



# RIS

Research and Information System  
for Developing Countries

विकासशील देशों की अनुसंधान एवं सूचना प्रणाली

## PROVIDING FACILITY MANAGEMENT SERVICE AT RIS, DELHI

अनुबंध की शर्त  
CONDITION OF CONTRACT

Research and Information System for Developing Countries (RIS)  
Core IV-B, Fourth Floor, India Habitat Centre, Lodhi Road,  
New Delhi-110003 (India).

## **About the RIS**

Research and Information System for Developing Countries (RIS) is a New Delhi based autonomous policy research institute under the Ministry of External Affairs (MEA) that specialises in issues related to international economic development, trade, investment and technology.

RIS is envisioned as a forum for fostering effective policy dialogue and capacity-building among developing countries on global and regional economic issues.

### **SECTION – 1**

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

**Tender No.:** RIS/109/2026/2

**Date :** 28/04/2026

1. Sealed tenders in Single Stage Two Envelope method (Part-A: Technical bid and Part-B: Financial bid) are invited on behalf of the Director, RIS for undertaking following works/services:

<b>Sl. No.</b>	<b>Name of the Item / Work</b>	<b>Estimated Cost</b>	<b>Bid Security / Earnest Money</b>
1.	<b>Providing Facility Management Services at RIS, Delhi</b>	Rs.75.00 lakhs	2% of Estimated Cost

2. **Time Period** :12 Months

3. **Purchase of Tender Document**:-The tender document shall be available for downloading from the website [www.ris.org.in](http://www.ris.org.in) / [www.eprocure.gov.in](http://www.eprocure.gov.in) from **28.04.2026 - 08.05.2026**.

4. The bidder or its parent firm should be in business of providing similar services for at least three years on last date of receipt of tender.

5. **Work experience**: Experience (in the format attached as *Annexure – E*) of having successfully completed similar works during the last 3 years ending previous day of last date of submission of tenders as detailed below :

- i. Three similar completed works, costing not less than the amount of Rs.30.00 lakhs i.e 40% of the estimate cost.

Or

Two similar completed works, costing not less than the amount of Rs.45.00 lakhs i.e 60% of the estimate cost.

Or

One similar completed work of aggregate cost not less than the amount of Rs. 60.00 lakhs i.e 80% of the estimate cost.

- ii. **“Similar works” shall mean “Facility Management Services”.**

Experience certificate of Manpower services on stand-alone basis shall

be considered provided the amount of the executed work is not less than as specified above in Clause 5 Section-1

- iii. The work experience should be supported by certificates issued by clients organizations.
6. The Bidder should furnish a latest 2024-25 Banks Solvency Certificate from a Scheduled Bank for an amount equal to 40% of the estimated cost i.e. Rs. 30.00 lakhs.
7. The bidder should have an Annual average turnover of Rs. 60.00 lakhs i.e 80% of the estimate cost for last three year i.e. FY 22-23, FY 23- 24 and FY 24-25.
  - d) **The bidder should have a valid PAN.**
  - e) **The bidder should have Goods and Service Tax Registration Certificate. Copy of Registration Certificate is to be submitted as part of bid.**

**OR**

**The bidder should produce certificate that bidder is exempted to register under the Goods and Services Tax (GST).**

8. The Annual turnover certificate should be on letter head of Chartered Accountant. Bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested along with numbering by the bidder.

**Note:-**

- i. **Certificate of Financial Turnover and Profit**

At the time of submission of tender, the tenderer shall upload Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover and Profit of last 03 financial years or for the period as specified in the tender document. There is no need to upload entire voluminous balance sheet. However, one page of summarized balance sheet (Audited) and one page of summarized Profit & Loss Account (Audited) for last 03 financial years or for the period as specified in the tender document shall be uploaded.

- ii. **Certificates in the name of other Companies:**

1. **Certificates of Subsidiary:** Any company/firm while submitting tender can use the work experience of its subsidiary company to the extent of its ownership in the subsidiary company.

**Merger/ Acquisition of Companies:** In case of a Company/firm, formed after merger and/ or acquisition of other companies/ firms, past work experience and Financial parameters like turnover, profitability, net worth etc. of the merged/ acquired companies/ firms will be considered for qualification of such Company/ firm provided such Company/ firm continues to own the requisite assets and resources of the merged/ acquired companies/ firms.

9. The bidder has to register himself / herself / itself within one month of award of

work with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts, if not already registered.

**10. Bid Security / EMD:**

The bidder shall furnish the bid security / EMD through NEFT/RTGS/DD in favour of “Research and Information System for Developing Countries” as per details given below.

Details for NEFT/RTGS are as under:

Beneficiary Name : Research and Information System for Developing Countries

Bank Name & Address: Bank of India, Khan Market, New Delhi-110003

IFSC code – BKID0006007

MICR code - 110013014

A/c No.– 600710100028025

11. The NSIC / MSME units shall be exempted from submission of EMD/ Bid Security deposit on production of requisite proof in respect of valid certification from NSIC / MSME for the tendered item / service.

a) **Submission of Tender:** The tender should be submitted as detailed below:-

12. **Envelope-1** : Comprising of EMD and tender document with all relevant papers duly signed & stamped along with numbering by the bidder. Tenders with unsigned and without numbering documents will be rejected.

**Note:-** . The envelope should be superscribed as “**Providing Facility Management Services at RIS**”.

**Envelope -2** : Comprising of Price Bid. The envelope should be superscribed as **Price Bid for “Providing Facility Management Services at RIS”**.

