



An India Russia Joint Venture

BrahMos Aerospace
Post-Dulania, Pilani
District-Jhunjhunu
Rajasthan-333031, INDIA
Tele Fax: 01596-275803

Ref: BMP/Admin/Conservancy/25-26/01

Date: 30.12.2025

To,

M/s. Supplier Name

Supplier Address

PIN code

**PROVISION OF MAINTENANCE /CONSERVANCY SERVICES AT BAPL, PILANI,
RAJASTHAN FOR A PERIOD OF ONE YEAR**

1. Sealed Bids are invited on two bid systems for **Provision of Maintenance /Conservancy services for One year at BrahMos Aerospace, Pilani, Rajasthan.**

2. Following manpower is desired:

Sl. No.	Category	Qty.	Skill level	Age Limit
1.	Supervisor	1 No.	Supervisor (Highly Skilled)	55 Years (max age limit)
2.	Carpenter	1 No.	Carpenter (Highly Skilled)	55 years (max age limit)
3.	Conservancy Staff	25 Nos.	Semi-Skilled	55 years (max age limit)

3. The detailed **Scope of Work** of the subject work are enclosed at **Annexure-A**. Services to be provided **08 Hrs per day X 6 days** on all Working day.

4. The bidder shall not tamper/modify the tender form including price bid and other templates (as attached) in any manner. In case if the same is found to be tempered/modified in any manner, tender shall be completely rejected and tenderer is liable to be banned from doing business with BAPL Pilani.

5. The receipt of the RFP may please be acknowledged.

Thanking you.

FOR BrahMos Aerospace Private Limited


(Authorized Signatory)



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General Terms and Conditions

1. The last date for submission of Bids is **09th January 2026**.
2. Quotations/Bid should be valid for **180 days** from the Tender due date i.e. Tender Opening Date.
3. The Bidder shall have at least **3 to 4 years work** experience of providing for similar nature of services to Central/State Govt. Agencies including Defence PSU/DRDO except BrahMos Aerospace. **Copies of relevant contracts/work order/work experiences certificate to be provided along with technical bid.**
3. The average annual turnover of the bidder in the last three financial years ending 31/03/2025 should be not less than **Rs. 50 Lakhs**. The bidder should submit a certificate issued by Chartered Accountant verifying the annual turnover. Audited balance sheet of firm for last three years to be provided with technical bid.
4. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration, GST registration. GST registration of bidding firm is mandatory. As far as possible, the firm must be a company, however BAPL is the sole authority to decide on the type of firm on which the contract will be placed.
5. The bidder must be able to provide the service within specified time period as prescribed in the Work Order **(if awarded)**. No extension (whatsoever be the circumstances will be provided for mobilisation of manpower).
6. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator. (We need to tell the process of arbitration, as it is a legal binding)
7. All disputes shall be subject to Pilani Jurisdiction only.
8. BAPL **Pilani** reserves the rights to accept/reject any bid in full or in part or accept any bid other than the lowest bid without assigning any reason thereof. Any bid containing incorrect and incomplete information shall be liable for rejection. **No correspondence regarding the selection of bid / rejection of bid will be made to any bidder.**
9. The Tender/Bid will be opened at administrative office at **BAPL Pilani Premises** as defined in the present RFP with the following conditions:
 - i. Only those financial bids will be opened whose technical bids are found suitable by the Techno Commercial Evaluation committee appointed for scrutiny of the tender by BAPL.
 - ii. No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the technically and financially





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qualified bidder before awarding the bid. The BAPL reserves the right to negotiate with all technically qualified bidders and award contract thereafter on its own discretion.

10. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc. to be submitted.

11. **Award of Contract:** BAPL will award contract to the bidder whose quotation has been determined to be substantially responsive and who has bid the Lowest Evaluated Quotation price.

i) Notwithstanding the above, the BAPL reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

ii) BAPL reserves right to negotiate price with the technically and financially qualified bidder/s before awarding the contract.

iii) The bidder whose bid is accepted will be notified of the award of contract by BAPL prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the work order.

12. The competent authority reserves all rights to reject the service, if same are not found in accordance with the required description / quality at any time.

13. In case the service provider requires any elucidation regarding the tender documents, they are requested to contact to the **Additional General Manger, BAPL Pilani through E-mail: baplpilani@brahmos.com, Mobile-+91-9871393191** on or before End Date.

14. **Service level Agreement (SLA):** A successful bidder is required to enter into Service level agreement with BrahMos Aerospace on completion of negotiations/tendering process. The scope and terms conditions of SLA will be in line with this tender document and will be finalised during negotiation with the firm to define standard level of service that would be rendered by the Service Provider within the framework of SLA, including performance criteria, availability of services, action to be taken in cases of a service failure and response and repair times.

15. **TWO BID SYSTEM:**

Bidders shall submit the offer in **TWO INNER ENVELOPES** as indicated below which shall be sealed in **One Outer Envelope**.





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Envelope I - This sealed envelope should contain all the copies of **Technical bid**. This envelope should be clearly marked "**Part I - Technical bid**", indicating Tender No., Due Date and Address & Reference of the Bidder.

Following sequence of documents is desirable:

- i) Introductory/Covering/Reference letter.
- ii) List of documents attached, Signed & stamped RFQ document.
- iii) Technical requirement/terms, Scope of work (**Annexure- A** duly stamped and signed).
- iv) List-cum-summary of deviations of commercial terms (if any).
- v) All requisite documents as per **Annexure-C**.

Envelope II- This sealed envelope should contain Price details as per **Annexure-B**. This envelope should be clearly marked "**Part II - Price bid**", indicating Tender No., Due Date and Address & Reference of the Bidder. It should contain only duly filled and signed Price bid format strictly as per **Annexure B**.

