

TENDER

FOR

**Providing Annual Comprehensive
Maintenance & Operation Services at
HSCC Head Office, Noida**

VOLUME – I
Section -1

**Notice Inviting e-Tender
(NIT)**

May' 2025



HSCC (INDIA) LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)
E-6(A), sector-1, NOIDA(U.P) 201301 (India)

Phone : 0120-2542436-40

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Tender No. HSCC/D&E/HSCC-HO/NOIDA/2025/02

HSCC (INDIA) LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
E-6(A), sector-1, NOIDA(U.P) 201301

NOTICE INVITING e-TENDER

E-mail : electrical@hsccltd.co.in

- 1.0 Online Percentage rate bids are invited by HSCC (India) Ltd. through e-tendering from eligible contractors/firms for the following works:

Tendering Document No.	HSCC/D&E/HSCC-HO/NOIDA/2025/02 Dated 01.05.2025
Name of the Work	Providing Annual Comprehensive Maintenance & Operation Services at HSCC Head Office, Noida
Brief Scope of Work	Operation & Comprehensive Maintenance of Civil Works, Electrical Maintenance Works, Fire Fighting, Fire Alarm, Substation, Lifts, AC Systems, CCTV, EPABX, etc. for HSCC Head Office, E-6 (A) Sector -1, Noida, U.P.
Estimated Cost put to tender (ECPT)	Rs.8338572/- (Rupees Eighty three lakh thirty eight thousand five hundred seventy two Only)
Type of Tender	Percentage Rate
Period for completion	12 Calendar Months
Earnest Money Deposit	<p>Rs.1,66,772/- (Rupees one lakh sixty six thousand seven hundred seventy two Only) in shape of demand draft of a scheduled bank issued in favour of “HSCC (India) Limited” Payable at NOIDA/Noida or Banker’s cheque or Bank Guarantee in favour of “HSCC (India) Limited” as per Annexure-III of NIT, <u>having validity for 180 days or more from the last date of receipt of tenders or any extension thereof.</u></p> <p>Bank Details of HSCC (India) Ltd. are provided herewith for the purpose of preparation of Bank Guarantee (as per “Annexure -III” of NIT) only: Name of Beneficiary: HSCC (India) Limited Bank: Punjab National Bank, Sec-27, Noida Current A/C No. : 2726001800000011 IFSC Code: PUNB0272600</p>

Non-refundable cost of Tender document	Rs. 2,950.00/- (Rs. Two Thousand & Nine Hundred Fifty Only) inclusive of GST @ 18.00% in the shape of Demand Draft in favour of “ HSCC (India) Limited ”, payable at Noida/NOIDA.
Non-refundable cost of e-Tender processing fee	Rs. 2,950.00/- through e-payment gateway to RailTel Ltd.
Last date & time of submission of Online Tender	Up to 16/05/2025 by 15:00 hrs (IST)
Period during which hard copy in original of EMD, Cost of Tender Document, e-tender processing fee, Letter of Acceptance of tender conditions unconditional, enlistment order of the contractor and other document as per NIT shall be submitted.	Before and Up to 15:00 hrs (IST) on 16/05/2025
Venue of Submission of hard copies	Office of GM, HSCC (India) Ltd. , E- 6(A), Sector – 1, NOIDA, (U.P.) - 201 301.
Date & Time of Opening of Technical Tender	16/05/2025 at 16:00 hrs.
Date & Time of Opening of Financial Tender	Shall be opened either at the Bid opening or at a subsequent date to be intimated in advance to such eligible Bidders.
Validity of offer	180 (One Hundred Eighty) days from the original date of submission of bid
Pre-Tender Meeting & Venue	07/05/2025 at 15:00 hrs at HSCC (India) Ltd., E- 6(A), Sector – 1, NOIDA, (U.P.) - 201 301. A maximum of two representatives of prospective Bidders shall be allowed to participate on production of authority letter from the Bidder.

The tender document can be downloaded from website <https://hsccltd.co.in> and [www.hsccltd.co.in](https://hsccltd.co.in). “**Corrigendum/amendments etc., if any, will be notified on this portal only and not be published**”.

2.0 Minimum Eligibility Criteria:

The interested bidders should meet the following minimum qualifying criteria:

A. Work Experience:

- i) Joint-venture / consortia of firms / companies shall not be allowed and the bidder should meet the eligibility criteria themselves individually.

- ii) Experience having successfully completed works during the last Seven (7) years ending previous day of last date of submission of tenders:

Three *similar completed works, each costing not less than the amount equal to 40% of estimated cost put to tender

or

Two *similar completed works, each costing not less than the amount equal to 60% of estimated cost put to tender

or

One *similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost.

***“Similar Work”** shall means “Operation & Maintenance of civil work, substation, lifts, AC systems & LV works” all executed under one composite agreement/ work order.