13. **Envelope 1 & Envelope 2** shall be put together in a big envelope superscribed as “**Providing Facility Management Services at RIS**” should be submitted to the Director, Research and Information System for Developing Countries (RIS), New Delhi. This big size envelope may be submitted physically at Core-IV B, Fourth Floor, India Habitat Centre, Lodhi Road, New Delhi-110003. No Tender shall be accepted after prescribed due date and time.

**14. Date & Time of Submission of Tender: 28.04.2026 to 08.05.2026 by 15:00 hrs**

**15. Date & Time of Opening of Tender**

a. Technical Bid: **08/05/2026 at 15:30 hrs.**

b. Financial Bid: The date & time will be intimated later on to the responsive bidders only.

16. Tender bids received after due date & time will not be accepted.

17. Incomplete, ambiguous, conditional bids are liable to be rejected.

18. The RIS reserves the right to accept or reject any or all tender bids without assigning any reason. The RIS is not bound to accept the lowest tender.
19. The bidder shall furnish a declaration in his letter head that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.
20. In case of any correction / addition / alteration / omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.
21. The Bidder has to indemnify RIS against loss of input tax credit on account of Black-listing of firm during tenure of contract.
22. RIS has the right to recover input tax credit loss suffered by it due to any mis- declaration of invoice by Bidder.
23. The contractor has to quote minimum service charge that takes care of TDS, Supervision, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Agency Service Charges should not be below 3.85 % and it should not exceed 7% in any case. If bidder quotes NIL charges / consideration, the bid shall be considered as unresponsive and will not be considered.
24. **Bid Validity Period / Validity of bid Offer: 120 days** from the tender opening date
25. The bidder shall bear all costs associated with the preparation and submission of the bid. The RIS will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
26. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents and clarifications/ amendments/ addenda, if any. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.
27. Any clarification issued by RIS in response to query of prospective bidders shall form an integral part of bid documents and shall amount to an amendment of the relevant clauses of the bid documents.

**28. AMENDMENT OF BID DOCUMENTS:**

- a. The RIS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify bid documents by amendments prior to the date of submission of Bids with due notification to prospective bidders.
- b. The amendments shall be notified on website [www.ris.org.in](http://www.ris.org.in) / [www.eprocure.gov.in](http://www.eprocure.gov.in) to all prospective bidders and these amendments will be binding on them.
- c. In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the purchaser may, at

its discretion, extend the deadline for the submission of bids suitably.

**29. BID SECURITY / EMD:**

- a. The bidder shall furnish, as part of its bid, an EMD/ bid security.
- b. The NSIC/MSME bidders are exempted from payment of bid security subject to:
  - i. A proof regarding valid registration with NSIC/MSME for the tendered items have to be attached along with the bid.
  - ii. The enlistment certificate issued by NSIC/MSME should be valid on the date of opening of tender.
- c. The bid security is required to protect the purchaser against the risk of bidder's conduct, which would warrant the forfeiture of bid security.
- d. A bid not secured in accordance with the above shall be rejected by the purchaser being non-responsive at the bid opening stage and archived unopened.
- e. The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible and within 30 days of finalization of the tender or expiry of the period of the bid validity period prescribed by the purchaser.
- f. The successful bidder's bid security will be discharged upon the bidder's acceptance of the advance purchase order satisfactorily and furnishing the performance security.
- g. The bid security may be forfeited :  
If the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder in the bid form or extended subsequently.

**OR**

If the bidder does not accept the APO or does not submit PBG & sign the contract / agreement.

**NOTE:** -The bidder shall mean individual company / firm or the front bidder and its technology / consortium partner, as applicable.

**30. FORMAT AND SIGNING OF BID:**

- a. The bidder shall submit its bid in sealed envelope complying all eligibility conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated, by hand signatures, by the authorized person.
- b. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. All pages of the original bid shall be signed by the person or persons signing the bid.

31. If any of the documents, required to be submitted along with the technical and financial bids found wanting, the offer is liable to be rejected at that stage.

However the purchaser at its discretion may call for any clarification regarding the bid document within a stipulated time period. In case of non-compliance to such queries, the bid will be out rightly rejected without entertaining further correspondence in this regard.

**32.PLACEMENT OF ORDER:**

- a. The RIS shall consider placement of Work Award Letter /orders for commercial supplies/services only on those eligible bidders whose offers have been found technically, commercially and financially acceptable and whose goods/services have been type approved/ validated by the RIS. The RIS reserves the right to counter offer price(s) against price(s) quoted by any bidder.
- b. The ordering price of bid shall not exceed the lowest evaluated package price.
- c. The RIS reserves the right to award the work to a single party or to split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The contractor is bound to accept the portion of work as offered by RIS after split up at the quoted/negotiated rates. No claim of the contractor whatsoever shall be entertained by the RIS on this account.

33. Buyer reserves the right to increase or decrease of the quantity of services without any change in the unit price and other terms and conditions.

34. RIS reserves the right to reject any or all bids or cancel/ withdraw the invitation for bid without assigning any reasons whatsoever thereof. RIS does not bind itself to accept lowest tender.

**35.ISSUE OF ADVANCE PURCHASE ORDER:**

- a. The issue of an Advance Purchase Order shall constitute the intention of the purchaser to enter into contract with the bidder.
- b. The bidder shall within 14 days of issue of the advance purchase order, give its acceptance along with performance guarantee in conformity with the Performa provided with the bid document at Section-7A
- c. Failure of the successful bidder to comply with the above requirement shall constitute sufficient ground for the annulment of the award and in event the RIS may award the work to any other bidder at its discretion or call for new bids.

