

Tender Ref No.: IPE / Caretaker Services / 2020-21 / 118

DATE : 01.03.2021

**NOTICE INVITING TENDERS**  
**(Open Tender)**

**FOR CARETAKER SERVICES AT HOSTELS OF**  
**IPE, VISAKHAPATNAM, ANDHRA PRADESH**  
**(As per the specifications)**



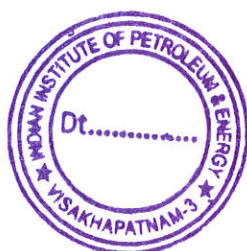
**Indian Institute of Petroleum & Energy,**  
Temporary Campus, 2<sup>nd</sup> Floor, AU Engineering College,  
Andhra University, Visakhapatnam,  
Andhra Pradesh – 530 003.  
Phone No: 0891-2585152, 2856015  
Email : [registrar@iipe.ac.in](mailto:registrar@iipe.ac.in) & [procurement@iipe.ac.in](mailto:procurement@iipe.ac.in),  
Website : [www.iipe.ac.in](http://www.iipe.ac.in)

**Proprietary and Confidential:**

No part of this document can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of the Registrar (I/C), IPE, Visakhapatnam, Andhra Pradesh, except to the extent required for submitting bid and no more.

**Contents:**

Description	Page No.
TIME SCHEDULE	03
CLARIFICATIONS	04
BID	05
SERVICE DESCRIPTION	07
ANNEXURE- I SCOPE OF WORK & TERMS AND CONDITIONS	08
ANNEXURE- II (LETTER OF SUBMISSION OF TENDER)	12
ANNEXURE – III (TECHNICAL BID)	13
ANNEXURE- IV (FINANCIAL BID)	14
ANNEXURE – V (NON BLACK LISTING DECLARATION)	15
ANNEXURE – VI (LETTER OF AUTHORIZATION)	16
ANNEXURE – VII (BID SECURING DECLARATION FORM)	17
ANNEXURE – VIII (AGREED COMMERCIAL TERMS & CONDITIONS)	18
ANNEXURE – IX (VENDOR CONFIRMATION FORM)	20



**Time Schedule of various tender relate events**  
**[For Caretaker Services at Hostels of IIPE, Visakhapatnam]**

Last Date and Time for the receipt of Bids	18.03.2021 at 05.00 P.M.
Technical Bid Opening Date /Time	19.03.2021 at 11.00 A.M.
Financial Bid Opening Date / Time	Will be intimated later to only technically qualified Bidders
Contact Person	The Registrar (I/C), IIPE, Visakhapatnam.
Reference No:	IIPE / Caretaker Services / 2020-21 / 118, dt. 01.03.2021

Signature of the Bidder with stamp



**CLARIFICATIONS**

Queries, if any, can be made through e-mail only to [procurement@iipe.ac.in](mailto:procurement@iipe.ac.in)

Queries received via any mode other than through the e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letterhead of the company.

S.No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum / corrigendum related to tender, it shall be intimated through email only. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating / complying with the changes / amendments issued, if any.

If the last date of receiving / opening of the bids coincides with a holiday, then the next working day shall be the receiving / opening date.

**The Technical Bid along with the relevant documents should be attached with original EMD fee. Hard copies of Price bid only shall be considered.**



  
**REGISTRAR (I/C)**  
**IIPE, VISAKHAPATNAM**

For any clarification and further details on the above tender, please contact. 0891-2585152, 2856015  
 Website: [www.iipe.ac.in](http://www.iipe.ac.in)



INDIAN INSTITUTE OF PETROLEUM AND ENERGY  
Visakhapatnam – 530 003

NOTICE INVITING TENDER FOR  
CARETAKER SERVICES AT HOSTELS OF IIPE

Ref No.: IIPE / Caretaker Services / 2020-21 / 118

Date: 01-03-2021

The Indian Institute of Petroleum and Energy (IIPE) is an autonomous institute under the Ministry of Petroleum & Natural Gas, Govt. of India and backed by public sector Oil and Gas giant viz. HPCL, IOCL, ONGC, GAIL, OIL whose CEOs are on the Board of IIPE. All Faculty of the Institute are continuously striving for bringing excellence in the teaching-learning process as well as in the research activities.

