement of the contract can be terminated with two months notice from earthier side on the technical issues beyond logical solutions. However, in case of Service Provider/Contractor issuing notice, the expenses incurring due to such breach shall be recovered from the security deposit or pending bills or by raising a separate claim.

The decision of the Director, NIHSAD, Bhopal (competent authority in the Institute).....shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day month and year as mentioned above.

The Director, ICAR-NIHSAD reserves the right to reject any or all tenders in whole or in part assigning reasons therefore. The decision of Director, ICAR-NIHSAD shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Signature _____

Signature _____

(Name & Address of the firm)

(For the Institute)

Witness:-

1. _____

2. _____

Annexure – II

UNDERTAKING

I/We have read and understood General Terms and Conditions contained in the ICAR-NIHSAD's application form for contract. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-National Institute of High Security Animal Diseases, Bhopal.

I/We do hereby also accept ICAR-NIHSAD have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-NIHSAD any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-NIHSAD to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: -

Name: -

Designation: -

Address: -

Place: -

Dated: -