36. The quality of services will be monitored by the authorized representatives of the buyer and their decision in this regard has to be accepted by the Bidder.

37. The bidder will ensure that all the documents and certificates submitted by him are correct and genuine before enclosing them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.

38.If any of the conditions and document / paper / certificate submitted by the participant bidder is found / discovered to be false / fabricated / tempered / manipulated either during bid evaluation or during award of contract or thereafter, the bid / contract shall be rejected / cancelled and RIS will take action as deemed fit

39. The Vendor has to indemnify RIS against loss of input tax credit to RIS on account of blacklisting of supplier during tenure of contract.

**Note 1:** If date fixed for opening of bids is subsequently declared as holiday by the RIS, the revised date will be notified. In the absence of such notification, the date for opening shall be on next working day, time and venue remaining unaltered.

**Note 2:** All documents submitted in the bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translation to be true copy in addition to the relevant certificate.

**Note 3:** All computer generated documents should be duly signed / attested by the bidder / vendor organization.

**Note 4:** The Pre-bid cum Institute's/Site inspection meeting will be on 4<sup>th</sup> May 2026 at 11.00 AM . The site inspection by the bidders is mandatory and accordingly, the Pre-bid participation & Institute's/Site Inspection Certificate (SIC) will be issued to the agencies by the pre-bid committee or Concern Section. The agencies need to mandatorily submit Inspection Certificate while submitting their respective bid. The agencies having site inspection certificates will ONLY be considered eligible for technical evaluation. The agency who does not have SIC will be disqualified and will not be consider for the Technical Evaluation.

**-SD-**  
**Director (Finance & Admin.)**  
**Email ID : anil.sharma@ris.org.in**  
**Research and Information System for Developing Countries (RIS)**  
**New Delhi**

**Annexure – 1**

**Categories of Manpower**

The agency may retain the existing resources in the following categories of manpower in numbers for the RIS :

<b>Sl. No.</b>	<b>Manpower</b>	<b>Quantity in Nos.</b>
1.	MTS	09
2.	Security Guard	02
	<b>Total</b>	<b>11</b>

The RIS Authority reserves the right to increase or decrease the number of personnel in any category as per its needs.

## GENERAL INSTRUCTIONS TO BIDDERS :-

1. The contractor should deploy worker as per *Annexure – 1* for which necessary certifications are to be produced. In case of change of worker, the new incumbent should possess the required qualifications.
2. PERFORMANCE GUARANTEE:
  - a. The bidder (including NSIC / MSMEs who are registered with the designated bodies) shall furnish performance bank guarantee from any Scheduled Commercial Bank to the RIS for an amount equal to 3 % of the value of purchase order within 14 days from the date of issue of Purchase Order by the RIS.
  - b. The proceeds of the performance guarantee shall be payable to the RIS as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
  - c. The performance guarantee Bond shall be in the form of Bank Guarantee issued by a scheduled commercial Bank, valid for 14 months, in the Performa provided in Bid Document.
  - d. The performance guarantee Bond will be discharged by the RIS after completion of the bidder's performance obligations including any warranty obligations under the contract.
3. LABOUR REGULATIONS:
  - (a) The Bidder shall obtain a valid labour license under the Contract Labour (R&A) Act 1970 and the Contract Labour (R&A) Central Rules 1971, before commencement of the work; else he will not depute more than 19 persons at a time on any day. A copy of labour license has to be submitted by him to RIS. He shall continue to have a valid license until the completion of work. The Bidder shall also abide by and comply with the provisions of the Employees Liability Act 2016, Maternity (Amendment) Act 2017, Apprenticeship (Amendment) Rules 2019, EPF Act latest Amendments 2021, ESI Amendment Act 2021 and Code of Wages 2019 or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. The Bidder is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits / risks in relation to employees to be engaged by him.
  - (b) The Bidder shall indemnify RIS against payments to be made for the observance of the laws.
  - (c) The regulation aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.
  - (d) RIS shall have the right to deduct from the money due to the Bidder, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, by reason of non-fulfillment of the

conditions of the contract of the benefit of the workers, non-payment of wages or of deduction made from his / their wages which are not justified by their terms of the contract for non- observance of the Regulations. In the event of any loss / damages caused directly or indirectly to RIS, the same will be payable by the Bidder along with such penalty as may be decided by RIS which shall not be less than 10 percent of the total loss suffered by RIS

#### 4. SAFETY REGULATIONS:

- (a) During the execution of work, unless otherwise specified the Bidder shall at his own cost provide all materials and execute all work necessary for the stability and safety of all equipment, structures, excavations and shall ensure that no damage, injury or loss is caused or is likely to be caused to any person or property.
- (b) The Bidder shall be responsible to take all precautions to ensure the safety of the property whether of public or RIS and shall post such lookout men as in the opinion of the officer in charge are required.

#### 5. STATUS OF THE BIDDER AND ITS STAFF MEMBERS:

- (a) The Bidder shall have the legal status of an independent Bidder. Neither the Bidder nor its staff members, nor any person employed by the Bidder or its agents for the performance of the services under the present contract shall be considered in any way as being staff members of RIS.
- (b) The RIS shall accept no liability for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the Bidder or of any person performing on their behalf any work under the present contract, including the time spent in travel, nor for any damages which may arise by reason of the neglect or default of any of them.
- (c) The Bidder shall indemnify and hold harmless the RIS in respect of any claim arising out of the Bidder or its staff member's negligence or unlawful performance under the present contract for any liability as referred to in paragraphs 5(b) above, including their heirs and assigns, or by third parties.
- (d) For the purposes of this article, the term third party shall be deemed to include "inter-alia" officials of RIS and its agents and officials, as well as any person or entity employed by the Bidder or engaged for the Bidder, in order to perform services for, or supplying goods to the Bidder in connection with the implementation of the present contract.
- (e) Notwithstanding anything to the contrary contained in this contract, the Bidder shall only be liable, and shall only be required to indemnify the RIS, in respect of claims or liabilities that arise out of the negligence, breach of contract or unlawful conduct of the Bidder or its staff members or agents in the performance of this contract.