16. Both the envelopes (Part I & II) shall be put in One cover, duly sealed, super scribing as "**Tender for Provision of Maintenance /Conservancy services at BAPL Pilani**". The above offer should reach this office on or before the **due date 09 Jan 26 via Post/ Speed Post/ Courier/ Hand Delivery and NOT by E-mail. No request for extension of bid timelines will be entertained by the Company.**

Tender should not be addressed to any Individuals name but only by designation to:

Additional G.M. (P)
BrahMos Aerospace Pvt Ltd.
DRDO, PJ-10 Complex,
Post Dulania,
Pilani, Rajasthan-333031





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Other Terms & Conditions

1 . Performance Guarantee Bond:

a. The successful bidder shall have to submit a **5%** of the total value of work as performance bank guarantee (PBG) from Indian Nationalised banks/selected private sector banks (HDFC Bank, ICICI Bank, Axis Bank, Kotak Mahindra Bank) within 15 days from the date of issue of **Letter of Award (LOA)**. Extension of time for submission of PBG beyond 15 days' band up to 30 days from the date of issue of LOA may be given by the competent authority to sign the contract agreement however a penal interest of 15% per annum shall be charged for the delay beyond 15 days. i.e. 16th day after the date of issue of LOA. In case of the contract fails to submit the requisite PBG even after 30 days from the date of issue of LOA the contract shall be terminated and other dues if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that work/item. Performance Guarantee Bond is mandatory. Security deposit in the form of Fixed Deposit Receipts (FDR) must be in the name of "BrahMos Aerospace Pvt. Ltd.". The PBG/ FDR/ TDR shall be submitted directly to M/s BrahMos Aerospace, Pilani.

b. Successful bidder/firm should submit performance guarantee as prescribed in favour of "**BrahMos Aerospace Pvt. Ltd.**" payable at Pilani and to be received by BAPL Pilani office before the date of commencement of services or 15 days from the date of acceptance of the work order, whichever is earlier. The performance guarantee bond to be furnished in the form of Bank Guarantee as per given Proforma of the tender documents, for an amount covering 5% of the contract value from Indian nationalised bank.

c. Validity of the performance guarantee bond shall be for a period of 90 days beyond of entire contract period from the date of issue of work order. The Security deposit will be released 3 months after the satisfactory completion of the work/services and handing over of all Assets / equipment which were handed over to the maintaining agency on awarding of the contract.

2. Forfeiture of Performance Security Deposit

If during the term of this contract, the contractor is in default of the due and faithful performance of its obligations under this contract, or any other outstanding dues by the ways of fines, penalties and recovery of any other amounts due to it, the BAPL Pilani shall without prejudice to its other rights and remedies hereunder or at the applicable Law, be entitled to call in, retain and appropriate the Performance Security. Nothing herein mentioned shall debar the BAPL Pilani from recovering from contractor by a suit





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or any other means any such losses, damages, costs, charges and expenses as aforesaid, in case the same shall exceed the amount of the Performance Security.

3. Inspection of Site and Sufficiency of Tender:

The Tenderer is expected to work out their own rates based on the detailed description of items, the specifications and conditions and finally arrive at the cost of the work/service. The tenderer shall be deemed to have satisfied itself before tendering as to correctness and sufficiency of its Tender. The rates and prices quoted shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper completion and maintenance of the works/services. Where necessary, before submitting its Commercial Bid the tenderer **can inspect and examine the site** and its surroundings and shall satisfy itself about form and nature of the site, the quantities and nature of the work/service and materials necessary for the completion of the works/services, means of access to the site and in general, obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect its tender. No extra charges consequent on any misunderstanding or otherwise shall be allowed.

4. Evaluation Criteria:

The details submitted by bidders will be evaluated in the following manner as brought out in

Table – 1. The initial criteria in respect of experience of similar class of works completed, bidding capacity and financial turn over etc. will first be scrutinized and the bidder's eligibility for the work is determined. The bidders qualifying the initial criteria as set out will be evaluated for following criteria by scoring method on the basis of details furnished by them.

Table – '1'

(a)	Financial strength (Form "I" & "II")	Maximum 20 marks
(b)	Experience in similar nature of work during last three/four years (Form "III")	Maximum 20 marks
(c)	Performance on works (Form "IV")	Maximum 20 marks
(d)	Personnel Establishment and man power (Form "V" & "VI")	Maximum 15 marks
(e)	Plant & Equipment (Form "VII")	Maximum 05 marks





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(f)	Submission of proper documentation of firm as per technical bid requirement.	Maximum 05 marks
(g)	Work plan/methodology (as per presentation)	Maximum 15 marks
Total		100 Marks

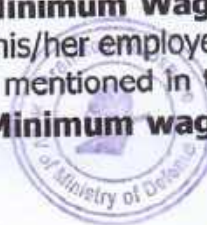
To become eligible for short listing the bidder must secure at **least sixty percent marks** in aggregate. BAPL, however, reserves the right to restrict the list of such qualified contractors to any number deemed suitable by it. Even though any bidder may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements & enclosures required in the eligibility criteria document.
- (b) Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses etc.
- (c) Filled incomplete Forms **"I to VII"** attached below.
- (d) PAN, IT Clearance certificate, Provident Fund Registration No., GST Registration No., etc. must be attached. In the absence of the said documents, bidder/tenderer may not be awarded the work tendered for in the light of Central Govt. directives/instructions.

5. Terms of Payments:

(i) Monthly bills are submitted on triplicate copies and shall attached EPF & ESI deposit slip which has clear details of payment of EPF & ESI towards employee and challan & GST as per applicability & **monthly wages (as per central law) Bank statement** (RTGS). Printout of the banking transaction is to be submitted to the BAPL Pilani along with the monthly wage bill for payment & also submitted a score card of the month by the contractor at the end of every month. The rates shall be firm and fixed and shall not be subject to any change on any condition of whatsoever nature, and shall hold well till completion of supply of the services. The payment of bills and other claims arising out of the contract will be made by Account Payee Cheque drawn in the name of the contractor or through E.C.S. It may be noted that under the provision of the Indian Income Tax Act, the BAPL Pilani is required to deduct Tax with surcharge at source at prevailing rates from the gross amount of each bill submitted.

(ii) The bidder/contractor will ensure the he/she pays minimum wages (**as per central wages act**). Payment of bonus as applicable (as per **Minimum Wages Act** and as per Govt. of India notification from time to time) to all his/her employees at all times along with statutory obligations like EPF, ESI etc. as mentioned in the tender document. **Refer Annexure B for minimum wages. Minimum wages**



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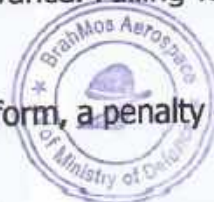
per day is shown against each Head/Category. Same to be used for further calculations. A certificate/self-declaration with regard to the payment made to labourers/workers engaged in work on each time has to be furnished by the contractor along with the next bill submitted. While submitting the bill, the same have to be attached with the bill. Attendance details duly certified by BrahMos Aerospace, Pilani nominated officials shall also be attached with the bills.

