

Centre for Good Governance (CGG)

Request for Proposal (RFP)

for

**Reconditioning / Rectification, Testing,
Recommissioning and Comprehensive Annual
Maintenance Contract (AMC)
of installed Fire alarm system, Public address (PA)
system, Fire extinguishers & Fire fighting system**

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Tender Schedule

Publish date	13.08.2026
Document download start Date	13.08.2026 at 11.00 a.m.
Pre-Bid Meeting	18.08.2026 at 3.00 p.m.
Last date to receive Queries from bidder through email/inwriting	20.08.2026
Due date of submission of Bid	07.09.2026 at 3.00 p.m.
Technical Bid Opening	07.09.2026 at 4.00 p.m.
Financial Bid opening Date & Time	16.09.2026 a t 3.00 p.m.

1. **NOTICE INVITING PROPOSALS**

- 1.1. Centre for Good Governance, Gachibowli Hyderabad invites sealed Proposal in Two Bid system for Reconditioning / Rectification, Testing, Recommissioning and Annual Maintenance Contract (Comprehensive) for installed Fire Alarm system, PA System, Fire Extinguishers and Fire Fighting system.
- 1.2. The offers should be submitted in two-bid system i.e. Technical Bid and Commercial Bid in two separate sealed envelopes super-scribing "Reconditioning / Rectification, Testing, Recommissioning and Annual Maintenance Contract (Comprehensive) for installed Fire Alarm system, PA System, Fire Extinguishers and Fire Fighting system" in the respective envelopes duly addressed to The Director (Admin & Finance), Centre for Good Governance, Hyderabad.

2. **DETAILS OF PROPOSALS ARE AS UNDER:**

- 2.1. Name of work: (A) Reconditioning / Rectification, Testing, Recommissioning and Annual Maintenance Contract (Comprehensive) for installed fire alarm, Fire Electric pumps and fire diesel pumps and their control panels, hydrant system, sprinkler system, PA systems, fire extinguishers, and fire-fighting system etc. as per terms and condition of the Proposal to ensure safe operation and maintenance of the above installations at CGG building, Gachibowli, Hyderabad
- 2.2. Contract period The contract period is for one year and renewal basis subject to satisfactory performance and services and on same terms & conditions of the Annual Maintenance contract (comprehensive)
- 2.3. Security Deposit: 5% of annual contracted value (without tax) in the form of Bank Guarantee or DD in the name of Centre for Good Governance payable at Hyderabad to be submitted by successful Bidder before or at the time of execution of agreement. The Security deposit shall be returned within three months after completion of the Contract. No interest shall be paid on the Security Deposit.
- 2.4. EMD deposit: Technical Bid should accompany NEFT details/ DD/Pay Order of Rs.30,000/- (Rs. Thirty thousand only) drawn on any nationalized bank in the name of Centre for Good Governance payable at Hyderabad towards Earnest Money Deposit (EMD). Proposal received without prescribed EMD will be summarily rejected. No exemption will be granted. This EMD will be returned after finalization of bidder. For depositing NEFT amount, Bank Details are as under:
- 2.5. Rs.15000/- DD is mandatory towards bid cost drawn on any nationalised/scheduled commercial banks payable at Hyderabad.

CGG A/c Number: 912010061745611 Bank Name: AXIS BANK
IFSC CODE: UTIB0000733

- 2.6. Address at which the Proposals are to be submitted: Ground Floor, Centre for Good Governance, Gachibowli Hyderabad,
- 2.7. Place of opening Proposals: Conference Hall, 3rd floor, Centre for Good Governance, Gachibowli, Hyderabad
- 2.8. The building can be inspected at office hours on working day after taking permission from the Associate Director (Admin) before Pre-Bid meeting.

3. **MODE OF SUBMISSION OF TENDER**

The hard copy of Tender documents shall be submitted in two Envelopes system in accordance with the procedure detailed below. Specified documents sealed in envelopes of appropriate size, each of which shall be sealed.

- 3.1. Envelope 1: This Envelope shall contain Technical Bids super scribed as “Envelope 1: Technical Bid for “Reconditioning / Rectification, Testing, Recommissioning and Annual Maintenance Contract (Comprehensive) for installed Fire Alarm system, PA System, Fire Extinguishers and Fire Fighting system, duly addressed to The Director (Admin & Finance) Centre for Good Governance, Gachibowli, Hyderabad.”
- 3.2. This Envelope shall contain EMD, (an amount of Rs.30,000/- (Rupees Thirty thousand only) paid through NEFT details/ DD/Pay Order in favour of Centre for Good Governance forwarding letter of Proposal documents, clarification (if any), general terms & conditions, article of agreement, scope of work, all the documents required in support of eligibility criteria / technical eligibility criteria “, self-attested copy (copies) of work done in a PSU, Central /State Government Organization or subsidiary / joint venture / Regulated company thereof, or a reputed private company etc. (all documents duly stamped & signed).
- 3.3. Envelope 2: It should have the Commercial Bid.
- 3.4. Both Envelopes 1 & 2 shall be placed in adequate size envelope and shall be properly sealed. This envelope shall be endorsed on the outside face as under: Proposal for “Reconditioning / Rectification, Testing, Recommissioning and Annual Maintenance Contract (Comprehensive) for installed Fire Alarm system, PA System, Fire Extinguishers and Fire Fighting system” duly addressed to The Director (Admin& Finance) Centre for Good Governance, Gachibowli, Hyderabad.

4. **STAGES OF PROPOSAL PROCESS:**

- 4.1. The Large envelope containing all the 2 envelopes as per instructions above shall be opened in the office of The Director (Admin & Finance) Centre for Good Governance, Gachibowli, Hyderabad, in the presence of Proposal opening committee & authorized representatives of those bidders, who choose to remain present, as per following schedule.
- 4.2. Envelope No. 1 Technical Bid containing the technical bid documents shall be opened and if bid documents are not found as per Proposal the bid shall be rejected and not to be considered for further evaluation.
- 4.3. Envelope No. 2 containing commercial bid shall be opened only for those eligible Bidders who qualified technical bid. The opening date of commercial bid shall be intimated to the eligible Bidders through email.
- 4.4. In case the date of opening of Proposals is declared as a holiday, the Proposals will be opened on the next working day at the same time. The Bidders are strongly advised to visit the site before submitting of Proposal.
- 4.5. The CGG, Hyderabad is not bound to accept lowest Proposal and has the right to accept/reject any or all Proposals without assigning any reasons whatsoever.
- 4.6. Successful Bidder if unable to provide services as agreed, no notice shall be required in such a case, and the CGG will be free to engage the other Qualified Bidders who are willing to provide the services on L1 rates.
- 4.7. For any further information on the Proposal at the office of The Director (Admin & Finance) Centre for Good Governance, Hyderabad may be contacted.
- 4.8. The successful Bidder shall enter into an agreement with the CGG and necessary stamp papers of Rs. 100/- or as prescribed by the law, shall be submitted to the CGG within 07 days of the award of the work.