#### 6. RESPONSIBILITY FOR PAYMENT OF WAGES:

- i. The Bidder shall be responsible for payment of wages to each worker (Manpower) deployed by him and such wages shall be paid before 7th day of each month.
- ii. In case the Bidder fails to make payment of wages within the

prescribed period or makes short payment, then RIS shall make payment of wages in full or the unpaid balance due, as the case may be, to worker (Manpower) deployed by the Bidder and recover the amount so paid from the Bidder either by deduction from any amount payable to the Bidder under any contract or as a debt payable by the Bidder.

- iii. The Bidder shall fix wage periods in respect of which wages shall be payable.
- iv. No wage period shall exceed one month.
- v. The wages of every person deployed by the Bidder shall be paid by "ECS/Cheque" before the expiry of the seventh day after the last day of the wage period in respect of which the wages are payable. In case the work is completed before expiry of the wage period, final payment shall be made within 48 hrs. of last working day. All the payments should be made in presence of "Authorized Representative" of RIS.
- vi. Where the employment of any worker is terminated by or on behalf of the Bidder, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
- vii. Wages shall be paid without any deductions of any kind except those specified by the Central Government by general or special order in this behalf or permissible under the Payment of Wages (Amendment) Act, 2017.
- viii. A notice showing the wage period and the place and time of disbursement of wage shall be displayed at the place of work and copy sent by the Bidder to RIS under acknowledgement.

#### 7. SCHEDULE OF SUBMISSION OF BILLS:

The Bidder shall submit single bill for the contract for the actual work done on monthly basis and the bills will be paid within 6 weeks thereafter as far as possible. However, any deterioration in the services should not be there on the plea of delay in receipt of payment.

#### 8. PAYMENTS:

Payments will be made through RTGS (Real Time Gross Settlement) or NEFT (National Electronic Fund Transfer).

Mandate willing to receive e-payments signed by authorized signatory of vendor shall be submitted by the vendor containing following information at the time of signing of Agreement / Contract.

- (a) Account beneficiary's name.
- (b) Account type.
- (c) Account number.
- (d) Name of the bank.
- (e) Bank Branch's NEFT code.
- (f) IFSC code in case of Transfer through RTGS.

All the above particulars which form the essential element of this mandate may be duly verified by Banker of the vendor.

- i. Monthly running bill will be submitted by the Bidder along with Goods and Service Tax challans of the previous month exclusively deposited in the bank in respect of RIS.
- ii. The Bidder will also have to submit employee-wise proof of ESI & EPF contribution, of the previous month, as issued by appropriate authority, along with monthly bill. In case bills are not submitted with the above documents, RIS will not be responsible for delay in payment.
- iii. If for any reason work is done for only a part of the month, payment will be made on pro- rata basis for the number of days work has been performed. This is without prejudice to the penalty to be imposed for contractual defaults.

#### 9. DEDUCTIONS:

In case the bidder fails to execute / perform the assigned works or part thereof, RIS shall be authorized to make suitable deductions as deemed fit by RIS from the bills of the contractor and damages will be charged to the extent of loss.

#### 10. PRICES:

Prices charged by the bidder for services performed under this contract shall not be higher than the prices quoted by the bidder in its Bid.

#### 11. SUBCONTRACTS:

The bidder shall notify the RIS in writing of all subcontracts awarded under this contract if not already specified in its bid. Such notification, in its original bid or later shall not relieve the supplier from any liability or obligation under the Contract.

#### 12. DELAYS IN THE SUPPLIER'S PERFORMANCE:

- (a) 05 days shall be allowed for taking over possession of office and deployment of staff from date of submission of Performance Guarantee.
- (b) Start of services and performance of the services shall be made by the bidder in accordance with (a) above or the time schedule specified by the buyer in its work order. In case the services are not started in the stipulated time period, as indicated in the Work Order, buyer reserves the right to short-close / cancel this work order and forfeit his performance guarantee or recover liquidated damage charges.

#### 13. LIQUIDATED DAMAGES:

- (a) The date of start of services specified in the work order should be deemed to be the essence of the contract and the services should be started on that date. Extension will not be given except in exceptional circumstances. Should, however, the service be started after the date specified in the work order, such starting of services will not deprive RIS of its right to recover liquidated damages as per **Clause 13(b)** below.

- (b) Should the Bidder fail to start services on specified date, RIS shall be entitled to recover liquidated damages to the extent of the difference in charges incurred by RIS in making alternative arrangements along with penalty of **Rs.1,000/-** per day for the delayed period.

#### 14. ACTION BY BUYER AGAINST BIDDER(S) / VENDOR(S) IN CASE OF DEFAULT:

In case of default by Bidder(s)/ Vendor(s) such as:-

- (a) Failure to deliver and / or commission any or all of the services within the time period(s) specified in the contract, or any extension thereof granted by the buyer.
- (b) Failure to perform any other obligation(s) under the Contract; and
- (c) If the Bidder persistently neglect to carry out his obligation under the contract and / or commits default in complying with any of the term and the condition of contract and does not remedy it or take effective steps to remedy it within the time specified after a notice in writing is given to him in that behalf by buyer.
- (d) When the Bidder has made himself liable for any of the cases aforesaid, the RIS shall have the powers to terminate the contract as aforesaid and forfeit performance guarantee.