Tenders are invited for **supply of Caretaker Services at Hostels of IIPE.**

Sealed Quotations under two cover systems (1. Technical and 2. Financial) are invited from reputed Organizations / Agencies for the Supply Outsourcing Manpower at IIPE Visakhapatnam, Andhra Pradesh as per the terms and conditions and summary sheets given respectively, so as to reach the Office of the Registrar (I/C) on or before the scheduled date and time.

**Technical Bid** : Enclose duly filled up & stamped ACTC, specification sheet along with Technical Part of your offer. Super scribe the envelope with “ **IIPE / Caretaker Services / 2020-21 / 118, dt. 01.03.2021 – Technical Bid Due date : 18.03.2021 @ 05.00 PM** “.

**Financial Bid** : Enclose Financial offer with price duly filled. Super scribe the envelope with “ **IIPE / Caretaker Services / 2020-21 / 118, dt. 01.03.2021 – Financial Bid, Due date : 18.03.2021 @ 05.00 PM**”

Enclose both the above envelopes in a Common Envelope. Super scribing with “ **IIPE / Caretaker Services / 2020-21 / 118, dt. 01.03.2021 – Due date : 18.03.2021 @ 05.00 PM** “

Interested eligible bidders may download the set of bidding documents i.e., specifications, Terms and Conditions and format for Financial Bid etc., from our website [www.iipe.ac.in](http://www.iipe.ac.in).



The tender documents shall be submitted in a sealed envelope bearing the following reference on the top left corner: **Ref No.: IPE / Caretaker Services / 2020-21 / 118, dt. 01.03.2021** addressed to:

**The Tender Box,  
C/o The Registrar (I/C),  
Indian Institute of Petroleum and Energy,  
2<sup>nd</sup> Floor, AU Engineering College,  
Andhra University, Visakhapatnam – 530 003.**

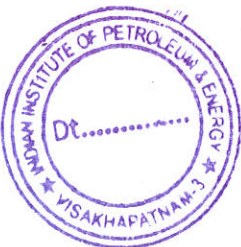
Bid(s) received beyond the due date and time of submission will be rejected. No tender document will be entertained by E-mail / FAX. The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.

Technical bid(s) will be opened at Indian Institute of Petroleum and Energy, 2<sup>nd</sup> Floor, AU Engineering, Andhra University, Visakhapatnam – 530 003 in the presence of the bidder(s) or their authorized representative(s) who are present at the scheduled time. **The opening of the price bids will be intimated later to the technically qualified bidder(s).**

In the event of the due date of receipt and opening of the tender being declared as holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.

The tender documents duly signed and stamped on each page shall be submitted in original with the Technical bid as a proof to confirm the acceptance of the entire terms and conditions of the tender. Any amendment and / or addition made to the tender documents are not permissible after opening of the tender. Incomplete tenders will be summarily rejected.

The Institute reserves the right to reject any or all tenders, wholly or partly or close, the tender at any stage prior to the award of contract without assigning any reason whatsoever.



### CARETAKER SERVICES AT HOSTELS OF IIPE-DESCRIPTION

The complete requirements specified in the tender document should be quoted by a single vendor. Partially quoted tender documents will not be accepted. A single solution provider is required to complete the supply of Caretaker Services required for IIPE as per the description below :

Services of Caretaker at Hostels of IIPE details :

S.No	Service Description	Long Description	Qty.
1	Caretaker Services at 04 Boys Hostels, IIPE, VSP	Care Taker Services at IIPE – 04 Boys Hostel (Round the Clock), Job Scope as per Annexure-I	04 Hostels / 12 Months
2	Caretaker Services at 01 Girls Hostel, IIPE, VSP	Care Taker Services at IIPE – 01 Girls Hostel (Round the Clock), Job Scope as per Annexure-I	01 Hostel /12 Months

**Note :**

- \* The no. of hostels and thereby the no. of Caretaker services may vary (Increase or Decrease) depending on the requirement of the Institute from time to time, for which Revision Purchase Order will be issued to the qualified bidders from time to time as per requirement of the institute on same terms and conditions.