- iii) The past experience of similar nature of work should be in the name of the bidder and not in the name of associate company/ parent company/ group company/ subsidiary company etc. Past experience as part of a Joint Venture/Consortium/SPV (Special Purpose Vehicles) etc. shall also not be considered. Own works / work under the same management / own certification of the bidder shall not be considered for pre-qualification.
- iv) The past experience of similar nature of work should be supported by completion certificate(s) issued by the concerned organization. In case the work experience is of Private sector, the completion certificate shall be supported with copies of Letter of Award, Agreement, Bill of Quantities, Certified Copy of Bills and copies of Corresponding TDS Certificates. Value of work will be considered commensurate with the value of TDS Certificates.
- v) The value of executed works shall be brought to the current level by enhancing the actual value of work done at a simple rate of 7% per annum, calculated from the date of completion to previous day of last day of submission of tenders.
- vi) **Foreign Certificate:**
- (a) In case the work experience is for the work executed outside India, the bidders have to submit the completion/experience certificate issued by the owner duly signed & stamped, and affidavit to the correctness of the completion/experience certificates. The EPC/Contractor shall also submit the completion/experience certificates attested by the Indian Embassy/Consulate/High Commission in the respective country along with the bid.
- In the event of submission of completion /experience certificate by the Bidder in a language other than English, the English translation of the same shall be duly authenticated by Chamber of Commerce of the respective

country and attested by the Indian Embassy/consulate/High Commission in the respective country.

- (b) For the purpose of evaluation of Bidders, the conversion rate of such a currency into INR shall be the daily representative exchange rate published by the IMF as on 7(Seven) days prior to the Last Date of Submission of tender including extension(s) given if any.

In case of non-submission of above information by bidders, the outside India work shall not be considered for prequalification.

B. Financial Strength:

- i) **Turnover:** Average annual financial turnover on construction works should be at least 50% of the estimated cost put to tender during the immediate last three consecutive financial years ending 31st March 2024. The requisite Turnover shall be duly certified by a Chartered Accountant with his Seal/ signatures and registration number.
- ii) The value of annual turnover figures shall be brought to the level of the last Financial Year FY-2024-25 by enhancing the actual turnover figures at a simple rate of 7% per annum.
- iii) The requisite Turnover shall be duly certified by a Chartered Accountant with his Seal/ signatures and registration number. Year in which no turnover is shown would also be considered for working out the average. In case a Company/Firm is less than 3 years old, then the average turnover shall be calculated taking the turnover for the year for which no data is provided as zero.
- iv) The bidders are required to upload and submit relevant pages of summarized Balance Sheet (Audited) with UDIN No. mentioned in all, for last three years ending 31st March 2025.
- v) The turnover of the bidder on a standalone basis only shall be considered. The turnover of parent company/group company/subsidiaries or Consolidated Turnover shall not be considered.
- vi) **Profit/loss:** The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive financial years ending FY-2022-23 & FY-2023-24. Balance sheet (balance sheet in case of private/public limited company means its standalone financial statement and consolidated financial statement both), duly audited by the Chartered Accountant.

The P&L Statement of parent company/group company/subsidiaries shall not be considered.
- vii) The bidders are required to upload and submit relevant pages of summarized Profit & Loss Account (Audited) with UDIN No. mentioned in all, for last five years ending 31st March 2024.

- viii) **Solvency Certificate:** Bank Solvency Certificate issued from Nationalized or any Schedule Bank should be at least 40% of Estimated Cost of the Project put to tender (ECPT). *The certificate should have been issued within 6 months from original last date of the submission of the tender.*
- ix) Net Worth of the company /firm as on last day of the preceding financial year i.e. FY-2023-24, should be positive.
- 3.0 The firm should submit **an affidavit duly notarized as per format enclosed at “Annexure-IV”** should be submitted along with their Bid for correctness of Documents/ Information, which also certified the participating firm/bidder have not blacklisted/ holiday list/ barred /banned from tendering by any government agency or public sector undertaking or judicial authority/arbitration body etc.
- 4.0 Bidders shall submit, along with bid/tender, a Power of Attorney (POA), on a stamp paper of appropriate value, in favour of the person signing the Bid documents authorizing him to sign the Bid documents, (alongwith supporting documents i.e. Board Resolution in case of Pvt. Ltd. / Limited company etc.) make corrections/ modifications thereto and interacting with HSCC and act as the contact person. **The format for the power of attorney shall be as per “Form-B” of Bid Document Volume-I.**
- In the event of tender being submitted by a firm, it must be signed separately by each partner thereof or in the vent of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act 1932.
- 5.0 This being a composite tender, if work awarded to bidder, then the Bidder must associate with himself agencies otherwise eligible to tender for other components individually including specialized services during execution of works for which **an affidavit/undertaking as per format enclosed at “Form – H” should be submitted along with their Bid.**
- The work includes a number of specialized Civil/Electrical/ Mechanical/ Electronic Engineering services etc. to be executed as integral parts of the project by engaging specialized agencies in each case meeting the eligibility criteria and after approval by the Engineer-in charge. The eligibility criteria for carrying out of specialized items of work through specialized agencies shall be as per given in CPWD Works Manual. List of specialized works are mentioned at Annxeure-6.
- 6.0 Registration/ Licence: The firm should have his firm registered for **GST registration – Uttar Pradesh, PF, ESIC, Building Cess Registration etc.** with the appropriate Authorities.**In case the firm is not registered at the time of submission of bid, they will submit an Undertaking “Form – J ”that they will get themselves registered with the concerned authorities in case they are awarded the work.**
- 7.0 The contractor/firm will indemnify HSCC (India) Ltd. as the case may be, against all penal action that may be levied/effected by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority. **An Undertaking**

“Form – K” in this regard is required to be submitted by applicants along with prequalification.