#### 15. FORCE MAJEURE:

- a) If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the buyer as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.
- b) Provided, also that if the contract is terminated under this clause, the buyer shall be at liberty to take over from the bidder at a price to be fixed by the buyer, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the Supplier at the time of such termination or such portion thereof as the buyer may deem fit, except such materials, bought out components and stores as the bidder may with the concurrence of the buyer elect to retain.

#### 16. EXTENSION OF CONTRACT:

RIS will have the right to extend this contract on the same rates, terms & conditions at one time or in spells of lesser time period up to a cumulative maximum period of six months or till an alternative arrangement is made whichever is earlier. Extension beyond six months on the same rates, terms and conditions will be mutually agreed upon.

#### 17. TERMINATION FOR INSOLVENCY:

RIS may at any time terminate the contract by giving written notice to the Bidder without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of RIS.

#### 18. ARBITRATION:

- a. Except as otherwise provided elsewhere in the contract, in the event of any disputes, controversy or differences arising out of or related to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60 (Sixty) days from the date of making of such request.
- b. Where parties are unable to settle the disputes through conciliation, the same shall be referred to the Director General, RIS for referral of such disputes to a sole arbitrator, to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act, 1996, any amendment thereof, and any notification issued or rules made there under from time to time. The venue of the arbitration proceeding shall be RIS Delhi.

#### 19. NEAR-RELATIONSHIP CERTIFICATE:

- a. The bidder should give a declaration that none of his/ her near relative, as defined below, is working in the units where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and RIS will not pay any damage to the company or firm or the concerned person.

- b. The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.
- c. The near relatives for this purpose are defined as:-
  - i. Members of a Hindu undivided family.
  - ii. They are husband and wife.
  - iii. The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d. The format of the certificate is given at Annexure-A.

**20. Restrictions on procurement from a bidder of a country which shares a land border with India [Order (Public Procurement No.1) of DOE, Public Procurement Division, No. F.No.6/ 18/2019-PPD, dt. 23.7.2020] and amendments/ clarifications issued subsequently by DOE shall be applicable to this tender.**

- I. Any bidder from a country which shares a land border with India will be eligible to bid against this tender only if the bidder is registered with the Competent Authority [Department for Promotion of Industry and Internal Trade (DPIIT)] as specified in Annex-I of Order (Public Procurement No.1) Dated 23.07.2020.
- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this order means:-
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- IV. The beneficial owner for the purpose of (iii) above will be as under:
  - 1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through

other means.

Explanation-

- a) "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company;
  - b) "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.
  4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. The successful bidder shall not be allowed to sub-contract works to any Bidder from a country which shares a land border with India unless such Bidder is registered with the Competent Authority.

#### 21. SET OFF:

Any sum of money due and payable to the bidder (including performance guarantee refundable to him) under this contract may be appropriated by the purchaser and set off the same against any claim of the purchaser for payment of a sum of money arising out of this contract or under any other contract made by the bidder with the purchaser.

#### 22. COURT JURISDICTION:

Any dispute arising out of the tender / bid document / evaluation of bids / issue of APO shall be subject to the jurisdiction of the competent court at Delhi only

### 23. SCOPE OF WORK FOR MTS

i) The Work & Duties & Responsibilities shall include the following:

Duties & Responsibilities of MTS recruited through this tender are in general, identical to the duties and responsibilities generally observed in Govt. offices.

### SCOPE OF WORK FOR SECURITY GUARD

i) The Work & Duties & Responsibilities shall include the following:

Duties & Responsibilities of Security Guards recruited through this tender are in general, identical to the duties and responsibilities generally observed in Govt. offices.

ii) TECHNICAL SPECIFICATIONS

The Guards shall be Ex-Service man as defined by DGR or should comply the standard stipulated in Private Security Agencies (Regulation) Act, 2005 with up to date amendment and Delhi Private Security Agencies (Regulation) Rules, 2009.

iii) SCHEDULE OF REQUIREMENTS

Number of Unarmed Security Guards: 2 (as per the requirement, the no. of Security Guards may vary).

### 24. COMMERCIAL) CONDITIONS OF CONTRACT :-

- a) The vendor shall depute a competent authorized representative. The representative shall represent the vendor in his absence and all directions given to him shall be binding as if given to the vendor. The authorized representative shall not refuse to receive the instructions under any circumstances.
- b) Efficiency, hygiene, promptness, quality service, good behavior and politeness of the agency and his staff are the essence of the contract. The agency shall ensure that this essence of the contract is always maintained to the entire satisfaction of RIS Administration.
- c) The RIS reserve the right to have personal interaction with the workers (Manpower) proposed to be deployed against this contract. Only manpower approved by the RIS shall be deployed.
- d) The agency shall obtain Police verification report and medical examination report before employing workers. All workers should have good character and be free from communicable Disease. The medical examination shall be

again conducted at interval of 6 months. A medical examination shall be conducted at least once in six months of all the employees. The Police verification and medical examination record shall be maintained by agency.