**SCOPE OF WORK :**

Indian Institute of Petroleum and Energy (IIPE) invites proposal from registered well established Contractor / Agency, who have executed similar nature of works in Central Govt. / State Govt. / PSU / Autonomous bodies having adequate experience in dealing with the Manpower Supply as per the details mentioned in Page No. 07.

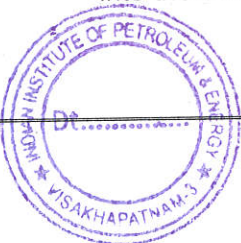
**Bidder's Eligibility Criteria (Mandatory Provisions) :**

It is mandatory for the potential bidders to ensure that the following minimum eligibility criteria is met in order to participate in the process

1. Should have an operational Registered / Branch Office in Visakhapatnam, AP, India.
2. Bidder should have experience of providing Manpower to large Corporate Bodies / Educational Institutions etc., during last Three years.
3. Bidder should have PAN and a valid Registration under GST.
4. Bidder should have ESI, PF Registration certificates
5. The Agency should not have been blacklisted by Central / State Govt. / PSU at any point of time, nor is any criminal case registered / pending against the Agency or its Owner / Partners anywhere in India.
6. Bidder(s) should submit self-attested hard copies of the above relevant documents or else the bid shall be treated as unresponsive & invalid.
7. The bidder(s) should produce back up documents like Purchase Orders etc., for the above-mentioned work

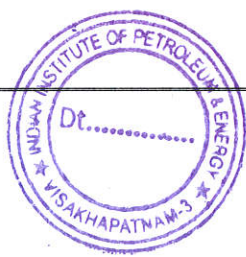
**SPECIAL TERMS & CONDITIONS :**

1. The rate quoted should be valid for a minimum period of 90 days. No Claim for escalation of the rate will be considered after opening of tender.
2. The Agency should provide Caretaking services round the clock on all the days.
3. Quotation price should be in Indian Rupees only.
4. The Agency to comply with all statutory provisions including minimum wages, ESIC, EPF, Bonus, Weekly off wages etc., at the rates as applicable from time to time.
5. Any enhancement in the minimum wages from time to time by any competent authority shall be absorbed by the agency and IIPE will not allow any such reimbursement or enhancement in the contractual rate.
6. The agency to provide along with monthly bill the individual workman's pay slip duly indicating the total earnings, deductions and the net amount remitted to the individual bank account of the workman duly signed and stamped agency and the concerned workman.
7. The agency also to provide with the monthly bill the proof of remittance of wages, PF, ESI etc., into the bank with required challans.





8. The agency to maintain all statutory records as required under the law and submit to IIPE as and when called for.
9. The agency shall solely be held responsible for violation of any labor enactments at their cost and responsibility.
10. The agency shall take necessary precautions for safety of their workmen and preserving their health.
11. The agency to replace the person/s posted by them at IIPE Campus in case they found to be technically or otherwise not enough competent to discharge their duties.
12. In case the person/s posted by the agency at IIPE campus remains absent for any reason what so ever, the agency shall arrange alternative person/s ensuring that the work at campus is not hampered.
13. The agency to engage workmen duly verifying their antecedents and criminal record.
14. The workers of the agency shall not be the employees of IIPE of what so ever nature and cannot claim any employability with IIPE.
15. IIPE reserves the right to terminate the contract with one-month notice without assigning any reason.
16. The party shall indemnify IIPE for any loss, damage, deterioration of loss of produce of materials or property arising from any act or negligence on the part of workmen and referred by IIPE. IIPE's decision in the regard to the amount of loss/damage suffered shall be final and binding on the party. The loss / damage shall be deducted from the amounts payable to the party
17. If any time party fails to fulfil their obligation or fails to carry out work satisfactorily, IIPE will have the right to make suitable alternative arrangement and cost of the same shall be recovered from the amounts payable to the party.
18. All the person/s posted by the agency at IIPE campus to follow all the safety rules and the firm is to ensure the same and IIPE has no liability for any incidents
19. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.
20. IIPE will not be responsible or liable in case of any dispute arising between the agency and the worker employed by the agency and no relationship of employer and employee shall come into existence between IIPE and the agency or workers for which all responsibilities shall vest with the agency alone
21. A prospective bidder requiring any clarification of the tender document may contact to Ph. No. 0891-2856015, 2585152
22. At any time prior to the last date of receipt of bids, Institute may for any reason, at its own initiative, modify the tender document by an amendment.
23. This TENDER document is non-transferable.