- 8.0 The intending tenderer must read the terms and conditions of HSCC carefully. He should only submit his tender if he considers himself eligible and he is in possession of all the documents required. Information and Instructions for Tenderers posted on Website(s) shall form part of Tender Document.
- 9.0 Those intending tenderers/contractors not registered on the website i.e., **<https://hsc.enivida.com>** are required to get registered beforehand. If needed they can be imparted training on Online tendering process as per details available on the website i.e. **<https://hsc.enivida.com>**. The intending tenderer must have class-III digital signature to submit the tender.
- 10.0 The Tender Document as uploaded can be viewed and downloaded free of cost by anyone including intending tenderer. But the tender can only be submitted after uploading the mandatory scanned documents such as a) Demand Draft / Pay order or Banker's Cheque towards cost of tender document, b) proof of deposit of e-Tender Processing Fee, c) Demand Draft/Pay Order or Banker's Cheque / Bank Guarantee of any Nationalized or all Commercial Scheduled Bank against EMD/Bid Security & all other documents shall be as per Notice Inviting e-tender.
- 11.0 **Set of Contract/Tender Documents:**

The following documents will constitute set of tender documents:

- a) Notice Inviting e-Tender (NIT) - Section -1, Vol.-I
- b) Scope of Work & Instructions to Tenderer (ITT) - Section -2, Vol.-I
- c) General Conditions of Contract (GCC) – Vol.-II
- d) Specific Conditions of Contract (SCC) – Vol.-III
- e) Approved Make List
- f) “Memorandum” **Annexure-I** of NIT
- g) Unconditional Letter of Acceptance of Tender Conditions / Form of Bid with Appendix (**Annexure-II** of NIT)
- h) Integrity pact (Annexure-III) (if Required) – Deleted
- i) Addendum/Corrigendum, if any - Duly signed by authorized person
- j) “**Annexure-IV**” of NIT – Affidavit for correctness of Documents/ Information along with Litigation History as per Form-N of NIT
- k) Bill of Quantities (BoQ).
- l) Quoting Sheet for Tenderer/ Bidder
- m) Pre-bid clarifications, if any
- n) All Amendment(s)/ addendum(s)/ Corrigendum(s) / Clarification(s) issued, if any.

- 12.0 The tenderers are required to quote strictly as per terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.
- The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents uploaded on website by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete /Ambiguous information will be rejected.
- The Bank Guarantee for EMD submitted by the bidders shall be strictly in the format prescribed in NIT. In case, EMD is not found verbatim in the prescribed format, the bid will be liable for rejection.
- 13.0 The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment /during rush hours.
- However, after submission of the tender the tenderer can re-submit revised tender any number of times but before last time and date of submission of tender as notified.
- 14.0 When it is desired by HSCC to submit revised financial tender then it shall be mandatory to submit revised financial tender. If not submitted, then the tender submitted earlier shall become invalid.
- 15.0 On opening date, the tenderer can login and see the tender opening process.
- 16.0 Contractor can upload documents in the form of JPG format and PDF format.
- 17.0 Contractor to upload scanned copies of all the documents including valid GST registration /EPF registration/ PAN No. as stipulated in the tender document.
- 18.0 If the contractor is found ineligible after opening of tenders, his tender shall become invalid and cost of tender document and processing fee shall not be refunded.
- 19.0 If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the contractor the tender shall become invalid and cost of tender document and processing fee shall not be refunded.
- 20.0 Notwithstanding anything stated above, HSCC reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of HSCC/Client. In case, tenderer's capabilities and capacities are not found satisfactory, HSCC reserves the right to reject the tender.
- 21.0 The tenderer(s) if required, may submit queries, if any, through E-mail and in writing to the tender inviting authority to seek clarifications **within 3 days** from the date of uploading of Tender on website but latest by so as to reach HSCC office not less than 2 days prior to the date of Pre-bid meeting (if to be held as per NIT). HSCC will reply only those queries which are essentially required for submission of bids. HSCC will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents, queries received after 3 days from the date of uploading of Tender on website, request for extension of time for opening of technical bids, etc. Technical Bids are to be opened on the scheduled dates. Requests for Extension of opening of Technical Bids will not be entertained.

The Pre-Bid meeting shall be attended by the intending bidders only and not by vendors/manufacturers. Further, the intending bidders should depute their authorized person with authorization letter in original to attend the pre-bid meeting.