6. Payment of EPF & ESI (Employer's Share only)

- (i) Both Employees and employer's share of EPF and ESI in respect of the workers employed by the contractor for Conservancy services at BrahMos Aerospace, Pilani will be deposited by the contractor to the concerned statutory authorities as per the applicable rate and periodicity from time to time.
- (ii) Non-payment of EPF, ESI and Bonus will amount to statutory violation besides violation of laid down/agreed conditions as per work order/agreement. M/s BrahMos Aerospace, Pilani reserves the right to cancel the work order without any notice in such an event and also blacklist the firm for default, as the case may be.
- (iii) The EPF and ESI (Employers share only) payments made by the contractor for the workers employed by him for Conservancy Services of BrahMos Aerospace, Pilani will be reimbursed upon submission of a separate supplementary bill every month during the tenure of the contract, along with all connected documents viz. payment receipts issued by concerned statutory authorities, employees-wise details of the statutory payments made with suitable notes where ever required in an approved formats. The payment challan in originals shall contain the Job Work order / Contract No. duly endorsed before making payment to the concerned statutory authorities. The supplementary bill along with above mentioned documents may be submitted to the concerned department of BrahMos Aerospace, Pilani.
- (iv) Submission of certificate of compliance with the statutory requirements by Service Provider with every Invoice will be mandatory.

7. Penalties:

- a) If the quality of work is found un- satisfactory or any such complaint in this regards is registered either by officer or the staff, a penalty of **Rs. 1,000/-** day for inside area of work place will be charged to the contractor per instance per day.
- b) It is mandatory that the supervisor should be present on daily basis. If the same is found to be absent, an alternative arrangement needs to be done on same day. The information of the same to provide to BAPL Pilani in advance. Failing which a penalty of **Rs. 1,000/-** per instance will be charged.
- c) If during inspection, the workers are not found in uniform, a penalty of **Rs. 500/-** per employee will be charged per instance per day.



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d) If the contractor fails to maintain/repair/replace the faulty item under his scope of work within the specified period in agreement, the penalty shall be imposed @ **Rs. 1,000/-** per day/device and the device/ system may be repaired/replaced at contractor's risk & cost at the direction of BAPL.

e) Any absentees/shortage in manpower or inferior Services will be liable for deduction in the payables due for the agency on pro-rata or as decided by this department.

f) If the contractor fails to dispose the garbage in any day & any locations, the penalty shall be imposed at ₹ 1,000/- per day/location and garbage may be disposed off at his risk & cost at the direction of Admin Officer.

8. Corrupt or Fraudulent Practices:

The BAPL , Pilani requisite the contractors under this tender to observe the highest standards of ethics during the procurement and execution of such Contracts, in pursuance of this policy, BAPL, Pilani defines for the purposes of this provision, the terms set forth as follows:

a) 'Corrupt practice' means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution, and

b) 'Fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of the BAPL Pilani, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the BAPL Pilani of the benefits of the free and open competition.

c) The BAPL Pilani will reject a proposal for award if it determines that the contractor has engaged in corrupt or fraudulent practices in competing for the contract in question. The BAPL Pilani will hold the contractor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the contractor has engaged in corrupt and fraudulent practices in competing for, or in execution the contractor.

9. Disputes & Arbitration:

The BAPL Pilani and the contractor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If a dispute of any kind whatsoever that cannot be resolved the same shall be referred to the sole arbitration of the Plant Head (Pilani), it is also a term of this contract that no person other than a person appointed by the Plant Head (Pilani) as foresaid should act as an Arbitrator. As aforesaid the provisions of the Arbitration and conciliation Act 1996 or any statutory modification or re-enactment



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thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

10. Force Majeure clause:

Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 (fifteen) days of its occurrence informs in a written form the other party. Force Majeure shall mean fires, floods, natural disasters, pandemic or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of, the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under the SLA.

11. Mode of Serving Notice:

Communications between parties which are referred to in the Contract are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act.) subject to as otherwise provide in this contract all notices to be issued on behalf of the BAPL Pilani and all other actions to be taken on its behalf may be given or taken by the Competent Authority. If sent by registered post to the last known place or abode or business of the contractor, it shall be deemed to have been served on the date when in the ordinary course of post these would have been served on or delivered to it.

12. Manner of Opening of Tender:

The Tender received before the time and date specified in the Tender Notice will be opened as per the specified program in the office as mentioned in the Tender Notice (If Possible). The tenders will be opened in the presence of Tenderers or their authorized representatives who choose to remain present. BAPL will have right to open the bids under the chairmanship of competent authority of BAPL without involving the any bidders if decided by Competent authority of BAPL.

13. Process to be Confidential:

Information relating to the examination, clarification, evaluation and comparison of Tenders and the award of a Contract shall not be disclosed to Tenderers or any other person not officially concerned with such process.

14. Preliminary Scrutiny:

BAPL ,Pilani will scrutinize the Tender to determine whether they are complete, whether any errors have been made, whether required technical documentation have



Handwritten signature



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been furnished, whether the documents have been properly signed, and whether the Tenders are generally in order. BAPL PILANI will also determine the substantial responsiveness of the Tender. For purpose of these clauses, a substantially responsive Tender is one that confirms to all the terms and conditions of the Tender Documents without material deviations. BAPL Pilani's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.

A Tender determined as not substantially responsive will be rejected by BAPL Pilani and may not subsequently be made responsive by the Tenderer by correction of the non-conformity. BAPL, PILANI may waive any minor infirmity or irregularity in a Tender which does not constitute a material deviation. This shall be binding on all Tenderers and the BAPL PILANI reserves the right of such waivers.

15. Clarification of Offers:

To assist in the scrutiny, evaluation and comparison of Tenders, BAPL PILANI may, at its discretion, ask some or all Tenderer for technical clarification of their Tender. The request for such clarifications and the response shall be in writing. To speed up the Tender process, BAPL PILANI, at its discretion, may ask for any technical clarification to be submitted by means of facsimile by the Tenderer. In such cases, original copy of the document describing the technical clarifications must be sent to BAPL PILANI by means of courier/in person/ if required BAPL PILANI officials may visit the location for which completion certificate enclosed by firm for fulfilling the requisite criteria to cross check.

16. Licenses:

Wherever relevant, before commencing the Work/Service the successful Tenderer shall be required to produce to the satisfaction, of BAPL, PILANI a valid **Contract Labour License** (if employing labour) issued in its favour under the provision of the Contract Labour (Regulation and Abolition), Act 1970. On failure to do so, the acceptance of the Tender is liable to be withdrawn and also the Earnest Money is liable to be forfeited. The firm must also possess licenses under the Arms Act or any suitable legislation to be able to provide Armed Guard services for the company.

17. Rights of BAPL PILANI:

- 1) BAPL PILANI reserves the right to suitably increase/ reduce the scope of work put to this Tender.
- 2) In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, interpretation of the Clauses by BAPL PILANI shall be final and bindings on all Parties.