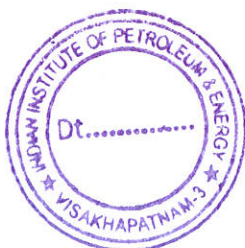


**Scope of work for Caretaker services for (Boys):**

1. To take care of the students inmates of hostels.
2. To take care of the property that include fittings, furniture etc.,
3. To keep a close watch on Students, their safety that include there in and out movements at the hostels to ensure that they are following timings as scheduled by IIPE. For this purpose, required Log Registers are to be maintained.
4. Report any unusual incidents to Warden / Authorized Official / Registrar on daily basis.
5. To contract IIPE Physician and IIPE Authorized Official in case of any medical or other emergency and take care as required including informing the Parents / Guardian.,
6. To supervise the quality of Food, menu followed, hygienic conditions in kitchen, dining space etc.,
7. Also to ensure proper housekeeping and cleanliness in the rooms and premises including surroundings.
8. To coordinate bus services daily and ensure timely departure of buses with students to the college vice-versa.
9. To coordinate and ensure proper dining services to the students during college working days at IIPE premises.
10. To take samples of drinking water periodically and send for analysis and report, any abnormality to higher ups of corrective action.
11. Any other duties assigned as required by the IIPE.

**Desired Qualifications:**

1. Minimum X<sup>th</sup> Class with 03 years' experience.
2. Languages known : Telugu, English & Hindi





**Scope of work for Caretaker services for (Girls):**

1. The agency shall ensure lady caretaker services round the clock to take care of the students in all respects ensuring proper housekeeping and hygienic conditions in the premises including kitchen and also to ensure quality and quantity of the food being served.
2. The agency shall provide only lady staff and workmen and the entry of gents is strictly prohibited / restricted unless otherwise the authorized bonafide staff of IIPE.
3. The caretaker shall keep a close watch on Girls students, their safety that include there in and out movements at the hostel to ensure they are following timings as scheduled by IIPE for this purpose. Keep proper registers of the same.
4. To take care of the property that include fittings, furniture etc.,
5. To keep a close watch on Students, their safety that include there in and out movements at the hostels to ensure that they are following timings as scheduled by IIPE. For this purpose, required Log Registers are to be maintained.
6. Report any unusual incidents to Warden / Authorized Official / Registrar on daily basis.
7. To contract IIPE physician and IIPE Authorized Official in case of any medical or other emergency and take care as required including informing the parents / guardian.,
8. To supervise the quality of Food, menu followed, hygienic conditions in kitchen, dining space etc.,
9. Also to ensure proper housekeeping and cleanliness in the rooms and premises including surroundings.
10. To coordinate bus services daily and ensure timely departure of buses with students to the college vice-versa.
11. To coordinate and ensure proper dining services to the students during college working days at IIPE premises.
12. To take samples of drinking water periodically and send for analysis and report, any abnormality to higher ups of corrective action.
13. Any other duties assigned as required by the IIPE.





(to be printed on bidder's letterhead)  
LETTER OF SUBMISSION OF TENDER

The Registrar (I/C),  
Indian Institute of Petroleum and Energy,  
2<sup>nd</sup> Floor, AU Engineering College,  
Andhra University, Visakhapatnam – 530 003.