23.0 List of Documents to be scanned, uploaded and also submitted in hard copy within the period of tender submission:

- a) Original - Demand Draft/Pay Order or Banker's Cheque/ Bank Guarantee of any Nationalized or all Commercial Scheduled Bank against EMD/ Bid Security. **Validity of EMD in terms of Bank Guarantee (as per Annexure-III of NIT) shall be minimum period of 180 days from the last day of submission of Tender.**
- b) Original - Demand Draft/Pay Order or Banker's Cheque of any Scheduled Bank towards cost of Tender Document as Mentioned in NIT.
- c) Unconditional Letter of Acceptance of Tender Conditions **(in original) (Annexure-II of NIT)** (On Letter Head of the Applicant/ Bidder).
- d) Affidavit duly notarized by Notary Public on Non Judicial Stamp Paper of Rs. 100 for correctness of Documents /Information **(in Original) (as per Annexure-IV of NIT).**
- e) Memorandum **Annexure-I** of NIT.
- f) **"FORM-A"** (List of all works of similar nature successfully completed during the last seven years)
- g) Power of Attorney of the person authorized for signing/submitting the tender (as per **"FORM – B"**)
- h) **"FORM-C"**- (Financial Information- Annual Financial Statement for the last Five Years
- i) **"FORM-D"** - TDS Details of Projects
- j) **"FORM-E"**- (Solvency certificate form a scheduled Bank)
- k) Documents regarding Net Worth of the Company Firm.
- l) **"Form-F"** (General Information - Structure & Organization)
- m) Work Experience Certificates consisting of details as mentioned in **"Form-G"**
- n) Valid GST registration/ EPF registration/ PAN NO.
- o) Affidavit / Undertaking for engaging specialized agencies- (**"Form-H"** of NIT)
- p) Registration Details of the contractor in the GST Act– **Form-I**
- q) **Undertaking** as per **"Form- J"** of NIT
- r) **Indemnity/ undertaking** as per **"Form- k"** of NIT
- s) **Litigation History** as per **"Form- N"** of NIT
- t) E-payment Transaction details towards cost of processing fees.
- u) Pre-bid clarifications, if any.
- v) All pages of the entire Corrigendum's / Amendment's (if any) duly signed by the authorized person.

NOTE: All the uploaded documents should be in readable, printable and legible form failing which the Bids shall not be considered for evaluation. The document submitted in hard copy should be indexed and duly page numbered.

- 24.0 (a) No Clarification will be sought in case of non-submission of Cost of tender document or EMD of requisite amount or Unconditional letter of acceptance or Affidavit for correctness of document/information. In such cases the bid shall be rejected outrightly without seeking any further clarification/document.
- (b) Bids not accompanied by EMD/ Bid Security and Tender fee (as per NIT), shall be treated as non-responsive, and will be summarily rejected.
- (c) All the uploaded and submitted documents shall be considered as duly signed by contractor/ authorized representative.
- 25.0 HSCC/Client reserves the right to reject any or all tenders or cancel/withdraw the invitation for bid without assigning any reasons whatsoever thereof. HSCC does not bind itself to accept lowest tender. The HSCC reserves the right to award the work to a single party or to split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The contractor is bound to accept the portion of work as offered by HSCC after split up at the quoted/ negotiated rates. No claim of the contractor whatsoever shall be entertained by HSCC/Client on this account.
- 26.0 For abnormally low quote, a detailed justification will be required from the bidder with all the supporting documents and if he fails to justify the same, the tender will be rejected and the bidder will not be allowed to participate in the retender again.
- 27.0 For all scheduled BOQ items, the nomenclature/rates/unit of applicable DSR item shall be applicable. In case, any ambiguity is observed in scheduled BOQ items, nomenclature, unit, and rate of relevant DSR item will hold good.
- 28.0 Canvassing in connection with the tender is strictly prohibited, and such canvassed tenders submitted by the contractor will be liable to be rejected and his earnest money shall be absolutely forfeited.
- 29.0 In case of any query, please contact GM, HSCC during the Office hours & Further, any correspondence / clarifications these Email Id's: **electrical@hsccltd.co.in** can be used.

The completion certificates of the works, which will be submitted by the bidders with their bids are also verified from their respective clients by these HSCC - D&E Email Id's: **electrical@hsccltd.co.in**

(General Manager)
HSCC (India) Limited

Annexure-I**MEMORANDUM**

Sl. No.	Description	Cl. No. of NIT/ITT/ Clauses of Contract (CC)	Values/Description to be Applicable for Relevant Clause(s)
1)	Name of Work		Providing Annual Comprehensive Maintenance & Operation Services at HSCC Head Office, Noida.
2)	Client/Owner		HSCC (INDIA) LTD. , NOIDA
3)	Type of Tender		Percentage rate
4)	Earnest Money Deposit	NIT	Rs.1,66,772/- (Rupees one lakh sixty six thousand seven hundred seventy two Only)
5)	Estimated Cost Put to Tender	NIT	Rs.8338572/-(Rupees Eighty three lakh thirty eight thousand five hundred seventy two Only)
6)	Time allowed for Completion of Work	NIT	12 Calendar Months
7)	Mobilization Advance	GCC / 10B(ii)	Not Applicable
8)	Interest Rate of Mobilization Advance	GCC / 10 B (iv)	Not Applicable
9)	Schedule of Rates applicable	DSR – 2023 / DSR- 2022	Not Applicable
10)	Validity of Tender	NIT	180 (One Hundred Eighty) days from the last day of submission of Tender/ Bid
11)	Performance Guarantee	ITT	5.00 % (Three Percent Only) of contract value within 15 days from the issue of Letter of Award
12)	Security Deposit / Retention Money	GCC/ 1A	2.50 % (Two point Five Percent Only) of the gross value of each running /final bill.
13)	Amount of compensation in case of extension of completion date due to delays by the Contractor	GCC/ 2A	Deleted
14)	Time allowed for starting the work	GCC/ Schedule ‘ F	The date of start of contract shall be reckoned from 15 days after the date of issue of letter of Award/handing