- e) The age of employee / worker should not be more than 60 years.
- f) The vendor shall provide/issue Identity Cards bearing photographs to its staff and shall ensure that they wear them all times in the office premises. The vendor shall provide to its staff all seasonal uniforms (including ceremonial dresses as and when required) and necessary PPE kits, etc. (if required).
- g) The vendor shall arrange required sanitizers for their workers to prevent COVID- 19/virus infections and follow government guidelines issued from time to time.
- h) If at any time the RIS Management decides to dispense away with any part of the work, the same shall be communicated at least 30 days in advance and the vendor shall comply with same and pro-rata charges shall be deducted by RIS Management.
- i) The vendor's worker should not indulge in any kind of Trade union / Association activities in and around RIS premises.
- j) The loss that RIS may incur due to acts of omission or commission of vendor or his workers shall be deducted from the vendor's bills. The decision of Director General, RIS or his successor in all such events shall be final and binding.
- k) In the event of any theft, burglary, pilferage, loss or damage to RIS property occurring during the period of deployment of the Agency's security personnel, the Agency shall be liable to compensate RIS to the extent of the assessed loss. The quantum of loss shall be assessed by RIS based on the inquiry report and valuation of the property involved. The amount determined as recoverable shall be deducted from the Agency's bills and/or Performance Security Deposit. In case the assessed loss exceeds the available dues or Security Deposit, the bidder shall be liable to pay the balance amount to RIS within 15 days of receipt of the demand notice. In the event of repeated these incidents, RIS shall have the right to terminate the contract forthwith without prejudice to any other legal remedies available under the contract or applicable law.
- l) If in the opinion of RIS, any employee of the vendor is found to commit any harassment, misconduct or indulge in misbehavior (especially in case of women), RIS in its sole discretion may require the vendor to remove such employee and the vendor shall remove such employees without questioning the decision of RIS in this respect. RIS will be entitled to restrain such

employees from entering the RIS office.

- m) Proprietor / Director of the vendor should visit and meet the management of RIS as may be required for effective services. First such meeting must be had within 15 days of signing the agreement.
- n) Bidder will be responsible for observing all security and safety regulations and instructions issued by RIS from time to time in respect of persons employed by him.
- o) The vendor shall not be permitted to assign or sub-contract the work awarded to him for any reasons whatsoever. If the work is not done as laid down in scope and conditions of contract, RIS reserves the right to terminate the contract.
- p) The vendor has to abide by all the statutory laws regarding worker (manpower) welfare.
- q) The vendor has to abide by all the statutory laws/order related to Covid -19 issued by DDMA or Home Ministry / Health Ministry. Nothing extra shall be paid on this account.
- r) The selected party shall execute an agreement with RIS containing detailed terms & conditions. The cost of registration of agreement, if any, shall be borne by the RIS.
- s) The illustrative duties & responsibilities are listed below :

  - a. General security of the RIS Offices.
  - b. Restrict entry inside the RIS office to the authorized persons only. No Hawker/vender/sales persons without any identity Card signed by representative or officer in-charge may be allowed in the RIS office.
  - c. Protection of property in RIS office or any other place where duty has been assigned.
  - d. Preventing entry of stray cattle etc.
  - e. Prevention of encroachments into RIS office.
  - f. Effective Patrolling of the RIS office.
  - g. Providing of escort duties as and when required.
  - h. Locking and Unlocking Offices as per directions of Officer- in-Charge of RIS.
  - i. To check incoming and outgoing material against proper Challan/ Gate Pass duly signed by the authorized signatory and maintain proper record thereof.

- j. To receive posts/ courier at the main gate and arrange for its distribution to concerned officers/ staff through concerned administrative section.
- k. To keep record of arrival and departure of staffs.
- l. Any other duties assigned by the RIS Administration.

**-SD-**  
**Director (Finance & Admin.)**  
**Email ID: anil.sharma@ris.org.in**  
**Research and Information System for Developing Countries (RIS)**  
**New Delhi**

**The following details and certificates (showing fulfillment of the eligibility criteria in technical evaluation) should be submitted by the bidders :**

<b>S. No.</b>	<b>Particulars</b>	<b>Attached Self-attested copy of Certificates (Yes / No)</b>
1.	Name of the Bidder and Legal Status of the bidder i.e. PSU/Company/Trust/Society (Upload the copy of Registration / Incorporation Certificate)	
2.	Name of the top Executive Officer of the bidding firm with full Address, phone number, e-Mail and mobile number	
3.	Name of the authorized person to sign, submit and Communicated the bid	
4.	E.P.F. registration No. (Submit the Certificate)	
5.	E.S.I.C registration No. (Submit the Certificate)	
6.	PAN (Submit the Certificate)	
7.	GSTIN (Submit the Certificate)	
8.	Work Experience Certificate (Submit the Certificate – ref. Annexure – E)	
9.	Bank Solvency Certificate (Submit the Certificate)	
10.	Minimum Annual average Turnover of Rs.60 lakhs (only from facility management services) for last three financial years i.e FY22-23, FY23-24, FY 24-25. (Submit the Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover and Profit). (A certificate by a Chartered Accountant with his/her UDIN number is required to be submitted)	
11.	Location of the administrative office of the bidder and training facilities in NCR	
12.	Detail of EMD deposited (Submit the proof).	
13.	Valid NSIC / MSME certificate, if any (Submit the Certificate)	
14.	All the documents should be self attested.	
15.	Near Relationship Certificate (Submit the Certificate – ref. Annexure – A)	
16.	Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India – ref. Annexure – B	
17.	A notarized Certificate declaring that the bidder is not debarred from bidding as per O.M. No. F.1/20/2018-PPD dated 2.11.2021 of the MoF, Deptt. of expenditure, Gol (Submit the Certificate, ref. Annexure – C)	

18.	Declaration regarding acceptance of all terms and conditions towards services as mentioned in the tender document. (Submit the document – ref. Annexure-D)	
19.	Certificate of satisfactory performance from three Government organizations/Universities/PSUs for the past three year period from the date of submission of this bid. Copies of work orders/agreement shall not be accepted (Submit the Certificates – ref. Annexure-E).	
20.	Declaration in respect of no addition / deletion / corrections in downloaded tender (Submit the Certificates – ref. Annexure-H).	
21.	Site Inspection Certificate	

Note 1: Non submission / non-uploading of any of the above document / information, the bids shall be summarily rejected. To be filled completely by the bidder. Scanned copies of the documents are to be submitted along with the technical bids.