18. Contract Period: The duration of the contract shall be *for a period of One (01) year which may be extended for another one year or curtailed at the discretion of the Competent Authority of BAPL, Pilani.*



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However, BAPL Pilani reserves right to terminate this contract without assigning any reason thereof at any time after giving one-month notice to the selected service providing Company/ Firm / Agency. However, the agency will have no option to withdraw from the contract on his own during the initial contract period of one year.

The period of work order may be extended further if thought fit by BrahMos Aerospace, Pilani Management. In case the validity of security deposit required to be extended for such reason, the contractor shall make suitable arrangement to make such extension.

19. Review & Termination:

- a) It may be noted that quality of Maintenance Services and operations as per **Annexure A** are the essence of the Contract. If at any time it is seen that, a result of the poor quality of maintenance work continues for a period of 15 days, the contract may be terminated. BAPL, Pilani would periodically review performance of contractor.
- b) BAPL Pilani has the absolute right to terminate the contract at any time by giving one-month notice in writing without assigning any reason whatsoever and BAPL shall not be responsible for any loss, damage etc. suffered by the firm/agency/company as a result of such termination of contract.

20. Commencement of Services

- a) Area of Operation will be BAPL Pilani site as per scope of works.
- b) The tenderers are expected to cover all the inventories/assets/services as per scope of work at **Annexure-A**.
- c) Contractor has to provide complete Maintenance/Conservancy Services for 6 days for 8 hours minimum per day in a week. Sundays will be official holiday. Staff should be available on all Working days / Saturdays/ Holidays as advised by Administration of BAPL Pilani.

21. Hygiene Standards for the Staff

- a) The employees should be in proper uniform at the time of work. The bidder needs to submit photographs of uniform and general accessories of the guards.
- b) They should be presentable in appearance i.e well cut and groomed hair, properly combed, shaved etc.
- c) Contractor/service provider shall get medical examination of the staff deployed to ensure that they are free from any contagious diseases and/or are fit for discharge



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of duties as are assigned to him/her. Medical certificate every six months shall be provided starting from the date of start of work.

- d) Alcohol Abuse: The personnel deployed under this contract by the Bidder must not be found with alcohol abuse at the premises. Any incident such as drunkard state of the employee caught possessing alcohol in the premises, suitable action will be initiated as deemed fit by the Buyer.

22. Contractors responsibilities:

- a) Material cost & outgoing: The cost of all accommodation, material for housekeeping, labour wages, setting up the said infrastructure, recruitment of staff, maintenance of equipment, and any other expenses local or otherwise required by the Contractor for the purpose of this contract shall be borne by the Contractor. Contractor shall employ following staff: -

S. No.	Description	Number of employee	Remarks
01	Supervisor	01	Salary as per central government wages. Salary to be computed as per Basic pay/day Indicated against each head at ' <u>Annexure B</u> '
02	Carpenter	01	
03	Conservancy staff	25	

- b) Vendor shall ensure employees in sufficient numbers to carry out its Services at the required rate of progress and of quality to ensure workmanship, of the degree specified in the Contract for timely fulfilling of the Contractor's obligations under the Contract and to the satisfaction of the Competent Authority. The persons employed shall possess requisite professional qualifications, experience and competency in the specified field / area of work. The minimum qualification and experience shall be as furnished by BAPL Administration if required.

- c) The personal Bio-data of all persons employed shall be submitted to this office on award of contract along with the complete details of their qualifications, ESI, EPF, Bank Account and other relevant key information. Aadhar Card/ Enrolment No. of Individuals shall also be submitted along with other details, if the same is available.

- d) The personnel employed shall be competent of operating all required installations and equipment and must be familiar with all installations and equipment installed at site and sequence of operation. Authorized and competent engineer(s)/person(s) from OEM Shall be engaged where ever required or as directed by Officer-in-Charge.

Again



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- e) The Operator shall provide its staff, a minimum of two sets of uniforms, one pair shoes, one rain coat, winter jacket & Caps. The employees shall also display a photo identity card on their person clipped to the shirt at all times.
- f) All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- g) The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act. Minimum Wages and (Contract Labour (Regulation & Abolition Act. 1970). EPF etc. with regard to the personnel engaged by him for services/works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the BAPL office and to the Labour Department.
- h) The Contractor shall be liable and responsible to provide all the benefits viz. Provident Fund, ESI, Bonus, Gratuity Leave etc. to the staff engaged by him. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount contribution should be deposited with the respective PF authorities within seven days of close of every month. Giving particulars of the employees engaged for the subject works, is required to be submitted to the Department. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, the department is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract and will be deposited with RPFC on behalf of the contractor.
- i) The contractor will provide family health insurance (Rs.2 Lakhs per family) for those who are not eligible for ESI. Here Family is defined as Employee, Spouse, Two dependent children, dependent Parents.
- j) The contractor will provide Accidental Death insurance of all employee of sum assured Rs. 10 Lakhs.
- k) During the currency of work, if the work is found to be unsatisfactory, not as per agreed terms and conditions, the work order will be cancelled by M/s BrahMos Aerospace, Pilani, by giving one-month notice. The balance work will be done by some other agency at your risk and cost. BrahMos Aerospace, Pilani may also issue notices for unsatisfactory / poor services, as and when required. Similarly, if due to any administrative or other reasons, if the obligations to each other could not be fulfilled, by either of the party, one-month notice can be given by either of the two to the other party for termination of contract. Both parties shall fulfil their obligations satisfactorily during the notice period. The assets shall be handed over at the end of notice period to M/s BrahMos Aerospace, Pilani.
- l) All assets related to **Provision of Maintenance /Conservancy services** will be handed over to the service provider/ maintaining agency by M/s BrahMos Aerospace, Pilani. Once handed over, the safety and security of all the assets / equipment thus

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handed over will be the responsibility of maintaining agency throughout the contract period. The inventory of the same will be made out and kept in record duly signed by the maintaining agency and the authorized representative of **Additional General Manager (Plant Head), BAPL, Pilani**. Any Damage / loss caused due to mis-handling or misuse of any equipment shall be repaired/ replaced by the contractor at his own cost.