Sl. No.	Description	Cl. No. of NIT/ITT/ Clauses of Contract (CC)	Values/Description to be Applicable for Relevant Clause(s)
			over of the site.
15)	Deviation limit beyond which clause 6.2 & 6.3 shall apply for all works except foundation.	GCC / Schedule ' F	Not Applicable
16)	Deviation limit beyond which clause 6.2 & 6.3 shall apply for foundation work	GCC / Schedule ' F	Not Applicable
17)	Escalations	GCC / 10 CA	Not Applicable.
18)	Recovery rate of work Force supplied by HSCC to Contractor	GCC	Not Applicable
19)	Defect Liability Period	SCC	Deleted
20)	GREEN BUILDING RATING	SCC	Not Applicable
21)	GST rate applicable in the contract		@ 18 %

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“Annexure-II”

"Unconditional Letter of Acceptance of Tender Conditions"

From: (To be submitted in ORIGINAL on the letter head of the company by the authorized officer having power of attorney)

To,
HSCC (India) Limited,

Sub: Tender for “Providing Annual Comprehensive Maintenance & Operation Services at HSCC Head Office E-6(A) Sector -1, Noida -201301

Sir,

- i) This has reference to above referred tender. I/We are pleased to submit our tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.
- ii) I/We are eligible to submit the tender for the subject tender and I/We are in possession of all the documents required.
- iii) Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay HSCC, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.

Yours faithfully,

(Signature of the tenderer with rubber stamp)

Dated:

“ANNEXURE -III”

FORMAT FOR EMD/ BID SECURITY BANK GUARANTEE

(To cover payment of Bid Security and Conditions of Contract)

(On a stamp paper of appropriate value from any Nationalised Bank or Scheduled Bank)

To

HSCC (India) Limited,
E-6(A), Sector 1,
Noida – 201 301

Dear Sir,

In consideration of your agreeing to accept Bank Guarantee for Rs. (Rupees)in lieu of payment from M/s having its /their registered office at(hereinafter called the Bidder) towards Bid Security in respect of your Tender no. calling for Tender forat and for due fulfilment of the terms and conditions of the said Tender, we hereby undertake and agree to indemnify and keep you indemnified to the extent of Rs (Rupees).

In the event of any loss or damages, costs, charges or expenses caused to or suffered by you by reason of any breach or non-observance on the part of the Bidder of any terms and conditions of the said Tender, we shall on demand and without cavil or argument, and without reference to the Bidder, irrevocably and unconditionally pay you in full satisfaction of your demand the amounts claimed by you, provided that our liability under this guarantee shall not at any time exceed Rs(Rupees).

This guarantee herein contained shall remain in full force and till you finalise the Tender and select the Tender as per your choice and it shall in the event of the said Bidder being selected and entrusted with the said work, continue to be enforceable till the said Bidder executes the Agreement with you and commences the work as stipulated under the terms and conditions of the said Tender have been fully and properly carried out by the said Bidder and accordingly discharges the guarantee.

We also agree that your decision as to whether the Bidder has committed any breach or non-observance of the terms and conditions of the said Tender shall be final and binding on us.

We undertake to pay the Executing Agency any money so demanded by the Executing Agency notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceedings pending before any Court or Tribunal relating thereto, our liability under this present being absolute and equivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such a payment.

This guarantee shall continue to be in full force and effect for a period of 180 days from the date of submission of Bid. Notwithstanding the above limitations, we shall honour and discharge the claims preferred by you within thirty days of expiry of this guarantee.

We shall not revoke this guarantee during its currency except with your previous consent in writing. This guarantee shall not be affected by any change in Constitution of our bank or of the Bidder firm. Your neglect or forbearance in the enforcement of the payment of any money, the payment whereof is intended to be hereby secured or the giving of time for the payment hereto shall in no way relieve us our liability under this guarantee.

Dated this day of

Yours faithfully,

For and on behalf of

The.....Bank.

Signature of authorized bank official

Name:

Designation:

Stamp/Seal of the Bank:

“Annexure-IV”**AFFIDAVIT**

(To be submitted by bidder on non-judicial stamp paper of Rs.100/- (Rupees Hundred only) duly attested by Notary Public)

Affidavit of Mr. S/o.

R/o.

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s Having its Head Office/Regd. Office at.....
2. That the information/documents/Experience certificates submitted by M/s.....along with the tender for.....(Name of the work) To HSCC are genuine and true and nothing has been concealed.
3. I shall have no objection in case HSCC verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case HSCC demand so for verification.
4. I hereby confirm that in case any document, information & or certificate submitted by me found to be incorrect/false/fabricated, HSCC at its discretion may disqualify/reject/terminate the bid/contract and also for either EMD/All dues.
5. I shall have no objection in case HSCC verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards EMD and Performance Guarantee from the Zonal/Branch office of issuing Bank and We shall have no right or claim on my submitted EMD before HSCC receives said verification.
6. That the Bank Guarantee issued against the EMD issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect/false/fabricated, HSCC shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.
7. I hereby confirm that our firm /company has not been blacklisted/holiday list/barred/banned from tendering by any government or government agency or public sector undertaking or judicial authority/arbitration body at any time during the last five years ending last day of the month previous to the one in which the tenders are invited.