Note 2: First techno-commercial bid will be opened and evaluated. The financial bids of only technically qualified bidders shall be opened.

**Annexure – A**

**NEAR RELATIONSHIP CERTIFICATE**

*(Format of the Certificate)*

"Whereas, I/we ..... (name of the agency) has submitted bid for ..... I/we hereby submit following declaration that none of my relative(s) as defined in the Tender document is / are employed in RIS as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, RIS shall have the absolute right to take any action as deemed fit / without any prior intimation to me."

**Date:** .....

**Signature of bidder**

**Place:** .....

**Name of bidder** .....

**Along with date & Seal**

**Annexure – B**

**Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India**

Certificate for Tenders

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India I certify that this bidder is not from such a country, or if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]

Certificate for Tenders for Works involving possibility of sub-contracting

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]

Date: .....

Signature of bidder

Place: .....

Name of bidder .....

Along with date & Seal

*(Format of the Certificate)*

**DECLARATION OF BLACKLISTED OR CRIMINAL CASE PENDING**

**CERTIFICATE**

**(to be provided on letterhead of the firm)**

I hereby certify that the above firm is neither blacklisted by any Central / State Government / Public Undertaking / others nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in all respects and if at a later date it is found that any details provided above are incorrect, then any contract given to the above firm may be summarily terminated and the firm will be blacklisted.

**Date:** .....

**Signature of bidder**

**Place:** .....

**Name of bidder** .....

**Along with date & Seal**

**UNDERTAKING & DECLARATION**

**UNDERSTANDING THE TERMS & CONDITION OF TENDER / BID**

**Certified that:**

1. I / We ..... have read, understood and agree with all the terms and conditions, specifications included in the Tender documents.
2. If I / We fail to enter into the agreement & commence the work in time, the Bid security (EMD) / Performance guarantee deposited by us will stand forfeited to the RIS.
3. I / We are not blacklisted by GST authorities.

**The bidder hereby covenants and declares that:**

1. All the information, Documents, Photocopies of the Documents / Certificates enclosed are correct.
2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, RIS reserves the right to reject our Tender / cancel the LOA / Purchase / work order if issued and forfeit the Bid security (EMD) / Performance guarantee / Bill amount pending with RIS. In addition, RIS may debar the contractor from participation in its future Tender / Bid.

**Date:** .....

**Place :** .....

**Signature of bidder**  
**Name of bidder** .....

**Along with date & Seal**

**Client Certificate regarding Performance of the Bidder**

<b>Sl. No.</b>	<b>Name of Work and Performance Parameter</b>	<b>Assessment by Client Organization</b>
1.	Name of the Organization	
2.	Date of award & Agreement no.	
3.	Date of Commencement of work	
4.	Stipulated date of completion	
5.	Actual date of completion	
6.	Details of compensation / penalty levied, if any.	
7.	Gross amount of work	
8.	Name and Address of authority under whom work executed.	
9.	Comments of capability of Agency i) Financial soundness ii) Mobilization of adequate T & P iii) Mobilization of Manpower iv) General Behaviour	
10.	Did the Bidder go for arbitration? If yes (i) total amount of claim (ii) total amount awarded	
11.	Quality of work (indicate grading) (i) Very Good (ii) Good (iii) Fair (iv) Poor	

**(Authorized signatory of Client Organization)**

**Signature with Rubber Stamp:.....**

**Name and Designation:.....**

**Format for the Performance Guarantee**

*(To be typed on non-judicial stamp paper of appropriate value)*

**Subject : PERFORMANCE GUARANTEE**

Whereas Research and Information System for Developing Countries (hereafter referred to as "RIS") has issued a work order no. .... Dated ...../...../20 awarding the work of "**Providing Facility Management Services at RIS Delhi**" to M/s....., R/o ..... (hereafter referred to as "Bidder") and RIS has asked him to submit a Performance Guarantee in favour of Director General, RIS of Rs. ..../- (hereafter referred to as "P.G. Amount") valid up to ...../...../..... (hereafter referred to as "Validity Date").

Now at the request of the Bidder, We ..... Bank ..... Branch having ..... (Address) and Regd. office address as ..... (hereinafter called "the Bank") agreed to give this guarantee as hereinafter contained:

1. We, "the Bank" do hereby undertake and assure to the RIS that if in the opinion of the RIS, the Bidder has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations there-under, the Bank shall on demand and without any objection or demur pay to the RIS the said sum limited to Performance Guarantee amount or such lesser amount as RIS may demand without requiring RIS to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.
2. Any such demand from the RIS shall be conclusive as regards the liability of Bidder to pay to RIS or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the Bidder had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and RIS regarding the claim.
3. We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.
4. The Bank further agrees that the RIS shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by RIS against the Bidder and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any forbearance, act or omission on the part of RIS or any indulgence by RIS to Bidder or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.
5. Notwithstanding anything herein contained;
  - (a) The liability of the Bank under this guarantee is restricted to the Performance guarantee amount and it will remain in force up to its Validity date.

