



BRAHMOS AEROSPACE PRIVATE LIMITED

(Joint Venture of Ministry of Defence)

**REQUEST FOR PROPOSAL
FOR**

**PROVISION OF CONSERVANCY AND
COSMETIC MAINTENANCE SERVICES AT BAPL NAGPUR**

RFP No. BMN/MM/OTE/25-26/062

Dated. 17 Feb 2026

This document contains 25 pages including cover page and Appendices.



REQUEST FOR PROPOSAL (RFP)
PROVISION OF CONSERVANCY AND COSMETIC MAINTENANCE SERVICES
AT BAPL NAGPUR

Dear Sir/ Madam,

1. BrahMos Aerospace Private Limited, hereinafter referred to as **Buyer**, intends to place contract for **Provision of Conservancy and Cosmetic Maintenance Services at BAPL Nagpur** and seeking for participation in the procurement process from prospective Bidders subject to requirements of succeeding paragraphs.

2. **This RFP is divided into Six Parts as follows:**

PART I	:	General Information & Instructions for the Bidders
PART II	:	Scope of Work
PART III	:	Eligibility & Evaluation Criteria of Bids
PART IV	:	Special Terms & Conditions of RFP
PART V	:	Standard Terms & Conditions of RFP
PART VI	:	Format for Price Bid

3. **Disclaimer.** This RFP is neither an agreement and nor an offer by Buyer to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in submitting their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Buyer in relation to the Project. This RFP document and any assumptions, assessments and statements made herein do not purport to contain all the information that each Bidder may require. The Bidder shall bear all its costs associated with or relating to the preparation and submission of proposal pursuant to this RFP. Wherever necessary, Buyer reserves the right to amend or supplement the information, assessment or assumptions contained in this RFP. Buyer reserves the right to withdraw the RFP or foreclose the procurement case at any stage. The issuance of this RFP does not imply that Buyer is bound to shortlist a Bidder for the Project. Buyer also reserves the right to disqualify any Bidder should it be so necessary at any stage on grounds of National Security.

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

Thanking you.

For BrahMos Aerospace Private Limited




Kaustubh M. Kulkarni
Sr. Systems Manager (MM)
BrahMos Aerospace

Note: Bidders are advised to regularly visit BAPL website for any Errata / Addendum / Extension / corrigendum to this tender hosted on BAPL website www.brahmos.com

PART-I: GENERAL INFORMATION AND INSTRUCTIONS FOR THE BIDDERS

5. The salient aspects and timelines of the acquisition/contract are tabulated below. In case of any variation in the details furnished below or in any Annexure(s) with that mentioned in the RFP, information furnished in the main body of the RFP at referred Paragraph is to be followed.

The address and contact numbers for sending Bids is given below:

Bids to be addressed to:	Chief General Manager / Plant Head
Postal address for sending the Bids	BrahMos Aerospace Pvt Ltd C/o DRDL, PJ-10 Complex, Near Mohagaon bus stop, KM 22, Wardha Road, Vill.: Bothli, P.O. Butibori, Nagpur, Maharashtra- 441 108
Contact Nos. & E-mail	07103-282-803 / 805 /703/705 tenders.ngp@brahmos.com rajneesh.tripathi@brahmos.com

6. **LAST DATE AND TIME FOR DEPOSITING THE BIDS:** The sealed Bids under **Two Bid system (separate Techno-Commercial & Price Bid)** should reach at the above given address through post/in person latest by **04 March 2026, (Time: 11:00hrs)**. The responsibility to ensure this lies with the Bidder. **Early submission of the Bids is acceptable to the Buyer. E-mail quotes shall not be entertained and rejected.**

7. **FORWARDING OF BIDS:** Bids shall be forwarded by the Bidder under their original memo/letter pad inter alia furnishing details like GST number, Bank address with EFT Account, if applicable, etc. and complete postal & e-mail address of their office. The **Techno-Commercial and the Price Bid** should be put in **two separate sealed envelopes** and then be put in **single outer envelope** (sealed) with the '**Bidder Details, RFP No., Last Submission Date**' pasted on top with the format enclosed, should be dropped in the tender box, so as to reach by the due date and time. Late tenders will not be considered. Bids forwarded shall also include the following documents along with the techno-commercial bid, failing which, bids are liable to be rejected: -

- (a) Confirmation of acceptance of all Terms & Conditions of the RFP as per *Compliance Statement attached as Appendix-A*.
- (b) An unconditional acceptance of all tender terms and conditions of RFP as per attached **Appendix –B** to be submitted by Bidder.
- (c) **UDYOG Aadhar No. for MSME**. UDYAM Certificate printed on or after 01 April 2024 to be clearly indicated along with supporting documents for MSME/SME (i.e MSME/SME registration certificate) should be submitted along with the tender.
- (d) Duly filled and signed copy of **Appendix- C** i.e., E-Payment mandate form along with clear and legible self-attested photocopy of **PAN Card & GST registration certificate**.
- (e) All bidders are required to submit **Non-Blacklisting certificate** as per **Appendix-D** attached with the RFP.
- (f) Other relevant documents, which the Bidder wishes to submit.



8. LOCATION OF THE TENDER BOX: Tender Box is placed in front of Reception area at Main entry gate of BAPL, Nagpur. Only those Bids that are found in the Tender Box will be considered and opened.

9. PRE-BID CLARIFICATION:

(i) Prior to preparation of the Techno-Commercial Bid/ Price bid, clarifications regarding the technical/ commercial terms & conditions be obtained from this office (**Email: tenders.ngp@brahmos.com, rajneesh.tripathi@brahmos.com, Mob: 8826910737 / LL: 07103-282-803 / 805 / 703**) within seven working days from the date of RFP.

(ii) Un-willingness of the Bidder to participate in Bid may be communicated to above mentioned email id within 10 working days from date of RFP.