- 4.9. The Competent authority reserves the right to award contract for the above work either to one party or more than one party. Competent authority also reserves the right to amend or withdraw any of the terms and conditions contained in the Proposal document before accepting the Proposal or to reject any or all the Proposals without giving any notice or assigning any reason to anyone.

5. **ELIGIBILITY CRITERIA FOR THE BIDDER:**

(Please attach self- attested documents as per check list)

- 5.1. The Technical Bid should accompany NEFT details/ DD/Pay Order of Rs.30,000/- (Rs. Thirty thousand only) drawn on any nationalized bank in the name of Centre for Good Governance payable at Hyderabad towards Earnest Money Deposit (EMD). Proposal received without prescribed EMD will be summarily rejected. No exemption will be granted.
- 5.2. The Bidders should have at least one working office / service centre with trained manpower at Hyderabad. The applicant must have established office under Shops & Commercial Establishment Act (should be before submission of application) which will be considered as proof of Registered Office / Working Office/ Service Centre.
- 5.3. Experience: The bidder must have at least five years' experience (ending 31st March prior to the bid opening) of providing similar type of services to Central/State Government/ PSUs/ Nationalized Banks/ Reputed Organizations. Services rendered with list of such Central/State/ PSUs/ Nationalized Banks with duration of service shall be furnished.

Note: Similar Services implies Maintenance / Testing/ Commissioning / Servicing / Annual Maintenance Contract (Comprehensive) of Fire Alarm System, PA System, Fire Extinguishers and Fire Fighting System

- 5.4. The Bidder should have average turnover of not less than Rs. 30 lakhs for last three years.
- 5.5. The Proposals of those Bidders who do not fulfil above eligibility criteria are liable for rejection.
- 5.6. Proposal shall remain valid for 90 days from the dated of opening of the Proposal.
- 5.7. CGG reserves the right to accept or reject any Proposal either in whole or in part without assigning any reason for doing so and is not bound to accept the lowest Proposal.
- 5.8. Proposal received after last date and time will not be accepted.
- 5.9. The Bidder must submit a self-attested copy (copies) of Recent work order (s) of which the work (s) has (have) been completed within last five years to the one of issue of the company, as a proof of work done in a PSU, Central /State Government Organization or subsidiary / joint venture / Regulated company thereof, or a reputed private company etc. The value(s) of each work order (s) should be clearly mentioned.

6. **SCOPE OF WORK**

Reconditioning / Rectification, Testing, Recommissioning and Annual Maintenance Contract (Comprehensive) For Fire Alarm System, PA System, Fire Extinguishers and Fire Fighting System at CGG, Hyderabad.

6.1 Objective: The successful bidder shall undertake:

1. Initial inspection and condition assessment.
2. Reconditioning/Rectification and recommissioning of the complete fire protection system.
3. Functional testing and commissioning.
4. Comprehensive Annual Maintenance Contract (CAMC) for one year after successful recommissioning.
5. Emergency breakdown maintenance throughout the contract period.

6.2 Existing Fire Protection Installations

(a) Floor-wise Fire Protection Installations

SI No.	Floor Detail	Fire Extinguisher	Hose Reel	Automatic Sprinklers System	Manually Operated Electronic Fire Alarm System	Automatic detection and alarm system
1	Cellar	9	1	99	1	11
2	Ground	10	1	44	1	11
3	1 st Floor	10	1	44	1	11
4	2 nd Floor	10	1	45	1	12
5	3 rd Floor	10	1	48	1	12
6	4 th Floor	9	1	42	1	11
7	5 th Floor	10	1	46	1	12
8	6 th Floor	6	1	27	1	7

(b) Fire Fighting Equipment Inventory

SI. No.	Fire Fighting System	Installed
1	Fire Extinguishers	74
2	First Aid House reel	8
3	Wet Riser	2
4	Yard Hydrant	6
5	Automatic Sprinkler System	395
6	Manually Operated Electronic Fire Alarm System	8
7	Automatic Detection and Alarm System	87
8	Under-Ground Static Water Storage Tank Combined Capacity for Wet Riser, Yard Hydrant and Sprinklers per set of Pumps in Liters	100000
9	Terrace Tank over Respective Tower Terrace in Liter	10000
10	Number of Pumps Near Underground Static Water Storage Tank (Fire Pump) with Minimum Pressure of 3.5 kg/cm ² at Remotest Location (Electrical)	2
11	Capacity of Electrical Pump in LPM	2850
12	Number of Pump near underground Static Water Storage Tank Fire pump with minimum Pressure of 3.5 kg/cm ² > 2 at Remotest Location (Diesel)	1
13	Capacity of Diesel Pump in LPM	2850
14	Number of Pump near underground Static Water Storage Tank (Fire pump) with minimum Pressure of 3.5 kg/cm ² > 2 at Remotest Location (Electrical / Jockey)	1
15	Capacity of Electrical (Jockey) Pump in LPM	180
16	Fire Shaft/ Fire Lift	1

Note: The quantity of materials mentioned in the list is tentative. Any material/equipment related to fire alarm and fire-fighting system etc. installed or proposed to be installed by the CGG shall also be part of this contract and Bidder must maintain the same in terms of the scope of contract and no extra payment shall be paid on this account. The scope work includes all the basements + G + 6 floors of CGG Building

PART-A : RECONDITIONING / RECTIFICATION & RECOMMISSIONING

6.3 Initial Survey & Health Assessment

The successful bidder shall:

- Conduct complete inspection of the installed systems.
- Verify operational condition of every component.
- Prepare deficiency report.
- Submit recommissioning plan.
- Identify defective equipment.
- Identify missing components.
- Submit list of spare parts requiring replacement.

The successful bidder shall submit the following Deliverables

- Inspection Report
- Deficiency Report
- Recommissioning Plan

6.4 Reconditioning / Rectification

The bidder shall restore all systems to operational condition including:

Fire Alarm System

- Fire Alarm Control Panels
- Loop Cards
- Power Supplies
- Batteries
- MCPs
- Hooters
- Detectors
- Modules
- Cabling
- Junction Boxes

Fire Fighting System

- Wet Riser
- Hydrant System
- Hose Reels
- Landing Valves
- Yard Hydrants
- Sprinklers
- Pipe Supports
- Isolation Valves

Pump House

- Main Electric Pumps
- Diesel Pump
- Jockey Pump
- Pump Controllers
- Batteries
- Fuel System
- Pressure Gauges
- Flow Switches

PA System

- Amplifiers
- Speakers
- Microphones
- Cabling
- Paging Console

Fire Extinguishers

- Inspection
- Refilling
- Hydrotesting
- Replacement of damaged parts
- Pressure testing

Water Tanks

- Cleaning
- Leakage rectification
- Float valve servicing

6.5 Recommissioning & Testing

After rectification, the bidder shall conduct:

- 100% detector testing
- MCP testing
- Hooter testing
- Zone testing
- Cause & Effect testing
- Pump Auto Start Test
- Diesel Pump Test
- Jockey Pump Test
- Hydrant Pressure Test
- Sprinkler Flow Test
- Public Address System Test
- Battery Backup Test
- Power Failure Simulation
- Complete Integrated System Test

6.6 Deliverable:

- Commissioning Certificate
- Test Reports
- System Readiness Certificate

PART-B : COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT

AMC period shall start only after successful recommissioning.