(b) The guarantee shall stand completely discharged and all rights of the RIS under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity date.

6. In case RIS demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of "**Research and Information System for Developing Countries**" and payable at "**Delhi**".

7. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place : .....

Date : .....

(Signature of the Bank Officer)

(Rubber stamp of the bank)

Authorized Power of Attorney Number: .....

Name of the Bank officer: .....

Designation: .....

Complete Postal address of Bank: .....

.....

.....

Telephone Numbers .....

Fax numbers .....

E-mail ID: .....

**DRAFT – AGREEMENT**

*(To be typed on non-judicial stamp paper of appropriate value)*

Articles of agreement made and entered in to this day between the **Research and Information System for Developing Countries** and M/s ..... hereinafter referred to as the vendor/contractor.

Whereas the vendor/contractor have contracted with the **Research and Information System for Developing Countries** in respect of “**Providing Facility Management Services at RIS Delhi**” vide no. .... **Dated** ..... for a period of twelve months **w.e.f.** ..... to .....

And whereas the said vendor/contractor have prior to the execution of these presents offered a **Bank Guarantee No.** ..... **dated** ..... as Performance Guarantee vide which the said ..... has undertaken to pay to the **Research and Information System for Developing Countries** an amount not exceeding **Rs.** ...../- (**Rupees** ..... **only**) against any loss or damage caused to or suffered by the **Research and Information System for Developing Countries** by reason of any breach of contract by the said vendor/contractor of any terms and conditions contained in this agreement.

Now these presents witness that in pursuance of the said contract it is hereby agreed and declared by and between the said parties to these presents in the manner following.

That if the said vendor/contractor shall execute / perform the works contracted to be performed by them and observe, perform and fulfill the contract entered in, to the satisfaction of the said **Research and Information System for Developing Countries** and also if the said vendor/contractor or their representative shall pay or cause to be paid to the said **Research and Information System for Developing Countries** for the time being all losses, damages, costs and expenses which he or they have sustained / incurred or be put in consequence of the default or failure by the said vendor/contractor for the due performance of the contract or in the execution and completion of the said work or any part thereof, then the above mentioned bank guarantee shall be returned to the said vendor/contractor.

Provided that, it is hereby further declared with true intent and meaning of the parties hereto that if default shall be made by the said vendor/contractor in the performance of the said contract to the satisfaction of the **Research and Information System for Developing Countries** or in making good any losses damages or expenses hereinbefore mentioned or any part thereof, then it shall be lawful for the **Research and Information**

**System for Developing Countries** to claim Rs. ..../- (Rupees .....  
..... **only**) towards the liquidation of the liability of the  
said vendor/contractor in respect of such default as aforesaid.

And it is hereby declared and agreed that the retention of the cash deposit shall be as and by way to liquidate damages without reference to the relative importance of the particular breach which shall have given occasion for such retention or whether the said **Research and Information System for Developing Countries** may have sustained any ascertainable pecuniary damage thereby or not.

And it is further declared and agreed to between the said parties to these presents that until the completion of the said scheduled works contracted to be executed and performed by the said vendor/contractor to the satisfaction (to be certified as aforesaid) of the **Research and Information System for Developing Countries** for the time being & until the final adjustment of the accounts between the said vendor/contractor & the **Research and Information System for Developing Countries** and payment of the final balance (if any) in connection with said contract, the bank guarantee shall remain in the hands and custody of the **Research and Information System for Developing Countries** for the time being or in any **Treasury** in which they may be lodged by the **Research and Information System for Developing Countries**. In witness where of the said vendor/contractor and the said **Research and Information System for Developing Countries** acting in the premises as aforesaid have set their respective hands and seals the day and year first above written. The terms & condition of **Bid Documents No. .... Dated .....** forms the integral part of this agreement.

**Annexure – H**

**Declaration in respect of no addition / deletion / corrections in downloaded tender (To be submitted in Original on Letter Head of the Applicant/ Bidder)**

Whereas, I/we ..... (name of agency) has submitted bid for .....

..... I/we hereby submit following declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.

Date: .....

Place : .....

Signature of bidder

Name of bidder .....

Along with date & Seal

**PRICE SCHEDULE**

Name of Work: Providing Facility Management Services at RIS, Delhi

Table – A:

S. No.	Description	Estimated Bid Amount (in Rs.)	Service Charge (%) on wages including EPF, ESIC wherever applicable (in percentage)	*Amount of service charge (in Rs.) (iii)*(iv)
(i)	(ii)	(iii)	(iv)	(v)
1.	Providing Facility Management Service as detail in Annexure – 1	Rs.75.00 lakhs		

Amount of Service charge (in words) :  
Rupees ..... only)

1. Quoted Rates shall be inclusive of all expenses to be incurred by vendor for providing goods and service as specified in the tender documents excluding Goods and Service Tax, which shall be paid extra, as per Goods and Service Tax rules applicable from time to time.
2. Minimum wage, EPF employer's contribution, ESIC employer's contribution or any statutory obligation has to be paid by vendor as per Govt. notification from time to time and shall be reimbursed by RIS.
3. Financial bid shall be decided by the RIS (as per clause 23 Section 1).
4. The service charges shall be paid on the wages paid by vendor as per Minimum wages Act at relevant time.
5. RIS can verify the experience certificates from the original documents / discussion with the firm issuing the documents / site visit, if required.

**Signature of Contractor**