10. CLARIFICATION REGARDING CONTENTS OF THE BIDS: During evaluation and comparison of Bids, the Buyer may, at its discretion, ask the Bidder for clarification of his Bids. The request for clarification will be given in writing and no change in prices or substance of the Bids will be sought, offered or permitted. No post-Bid clarification on the initiative of the Bidder will be entertained.

11. CONDITIONS UNDER WHICH THIS RFP IS ISSUED: This RFP is being issued with no financial commitment. The Buyer reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the procurement case at any stage. The Buyer also reserves the right to disqualify the Bidder, should it be so necessary at any stage.

12. MODIFICATION AND WITHDRAWAL OF BIDS: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

13. REJECTION OF BIDS: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.

14. VALIDITY OF BIDS: The Bids should remain valid till 90 days from the last date of submission of the Bids.

15. SITE VISIT: Before quoting, the service provider may visit the site for getting firsthand information on the site conditions, locations and other aspects. The bidders are advised to visit and examine the site of works and their surrounding and obtain for himself and on his own responsibility all information that may be necessary for preparation of the bid and entering into contract. The costs of visiting the site shall be at bidders' own expenses. No extra claim on account of non-familiarity of site conditions shall be entertained during execution of work.



PART-II: SCOPE OF WORK
(Essential Details of Items/Services required)

16. SCOPE OF WORK (SOW): The detailed Scope of Work is as given below: -

16.1) The scope includes **Provision of Conservancy and Cosmetic Maintenance Services by deploying qualified and competent manpower at BAPL Nagpur.**

16.2) The Contractor shall ensure regular maintenance and cleaning of the entire BAPL Complex Nagpur. This work shall be undertaken by the contractor prior to commencement of working hours of the BAPL, Nagpur Site every day, so as to ensure that the site is maintained in a good condition.

16.3) The conservancy staff will be responsible for maintaining the cleanliness and safety of the common areas and facilities of property. This will include: -

- i) Daily cleaning of floor / toilets / urinals of all technical, administrative, storage sheds/buildings and other ancillary buildings under BAPL, Nagpur with detergent / chemicals to ensure that these are free of dirt, grease, mosquitoes, flies and other insects.
- ii) Cleaning and sweeping of all common area, including lobbies, staircases and hallways.
- iii) Frequent dusting of furniture and rooms is to be undertaken to keep them dust free always.
- iv) Emptying of all trash bins and disposal of garbage in accordance with local regulation.
- v) Monitoring and reporting of any maintenance issues or safety hazards, such as broken light, damaged flooring or slippery surfaces etc.
- vi) Arrangement of chairs/sofas etc. for sitting arrangement at the time of various meetings or get together.
- vii) Conducting routine inspections of the property to ensure that it remains in good condition.
- viii) Responding promptly to any emergency situation, such as floods, fire or accident.
- ix) The Contractor shall ensure proper handling of the appliances for use and shall ensure that all his personnel observe the requisite safety precautions.
- x) Performing any other duties related to the upkeep of the property as required by the property management team.
- xi) Loading/ unloading of goods / items as and when required by BAPL inside BAPL campus and/or at Airport/ AF Stn Nagpur / Butibori Rly station (as and when required) under supervision of BAPL staff.
- xii) In addition to above, any other work assigned by the BAPL management.

16.4) Area Cleaning: Area cleaning will include cutting of grass along the roads inside the Company premises, cutting the unwanted and wild shrubs, grass on the adjacent areas of technical building and isolated areas spread across the site including those on traverse walls using appropriate shrub shredding / grass cutting machines / other devices. To avoid fire hazard, insects, pests, conservancy to remove grass, weeds, and bushes by roots is required including well dressing the area. Area is to be cleaned of under growth, rubbish, dried leaves, etc. and disposed with all lead & lifts to a suitable place taking into consideration fire hazards. As the grass grows wild during rainy season and dried up during summer or autumn season, it requires regular clearance of all garden waste and tree waste.



16.5) Roof Top Cleaning: The Contractor shall clean roof tops of all buildings twice a year by existing manpower. The BAPL shall give a notice period of 15 days to commence cleaning the roof tops and the job shall be completed within 15 days. Roof Top cleaning shall include de silting, de weeding and washing of roof tops with soap water and bleaching powder and application of lime coating after cleaning. All material and arrangements for reaching and working on Roof Tops will be provided by BAPL Cost of all stationary related to Log Books, Service Reports, Ledgers and Records shall also form part of the Scope of Work of contractor and to be supplied by contractor at his own cost.

16.6) Disposal of Garbage: Contractor will be disposing complete green garbage from office premises to authorized disposable area on regular interval. Further, vendor will undertake cutting /pruning and disposal of cut branches as and when required by mechanical means with proper covering and adhering with safety norms without any extra payment.

17. Supervision / Inspection: The supervisor will report to the nominated officer of the company / Admin-In-Charge daily regarding work done / work to be done etc. An attendance register will have to be maintained by the contractor in respect of the personnel employed.

18. Manpower Requirement: The minimum requirement shall be as furnished hereunder

S No.	Designation	Requirement	Qualifications	Experience
(i)	Supervisor (Skilled)	01 No	10+2 Pass	Minimum 3 years' experience for team handling of conservancy manpower.
(ii)	Sweeper / Cleaner Gardner/ Carpenter	33 No	--	Age Limit: Not More than 50 years.
	Total	34 Nos		

Note: General working timing will be 9:00 Hrs to 17:45 Hrs from Monday to Saturday. Services to be provided in general shift on all working days and/or (in morning / evening shift / Holidays) as directed by BAPL Nagpur management.

19. Depending on the workload the service provider may have to increase the work force and work beyond office working hours or on holidays as per the instructions of the admin-in-charge to complete activities on demand.