6.6 Preventive Maintenance

Quarterly preventive maintenance for:

- Fire Alarm System
- PA System
- Pumps
- Hydrant System
- Sprinkler System
- Fire Extinguishers
- Water Storage Tanks

6.7 Fire Alarm System Maintenance

- Detector cleaning
- Detector sensitivity testing
- MCP testing
- Panel health check
- Battery testing
- Cable continuity
- Loop testing
- Event log verification

6.8 Pump House Maintenance

Quarterly maintenance:

- Electric Pumps
- Diesel Pump
- Jockey Pump
- Starter Panels
- Pressure Gauges
- Bearings
- Lubrication
- Auto Start Test

6.9 Hydrant & Wet Riser Maintenance-Quarterly

- Landing valves
- Hose reels
- Pressure testing
- Valve lubrication
- Leakage rectification

6.10 Sprinkler System Maintenance-Quarterly.

- Inspect, test the complete system as per instructions of the CGG.
- Check spare sprinklers for serviceability.
- Check pipe work, hangers and sprinklers heads for corrosion, dust, or foreign material, paint or damage.
- Check action of ball valves fitted in storage tanks.
- Testing of discharge through sprinkler head.
- Water storage tanks (underground and overhead) are to be drained and cleaned as required by the CGG.

6.11 Fire Water Tank Maintenance

Half yearly cleaning of fire water tank at roof (10,000 liters capacity) and underground fire water tank of 1lac liters capacity at basement. Stoppage of leakage of water from tanks if any at any time. The cost of cleaning firewater tanks will be borne by the Bidder. Bidder will take prior permission from CGG.

6.12 PA System Maintenance-Quarterly

6.13 Fire Extinguisher Maintenance-Quarterly

Extinguisher type	Quarterly Maintenance	Annually Maintenance
ABC/DCP Powder	As per daily check & Weighing of the fire extinguisher, checking of discharge tube and nozzle for any obstruction and labeling the same on the maintenance sticker on the extinguisher	Discharge test and hydrotest as per the schedule of the extinguisher and relevant IS standards. This shall be done as per the instructions of CGG officials.
Carbon dioxide (CO2)	As per daily check & Weighing of the fire extinguisher, checking of discharge tube and nozzle for any obstruction and labeling the same on the maintenance sticker on the extinguisher	Discharge test and hydrotest as per the schedule of the extinguisher and relevant IS standards. This shall be done as per the instructions of CGG officials.
Clean Agent	As per daily check & Weighing of the fire extinguisher, checking of discharge tube.	Discharge test and hydro test as per the schedule of the Extinguisher and relevant IS standards. This shall be done as per the instructions of CGG officials.
Mechanical Foam	As per daily check & Weighing of the fire extinguisher, checking of discharge tube & nozzle for any obstruction and labeling the same on the maintenance sticker on the extinguisher	Discharge test and hydro test as per the schedule of the extinguisher and relevant IS standards. This shall be done as per the instructions of CGG officials.
Water type	As per daily check. Weighing the fire extinguisher, checking of discharge tube and nozzle for any obstruction and labeling the same on the maintenance sticker on the extinguisher	Discharge test and hydro test as per the schedule of the extinguisher and relevant IS standards. This shall be done as per the instructions of CGG officials.

6.14 General Maintenance

- Logbooks
- Registers
- Tools
- Consumables
- Minor repairs
- Housekeeping
- Painting
- Record maintenance

PART-C : BREAKDOWN MAINTENANCE

- 24×7 emergency support
- Unlimited breakdown calls
- Emergency response within 2 hours
- Fault rectification within defined SLA
- Standby manpower
- Temporary restoration wherever required

PART-D : REPORTING & DELIVERABLES

The following reports/register have to be submitted on completion of the said activities.

- Initial Condition Assessment Report
- Recommissioning Report
- Quarterly Preventive Maintenance Report
- Breakdown Maintenance Register
- Fire Drill Reports
- Mock Drill Reports
- Fire Pump Test Register
- Detector Test Register
- Fire Extinguisher Register
- Annual Health Assessment Report
- Asset Register

General Terms & Conditions (CAMC):

1. The successful bidder shall carry out comprehensive preventive maintenance, testing, inspection, and actuation tests of all fire protection systems and equipment on a quarterly basis, or at such frequency as specified in the Agreement, Testing & Maintenance Schedule, and Schedule of Quantities. Maintenance shall be carried out in accordance with the latest versions of **IS 2189, IS 2190, IS 3844, IS 15105, IS 15683, IS 15908**, and all other applicable Indian Standards relevant to fire detection, fire alarm, firefighting, hydrant, sprinkler, and public address systems, as well as the instructions issued by CGG from time to time.
2. Before commencement of the AMC, the bidder shall conduct a detailed inspection of all installed fire protection systems and submit a **Condition Assessment Report** identifying defective, missing, or non-functional components requiring rectification or replacement.
3. All fire protection equipment, including fire extinguishers, hydrant valves, hose reels, hoses, sprinklers, smoke and heat detectors, manual call points, fire alarm panels, public address system components, pumps, valves, and other associated equipment shall be uniquely identified with serial numbers or asset identification labels for ease of maintenance and traceability.