Subject: Proposal for Caretaker Services at IIPE against Tender No.: IIPE/Caretaker Services/2020-21/118

Dear Sir,

Subject to the conditions given in the tender documents, I/We hereby submit Proposal for Caretaker Services to IIPE, Visakhapatnam against Tender No. IIPE / Caretaker Services / 2020-21/118 dt. 01.03.2021 for IIPE, Visakhapatnam at the rates specified in the Financial Bid (Annexure - IV of the tender document). I/We hereby certify that I/We have read all the terms and conditions of the tender document and agree to abide by them unconditionally

**Declaration**

I/we \_\_\_\_\_, the undersigned being authorized signatory of \_\_\_\_\_ for submission of "Proposal for Caretaker Services at IIPE, Visakhapatnam against Tender No.: IIPE / Caretaker Services / 2020-21 / 118, dt. 01.03.2021, hereby declare that all the documents submitted and details furnished are true and correct to the best of my knowledge. I understand that if at any time, during or after the tender process or after award of contract, the documents or the details submitted are found to be false / manipulated / fabricated with a mal-a-fide intention, the bid will be summarily rejected / contract be nullified and suitable action as deemed fit be initiated against our firm / company / agency.

Name of the Bidder (firm/Co./agency): \_\_\_\_\_

Address of Registered / Branch office: \_\_\_\_\_

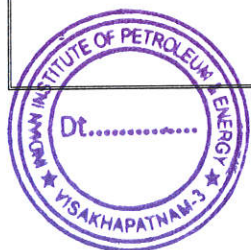
Authorized person's Name and designation: \_\_\_\_\_

Contact No: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Place: \_\_\_\_\_ (Company Seal) Full name: \_\_\_\_\_

NOTE: All correspondence from this office shall be addressed to the above address and e-mail id only.



**TECHNICAL BID**

Subject : Proposal for Caretaker Services at , against Tender No.: IIPE / Caretaker Services / 2020-21 /118, dt. 01.03.2021

S.No	Criteria Item	Documents to be uploaded (Attested Photocopies)	Submitted Yes/ No
1	Bidder Should have been registered with ESI & PF	Copy of Certificate of registration with ESI & PF	
2	Should have an operational Registered/Branch office in Visakhapatnam, Andhra Pradesh, India.	Valid proof of office address in Visakhapatnam	
3	Bidder should have experience of providing Manpower to large corporate bodies / educational institutions etc., during last Three years	Copies of work orders / Agreements	
4	Bidder should have PAN and a valid registration under GST.	Copies of GSTN and PAN	
5	The agency should not have been blacklisted by Central/State Govt./PSU at any point of time, nor is any criminal case registered / pending against the agency or its owner / partner anywhere in India	Declaration to be submitted in original (Annexure – V)	

The bid without any of these documents shall be treated as incomplete. The bids with documents NOT matching with above eligibility criteria and incomplete documents will be declared as 'Not eligible'.

All the above documents should be clearly stamped and signed by the authorized signatory of the bidder

All supporting documents in support of above clauses shall be produced along with Technical Bid documents.

All document shall be serially numbered

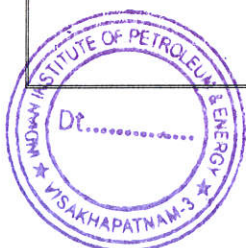
Date:

Signature:

Place:

Full name:

(Company Seal)



**FINANCIAL BID**

Subject : Proposal for Caretaker Services at IIPE, Visakhapatnam, against Tender No. IIPE / Caretaker Services / 2020-21 / 118, dt. 01.03.2021

**Services of Caretaker at Hostels of IIPE details :**

S.No	Service Description	Long description	Qty.	UOM	Unit Rate per month Lump sum (Rs.)
1	Caretaker Services at 04 Boys Hostels, IIPE, VSP	Care Taker Services at IIPE – 04 Boys Hostel (Round the Clock), Job Scope as per Annexure-I	04 Hostels / 12 Months	Per Month / Per Hostel	
2	Caretaker Services at 01 Girls Hostel, IIPE, VSP	Care Taker Services at IIPE – 01 Girls Hostel (Round the Clock), Job Scope as per Annexure-I	01 Hostel / 12 Months	Per Month / Per Hostel	
<b>Total Amount</b>					

**Note :**

1. The Agency to quote Central Govt. Minimum wages.
2. The Agency to quote basic cost only. GST extra as applicable.
3. The Agency to comply with all statutory provisions including minimum wages, ESIC, EPF, Bonus, Weekly off wages etc., at the rates as applicable.
4. The quantity may vary (Increase or Decrease) depending on the requirement of the Institute from time to time, for which revision Purchase Order will be issued to the qualified bidders from time to time as per requirement of the institute on same terms and conditions.