I hereby confirm that no quality related matter/court case/investigation/arbitration is pending in any project executed by us for any government or government agency or public sector undertaking or Judicial authority/arbitration body except those mentioned in litigation history mentioned at “**Form-N**”.

It is also certified that I/We Shall be liable to be debarred/ disqualification/ terminated in case any information furnished by me/us is found to be incorrect.

8. The person who has signed the tender documents is our authorized representative. The Company is responsible for all of this acts and omissions in the tender.

I,, the Proprietor/Authorized signatory of M/s..... do hereby confirm that the contents of the above Affidavit are true to my knowledge and no thing as been concealed there from.....and that no part of its false.

DEPONENT

Verified at.....this.....day of.....

DEPONENT

ATTESTED BY (NOTARY PUBLIC)

“FORM – A”

DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED
DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH
PREVIOUS TO THE ONE IN WHICH THE BIDS ARE INVITED

Sl.No	Name of Work/ Project & location	Owner of sponsoring Organization	Cost of Work In Lakh)	Date of Commencement As per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration Pending/ in Progress with details*	Name & address/ Telephone No. of officer to whom reference may be made	Remarks (indicating all components of the work, which were executed by the agency in the project)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

* indicate gross amount claimed and amount awarded by the Arbitrator.

Note:- Copy of “Work Orders” and “Completion Certificates” of the above works should also be submitted.

Signature of Applicant

“Form- B”

Format for Power of Attorney for authorized signatory

(To be submitted by bidder on non-judicial stamp paper of appropriate value
& duly attested by Notary Public)

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

Know all men by these presents, we (Name of the Tenderer and address of their registered office) do hereby constitute, appoint and authorize Mr / Ms.....(name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid for the Project and submission of all documents and providing information / responses to _____, representing us in all matters before _____, and generally dealing with _____ in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

(Authorized Signatory of bidder)

“FORM- C”**FINANCIAL INFORMATION**

Name of Firm/ Company: M/s

1. **Financial Analysis** - Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly as submitted by the applicant to the Income tax Department (Copies to be attached) and duly certified by the Chartered Accountant mentioning the membership number issued by ICAI along with the full address.

i) **Gross Annual Turnover** for last three years ending **31.03.2024**

Financial Year	Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet
2021-2022	Rs.
2022-2023	Rs.
2023-2024	Rs.
Average Annual Turnover over the past three years	Rs.

ii) **Profit / Loss** for last Five years ending **31.03.2024**

Financial Information in Rs. Equivalent	For year 2019-2020	For year 2020-2021	For year 2021-2022	For year 2022-2023	For year 2023-2024
1. Total Assets					
2. Current Assets					
3. Total Liabilities					
4. Current Liabilities					
5. Profit before Tax					
6. Profit after Tax					
7. Net Worth					

Financial arrangements for carrying out the proposed work.

Solvency certificate from Bankers of the bidder in the prescribed “Form -E”.

UDIN No.

Date :

Signature of Chartered
Accountant with Seal

Signature of Applicant

“FORM-D”**TDS DETAILS FOR PRIVATE SECTOR PROJECTS**

S. No.	Name of Work	Name of Clients	Project Cost in Crores	No. And Date of Completion Certificate	Cost of the work on completion in Crores	Payments Received as per TDS In Crores	TDS Corresponding to the Payments	Year wise TDS as per Form-26AS/Form 16A relating to the work
1.								
2.								
3.								

Note: Value of Work done will be considered equivalent to the amount received as per the TDS Certificates.

In case of multiple contracts undertaken from a Client, details of TDS/Form- 26AS for each work mentioned above need to be segregated and given separately.

This form need to be supported with Form-26AS taken in HTML format or Form -16A.

Signature of Bidder with Seal

Signature of Chartered Accountant
With Stamp and Membership Number

UDIN :

“FORM – E”

FORM OF BANKERS’ CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s./Shri having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs.(Rupees.....). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

DATE : _____

(Signature & Seal)

For the Bank

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

“Form – F”**(GENERAL INFORMATION)****-: Structure & Organization:-**

01.	Name & Address of the applicant	
02.	Telephone No. / Mob. No. / Fax No. Email id (for Correspondence):	
03.	Legal status of the applicant (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	
04.	Particulars of registration with various Government bodies (<i>attach attested photocopy</i>)	
	<u>Organization / Place of Registration :</u>	
	1.	
	2.	
	3.	
05.	Names and Titles of Directors & Officers with designation to be concerned with this work	
06.	Designation of individuals authorized to act for the organization.	
07.	Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.	
08.	Has the applicant 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.	
09.	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black-listed for Biding in any organization at any time? If so, give details.	