4. The bidder shall maintain comprehensive maintenance records for each equipment/system in the formats prescribed by CGG. Separate registers or digital maintenance records shall include equipment identification, inspection dates, maintenance activities carried out, test results, defects noticed, corrective actions taken, replacements made, and the signature of the authorized maintenance personnel. All such records shall remain the property of CGG during and after completion of the contract.
5. After every inspection, maintenance activity, breakdown rectification, or testing, the bidder shall update the relevant maintenance records and submit periodic maintenance reports to the designated CGG representative.
6. In the event that any fire extinguisher is discharged during an actual fire emergency, the bidder shall immediately inform the Officer-in-Charge, arrange for replacement with an equivalent extinguisher to maintain uninterrupted fire protection, and subsequently carry out refilling/replacement after obtaining approval from CGG. The cost of refilling or replacement due to actual fire usage shall be reimbursed by CGG.
7. Where fire extinguishers are discharged during scheduled testing, commissioning, or maintenance activities, the bidder shall record the details in the maintenance register, obtain certification from the authorized CGG representative, and refill or replace the extinguishers at the bidder's own cost as part of the AMC obligations.
8. The bidder may engage qualified subcontractors or specialist agencies for specific activities; however, the bidder shall remain solely responsible and accountable to CGG for the quality, safety, timely completion, statutory compliance, and overall performance of all services under the contract.
9. The bidder shall provide, at no additional cost to CGG, all tools, tackles, testing instruments, measuring equipment, ladders, cleaning materials, consumables, safety equipment, and manpower required for execution of the maintenance works. CGG may provide storage space, wherever available, but the safety and security of all tools and materials shall remain the responsibility of the bidder.
10. The bidder shall maintain a fully equipped toolbox at site containing all essential maintenance tools including pipe wrenches, ring spanners, D-spanners, adjustable wrenches, air blower, weighing machine for fire extinguishers, multimeter, insulation tester, pressure gauges, detector testing equipment, and other tools necessary for maintenance of the fire alarm and fire-fighting systems.
11. During maintenance or breakdown rectification, the bidder shall arrange all temporary isolation arrangements, including blinds, flanges, blanking plates, fittings, and associated accessories required for safe maintenance of hydrant, sprinkler, and fire protection systems, without any additional cost to CGG.
12. All labour charges, consumables, cleaning materials, lubricants, minor spare parts, gaskets, washers, O-rings, clamps, safety pins, clips, springs, gland packing, grease, oils, nuts, bolts, fasteners, cables lugs, cleaning cloths, and similar consumable items required for routine maintenance shall be deemed included in the contract value.
13. Replacement of major components such as pumps, motors, control panels, fire alarm panels, detectors, hydrant valves, hose reels, sprinkler piping, cables, major valves, or any other high-value equipment shall be carried out only after prior written approval of CGG. The cost of such approved replacements shall be reimbursed separately by CGG unless specifically included in the Schedule of Quantities.
14. Any modification, addition, alteration, relocation, or expansion of the existing fire protection systems requested by CGG shall be undertaken only after written approval. Such works shall be treated as separate works and paid for separately based on mutually agreed rates.
15. All fire extinguishers shall be inspected, maintained, tested, hydro-tested, refilled, and certified strictly in accordance with **IS 2190**, **IS 15683**, and other applicable Indian Standards.
16. Hydrotesting and refilling of fire extinguishers shall be carried out through authorized agencies approved by CGG. The expenditure towards hydrotesting and refilling, wherever specifically approved by CGG, shall be borne by CGG.
17. Welding, fabrication, and other civil or structural works required for major repairs, relocation, or new installations shall be undertaken only after approval from CGG and shall be paid separately, unless specifically included in the contract.

18. The bidder shall maintain all statutory maintenance registers, logbooks, inspection reports, testing records, and compliance certificates required under applicable fire safety regulations and shall produce the same for inspection by CGG or statutory authorities whenever required.
19. The bidder shall ensure proper housekeeping of all fire protection installations, including cleaning of equipment, removal of dust and corrosion, touch-up painting of hydrant and sprinkler piping wherever required as part of routine maintenance, and maintaining all systems in a safe, functional, and presentable condition throughout the contract period.
20. Upon completion of each preventive maintenance cycle, the bidder shall submit a **Preventive Maintenance Report**, and at the end of each quarter submit a **System Health Report** indicating the operational status of all equipment, pending defects, replaced components, recommendations for improvement, and compliance with applicable Indian Standards.

7. TERMS & CONDITIONS:

- 7.1. The Bidder must acquire the necessary Medical Insurance of Rs. 3 Lakhs for the employed Fire Supervisor / Firemen if the paid minimum wages are exceeding the ESIC threshold.
- 7.2. The Bidder must have qualified Electrical. Mechanical & Plumbing technician who are capable to rectify the faults/problems in firefighting equipment, pumps, panels, fire alarm & detection system, fire alarm panels & PA system and all the equipment mentioned in "List of Equipment's/Materials".
- 7.3. The Bidder should have necessary qualification and experience in providing firefighting services and should have capacity to engage / employ qualified firemen.
- 7.4. The Bidder must submit a self-attested copy (copies) of Recent work order (s) of which the work (s) has (have) been completed within last five years to the one of issue of the company, as a proof of work done in a PSU, Central /State Government Organization or subsidiary / joint venture / Regulated company thereof, or a reputed private company etc. The value(s) of each work order (s) should be clearly mentioned.
- 7.5. The Bidder whether it be a Proprietor / Individual, Partnership successful Bidder /Company/ Corporation, Society, they shall be, for the purpose of this contract, be known as "the Bidder".
- 7.6. Bidder should ensure that the documents are attached with Technical Bid as per Check list and all pages of Proposal and documents are signed and stamped.
- 7.7. The Bidder will give a declaration as per attached format that he has read and fully understood the above conditions and the same shall remain binding upon him in case the work is entrusted to him.
- 7.8. The Bidder may visit/examine the site and its surroundings on any working day by prior appointment with the Associate Director (Admin) for proper assessment of prospective assignment (scope of works) before pre-bid meeting. No claims later shall be entertained.
- 7.9. Bidder should submit their details as per attached format with self-attested documents.
- 7.10. The successful Bidder whose Proposal is accepted shall, within 7 days from issuing / receiving the Letter of Acceptance, be required to pay Security Deposit an amount equal to 5 % of the Annual Contracted Value and execute the Contract Agreement with CGG as per the General Conditions / Special conditions enumerated in the Proposal documents, on a Non- Judicial Stamp Paper. If he fails to pay Security or to execute the contract agreement within the stipulated time, the EMD shall stand forfeited, without prejudice to CGG right to rescind the contract and other rights and remedies warranted by the law.
- 7.11. After receiving receipt of Security Deposit or Performance Bank Guarantee from the successful Bidder, EMD will be refunded to all unsuccessful Bidders within one week.
- 7.12. Bidder shall keep his/their offer valid for a period of at least 3 months (90 days) from the date of opening of the Financial Bid/Price Bid. If any Bidder withdraws or amends, impairs or derogates from the Proposal in any respect within the period of validity of his offer, the EMD is liable to be forfeited.