On completion of contract period the complete assets as per record shall be handed over to the M/s BrahMos Aerospace, Pilani in fully working condition.

m) All log books, Service Reports, Inspection Reports, Ledgers and Records should be got checked and signed by the nominated departmental official periodically or as and when required basis. Importance and thrust shall be given to the Optimization and economical aspects of the Operation and Maintenance services and necessary measures to be drafted and practiced.

n) Contractor should submit bills in triplicate along with the following documents for making arrangements for the payments on completion of each month:

Documents: -

- i. Contractor's Bill
 - ii. Summary of Income Tax
 - iii. Attendance Sheet
 - iv. Employee - wise EPF & ESI paid vouchers
 - v. ECS bank statement
 - vi. Salary Disbursement statement.
 - vii. Receipt/ Issue vouchers.
 - viii. EPF/ESI,etc Disbursement
 - ix. Documentary Proof of issue of Uniform and shoes shall be submitted.
 - x. Health Insurance policy documents.
- o) All inventories handing over report shall be enclosed with the final bill on completion of duration of the contract duly stating the remarks on status/condition of equipment/plant. The final bill of the contract shall not be entertained/paid in case of non-compliance of the same.
- p) Any damage/loss caused due to mishandling or misuse of any equipment shall be got repaired/replaced by the contractor at his own cost.
- q) Any transportation required for carrying out the scope of work as per the contract will be arranged by the Bidder at no additional cost to the Buyer.

23. Validity of Tenderer

The Tenders will be valid for a period of 180 days from the date of its opening and may further be extended if the tenderer is ready to extend the same on the same rates mentioned in his bid.



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24. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Pilani, Rajasthan and all obligations hereunder shall be deemed to be located at Pilani, Rajasthan and Court within Pilani, Rajasthan will have Jurisdiction to the exclusion of other courts.

25. Important Points to be noted by the Bidder:

(a) The financial bid shall be exclusive of GST to be paid by the Tenderer for the Work/Service which should be mentioned separately in price bid format. Any claim for extra payment on any such account shall not be entertained.

(b) No alterations or additions anywhere in the Tender Document are permitted. If any of these are found, the Tender may be summarily rejected.

(c) In case of a firm, each partner or power of attorney holder shall sign the tender and the signatures shall be attested as witness by a reputed person in the space provided for the purpose. The attested copies of power of attorney of person signing the tender shall be enclosed with The Tender. The power of attorney shall be signed by all partners. In case of Private limited /public limited companies, the power of attorney shall be supported by Board Resolution and appropriate and adequate evidence in support of the same shall be provided.

(d) The Tenderer shall submit the Tender which satisfies each and every condition laid down in this Tender Document, failing which the Tender will be liable to be rejected. Conditional Tenders will be rejected. An abnormally low bid will be summarily rejected after assessment by the committee of BAPL.

(e) **SHIFT & SHIFT TIMINGS:** - Will be decided as per BAPL Pilani requirement.

26. General Conditions:

i) The work in general shall be carried out in accordance with the BAPL PILANI specifications and as per directions of Engineer-in-charge/Officer nominated by BAPL Pilani.

ii) The work shall be carried out in the manner complying in all respects with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed or as directed by the In-charge & nothing extra shall be paid on this account.

iii) The contractor shall comply with proper & legal orders & direction of the local or public authority or municipality and abide by their rules & regulations & pay all fees & charges which may be liable.



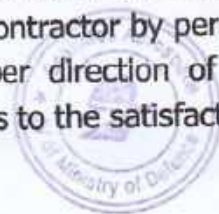
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- iv) The contractor shall give due notice to municipality, police and/or other authorities that may be required under the law/rules under force & obtain all requisites licenses for temporary obstructions/enclosures and pay all charges which may be leviable on account of his execution of the work under the agreement. Nothing extra shall be paid on this account.
- v) No assistance of any kind including foreign exchange shall be made available by the department for the purchase of equipment's, plants, machinery, materials of any kind or any other items required to be carried out in execution of work. Payment will be made in Indian currency only.
- vi) The contractor shall execute his work in such a manner that no damage is made to the existing structure, if any damage occurred it shall be made good by the contractor.
- vii) The contractor shall conduct his work so as not to interfere with or hinder the progress or completion of the work being performed by other contractor(s) or by the Office.
- viii) Charge & shall as far as possible arrange his work and shall place & dispose of the material being used or removed so as not to interfere with the operations of other contractors, or he shall arrange his work with that of the others in an acceptable & co-ordinate manner & shall perform it in proper sequence to the complete satisfaction of Office charge.
- ix) Contractor shall be responsible for the material used during services provided by him against pilferage and breakage during the period of execution and thereafter till the work is physically handed over to the department.
- x) Speed & Quality of work/services is very important at BAPL PILANI. The contractor shall ensure quality work in planned and time bound manner. Any sub-standard material/work beyond set out tolerance limits shall be summarily rejected by BAPL Pilani.
- xi) All the materials and chemicals required for purpose of cleaning/maintenance should be of reputed brand as mentioned in the tender document.
- xii) BAPL Pilani shall not be responsible for any loss of material used by the contractor at site.
- xiii) After execution of work contractor shall store the Material & equipment in proper organized manner so as not to give any ill appearance to the BAPL premises.
- xiv) Minimum number of manpower to be deployed by Contractor on each day for provision of services as per scope of work to be assessed by contractor by personal visit to site if required. Deployment of manpower will be as per direction of the user department. In case the Contractor fails to provide the services to the satisfaction of the



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department with the minimum number of manpower mentioned above, he will have to increase the manpower as per direction of the department and nothing extra will be paid on this account.

27. Special Conditions:

- i) The tenderer shall study carefully, the materials, chemicals, machines, equipment's, quantities, the frequencies of different operations and conditions of specifications the tender documents to fully appreciate the scope of work before quoting his rates.
- ii) The Contractor should provide satisfactory evidence acceptable to the BAPL Pilani to show that:
 - a) He is a reputed firm / contractor who regularly under takes the Similar class of works to the subject tender and has adequate technical knowledge and experience.
 - b) He has an established proper supervisory control organization to ensure that there is adequate control at all stages of execution of the contract. He should give proper Quality assurance chart for the work.
- iii) The maintenance services required at BAPL PILANI is a sensitive organisation. The successful tenderer has to follow certain security and safety rules in his day-to-day work.
- iv) The contractor shall have to maintain the equipment's as per minimum frequencies mentioned however, the maintenance shall have to be done more frequently if required for proper up keeping of system upon the instructions of the Engineer-in-Charge, for which nothing extra shall be paid.
- v) The tenderer whose tender is accepted shall follow scope of work as mentioned in the tender, so as to help the BAPL, Pilani officers to monitor and check that the maintenance work is being done according to the frequencies mentioned in final scope of work.
- vi) The contractor shall work in close coordination with officials working in various departments, including staff etc. and modify working area if required as per user's convenience. No claim whatsoever on this account shall be entrained.
- vii) BAPL, Pilani shall provide space for storage of machines, material and chemicals as per availability for which no rentals for space will be recoverable. However, no extra payment shall be admissible for carriage/shifting etc. If space not available contractor should make his own arrangement at site/ away from site to store his items/equipment's/spares at his own cost & risk.