20. The service provider should mobilize his team within 10 days from the date of receipt of the work order.

21. Entry pass: The service provider and his staff need photo entry passes issued by the BAPL Admin dept. to enter into work premises at BAPL Nagpur. For this purpose, the service provider shall verify and certify their authenticity of all his staff and adhere to department requirements. The service provider should abide by the security restriction imposed by the department for his personnel, tools and materials from time to time. Service provider personnel if removed from rolls, the entry passes shall be returned to the Department immediately with a covering note. Non-surrender or misplacement of any entry pass shall be charged from the service provider at the rates prescribed by the Department from time to time.



22. Minimum Essential Maintenance Tools and Accessories:

- (a) Following items will be provided by BAPL to the contractor for execution of work. Maintenance & repair of below items will be in contractor's scope. Fuel for cutting machines will be provided by BAPL. **Company will reimburse amount of maximum Rs.8,000/- per month** to the contractor against repair and maintenance of these items only after prior approval from BAPL and production of bill.

Sl. No	Item	Qty
a	Grass Cutting machine	04 No.
b	Chain Saw (Medium)	01 No.
c	Chain Saw (Large)	01 No.
d	Talwar	25 No.
e	Fawda	12 No.
f	Tikas	02 No.
g	Sabbal	02 No

- (b) Tools & accessories mentioned below will be arranged & maintained by the contractor at their own cost: -

Sl. No	Item	Qty
a	All Special Spanners & Screw Driver	1 No
b	Measuring tape, 50 meters	1 No
c	Steel rule 1 Mtr	1 No
d	Ladder for maintenance works	1 No
e	First Aid Box with medicines	1 Set
f	Safety helmets, Safety harness & PPEs for all staff engaged by contractor	As required

Notes: The above list is only indicative. Contractor will deploy all such tools and equipment as may be required to meet all eventualities that might arise during execution of scope of work as per instructions of Officer-in-charge of BAPL.



PART-III: ELIGIBILITY & EVALUATION CRITERIA OF BIDS

23. The Bidder is required to submit detailed **Techno-Commercial Bid (Technical bid)** containing all Terms & Conditions as enumerated at Part I, II, III, IV and V of this RFP and give confirmation of their acceptance of all Terms & Conditions which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e., Seller/Contractor in the Contract) as selected by the Buyer. The deviations, if any, may be clearly indicated in the Techno-Commercial Bid along with the Compliance Statement in the format enclosed at **Appendix-A**. Failure to do so may result in rejection of Bid submitted by the Bidder.

24. Only those Bids will be evaluated, which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially. The bidder, whose price is arrived as lowest as per Evaluation criteria given in this part, will be declared as **L-1 bidder** by Buyer. Price negotiations will be conducted by the Buyer.

25. **ELIGIBILITY AND QUALIFYING REQUIREMENTS:** Bidder shall meet the following qualification criteria and bidder shall submit all the relevant documents supporting the qualification criteria. Bids not meeting the criteria will not be considered for evaluation: -

A. Tenderer shall have a minimum of **Five years** of experience in the field of **conservancy and cosmetic maintenance services** for Defense PSUs/ PSUs/ Reputed private organizations/ Defense units/ MNCs / Reputed Govt/ Pvt Hospitals etc.

B. **Average Annual financial turnover** during the last 3 financial years, ending 31st March 2025 should be at least **Rs. 33,00,000/-**

C. Bidder should have executed similar work for **any one of the following** in the **last five years** from latest date of bid submission: -

- (i) **Three similar works** each of value not less than **Rs. 44,00,000/- Or**
- (ii) **Two similar works** each of value not less than **Rs. 55,00,000/- Or**
- (iii) **One similar work** of value not less than **Rs. 66,00,000/-**

Definition of similar work(s): AMC contract related to conservancy, gardening and cosmetic maintenance and manpower supply.

Notes:

(i) The Bidder must submit documentary proof in support of each of the above conditions along with the techno commercial bid Part-I. Offer by the bidders who fail to submit the supporting documents or fail to qualify as per qualifying criteria will not be considered. Work executed certificate from its client/contractor to be submitted as proof in support of above mention clause.

(ii) Bidder, if so desires, may attend Pre-Bid discussion before submission of offer with prior appointment in their own interest.

(iii) Conditional offers will not be accepted.



26. **EVALUATION OF TECHNO-COMMERCIAL BID:** The Techno-Commercial Bid forwarded by the Bidders will be evaluated by a Techno-Commercial Evaluation Committee (TCEC) to confirm that the items being offered meet the requirement. The TCEC will examine the extent of variations/differences, if any, in the technical characteristics of the items offered by Bidder. The Bidder, if required, may also be called for the TCEC meeting for clarification on the Techno-Commercial Bid submitted by them.

27. **EVALUATION OF PRICE BID:**

- (a) The Price of only those Bidders will be compared, whose technical bids have been cleared by TCEC. The Price will be evaluated on the basis of complete scope and not individual line-item wise basis.
- (b) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
- (c) If there is a discrepancy between words and figures, the amount mentioned in words shall prevail.

28. **PROCEDURE FOR COST COMPARISON:** The basis for comparison of cost in different situations would be as follows:

- (a) Price to be quoted in Indian Rupees only.
- (b) The financial bids of the qualified bidders will be compared on the basis of price quoted in the price bid format of the RFP/Bid document.
- (c) The financial comparison should be considered on the basis of **FOR destination** prices excluding statutory levies, taxes and duties payable on final product.
- (d) BAPL reserves the right to request a detailed price analysis of the bid from any bidder whose financial proposal deviates significantly from the internal benchmark or appears so low that it raises material concerns as to the capability of the bidder to perform the contract at the offered price. Procurement entity may seek written clarifications from the bidder. If the justification provided is deemed insufficient to guarantee long term service delivery and/or after evaluating the price analysis, BAPL determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, BAPL may, at its sole discretion, require the bidder to furnish an **Additional Performance security** failing which BAPL may reject the bid/ proposal.