- 7.13. The CGG may at any time after opening of the Proposal depute a team of its' officials to the site / workplace / office of the Bidder to get the credentials of the information furnished by the Bidder verified by collecting the spot information as to the status, workmanship & quality of the services rendered by them. If any information furnished by the Bidder is found to be incorrect, the Proposal of such Bidder shall be liable for rejection.
- 7.14. The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of proposing and for entering into a contract and may inspect the site of work and acquaint himself with all local conditions, means of access to the work, nature of work and all matters appertaining thereto.
- 7.15. Immediately, on receipt of intimation from the CGG, about the acceptance of proposal, the successful Bidder will execute the work as per the instructions of CGG and the written acceptance of the proposal will constitute a binding contract between The CGG and the successful Bidder. It will be the responsibility of the successful Bidder to thoroughly examine the site in all respects.
- 7.16. It shall be the responsibility of the successful Bidder to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (successful Bidder) at CGG shall have no liabilities in this regard.
- 7.17. CGG will not be responsible for any damage, losses, theft, claims, financial or other injury to any workers deployed by service providing Bidder during their performing the functions / duties, or for payment towards any compensation.
- 7.18. Penalty Clause: In case successful Bidder fails to rectify the minor defect within 2 days from the date of occurrence of fault, the CGG is at liberty to impose penalty Rs 1000/- per day till rectification of fault. If Bidder fails to rectify the fault entirely within 5 days, CGG has liberty to get the job done from the third party at the risk, cost and responsibility of the successful Bidder. However, if CGG assesses that the delay is not attributed due to fault of successful Bidder the penalty shall not be levied on them.
- 7.19. Successful Bidder's staff should not misbehave with any of the CGG staff members and will not enter into any unlawful activities in the premises. The staff of Successful Bidder should be disciplined, polite and courteous.
- 7.20. CGG Security staff will have the right to check, search and interrogate any of the Successful Bidder's staff while entering/leaving the premises for purpose of duty.
- 7.21. All entries in the Proposal documents must be made in English, both in words & figure.
- 7.22. Maintain up-to-date record of all staff deputed by him as per Shops & Establishment Act and will discharge all obligations under various Labor Laws viz EPF Act, ESI Act, Gratuity, Bonus Act, Workmen's Compensation Act, Contract Labor (Regulation & Abolition Act) etc. or under any other State/Union Legislation in respect of staff deputed by the Successful Bidder.
- 7.23. Successful Bidder must take full responsibility of all acts of commission and/or omissions by their staff, or any injury or mishap caused during transport or during rendering the service and will meet all liabilities arising out of such situations.
- 7.24. Successful Bidder must be absolutely responsible for the payment of salary, all other statutory obligations for fireman/Supervisor (or their dependents), on account of salary/wages, bonus, arrears, employment/termination benefit, compensation or other claim whatsoever under Workmen's Compensation Act or any other law and the CGG has no connection in relation to such matters.
- 7.25. In case of any mishap/injury sustained by the fireman/Supervisor of whatsoever nature (minor/major/fatal including death during their duty) the responsibility of granting compensation, if any, on that count will be that of the Successful Bidder and NOT of the CGG.
- 7.26. If for any reason, compensation, costs etc., are paid by the CGG, the same shall be reimbursed by the Successful Bidder to the CGG without any demur, with interest at the rate as applicable for clean advances.

- 7.27. In the event of theft, robbery, dacoity or pilferage of the CGG property or materials, the Successful Bidder shall actively assist the CGG for the investigation of the case and if negligence/collusion of fireman/Supervisor is established, such loss due to theft etc. is to be made good by the Bidder. The Successful Bidder agrees to indemnify such loss, irrespective of the fact that such risk might have been insured.
- 7.28. In case of any property loss/injury to any one of the CGG staff due to negligence of Successful Bidder's fireman/Supervisor or due to dereliction of duty or in-attentiveness or negligence of the fireman/Supervisor, all liabilities arising out of such incident will be fully met by Successful Bidder. Successful Bidder agrees to indemnify the loss.
- 7.29. It is also agreed that the CGG may, in the event of termination of contract as provided herein, have regard to exigencies of matter, arrange maintenance/manning/ repair/ replacement of fire alarm system etc., in its discretion from any other source/agencies from the date of notice without waiting for the completion of one month period of notice
- 7.30. If the work is not carried out satisfactorily in time or the performance is not found satisfactory in any way, CGG reserves the right to get the work done from third party and deduct the expenses so incurred from the bills submitted by the Successful Bidder and also reserves the right to terminate the contract by giving prior notice of one month.
- 7.31. The Successful Bidder will take necessary precautions for carrying out the work avoiding any damage to the CGG structure/decorative parts. Successful Bidder shall have to rectify any damage done at its cost failing which the CGG shall get the job done at the Successful Bidder's risk and cost.
- 7.32. The Successful Bidder shall be wholly responsible for theft, burglary or fire or any other mischief done by his staff.
- 7.33. The Successful Bidder shall arrange demonstration/testing and training of CGG staff at site in use of Fire alarm and Firefighting systems installed at site without extra cost to CGG This demonstration /testing and training shall be done as and when directed/ instructed by CGG. The Bidder shall assist in conducting the mock drill or any inspection done by authorities.
- 7.34. Fire and security drills are to be conducted, and all drill activities, outcomes, and participant details are to be documented. Recording drill schedules, attendance, scenario details, response times, identified shortcomings and corrective actions provides objective evidence of preparedness, supports regulatory and insurance requirements, and enables trend analysis to improve response effectiveness and shall be carried out by successful Bidder.
- 7.35. If any system fails due to negligence on the part of the Successful Bidder as assessed by the CGG and any loss to the CGG occurs the same shall be recovered from the Successful Bidder.

8. STATUTORY REQUIREMENTS: -

8.1. Accidents / Incidents. The Successful Bidder shall immediately on occurrence of any accident / Incidents at or about the Site or in connection with the execution of the work report such accident / Incidents to the CGG Official. The Successful Bidder shall also report such accident / Incidents immediately to the competent authority whenever such report is required to be lodged by law & take appropriate actions thereof.

8.2. Safety Code

- 8.2.1. First aid appliances, including adequate supply of sterilized dressings and cotton wool shall be kept in a readily accessible place.
- 8.2.2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
- 8.2.3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
- 8.2.4. When a ladder is used an extra mazdoor shall be engaged to hold the ladder.