(To be printed on Agency's letterhead)

Non-Blacklisting declaration

The Registrar (I/C),  
Indian Institute of Petroleum and Energy,  
2<sup>nd</sup> Floor, AU Engineering College,  
Andhra University, Visakhapatnam – 530 003.

Sub : Non-Blacklisting declaration in connection with IIPE, Visakhapatnam, AP, India Tender  
Proposal for Caretaker Services at against Tender No.: IIPE / Caretaker Services / 2020-21  
/ 118, dt. 01.03.2021

Dear Sir,

This is to notify you that our Firm / Company / Organization intends to submit a proposal in  
response to invitation for Proposal for Caretaker Services at against Tender No.: IIPE/Caretaker Services  
/ 2020-21 / 118 , dt. 01.03.2021.

In accordance with the above we declare that:

a. We are not involved in any major litigation that may have an impact of affecting or compromising  
the delivery of services as required under this assignment.

b. We are not blacklisted by any Central / State Government / Agency of Central / State  
Government of India or any other country in the world / Public Sector Undertaking / any Regulatory  
Authorities in India or any other country in the world for any kind of fraudulent activities.

Sincerely,

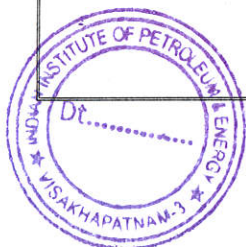
Date:

Signature:

Place:

Full name:

(Company Seal)



Format – A

(to be printed on Agency's letterhead)

**LETTER OF AUTHORISATION FOR ATTENDING TECHNICAL BID OPENING**

Subject: Proposal for Caretaker Services at against Tender No.: IIPE/Caretaker Services / 2020-21 / 118, dt. 01.03.2021.

The undermentioned person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ on \_\_\_\_\_.

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

Specimen Signature: \_\_\_\_\_

Officer authorized to sign the bid documents on behalf of the bidder.

Signature: \_\_\_\_\_

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

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

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

Office seal:

Note: 1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is not able to attend.

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



(to be printed on Agency's letterhead)

**BID SECURING DECLARATION FORM**

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

Tender No. IIPE/Caretaker Services/2020-21/118

To,  
The Registrar (I/C),  
Indian Institute of Petroleum and Energy,  
2<sup>nd</sup> Floor, AU Engineering College,  
Andhra University, Visakhapatnam – 530 003.

I / We. The undersigned, declare that :

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of **one year** from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchase during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not successful Bidders, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Officer authorized to sign the bid documents on behalf of the bidder.

Specimen Signature: \_\_\_\_\_

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

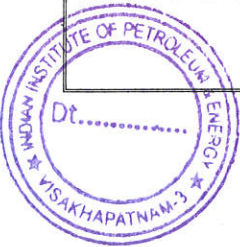
Designation : \_\_\_\_\_

Duly authorized to sign the bid for an on behalf of (Complete Name of Bidder) \_\_\_\_\_

Dated on \_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_ (Date of Signing)

Corporate Seal (where appropriate)

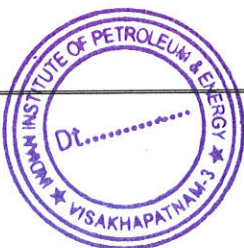
(Note : In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