PART-IV: SPECIAL TERMS & CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Terms and Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

29. The execution of works shall be governed by these terms and conditions stipulated/ amended by the accepting authority from time to time. BAPL Nagpur reserves the right to amend/ cancel or modify any terms/conditions including special conditions of contract, partly/fully during the currency of the work due to any reason.

30. The cost of conveyance/ transportation and all other labour charges incidental to work are deemed to be included in the Contract. **GST extra as applicable on basic rates.**

31. **PERIOD OF CONTRACT:** Provision of conservancy and cosmetic maintenance Services under this tender will be for a period of **TWO YEARS**. The period is tentative and is liable for increase/ decrease by BAPL as per requirement and performance of the Contractor. The contract may be extended for a further period of one year on the same terms & conditions subject to satisfactory performance of contractor and on mutual agreement basis.

32. The minimum of manpower for which payments reimbursed for the subject work is **Thirty-Four persons including supervisor**. Manpower can be increased/ decreased based on the site requirement at the discretion of BAPL. However, the percentage (%) profit negotiated will remain same for the revised scope of work.

33. The contractor must ensure payment of wages to the manpower engaged by him as per the **Central Minimum Wages for Area Class 'A'** & its relevant amendments as applicable.

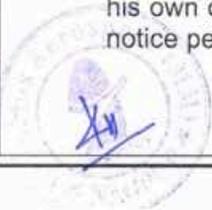
34. Proper attendance shall be maintained by the contractor and the monthly attendance statement approved by BAPL Admin dept. shall be attached along with monthly bills.

35. All mandatory payment levies including EPF, ESI, Bonus, etc., as applicable shall be deemed to be included in the Contract amount. Apart from the above Income tax and professional tax as applicable shall also be paid by the contractor and this amount also deemed to be included in the contracted amount.

36. The contractor shall pay all statutory/mandatory payments as applicable to the employees, in their respective bank account. The names of employees paid with above statutory payments shall be the same as reflected in the attendance register. The contractor shall provide documentary evidence for the same along with all bills subsequent to the First bill or at the mutually agreed periodicity failing which no bills will be accepted for payment.

37. In case the firm does not fulfils/defaults the statutory payments/conditions mentioned above, then the contract is liable for termination with immediate effect and same will be operated at the risk and cost of the firm by BAPL, Nagpur. Further, they will not be issued any tenders in future and the firm is liable for removal from enlistment without any notice. 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 BAPL, Nagpur, by giving one-month notice without assigning any reason thereof at any time.

38. BAPL, Nagpur may also issue notices for unsatisfactory / poor services, as and when required. However, the bidder/contractor will have no option to withdraw from the contract on his own during the initial contract period. The assets shall be handed over at the end of the notice period to the BAPL Officer-in-charge.



39. All issued assets will be handed over to the service provider/ maintaining agency by BAPL, Nagpur. Once handed over, the safety and security of all the assets / equipment thus handed over will be the responsibility of the 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 Plant Head, BAPL, Nagpur. Any damage/loss caused due to mis-handling or misuse of any equipment shall be got 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 BAPL, Nagpur in fully working condition.

40. **PAYMENT TERMS:**

(i) **Payment will be made on monthly basis** as per contracted rates. All the payments will be made only on satisfactory completion of maintenance of work/ services and submission of pre-receipted GST invoice. Bill of the previous month shall be submitted before 7th day, of the succeeding month, along with the proof of payment of Salary by credit to the personal Bank Account of the workers employed by the contractor and the proof of the payment of PF, ESIC (both Employees and Employer's share) dues of the previous month. For example, bill for the month of May, 2026 would be submitted by the contractor for the payment before 7th June, 2026 along with the proof of the payment of Salaries for the Month of May 2026 and EPF, ESIC & other statutory dues for the month of April, 2026. Attendance details duly certified by BAPL Admin dept. or their nominated officials shall also be attached with the bills.

(ii) **Income Tax, Surcharge on IT, Education Cess and any other taxes** as applicable and as amended from time to time, will be deducted from your bill.

(iii) Both Employees and employer's share of **EPF and ESI** in respect of the workers employed by the contractor for the maintenance services will be deposited by the contractor to the concerned statutory authorities as per the applicable rate and periodicity from time to time. 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, Nagpur 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.

(iv) **Payment of bonus** as applicable, to the workers employed by the contractor will be reimbursed to the contractor at half yearly intervals in the months of October and March on pro-rata basis, after payment is made by the contractor by credit in the respective personal Bank Account of their employees. Necessary pre-receipted Bills along with proof of payments, as per the statutory provision will be submitted by the contractor for claiming payment.

(v) **GST will be paid extra** on basic prices as applicable.



41. PERFORMANCE SECURITY:

(i) The Service Provider shall guarantee faithful execution of the Work Order in accordance with the terms and conditions specified. As a performance security, the Service provider shall furnish a **Performance Bank guarantee** from an **Indian nationalized bank OR Axis/HDFC/ICICI/Kotak Bank** for **5% of the total contract value** valid up to the **entire contract period plus claim period of 03 (Three) months** in our format **within 15 days** from the date of award of contract. Failing which the equivalent amount will be deducted from the running account bill of the vendor.

(ii) The period of work order may be extended further if thought fit by BAPL. In case the validity of PBG required to be extended for such reason, the contractor shall make suitable arrangement to make such extension. The Performance security shall not carry any interest and shall be returned by the service receiver on completion of all the contractual obligations.

(iii) In case of breach of any conditions under the Work Order, the PBG shall be liable to be encashed. In addition, the Work Order(s) is also liable to be terminated and any amount due to the Service Provider against any other Work Order from the BAPL is also liable to be appropriated.