- 8.2.5. All staff and workers employed in the work shall be provided with safety shoes, helmet, belt, etc.
- 8.2.6. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
- 8.2.7. Suitable face masks should be supplied for use by work.
- 8.2.8. The successful Bidder may obtain labour license from the Labor Commissioner, Ministry of labour if it is warranted.
- 8.3. The successful Bidder has to give undertaking on Non Judicial Stamp Paper of applicable value before the award of the work that he undertakes to actually pay wages to all the labourer of all descriptions to be engaged by him for completion of that particular job/work at the rate which is not less than the one prescribed under minimum wages under CLRA Act and also keep the Principal Employer indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.
- 8.4. The successful Bidder shall indemnify and keep indemnified CGG against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labor (Regulation and Abolition) Act, 1970 or any other labour law/statute in force in this regard. The successful Bidder only shall be responsible for liabilities, if any, in this regard.
- 8.5. The successful Bidder shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance. It will be responsibility of the successful Bidder to promote an electrically safe workplace free from unauthorized exposure to electrical hazards for all its employees and outsourced personnel to prevent accidents to themselves, the public (community) and CGG property.
- 8.6. The successful Bidder shall be responsible for taking good care of all specialized equipment, tools and tackles used for its work. It should bring to the notice of CGG the work that is required to be undertaken on time. In case any damage is caused to the equipment due to the gross negligence of any of the employees whether permanent or temporary of the successful Bidder, successful Bidder undertakes to indemnify CGG for such damages. The number of damages quantified at discretion of the CGG shall be final & binding on the successful Bidder. CGG shall be at liberty to deduct such number of damages from any dues payable to the successful Bidder.
- 8.7. The successful Bidder shall not assign the contract or sublet any portion of the contract without prior written permission of CGG. In case of breach of this condition, CGG will serve as a notice in writing on the successful Bidder rescinding the contract where upon the security deposit/performance bank guarantee shall stand forfeited to CGG without prejudice against the successful Bidder.
- 8.8. The successful Bidder itself must be a qualified person and should have working experience in handling such jobs.
- 8.9. All personnel employed by the successful Bidder shall be medically and mentally fit and have good health.
- 8.10. Any financial loss to the CGG on account of fraud/data breach/loss/damage, third party claims of infringement of patent, trademark or industrial design, etc. taking place due to successful Bidder, its employees or due to successful Bidder's negligence shall be recoverable from the successful Bidder along with the damages, if any, with regard to CGG reputation and goodwill. Decision of the CGG in this regard shall be final and binding on the successful Bidder.
- 8.11. Regulatory Compliance: Successful Bidder shall be held liable for any non-compliance or delay in compliance to Regulatory/Statutory guidelines. Any new advisory/guidelines issued by regulatory authorities like RBI, MoF, DFS, GOI etc. need to be implemented free of cost. Any penalty imposed by the Regulator on CGG will be the responsibility and liability of the successful Bidder and the CGG shall be compensated for the same.

9. **NO RIGHT TO SET OFF**

- 9.1. In case the successful Bidder has any other business relationship with the CGG, no right of set-off, counterclaim and crossclaim and or otherwise will be available under this Proposal to the Bidder for any payment's receivable under and in accordance with that business.

10. **PUBLICITY:**

- 10.1. Any publicity relating to the work to be carried out in CGG regarding this project is strictly prohibited. No information of any nature related to this project shall be disclosed to any third party unless otherwise necessary prior permission to CGG
- 10.2. The successful Bidder must represent that their company holds all valid licenses/registrations as may be required under the laws prevalent from time to time, but not limited to, The Contract Labour (Abolition and Regulation Act) and other labour laws. The successful Bidder shall ensure that all such registrations/licenses where required are kept valid and subsisting throughout the term of the agreement.

11. **ASSIGNMENT**

- 11.1. The successful Bidder shall not assign to anyone, in whole or in part, its obligations to perform under the contract, except with the CGG prior written consent and CGG reserves its right to terminate the Agreement, if no such consent is obtained by the successful Bidder.
- 11.2. If the CGG undergoes a merger, amalgamation, takeover, consolidation, reconstruction, change of ownership etc., this contract shall be preassigned to the new party, and such an act shall not affect the rights and obligations of the successful Bidder and such amalgamated/merged entity.

12. **PRINCIPAL TO PRINCIPAL RELATIONSHIP**

- 12.1. The employees engaged by the Successful Bidder shall be deemed to be the employees of successful Bidder only, and the CGG shall not relate to the employment or the terms and conditions thereof in any way. The Successful Bidder alone would comply with the statutory obligations and Labor Regulations/ Rules in this regard. None of the provisions of the Agreement shall be deemed to constitute a partnership/joint venture between the parties hereto, and neither party shall have authority to bind the other except as specifically provided for hereunder. Neither party hereto is the agent of the other and there is no master-servant relationship between the parties. The relationship is on principal-to- principal basis.
- 12.2. The Successful Bidder shall be responsible for payments of all statutory dues with respect to each of its personnel/employees engaged by it to render service under this Agreement with respect to each applicable Labor law, including, the Minimum Wages Act, 1948, the Payment of Wages Act, 1936, the Payment of Bonus Act, 1965, the Employees' State Insurance Act, 1948, the Payment of Gratuity Act, 1972, the Maternity Benefit Act, 1961, the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, etc. No dues/contributions under any future law/labour legislations, as applicable, are payable by the Bank with respect to the Successful Bidder's personnel/employees. The successful Bidder will have no claims whatsoever against the CGG with respect to payment of statutory dues/contributions to personnel / employees of under applicable labour legislations.
13. **Waiver.** No term or provision of this Agreement will be considered waived by either party, and no breach consented to by either party, unless such waiver or consent is in writing signed on behalf of the party against whom it is asserted. No consent to or waiver of a breach of this Agreement by either party, whether express or implied, will constitute consent to, waiver of, or excuse for any other, different, or subsequent breach of this Agreement by such party.

14. **Force Majeure.** Any interruption in services happening in the instance of “Force Majeure” where one or both contracting individuals becomes unable to perform their obligations under the terms of this contract; then no party shall be held responsible for termination of contract. THE CGG then calculates the loss of payment up to the point where services were interrupted.
15. **Amendment, Suspension or Termination of the Contract.**
- 15.1. Termination Clause: In case of non-performance of the Successful Bidder, CGG reserves the right to terminate the contract by giving one month’s notice in writing to the Successful Bidder. However, CGG at its sole discretion terminates the contract and is not bound to give any reasons whatsoever the case may be. CGG may also terminate the contract anytime during its contract period, pursuant to changes in guidelines issued by government / RBI and other statutory bodies affecting the Scope of Work defined under the contract. Immediately upon the date of expiry or Termination of the contract, CGG shall have no further obligation to pay any amount for any periods commencing on or after such date. However, the CGG shall make outstanding payments towards work orders already executed by the Successful Bidder for which payment has not been made. The CGG reserves the right to recover any dues payable by the Successful Bidder from any amount outstanding to the credit of the Successful Bidder, including the pending bills, if any, under the contract.
 - 15.2. The CGG may amend this agreement by giving a notice of one month of such amendment to Successful Bidder, on the address first stated above.
 - 15.3. The CGG have a right to suspend or terminate this agreement any time without assigning any reason whatsoever by giving notice. On such termination, the CGG will have the right to get service from other Bidders or make such alternate arrangements, as it deems fit, without any let or hindrance and if termination is caused due to any default or non-performance or unsatisfactory performance of Successful Bidder. Successful Bidder shall be liable to pay damages being the extra cost to be incurred by the CGG. Successful Bidder shall reimburse the amount claimed by the CGG immediately after demand.
 - 15.4. This agreement shall stand terminated in the event of any of the successful Bidder representations and undertakings being or becoming incorrect or untrue.
 - 15.5. If performance of the Successful Bidder is found unsatisfactory by the CGG during the contract period, the contract will be terminated by giving 01 Month notice and Security Deposit will be forfeited after obtaining necessary approval from the competent authority. The CGG has discretion to approach/select the next lowest Successful Bidder or re-Proposal, the decision of the CGG will be full & final, and no party has any right to raise any objection.
 - 15.6. Breach by the successful Bidder to observe any of the terms and conditions contained herein or under any of the letters of request and authorization issued by the CGG in pursuance hereof or under any other agreement entered by the successful Bidder or any of its personnel (including its owner(s), director(s), partner(s), employee(s) and representative(s)and
 - 15.7. Insolvency or bankruptcy of the successful Bidder or any of its personnel (including its owner(s), director(s), partner(s), employee(s) and representative(s).
 - 15.8. Successful Bidder if unable to provide services as agreed, no notice shall be required in such a case, and the CGG will be free to engage the other Successful Bidders who are willing to provide the services on L1 rates.
 - 15.9. Notwithstanding herein contained, this Agreement may be terminated by the CGG at any time due to circumstances when the Successful Bidder undergoes a change in ownership, becomes insolvent or goes under liquidation, received judicial indictment or is blacklisted, any PSU or by any Govt Body (whether within India or any other location).