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District-Jhunjhunu
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viii) The information & site data mentioned in the tender documents are being furnished for general information & guidance only. The Office In- charge in no case shall be held responsible for the accuracy thereof or any interpretations or conclusion drawn there from. Contractor is expected to survey the site physically and access the site area and condition. The contractor shall verify such data to his entire satisfaction before quoting the rates.

ix) No tools & plants including special T & P etc. shall be supplied by the BAPL. The contractor will have to make his own arrangements at his own expense for all machines, chemicals, materials toiletries, consumables etc. However, water and electricity required for maintenance will be provided by BAPL PILANI.

x) Tendered rates shall be for complete work covering all operations as per Applicable Annexure of scope of works and including materials, labour, carriage, machinery & equipment's, royalty's fees, GST, rent, labour cess, custom duty, etc., wages, tools and equipment's transportation risks, overheads, general and special liabilities/obligations as mentioned and profits etc.

xi) The standard of works/services shall always be to the satisfaction of the authorized representative of the Office In- charge. In case of default Office-in-Charge may get the improvement done at the cost of agency without any notice.

xii) The contractor shall appoint & depute if required, exclusively for this work one Supervisor with mobile phone and one Manager for all with mobile who shall coordinate with the concerned authorities as & when needed.

xiii) The tenderer should provide sufficient number of staff required for completion of the required scope of work. The staff in uniforms as approved by Office in- charge only shall be allowed for duty. The workers shall be supplied with sufficient sets of uniforms by the contractor so that they wear them at all time and keep them clean. The uniform provided to the workers should be different and distinguish from other categories of the BAPL staff with name plate & badges.

xiv) The contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services to be rendered to BAPL PILANI and shall comply with all relevant labour laws as applicable to the area as existing or as may be mentioned during the contract period and shall indemnify BAPL PILANI against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which BAPL PILANI may be party or involved as a result of the contractor's failure to comply and of the obligation under the relevant act law which the contractor is to follow.



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xv) Every Supervisor deputed by the firm should maintain a register for keeping the daily record for work done & should take signature from the concerned department for their comments.

xvi) The agency shall have to maintain the various registers for deployment of labourer/workers, working hours, payment of wages, etc. which has to be dully signed by the contractor and the officer-in charge. On demand, the agency/contractor shall have to produce before the Inspecting Authority of BAPL Pilani for official purpose.

xvii) For any stolen, missing or defective items related to Civil, Electrical or A/C, machinery, equipment's, computers etc. persons in charge of outsourced facility of respective area shall lodge complaint with the concerned Engineering staff/section forgetting the item replaced or repaired. Otherwise the responsibility lies with the outsourcing agency.

xviii) Undertaking from Tenderer on the letter head regarding Any complaints towards non-payment of wages, other liabilities & statutory obligations will be received by Administration, BAPL Pilani, the due amount will be deducted on monthly bills/Performance Security & also lead to strict administrative action against the contractor as per extent Rule of Govt. Of India.

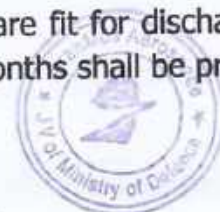
28. Additional conditions:

i) Detailed technical schedule for maintenance to be prepared by successful bidder in consultation with BAPL Engineer-in-charge and to be followed as per approved scope of works.

ii) Utmost care shall be taken to keep the noise level to the barest minimum so that no disturbance as far as possible is caused to the staff of BAPL. No inflammable materials shall generally be allowed to be stored at site. However, reasonable quantity (if required) may be permitted for storage subject to the compliance of all rules / instructions issued by the competent authorities and as per the direction of **Additional General Manager (Plant Head) Pilani** or his authorised representative.

iii) In the event of any restriction being imposed by the security agency, BAPL PILANI Corporation, Traffic or any other authority having jurisdiction in the area on the working or movement of labour/material, the contractor shall strictly follow such restrictions and nothing extra shall be payable to the contractor on this account.

iv) Contractor/service provider shall get medical examination of the staff deployed to ensure that they are free from any contagious diseases and/or are fit for discharge of duties or are assigned to him/her. Medical certificate every six months shall be provided from the date of start of work.



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v) The contractor shall make regular disbursement of salary by online bank transfer to employee's bank account. The salary to be deposited with 1st to 7th of every month. Penalties of Rs. 500/- per person per employee will be charged on contractor. For said purpose all staff deployed should have a valid bank account.

29. General Security restriction are given as under:

- a) Labour huts/stay of workmen will not be allowed at site.
- b) After verification of antecedents, badges will be issued to them by the contractor under the seal of the Office In- charge or his representative. The cost of badges would be borne by the contractor.
- c) As and when there will be security requirements certain additional restriction can be imposed as per the requirement of the situation.
- d) The contractor shall be responsible for behaviour and conduct of personnel deployed at the site. No workman with doubtful integrity of having bad record shall be engaged by the contractor.
- e) No inflammable materials i/c POL shall generally be allowed to be stored at site.
- f) The Contractor is to execute the different items of maintenance services for all floor for all heights & level for which nothing extra shall be paid over and above the quoted rates for different items as per Scope of work inventory list of quantities.



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Annexure - A

SCOPE OF WORK (S.O.W.)

Maintenance and Conservancy Services

BAPL Pilani

1. Objective

The objective of this contract is to ensure comprehensive cleanliness, upkeep, maintenance, and smooth functioning of the entire premises of **BAPL Pilani**, including buildings, transit facilities, gardens, and open areas, through deployment of adequate and qualified manpower under effective supervision, in accordance with standard Government establishment norms, practices, and statutory requirements.

2. Area of Coverage

The scope of work shall include, but shall not be limited to, the following areas within the BAPL Pilani premises:

- Administrative buildings and offices.
- Factory and operational buildings.
- Common areas, corridors, staircases, and lobbies.
- Toilets, washrooms, and sanitary blocks.
- Transit facilities including vehicles, waiting areas, and rest sheds.
- Garden areas, lawns, plantations, and green belts.
- Open areas, internal roads, pathways, and field areas.
- Any additional area as directed by the Officer-In-Charge, BAPL Pilani from time to time.

3. Scope of Conservancy & Housekeeping Services

3.1 Daily Cleaning Operations

The Contractor shall be responsible for daily cleaning of all covered and uncovered areas, including:

- Sweeping, mopping, and washing of floors.
- Dusting and wiping of furniture, fixtures, windows, doors, railings, switches, panels, and other surfaces.
- Cleaning of staircases, corridors, common areas, and lifts (if any).