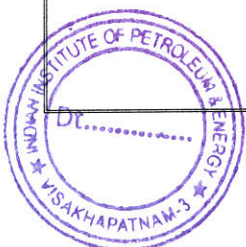


**ATTACHMENT FOR TENDER ENQUIRY NO. : IIPE/Caretaker Services/2020-21/118, dt. 01.03.2021**  
**AGREED COMMERCIAL TERMS AND CONDITIONS**  
**(To be duly filled, signed and submitted along with your unpriced offer failing which your offer is liable for rejection)**

S NO	DESCRIPTION	PARTY'S CONFIRMATION
1.	<b><u>Bid Submission:</u></b> "Two Bid System: Un-priced bid and priced bid submitted separately. In case either (a) the Vendor submits both the Un-Priced offer in open condition as well as the Priced offer in open condition in the same envelope, or (b) in case ONLY Priced Bid is submitted, or (c) Price is mentioned in the envelope marked as "Un-Priced Bid" such Offers shall be <b>SUMMARILY REJECTED</b> , WITHOUT ANY reference to and/or correspondence with the Vendor.	
2.	<b><u>IIPE Scope</u></b> : Nil	
3.	<b><u>Agency's Scope</u></b> : As per Annexure	
4.	<b><u>Job Commencement</u></b> : Services to be made available from <b>01.04.2021</b> or ordered by IIPE	
5.	<b><u>Validity of Contract</u></b> : One year from the date of Commencement of Services and extendable by another two years subject to satisfactory performance and the discretion of IIPE.	
6.	<b><u>Validity of Offer</u></b> : The rates quoted are valid for 3 months from the date of tender.	
7.	<b><u>Security Deposit</u></b> : An a/c. payee crossed demand draft drawn in favour of IIPE, payable at Visakhapatnam for 1 % of the total contract value must be submitted within 15 days from the date of PO, failing which IIPE reserves the right to cancel the contract. (1% of PO Contract value as Security Deposit will be acceptable in the form of Demand Draft up to Rs.50,000/- . and in the form of Demand Draft / Bank Guarantee beyond Rs.50,000/-)	
8.	<b><u>Payment Terms</u></b> : Within 15 days after submission of monthly running bill for the completed month. Payments towards executed job will be made by IIPE. Certification of bills will be reviewed and evaluated by IIPE.	
9.	<b><u>Retention Money</u></b> : 03 % of the total value of the bill will be deducted and retained by IIPE, free of any interest, on account of any damage / defect liability that may arise. Retention amount shall be returned after successful completion of contract.	



10.	<p><b>GST :</b>  A : Confirm that the rates quoted shall be inclusive of all charges and ( _____ % )  <b>Exclusive of GST.</b></p> <p><b>B : Applicable GST</b> as per Govt. Guidelines shall be paid extra.  It may be noted that IIPE is Educational Society. Vendor to quote GST accordingly.</p> <p>Please specify SAC Code for the subject services.</p>	<p>GST Extra @</p> <p>SAC Code</p>
11.	Confirm that you have not been banned or delisted by any Government or Quasi Government Agencies or PSUs.	
12.	<p>Following documents have to be submitted along with your bid in unpriced envelope:</p> <p>a) Copy of PAN Card  b) Copy of Provisional GST Certificate  c) ESI &amp; PF Registration Certificates</p> <p>Please confirm that you have submitted the above documents in unpriced envelope.</p>	
13.	<p><b>Disputes :</b>  Disputes, if any arises between Vendor and IIPE, the decision of IIPE is final, and the legal Jurisdiction is at Visakhapatnam only.</p>	



**VENDOR's CONFIRMATION**

The Terms & Conditions mentioned in the Price Enquiry, mentioned above, are acceptable to us. We have submitted our Offer accordingly. We have NOT taken any Technical and / or Commercial Deviations and in case of Order, we will supply the materials as per the details specified in Price Enquiry / RFQ specified above.

Vendor's Name		
Vendor's Address (In case of order, PO shall be placed at this address)		
PAN Number		
GSTIN Number		
Name of the Authorised Signatory		
Designation of the Authorised Signatory		
E-Mail Address of the Authorised Signatory		
E-Mail Address of Alternate Contact Person		
Mobile Number of the Authorised Signatory		
Telephone Number of the Vendor		
Fax Number of the Vendor		