42. CONTRACTOR'S OBLIGATIONS:

42.1) CONTRACTUAL: -

(a) 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 given in scope of work. The contractor shall employ Indian nationals above age of 18 years and below age of 50 years. Contractor to ensure that the employees deployed are physically and mentally fit and do not have any criminal record and get verified the personal details of its employees by the Local Police.

(b) The personal Bio-data of all persons employed shall be submitted to this office on assumption 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.

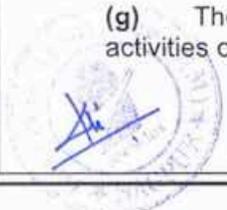
(c) The persons employed for maintenance shall follow the discipline and security regulations of the BAPL office. All persons employed by the contractor need to submit latest **Police Verification**. They shall be issued with necessary identity Cards by the Contractor. They shall also wear approved industrial uniform while on duty and the costs involved to this effect shall be deemed to be included in the quoted rates by the contractor.

(d) The Contractor to provide a distinct uniform different from BAPL employees. The uniform should have logo of Contractor's firm / Company. The uniform should be kept in neat, tidy and wearable condition. The Contractor shall be responsible for enforcing all safety regulations as applicable.

(e) All Ledgers and Records should be checked and signed by the nominated BAPL, Nagpur official periodically or as and when required basis.

(f) Supervisor shall have basic mobile phone (without camera & without internet) at the contractors cost who shall coordinate with the concerned authorities as & when needed. Supervisor appointed by the contractor shall liaise with the nominated Representative(s) of User(s), concerned facility to carry out maintenance work, periodical services.

(g) The contractor shall not allow or permit the employees to participate in any trade union activities or agitation in the premises of BAPL Nagpur.



- (h) All personnel and their bag and baggage connected with the contract shall be liable for physical check both at the time of entry and exit of the campus. Any damages or theft caused by the contractor employees shall be borne by the contractor.
- (i) The company will not be responsible for any injury or loss of life of any of the contractor's personnel that may take place while on duties. Any compensation or the expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor.
- (j) The contractor should not remove or engage any person without the knowledge and concurrence of the Admin-in-charge of BAPL Nagpur. Frequent change of personnel should be discouraged and in unavoidable circumstances it should be done in consultation with nominated officer of the company.
- (k) The Contractor shall obtain required licenses, if any required under the contract labour rules before commencement of the work and continue to hold it till completion of the contract period.
- (l) The Contractor shall also maintain necessary documents, registers required as per the provisions of the law. The Contractor shall maintain complaint's register and take immediate action on any complaint so registered. Such complaints will immediately be brought to the notice of the officer of the company.
- (m) The Contractor shall ensure pleasant behavior of his employees, shall be responsible for any theft or damages caused by his employees. Also, Contractor will ensure that no personnel are in intoxicated condition while on duty.
- (n) Employees will be provided good pair of uniform & safety shoes cost of the same will be reimbursed to the Contractor as per negotiated rates. Other personal protective equipment's viz. safety helmets, safety harness, safety googles etc. to be provided by contractor at his own cost.
- (o) Cost of all stationary related to Log Books, Service Reports, Ledgers and Records shall also form part of the Scope of Work of contractor and to be supplied by contractor at his own cost.
- (p) The contractor must attend in person within two days for meetings called by BAPL reps at Nagpur site for resolving any issues related to contract/repair/replacement/manpower/any other issues etc. during contract period.
- (q) The Contractor shall arrange his own conveyance / transport for his team and materials etc. Contractor must have a vehicle for the Complex for the transportation of his staff in the complex. It must be noted by the contractor that his staff shall travel about 5 to 6 km daily to reach various work spots. The Department will not provide any transport to the personnel of the contractor nor will reimburse any FOL expenditure to the Contractor.
- (r) On completion of contract period the complete assets as per record shall be handed over to the M/s BAPL, Nagpur in fully working condition. The Contractor stands responsible for any damage and loss which may accrue to the equipment which has been taken on charge.
- (s) The service provider shall insure his staff against all risk, accidents for the duration of the contract period cost of which is deemed to be included in the contract value. The service provider shall produce proof of **Workmen Compensation Policy and proof of payment before starting the work at BAPL Nagpur**. The Department will not be responsible for any type of injury including death caused to the service provider's personal during the work. The service provider shall fulfil all the obligations required under **workmen compensation act** amended from time to time.



42.2) TOWARDS STATUTORY LIABILITY: -

- a) **All statutory requirements under;**
- Minimum Wages Act, 1948, Payment of Wages Act, 1936,
- Workmen Compensation Act, 1923, EPF and MP Act, 1952,
- Payment of Gratuity Act, 1972, ESI Act, 1948,
- The Contract Labour (R&A) Act, 1970, Payment of Bonus Act, 1965,
- Income Tax Act, Service Tax Act and all other applicable Acts & amendments thereof,
Shall be complied with, by the Contractor.
- b) Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities. Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period.
- c) Contractor shall ensure payment of statutorily prescribed minimum wages as applicable from time to time and maintain proper records of their timely disbursement. These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification of the statutory authorities / BAPL authorities.
- d) Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF and MP Act, 1952 to the RPF.
- e) Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership no. / Card of each employee. In case any exemption is claimed, copy of the exemption order shall be provided.
- f) Contractor shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI Contribution, administrative charges etc., wherever applicable and shall maintain proper records. Contractor to issue wage slips to his employees. The contractor will be required to comply PF/ESI and other statutory contribution payments of wages of his employees.
- g) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BAPL.
- h) Contractor shall be solely responsible for non-payment / delayed payment of wages / DA, contributions under EPF and MP Act, ESI Act etc.
- i) In case the Contractor fails to make payment of wages to his employees or remittances of contributions to the concerned authorities, the security deposit / other dues / running bills under the contract can be utilized by BAPL to discharge the liability of the Contractor.
- j) Contractor shall indemnify BAPL against all claims and losses under various Labour Laws, Statutes or any Civil or Criminal Laws in connection with the employees deployed by him.
- k) The liability for any compensation on account of injury sustained by an employee of the Contractor will be exclusively that of the Contractor.
- l) Contractor to obtain insurance cover for his employees / equipment / tools & tackles etc., and take Third party risk insurance coverage at his own cost. BAPL shall not be responsible for any loss, damage, pilferage of his property and / or his employees.
- m) Contractor should have independent code numbers / exemptions under EPF and MP Act, 1952 and ESI Act, 1948 and shall cover his employees under the said codes.
- n) Payment of Bonus under the Payment of Bonus Act, payment of gratuity under the Gratuity Act, and retrenchment compensation under the relevant Act will be the sole responsibility of the Contractor.
- o) Over and above the daily wage rate, payment shall be made for leave with wages.
- p) Contractor shall observe provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employees.
- q) In case the Contractor employs women as employees, he will discharge his obligation under law, in respect of such women workers as per rules.
- r) Contractor to obtain license under CL(R&A) Act, 1970 (as applicable).