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- Collection, removal, and disposal of garbage from all designated points.
 - Cleaning and upkeep of transit facilities and associated areas.

3.2 Toilet & Sanitation Services

- Daily cleaning, washing, and disinfecting of toilets, urinals, wash basins, and sanitary fittings.
- Replenishment of consumables such as liquid soap, disinfectants, phenyl, etc., as per contract terms.
- Maintenance of hygienic and odor-free conditions at all times.
- Periodic deep cleaning as and when required or directed.

3.3 Waste Management

- Collection, segregation, and disposal of dry and wet waste.
- Disposal at designated locations as per local authority and statutory norms.
- Maintenance and cleanliness of dustbins and waste collection points.

4. Garden & Horticulture Maintenance

The Contractor shall be responsible for complete upkeep and maintenance of all garden and green areas, including:

- Daily watering of plants, lawns, trees, and shrubs.
- Cutting, trimming, shaping, and levelling of grass, hedges, and plants.
- Removal of weeds and unwanted vegetation.
- Maintenance of flower beds and lawns.
- Upkeep of open fields and green belts.
- Replacement of dead plants if directed by BAPL Pilani.
- Ensuring aesthetic appearance and healthy growth of vegetation.

5. Carpentry & Maintenance Works

The Contractor shall deploy **one (01) Highly Skilled Carpenter** to carry out carpentry and related maintenance works, including but not limited to:

- Repair and maintenance of doors, windows, cupboards, tables, chairs, racks, partitions, and wooden fixtures.
- Fixing, adjustment, and replacement of hinges, locks, handles, and fittings.



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- Minor fabrication and modification works.
- Emergency carpentry repairs.
- Preventive maintenance of wooden structures.

All carpentry works shall be executed with good workmanship and strictly as per directions of the Officer-In-Charge.

6. Additional Maintenance & Support Services

- Shifting, loading, unloading, and rearrangement of furniture, equipment, or materials.
- Assistance during inspections, audits, and official events.
- Support for minor non-technical civil or maintenance works.
- Any other work related to upkeep and maintenance as assigned by the Officer-In-Charge, BAPL Pilani.

7. Manpower Deployment

Sl. No.	Category	Qty.	Skill level
1.	Supervisor	1 No.	Highly Skilled
2.	Carpenter	1 No.	Highly Skilled
3.	Conservancy Staff	25 Nos.	Semi-Skilled

7.1 Supervisor

- Overall supervision, coordination, and monitoring of work.
- Ensuring attendance, discipline, and quality of services.
- Liaison with BAPL Pilani officials.
- Maintenance of duty rosters, attendance records, and statutory compliance.

7.2 Conservancy Staff

- Execution of cleaning, gardening, and support services.
- Compliance with instructions of the Supervisor and Officer-In-Charge.
- Maintenance of hygiene, uniform, and discipline.

8. Working Hours & Attendance



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- Working hours shall be as prescribed by BAPL Pilani.
- Provision for deployment on holidays or extended hours when required.
- Attendance registers shall be maintained and produced for verification.

9. Tools, Equipment & Consumables

- The Contractor shall arrange all required tools, equipment, and tackles.
- Equipment shall be maintained in good working condition.
- Cleaning materials shall be eco-friendly and approved by BAPL Pilani.

10. Safety, Discipline & Statutory Compliance

- All deployed personnel shall strictly follow safety norms and instructions.
- The Contractor shall provide necessary basic safety gear.
- Staff shall maintain proper conduct and discipline.
- Compliance with all applicable Central Labour Laws including Minimum Wages, EPF, ESI, Bonus, and other statutory requirements shall be the sole responsibility of the Contractor.

11. Quality Control & Performance Standards

- Services shall be rendered to the complete satisfaction of BAPL Pilani.
- Any deficiency observed shall be rectified immediately.
- Repeated lapses may lead to penalties, withholding of payments, or termination of contract.

12. Authority & Control

The Officer-In-Charge, BAPL Pilani shall be the final authority with respect to:

- Allocation of work.
- Assessment of service quality.
- Adjustment of manpower deployment.
- Acceptance or rejection of services.

13. General Conditions

- The Contractor shall ensure uninterrupted services throughout the contract period.
- Sub-contracting shall not be permitted without prior written approval.



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- All deployed personnel shall carry valid identity cards at all times.

14. Payment, Insurance & Employee Welfare Provisions

14.1 Mode of Payment

All payments related to wages, salaries, statutory dues, reimbursements, or any other financial transaction under this contract shall be made **strictly through online bank transfer only. Cash payments of any kind are strictly prohibited.** The Contractor shall maintain proper bank transaction records and submit the same to BAPL Pilani whenever required for verification.

14.2 Prohibition of Cash Transactions

Any instance of cash payment to deployed manpower shall be treated as a **serious breach of contract** and may result in penalties, withholding of payments, or termination of contract at the discretion of BAPL Pilani.

14.3 Family Health Insurance Coverage

The Contractor shall provide **Family Health Insurance coverage of ₹2.00 Lakhs per family** for each deployed employee, covering **Self, Spouse, Parents and up to two dependent children.** Valid insurance policy documents shall be submitted to BAPL Pilani and kept valid throughout the contract period.

14.4 Accidental Death Insurance

The Contractor shall provide **Accidental Death Insurance coverage of ₹10.00 Lakhs** for all deployed staff. The insurance shall remain valid for the entire period of deployment and policy copies shall be furnished to BAPL Pilani.

14.5 Bonus Provision

There shall be a provision of **annual bonus up to a maximum of ₹7,000/- per employee**, payable as per applicable statutory provisions and performance/attendance criteria. Responsibility for payment and compliance shall rest solely with the Contractor.

14.6 Compliance Responsibility

All costs related to insurance premiums, bonus payments, and statutory compliances shall be **deemed included in the contract price** and shall be the sole responsibility of the Contractor. Non-compliance with these provisions shall be treated as a violation of contract terms.



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Annexure –B

Price bid (As per Central Minimum Wages)

(To be submitted in Financial Bid only)

(Rates to be quoted in INR. wages as per Central Labor Laws shall be complied with.)