10.	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a Court of Law? If so, give details.	
11.	In which field of Civil Engineering construction the applicant has specialization and interest?	
12.	Any other information considered necessary but not included above.	
13.	<u>Bank Details :</u> Name of Applicant/Company Name of Bank : Address of Bank Branch : Account No. :RTGS, IFS Code. : (The bidder shall submit their Bank A/c Cancelled -Cheque copy alongwith this Form-F)	

(Signature of Applicant)

“FORM -G”**PERFORMANCE REPORT OF WORKS**
REFERRED TO IN FORM “A”

01.	Name of work / Project & Location	
02.	Agreement No.	
03.	Bided Cost	
04.	Executed Cost	
05.	Date of Start	
06.	Date of completion:	
	i) Stipulated date of completion	
	ii) Actual date of completion	
07.	(a) Whether case of levy of compensation for delay has been decided or not	YES / NO
	(b) If decided, amount of compensation levied for delayed completion, if any	
08.	Performance Report:	
	a) Quality of work	Outstanding/ Very Good / Good / Poor
	b) Financial soundness	Outstanding/ Very Good / Good / Poor
	c) Technical Proficiency	Outstanding/ Very Good / Good / Poor
	d) Resourcefulness	Outstanding/ Very Good / Good / Poor
	e) General behavior	Outstanding/ Very Good / Good / Poor
10	Details of arbitration / court cases if any including amount of claim amount of award and present position.	

Dated : _____

Executive Engineer or Equivalent

"FORM – H"**UNDERTAKING**

We do hereby undertake to engage a specialised agency after approval of HSCC for undertaking the execution of specialized works (_____ Name of the specialized work_____) whose minimum qualification shall be as under:

I. For Specialized works except Electrical & HVAC works :

- (i) Average Annual Financial Turnover during the last three financial years, i.e. FY-2021-22 & 2022-23 & 2023-24, should be at least 50% of the estimated price of the works.
- (ii) Experience of having successfully completed similar specialized works during last 7 years ending previous day of last date of submission of tenders should be either of the following:
 - (a) Three similar works each of value not less than 40% of the estimated cost put to tender or two similar works each of value not less than 60% of the estimated cost put to tender or one similar work of value not less than 80% of the estimated cost, put to tender, all amounts rounded off to a convenient figure.

II. For Specialized works – Electrical & HVAC :

- (i) Average Annual Financial Turnover during the last three financial years, i.e. FY-2021-22 & 2022-23 & 2023-24, should be at least 50% of the estimated price of the works
- (ii) Experience of having successfully completed similar specialized works during last 7 years ending previous day of last date of submission of tenders should be either of the following.
 - (a) Three similar works each of value not less than 40% of the estimated cost put to tender or two similar completed works each of value not less than 60% of the estimated cost put to tender with capacity of individual DG Set/Chiller/transformer being 80% of the individual capacity (rounded off to next available higher capacity) of the equipment i.e. DG Set/ Chiller/ transformer proposed in the NIT.

OR

One similar completed work of value not less than 80% of the estimated cost put to tender with capacity of individual DG Set/Chiller/transformer being 80% of the individual capacity (rounded off to next available higher capacity) of the equipment i.e. DG Set/Chiller/transformer proposed in the NIT.

All amounts rounded off to a convenient figure.

(Authorized Signatory of bidder)

“FORM-I”

GST Registration Details of Contractor/Vender	
Name	
Address (As per registration with GST Department)	
City	
Postal Code	
Region/State (Complete State Name)	
Permanent Account Number	
GSTIN ID/Provisional ID No.: (copy of Acknowledgement required)	
Type of Business (As per registration with GST)	
Service Accounting Code/HSN Code:	
Contact Person	
Phone Number and Mobile Number	
Email ID	
Compliance Rating (if updated by GSTN)	

Signed by an Authorised Officer of the Firm

“Form-J”

UNDERTAKING

We do hereby undertake, that I/we M/s
..... will get themselves registered
with the concerned authorities like GST registration –Uttar Pradesh , PF, ESIC,
Building Cess Registration etc.in case the work awarded to us.

Signed by an Authorized Officer of the Firm

“Form-K”

UNDERTAKING

We do hereby **Indemnify** HSCC (India) Ltd./ Client /Employer, against all penal action that may be levied / effected by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority.

Signed by an Authorized Officer of the Firm

“Form-L”**FORM OF PERFORMANCE SECURITY BANK GUARANTEE**

(On a stamp paper of appropriate value from any Nationalised Bank or Scheduled Bank)

To,

M/s HSCC (India) Ltd.,
Plot No. 6(A), Block E, Sector 1,
NOIDA - 201 301.

Dear Sir,

In consideration for “**Providing Annual Comprehensive Maintenance & Operation Services at HSCC Head Office, Noida, U.P.**” which expression shall include his successor and assignees represented by M/s. HSCC (India) Ltd., Plot – 6 (A), Block - E, Sector - I, Noida, Uttar Pradesh - 201 301 (hereinafter called HSCC) having awarded to M/S _____ (hereinafter referred to as the said Contractor or ‘Contractor’ which expression shall wherever the subject or context so permits include its successors and assignees) a Contract No _____ in terms inter alia, of the HSCC Letter No. _____ dated _____ and the General Conditions of Contract and upon the condition of the Contractor's furnishing Security for the performance of the Contractor's obligations and discharge of the Contractor's liability under and in connection with the said Contract upto a sum of Rs. _____ (Rupees _____ only) amounting to _____ percent of the total Contract value.