16. **Use of Contract Documents and Information.** The Successful Bidder shall not, without CGG prior written consent, disclose the Contract or any provision thereof, or any specification or information furnished by or on behalf of CGG in connection therewith, to any third party. The Successful Bidder will also agree that its employees, agents, etc. as the case may be shall maintain confidentiality of information. Disclosure to any such employed person shall be made in confidence against non-disclosure agreements completed prior to disclosure and disclosure shall extend only so far, as may be necessary for the purposes of such performance. Any document, other than the Contract itself, shall remain the property of CGG and all copies thereof shall be returned to CGG on termination of the Contract. Successful Bidder and its employees/staff to ensure non-disclosure of vital information received from CGG to any other party which may be detrimental to CGG interest. Successful Bidder will be liable to CGG for any loss suffered due to non-compliance of the clause.
17. **DISPUTES AND ARBITRATION:**
- 17.1. All disputes or differences whatsoever arising between the parties out of or in connection with this Agreement (including dispute concerning interpretation) or in discharge of any obligation arising out of the Agreement (whether during the progress of work or after completion of such work and whether before or after the termination of this Agreement, abandonment or breach of this Agreement), shall be settled amicably.
- 17.2. If the parties are not able to solve them amicably, either party (the CGG or Successful Bidder) shall give 30 days' written notice to other party clearly setting out there in, specific dispute(s) and/or difference(s) and the same shall be settled by arbitration in accordance with the Indian Laws relating to arbitration, i.e. in accordance with the provision of the Indian Arbitration and Conciliation Act, 1996 and shall be referred to a sole arbitrator nominated by the CGG, and the award made in pursuance thereof shall be binding on the parties.
- 17.3. Arbitration proceeding shall be held at Hyderabad, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.
- 17.4. This Agreement shall be governed by laws in force in India. Subject to the arbitration clause above, all disputes arising out of or in relation to this Agreement, shall be subject to the exclusive jurisdiction of the courts at Hyderabad, India only.
- 17.5. Arbitration/Legal Jurisdictions. The expenses of arbitration, including fees, shall be equally shared by both parties.
- 17.6. In the event of absence of consensus about a single arbitrator, the dispute may be referred to three arbitrators, one to be nominated by each party and the said arbitrators shall appoint the third presiding arbitrator before commencing the arbitration proceedings.
- 17.7. Successful Bidder shall continue to work under the Contract during the arbitration proceedings unless otherwise directed in writing by the CGG, unless the matter is such that the works/services cannot possibly be continued until the decision of the arbitrator or of the presiding arbitrator is obtained.
18. **NON-EXCLUSIVITY:** It is expressly agreed that the engagement between the parties shall be on a non-exclusive basis. CGG reserves its right to appoint/engage one or more Successful Bidder s/agencies/Successful Bidder s to provide the like services or/and work concurrently during the currency of this agreement/engagement.

19. **DAMAGE TO PERSONS AND PROPERTY ETC:**

- 19.1. The SUCCESSFUL BIDDER shall be responsible for all injury to the worker or workmen or persons, animals or things and for all damages to the building /part of the building, materials, equipment, structural and / or decorative part of property/property in the vicinity which may arise from the operations/installation or neglect of himself or employees/staff whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out of this contract/performing the work.
- 19.2. Successful Bidder agrees to keep the CGG indemnified and harmless at all times in respect of all and any expenses arising from any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage resulting in cost, compensation or damages under any local or Union law.
- 19.3. The Successful Bidder shall reinstate, rectify and remedy all damages of every sort mentioned in this clause to deliver the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property.

20. **INDEMNITY:** The Successful Bidder agrees and hereby keeps the CGG indemnified and harmless at all times CGG and its Officer and Employee and defend from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by reasons of any breach of the Successful Bidder 's obligation under these general conditions or for which the Successful Bidder has assumed responsibilities under the contract including those imposed under any contract, local or national law or laws, or in respect to all salaries, wages or other compensation to all persons employed by the Successful Bidder or Successful Bidder s in connection with the performance of any system covered by the purchase contract. Successful Bidder shall execute, deliver such other further instruments to comply with all the requirements of such laws and regulations as may be necessary there to conform and effectuate the purchase contract and to protect the CGG during the tenure of purchase order. Where any patent, trademark, registered design, copyrights and/ or intellectual property rights vest in a third party, the Successful Bidder shall be liable for settling with such third party and paying any license fee, royalty and/ or compensation thereon. The Successful Bidder shall indemnify and keep fully and effectively indemnified the CGG against any fine or penalty levied on the CGG for improper payment of tax for the reasons attributable to the Successful Bidder.

21. **SURVIVAL**

- 21.1. Severability. The invalidity or unenforceability of any provision of this Agreement shall not in any way effect, impair or render unenforceable this Agreement or any other provision contained herein, which shall remain in full force and effect.
- 21.2. The Parties have expressly agreed that any liabilities or obligations set forth in this contract by their nature and content are intended to survive the performance hereof, shall survive despite such completion/expiration or termination of this contract.
- 21.3. The Successful Bidder shall not have any exclusive right to provide the services to the CGG. The CGG shall be free to engage any other service provided/s or may entrust services like the services or any part thereof to any person/s during/or after the expiry of the service agreement.