43. **INVOICE PREPARATION:** All original documents for payments including invoices are to be raised on and submitted to the Buyer's location at BAPL Nagpur. GSTIN No. for the Nagpur unit is **27AABCR8269E1Z5** and the same shall be mentioned in all invoices as applicable.

44. **PLACE OF DELIVERY:** The work to executed at **BAPL, Nagpur.**

45. **AMENDMENTS:** No provision of the Contract shall be changed or modified in any way (including this provision) either in whole or in part except when both the parties are in written agreement for amending the Contract.

46. **RISK AND EXPENSE PURCHASE:** In case service provider fails to honor the contractual obligations within the stipulated delivery period and as amended, Buyer may procure the said contracted goods/services through a fresh supply order/contract and the defaulting Seller has to bear the excess cost incurred, if any.



PART-V: STANDARD TERMS & CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Terms and Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the Buyer. Failure to do so may result in rejection of the Bid.

47. EFFECTIVE DATE OF THE CONTRACT: In case of placement of a supply/work order, the date of the Supply/Work Order would be deemed as the effective date. The firm should check the supply order and convey acceptance of the same within seven days of its receipt. If such an acceptance or communication conveying firm's objection to certain parts of the supply order is not received within the stipulated period, the supply order will be deemed to have been fully accepted by the firm. The performance of the Contract shall commence from the Effective Date of the Contract/Supply Order.

48. LAW: The Contract shall be considered and made in accordance with the laws of the Republic of India and shall be governed by and interpreted in accordance with the laws of the Republic of India.

49. DISPUTES: All disputes or differences arising out of or in connection with the present Contract including the ones connected with the validity of the present contract or any part thereof, shall be settled by bilateral discussions. Both, Buyer and Seller, will make every effort to resolve the dispute if any, in a mutually acceptable manner.

50. ARBITRATION: In the event of any controversy, disputes or differences arising out of or in the interpretation of any of the terms and conditions of this agreement or on breach by any of the parties shall bring the said reason to the notice of each other, and shall amicably try to settle any such issues within 30 days of such notice. In the event of the parties' failure to reach amicable settlement as mentioned herein, all unresolved controversies, disputes or arbitration in accordance with Indian arbitration and conciliation Act, 1996 and the venue of arbitration shall be **Delhi, India**.

51. PENALTY FOR USE OF UNDUE INFLUENCE: The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contract or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the Contract or any other contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or anyone employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/ employee of the Buyer or to any other person in a position to influence any officer/ employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.



52. ACCESS TO BOOKS OF ACCOUNTS: In case it is found to the satisfaction of the Buyer that the Bidder/ Seller has violated the provisions of use of undue influence and/ or employment of agent to obtain the Contract, the Bidder/ Seller, on a specific request of the Buyer, shall provide necessary information/ inspection to the relevant financial documents/ information/ Books of Accounts.

53. WITHHOLDING OF PAYMENT: In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc. as specified in the Contract, the Buyer may, at his discretion, withhold any payment until the completion of the Contract.

54. 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 30 (Thirty) days of its occurrence informs in a written form the other party. Force Majeure shall mean fires, floods, natural disasters 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 this contract.

55. PENALTY FOR NON-PERFORMANCE:

(i) 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.

(ii) If during inspection, the workers are not found in uniform, a **penalty of Rs. 500 /- per employee** will be charged **per day**.

(iii) 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 shall be imposed **at the rate of Rs. 500/- per day** or as decided by BAPL plant head will be charged to the contractor per instance.

56. TERMINATION OF CONTRACT: The Buyer shall have the right to terminate the Contract in part or in full in any of the following cases:

(a) The store/service is not received/rendered as per the contracted schedule(s) and the same has not been extended by the Buyer. **OR**

The delivery of the store/service is delayed for causes not attributable to Force Majeure for more than **one month** after the scheduled date of delivery and the delivery period has not been extended by the Buyer.

(b) The delivery of store/service is delayed due to causes of Force Majeure by more than 06 months provided Force Majeure clause is included in the contract and the delivery period has not been extended by the Buyer.

(c) The Seller is declared bankrupt or becomes insolvent.

(d) The Buyer has noticed that the Seller has violated the provisions of (Use of Undue Influence) and/or any other T&C mentioned in the RFP.

(e) As per decision of the Arbitration Tribunal.



57. NOTICES/ CORRESPONDENCES: Any notice/correspondence required or permitted by the Contract shall be written in English language and may be delivered personally or may be sent by FAX/email or registered pre-paid mail/ airmail, addressed to the last known address of the party to whom it is sent.

59. TRANSFER AND SUB-LETTING: The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the Contract or any part thereof without written consent of the Buyer.