1. We, _____ (hereinafter called ‘The Bank’ which expression shall include its successors and assignees) hereby jointly and severally undertake to guarantee the payment to the Employer in rupees forthwith on demand in writing and without protest or demur or any and all moneys payable by the Contractor to the Employer in respect of or in connection with the said Contract inclusive of all the Employer's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys payable in respect of the above as specified in any notice of demand made by the Employer to the Bank with reference to this guarantee upto an aggregate limit of Rs. _____ (Rupees _____ only).
2. We _____ Bank Ltd. further agree that the Employer shall be sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by the Employer on account thereof and the decision of the Employer that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by the Employer from time to time shall be final and binding on us.
3. The Employer shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other Security in respect of the Contractor's obligations and liabilities hereunder or to vary the Contract or the work

to be done there under vis-a-vis the Contractor or to grant time or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices of the total Contract value or to release or to forbear from enforcement of all or any of the Security and/or any other Security(ies) now or hereafter held by The Employer and no such dealing(s) reduction(s) increase(s) or other indulgence(s) or arrangements with the Contractor or release or forbearance whatsoever shall absolve the bank of the full liability to the Employer hereunder or prejudice the rights of the Employer against the bank.

4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all monies payable to the Employer in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the Bank in terms hereof shall not be anyway affected or suspended by reason of any dispute or disputes having been raised by the Contractor stopping or preventing or purporting to stop or prevent any payment by the Bank to the Employer in terms hereof.
1. The amount stated in any notice of demand addressed by the Employer to the Bank as liable to be paid to the Employer by the Contractor or as suffered or incurred by the Employer on account of any losses or damages or costs, charges and/or expenses shall be conclusive evidence of the amount so liable to be paid to the Employer or suffered or incurred by the Employer as the case may be and shall be payable by the Bank to The Employer in terms hereof.
2. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Employer and liabilities of the Contractor arising upto and until midnight of_____.
3. **This guarantee is valid till _____(date to be mentioned) (Sixty days beyond the stipulated date of completion or the extended period, thereof).**
4. This guarantee shall be in addition to any other guarantee or Security whatsoever that the Employer may now or at any time anyway may have in relation to the Contractor's obligations/or liabilities under and/or in connection with the said Contract, and the Employer shall have full authority to have recourse to or enforce this Security in preference to any other guarantee or Security which the Employer may have or obtain and no forbearance on the part of the Employer in enforcing or requiring enforcement of any other Security shall have the effect of releasing the Bank from its full liability hereunder.
10. It shall not be necessary for the Employer to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding that any Security which The Employer may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealised.
11. We, the said Bank undertake not to revoke this guarantee during its currency except with the consent of the Employer in writing and agree that any change in the

constitution of the said Contractor or the said bank shall not discharge our liability hereunder.

12. We_____ the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/difference pending between the parties before the arbitrator and/or that any dispute is being referred to arbitration.
13. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs._____ (Rupees_____) and this guarantee shall remain in force till_____ and unless a claim is made on us within 3 months from that date, that is before _____ all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities there under.

Dated_____ day of_____ 20

For and on behalf of Bank.

Issued under seal :

“Form-M”**FORM OF CONTRACT AGREEMENT**

This Agreement made the _____ day of _____ 2025 between HSCC (India) Limited for the **“Providing Annual Comprehensive Maintenance & Operation Services at HSCC Head Office, Noida at HSCC INDIA LTD., NOIDA, U.P.”** represented by M/s HSCC (India) Limited; E-6(A), Sector-1, Noida (U.P)- 201301 who enters into this Agreement of the one part (hereinafter called "The Employer") and M/s (Hereinafter called "The Contractor") of the other part.

Whereas the Employer is desirous that certain works should be executed by the Contractor, viz _____ ("the Works") and has accepted a Bid by the Contractor for the execution and completion of the works and the remedying of any defects therein.

Now this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz :

The Letter of Award;

The said Bid;

Volume – 1 (NIT)

- Notice Inviting Tender (NIT), Section—I, Vol.-I
- Scope of work & ITT, Section—2, Vol.-I

Volume- II (GCC)

- General Conditions of Contract

Volume – III (SCC)

- Specific Condition of Contract

Volume - IV (Financial bid and Bill of Quantities)

Any other relevant documents referred to in this Agreement or in the aforementioned documents & All the correspondence till award of contract i.e. addendum, LOA etc.

Technical and Financial bids submitted by bidder.

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein the Contract Price or only such other sums as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year first before written.

Signed, Sealed, and Delivered by the Said

Binding Signature of [GM, HSCC]

Binding Signature of Contractor

In the presence of

Witness (1) :

Witness (2) :

“Form-N”**LITIGATION HISTORY**

(On letterhead of the applicant)

Applicants should provide information of litigation history regarding Quality related Matter/ court case/ Investigation/ arbitration is pending in any project executed.

Name of Bidder/ Applicant : M/s							
Year	Name of the work/ Project	Name of the Client, with Address	Title of the court Case/ Arbitration/	Detail of the Court/ Arbitrator	Status Pending/ Decided	Disputed Amount (Current Value, the equivalent) in case of Court Cases/ arbitration	Actual Awarded Amount (Rs) in decided Court Cases/ arbitration

Authorized Signatory of bidder

**END OF VOLUME – I
(LAST PAGE)**