22. REPRESENTATIONS & WARRANTIES

- 22.1. Each of the Parties represents and warrants in relation to itself to the other that: It has all requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement and has been fully authorized through applicable corporate process to do so and that nothing contained herein or required in the performance here of conflict or will conflict with or give rise to a breach or default under, or permit any person or entity to terminate, any contract or instrument to which the party is bound.
- 22.2. The person(s) signing this Agreement on behalf of the Parties have the necessary authority and approval for execution of this document and to bind his/their respective organization for due performance as set out in this Agreement. It has all necessary statutory and regulatory permissions, approvals and permits for the running and operation of its business.
- 22.3. It will provide such cooperation as the other Party reasonably requests in order to give full effect to the provisions of this Agreement.
- 22.4. The execution and performance of this Agreement by either of the Parties does not and shall not violate any provision of any of the existing Agreement with any of the party and any other third party.

23. Additional Representation and Warranties by Successful Bidder

- 23.1. The Successful Bidder shall perform the Services and carry out its obligations under the Agreement with due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in the industry and with professional standards recognized by international professional bodies and shall observe sound management practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods.
- 23.2. Mr/Ms of the Company is authorized by MD of the Agency to approve the Terms & Conditions of the service level agreement and to finalize and sign the same on behalf of Successful Bidder
- 23.3. The Successful Bidder has the requisite technical and other competence, sufficient, suitable, qualified and experienced manpower/personnel and expertise in providing the Services to the CGG.
- 23.4. The Successful Bidder shall duly intimate to the CGG immediately; the changes, if any in the constitution of the Successful Bidder.
- 23.5. The services and products provided by the Successful Bidder to the CGG do not violate or infringe any patent, copyright, trademarks, trade secrets or other intellectual property rights of any third party.
- 23.6. The Successful Bidder shall ensure that all persons, employees, workers, etc engaged by the Successful Bidder in rendering the Services under this Agreement have undergone proper background check, police verification and other necessary due diligence check to examine their antecedence and ensure their suitability for such engagement. No person shall be engaged by the Successful Bidder unless such person is found to be suitable in such verification and the Successful Bidder shall retain the records of such verification and shall produce the same to the CGG as and when requested.
- 23.7. Successful Bidder represents and warrants that its personnel shall be present at the CGG premises or any other place as the CGG may direct, only for the Services and follow all the instructions provided by the CGG; act diligently, professionally and shall maintain the decorum and environment of the CGG; comply with all occupational, health or safety policies of the CGG.
- 23.8. Successful Bidder shall assume responsibility under Labour Laws and also hold the CGG harmless from any loss, expense, damage or personal injury, death and any claim for payment of compensation of its employees, salary, retirement benefits, or any other fringe benefits asserted by an employee of Successful Bidder, arising out of Successful Bidder's performance of Services hereunder.

DECLARATION OF BLACKLISTING

(To be submitted on company/successful Bidder letter head)

Date: / / 2026

To
Director
Admin & Finance
Centre for Good
Governance,
Hyderabad

Sir,

Sub: “Reconditioning / Rectification, Testing, Recommissioning and Annual Maintenance Contract (Comprehensive) for installed Fire Alarm system, PA System, Fire Extinguishers and Fire Fighting system, CGG Gachibowli Hyderabad

I/We confirm that we have not been blacklisted/barred/banned/delisted by any government / or quasi government agency/ or any PSU/ or by Autonomous body”.

Dated:

Signature: _____ in the capacity of _____ duly authorized to sign

COMMERCIAL BID

(To be submitted by successful Bidder on company letter head)

Reconditioning / Rectification, Testing, Recommissioning & Comprehensive Annual Maintenance Contract

Sl. No.	Description of work	Estimated Total Contracted Rate (Rate for a year) (Rs.)	The rates to be quoted both in figures & words
1.	Reconditioning / Rectification, Testing and Recommissioning of Fire Fighting system at CGG		
2.	Comprehensive Annual Maintenance Contract		

Bidder Seal and Signature

LETTER SUBMITTING THE PROPOSAL
(To be submitted on Successful Bidder / Company Letter Head)

To
Director
Admin & Finance
Centre for Good Governance, Hyderabad

Date: ____/____/2026

Sir,

Sub: “Reconditioning / Rectification, Testing, Recommissioning and Annual Maintenance Contract (Comprehensive) for installed Fire Alarm system, PA System, Fire Extinguishers and Fire Fighting system CGG Gachibowli Hyderabad.

I/We do hereby offer to execute the work under contract at the respective rates mentioned in the Commercial bid. I/We have seen the site, understood all parts of the Notice inviting Proposal, general terms & conditions of contract, scope of work, testing & maintenance schedule, list of equipment & material.

I/We agree to execute the work as per specifications, general conditions of contract, scope of work, testing & maintenance schedule.

I/We shall deposit Security Deposit as mentioned in Notice Inviting Proposal which amount is not to bear any interest. I/We do hereby agree that this sum shall be forfeited by you in the event our Proposal is accepted and I/We fail to fulfil the contract when called upon to do so.

I/We understand that you are not bound to accept the lowest or any Proposal that you receive.

I / we have understood all the terms & conditions and have made ourselves / ourselves fully acquainted with the locations/ Sites of the branches & working conditions. The said terms & conditions are acceptable to us.

Yours faithfully,

(BIDDER)

Name of the partner of the Bidder

Name of our banker

Proposal submitted on before P.M.

CHECK LIST

Checklist of documents submitted for Reconditioning / Rectification, Testing, Recommissioning and Annual Maintenance Contract (Comprehensive) for installed Fire Alarm system, PA System, Fire Extinguishers and Fire Fighting system by the tenderer.

S. No.	Items	Submitted Yes/No
1	Bid Document fee Rs.15,000/-	
2	Earnest Money Deposit (EMD) Rs.30,000/-	
3	Tender form with complete technical bid with all pages serially numbered, signed and stamped on each page.	
4	Registration certificate of Shops & Commercial Establishment Act for proof of Registered Office / Working Office/ Service Centre.	
5	Income tax returns of last Three years	
6	Attested photocopy of PAN card	
7	GST registration certificate with details of the last payment	
8	Documentation support of contracts fulfilled in last 5 years along with their values in support of experience and financial credibility	
9	Proof showing average turnover of not less than Rs.30 lakhs for last three years.	
10	The Bidder must submit a self-attested copy (copies) of Recent work order (s) of which the work (s) has (have) been completed within last five years to the one of issue of the company, as a proof of work done in a PSU, Central /State Government Organization or subsidiary / joint venture / Regulated company thereof, or a reputed private company etc. The value(s) of each work order (s) should be clearly mentioned.	
11	Satisfactory completion of contract certificate from previous organizations (minimum three required)	
12	Provide self-certification on company letter head that, they will not transfer this contract to any subcontract	

Note: Bidder should ensure that the documents are attached with Technical Bid as per Check list and all pages of Proposal and documents are signed and stamped.