60. COMPETENCE OF PERSONNEL: Bidder to ensure the following:

- (a) Necessary Competence of personnel, who involving in the execution of work
- (b) Their Contribution to product / service conformity & importance towards ethical behavior.
- (c) Competence to detect or prevent the counterfeit parts, monitoring and reporting of the same during execution of contract.

61. SECRECY: Any Information of classified nature obtained, acquired during the execution of contract and/or manufacture, test and trials is not to be passed on to any Third party by you or your subcontractor(s). This clause shall survive on termination or completion of this order.

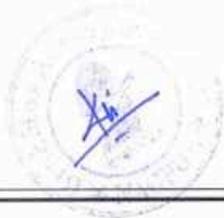
62. UNDERTAKING FROM THE BIDDERS: Bidder/firm/company/vendor will submit an undertaking that in the past they have never been banned/debarred for doing business dealings with Ministry of Defence/Govt. of India/any other Govt. organization and that there is no enquiry going on by CBI/ED/any other Govt. agency against them.

63. TAXES AND DUTIES:

- (a) Bidders are required to indicate statutory taxes and duties correctly as per the price bid format and no column of taxes and duties has to be left blank. Rate (%) of taxes as applicable are to be filled up with '0' (Zero), 'positive numerical values' or 'Not applicable' in the price bid as asked for in the RFP. If any column of taxes and duties as reflected in RFP is not applicable and intentionally left blank, the reason for the same has to be clearly indicated in the remark's column.
- (b) Only GST will be paid extra by the Buyer. The Bidders are required to indicate the unit & total costs of the items/services with and without GST, GST % with HSN/SAC separately as per the format enclosed. GST claimed by the Seller shall be released by the Buyer only after it appears in the Buyer's GST Input Credit Register of GSTIN Online Portal.

64. DOCUMENTS TO BE FURNISHED FOR CLAIMING PAYMENT:

- (a) The payment of bills will be made on submission of the following documents by the Service Provider to the Buyer i.e. BAPL, Nagpur:
 - (i) Ink-signed copy of Invoice.
 - (ii) Performance Warranty Bond/ Indemnity Bond, if applicable.
 - (iii) Details for electronic payment viz. Bank name, Branch name and address, Account Number, IFS Code, MICR Number (if these details are not already incorporated in the Contract).
 - (iv) Copy of the Contract and amendments thereon, if any.
 - (v) Any other document/ certificate that may be provided for in the Contract.



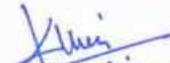
65. The service provider shall indemnify the purchaser/and/or any officer, employee or any assignee thereof harmless from any loss, damage, liability or expense, on account of damage to the property or environment and injuries including death, to any persons not limited to, employees or agents of the department, employees of the service provider or its sub-service provider, and all other persons performing any part of the work here under any occurrence caused by any act of commission / omission of the service provider or his subservice provider or any of them. The service provider shall at his expense defend any suits or proceedings brought against the department on account thereof and shall satisfy all judgments and pay all expenses which may be incurred by or rendered against them, or any of them in connection therewith. The service provider shall fulfill all the obligations required under workmen compensation act as amended from time to time. The service provider shall ensure minimum wages as per relevant act.

66. **NON-DISCLOSURE:** The Bidding documents, including this RFP and all attached documents provided by Buyer, are and shall remain or become the property of Buyer. These are transmitted to the Bidders solely for the purpose of preparation and the submission of a proposal in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their proposal. The provisions of this Para shall also apply mutatis mutandis to Bids and all other documents submitted by the Bidders, and Buyer will not return to the Bidders any proposal, document or any information provided along therewith (except unopened Commercial Bid as relevant). Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process, or concerning the Bidding Process. Buyer will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. Buyer may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or Buyer or as may be required by law or in connection with any legal process.

67. **CONFIDENTIALITY OF INFORMATION:** No party shall disclose any information to any 'Third Party' concerning the matters under this RFP generally. In particular, any information identified as 'Proprietary' in nature by the disclosing party shall be kept strictly confidential by the receiving party and shall not be disclosed to any third party without the prior written consent of the original disclosing party. This clause shall apply to the sub-contractors, consultants, advisors or the employees engaged by a party with equal force.



For BrahMos Aerospace Private Limited


Kaustubh M. Kulkarni
Sr. Systems Manager (MM)
BrahMos Aerospace

PART-VI: FORMAT FOR PRICE BID

Price-Bid to be submitted as per the format below: -

Bidders are required to quote only at Sl. No. 9 above as % age of value at Sr No. 5 above.

PROVISION OF CONSERVANCY AND COSMETIC MAINTENANCE SERVICES AT BAPL NAGPUR							
Sr. No	Description	Number of Minimum Manpower		Wages Per Day (Incl. VDA) Rs.	Number of Days per Month	Rate/ Per Month (Rs.)	Total Amount Per Month (Rs.)
		Unit	Qty				
1	Wages of Supervisor (Semi-Skilled)	Nos	1	893	26	23,218	23,218
2	Wages of Sweeper/ Cleaner Gardener/Carpenter (Unskilled)	Nos	33	805	26	20,930	6,90,690
3		Nos	34	TOTAL Wages Per Month (Rs.):			7,13,908
4	Bonus Per Month Rs. @ 8.33% subject to a max Rs. 7000/- per person						19,833
5	Subtotal Per Month (Sr. No. 3 + Sr. No. 4) Rs.						7,33,741
6	EPF per month (@ 13% of Rs.15,000/- per person) Rs.						66,300
7	ESI (as applicable)						22,447
8	Cost of Uniform & PPEs per Month (= Rs. 2500/- per person per year X 34 /12)						7,083
9	Max. cost/ month on repair & maintenance of tools provided by the BAPL Nagpur on production of bill with approval (refer Para 22 (a))						8,000
10	SERVICE CHARGES QUOTED BY VENDOR (PERCENTAGE % OF SR. NO.5 ONLY)						_____%

Notes:

- A. GST will be paid extra at actual.
- B. Items included in Sr. No. 8 (Uniform – 2 sets per year per person and PPE: Safety Shoes – 1 Pair per person per year & Gum boot (as required) – 1 Pair).
- C. **Workmen compensation policy to be taken by the vendor at his own cost.**
- D. Wages calculated based on the prevailing central wages notified by Gol. Reimbursement will be considered for any change in statutory wages by Gol during the contract period & its extended period (if any).
- E. The wages are calculated for 26 days per month. However, bills will be admitted as per the actual number of days worked in a month.
- F. Period of Contract: **Two years**
- G. Other T&C as per RFP.