Highly Skilled (Supervisor)				
S. No.	Description	Daily wage (A) (Rs.)	Monthly wage (B) B = A x 26 days (Rs.)	Annual wage (C) C = B X 12 (Rs.)
01	Salary	893.0		
02	EPF (As applicable)			
03	ESI (As Applicable)			
04	Employee Uniform/ Accessories*			
05	Bonus (As applicable)			
06	Family Health Insurance (if ESI is not applicable)			
07	Total for 1 Supervisor (D)			
Highly Skilled (Carpenter)				
01	Salary	893.0		
02	EPF (As applicable)			
03	ESI (As applicable)			
04	Employee Uniform/ Accessories*			
05	Bonus (As applicable)			
06	Family Health Insurance (if ESI is not applicable)			
07	Total for 1 Highly Skilled Labour (E)			
Semi-Skilled (Labour)				
01	Salary	632.0		
02	EPF (As applicable)			
03	ESI(As applicable)			
04	Employee Uniform/ Accessories*			
05	Bonus (As applicable)			
06	Family Health Insurance (if ESI is not applicable)			



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07	Total for 01 Semi skilled labour			
08	Total for 25 Semi skilled labour (F)			
	Total salary, Bonus, EPF, ESI & Insurance for 27 personals (G)			
	Contractor Profit / service charge			
	Grand Total			

* Employee Uniform/ Accessories – Two pair of Uniform, shoe (1 pair), Cap (1 No), Winter coat (1No), Rain Coat (1 No)

Name of Bidder:

Contact No:

Place:

(Signature & Seal)



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FORM 'I'

FINANCIAL INFORMATION

I. Financial Analysis- Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

YEARS

2022-23	2023-24	2024-25

(i) Gross Annual turnover on Conservancy Services or similar works:

(ii) Profit/Loss:

II. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

Signature of Bidder(s)





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FORM "II"

FORM OF BANKER'S CERTIFICATE FROM A INDIAN NATIONALISED BANK

This is to certify that to the best of our knowledge and information that M/s..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of (Rupees.....).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE:

- 1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.
- 2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.



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FORM 'III'

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST
THREE/FOUR YEARS**

S. N.	Name of work and location	Company name	Cost of work completed in Rs.	PO /contract no. & date	Name address and contact number of officer to whom reference may be made	Work completion certificate with value of contract by office
1	2	3	4	5	6	7

Signature of Bidder(s)



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FORM 'IV'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "III"

1. Name of work/project & location
2. Agreement No.
3. Estimate cost
4. Contract cost
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any



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9. Performance Report

(i)	Quality of work	Very Good/Good /Fair/Poor
(ii)	Financial soundness	Very Good/Good/Fair/Poor
(iii)	Technical Proficiency	Very Good/Good/Fair/Poor
(iv)	Resourcefulness	Very Good/Good/Fair/Poor
(v)	General Behaviour	Very Good/Good/Fair/Poor

10. Certified that the above list of work is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Seal & Sign

Dated:

Sr. Executive Engineer or Equivalent

Signature of Bidder(s)



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FORM "V"
STRUCTURE & ORGANISATION

1. Name of address of the bidder:
2. Telephone no. /Telex no. /Fax no.:
3. Legal status of the bidder (attach copies of original document defining the legal status)
 - (a) An individual
 - (b) A proprietary firm
 - (c) A firm in partnership
 - (d) A limited company or Corporation
4. Particulars of registration with various Government Bodies (attach attested photocopy).
5. Organisation/Place of Registration No. 1.
6. Name and titles of the Directors and Officers with designation to be concerned with this work.
7. Designation of individuals authorized to act for the organization
8. Was the bidder ever required to suspend services for a period of more than six months continuously after he commenced the works? If so, give the name of the project and reasons of suspension of work.
9. Has the bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
10. Has the bidder or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details
11. Has the bidder or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.
12. Any other information considered necessary but not included above.



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Signature of Bidder(s)

FORM `VI`

**DETAILS OF TECHNICAL, ADMINISTRATIVE PERSONNEL MAN POWER TO BE
EMPLOYED FOR THE WORK**

S No.	Designation	Total Number available for this work	Name	Qualification	Professional work experience
1	2	3	4	5	6

Signature of Bidder(s)



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FORM 'VII'

**DETAILS OF MECHANIZED & AUTOMATED MEANS AND EQUIPMENT LIKELY
TO BE USED IN CARRYING OUT THE WORK (IF ANY)**

S No.	Name of equipment	Nos	Capacity/ type	Age	Condition
1	2	3	4	5	6

Signature of Bidder(s)



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Form – B

Declaration by the Bidder

1. I/We have received the tender from BAPL Pilani and I/We have not tampered /modified the tender documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business with BAPL Pilani and/or prosecuted as per laws.
2. I/We have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract& rules and I/we agree to abide them.
3. The bidder should not have been blacklisted before at any government organisation/institute etc.
4. The bidder should not be prosecuted by any court of law defaulter for any Bank/Financial organization etc.

Place:-

Date:-

(Signature of Bidder with seal)

Name:

Seal:

Address:



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Annexure –C

DOCUMENTS TO BE SUPPLIED WITH TECHNICAL BID

The following documents are required to Submitted by the Bidder along with Technical Bid as per the tender document: -

1. Name & Address of the Tenderer Organization/ Agency with phone number, email and name and telephone/mobile number of contact person (On Letter Head).
2. State clearly whether it is Sole proprietor or Partnership firm or a company (On Letter Head).
3. Power of Attorney Authorization for signing the Bid documents in case of Partnership firm or a company or different person other than proprietor.
4. Experience of work with minimum value of **Rs. 50 lakhs** for providing Manpower/Similar class of Maintenance Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 Years along with a certificate from the organization where the job was carried out.
5. Is the agency registered with the Government/DRDO; please give details with document/evidence.
6. Do you have Labour license RLC of Govt. of India? Please provide details and attach a copy.
7. Do you have License RLC of Rajasthan, if yes please provide the copy of License. If not, then undertaking (on letter head) for providing the same within 30 days from the award of work.
8. Undertaking in letter head of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment at BAPL Pilani.
9. Are you registered under Employee's Provident Fund (EPF)? If yes, please mention Registration No. And attach proof thereof.
10. Are you registered under Employee's State Insurance (ESI)? If yes, please mention Registration No. And attach proof thereof.
11. Are you registered under GST? If yes, please mention GST Registration No. And attach proof thereof.
12. PAN No. (Please attach copy).
13. License No. (Please attach attested copy of Licence issued by Regional Labour Commission, GOI).



Signature



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14. Please attach copies of return of Income Tax for last three financial years.

15. Please submit on company/firm letter head that: -

(i) No case is pending the police against the Proprietor/partner or the Company (Agency).
Indicate any convictions if any against the Company/firm/partner.

(ii) Proprietor/firm has never blacklisted by any organization.

16. Duly filled Form-B.

17. Duly filled Form – I to Form – VII with supporting documents.



Again