Seal & Signature of Bidder



COMPLIANCE STATEMENT

The Bidder is required to submit detailed Compliance Statement containing all Terms & Conditions as enumerated at Part I, II, Part III, Part IV, Part V & Part VI of this RFP and give confirmation of their acceptance of all Terms & Conditions. The deviations, if any, may be clearly indicated

COMPLIANCE STATEMENT			
Sl. No.	Clause	RFP Requirement	Comments by Bidder
1	Part-I	GENERAL INFORMATION AND INSTRUCTIONS	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details
2	Part-II	SCOPE OF WORK	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details
3	PART-III	ELIGIBILITY & EVALUATION CRITERIA OF BIDS	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details
4	Part-IV	SPECIAL TERMS & CONDITIONS	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details
5	Part-V	STANDARD TERMS & CONDITIONS	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details
6	PART-VI	PRICE BID FORMAT	
	Sl. No. of Clause as per RFP	Terms & Conditions as per RFP	Complied (Yes / No) If No, give details

- The Bidder shall submit a Clause-by-Clause Compliance Statement as per the above format. There should be no discrepancy between the details mentioned in the Techno-Commercial Bid and the Compliance Statement.
- In case of any such discrepancies, the terms & conditions mentioned in the RFP and their compliances as mentioned in either of the two documents shall prevail.



ACCEPTANCE OF TERMS & CONDITIONS OF TENDER

(To be given on Company Letter Head)

To,
The Chief General Manager
M/s BrahMos Aerospace Pvt Ltd,
DRDO, PJ-10 Complex, Near Mohagaon bus stop,
KM 22, Wardha Road, Village: Bothli,
PO: Butibori, Nagpur -441108 Maharashtra.

ACCEPTANCE OF TERMS & CONDITIONS OF TENDER

Tender Reference No. _____

Name of Tender: _____

Dear Sir,

1. I / We have obtained the tender document(s) for the above mentioned 'Tender/Work' from your office namely: -

_____ as per your advertisement / RFP, given above.

2. I / We hereby certify that I / we read entire terms and conditions of the tender documents from Page No. __ to __ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. The Techno Commercial Bid and its enclosures submitted in physical form as mentioned in part-I of RFP.

6. In case any provisions of this tender are found violated, your department / organization shall be at liberty to reject this tender / bid absolutely and we shall not have any claim / right against dept in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



ELECTRONIC PAYMENT SYSTEM MANDATE FORM

<u>SI No</u>	<u>Description</u>	<u>Details</u>
1	Name of the Firm & Address	
2	Email ID	
3	PAN No.	
4	Name of the Bank	
5	Name of Branch & Address	
6	Branch IFSC Code	
7	MICR Code	
8	Type of Account	
9	Bank Account No.	
10	Type of EPS	

I, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the institution responsible.

(Signature of the Bidder, with Official Seal)

Date:

Certified that the particulars furnished above are correct as per our records.

Bank Stamp:

Date:

(Signature of Authorized Official from the Bank)



NON-BLACK LISTING CERTIFICATE
(To be given on Bidders Company Letter Head)

1. I, _____ son of shri _____ age about _____ by profession proprietor/ partner of M/s _____ having registered office at _____ do hereby solemnly affirms and declare as under: -

- (a) Undertakes to the effect that the firm I represent is not blacklisted by any Government Organization.
- (b) I am not Proprietor/ Partners/ Director of any other firm or business organization with whom Government has banned/ suspended business dealing.
- (c) I do not have any concern/ subsidiaries with any business organization or agency blacklisted by Government Organization.

Company Seal

(Authorised Signatory of Company)

Place:

Dated:

Signature of Bidder & Stamp



RFP No. BMN/MM/OTE/25-26/062

RFP Date. 17 Feb 2026

Proforma for Pasting on Sealed envelope

TO:
Chief General Manager (Plant Head)
Address: BrahMos Aerospace Pvt Ltd C/o DRDL, PJ-10 Complex, Near Mohgaon bus stop, KM 22, Wardha Road, Vill.:Bothli, P.O. Butibori, Nagpur, Maharashtra- 441 108
LL: 07103-282-803 / 805 / 809 / 703

TENDER Name	BID FOR PROVISION OF CONSERVANCY AND COSMETIC MAINTENANCE SERVICES AT BAPL NAGPUR
RFP NO:	BMN/MM/OTE/25-26/062
RFP Date	17 FEB 2026
TENDER OPEN DATE	04 MARCH 2026 & <u>11:30 Hrs</u>

LAST DATE OF SUBMISSION
04 MARCH 2026
11:00 HRS

FROM:	
Vendor Name:	
Vendor Address:	
Contact No.:	

(NOTE: THE BID (SINGLE/ TWO BID as per RFP) SHOULD BE PUT IN ONE OUTER SEALED ENVELOPE AND THIS PROFORMA SHOULD BE PASTED ON TOP. THE TENDER (SEALED ENVELOPE) SHOULD BE DROPPED IN THE TENDER BOX ONLY WITHIN THE LAST DATE & TIME OF SUBMISSION AS PER RFP.)

